



JOINT APPRENTICESHIP & TRAINING COMMITTEE

7193 JONESTOWN ROAD, HARRISBURG, PA. 17112

Telephone (717)652-3294

Representing Plumbers & Pipefitters Local Union #520 of the United Association of Plumbing & Pipefitting and the Mechanical Contractors Association of Central Pennsylvania

Thank you for your interest in the Plumbers and Pipefitters Local 520 Training Program. We have been training Union pipe trades apprentices since 1953. The requirements to apply for an apprenticeship in local 520 are:

1. 18 years of age at the time of application, or if you are a High School senior who will be 18 at the time of graduation, we need a letter of intent to graduate from your high school.
2. High School diploma or GED
3. Ability to pass a drug screen
4. Have a valid photo driver's license

We accept applications year-round but only offer math test sessions twice per year and interviews once per year. See schedule below for test session dates.

Interviews for qualifying applicants will be scheduled in March and exact dates won't be determined until February.

In order to be scheduled for testing you must complete an application, two reference forms and submit the \$10.00 application fee. You can pick this up at the Training Office Monday through Friday between the hours of 7:00AM and 3:30 PM or go online at [Local 520 Training Center \(ualocal520training.com\)](http://ualocal520training.com) and click on **Training Department**. From the drop-down menu select **Apprenticeship**. This page will give you information on the apprenticeship and there is a link under **In This Section** titled **Application Process**. There you'll find info about our upcoming test sessions and a link to the application packet.

If you have an interest in touring the Training Center, please call the Training Office number above to schedule an appointment and one of the Training Department staff would be glad to show you around.

After obtaining and looking over the application, if you have any questions, please feel free to contact me.

Sincerely,

Don Eldridge, Training Coordinator
trainingcoordinator@local520.com

Rita Thoman, Training Office Manager
trainingoffice@local520.com

Training Department

Apprentice Program Application Timeline

For the 2024-2025 School Year



Applications are accepted year-round.

- **September 22, 2023** – Deadline for test session #1 The Training Department must receive the application, reference forms, and \$10.00 fee for test session #1 by 3:30PM. Late or incomplete applications will be processed for test session #2.
- **September 25 – October 4, 2023** – Applicants must complete the Apprentice Assessment which will be emailed.
***MUST PASS BEFORE MOVING ON TO MATH ASSESSMENT TEST**
- **October 9, 2023** – Math test session #1 at Local 520 Training Center
- **December 1, 2023** – Deadline for all qualifying applicants from test session #1 must submit a copy of birth certificate, copy of high school diploma or GED with test results, copy of high school transcripts, valid driver's license, DD214 (if applicable), and drug screen results (see list on next page)
- **January 12, 2024** – Deadline for test session #2 The Training Department must receive the application, reference forms, and \$10.00 fee for test session #2 by 3:30PM. Late or incomplete applications will be processed for the 2025/26 class year.
- **January 15-24, 2023** – Applicants must complete the Apprentice Assessment which will be emailed.
***MUST PASS BEFORE MOVING ON TO MATH ASSESSMENT TEST**
- **January 29, 2024** - Test session #2.
- **February 28, 2024** - All qualifying applicants from test session #2 must submit a copy of birth certificate, copy of high school diploma or GED with test results, copy of high school transcripts, valid driver's license, DD214 (if applicable), and drug screen results (see list on next page)
- **March (Month-long)** - All qualifying applicants from test sessions 1 & 2 that have submitted all required documents will be interviewed. Applicants will be notified of their place on the ranking list.
- **April 1, 2024** - Contractors will be notified of new apprentice availability. Selection will begin as Contractor requests are received. New apprentices dispatched to jobsites.
- **August 30, 2024** - First day of school. **All-Apprentice orientation day**

ITEMS NEEDED TO BE SCHEDULED FOR TESTING

- APPLICATION
- TWO REFERENCE FORMS
- APPLICATION FEE \$10.00 (Non-Refundable) – Check or Money Order Payable to Local 520 JATC

ITEMS NEEDED TO BE SCHEDULED FOR AN INTERVIEW

- PASSING GRADE IN BOTH THE APPRENTICE ASSESSMENT (online) & MATH ASSESSMENT (proctored in person)
- COPY OF HIGH SCHOOL DIPLOMA or COPY OF OFFICIAL GED with TEST RESULTS

NOTE: If your diploma is lost or misplaced, we will accept your high school transcripts with Graduation date listed.

