



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
5. Applicants must reside within the jurisdictional area of Local 520 and be employed within the same area if they are accepted into the program.

To be scheduled for testing, you must complete an online application & pay the \$10 application fee. The application can be found at our website [Local 520 Training Center \(ualocal520training.com\)](http://Local520TrainingCenter(ualocal520training.com))

1. Application Acceptance:

- Applications for the Local 520 Joint Apprenticeship and Training Committee (JATC) program are accepted year-round.

2. Testing Schedule and Capacity:

- Test sessions are scheduled biannually in September and January.
- The Local 520 JATC reserves the right to schedule applicants for future test dates once the maximum number of applications for a specific test session has been reached.
- Additional test dates may be added if needed to accommodate the volume of applicants.

3. Scheduling and Priority:

- Applications are processed on a "first come, first served" basis, contingent upon the availability of test dates.
- Applicants will be scheduled for testing based on the order in which their applications are received and the availability of testing slots in the upcoming September and January sessions, or additional test dates if required.

4. Notification:

- Applicants will be notified of their scheduled test date once their application has been processed and a test date has been assigned.

Contact Information:

Don Eldridge, Training Coordinator
trainingcoordinator@local520.com

Rita Thoman, Training Office Manager
trainingoffice@local520.com

Training Department

Apprentice Program Application Timeline

For the 2025-2026 School Year



Important Dates

Applications are accepted year-round.

- **September 13, 2024** – Deadline for test session #1, the Training Department must receive the online application & \$10.00 application fee for test session #1 by 3:30PM. Late or incomplete applications will be processed for test session #2.
- **September 30, 2024** – Apprentice & Math Assessment test session #1 at Local 520 Training Center
- **December 1, 2024** – Deadline for all qualifying applicants from test session #1 must submit all other required documents (please see next page for a list of those documents)
- **January 10, 2025** – Deadline for test session #2, the Training Department must receive the online application & \$10.00 application fee for test session #2 by 3:30PM. Late or incomplete applications will be processed for the 2026/27 class year.
- **January 27, 2025** - Apprentice & Math Assessment test session #2 at Local 520 Training Center
- **February 28, 2025** - Deadline for all qualifying applicants from test session #2 must submit all other required documents (please see next page for a list of those documents)
- **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, 2025** - Contractors will be notified of new apprentice availability. Selection will begin as Contractor requests are received. New apprentices will be dispatched to jobsites starting on April 1 and continue through August 15, or until the maximum number of new apprentices is met.
- **August 30, 2025** - First day of school. **All-Apprentice orientation day**

ITEMS NEEDED TO BE SCHEDULED FOR TESTING

- ONLINE APPLICATION**
- APPLICATION FEE**

ITEMS NEEDED TO BE SCHEDULED FOR AN INTERVIEW

- PASSING GRADE IN BOTH THE APPRENTICE & MATH ASSESSMENT (proctored in person)**
- TWO REFERENCES** -Forms included
- CRIMINAL RECORD SELF-DISCLOSURE FORM** -Form included
- SOURCE OF AWARENESS** -Form included
- COPY OF BIRTH CERTIFICATE**
- 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 - Friday 7am-3:30pm.



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APPRENTICE APPLICATION PROCEDURE DETAILS

Requirements to be scheduled for a test.

- 1) Application (online only)
- 2) Application Fee (online only)

Documents required to be scheduled for an interview.

1. **Two letters of reference** from someone not related to you.
 - a. **Note:** Reference forms are found below as a PDF and will need to be downloaded or printed and completed. They can also be picked up at the training center M-F 7:00 am - 3:30 pm or on your scheduled test date. Letters of reference not using the supplied form will also be accepted if all the information from the form is included in the letters, including a signature.
2. **COPY of Birth Certificate.** Must be in English, or applicant will be required have to have the document translated at their own expense.
3. **COPY of your High School Diploma or Equivalent (GED) with Test Results.**
 - a. **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.
 - b. **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.
4. **COPY of High School Transcripts (non-official) for the applicants final 3 years of High School**
 - a. Must be in English or applicant will be required to have the documents.
 - b. translated at their own expense.
5. **Drug Screen Results** (Must be negative to any illegal, un-prescribed medication).
 - a. The presence of prescription medications must be revealed, with a copy of physicians.
 - b. prescription, prior to undergoing drug screening.
 - c. **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. The cost of Drug Screening will be reimbursed (up to \$75) if applicant becomes a registered apprentice. -**MUST** submit receipt with application for reimbursement.
6. **VALID Driver's License**-Please include a copy if you are sending in your information.
7. **COPY of DD 214**, Military transfer, or Discharge form (if Applicable).

Proctored in-person apprentice & math assessment 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 on 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 meet the minimum proficiency level may RETEST 6 months later at the next scheduled test session for the Math Assessment & 12months later at the next scheduled test session for the Apprentice Assessment.

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

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

1. Complete a physical (scheduled and paid for by LU 520)
2. Complete a drug screen (scheduled and paid for by LU 520)
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. Apprentices must reside within the jurisdictional area of Local 520 and be employed within the same area.
6. Always provide your own transportation to and from the job site and classes. Have and maintain a valid drivers license.
7. Work under the direction of a journey worker or designated supervisor and perform job duties satisfactorily.
8. Attend and appropriately participate in related training classes held at the Local 520 Training Center and maintain an acceptable average in those classes.
9. Abide by all rules, regulations, and policies of the Joint Apprenticeship and Training Committee.

