**ABC of Iowa Apprenticeship and Training Trust**

NEW STUDENT REGISTRATION CHECKLIST & INSTRUCTIONS

APPRENTICE FORMS**: The documents listed below are** REQUIRED FOR ALL NEW APPRENTICES TO YOUR COMPANY**. Complete all highlighted sections of forms only.**

***\*\*****PLEASE ONLY USE THESE CURRENT FORMS FROM ABC-DO NOT USE OLD FORMS****\*\****

**2024-2025** **Class Registration Form** (1 per company) Multiple apprentices from the same company can be registered on one form.

**2024-2025 Apprentice Profile Form (1 per apprentice)**

**U.S. Department of Labor Apprenticeship Agreement** (1 per apprentice)

**Apprentice information**

**Only the following sections need to be filled out on this part of the form:**

**Part A:**

Section 1. Name, S.S. #, address, phone number

Section 2. Date of Birth

Section 3. Sex

Section 4a. Ethnic Group

Section 4b. Race

Section 5. Veteran Status**\*\*\***

Section 6. Highest education level

Section 7a. Employment status

Section 8. Signature of apprentice and date (please review requirements of any electronic signatures at <https://www.dol.gov/agencies/oalj/ELECTRONIC_SIGNATURES#:~:text=%C2%A7%2018.30(b)(4,submitting%20such%20a%20document%20by)>

**Sponsor (Employer) information**

**Only the following sections need to be filled out on this part of the form:**

**Part B:**

Section1. Sponsor Name and Address

Section 2a. Trade/Occupation

Section 9b. Apprentice will be paid or not paid for related instruction

Section 10b. Entry hourly wage (current apprentice being enrolled)

Section 10c. Journeyworker’s wage (as noted on Sponsoring Agreement)

Section 11. Signature of sponsor representative and date (please review requirements of any electronic signatures at <https://www.dol.gov/agencies/oalj/ELECTRONIC_SIGNATURES#:~:text=%C2%A7%2018.30(b)(4,submitting%20such%20a%20document%20by>)

**\*\*\*For Veterans Only:**

Montgomery GI Bill (Chapter 30) – Generally, for individuals who entered active duty after July, 1985, and participated in the pay reduction program (pay reduced $100 a month for 12 months) and served honorably for two years or more are eligible. Veterans or service persons cannot withdraw money paid into the fund.

Montgomery GI Bill for Reservist (Chapter 1606) – An individual who enlisted, re-enlisted, or entered an enlistment in the Selected Reserve or National Guard for a period of 6 years after July 1, 1985, and has completed the initial active-duty training may be eligible for VA benefits. This program does not require a contribution by the reservist or guardsman.

For other VA questions or to see if you qualify – call Monte Burroughs at the Veterans and Military Education office at (515) 631-9207 or monte.burrough@iowa.gov

**Disability Disclosure Form** (1 per apprentice)

**Credit for Previous Experience Worksheet** (1 per apprentice)

This form is used to report OJT hours that the apprentice has worked for your company, or another company, **prior** to entering the ABC of Iowa Apprenticeship and Training Trust apprenticeship program. One form per company and if it’s a different employer, that employer needs to fill out the form and sign off on the hours the apprentice worked for that company only. **Please note:** These hours will only be accepted at the initial time of registration with the DOL.

**Sponsoring Employer Acceptance Agreement** (1 per company, per trade)

This form needs to be completed by the employer every year, for each trade in which the company has a registered apprentice**.**

**Email completed registration forms to** [**andrea.sheaffer@abciowa.org**](mailto:andrea.sheaffer@abciowa.org)

ABC of Iowa Apprenticeship and Training Trust

3100 SE Enterprise Dr.

Grimes, IA 50111

**A logo with red and blue text

Description automatically generated**