



Apprenticeship / Craft Training Application for Admission - Student Page

Please Print - Page 1

Full Legal Name _____ Date _____

Name you go by _____ Social Security # _____

Your Social Security Number is used for ABC and NCCER records only and will not be released, unless by law, without your permission.

Home Address _____
Street City State Zip

Phone Numbers _____
Home Phone Cell Phone

Email Address _____

Date of Birth _____
Month Day Year

Emergency Contact _____
Last First Relationship

_____ *Street City State Zip*

_____ *Area Code Phone Number*

Status New Enrollee Continuing Student - Year of School 1st 2nd 3rd 4th

Craft Electrical Plumbing

Have you ever applied to the ABC of Oklahoma Apprenticeship/Craft Training Program before? *(check One)*
 Yes No

Have you ever attended the ABC of Oklahoma Apprenticeship/Craft Training Program before? *(check One)*
 Yes No

Will you be applying for credit for previous training or experience? *(check One)*
 Yes No *If yes, documentation is required.*
Send previous NCCER transcripts to the ABC Director of Education.



Apprenticeship / Craft Training Application for Admission - Employer Page

Please Print - Page 2

If you are unemployed and seeking employment, fill out the Unemployed Student Notice Page

To be filled out by
the employer

_____ <i>Employer</i>		_____ <i>Employer Contact</i>	
_____ <i>Street</i>		_____ <i>City</i>	_____ <i>State</i>
_____ <i>Phone Number</i>		_____ <i>Employer Email</i>	

Has the employer agreed to pay for the Apprenticeship Classes? YES NO
If NO - fill out the Fee Schedule Page

REQUIRED SIGNATURE *(All Applicants)* **BY MY SIGNATURE BELOW, I:**

- Understand that withholding information requested or giving false information may make me ineligible for admission to, or continuation in, ABC of Oklahoma Apprenticeship / Craft Training Program.
- Authorize any previous training programs I have attended to furnish enrollment, grade, attendance and/or transcript information as may be requested by ABC of Oklahoma. ABC of Oklahoma is authorized to provide ABC of Oklahoma enrollment, grades, attendance or transcript information as requested by another apprenticeship program.
- Understand grades and attendance will be reported quarterly to my employer.
- Agree to fulfill all financial obligations to the institution which I incur.
- Agree to adhere to all ABC Apprenticeship/Craft Training Program Rules and Policies.

Student
Signature _____ Date _____

Employer
Signature _____ Date _____

Notice Of Nondiscriminatory Policy As To Students

The Associated Builders and Contractors of Oklahoma Apprenticeship school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis or race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

*Please review your application carefully to make sure all information is complete.
An incomplete application will result in a delay in the application process. Return completed form to ABC of Oklahoma.*

<p>Return to: ABC of Oklahoma Becky Taylor, Director of Education 1915 North Yellowood Ave. Broken Arrow, OK 74012</p>	<p>Phone: (918)254-8707 Fax: (918)252-5949 Email: btaylor@abcokla.org Website: www.abcokla.org</p>
---	--

Registration and Release Form



Important: Type or print legibly. Any inaccuracies on this form may be reflected on trainee, participant, or instructor transcripts, training, and assessment records. All fields are required.

ATS/SSC Name: ABC of Oklahoma

I am a(n) (check one): Trainee Participant Instructor Performance Evaluator

Name: _____

SS# / NCCER Card #: _____
(numbers other than SS# must be obtained from the Registry Department)

I hereby authorize the NCCER Registry Department to verify information in my training records to Sponsor Representative/ Primary Administrator upon request. I release and hold harmless NCCER for this verification process.

Signature: _____ Date: _____

NOTE:

To be entered in NCCER's Automated National Registry, you must complete and sign this Registration and Release form. This form must either be forwarded by your ATS/AAC to NCCER's Registry Department, or the ATS/AAC may choose to maintain the Registration and Release forms locally and provide the Registry Department with a blanket release form letter. This letter must include the signature of the Sponsor Representative/Primary Administrator or other authorized officer of the ATS/AAC.