By signing below, I acknowledge that I have read, understood, and agree to comply with the Local 520 JATC Application and Testing Policy.

Applicant's Name (Printed): _____

Applicant's Signature: _____

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.



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Professional Reference Form

Local 520 Apprenticeship Program

Applicant Information

1. **Full Name of Applicant:** _____
2. **Position Applying For:** _____
3. **Date:** _____

Reference Information

1. **Full Name of Reference:** _____
2. **Title/Position:** _____
3. **Organization/Company:** _____
4. **Address:** _____

5. **Phone Number:** _____
6. **Email Address:** _____

Reference Relationship

1. **How long have you known the applicant?**
 - Less than 6 months
 - 6 months to 1 year
 - 1 to 3 years
 - More than 3 years
2. **In what capacity have you worked with or observed the applicant?**

Evaluation

Please rate the applicant on the following qualities using the scale:

1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent

1. **Work Ethic:**

1 2 3 4 5

Comments: _____

2. **Reliability and Punctuality:**

1 2 3 4 5

Comments: _____

3. **Problem-Solving Abilities:**

1 2 3 4 5

Comments: _____

4. **Communication Skills:**

1 2 3 4 5

Comments: _____

5. **Teamwork and Collaboration:**

1 2 3 4 5

Comments: _____

6. **Overall Suitability for the Apprenticeship Program:**

1 2 3 4 5

Comments: _____

Additional Comments

Please provide any additional comments or insights about the applicant that you believe would be relevant for their application to the Local 520 Apprenticeship Program:

- **Why would this person make a good candidate for the apprenticeship program?**

Signature of Reference: _____

Date: _____



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Comments: _____

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1 2 3 4 5

Comments: _____

4. **Communication Skills:**

1 2 3 4 5

Comments: _____

5. **Teamwork and Collaboration:**

1 2 3 4 5

Comments: _____

6. **Overall Suitability for the Apprenticeship Program:**

1 2 3 4 5

Comments: _____

Additional Comments

Please provide any additional comments or insights about the applicant that you believe would be relevant for their application to the Local 520 Apprenticeship Program:

- **Why would this person make a good candidate for the apprenticeship program?**

Signature of Reference: _____

Date: _____



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Applicant Information: Source of Awareness

Local 520 Apprenticeship Program

Applicant Information

1. **Full Name:** _____
2. **Date of Birth:** _____
3. **Address:** _____

4. **Phone Number:** _____
5. **Email Address:** _____

How Did You Hear About the Local 520 Apprenticeship Program?

Please select the most appropriate option(s) and provide any additional details if applicable.

1. **Referral:**
 - Family Member
 - Friend
 - Colleague
 - Mentor
 - Other (please specify): _____
2. **Online Sources:**
 - Local 520 Website
 - Social Media (e.g., Facebook, Twitter, LinkedIn)
 - Job Search Engine (e.g., Indeed, Glassdoor)
 - Online Advertisement
 - Other (please specify): _____

3. **Community Outreach:**

- Career Fair
- Community Event
- School/College Presentation
- Local Organization or Non-Profit
- Other (please specify): _____

4. **Print Media:**

- Newspaper
- Magazine
- Flyer or Brochure
- Poster
- Other (please specify): _____

5. **Other Sources:**

- Job Placement Agency
- Government Employment Office
- Local Union
- Previous Employer
- Other (please specify): _____

Additional Comments

If you would like to provide any additional details about how you discovered the Local 520 Apprenticeship Program or your experience with the source, please do so here:

Signature of Applicant: _____

Date: _____



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Criminal Record Self-Disclosure Form

Local 520 Apprenticeship Program Application

Personal Information

1. **Full Name:** _____
2. **Date of Birth:** _____
3. **Address:** _____

4. **Phone Number:** _____
5. **Email Address:** _____

Disclosure of Criminal Record

1. **Have you ever been convicted of a criminal offense?**
 Yes
 No

If you answered "No," please skip to the signature section.

2. **Please provide details of any criminal convictions, including:**
 - o **Date of Conviction:** _____
 - o **Nature of Offense:** _____
 - o **Court/Authority:** _____
 - o **Sentence/Outcome:** _____

(Attach additional pages if necessary)

3. **Are there any pending charges or investigations against you?**
 Yes
 No

If "Yes," please provide details:

4. **Have you been subject to any disciplinary action related to professional or academic conduct?**

Yes

No

If "Yes," please provide details:

Important Notice

A criminal record may impact your ability to work on certain sites or facilities, including but not limited to:

- **Federal Facilities**
- **Educational Institutions (e.g., Schools)**
- **Power Generation Facilities**

Certain convictions may disqualify you from being assigned to or accessing these types of facilities due to security clearances or regulatory requirements. This may affect your eligibility for specific roles within the apprenticeship program.

Note: A criminal record does not automatically exclude you from applying to or being accepted into the Local 520 Apprenticeship Program. Each application will be reviewed on a case-by-case basis, considering the nature of the offense, its relevance to the apprenticeship, and any other pertinent factors.

Consent and Declaration

I declare that the information provided in this form is true and complete to the best of my knowledge. I understand that providing false information or withholding relevant information may result in disqualification from the apprenticeship program or dismissal if discovered after enrollment. I acknowledge that a criminal record may affect my ability to work on certain sites or facilities as outlined above, but that it does not automatically disqualify me from the Local 520 Apprenticeship Program.

Signature: _____

Date: _____

For Office Use Only:

- **Received By:** _____
- **Date Received:** _____
- **Comments/Notes:** _____