

US Department of Labor (USDOL) Electrician, HVACR, Plumber

Apprentice Employee Checklist

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

*1099 IRS Credential accepted upon review by the USDOL

FULL-TIME/PART-TIME ON THE BOOKS EMPLOYMENT

8,000 HOURS ON THE JOB TRAINING (OJT)
OVER 4 YEARS

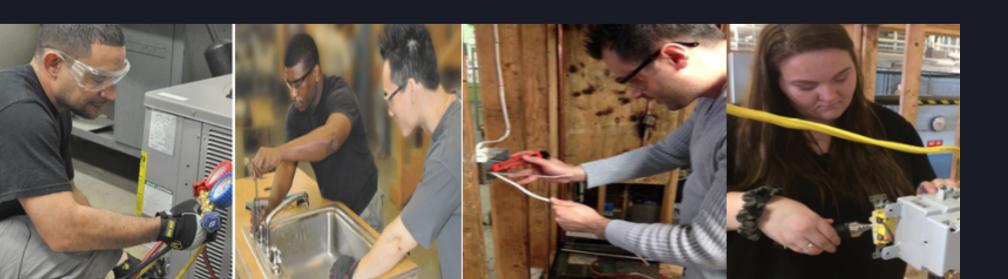
2,000 HOURS OJT FOR ONE YEAR AS JOURNEYMAN

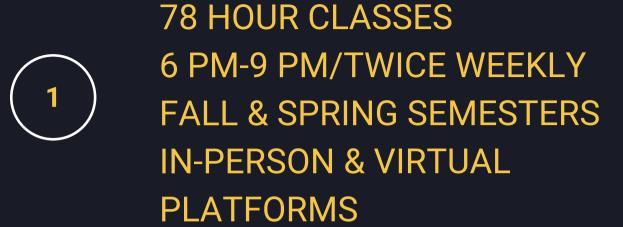
BI-ANNUAL COUNSELING WITH THE APPRENTICESHIP COORDINATOR

576 HOURS OF RELATED TECHNICAL INSTRUCTION (RTI) OVER 4 YEARS

BCTS IS AN RTI PROVIDER

Fully Staffed
Apprenticeship Coordinator
Administrative Assistant
Licensed Instructors
est. 1942





OPEN ENROLLMENT;
TRANSFERS WELCOMED

TUITION: \$900 PER CLASS

REGISTERED APPRENTICES

CAN RECEIVE A DISCOUNTED

RATE FOR THE SPRING

SEMESTER.

ACCREDITED BY THE US
DEPARTMENT OF LABOR (DOL)

Employer (Sponsor) (Qualifications

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

ELIGIBILITY TO REGISTER/SPONSOR

- Hold current license & NJ Tax ID
- Business address in New Jersey
- Agree to sponsor full-time or part-time employee
- 1:1 Ratio of Sponsorship: Licensed Employer

 Journeyman can act as sponsors
- Allow apprentices release time for RTI
- Report OJT hours in USDOL portal

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- 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
- Unsponsored 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 contraints exist to complete the required OJT/RTI hours
- Financial Aid is not offered for RTI



CONTACTS

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Michael Blatt

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• Huiching "Chris" Lee

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DOL representative for Atlantic, Burlington, Camden, Cape May, Cumberland, Glouster and Salem field.nicole@dol.gov

Helpful Links

ELECTRICAL

PLUMBING

HVACR

EMPLOYERS

CLASSES

NJ DOL

To register for the Electrician exam
CLICK ABOVE

To register for the Plumber exam CLICK ABOVE To register for the HVACR
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