Reports containing trainee/participant information, including score sheets, training prescriptions, and transcripts, should **NOT** be distributed without properly documented release information from the trainee/participant.

ABC of Oklahoma Apprenticeship / Craft Training Rules & Policies

CAUSES FOR DISMISSAL

- * Failure to receive a passing grade (70%) for two consecutive quarters.
- * Not attending required make-up class for EVERY absence.
- * Receiving more than 3 absences in a semester (half the year).
- * Improper conduct while on the premises where the instruction is being conducted and/or while instruction is in progress.
- * Unsatisfactory performance on the job.
- * Any student reporting for class under the influence of alcohol or any illegal substance will be immediately dismissed.

USE OF CLASSROOMS AND SHOP

Please leave each classroom and shop in the condition in which you found it. Non-alcoholic beverages will be allowed in the classrooms and shop as long as empty containers are properly disposed of and safety procedures are observed. This privilege will be suspended if abused.

GRADE/ATTENDANCE POLICY

EVERY absence MUST be made up before a student can move on to the next grade. ABC will issue a report of grades and attendance every quarter. This information is sent to the employer. This information will also be made available to students from his/her instructor.

SNOW DAY PROCEDURES

School may be dismissed due to incimate weather. ABC follows the Tulsa Public Schools dismissal policy **FOR WEATHER**. If the Tulsa Public Schools are dismissed **DUE TO WEATHER**, ABC will not conduct class that day or night. When Tulsa Public Schools are closed for any other reason than weather it **DOES NOT** affect ABC's school.

STUDENT CONDUCT

- * All students are considered adults and adult behavior is expected at all times.
- * Tobacco use is prohibited except in designated areas. This includes dipping and chewing.
- * Substance abuse is prohibited! The use, possession, concealment, transportation, promotion, sale, distribution, or being under the influence of any illegal or unauthorized drug or substance in or on any ABC classroom, parking area, property, or any location arranged for field trips or outside class is strictly prohibited at all times. When there is reasonable suspicion that a student may be under the influence of drugs or alcohol, the student may be asked to leave the premises.
- * The use of abusive or profane language is prohibited.
- * Cheating, in any manner, will result in dismissal. The student's employer will be notified.
- * A score of 70% is required to remain in any class. In the event any student fails to pass either a written test or a performance test, the student will be allowed one (1) re-test. The re-test cannot take place until at least 48 hours have passed since the failed test was taken.
- * Students may park in any parking space in the parking lot EXCEPT in front of the areas posted NO PARKING.
- * Weapons of any kind are prohibited on ABC property.

Associated Builders & Contractors of Oklahoma

Director of Education / Becky Taylor
1915 N. Yellowwood Ave., Broken Arrow, OK 74012

Phone: (918) 254-8707 / Fax: (918) 252-5949
btaylor@abcokla.org



Apprenticeship / Craft Training Program Unemployed Student Notice

I am enrolled in the ABC of Oklahoma Apprenticeship / Craft Training Program and available for employment.

Please send my information to Contractors.

This information will be sent out ONCE per form completed.

Name

How would someone get ahold of you? Phone? Email?

Craft

Electrical

Plumbing

Year of School

1st

2nd

3rd

4th



Apprenticeship / Craft Training Program Fee Schedule

Please Print

**Complete this form if: (1) your employer is NOT paying for your classes.
or (2) you do not have an employer.**

Tuition is \$1,375.00 per year if paid by an ABC Member Firm. Tuition is \$1,775.00 per year if paid by an individual or Non-ABC Member Firm. Payment is billed and due at the beginning of each quarter. Payment for books are due at the beginning of the first quarter. The schedule is below:

TUITION	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	<i>Due: beginning of each quartere</i>			
ABC Member	\$343.75	\$343.75	\$343.75	\$343.75
Non-ABC Member	\$443.75	\$443.75	\$443.75	\$443.75
1st Year Books	\$195.00			
2nd, 3rd or 4th Year Books	\$140.00			

Student

Name _____

Responsible Party

Name _____

Address _____

City, State Zip _____

Phone & Email _____

Signature _____

By my Signature, I agree to fulfill all financial obligatins which this student incurs