

September 4, 2020

Dear school administrators:

The Board has been receiving an increase of incomplete apprentice application submissions. We understand that there may be delays in obtaining updated or replacement documents, if needed, due to COVID-19 and that should be considered in your admissions process.

Enrolling students prior to ensuring that the student has all the required documents to obtain licensure for their training may cause unnecessary delays in their training, complications in financial aid processing and could result in discipline on the student's license for submitting a late apprentice application pursuant to Board policy 011-12.

Please ensure that when your students are submitting apprentice applications to the Board the application has been completed by the student and includes the following:

1. Non-refundable \$15 application fee (if paying by check or money order);
2. Legible photocopy of your current government issued photo identification (i.e. driver's license, state identification card, or military identification).
3. Legible photocopy of your social security (SS) card (The name on your application, ID and SS card must match exactly).

NOTE: The name on the application and the identification documents must match exactly.

An incomplete application is not considered a timely submission. If an apprentice application is completed after the 15-day deadline, it is considered late.

Thank you for your prompt attention to this matter.