



Student Process to become a Registered Apprentice

Step 1: Are you working in the occupation that you are going to school for?

- **Yes**
 - Speak to your employer about sponsoring you. They can create their own program by contacting field.nicole@dol.gov.
- **No**
 - There are MANY MANY resources to get you started in the occupation.
 - Apprenticeship.gov -> Click career seeker
 - Local one stop
 - Vocational Schools & Colleges
 - Go to local job fairs
 - Once you get a job:
 - They may already have a program or they can create one by contacting field.nicole@dol.gov. Its free!
- **Unsure if you are Registered**
 - Contact field.nicole@dol.gov.
 - You will need to provide your Full name, DOB, Last 4 digits of social.

Step 2: Sponsorship

- Once you are sponsored you will have an apprentice number. This is your registered apprentice number.
- Keep all w2's and certificates from school.
- It is a 4-year program. You will need a total of 8,000 hours of on-the-job training & 576 hours of classroom training.
- If you have worked or went to school for this occupation prior, even in high school with proof of completion. We can grant you previous credit, so you do not loose anytime. *Ultimately the on-the-job training is up to the sponsor & I will evaluate any classroom time.*

Step 3: State of NJ

- This is a federal program which will provide you with a national credential that is portable across the country.
- You will need this certificate to provide to the state of NJ when you sit for any journeyman cards, exams, licenses etc....
- You will also need the above information such as W2s etc. so keep everything in one place safe, so you are ready to apply.

You can find the licensing requirements for NJ on the following websites:

Electrical:

<https://www.njconsumeraffairs.gov/elec>

[Board of Examiners of Electrical Contractors \(njconsumeraffairs.gov\)](https://www.njconsumeraffairs.gov/elec)

HVAC:

<https://www.njconsumeraffairs.gov/hvacr>

[State Board of Examiners of Heating, Ventilating, Air Conditioning and Refrigeration \(HVACR\) Contractors \(njconsumeraffairs.gov\)](https://www.njconsumeraffairs.gov/hvacr)

Plumbing:

<https://www.njconsumeraffairs.gov/plu>

[Pages - State Board of Examiners of Master Plumbers \(njconsumeraffairs.gov\)](https://www.njconsumeraffairs.gov/plu)

SPREAD THE WORD!

If you work with other individuals that are unsure inform them of this process!