



UA Local 400
Plumbers & Steamfitters
Youth Apprenticeship



4- Step Checklist to Completing Youth Apprenticeship

ACTION STEP	ACTIVITY	DATE COMPLETED
Step 1:	<p>COMPLETE STUDENT APPLICATION FORM</p> <p>Acquire a copy of the application form from your Technology Education teacher OR go to ua400.org and click Apprenticeships>Youth Apprenticeship.</p> <p>Parents are to complete the Parent or Guardian Approval section, attesting to their understanding of the Youth Apprenticeship procedures, and consenting to your participation in the Youth Apprenticeship Program.</p> <p><u>Required Essay:</u> The application contains an essay about why you want to become a Youth Apprenticeship participant. A successful essay will include information as to why a Youth Apprenticeship will contribute to your overall academic and future career goals. You may also want to share the related/technical coursework you have taken in your Youth Apprenticeship area of interest.</p> <p>Acquire a copy of the form from your Technology Education teacher OR go to ua400.org—Apprenticeships>Youth Apprenticeship.</p>	
Step 2:	<p>THREE RECOMMENDATIONS</p> <p>From your Technology Education teacher OR on the ua400.org website—Apprenticeships>Youth Apprenticeship—acquire copies of the recommendation form and distribute it to three (3) individuals, who are non-family members, which you are requesting a reference from. Note: it is professional courtesy to ask your references if they will provide you a recommendation before giving them the form.</p> <p>The three (3) recommendations need to be from the following individuals:</p> <ul style="list-style-type: none"> • One teacher of a subject related to the Youth Apprenticeship area • One teacher of any subject OR another staff member (counselor, principal) • One community member such as a current employer, volunteer site coordinator, neighbor but <u>not</u> a relative or someone who works for your school district. 	

ACTION STEP	ACTIVITY	DATE COMPLETED
Step 3:	<p>ACCEPTANCE INTO THE YOUTH APPRENTICESHIP PROGRAM</p> <p>Students will be contacted and informed of their placement into the Youth Apprenticeship Program. There are three (3) classification for Youth Apprenticeship:</p> <ul style="list-style-type: none"> • On Hold – student needs additional coursework which may include foundational career and/or academic coursework and/or employability skill development. • Pre-Youth Apprenticeship – student is accepted into the program. Employment opportunities should be explored by the student. A list of local contractors to apply to will be given to the student. • Youth Apprenticeship – student is accepted into the program, is working in a paid position for a Local 400 signatory contractor and a signed Education Training Agreement (ETA) is on file with Local 400, the employer and the school district. 	
Step 4:	<p>WORK PLACEMENTS</p>	
	<p>The school district along with Local 400 will assist students in obtaining paid work experience with a participating contractor in their Youth Apprenticeship area. Employment is NOT guaranteed in this program. Therefore, it is highly recommended that students search for their own employment. Students in the Youth Apprenticeship program compete for jobs amongst other area high school students. When the opportunity arises, act on it.</p> <p>Within two weeks of a paid work placement, the student will schedule an Educational Training Agreement (ETA) meeting including the parent/guardian, employer, Youth Apprenticeship Coordinator/Local 400 Training Coordinator. At this meeting, the expectations of each party (student, parent/guardian, employer and school district) are discussed and agreed upon with signatures on the document.</p> <p>If a student is terminated from a work placement as part of the Youth Apprenticeship Program due to unprofessionalism or incompetence, their Local 400 membership will also be terminated.</p>	