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BRIDGERLAND
TECHNICAL COLLEGE

Apprenticeship Enrollment Packet

2018 - 2019



Bridgerland Technical College

"Continuing Your Employment Through Training"

Apprenticeship Program

Call or Visit

(435) 753-6780

www.btech.edu

Main Campus, 1301 North 600 West, Logan, Utah 84321

West Campus, 1410 North 1000 West, Logan, Utah 84321

Brigham Campus, 325 West 1100 South, Brigham City, Utah 84302

Bridgerland Apprenticeship Program Information

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***“Continuing Your
Employment Through Training”***

Hello and Welcome:

There is a place for you here and jobs waiting for you if you want them in the valley! Many apprenticeship jobs are available and employers are waiting to hire well-trained, quality workers. The apprenticeship instructors and staff members are dedicated to helping you succeed in your chosen occupation. Many graduates have gone on to very rewarding and fulfilling careers after completing apprenticeship related training at the Bridgerland.

Bridgerland offers related training courses to support on-the-job training provided by employers for an apprenticeship program. We offer courses for electricians, plumbers, and various other fields.

Individuals applying for admission into the related instruction courses should be a working apprentice. Electrician and Plumbing Apprentices must be registered and licensed through the State of Utah before continuing past the first semester of schooling. Preliminary courses are available to prepare individuals for an apprenticeship (see the current classes offered www.btech.edu).

Please see the apprenticeship course schedule and calendar in this packet for specific information on apprenticeship course offerings. For additional information, contact Student Services at (435) 753-6780 or me at (435) 750-3255.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul C. James'.

Paul C. James
Apprenticeship Coordinator

TUITION/FEES/SCHOLARSHIPS/BOOK INFORMATION

CONTACT INFORMATION

Students with questions, concerns, or suggestions regarding the apprenticeship program may contact Student Services or Paul James.

Paul James

Apprenticeship Coordinator

Phone: (435) 750-3255

Office: Bridgerland Technical College

West Campus

1410 North 1000 West

Logan, Utah 84321

Email: pjames@btech.edu

Student Services

Phone: (435) 753-6780

Office: Bridgerland Technical College

Main Campus

1301 North 600 west

Logan, Utah 84321

TUITION AND FEES

July 1, 2018, to June 30, 2019

See the apprenticeship calendar for deadlines and enrollment information.

- Tuition and fees: \$315 per quarter
- Late fee: \$25 if tuition is paid after published date
- Academic Learning: If needed, tuition is charged at the current variable tuition rate
- Official Transcripts are \$3

High School Students

Tuition is waived by BTECH for high school students attending high school in the school districts in which the college serves (Cache, Logan, Box Elder, Rich). High school apprenticeship students must purchase their own books and pay all applicable course fees.

EMPLOYER SPONSORSHIP

If the apprentices' sponsoring company is paying for the apprentice's tuition, fees, and/or books, attach the *Apprenticeship Sponsor Voucher* to the *Apprenticeship Admission Application*. This voucher authorizes the college to invoice a student's sponsoring company for the items checked. The sponsoring company will be billed accordingly.

TUITION REFUND POLICY

All refunds will be conducted in accordance with the [Refund Policy](#).

FINANCIAL AID OPPORTUNITIES

Students in apprenticeship programs may qualify for funding through the Department of Workforce Services. Students may qualify for free tuition and textbooks. Students must have fewer than 2 years left to complete the apprenticeship program and may need to meet other eligibility factors. Students may contact the financial aid office for more information.

VA Education Benefits may be available for qualified Veterans enrolled in apprenticeship programs. Veterans may contact at 1(801)326-2399 for more information about available benefits.

Currently scholarships to students are not available for apprentice programs. However, any scholarships student s may secure through an outside entity are welcome. Federal/state financial aid through the Financial Aid office is not available for apprenticeship programs. The College does not participate in any student loan programs. For more information call our Financial Aid Coordinator, at (435) 750-3204.

BOOKS

Required books and supplies for the various apprentices are available at our campus bookstore. Students should arrive prepared with their books and supplies. An approximate cost can be obtained on our website <https://btech.edu/certificate/apprenticeship-program/> or by calling the Bookstore at (435) 753-6780.

Bookstore Hours: <https://btech.edu/students/campus-services/bookstore/>

Location: Main Campus and West Campus Bookstores

APPRENTICESHIP OVERVIEW

APPRENTICESHIP PROGRAMS

Apprenticeships began in the middle ages as a way for skilled craftsmen to control who entered and received education for their trades. Participating in an apprenticeship is an idea that is still in fashion. Guilds were groups of craftsmen who banded together to ensure proper training of their practitioners and guaranteed good wages for those who learned their skills. The method of an apprenticeship is alive and well. Bridgerland Technical College provides apprenticeship-related classroom instruction in a variety of crafts within the career fields of construction and manufacturing. Apprenticeship education is unique, because it combines paid on-the-job training by the employer and formalized work-related classroom instruction.

EARN WHILE YOU LEARN

Apprentices are paid on a progressive wage scale while participating employers (also known as sponsors) teach them leading edge, real-life work skills. These skills will enhance career success by helping to increase wages and opportunities for advancement.

