

ENTRANCE PROCESS

APPLICATION:

Applications are accepted every Monday through Friday, 8:00 am- 11:00 am and 12:15 pm – 4:00 pm in person at the Western Training Facility located at 8955 E 38th Terr. Kansas City, MO 64129.

Applicants must be 18 years of age and are **required** to bring the following documents:

- Copy of Birth Certificate
- Copy of High School Diploma/GED/Transcripts
 - If applicant has not obtained their diploma or GED, they will be required to do so within the first 12 months of their apprenticeship.
 - A third option for applicants who have not obtained their GED or HS diploma- they may complete a series of Work Key testing and meet specific scoring requirements.
- Copy of Social Security Card
- Any Vo-Tech/ Tech Prep certificates/ Welding certificates/DD 214

After application, individuals will receive information regarding the apprenticeship program and a contractors' list. They will then pursue employment with a signatory contractor and request a Letter of Intent. The Letter of Intent will need to come directly from the contractor and will need to state the individual's name and the contractor's intent to hire them. This letter will need be dated **AFTER** filling out an application with the Apprenticeship.

LETTER OF INTENT:

Letter of Intents are only accepted for previously qualified applicants with the Apprenticeship.

Once this letter is obtained, the applicant will need to return to the Western Training Facility to complete the enrollment process.

Letter of Intents are accepted Monday through Friday, 8:00 am- 11:00 am and 12:15 pm – before 3:00 pm

***Wednesday's we will not be able to start the Letter of Intent process until 9:00 am**

1. Present Letter of Intent to the Apprenticeship Office
2. Complete on- site drug testing
3. Complete paperwork with the Apprenticeship Office for Department of Labor.
4. Obtain work permit with the Regional Council, \$24.00 (cash, check , money order, or credit card accepted)
 - If applicant **has not** been a prior member, they will go on permit for six (6) months, at **\$24.00** a month (cash, check, credit card or money order).
 - After six months, applicant will pay a one- time initiation fee, and join their local. Initiation fees are as follows:
 - 1st & 2nd Term: \$40.00
 - 3rd & 4th Term: \$80.00
 - 5th & 6th Term: \$120.00
 - 7th & 8th Term: \$160.00
 - Journeyman: \$200.00
- If applicant **was** a prior member, all the above applies, and they will also need a re-instatement payment of \$140.00 (as well as the initiation payment), plus \$24.00 for first month dues.
- If applicant was/is a member of the Armed Forces, they will need to bring in either their DD214 or military identification cards. Members joining with this will have initiation fees waived and immediate entrance into the local of their choice.

JOURNEYMAN PLACEMENT TEST:

Individuals who are over the age of **22 and have at least 4 years of experience in the field** have the opportunity to complete a placement test after being a **qualified applicant with the union.**

- Individual must meet age and experience requirements mentioned above
- Letter of Intent from contractor must request administration of Journeyman Placement test
- ***(Letter of Intents will only be accepted for previously qualified applicants.)***

Placement tests are administered **Monday – Friday promptly at 8:00am**. The individual will then undergo an interview process to discuss previous experience and placement. Once this process is completed, the individual will complete the enrollment process, complete an on-site substance abuse testing, pay their initiation fee with the Regional Council (this fee varies depending on level of placement) and obtain their work permit.

If you have any questions please contact the Apprenticeship Office at **816-471-0883**.

Thank you

