



Apprenticeship Enrollment Packet

2016 - 2017



Bridgerland Applied Technology College
"Continuing Your Employment Through Training"
Apprenticeship Programs:

Call or Visit
(435)753-6780
www.batc.edu

BATC Main Campus, 1301 North 600 West, Logan, Utah 84321
BATC West Campus, 1410 North 1000 West, Logan, Utah 84321
BATC Brigham Campus, 325 West 1100 South, Brigham City, Utah 84302

BATC Apprenticeship Program Information

Table of Contents

INFORMATION	PAGE
<u>Welcome</u>	3
<u>Tuition/Fees/Book Information</u>	4
Tuition and fees	
Employer Sponsorship	
Tuition Refund Policy	
Financial Aid Opportunities	
Books	4
<u>Apprenticeship Overview</u>	5
Apprenticeship Programs	
Earn While You Learn	
Education Method	
AAS Degree in Apprenticeship through Weber State University	
Certified Journey Worker - OTELS.....	6
Electrician and Plumbing License – DOPL	6
<u>Apprenticeship Requirements</u>	7
Minimum Age Requirement	
Math Assessment	
Length of Education	
Standards and Expectations	
Class Attendance	8
Apprenticeship Grading Policy	8
<u>Apprenticeship Enrollment</u>	8
On-Campus Enrollment	
Mail-In Enrollment	
<u>COMPLETION OF YOUR APPRENTICESHIP</u>	9
Completing Your Education	
Recognition and Certification	
<u>Apprenticeship Calendar and Schedule:</u>	
Apprenticeship Calendar.....	10
BATC Apprenticeship Fall Semester Course Schedule.....	11
BATC Apprenticeship Winter Semester Course Schedule	11
Apprenticeship Sponsor Voucher	12

Hello and Welcome:

I want you to know there is a place for you here and jobs waiting for you if you want them. 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 BATC.

BATC offers related training courses to support the on-the-job training provided by employers for the following apprenticeship programs:

- Electrician Apprentice
- Plumber Apprentice
- HVAC/R Service Technician Apprentice
- Machinist Apprentice
- Industrial Maintenance Apprentice
- Industry Specific Apprenticeships

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



Paul C. James
Apprenticeship Coordinator

TUITION/FEES/SCHOLARSHIPS/BOOK INFORMATION

CONTACT INFORMATION

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

Paul James

Apprenticeship Coordinator

Phone: (435) 750-3255

Office: BATC West Campus
1410 North 1000 West
Logan, Utah 84321

Email: pjames@batc.edu

Student Services

Phone: (435)753-6780

Office: BATC Main Campus
1301 North 600 west
Logan, Utah 84321

TUITION AND FEES

July 1, 2016, to June 30, 2017

See the apprenticeship calendar for deadlines and enrollment information.

- Tuition and fees: \$310 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 \$3.00

High School Students

Tuition is waived by BATC for those high school students attending high school in the school districts in which BATC 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 *BATC Apprenticeship Sponsor Voucher* to the *Apprenticeship Admission Application*. This voucher authorizes the BATC 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 BATC's [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 call (435)792-0303 or (435)792-0329 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 BATC does not offer scholarships to students in apprenticeship programs however any scholarships student s may secure through an outside entity are welcome. Federal/state financial aid through the BATC Financial Aid office is not available for apprenticeship programs. BATC 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 www.batc.edu or by calling the BATC Bookstore at (435) 753-6780.

Bookstore Hours: <http://batc.edu/students/campus-services>

Location: North-West corner of the Main Campus

[\(Click here to return to Table of contents\)](#)

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. BATC 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)

Unlike other technical education programs at the BATC, 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 Weber State University

By adding just eight classes—23 credit hours—to the BATC apprenticeship training, you can now earn an Associate of Applied Science (AAS) degree through an educational agreement with Weber State University. For more information contact Geri Harames at (801) 626-7552, geriharames@weber.edu , or the administrative assistant, 801-626-6303 or [click here](#) to find more information.

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

[\(Click here to return to Table of contents\)](#)

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 BATC apprenticeship programs, apprentices must pass BATC's pre-assessment prior to enrolling in the program. Contact [The Assessment Center](#), (435)750-3188.

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

- a. Diagnostic Evaluation at BATC
- 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 obtain a math [review packet](#) and then schedule a pre- assessment appointment by calling (435) 750-3188. The average time to complete the assessment test is two hours. (Click on the following link for [practice exams](#))

LENGTH OF EDUCATION

The length of time for an apprenticeship program varies from three to five years depending on the occupation.