EDUCATION METHOD

You will receive technical and practical training in high skill occupations through a registered apprenticeship. Registered apprenticeship is a highly flexible training model combining on-the-job training and related classroom instruction. Registered apprenticeship education will help students:

- Develop a successful career goal.
- Get paid while learning.
- Be well-trained in a career and not a dead-end job.
- Gain nationally recognized work credentials.

Find out more and get started on the path to a registered apprenticeship program at this web site: [Office of Apprenticeship](#)(OA)

In most apprenticeship programs two semesters are offered each year: fall semester and winter semester. Each course takes one semester to complete. You may enroll in only one apprenticeship course per semester; you are required to complete two courses per year.

AAS Degree in Apprenticeship through Salt Lake Community College and Weber State University.

For more information please contact the College Apprenticeship Department.

CERTIFIED JOURNEY WORKER

Registered apprenticeships are formalized career training programs that offer a combination of structured on-the-job training and related technical instruction to employees. Apprentices train in occupations that demand a high level of skill. Apprenticeship training standards are industry-driven; an industry or program sponsor determines the skill requirements needed to build and sustain a quality workforce.

Apprentices work and learn under the direction of experienced journey workers. Over time, apprentices are provided the diversity and complexity of training that lead to becoming highly skilled in their chosen occupations. As they gain skill, they are compensated through an increase in wages. When the apprenticeship is complete, the apprentice will be eligible for a Certificate of Completion of Apprenticeship from The United States Department of Labor.

To become a federally recognized and certified journey worker, an apprentice must complete these steps:

1. Students and their employer must register with the [Office of Apprenticeship](#)(OA)
2. Complete all required on-the-job and classroom training.
3. Meet the state and/or OA requirements.

For apprenticeship registration information contact:

Office of Apprenticeship

Robert "Bob" Couse, State Director couse.robert@dol.gov

Patsy Miller miller.patsy@dol.gov

125 South State Street

Suite 2412

Salt Lake City, Utah 84138

(801) 524-5452

To receive a Certificate of Completion from the Office of Apprenticeship and to be recognized as a certified journey worker, students must obtain an official college transcript as evidence of their training at the college and present it to their employer. Their employer must mail their college transcript and Application for Completion of Apprenticeship to the Office of Apprenticeship.

ELECTRICIAN AND PLUMBER LICENSE

Electricians and plumbers are required to obtain licensure through the Utah Division of Occupational and Professional Licensing. To obtain licensing information and an application, apprenticeship students need to contact:

Utah Division of Occupational and Professional Licensing

160 E. 300 South,

PO Box #146741

Salt Lake City, Utah 84114-6741

Phone: (801) 530-6396

www.dopl.utah.gov

APPRENTICESHIP REQUIREMENTS

MINIMUM AGE

Individuals must be at least 16 years old to begin an apprenticeship program. Students younger than 18 years old must be registered with the Office of Apprenticeship. Students may complete up to two years of an apprenticeship program while completing their high school graduation requirements.

MATH AND READING ASSESSMENT

To increase the opportunity for success in the apprenticeship program, apprentices must pass a pre-assessment prior to enrolling in the program. Contact the [Assessment Center](#), (435) 750-3188.

This assessment is required for all apprentices in Utah. Students must complete ONE of the following:

- a. Entrance assessment at BTECH
- b. ACT (with a minimum score of 17) or SAT (with a minimum score of 1,210) within four (4) years of date of enrollment

Apprenticeship students may schedule a pre-assessment appointment by calling (435) 750-3188. The average time to complete the assessment test is one hour.

LENGTH OF EDUCATION

The length of time for an apprenticeship program varies from three to five years depending on the occupation. Apprentices must complete their training courses in the sequence outlined unless a waiver is obtained from the Trades and Apprenticeship Program Director and the applicable state or federal regulatory agency for their occupation.

STANDARDS AND EXPECTATIONS

The college maintains partnerships with local employers, and commits to providing students with the necessary job skills to become valued employees; the effort on our part facilitates specific expectations of our apprenticeship students. Thus, they are expected to:

1. Dress appropriately for their chosen occupation.
2. Conduct themselves in a professional manner.

Three vital expectations have been identified by local employers as valuable skills on the job:

1. Do things safely and complete class work and project assignments as instructed.
2. Put forth best effort every day on class work and project assignments.
3. Be on time every day and attend classes regularly.

CLASS ATTENDANCE

An apprentice must attend at least 81 hours of the possible 90 class hours each semester. This 90% attendance standard was established by employers and the Office of Apprenticeship. Any absences beyond this point will result in the student being issued a Fail (F) grade. Students will then be required to retake the course at their own expense.

The only excused absences are work-related absences. To be excused for work-related absences, a letter on company letterhead signed by the apprentice's immediate supervisor must be presented to the instructor before the end of the week that the class was missed. A maximum of three work-related absences per semester will be excused. To be marked present, students must be in class during their scheduled time. Students are expected to verify their attendance weekly by checking with their instructors. The attendance rolls may be changed within seven days. If students have any questions regarding their attendance, they should see their instructor, or the apprenticeship program coordinator.

