



## Application for New or Transfer Apprentices

This application is for new apprentices or for apprentices that are transferring to a new company.

### Apprentice Information

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last Name \_\_\_\_\_

Suffix \_\_\_\_\_ Nick Name \_\_\_\_\_

Street Address \_\_\_\_\_ Unit/Apt Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Apprentice Personal Cellphone Number \_\_\_\_\_

Apprentice Personal Email Address \_\_\_\_\_

SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

Disability? Y/N \_\_\_\_\_

Veteran? Y/N \_\_\_\_\_

Ethnicity? Hispanic/No \_\_\_\_\_

Highest Education Level? \_\_\_\_\_

<p><b>Race (Select One or More)</b></p> <p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or other Pacific Islander</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Participant Did Not Self-Identify</p>
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### Emergency Contact Information (must be different phone number than above)

Name (First and Last) \_\_\_\_\_

Phone \_\_\_\_\_ Relationship to Apprentice \_\_\_\_\_

### Employment Information

Employer Name \_\_\_\_\_

Date Hired \_\_\_\_\_ Employment Status (New or Current) \_\_\_\_\_

Hourly Wage \_\_\_\_\_ Trade \_\_\_\_\_

## Credit for Previous Experience Worksheet

This section is used to report OJT hours that the apprentice has worked for their **current** ABC of Iowa employer **prior** to enrolling into the ABC of Iowa Apprenticeship.

If an apprentice was previously enrolled with an ABC of Iowa employer, OJT hours submitted and approved by previous ABC of Iowa employer will already be recorded and do not need to be reported below.

To get credit for hours worked with a previous (non-ABC of Iowa) employer, the apprentice must attach a payroll summary report or a signed letter (on company letterhead) from the previous employer that states the apprentices' name, total of hours worked, trade and timeframe the hours were completed.

Apprentices can only bring forward up to 7000 hours at the time of registration with a new sponsor.

**Please note:** These hours will only be accepted at the initial time of registration with the IOA.

**\*\*Important\*\* This section must be completed even if reporting zero hours**

Apprentice Name \_\_\_\_\_

Current Company Name \_\_\_\_\_

OJT Reported Start Date \_\_\_\_\_ End Date (End of Prev Month) \_\_\_\_\_

Trade (Select one) \_\_\_\_\_ Reporting Zero OJT Hours \_\_\_\_\_

**DIRECTIONS:** Using the chart on the next page, locate the trade in which the previous experience was conducted (Electrical, HVAC, Plumbing or Sheet Metal). For each of the corresponding job processes, indicate the number of OJT hours the employee has worked. (Must be able to provide documentation for these hours if requested by ABC and/or the IOA.) \*If you do not see your trade listed, please reach out so we can provide the correct job process descriptions.

Job Process	Hours Worked		Job Process	Hours Worked		
1			8			
2			9			
3			10			
4			11			
5			12			
6			13			
7			<b>Total Hours</b>			

**\*\*Signature of Apprentice and Employer are both required.\*\***

Signature of Apprentice \_\_\_\_\_ Date \_\_\_\_\_

Signature of Employer \_\_\_\_\_ Date \_\_\_\_\_

## ABC of Iowa Apprenticeship and Training Trust

### ELECTRICAL, HVAC, PLUMBING, SHEET METAL – JOB PROCESSES

#### ELECTRICAL – 4 YEARS

1. **Preliminary Work:** learning names and uses of equipment used in the trade; names and uses of various tools used in assembling material.
2. **Residential and Commercial rough wiring:** moving material from stockroom, laying out outlets, etc. from blueprints or personal instruction; laying out systems; cutting and installing wires, cables, conduits; assisting journeyman in making connections, installations and preparing information for office.
3. **Residential and Commercial finish work:** connecting and setting switches, plates and receptacles; installing proper fuses various kinds of fixtures; assisting journeyman in installation and completion of work in accordance with the rules of National Board of Fire Underwriters and local regulations.
4. **Industrial Lighting and Service Installation:** installing all types of heavy electrical equipment; wiring all types of heating equipment; complete installation for air conditioning.
5. **Troubleshooting: repairing electrical work;** checking for trouble – making repairs under supervision.
6. **Motor Installation and Control:** installing overcurrent devices; installing replacement motors; analyzing motor circuits/trouble-shooting; installing emergency generators.