Apprenticeship	Years to Complete	Apprenticeship	Years to Complete
Electrician	4	Machinist	4
Plumber	4	Industrial Maintenance	4
HVAC/R Service Tech	4	Industry Specific Apprenticeships	3 -5

Apprentices must complete their training courses in the sequence outlined unless a waiver is obtained from the BATC 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.

[\(Click here to return to Table of contents\)](#)

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 an 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 upon request if required by an employer for the purpose of tuition reimbursement to the apprenticeship student. Contact your instructor for more information.

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/all of the criteria listed above.

APPRENTICESHIP ENROLLMENT

ONLINE ENROLLMENT www.my.batc.edu

For new apprentices and continuing apprentices wanting to enroll at the BATC main campus:

1. Schedule and complete the math assessment requirements as outlined on page 7 before enrolling.
2. Register or login to www.my.batc.edu and submit the Short Term Registration Form
3. After registration into www.my.batc.edu is complete you may register for your desired course.

ON-CAMPUS ENROLLMENT

For new apprentices and continuing apprentices wanting to enroll at the BATC main campus:

4. Complete the math assessment requirements as outlined on page 7 before enrolling.
5. Completed the short term registration form online at <https://my.batc.edu/ICS/Admissions/>
6. Bring check, money order, cash, or *BATC 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.



Before You Register

MATH AND READING ASSESSMENT

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

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

- Diagnostic Evaluation at BATC
- ACT (with a minimum score of 17) or SAT (with a minimum score of 1,210) within four (4) years of date of enrollment

Fall Semester

Fall Semester Apprenticeship Information

Enrollment begins* June 2016, Student Services office hours <http://batc.edu/students/schedule>

Enrollment ends September 8, 2016, last day to enroll without a late fee

Classes begin** August 29, 2016

Classes end December 14, 2016

Apprenticeship credit posted January 8, 2017 contact BATC Records Office for copy of transcript, (435) 753-6780

Winter Semester

Winter Semester Apprenticeship Information

Enrollment begins* Dec. 2016, Enrollment office hours <http://batc.edu/students/schedule>

Enrollment ends January 12, 2017, last day to enroll without a late fee

Classes begin** January 3, 2017

Classes end April 20, 2017

Apprenticeship credit posted May 6, 2017; contact BATC Records Office for copy of transcript, (435) 753-6780

Please Note:

- * Courses for Apprenticeship Math, Industrial Maintenance, and Machinist Apprenticeship are offered during the day and evening, year-round. HVAC/R Service Technician is available September-May as an open-entry, self-paced, evening course. See the BATC Apprenticeship Course Schedule for more information.
- ** Students who want to enroll after the first week of class must obtain permission from the Apprenticeship Office staff. Contact (435) 750-3255

Holiday Schedule

July 4, 2016 (Monday) Independence Day

July 25, 2016 (Monday) Pioneer Day

August 22, 2016 (Monday) Faculty/Staff Meeting

September 5, 2016 (Monday) Labor Day

October 20 and 21, 2016 (Thursday and Friday) UEA

November 23, 24, 25, 2016 (Wednesday - Friday) Thanksgiving

December 23, 2016 – January 21, 2017 (inclusive) Christmas Recess

January 16, 2017 (Monday) Human Rights Day

February 20, 2017 (Monday) Presidents Day

Apr 3 - April 7, 2017 (Monday - Friday) Spring Break Logan Campus Closed

May 29, 2017 (Monday) Memorial Day

[\(Click here to return to Table of contents\)](#)

BATC Apprenticeship Fall Semester Course Schedule

REGISTRATION: June – September 8, 2016

Tuition is \$310 per semester. A \$25 late fee charge if registered after September 8, 2016.

