



## ALASKA TEAMSTER-EMPLOYER SERVICE TRAINING TRUST

520 E. 34<sup>th</sup> Avenue, Suite 201, Anchorage, AK 99503

Anchorage Contact: (907) 278-3674

Fax: (907) 279-6088

Fairbanks Contact: (907) 479-8451

Fax: (907) 456-6088

Statewide: (800) 478-4233

[www.akteamsterstraining.com](http://www.akteamsterstraining.com)

The following information is to inform you of the application and selection process of the  
Alaska Teamster **CONSTRUCTION DRIVER** Apprenticeship - STATEWIDE

*\*You must be domiciled in State of Alaska to be eligible. Includes all Alaska Teamsters\*  
Information on the program is available online at [akteamsterstraining.com/apprenticeship](http://akteamsterstraining.com/apprenticeship)*

Applications will be accepted from

December 9 – 20, 2019

- **Application Deadline: December 20, 2019 by 4:00 pm.** All applications must be received by this date and time. Any application received before or after this date and time regardless of postmark will not be accepted.
  - Please note: eligible applicants will need to be prepared to interview **in person** the week of **January 13 – 17, 2020**. Interviews will be in Anchorage. **Training will begin February 24, 2020.** This training will be 12 weeks in duration **in Anchorage**. This training is unpaid.
- Complete the Apprenticeship Application
  - Applicants may be 18 years of age to apply but must be a minimum of 19 years of age for this program by March 31, 2020.
- Attach all required documents. It is your responsibility to include all information. Applications must be complete to be considered. We will not review the application for you prior to submitting.
  - If you live in a remote rural community that is not connected to the Alaska Highway System and therefore cannot drive to a WorkKeys testing provider and you meet all other minimum qualifications, please contact the Dept. of Labor 877-724-2539 for additional testing options. We will accept the Career Ready 101 scores for those in this situation.
- Return the completed original application with original signature and required documents in person or by mail (copies, emails and faxes will not be accepted) to:
  - Alaska Teamster Training Center
  - Attn: Apprenticeship Coordinator
  - 520 E. 34<sup>th</sup> Avenue, Suite 201, Anchorage, AK 99503
- **Letters** will be mailed out to each applicant stipulating that your application was complete or incomplete.
- If you receive a letter that states your application was complete, you will be contacted by the Apprenticeship Coordinator to set up your appointment for an interview in person the week of August 12-15, 2019 in Anchorage.
- Please do not call our offices to find out the status of your application. You will be notified by mail. At that time if you do not agree with the outcome of your application, you may request **in writing**, not by telephone for a copy of your application (\$25.00 fee) and/or a request for the reason of the determination. You will receive a response by mail, not by telephone or in person.
- In order to maintain a fair and equal opportunity for all applicants, please recognize that there are no exceptions to the rules and requirements of the application process for Alaska Teamster Apprenticeship programs.
- You may request at anytime a copy of the Alaska Teamster Employer Service Training Trust JATC Standards of Apprenticeship to review all qualifications and requirements. This document is also available at [www.akteamsterstraining.com](http://www.akteamsterstraining.com) .

**Keep this page for your records**



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for purpose of double sided printing



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Cheri Lipps, Apprenticeship Coordinator 907-751-9785

Email: [c.lipps@acsalaska.net](mailto:c.lipps@acsalaska.net)

**ALASKA TEAMSTER – EMPLOYER SERVICE TRAINING TRUST  
JOINT APPRENTICESHIP & TRAINING  
APPRENTICESHIP APPLICATION for ALASKA TEAMSTERS  
CONSTRUCTION DRIVER  
STATEWIDE**

You must be domiciled in ALASKA to be eligible.

