



APPRENTICESHIP ENROLLMENT PACKET CHECKLIST

Check off each item as you complete your Apprenticeship Application. Mandatory items are indicated for acceptance into the program. If you have any questions, contact your company's Apprenticeship Coordinator or the IEC Apprenticeship Office at 727-499-0727.

- COMMERCIAL ELECTRICAL APPRENTICESHIP PROGRAM APPLICATION:** Complete all questions in entirety. Current employer will be listed FIRST under work history.
- 2018-2019 REGISTRATION FORM:** To be filled out by employer. Entering Year indicates the year of training the apprentice is entering (1st, 2nd, 3rd, 4th). Check either Live Classroom Instruction or Distance Learning. Include any costs for individual purchases if needed along with method of payment.
- CAMPUS APPLICATION:** Applications are different for every campus. When completing applications, make sure to write your full legal name as it appears on your Driver's License or photo ID.
 - **Hillsborough Community College (HCC)** – Complete the HCC application but leave the "COURSE INFORMATION" block blank and return it with the packet.
 - **Distance Learning Only (all classes)** – All Distance Learning classes are now registered through Pinellas Technical College. Complete the PTC application and return it in the packet along with the Contractor Approval Form which must be signed by both the apprentice and the contractor.
 - **All Others** – Campus applications will be filled out during orientation/first night of class. It is not included in the packet.
- FLORIDA GRANT APPRENTICE FORMS:** Both forms listed below must be filled out by all first year apprentices attending Pinellas Technical College (PTC); Marchman Technical College (MTC); and Triviss Technical College (TTC). Original signature is required.
 - Florida Apprenticeship Grant Apprentice Information
 - Apprentice Information Release Consent
- EDUCATION CERTIFICATE:** Submit a copy of your high school diploma, certificate of equivalency, GED completion scores, or unofficial transcripts stating that you have completed your secondary education.
- RELEASE OF STUDENT RECORDS:** Fill out, sign and date the Release of Student Records form authorizing IEC-FWCC the release of your student records.
- DRIVER'S LICENSE:** Copy of your current Driver's License to be submitted with your completed enrollment packet.
- SOCIAL SECURITY CARD:** Copy of your Social Security card to be submitted with your completed enrollment packet.
- RESIDENT ALIEN CARD (NON-US Citizens only):** If you are a resident alien, you must submit a copy of both the front and back of your Resident Alien card.
- OPTIONAL SUPPORTING DOCUMENTS:** Applicants who have served in the military should submit a copy of their DD214. Additionally, applicants who wish to submit documented proof of a diagnosed disability should include all pertinent records.