Apprenticeship is a method of learning while earning, and “learning by doing.” It combines on-the-job training with related instruction at school. Associated Builders and Contractors of Wisconsin (ABC of Wisconsin) is a trade association for the construction industry. Through the ABC of Wisconsin Apprenticeship Advisory Committee, the association operates construction apprenticeship training programs which are recognized by the Bureau of Apprenticeship Standards (BAS) of the Wisconsin Department of Workforce Development (DWD).

Safety awareness and training is a top priority and a critical element not only in the construction industry, but also in the ABC of Wisconsin apprenticeship program. Apprentices are required to take ongoing safety courses as part of their apprenticeship requirements in order to fulfill the unpaid related instruction requirement, as well as attend paid-related instruction courses. The apprentice must be paid a mandatory hourly wage by the apprenticeship training sponsor while attending these classes, per the apprenticeship contract.

An individual can apply to the ABC of Wisconsin apprenticeship program as a sponsored or unsponsored applicant. The steps that need to be taken for unsponsored applicants to secure employment with an apprenticeship training sponsor can be found under the “Map for Success” on the next page. New employers that have not been approved by the ABC of Wisconsin Apprenticeship Advisory Committee to become an apprenticeship training sponsor must go through the Sponsoring Employer Application process.

Please visit the ABC website for a full listing of location information.

State-Wide Apprenticeship Programs In:

- Carpentry
- Concrete Finishing
- Construction Craft Laborer
- Electrical
- Heavy Equipment Operator
- HVAC
- Insulator
- Plumbing
- Roofing
- Sheet Metal
- Sprinkler Fitting
- Steamfitting

Please visit abcwi.org/apprenticeship for a full listing of location information.
How to get Started

**MAP FOR SUCCESS**

**STEP 1**
Complete the Apprenticeship Application, and submit required materials for your trade (see application requirements checklist enclosed) to the ABC of Wisconsin Apprenticeship Office.
Address: 5330 Wall Street, Madison, WI 53718
Email: apprenticeship@abcwi.org • Fax: (608) 244-2401

**STEP 2**
Once minimum requirements have been met for your trade, you are considered a “Qualified Applicant.”

**STEP 3**
Qualified Applicants will receive a list of approved training sponsors for the trade(s) applied for. It is the responsibility of the applicant to secure employment. You can only start paid related instruction for the trade that you are applying for once you have secured employment with an approved training sponsor and you are a contracted apprentice.

**STEP 4**
Once you locate a company from the list of approved training sponsors, or a company is willing to sponsor you in the apprenticeship program for the trade you’ve applied for, the company is required to submit a “Sponsoring Employer Application” (enclosed) to the ABC of Wisconsin Apprenticeship office.

**STEP 5**
You will be scheduled to meet with the Apprenticeship Advisory Committee to become a contracted apprentice. You will become a state-registered apprentice once you’ve been approved by the committee.

**APPLICATION DEADLINE***
- **July 15** is the application deadline for classes that start in fall (Electrical, HVAC, Plumbing, Sheet Metal and Steamfitting)
- **November 1** is the application deadline for winter block classes (Carpentry, Concrete Finishing, Construction Craft Laborer, Heavy Equipment Operator and Roofing)

*You must have a sponsor to start school as a contracted apprentice.
APPLICATION REQUIREMENTS

- Apprenticeship application
- Employer application, if sponsored
- EEOC Supplemental Information Form
- High school verification:
  - Transcripts with graduation date listed, or
  - Copy of high school diploma, or
  - GED/HSED certificate, or
  - Graduating senior—verification that you are on track for graduation, or
  - Homeschool PI - 1206 form verification for each year completed
- Copy of driver’s license or letter verifying transportation means to get to work and school
- Test results (Accuplacer or TABE), if applicable (See Table Below)
- Algebra verification, if applicable

<table>
<thead>
<tr>
<th>Trade</th>
<th>Algebra Requirement</th>
<th>Test Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpentry</td>
<td>No</td>
<td>Yes*</td>
</tr>
<tr>
<td>Concrete Finisher</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Construction Craft Laborer</td>
<td>No</td>
<td>Yes*</td>
</tr>
<tr>
<td>Electrical</td>
<td>Yes</td>
<td>Yes*</td>
</tr>
<tr>
<td>Heavy Equipment Operator</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>HVAC</td>
<td>Algebra Accuplacer</td>
<td>Yes*</td>
</tr>
<tr>
<td>Heat &amp; Frost Insulator**</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Plumbing</td>
<td>Algebra Accuplacer</td>
<td>Yes*</td>
</tr>
<tr>
<td>Roofing</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Sheet Metal</td>
<td>Algebra Accuplacer</td>
<td>Yes*</td>
</tr>
<tr>
<td>Sprinkler Fitting**</td>
<td>No</td>
<td>Yes*</td>
</tr>
<tr>
<td>Steamfitting</td>
<td>Yes</td>
<td>Yes*</td>
</tr>
</tbody>
</table>