**Application Number**    c-1219125--

**NO APPLICATION WILL BE PROCESSED AFTER 4:00 PM, DECEMBER 20, 2019.**

*Fill in all information, answer all questions and provide requested documentation.*

APPLICANT NAME		
LAST		
FIRST		MI.
ADDRESS		
CITY	STATE	ZIP
CONTACT NUMBERS		
CELL (    )	HOME (    )	
E-MAIL		

Alaska Teamster Employer-Service Training Trust JATC will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. Alaska Teamster Employer-Service Training Trust JATC will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

Applicants who meet all of the minimum requirements will be interviewed by the JATC. Eligible applicants will then be placed in the applicant pool in order of their final ranking. In the event of an apprentice opening, apprentices will be selected in the order of the highest ranked score.

**CREDIT FOR PREVIOUS EXPERIENCE:** Apprentice applicants seeking credit for previous experience gained outside the supervision of the Sponsor must submit the request at the time of application and furnish such records, affidavits, and other information to substantiate the claim. Consideration will only be given after evaluation of the apprentice’s performance and demonstrated skill and knowledge during the probationary period.



To meet minimum qualification for apprenticeship (no exceptions), applicants must:  
(Please initial each line)

- 1) \_\_\_\_\_ WorkKeys Assessments: Applicant must complete the WorkKeys Assessments (Applied Math, Graphic Literacy, and Workplace Documents), timed (55 min. per test) at designated DOL Job Centers or authorized facility and obtain a minimum Score of 4 (Silver NCRC) or better and include a copy in their application packet. \*Career Ready 101 scores will be accepted for individuals not connected to the AK Highway System that do not have WorkKeys testing facilities in their rural community.
- 2) \_\_\_\_\_ Age: Applicants shall be at least 18 years of age upon submission of the application. They shall be at least 19 years of age upon date of indenture, March 31, 2020.
- 3) \_\_\_\_\_ Education: Shall possess sufficient educational knowledge to satisfactorily complete the on-the-job training and related technical instruction. A high school diploma or GED equivalency is required.
- 4) \_\_\_\_\_ Physical: Shall be physically capable of performing the essential functions of the occupation, with or without reasonable accommodation, without endangering the health and safety of the individual or others.
  - a) Shall complete a Post Offer Health Questionnaire (POHQ) to be reviewed by the Occupational Health Medical Review Officer (**Only if selected into the apprenticeship program**. Approximate cost to applicant \$40).
  - b) Shall pass and obtain a Medical Examiner's Certificate (*for Commercial Driver Medical Certification*) in accordance with the requirements of the U.S. Department of Transportation, USDOT (**Only if selected into the apprenticeship program**. Approximate cost to applicant \$105 depending on location).
  - c) Shall pass a Post-offer Pre-placement Functional Fit Test performed by our affiliate clinic to determine if the person exhibits the abilities to perform the minimum functional demands of the job safely. (**Only if selected into the apprenticeship program.**)
- 5) \_\_\_\_\_ Drug & Alcohol: Shall obtain and pass drug and alcohol screening (includes UA and Hair Follicle) test in accordance with the USDOT standards and remain in the random screening program. (**Only if selected into the apprenticeship program**. Approximate cost to applicant \$173 depending on location).
- 6) \_\_\_\_\_ Security Threat Assessment: Shall be able to obtain and pass a federal background check in accordance with Hazmat Endorsement (HME) Threat Assessment Program (HTAP) and Transportation Worker Identification Credential (TWIC) to obtain those credentials and maintain them in the program.
- 7) \_\_\_\_\_ Driver License: Shall have a minimum of one (1) years licensed driving experience, and possess a minimum class "D" Alaska driver license for at least thirty (30) days prior to application and maintain that license and any other obtained in the program.
- 8) \_\_\_\_\_ Alaska Resident: Must be an Alaska resident for 30 days prior to the application period and intend to make Alaska your permanent home.
- 9) \_\_\_\_\_ Clean Driving Record: Applicant must provide an Alaska Department of Motor Vehicle, Full Individual Driver Record, with application that indicates a clean driving history (Be certain to obtain the correct report from DMV. Approximate cost to applicant \$10.). Any one of the following list of violations, from date of conviction on a driving record to date of application, will disqualify you as an applicant for the apprenticeship program.
  - A total of 10 points on your driving record in the last two years.
  - A total of three citations in the last three years.
  - A citation for driving while using a wireless phone in the last three years.
  - Two traffic citations, 10 mph over the posted speed limit in a three-year period.
  - Any citation for 15 mph over the speed limit in a five-year period.
  - A suspension or revocation within a five-year period.
  - Any driving under-the-influence conviction within the last five years.
  - Any leaving the scene of injury/property damage/accident, racing, reckless driving, failure to submit to a breath test, or using a vehicle to commit a felony within the last five years.

