



APPRENTICESHIP PROGRAMS

A program coordinated between labor, industry and education to prepare individuals for a specific skilled trade, craft or occupation.

The following courses will be offered:

**Electrician
HVAC-R
Maintenance Mechanic
Machine Trades
Plumber**

Registration to begin an apprenticeship program must be given prior approval by the Apprenticeship Coordinator. Please call 732.473.3159 between 9:00AM-4:00PM.

NO ONLINE REGISTRATION WILL BE PERMITTED FOR YEAR ONE APPRENTICE STUDENTS.

Enrollment in an apprentice class does not automatically grant a student-registered apprentice status through the US Department of Labor.

What is an Apprenticeship Program?

An apprenticeship program is a voluntary arrangement between an employer (sponsor) and employee (apprentice). As a part of this agreement, the employer agrees to provide the apprentice with on-the-job-training (work processes), and the apprentice agrees to attend a related-instruction class for a specified-time frame. Ocean County Vocational Technical School will provide the related and technical training through Adult Education coursework. The apprentice, as well as his/her employer, will be registered with the United States Department of Labor when an agreement is signed.

How do you become a registered apprentice?

To become a registered apprentice, you must be working in the field of your choice with an employer willing to sponsor you. It is important to have a sincere desire to learn a trade. Contact our Apprenticeship Coordinator as soon as you decide to become a registered apprentice.

What else should the apprentice know?

1. Apprenticeships usually last four years in length.
2. 2000 hours per year of on-the-job-training are required for each year of the apprenticeship.
3. 144 hours per year in the related-instruction program are required.

First-year apprentice and new apprentice applications will be accepted in-person beginning August 1, 2018, at the OCVTS Toms River Center only. Proof of employment and tuition fee are required.

4. These programs are designed to provide individuals working in the trade with related instruction necessary to advance in their jobs and to qualify for BAT journeyman status.

Why complete an apprenticeship?

Upon completion of an apprenticeship, participants will have an opportunity to acquire a completion certificate from the US Department of Labor. Employers honor this certificate nationwide.

Apprentice Regulations

1. Please note that the programs are scheduled for four years of classes. All classes meet two nights a week for both the Fall and Spring semesters. Each student, whether a registered apprentice or non-registered apprentice, is responsible to meet all of the same requirements of the course including, but not limited to, class work and attendance.
2. To receive a certificate at the end of the school year, ALL STUDENTS must attend a minimum of 144 hours of the scheduled classes for the entire year.
3. Working overtime will not be viewed as an excused absence.

The Apprenticeship Coordinator

The Adult Education Division currently provides an Apprenticeship Coordinator who is available to register persons who have their employer's support as apprentices. The coordinator can help you plan your training at Ocean County Vocational Technical School. Please call 732.473.3159 Monday through Friday from 9:00AM-4:00PM to talk directly with the Apprentice Coordinator. The US Department of Labor identifies over 800 occupations as apprenticeable. Employers who wish to start apprentice programs for their employees can also receive assistance in developing an apprenticeship training program.

Apprenticeship Prerequisites

The Apprenticeship Coordinator will evaluate all new applicants' trade and educational experience to determine if advanced standing in the program will be given. Successful completion of a 144-hour course and a passing grade allows the apprentice to continue in the program. In New Jersey, union and open shops are eligible for apprentice training.

Some classes require a textbook. Information is located on our website www.ocvts.org. Students must bring textbooks to first night of class.