APPRENTICESHIP GRADING POLICY

A letter grade will be issued

To receive a credit grade for an apprenticeship course, students must:

- Maintain 90% attendance.
- Complete all course work within the designated time.
- Complete all written assignments and tests at 80% or higher.
- Complete all lab projects to instructor and blueprint specifications.
- Electricians and Plumbers must pass a Competency Exam at the end of each semester.

Fail (F) – If a student receives an incomplete grade, they must retake the course at their own expense. Apprenticeship students will receive an incomplete grade when they fail to meet any of the criteria listed above.

APPRENTICESHIP ENROLLMENT

ONLINE ENROLLMENT <https://my.btech.edu/ICS/Admissions/>

For new apprentices and continuing apprentices wanting to:

1. Schedule and complete the math assessment requirements as outlined on page 7 before enrolling.
2. Register or login to <https://my.btech.edu/ICS/Admissions/> and submit the Short-Term Registration Form
3. After admission is complete you may register for your desired course.

ON-CAMPUS ENROLLMENT

For new apprentices and continuing apprentices wanting to enroll at the college:

4. Complete the short-term application requirements.
5. Bring credit card, check, money order, cash, or *the Apprenticeship Sponsor Voucher* from their sponsor. Students may also pay for tuition, fees, and books using their MasterCard, VISA, Discover, or American Express credit card. Include an expiration date and the student's signature.

Enrollment must be completed within the enrollment period or apprentices will be charged a \$25 late fee. To contact Student Services call (435) 753-6780.

COMPLETION OF YOUR APPRENTICESHIP

Recognition and Certification

Apprentices that fulfill the on-the-job training and formalized work-related classroom instruction may go on to receive state licensure, national, and trade organization certification.

The skills acquired by completing an apprenticeship program are portable and transferable. They are based on state and national skill standards. These agencies define and certify the apprenticeship training:

- The Office of Apprenticeship (OA)
- Utah Division of Occupational and Professional Licensing (DOPL)
- Local employer advisory teams
- The Utah State Office of Education



To receive a Certificate of Completion from the Office of Apprenticeship and to be recognized as a certified journeyperson, see information under Certified Journey Worker. Electricians and Plumbers will be eligible to make application for the State of Utah Journeyman exam.



*Apprenticeship
Calendar*

Before You Register

Entrance Assessment

To increase the opportunity for success in the apprenticeship program, apprentices must pass a pre-assessment prior to enrolling in the program. Contact [The Assessment Center](#). (435)750-3188.

This assessment is required for all apprentices in Utah. Students must complete ONE of the following:

- a. Entrance assessment at BTECH
- b. ACT (with a minimum score of 17) or SAT (with a minimum score of 1,210) within four (4) years of date of enrollment

Apprenticeship students may schedule a pre- assessment appointment by calling (435) 750-3188. The average time to complete the assessment test is two hours.

Fall Semester

Fall Semester Apprenticeship Information

Enrollment begins* July 2, 2018
Enrollment ends September 5, 2018, last day to enroll without a late fee
Classes begin** August 27, 2018
Classes end December 13, 2018
Apprenticeship credit posted January 8, 2019, log into your student account for an unofficial transcript.

Winter Semester

Winter Semester Apprenticeship Information

Enrollment begins* December 3, 2018
Enrollment ends January 11, 2019, last day to enroll without a late fee
Classes begin** January 2, 2019
Classes end April 22, 2019

Apprenticeship credit posted May 7, 2019, log into your student account for an unofficial transcript.

Please Note:

- * Some courses for apprenticeship are offered during the day and others during the evening. See the course schedule for current information.
- ** Students who want to enroll after the first week of class must obtain permission from the Apprenticeship Office staff.
Contact (435) 750-3255



Apprenticeship Sponsor Voucher

Invoice or Purchase Order Number: _____

Date: _____

COMPANY INFORMATION

Attach this voucher to either the *New Apprentice Related Instruction Enrollment Application* or the *Continuing Apprentice Related Instruction Enrollment Application* for each sponsored apprentice. Please complete all requested information.

Company Name: _____

Billing Address: _____

Company Representative – Accounts payable: _____

Company Phone Number: _____

Company Fax Number: _____

APPRENTICE INFORMATION

Each apprentice must complete a *New Apprentice Related Instruction Enrollment Application* or a *Continuing Apprentice Related Instruction Enrollment Application* each semester. Applications are available at www.btech.edu under Apprenticeship.

Sponsored employee(s) will be attending apprenticeship during the following:

☐ Fall Semester ☐ Winter Semester

Names	Bridgerland I.D. or S.S.#
1.	
2.	
3.	
4.	
5.	
(Attach additional names as needed)	

BILL OUR COMPANY FOR THE FOLLOWING

- ☐ Tuition and fees for each semester(s) course (\$310)
- ☐ Books (current book prices are available at the Bridgerland Bookstore 435-753-6780)

Please Mail or Fax completed form to:

Bridgerland Technical College
Attention: Registrar
1301 N. 600 W., Logan, UT 84321
Fax: 435-750-3046



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