

NEW STUDENT ENROLLMENT PACKET

ABC CraftMasters Training Trust Craft Training Program

Effective January 1, 2010



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All Documents Must Have Original Signatures and Must Be Sent to the ABC Office With-in Two Weeks of Signature Dates

C.O.R.E. IS A PRERECQUEST COURSE – PLEASE ATTACH DOCUMENTATION OF COMPLETION OR REGISTER FOR COURSE OR ADVANCED PLACEMENT EXAM
Incomplete packets will be returned to you unprocessed and will delay your registration into the ABC CraftMasters Training Program.

Place your initials in the yellow box next to each item when it is complete.

THIS APPLICATION WILL ONLY BE PROCESSED ONCE ALL RELATED DOCUMENTATION IS RECEIVED

All applications must be accompanied with a non-refundable application fee. We accept credit card, check or money order made payable to "ABC CraftMasters Training"

1. Registration fee of \$50.00 per student (for current ABC Members; non-refundable)
\$100.00 per student (for Non-Members per student; non-refundable)
2. Completed *ABC CraftMasters Training Program & NCCER Release Form*
3. Proof of Age (submit a copy of 1 of the following documents)
 - Valid Driver's License
 - Valid Non-Driver's ID
 - Birth Certificate
 - Passport
4. Copy of Social Security Card
5. Completion of C.O.R.E. documentation or registration for class or advanced placement exam

Students being registered as an apprentice with DC and/or MD also need the following items:

6. Completed *DC and/or MD Apprenticeship Agreement*
7. 1 Professional Reference
8. 2 Personal References
9. Copy of High School Diploma, GED Certificate, or 9th Grade Transcripts (Completion of 9th grade required)
10. Proof of Veteran status – If Applicable

NOTE: If you are transferring from another program please submit a copy of your transcript including certificates of completion, grades, attendance and on-the-job training hours along with the above documents and forms.



All forms are available on our website at www.abcmetrowashington.org

Please mail to:

**ABC CraftMasters Training Trust
3403 East-West Highway, Hyattsville, MD 20782**



ABC CraftMasters Training Program Application & NCCER Release Form

Trade of Interest		Level 1 2 3 4 (circle appropriate starting level, include transcripts or certificate of completion for level 1,2, and/or 3)	
Legal Name (First, Middle, Last)			
Address (Street)			
Address (City, State, Zip Code)			
Home Phone ()		Cell Phone ()	
Email Address (required for submission of OJT hours)			
Date of Birth / /		Social Security Number - -	
Have you ever served in the United States military? <input type="radio"/> Yes <input type="radio"/> No			Number of Years _____
Veteran status <input type="radio"/> Active Duty <input type="radio"/> Reserve <input type="radio"/> Veteran (specify)			
Gender		Ethnic Information (For reporting purposes only)	
<input type="radio"/> Male		<input type="radio"/> American Indian/Alaskan Native	
<input type="radio"/> Female		<input type="radio"/> Asian/Pacific Islander	
		<input type="radio"/> Black/African American	
		<input type="radio"/> Filipino	
		<input type="radio"/> Hispanic	
		<input type="radio"/> White/Caucasian	
		<input type="radio"/> Other _____	
Do you have a valid driver's license? <input type="radio"/> Yes <input type="radio"/> No (If yes, please submit a copy)			
Education and Training Background <input type="radio"/> College/Technical School <input type="radio"/> High School <input type="radio"/> GED <input type="radio"/> Equivalency			
Circle the highest grade or year completed in high school 8 or less 9 10 11 12			
Circle the years completed in Technical College or 4-year College/University 1 2 3 4 5 6			
Current Employer	Position	Type of Work	Employment Date
Have you ever applied for craft training before? <input type="radio"/> Yes <input type="radio"/> No		Date _____	
If yes, where? _____			
Have you been convicted of a felony within the last 7 years <input type="radio"/> Yes <input type="radio"/> No			
If yes, please explain _____			
(A CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM THE PROGRAM)			
Person to Contact in Case of Emergency _____			Phone _____
AGREEMENT			
			
<p>If accepted to the program, I agree to attend school on my own time, pursue the prescribed course of study related to the trade and comply with the local standards of craft training for the trade. I will abide by the decisions and rules of the persons responsible for conducting the program. I certify that answers given herein are true and completed to the best of my knowledge. I authorize investigation of all statements contained in this application as may be necessary in processing and maintaining status in the program. I understand that omissions, misrepresentations or falsifications of information will result in rejection or termination from the program. I also understand that I am required to abide by all rules and regulations of the companies for which I may work.</p>			
NCCER REGISTRATION AUTHORIZATION & RELEASE			
			
<p>I, the undersigned, do hereby authorize Associated Builders and Contractors of Metro Washington (ABC Metro Washington) to release the information and results attained through the administering of the National Craft Assessment and Certification Program to the company referenced above, and acknowledge that said company is my present employer.</p>			
<p>I, also, do hereby release ABC Metro Washington, its representatives, and its associating entities from any and all liability that may result from the release of this information. I further agree to hold harmless ABC Metro Washington, its representatives and associating entities from any and all damages for liability therefore which may result from the release of said information.</p>			
Signature of Applicant _____			Date / /

INSERT HERE

Proof of Age

(submit a copy of 1 of the following documents)

- Valid Driver's License
- Valid Non-Driver's ID
- Birth Certificate
- Passport

INSERT HERE

Copy of Social Security Card



C.O.R.E.

Construction Orientation & Readiness Education

This program will train anyone who wants to know the basics of the construction industry. You will receive 64 hours of training in an introduction to the trades as well as construction math, safety, hands tools, power tools, **Green Building**, blueprint reading, and communication skills.

C.O.R.E. is a prerequisite to ALL Trade Classes listed below:

CARPENTRY – CONCRETE FORM BUILDING
DRYWALL – ELECTRICAL – HVAC – MASONRY
PAINTING – PLUMBING – REINFORCED IRONWORK
SHEET METAL – SPRINKLER FITTING – STRUCTURAL IRONWORK



Check our Website Calendar
for the next scheduled class!

**C.O.R.E. MUST BE COMPLETED PRIOR
TO TRADE CLASS!**

Advanced placement testing is available upon request.

www.abcmetrowashington.org
CraftMasters Training/Calendar



Metro Washington
Chapter

The ABC Apprenticeship Training Program is fully approved and accredited by:
District of Columbia Apprenticeship and Training Council (DCATC) & (DOES)
Maryland Apprenticeship and Training Council (MATC)
National Center for Construction Education & Research (NCCER)
Veterans Administration (VA)