

APPRENTICE SELECTION STEPS

Applicants are selected on the basis of Education, Character, and Physical Fitness. The JJATC/JAC Apprenticeship Program is an Affirmative Action Program in which women and minorities are encouraged to apply.

FORMAL EDUCATION REQUIREMENTS:

- 1) A HIGH SCHOOL GRADUATION -or- CERTIFICATE of G.E.D.
- 2) And the following courses completed with a passing grade:
 - A) ALGEBRA **and** GEOMETRY
One Full Year (10 credits, High School level) -or- One Semester (3 Units College level)

-OR-

 - B) A Certificate of Completion or Associate of Science degree in Air Conditioning & Refrigeration curriculum from a JJATC/JAC approved Community College, Trade, or Technical School.

-OR-

 - C) Achieve a passing score on a test written and administered by the JJATC/JAC that encompasses Algebra and Geometry. The test may be taken a maximum of two times.
- 3) OFFICIAL TRANSCRIPTS: The Education Requirements listed in items (1) and (2) must be verified by OFFICIAL TRANSCRIPTS sent directly from a High School, College, Trade, or Technical School, etc., to J.J.A.T.C., 2220 South Hill Street, Los Angeles, CA 90007-1441.

OFFICIAL DOCUMENTATION to prove equivalency must be submitted when transcripts are from outside of the U.S.

AGE REQUIREMENT:

Applicants must be a minimum age of 18 years on, or before the date that their application is made. There is no maximum age.

SELECTION PROCESS:

- 1) Applicants are required to complete an application form, in person, at the Air Conditioning and Refrigeration J.J.A.T.C. Office, 2220 South Hill Street, Los Angeles, CA, 90007. Applications are accepted on Fridays between 8am - 11am. The deadline for applications is January 26, 2018.
- 2) Applicants must submit all of the Formal Education Requirements, verified by OFFICIAL TRANSCRIPTS, to the J.J.A.T.C. Training Center Office by the February 28, 2018 deadline date.

- 3) Applicants who meet the above requirements by the February 28th deadline date will be eligible to take a written examination that is administered by the JJATC in early March 2018. Applicants must achieve a minimum of 60% on the test to move on to the oral interview.
- 4) Each applicant that achieves a minimum of 60% on the written test will be scheduled for an oral interview with the Committee. Each applicant will be evaluated on the following categories, for a total score of up to 100, during the oral interview:
 - A) MOTIVATION
 - B) ORAL RESPONSES
 - C) CONFIDENCE
 - D) STABILITY
 - E) ATTITUDE
- 5) The evaluation rating obtained on the oral interview and written test score will, in sequence of rating, highest score first and lower grades by descending order, determine the applicant's position on the waiting list. Applicants will be referred to job openings by descending order from the Waiting List. Intake of new apprentices to the program is dependent on industry need.
- 6) All applicants will be required to pass a drug test before being officially accepted as an apprentice.
- 7) Applicants remaining on the Waiting List for less than 24 months will be carried over to the new list. The applicant will have the option to re-test/re-interview to obtain a better score, or keep their original score. Any applicant who has been on the waiting list for 24 months must fill out a new application.

ON THE JOB and RELATED TRAINING:

- 1) Apprentices are required to complete a minimum of 216 hours per year related training instruction, given two nights per week, 36 weeks per year, for a period of five years.
- 2) Apprentices are required to complete 8,000 hours of on-the-job training to qualify for a Journeyman Certificate from the United Association and the State of California Division of Apprenticeship Standards.

PLEASE READ THE FOLLOWING CAREFULLY

- 1) If you have served in the military and taken classes toward the fulfillment of the Education Requirements, please submit a copy of the official military transcripts and DD-214.
- 2) The last day to complete an application for the 2018 Apprentice Selection Process is on JANUARY 27, 2018.
- 3) You must notify the Training Center Office, in writing, of any change of address, or telephone number.
- 4) If you have any questions, please call the J.J.A.T.C. Training Center Office at (213) 747-0291.

www.hvacr-training.com