#### PLUMBER – 4 YEARS

1. **Care and use of tools and material:** identification, use, operation and maintenance of tools and equipment.
2. **Preparation of tools, equipment and material for plumbing and heating:** loading, unloading materials using safety precautions, selection of materials.
3. **Caulking cast iron pipe:** tools for yarning oakum – caulking lead joints; furnaces (several types); safety measures – molten lead.
4. **Drainage piping and fittings:** installation of; pitching pipe, determining number of fixtures permissible on certain lines.
5. **Venting:** installation; codes.
6. **Pipe cutting, reaming, threading, and flanging, threading machine:** reamers; power drills.
7. **Installation and maintenance of steam and hot water heating systems:** installing main components; fabrication of piping; cutting – patching walls; leaks; repairing components.
8. **Power and industrial process piping:** fabricating and installing high pressure and special allow piping; welding pipe; testing operation systems.
9. **High – low pressure boilers:** installation piping; testing and instructing operating personnel.
10. **Hot and cold water systems for domestic purposes:** measuring, cutting, fitting pipe, joints, valves and installing according to various codes.
11. **Gas System appliances:** selecting, measuring, cutting, threading pipe; unions, joints, leaks, venting according to codes.
12. **Single fixture installation (commodes, bathtubs, etc.):** installation.
13. **Water heater installation:** size, type in accordance with job order; replacement of old heater; installation of new heater according to codes.

#### HVAC TECHNICIAN – 4 YEARS

1. **Use and care of tools and equipment:** welding, soldering, blazing, preparation of work area, tools and equipment. Clean-up.
2. **Compression systems (Installation and service):** compressors, condensers, receivers, evaporators – all types and materials.
3. **Refrigerant controls (Installation and service):** expansion valves, all types. Power elements, float-controls, capillary tubes, check valves, safety hazards and controls.
4. **Motor controls:** thermostats, pressure devices, combinations, switches.
5. **Electric motors (service) up to 5 horsepower:** installation, lubrication, field test, servicing.
6. **Absorption System:** solid absorbent, liquid absorbent, controls.
7. **Hermetic, semi-hermetic (Installation and service):** dismantle and rebuild, field test, shop and field repair, controls.
8. **Commercial refrigeration (Installation and service):** condensing units, coils, and evaporators, heat exchanges, surge tanks, vacuum and pressure test, various cooling systems.
9. **Air Conditioning Systems (Installation and service):** humidifiers and dehumidifiers, filtering, cleaning circulating equipment, cooling, cooling towers.
10. **Heating equipment (Installation and service):** furnaces-boilers, fuel burners, unit heaters, etc.
11. **Burner unit (Installation and service):** oil burners, gas burners, stokers, electric hazards and controls.
12. **Boiler room piping (Installation and service):** heaters, circulators, pumps, expansion, loops, safety.
13. **Hydronic Heating Systems (Installation):** hot water circulation, steam systems, installation panels.

#### SHEET METAL – 4 YEARS

1. Use of Hand Tools
2. Use of machine tools and processes
3. Flux, rivets and fastening devices.
4. Measurements and layouts.
5. Benchwork
6. Spot-welding, gas welding
7. Installing ductwork and equipment.
8. General sheet fabrication and installation of skylights and ventilators.

### JOB PROCESSES

*Use this information to complete:*

*CREDIT FOR PREVIOUS EXPERIENCE WORKSHEET*

*and*

*MONTHLY OJT REPORTS*