**Note:** If accepted into the program, all violations are subject to prospective employer hiring policy discretion prior to offer of employment. Many employers require a minimum 5-year clean driver history.

Mark the appropriate statement(s) below to indicate how you qualify for interview and/or evaluation for acceptance into the Teamsters apprenticeship program:

\_\_\_\_\_ I qualify for evaluation and entry because I meet all minimum qualifications for the apprenticeship.

\_\_\_\_\_ I qualify for evaluation and entry into apprenticeship because I am a military veteran and Helmets to Hardhats participant who completed military technical training school and/or participated in a registered apprenticeship program or related craft while in the military in occupations registered in the transportation industry.

\_\_\_\_\_ I qualify for evaluation and entry into apprenticeship because I work for a contractor who became Teamster Local 959 signatory (indicate the name of the contractor) \_\_\_\_\_.



## APPLICANT

1. What inspired your interest to be in the Teamsters construction trade? Please explain.
  
2. Are there any aspects of the Teamsters trade that concern you?
  
3. List some reasons why you are applying for this apprenticeship program:
  
4. Give a brief description of the kind of work you think is involved with this trade:
  
5. When we contact your previous employer, what will they say about you?

## INTEREST & ABILITY

1. Do you foresee any problems with committing yourself to the program for the full three (3) years, 4,000 hours?  
 Yes    No
  
2. Do you foresee any problems with committing yourself to the career for the next 15 to 20 years?  
 Yes    No  
 2a) if yes, please explain: \_\_\_\_\_
  
3. Do you agree to abide by the rules and policies established by the Joint Apprenticeship & Training Committee (JATC)?  Yes    No
  
4. Do you foresee any problems with working under the direct supervision of your assigned journeyworker?  
 Yes    No
  
5. Are you physically and mentally able to safely perform or learn to safely perform the work of this trade, either with or without reasonable accommodations?  Yes    No
  
6. Do you have difficulty climbing on and off of vehicles or equipment?  Yes    No  
 6a) if yes, please explain: \_\_\_\_\_
  
7. Do you have any health issues that would prevent you from working in remote locations?  Yes    No  
 7a) if yes, please explain: \_\_\_\_\_
  
8. Do you have any difficulty performing hard physical labor?  Yes    No  
 8a) if yes, please explain: \_\_\_\_\_
  
9. Are you able to get to and from work at various job sites anywhere within the geographical area that this apprenticeship program covers (the State of Alaska)?  Yes    No



10. Do you have reliable transportation?  Yes  No
11. Can you think of any restrictions on your ability to take jobs that require you to be out of town or to remote sites for a period of weeks/months?  Yes  No  
 11a) if yes, please explain: (Include any responsibilities that may preclude you from doing so.) \_\_\_\_\_  
 \_\_\_\_\_
12. Are you able to attend a twelve week unpaid training program?  Yes  No
13. Annual unpaid hands-on and classroom training is required at the Alaska Teamster Training Center(s). Do you understand you are required to attend all related classroom training and are willing to comply as required to complete your apprenticeship?  Yes  No
14. Are there any personal situations which may conflict with your training or employment?  Yes  No  
 14a) If yes, please explain: \_\_\_\_\_
15. Are you able to read and understand English?  Yes  No
16. Are you able to hear and understand verbal instructions and warnings given in English?  Yes  No

