

The seal of Bergen County Technical School is a circular emblem. The outer ring contains the text "BERGEN COUNTY" at the top and "TECHNICAL SCHOOL" at the bottom. Inside this ring, the Latin motto "SCIENTIA SIT POTENTIA" is written in an arc. The center of the seal features a stylized lamp of knowledge with a flame, an open book, a gear, a compass, and a pencil. Below these symbols is a smaller circular seal of the State of New Jersey. The year "195" is partially visible on the right side of the seal.

# Apprenticeship Accreditation

Employers (FAQ - FYI) Employees

**ADULT & CONTINUING EDUCATION**

US Department of Labor (USDOL) Elec  
HVACR, Plumber

# Apprentice - Employee Checklist

Find a NJ Licensed  
employer willing to  
register their business  
& sponsor you...

SIX MONTHS CONTINUOUS FULL-TIME  
EMPLOYMENT ON THE BOOKS

8,000 HOURS ON THE JOB TRAINING (OJT)  
2,000 HOURS PER YEAR

576 HOURS OF RELATED TECHNICAL  
INSTRUCTION (RTI) 144 HOURS PER YEAR

BI-ANNUAL COUNSELING WITH THE COUNTY  
APPRENTICESHIP COORDINATOR (CAC)

2,000 HOURS AS JOURNEYMAN AFTER  
COMPLETION OF 8,000 OJT AND 576 RTI HOURS

# BCTS IS AN RTI PROVIDER

Fully Staffed

CAC

Assistant Administrator

Licensed Instructors

est. 1952

1

78 HOUR CLASSES  
6 PM - 9 PM / TWICE WEEKLY  
FALL & SPRING SEMESTERS

2

THEORY BASED INSTRUCTION

3

OPEN ENROLLMENT; TRANSFERS  
WELCOMED

4

BCTS ISSUED E-MAILS

5

TUITION DISCOUNT FOR  
REGISTERED APPRENTICES



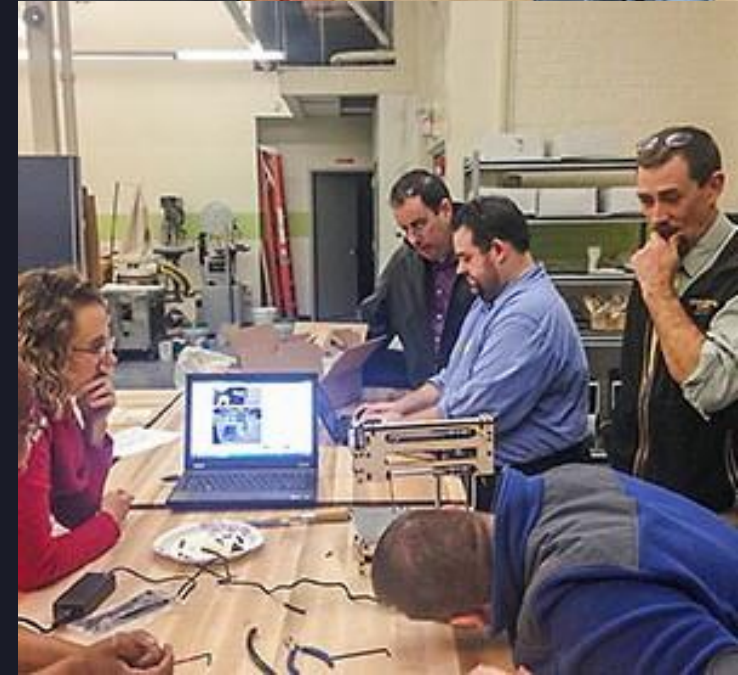
# Employer Eligibility Qualifications

**Employers:** Request USDOL application packet to register your business & sponsor an employee for free under "Contacts"

- Hold current license & NJ Tax ID
- Business address in New Jersey
- Sponsor FT worker with six months consecutive employment
- 1:1 Ratio of Sponsorship: Licensed Employer  
*Journeyman can act as sponsors*
- Allow apprentices release time for RTI
- Report OJT hours in USDOL portal

# FAQ

- Overtime payroll deduction counts toward OJT hours
- Transcripts from outside programs may support RTI credit
- Registered apprentices receive discounts in the Spring Semester if they completed a Fall Semester
- Certificate of Completion issued by USDOL after OJT/RTI completed
- Un-sponsored apprentices or unemployed students can enroll in classes and have hours retroactively credited
- Changes in employment status freezes OJT hours  
USDOL will accept up to 7,000 hours of previous verifiable OJT credit
- No time constraints exist to complete the required OJT/RTI hours



# CONTACTS

● **Dr. James M. Karpowich**

County Apprenticeship Coordinator  
Bergen County Technical Schools

201-343-6000 x 4603

[jamkar@bergen.org](mailto:jamkar@bergen.org)

● **Nicholas J. Burdick**

DOL representative for Bergen, Burlington, Camden, Cape May, Essex, Gloucester, Morris, Sussex & Warren County

[burdick.nicholas.j@dol.gov](mailto:burdick.nicholas.j@dol.gov)

● **Patricia Field**

Evening School Assistant Administrator  
Bergen County Technical Schools

201-343-6000 X 2289

[patfie@bergen.org](mailto:patfie@bergen.org)

● **Michael W. Blatt**

DOL representative for Passaic, Hudson & Mercer County

[blatt.michael.w@dol.gov](mailto:blatt.michael.w@dol.gov)

● **John Martinez**

DOL representative for Hunterdon, Middlesex, Monmouth, Ocean, Somerset & Union County

[martinez.john@dol.gov](mailto:martinez.john@dol.gov)

# Helpful Links

[ELECTRICAL](#)

[PLUMBING](#)

[HVAC/R](#)

[EMPLOYERS](#)

[CLASSES](#)

[NJ DOL](#)

To register for  
the Electrician  
Exam

[CLICK ABOVE](#)

To register for  
the Plumber  
Exam

[CLICK ABOVE](#)

To register for  
the HVAC/R  
Technician  
Exam

[CLICK ABOVE](#)

Employers  
To start an  
Approved  
Apprentice  
Program

[CLICK ABOVE](#)

To learn about  
RTI classes  
available here at  
BCTS Adult Ed

[CLICK  
ABOVE](#)

For more  
information  
regarding the NJ  
Department of  
Labor

[CLICK  
ABOVE](#)