* See the “Entrance Test Requirement” page to find out which test to take
** In-house training

Special Accommodations
If you need special accommodations or assistance to complete the application process or form, please notify ABC of Wisconsin office at (608) 244-6056 or (800) 829-9926.
# APPRENTICESHIP APPLICATION

<table>
<thead>
<tr>
<th>Trade(s) of Interest</th>
<th>School Location</th>
<th>Application Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Applicant’s Legal Name (Last, First, Middle Initial)</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>Social Security Number</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>County</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Cell Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

## Education and Training Background

- [ ] High school graduate
- [ ] GED
- [ ] High school equivalency
- [ ] Home school

- Indicate highest grade or year completed in high school:
  - 1
  - 2
  - 3
  - 4
  - 5
  - 6
  - 7
  - 8
  - 9
  - 10
  - 11
  - 12

- Indicate years completed in Technical College or 4-year College/ University:
  - 1
  - 2
  - 3
  - 4
  - 5
  - 6

- [ ] Degree/Diploma ________________________________ (specify)

## Previous Employment

<table>
<thead>
<tr>
<th>Company</th>
<th>City</th>
<th>Date(s)</th>
<th>Type of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

## Military Background

- [ ] Active or Veteran of Military Service
- [ ] Yes
- [ ] No
- [ ] Eligible for Veterans’ Training Benefits
- [ ] Yes
- [ ] No

If you are a veteran, contact your county veterans’ service office for benefit assistance.

## How did you hear about ABC of WI’s apprenticeship program?

- [ ] Friend/Relative
- [ ] Internet/Facebook
- [ ] High school teacher or counselor
- [ ] Tech. college
- [ ] Career fair/Job fair
- [ ] Wisc. Apprenticeship Bureau
- [ ] Other (specify) ____________________________________________

## Application Checklist (Please check the materials you are submitting with your application.)

- [ ] Employer application, if sponsored
- [ ] EEOC Supplemental Information Form
- [ ] Algebra verification, if applicable
- [ ] Test results (Accuplacer or TABE), if applicable
- [ ] High school transcripts or copy of high school diploma or GED/HSED certificate
- [ ] Copy of driver’s license or letter verifying means to get to work and school

By signing below, I certify that all information on this application is complete and correct to the best of my knowledge.

________________________________________

Applicant Signature

Return application and materials to:

ABC of WISCONSIN APPRENTICESHIP ADVISORY COMMITTEE
5330 Wall Street, Madison, WI 53718
Fax: (608) 244-2401
apprenticeship@abcwi.org

Prospective Employer (if applicable): _____________________________________________
# ABC of Wisconsin Apprenticeship Program

## SPONSORING EMPLOYER APPLICATION

**Company Name** | **Training Trades** | **Application Date**
--- | --- | ---

**Company Address** | **Website** | **Primary Contact Email Address**
--- | --- | ---

**City** | **State** | **Zip Code** | **Telephone Number** | **Fax Number**
--- | --- | --- | --- | ---

**Person Responsible for Training in this Trade** | **Title**
--- | ---

**Year Business Started** | **Federal Employer I.D. Number** | **Unemployment Compensation Number**
--- | --- | ---

**Minority Owned (circle) Yes No**
- MBE
- WBE
- DBE

**Has Company Trained Apprentices Before?**
- Yes
- No

**Number of Contracted Apprentices in this Trade**

<table>
<thead>
<tr>
<th><strong>Total Number of Employees (approximate)</strong></th>
<th><strong>Number of Skilled Craftspersons, Journeypersons, and/or Masters presently Employed by Company in this Trade</strong></th>
<th><strong>For Affirmative Action Purposes</strong></th>
<th><strong>Number of Female Journeypersons</strong></th>
<th><strong>Number of Minority Journeypersons</strong></th>
</tr>
</thead>
</table>

**Present Skilled/Journeyworker Base Skilled Wage Rate per Hour for this Trade (not to include any benefits)**

**Does your company provide the following?**
- Workers’ Compensation Safety Training
- Yes
- No
- Unemployment Compensation Hazard Communication Training
- Yes
- No

**Does your company have a written safety and hazard communication program?**
- Yes
- No

If no, would you like ABC of Wisconsin to contact you regarding creating a written safety and hazard communication program? ¿Yes ¿ No

**Have you enclosed a letter verifying your company has a written safety and hazard communication program?**
- Yes
- No

(Letter must be received by ABC of Wisconsin before contractor can be approved.)

