



## APPLICATION DETAILS ~PLEASE READ~

- Upon receipt of your application, we will send you a **confirmation letter** in the mail confirming your school location with start date/times for classes.
- If you are a **YEAR 1 Apprentice/entering the program for the first time** - you will receive a letter noting when and where you will be required to take the TABE test. It will be offered prior to the start of classes. This is an adult basic skills math test. **Every Year 1 Apprentice is required to take it.** There is no fee for this test.
- If you marked on your application form that you are interested in taking **Advanced Placement Testing** - you will receive a letter with details along with a sign-up form for the test. The test will be offered prior to the start of classes. An invoice will be included with the sign-up form. Year 1 or 2: **Total Cost = \$100** (Math = \$50, Blue Print & TMT = \$50).
- It is important to **list your employer's contact person** on your application form. Please be sure to give us their name, phone number and **email**. We correspond with employers on a regular basis throughout the year and it is helpful to have this information.
- If you marked on your application form that you (the apprentice) are responsible for **tuition and/or book payment**, you will receive an appropriate invoice in the mail prior to the start of classes. Monthly payment plans are available for tuition. Please inquire. **Note: All books MUST be paid for PRIOR to the start of classes if being paid by you (the apprentice).**

If your company is responsible for payment, your company will receive an invoice directly.

- If you're interested in **purchasing books on your own**, contact Matt for book information. Otherwise, you will be supplied books on the first day of class.
- Please indicate your **First & Second** site choice where you would like to attend on the registration form.  
**NOTE: Due to enrollment constraints, your preferred site may not be available.**
- If your work schedule prohibits you from attending evening classroom training, please contact Matt about online training through the NTMA National organization.
- **Hands-on Training** is included for Years One and Two at all sites!
- Companies: Contact James Reese, Apprenticeship and Training Field Representative - Western Region, to **register your apprentice with the state of PA**. Ph: 717-319-0061 or email [jamereese@pa.gov](mailto:jamereese@pa.gov)
- **Site Schedules: Central Westmoreland CTC**- Year 1 & 2 Tuesdays 5:30-9:30PM / Year 3 & 4 Thursdays 5:30-9:30PM  
**Northern Westmoreland CTC** - All years: Wednesdays 5:30-9:30PM  
**Training Innovation Center**- Year 1 & 4 Tuesdays 5:30-9:30PM / Years 2 & 3 Thursdays 5:30-9:30PM

All Classes start the week of September 9<sup>th</sup>.

Questions, call Matt Zema at (412) 258-6624 or email at [zema@ncsquared.com](mailto:zema@ncsquared.com)