November 12, 2019

To Whom It May Concern:

The Washington, D.C. Joint Plumbing Apprentice Committee is now accepting applications for the Apprentice Training Program’s 2020/2021 school year. Applicants must apply online at local5training.org. Our application process is open year round, however the school calendar year operates from September through August.

Applicants must be seventeen years of age by the time of application and have either a high school diploma or high school equivalency (GED). Applicants must be eighteen years of age or older when placed at employment. The following documentation/copies must be mailed to the Training Facility at the above address prior to receiving a date for their entry exam:

- Birth Certificate or Passport
- Valid Driver’s License or Valid State issued identification card
- High School Diploma or GED Certificate
- Transcript of Grades (sealed school envelope or raised school seal) or GED Test Scores
- If you have a transcript from another country, you must have your embassy verify in writing that it is equivalent to U.S. high school standards.

(NOTE: Applicants may send copies of their documents EXCEPT the official sealed high school transcripts which MUST be the original document.)

Applicants are required to take an entrance exam. There is a $50.00 non-refundable application fee, which is payable by cash, money order or credit card. If selected for apprenticeship, final acceptance will be contingent on ability to pass a drug and background screening.

We would appreciate your efforts in making this information available to those people interested in participating in our program. Feel free to contact us if you have any questions.

Sincerely,

[Signature]

HAMILTON HUGH RIDDELL
Training Coordinator

HHR/at
Heat and Frost Insulators and Allied Workers Local #24 Joint Apprenticeship Committee will continue accepting applications for Apprenticeship; the starting pay is $16.44 per hour plus benefits.

Applications will be accepted the First (1st) and Third (3rd) Monday of every month, except for Holidays, at 9:00 A.M. All applicants must apply in person at the Apprenticeship Office, located at 9602 Martin Luther King Jr. Hwy. Suite E. Lanham, Md. 20706.

Applicants must bring their Driver’s License or another form of government issued photo identification. Applicants should also bring their Birth Certificate and Social Security card or Passport.

All applicants must be eighteen (18) years of age. Applicants must pay application fee of $25, check or money order ONLY, no cash accepted. Applications will be taken on a first come first served basis. All applicants must complete an assessment survey when filing the application. The Joint Apprenticeship Committee will screen all applicants at a later date. Local 24 JAC will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. Local 24 JAC will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

Acting for the Joint Apprenticeship Committee,

Sincerely,

Jim Hoos
Apprenticeship Coordinator