NOTE: High School Seniors MUST have a letter of intent from High School Principal on school letterhead indicating the applicant will graduate. All high school transcripts, to date, must also be included.

- COPY OF HIGH SCHOOL TRANSCRIPTS (non-official) FOR YOUR LAST 3 YEARS.

NOTE: If you have a GED, High School Transcripts are still required.

- VALID DRIVERS LICENSE
- MILITARY TRANSFER OF DISCHARGE FORM DD214, IF APPLICABLE
- DRUG SCREEN RESULTS

Resumes and College Transcripts are a plus. Turn them in for your file.
Questions may be directed to the JATC office at 717-652-3294 Monday thru Friday 7am-3:30pm.



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APPRENTICE APPLICATION PROCEDURE

Apprenticeship applications will be available online at [Local 520 Training Center \(ualocal520training.com\)](http://Local520TrainingCenter.ualocal520training.com) or can be picked up at Local 520 Training Center, Monday-Friday between the hours of 7:00am and 3:30pm.

Completed applications and all necessary paperwork will be processed at Local 520 Joint Apprenticeship Training Center. There are 3 ways to submit applications:

- 1) In person at Local 520 Training Center located at 7193 Jonestown Road, Harrisburg, PA. 17112.
- 2) By mailing your application and all necessary paperwork to the address above. (Do not mail cash)
- 3) Scan and email application and all necessary paperwork to trainingoffice@local520.com (In-person or mail fee)

Requirements to be scheduled for a test

- 1) Application
- 2) Two (2) Reference Forms (submitted by someone not related to the applicant).
- 3) Application Fee \$10.00 (non-refundable) – **Check or Money Order Payable to Local 520 JATC.**

Documents required to be scheduled for an interview

- 1) COPY of Birth Certificate. Must be in English, or applicant will be required have to have the document translated at their own expense.
- 2) COPY of your High School Diploma or Equivalent (GED) with Test Results.

Note: If the applicant's High School Diploma is lost or misplaced. We will accept your high school transcripts with Graduation date listed. If Graduation date is not listed on transcripts, applicant must get a letter from the School or school district on its letterhead, certifying the year and date the applicant did graduate.

Note: If the applicant is a senior in High School, you must be at least seventeen (17) years of age and eighteen (18) years of age before being eligible to be assigned to a contractor for work. Seniors MUST supply a letter of intent to graduate. All High School Transcripts, to date, must also be included.

- 3) COPY of High School Transcripts (non-official) for the applicants final 3 years of High School. Must be in English or applicant will be required to have the documents translated at their own expense.

- 4) Drug Screen Results (Must be negative to any illegal, un-prescribed medication. Presence of prescription medications must be revealed, with copy of physician's prescription, prior to undergoing drug screening.

Note: Scheduling, Obtaining and cost of Drug Screening will be the responsibility of the applicant. This may be done at the location of the applicant's choice. The test that you are to have done should be requested as: 5 panel, NON-DOT, Rapid Urinalysis. *Cost may vary. Cost of Drug Screening will be reimbursed (**up to \$75**) if applicant becomes a registered apprentice. **-MUST submit receipt with application for reimbursement.**

- 5) VALID Driver's License-Please include a copy if you are sending in your information.
- 6) COPY of DD 214, Military transfer, or Discharge form (if Applicable).

Proficiency test date will be given when COMPLETED application is processed. The testing is held at the Local 520 Training Center and administered by a Local 520 proctor. Proficiency testing is held the LAST Monday of September and January.

DEADLINES are TWO (2) weeks prior to the test date. All application items are due by the end of day that day--- **NO EXCEPTIONS!**

Any person that DOES NOT met the minimum proficiency level may RETEST 6 months later at the next scheduled test session.