**EDUCATION**

1. Circle the number of years of formal education you have completed:  
 10    11    12    13    14    15    16    17    18
2. Are you a high school graduate?  Yes  No  
 2a) If no, do you have a GED?  Yes  No
3. List degrees you have earned:  
 Degree 1 \_\_\_\_\_  
 Major 1 \_\_\_\_\_  
 School 1 \_\_\_\_\_  
  
 Degree 2 \_\_\_\_\_  
 Major 2 \_\_\_\_\_  
 School 2 \_\_\_\_\_
4. Did you ever participate in any kind of vocational technical training or school to work program during or after high school?  Yes  No  
 4a) If yes, how long was the program: \_\_\_\_\_  
 4b) Did you complete the program?  Yes  No  
 4c) Name of the training program: \_\_\_\_\_  
 4d) Describe the program: \_\_\_\_\_  
 \_\_\_\_\_



## BACKGROUND

1. Have you ever served in the US military?  Yes  No
  - 1a) If yes, how long? \_\_\_\_\_
  - 1b) Which branch? \_\_\_\_\_
  - 1c) Which military training schools did you complete, if any? \_\_\_\_\_  
\_\_\_\_\_
  
2. Have you ever been convicted of a crime? (*Conviction may not automatically disqualify you.*)  Yes  No
  - 2a) If yes, explain giving details of arrest and the conviction (include state, year, the charge, the conviction, and sentence): \_\_\_\_\_  
\_\_\_\_\_
  - 2b) If yes, was it a felony? (Include class of felony and status): \_\_\_\_\_  
\_\_\_\_\_
  
3. Do you have construction work experience?  Yes  No
  - 3a) If yes, please give a brief description: \_\_\_\_\_  
\_\_\_\_\_
  
4. Have you applied with this apprenticeship program before?  Yes  No
  - 4a) If yes, how many times? \_\_\_\_\_
  - 4b) If yes, what year(s)? \_\_\_\_\_
  
5. Have you applied for or participated in any other apprenticeship in any other trade or occupation?  
 Yes  No
  - 5a) If yes, what program(s)? \_\_\_\_\_
  
6. Are you currently serving an apprenticeship?  Yes  No
  - 6a) If yes, list the employer or apprenticeship sponsor: \_\_\_\_\_
  
7. Do you have a valid Alaska Driver's License?  Yes  No
  - 7a) If no, please explain: \_\_\_\_\_
  
8. Do you have a Commercial Driver Permit?  Yes  No
  - 8a) If yes, what class Permit do you have? \_\_\_\_\_
  
9. Do you have a Commercial Driver License (CDL)?  Yes  No
  - 9a) If yes, what class CDL do you have? \_\_\_\_\_
  - 9b) If yes, what endorsements do you have? \_\_\_\_\_
  
10. While operating a commercial motor vehicle have you ever been issued a DOT violation?  Yes  No
  - 10a) If yes, what was the violation and date? \_\_\_\_\_
  
11. Have you lived in Alaska for at least 30 days prior to applying for this program?  Yes  No
  - 10a) If no, when did you move to Alaska? \_\_\_\_\_
  
12. Do you intend to make Alaska your permanent home?  Yes  No
  - 10a) If no, how long to you intend to reside here? \_\_\_\_\_



### WORK HISTORY

**You must submit your Work History for the minimum past 5 years, indicating your present and previous employers.**

- 1. Are you currently employed?  Yes  No
- 2. Do you have the legal right to work in the United States of America?  Yes  No

### EMPLOYER REFERENCES

**A resume may be included however this form is required to be completed.**

*Begin with present job and work backward (including military service)*

1. Job Position: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Dates of Employment: \_\_\_\_\_ Hours/Week: \_\_\_\_\_ Wage/Salary: \_\_\_\_\_  
                                     FROM (mo/yr)                      TO (mo/yr)

List the skills you used to perform on the job: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 \_\_\_\_\_

2. Job Position: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Dates of Employment: \_\_\_\_\_ Hours/Week: \_\_\_\_\_ Wage/Salary: \_\_\_\_\_  
                                     FROM (mo/yr)                      TO (mo/yr)

List the skills you used to perform on the job: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 \_\_\_\_\_