Employers will receive a login to our apprenticeship database to review your apprentice(s) monthly hours and cumulative totals.

Employers are responsible to review these hours for accuracy. Any discrepancy should be reported to ABC of Wisconsin.

Please list the appropriate person to be set up as a user.

**Apprenticeship Program Communication Contact:**

**Email Address:**

**How did you hear about ABC of WI’s apprenticeship program?**

**Is your company a member of ABC of Wisconsin?**
- Yes
- No

If no, there is a one-time initial $350.00, non-refundable, Employer Application Fee required with the submittal of this application form. This fee is waived for ABC members.

Please remit check, money order, or credit card payable to ABC of Wisconsin Apprenticeship Training Trust. If paying by credit card, please fill out below:

- MasterCard
- Visa
- Discover
- American Express

**Card #:**

**Exp. Date:**

**CSV Code:**

**Name on Card:**

**Signature:**

**Apprentice Applicant Name (if applicable):**

**EMPLOYER ACCEPTANCE AGREEMENT**

By signing, our company hereby agrees to comply with the provisions of the Apprenticeship Standards formulated by the Associated Builders and Contractors of Wisconsin, Inc.

It agrees to carry out the intent and purpose of the said standards and to abide by the rules and decisions of the Committee established under the standards by the Associated Builders and Contractors of Wisconsin, Inc.

**Signature:**

**Title:**

**Date:**

**EMPLOYER APPLICATION CHECKLIST**

- Letter on company letterhead stating your company has a Safety and Hazard Communication Program in place
- Unemployment compensation number
- Federal I.D. number
- Non-member fee, if applicable
- Years in business
- Number of skilled (journeymen, masters, etc.) workers

Return application and materials to:

**ABC of WISCONSIN APPRENTICESHIP ADVISORY COMMITTEE**

5330 Wall Street, Madison, WI 53718

Fax: (608) 244-2401

apprenticeship@abcwi.org

11/16
Apprenticeship Application
EEOC Supplemental Information Form

The ABC of Wisconsin Apprenticeship Program is committed to equal opportunity for all applicants. The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States or this state.

The sponsor 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, the Wisconsin Fair Employment Law, and all other applicable state laws.

--- Please Complete the Following ---

The information provided below is 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.

<table>
<thead>
<tr>
<th>Race: (Check all that apply)</th>
<th>Ethnic Group:</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ White</td>
<td>❑ Not Hispanic or Latino</td>
</tr>
<tr>
<td>❑ Black</td>
<td>❑ Origin Hispanic or Latino</td>
</tr>
<tr>
<td>❑ Asian</td>
<td>Gender:</td>
</tr>
<tr>
<td>❑ American Indian or Alaskan Native</td>
<td>❑ Male</td>
</tr>
<tr>
<td>❑ Hawaiian/Pacific Islander</td>
<td>❑ Female</td>
</tr>
<tr>
<td>❑ Other: ____________________</td>
<td></td>
</tr>
</tbody>
</table>
For the Electrical, HVAC, Plumbing, Sheet Metal and Steamfitting trades only

HVAC, Plumbing and Sheet Metal

The algebra requirement must be met by passing the Algebra portion of the Accuplacer with a minimum score of 33. Plumbing apprentices may also take the Applied Math portion of the TABE test, with a minimum score of 14.

Electrical and Steamfitting

Documentation of algebra completion prerequisite is required.

Possible algebra options:

1. One consecutive year of pre-college (high school) algebra with a minimum grade of a “C.”
   * Home schooled students applying for these trades must show verification of algebra in home school classes and take the algebra portion of the Accuplacer with a minimum score of 33.

2. One semester of algebra at the college level with a “C” or better grade. The class can either be credited (applied to an associate degree) or non-credited.

3. ModuMath Algebra. A grade of “C,” 80%, or better is needed in all 32 modules of this self-paced, computer program to meet the algebra requirement.