Enrollment office hours <http://batc.edu/students/schedule>

Course Title	Days	Time	Instructor	Beg. Date	End Date	Room Number
ELECTRICIAN APPRENTICE I-A	T/TH	6-9 p.m.	Earl	30- Aug	13-Dec	West Campus
ELECTRICIAN APPRENTICE II-A	T/TH	6-9 p.m.	Riser	30- Aug	13-Dec	West Campus
ELECTRICIAN APPRENTICE III-A	T/TH	6-9 p.m.	Jensen	30- Aug	13-Dec	West Campus
ELECTRICIAN APPRENTICE IV-A	T/TH	6-9 p.m.	Jensen	30- Aug	13-Dec	West Campus
HVAC SERVICE TECHNICIAN APPRENTICE I-A thru IV-B	TU/TH	6-9 p.m.	Robinson	30- Aug	13-Dec	West Campus
PLUMBER APPRENTICE I-A	M/W	6-9 p.m.	Hicken/James	29- Aug	14-Dec	West Campus
PLUMBER APPRENTICE II-A	M/W	6-9 p.m.	Hicken/James	29- Aug	14-Dec	West Campus
PLUMBER APPRENTICE III-A	M/W	6-9 p.m.	Hicken/James	29- Aug	14-Dec	West Campus
PLUMBER APPRENTICE IV-A	M/W	6-9 p.m.	Hicken/James	29- Aug	14-Dec	West Campus
MACHINIST APPRENTICE 1-A THRU IV-B	M/W	6-9 p.m.	Knight / Chambers	As Needed		Main Campus
ELECTRONIC TECHNICIAN APPRENTICE 1-A THRU IV-B	TU/W/TH	6-9 p.m.	Ball	As Needed		West Campus
INDUSTRIAL MAINTENANCE APPRENTICE 1-A THRU IV-B	TU/W/TH	6-9 p.m.	Ball	As Needed		West Campus

BATC Apprenticeship Winter Semester Course Schedule

REGISTRATION: December 2016 – January 10, 2017

Tuition is \$310 per semester. A \$25 late fee charge if registered after January 10, 2017.

Enrollment office hours <http://batc.edu/students/schedule>

Course Title	Days	Time	Instructor	Beg. Date	End Date	Room Number
ELECTRICIAN APPRENTICE I-B	T/TH	6-9 p.m.	Earl	3-Jan	20-Apr	West Campus
ELECTRICIAN APPRENTICE II-B	T/TH	6-9 p.m.	Riser	3-Jan	20-Apr	West Campus
ELECTRICIAN APPRENTICE III-B	T/TH	6-9 p.m.	Jensen	3-Jan	20-Apr	West Campus
ELECTRICIAN APPRENTICE IV-B	T/TH	6-9 p.m.	Jensen	3-Jan	20-Apr	West Campus
HVAC SERVICE TECHNICIAN APPRENTICE I-A thru IV-B	TU/TH	6-9 p.m.	Robinson	3-Jan	20-Apr	West Campus
PLUMBER APPRENTICE I-B	M/W	6-9 p.m.	Hicken/James	2-Jan	19-Apr	West Campus
PLUMBER APPRENTICE II-B	M/W	6-9 p.m.	Hicken/James	2-Jan	19-Apr	West Campus
PLUMBER APPRENTICE III-B	M/W	6-9 p.m.	Hicken/James	2-Jan	19-Apr	West Campus
PLUMBER APPRENTICE IV-B	M/W	6-9 p.m.	Hicken/James	2-Jan	19-Apr	West Campus
MACHINIST APPRENTICE 1-A THRU IV-B	M/W	6-9 p.m.	Knight / Chambers	As Needed		Main Campus
ELECTRONIC TECHNICIAN APPRENTICE 1-A THRU IV-B	TU/W/TH	6-9 p.m.	Ball	As Needed		West Campus
INDUSTRIAL MAINTENANCE APPRENTICE 1-A THRU IV-B	TU/W/TH	6-9 p.m.	Ball	As Needed		West Campus

Bridgerland Applied Technology College reserves the right to cancel classes with insufficient enrollment or to change class schedules, locations, and instructors.

BATC Apprenticeship Spring Semester Make-Up Course Schedule

REGISTRATION: March 2017 – May 1, 2017

Tuition is \$310 per semester. A \$25 late fee charge if registered after May 1, 2017

Enrollment office hours <http://batc.edu/students/schedule>

Course Title	Days	Time	Instructor	Beg. Date	End Date	Room Number
ELECTRICIAN APPRENTICE I-A	M/T/W	6-9 p.m.	Jensen	24-Apr	5-Jul	West Campus
PLUMBING APPRENTICE II-A	M/T/W	6-9 p.m.	James	26-Apr	5-Jul	West Campus

[\(Click here to return to Table of contents\)](#)

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.batc.edu under Apprenticeship.

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

☐ Fall Semester ☐ Winter Semester

Names	BATC 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 BATC Bookstore 435-753-6780)

Please Mail or Fax completed form to:

Bridgerland Applied Technology College
 Attention: Jennifer Tenhoeve
 1301 N. 600 W., Logan, UT 84321
 Fax: 435-750-3046

[\(Click here to return to Table of contents\)](#)

BATC Apprenticeship Programs

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Utah College of Applied Technology