3. Job Position: \_\_\_\_\_ Employer: \_\_\_\_\_  
 Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Dates of Employment: \_\_\_\_\_ Hours/Week: \_\_\_\_\_ Wage/Salary: \_\_\_\_\_  
                                     FROM (mo/yr)                      TO (mo/yr)

List the skills you used to perform on the job: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_  
 \_\_\_\_\_





## **SCHOOL/INDUSTRY TRAINING SUMMARY SHEET**

*It is not necessary to send original or copies of certificates. List school/training below.*

*If additional space is needed, attach additional pages*

1. School: \_\_\_\_\_  
 Course or Type of Training: \_\_\_\_\_  
 Address (minimum state & city if unknown address): \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_  
 Dates of Attendance: \_\_\_\_\_ Course Hours: \_\_\_\_\_  
 FROM (mo/yr) TO (mo/yr)  
 List the degree or certificates attained during course: \_\_\_\_\_  
 \_\_\_\_\_
  
2. School: \_\_\_\_\_  
 Course or Type of Training: \_\_\_\_\_  
 Address (minimum state & city if unknown address): \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_  
 Dates of Attendance: \_\_\_\_\_ Course Hours: \_\_\_\_\_  
 FROM (mo/yr) TO (mo/yr)  
 List the degree or certificates attained during course: \_\_\_\_\_  
 \_\_\_\_\_
  
3. School: \_\_\_\_\_  
 Course or Type of Training: \_\_\_\_\_  
 Address (minimum state & city if unknown address): \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_  
 Dates of Attendance: \_\_\_\_\_ Course Hours: \_\_\_\_\_  
 FROM (mo/yr) TO (mo/yr)  
 List the degree or certificates attained during course: \_\_\_\_\_  
 \_\_\_\_\_
  
4. School: \_\_\_\_\_  
 Course or Type of Training: \_\_\_\_\_  
 Address (minimum state & city if unknown address): \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_  
 Dates of Attendance: \_\_\_\_\_ Course Hours: \_\_\_\_\_  
 FROM (mo/yr) TO (mo/yr)  
 List the degree or certificates attained during course: \_\_\_\_\_  
 \_\_\_\_\_



## DOCUMENTATION

I have **checked** the following boxes and attached the information.  
*(These items **must be included in full to process application.**)*

- Copy of WorkKeys Assessment from DOL Job Center (Do not send original certificate) \*Career Ready 101 score
- Copy of my High School Diploma or GED (or **OFFICIAL** transcript or College Diploma/**OFFICIAL** transcript).
- Readable** photocopy of my Alaska Driver License.
- Copy of my Alaska Department of Motor Vehicles **Full Individual Driver Record** (Alaska record only).
- Copy of one of the following **Government Issued Documents** in order to comply with the State of Alaska Real ID requirement. (Valid U.S. Passport or Passport Card, U.S. State or Territory Issued Birth Certificate, Certificate of Naturalization, Valid Permanent Resident Card, Consular Report of Birth Abroad, or Certificate of Citizenship)

## STATEMENTS OF UNDERSTANDING

You **Must** Darken the Box  for EACH of the Statements below to indicate your knowledge and understanding.  
 Note: If you need clarification on any item DO NOT hesitate to ask.

- It is my responsibility to notify the program administrator of any changes in my address or phone number.
- I have read, understand and meet all of the minimum qualifications specified in this application.
- To be eligible for the pool of candidates, I understand I must furnish all evidence and required documentation as requested.
- I understand that if I fail to submit and properly complete **ALL** of the required information at the time application is submitted, my application will be considered incomplete.
- In the event I am selected for the program, any intentional or false statements or information that I have provided on this application form or other documentation shall be cause for denial of oral interview or termination of indenture.
- I understand that if selected, I will be required to complete the selection process by qualifying on any examination, including a DOT physical examination and drug testing (at applicants expense), either before or after signing and indenture.
- I understand that only the original application form will be processed, and that photocopies and fax are not acceptable.
- I understand that if selected I will be required to attend classes each year, at my own expense, as directed by the JATC for each year I am registered in the apprenticeship.
- I understand that if selected I will be required to provide the original form of Government Issued Document listed to comply with the State of Alaska Real ID during my training when going to DMV.
- I understand that I will not get any originals back from my application. If I want copies of my application or information after submitted, there will be a \$25 charge.***

