

SHEET METAL WORKERS' LOCAL 104 AND BAY AREA INDUSTRY TRAINING FUND



www.smw104training.org



Sheet Metal Building Trades Level Apprenticeship Programs:

- Building Trade Sheet Metal Worker**
- Air Conditioning Mechanic, (BT Service)**
- Test and Air Balance Technician (TAB)**

Process To Become A Building Trades Apprentice

For applicants who have just passed the math test: You now have a current application on file for our apprenticeship program. Applications are valid for the local dispatch area only. Some procedures have changed from the previous period. This is the process you can expect to follow:

1. On your application form there was a question “Would you be willing to work as a Pre-Apprentice?” If you circled “yes” your name will be placed on a list and given to the local union office. As need arises for a new Pre-Apprentices in the industry, the local dispatch office will call according to dispatch procedures. Employment as a Pre-Apprentice does not guarantee acceptance into the Apprenticeship Program. It is a helper classification that will allow you to see first hand the type of work performed and can provide you an income during the application process for the apprenticeship program. You must stay current with the Building Trades application process in order to continue to be eligible to work as a Pre-Apprentice.
2. Toward the end of the application period, an aptitude test will be scheduled for everyone who has a current application on file. You will be sent a letter notifying you of the test date, time and location. It is extremely important you keep our office informed of your correct mailing address. (Any changes in contact information should be submitted within 5 days using the change form available from the office.) There is a 90 point minimum score, out of the 165 points possible, to continue in the process.
3. Applicants that pass the aptitude test will be eligible to take the ‘Apprentice Applicant Class’. This class will assist you in learning the basics of our trade and provide you with a background to assist you in successfully completing your apprenticeship. The Applicant Class is voluntary, but credit for completion requires strict attendance.
4. One of the three occupations listed above must be indicated, in writing on the form provided, prior to the end of the applicant class by each applicant, or the default choice will be assigned as BT Sheet Metal Worker. A cumulative 200 point minimum must be achieved to be ranked. The maximum points available to be placed on the ranked list are as follows:

	BT Sheet Metal	BT Service/TAB
Application Math test	35	35
Annual Differential Aptitude Test	165	165
Work experience	24	24
Veteran (Honorable Discharge)	10	10
Applicant Industry Test (following applicant class)	220	220
Interview (BT Service and TAB only)	<u>n/a</u>	<u>50</u>
Total possible points	454	504

5. Ranked applications are current for a 2-year period, unless otherwise notified. Ranked lists may be re-ranked annually, however, to include newer applicants. You may re-apply to possibly raise your ranking annually, and **must** re-apply before the next aptitude test if you are not successful in becoming an apprentice within your 2-year ranking period.
6. Direct Entry: Occasionally, individuals may be placed as new apprentices by means other than the process above, per the apprenticeship standards, including employer organizational actions, recognized trade preparation programs, and approved military veteran direct entries. Such placements will not change the usual ranking assignments, but may delay indenture of ranked applicants.
(Revised 4/11/14 .)