*****Application procedures will be reviewed annually and modified as required. This may include Proficiency testing procedure, drug screening and administrative fees*****

**APPLICATION FOR APPRENTICESHIP
PLEASE PRINT ALL ANSWERS**

If you are accepted for a probationary apprenticeship, you will be required to:

1. Complete a Physical
2. Serve as a probationary apprentice for a period of 1 year (1700-2000 hours of on-the-job-training).
3. Serve a 5-year apprenticeship including the probationary period (8500-10,000 hours of on-the-job-training).
4. Report for work and related, required training classes, on a regular basis.
5. Provide for your own transportation to and from the job site and classes at all times.
6. Work under the direction of a journey worker or designated supervisor and perform job duties satisfactorily.
7. Attend and appropriately participate in related training classes regularly and maintain an acceptable average in those classes.
8. Abide by all rules and regulations of the Joint Apprenticeship and Training Committee.

I, the undersigned, have read, understand and agree to abide by the above, and further, I represent that the information in and in support of this application is true and accurate.

(Applicant Signature)

(Applicant Print)

(Date)

NOTICE: Providing any false or misleading information on this Application or any related document may result in you being rejected for admission or if admitted, may result in your being dismissed from the program.

APPLICATION FOR APPRENTICESHIP
PLEASE PRINT ALL ANSWERS

1. Name of Applicant: _____
Last First Middle Initial

2. Address: _____
Street City, State & Zip County

3. Social Security No. _____ Cell #(____) _____

4. Male ___ Female ___ Email: _____

5. American Indian or Alaskan Native ___ Black ___ Asian or Pacific Islander ___
 Hispanic ___ White ___ Other ___ (Answer is optional)

6. Date of Birth: _____

7. Veteran: Yes ___ No ___ Branch of Service: _____

Length of Service: _____ Date of Discharge: _____

Type of Discharge: _____

8. Currently Employed: Yes ___ No ___

9. Work Experience:

Give jobs in order, starting with your present or latest job, include military experience, summer jobs and part-time jobs.

Employer City Type of Work From To Reason for Leaving

Employer	City	Type of Work	From	To	Reason for Leaving

10. High School Graduate ___ GED ___

Name and Address of High School _____

11. Additional Educational Background _____

Applicants Signature _____ Date _____

**APPLICATION FOR APPRENTICESHIP
PLEASE PRINT ALL ANSWERS**

I also understand I may request credit for previous experience and/or secondary education in the related field of HVAC, PIPEFITTING, PLUMBING and/or WELDING, with a minimum of two years with an associate's degree.

I (_____) request the J.A.T.C. to consider my request for credit because of:

WORK EXPERIENCE _____

Explain: _____

RELATED EDUCATION _____

Explain: _____

All documents, records and affidavits supporting proof of work history or education in the related field must be included with this application.

The J.A.T.C. will evaluate each request for credit from those that are accepted into the apprenticeship program.

Signature of Applicant

Date



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(Please Print Name of Applicant) _____

The person named above is applying to Local 520's Apprenticeship Program. The applicant has indicated that you would be able to evaluate his or her qualifications and provide us with a candid recommendation. Considerable value is placed on personal references during the application review and selection process. Your input is greatly appreciated.

Name of Reference: _____

Last

First

Middle Initial

Address: _____

City, State & Zip

Phone: ____ (____) _____ Best time to call: _____

How long have you known the applicant? Years _____ Months _____

In what capacity have you known the applicant?

Job Supervisor _____ Clergy _____ Volunteer Supervisor _____ Coach _____

High School Teacher _____ College Instructor _____ Other(specify) _____

Please describe the situation in which you know the applicant: _____

In your judgment, how competent is this applicant, as demonstrated by work in the community, on school, on the job, or in a position of responsibility? Please check one.

Outstanding Performance _____

Above Average Performance _____

Below Average Performance _____

Non-Satisfactory Performance _____

Please explain your answer further here: _____

How would you rate the applicants working relationships with other people? Please check one.

- Works well with others; can lead or follow as the occasion demands.
- Usually works well with others; can lead or follow in most situations
- Has average working relationships with others
- Has difficulty working with others
- Does not work well with others

What is your overall recommendation? Please check one.

- I recommend the applicant without reservation as an excellent candidate for the apprenticeship.
- I recommend the applicant as a good candidate for the apprenticeship.
- I have some reservations, but believe the applicant has a reasonable chance of success.
- I have some substantial doubts about the applicant.
- I do not recommend this applicant for the apprenticeship.

Please take a few minutes to explain any of your ratings and anything else about this applicant that you feel is relevant. Such as the applicant's maturity, work ethic, flexibility and dependability.

References

Signature: _____ Date: _____



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