I have **darkened** all of the above statements to indicate my understanding, and state that, to the best of my knowledge, all information I have provided on this form is true and accurate. I hereby grant permission to all former employers and references listed to disclose any information concerning my past employment and/or qualifications. I agree that any false statements made by me in this application shall constitute grounds for disqualification of my selection or grounds for my discharge, if false information is discovered after being selected for apprenticeship.

I hereby apply for an apprenticeship indenture with this sponsor and agree that if selected, I will abide by all Standards, Rules and Policies covered by the Indenture (Apprenticeship Agreement).

SIGNATURE OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

**Return this application by mail or in person to the Alaska Teamster Training Center,  
 Apprenticeship Coordinator, 520 E. 34<sup>th</sup> Avenue, Suite 201, Anchorage, Alaska 99503**



**Application Number**     c-1219125--

**Apprenticeship Application EEOC Supplemental Information Form**

Alaska Teamster Employer-Service Training Trust JATC will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. Alaska Teamster Employer-Service Training Trust JATC will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

WE RESPECTFULLY REQUEST THAT YOU RETURN THIS FORM ALONG WITH YOUR COMPLETED APPLICATION FORM FOR APPRENTICESHIP.

— PLEASE COMPLETE THE FOLLOWING —

THE INFORMATION VOLUNTARILY PROVIDED BELOW IS SIMPLY FOR EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) PURPOSES. THIS INFORMATION WILL ASSIST US IN OUR EFFORTS TO PROVIDE ACCURATE INFORMATION IN COMPLIANCE WITH EEOC REGULATIONS AND REQUIREMENTS.

Social Security Number:                 

Date of Birth:                

Sex:      Male      Female

Military/Veteran Status:  Veteran      Active Duty

Race: *Darken only one*

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> American Indian | <input type="checkbox"/> Alaska Native | <input type="checkbox"/> Asian or Pacific Islander |
| <input type="checkbox"/> Black           | <input type="checkbox"/> White         |  |

Ethnic Group: *Darken only one*

- Hispanic Origin      Not of Hispanic Origin

How did you become aware of this apprenticeship opportunity?

- |   |  |
|---|--|
| <input type="checkbox"/> Alaska Works Partnership                                   | <input type="checkbox"/> Helmets to Hardhats           |
| <input type="checkbox"/> Women in the Trades  | <input type="checkbox"/> Job Center Posting/ Counselor |
| <input type="checkbox"/> AATCA Website  | <input type="checkbox"/> Earn and Learn website        |
| <input type="checkbox"/> Guidance Counselor   | <input type="checkbox"/> School Career Day             |
| <input type="checkbox"/> Posted Announcement (where) _____                          |  |
| <input type="checkbox"/> Other (please specify) _____                               |  |
| <input type="checkbox"/> Teamster Member (name) _____ (circle one: family / friend) |  |

This form will not become part of your personal file.  
It will be maintained in a separate file, only for EEOC reporting purposes.



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for purpose of double sided printing



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### Note to Applicant

The Alaska Driver Record can be obtained online at the Alaska DMV website  
or

**Take this Page to DMV to get accurate history report**

**Keep this page for your records**

TO: Division of Motor Vehicles - Driver Licensing Section  
FROM: Cheri Lipps, Apprenticeship Coordinator  
RE: DMV Service Request - Full Individual Driver Record (lifetime)

The individual requesting this driver history is applying for apprenticeship to an Alaska Teamster Apprenticeship program. This program **requires a full lifetime history record.**

We DO NOT accept 3 or 5 year records.

Please assist this individual in obtaining the proper record.

Thank you

Cheri Lipps  
Apprenticeship Coordinator