The following topics (or equivalent) must be covered in order for the math course to be considered valid for the algebra requirement:

- Order of operations
- Signed numbers
- Adding and subtracting algebraic expressions
- Fractional equations
- Fractional expression and equations
- Algebraic fractions
- Multiplying polynomials
- Law of algebra
- Solving equations
- Using equations to solve problems
- Solving practical problem inequalities
- Linear equations and graphs
- Systems of equations
- Quadratic equations
- Exponents
- Factoring
- Special products and factoring
- Roots and radicals
- Rational expressions
- Pythagorean Theorem and/or other formulas
- Formula rearrangement
- Proportion and variation

For questions regarding the algebra requirement, please call the ABC of Wisconsin office at (608) 244-6056.
Bring this page with you to the test center.

Test Requirement Checklist:

- Determine the appropriate test for your trade.
- Contact a test site to schedule the appropriate test for your trade.
- Bring this page with you to the test center.
- Have your test score recorded on the back of this entry form by the test proctor or provide your test printout.
- Submit this form (with your score on the back) to the ABC of Wisconsin Apprenticeship Office.

Test Details

- Accuplacer: This test is offered at many technical colleges. To find the nearest test site, contact your local technical college, or visit www.abcwi.org/apprenticeship.
- TABE (Test of Adult Basic Education): This test is offered at many technical colleges. TABE Version 9/10—Form A Survey is required. To find the nearest test site, contact your local technical college, or visit www.abcwi.org/testinginfo.

Passing scores are as follows:

<table>
<thead>
<tr>
<th>Trade</th>
<th>Accuplacer Reading (Minimum Score)</th>
<th>Accuplacer Arithmetic (Minimum Score)</th>
<th>Accuplacer Algebra (Minimum Score)</th>
<th>TABE Reading (Minimum Score)</th>
<th>TABE Math Comprehension (Minimum Score)</th>
<th>TABE Applied Math (Minimum Score)</th>
<th>ACT Reading</th>
<th>ACT Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpentry</td>
<td>66</td>
<td>56</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Construction Craft Laborer</td>
<td>55</td>
<td>35</td>
<td>------</td>
<td>8.3</td>
<td>8.8</td>
<td>------</td>
<td>15</td>
<td>14</td>
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<tr>
<td>Electrical</td>
<td>66</td>
<td>56</td>
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<td>------</td>
<td>------</td>
<td>------</td>
<td>15</td>
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</tr>
<tr>
<td>HVAC</td>
<td>66</td>
<td>66</td>
<td>33</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>15</td>
<td>16</td>
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<tr>
<td>Plumbing*</td>
<td>66</td>
<td>66</td>
<td>33</td>
<td>21</td>
<td>19</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>Sheet Metal</td>
<td>66</td>
<td>66</td>
<td>33</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>Sprinkler Fitting</td>
<td>66</td>
<td>56</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Steamfitting</td>
<td>66</td>
<td>56</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>------</td>
<td>15</td>
<td>15</td>
</tr>
</tbody>
</table>

*Accuplacer or TABE
------ not applicable
APPRENTICESHIP ADVISORY COMMITTEE
TESTING REQUIREMENT APPLICATION

(Please fill out this form, and take it with you to the testing center.)

Print Name

Phone Number

Street Address

City

State

Zip

Employer (if applicable)

Trade Testing For

ACCUPLACER

The above applicant is applying for the ABC of Wisconsin Apprenticeship Program. Please administer the Accuplacer to the applicant.

Reading Comprehension

Score

%  

Arithmetic

Score

%  

Algebra (Only HVAC, Plumbing & Sheet Metal)

Score

%  

Testing Agent (print name):

Test Location:

Testing Agent Signature:

Test Date:

TABE VERSION 9/10

The above applicant is applying for the ABC of Wisconsin Apprenticeship Program. Please administer the TABE Version 9/10 Form A Survey to the applicant.

Reading

Score

Math Comprehension

Score

Applied Math

Score

Testing Agent (print name):

Test Location:

Testing Agent Signature:

Test Date:

*If using the ACT for the testing requirement, please mail an official copy of your scores to the ABC of Wisconsin office at the address below.

Send Results to:

ABC of WISCONSIN APPRENTICESHIP ADVISORY COMMITTEE
5330 Wall Street, Madison, WI 53718
Fax: (608) 244-2401
apprenticeship@abcwi.org

See the reverse side of this page for test details and required scores.
The Other Four-Year Degree

- Earn a paycheck both on the job and in the classroom, while receiving training in all aspects of the trade
- Complete the ABC Apprenticeship program with a job
- Become trained to industry standards
- 100% of apprentices are working full time
  According to Adeccousa.com, “only 57% of recent college graduates are working full time”
- Zero application fees
Your construction apprenticeship training source for the past 25 years.

To learn more, visit:
abcwi.org/apprenticeship
apprenticeship@abcwi.org
(800) 829-9926
(608) 244-6056