



**JOINT APPRENTICESHIP & TRAINING COMMITTEE**  
**7193 JONESTOWN ROAD, HARRISBURG, PA. 17112**  
**Telephone (717)652-3294**

*Representing Plumbers & Pipefitters Local Union #520 of the United Association of Plumbing & Pipefitting and the Mechanical Contractors Association of Central Pennsylvania*

Thank you for your interest in the Plumbers and Pipefitters Local 520 Training Program. We have been training Union pipe trades apprentices since 1953. The requirements to apply for an apprenticeship in local 520 are:

1. 18 years of age at the time of application, or if you are a High School senior who will be 18 at the time of graduation, we need a letter of intent to graduate from your high school.
2. High School diploma or GED
3. Ability to pass a drug screen
4. Have a valid photo driver's license

We accept applications year-round but only offer test sessions twice per year and interviews once per year. See schedule below for test session dates.

Interviews for qualifying applicants will be scheduled in March and exact dates won't be determined until February.

To be scheduled for testing, you must complete an online application & pay the \$10 application fee. The application can be found at our website [Local 520 Training Center \(ualocal520training.com\)](http://Local520TrainingCenter(ualocal520training.com)) You will also find the schedule for our upcoming test sessions and additional information. Please take time to review all documents relating to the applicant process.

If you have an interest in touring the Training Center, please call the Training Office number above to schedule an appointment and one of the Training Department staff would be glad to show you around.

After reviewing the process if you have any questions, please feel free to contact me.

Sincerely,

Don Eldridge, Training Coordinator  
[trainingcoordinator@local520.com](mailto:trainingcoordinator@local520.com)

Rita Thoman, Training Office Manager  
[trainingoffice@local520.com](mailto:trainingoffice@local520.com)

## Training Department

### Apprentice Program Application Timeline

For the 2025-2026 School Year



### Applications are accepted year-round.

- **September 13, 2024** – Deadline for test session #1, the Training Department must receive the online application & \$10.00 application fee for test session #1 by 3:30PM. Late or incomplete applications will be processed for test session #2.
- **September 16–27, 2024** – Applicants must complete the Apprentice Assessment which will be emailed.  
**\*MUST PASS BEFORE MOVING ON TO MATH ASSESSMENT TEST**
- **September 30, 2024** – Math test session #1 at Local 520 Training Center
- **December 1, 2024** – Deadline for all qualifying applicants from test session #1 must submit all other required documents (please see next page for a list of those documents)
- **January 10, 2025** – Deadline for test session #2, the Training Department must receive the online application & \$10.00 application fee for test session #2 by 3:30PM. Late or incomplete applications will be processed for the 2026/27 class year.
- **January 13-24, 2025** – Applicants must complete the Apprentice Assessment which will be emailed.  
**\*MUST PASS BEFORE MOVING ON TO MATH ASSESSMENT TEST**
- **January 27, 2025** - Test session #2.
- **February 28, 2025** - Deadline for all qualifying applicants from test session #2 must submit all other required documents (please see next page for a list of those documents)
- **March (Month-long)** - All qualifying applicants from test sessions 1 & 2 that have submitted all required documents will be interviewed. Applicants will be notified of their place on the ranking list.
- **April 1, 2025** - Contractors will be notified of new apprentice availability. Selection will begin as Contractor requests are received. New apprentices dispatched to jobsites.
- **August 30, 2025** - First day of school. **All-Apprentice orientation day**

## ITEMS NEEDED TO BE SCHEDULED FOR TESTING

- ONLINE APPLICATION**
- APPLICATION FEE**

## ITEMS NEEDED TO BE SCHEDULED FOR AN INTERVIEW

- PASSING GRADE IN BOTH THE APPRENTICE ASSESSMENT (online) & MATH ASSESSMENT (proctored in person)**
- TWO REFERENCES**
- COPY OF BIRTH CERTIFICATE**
- COPY OF HIGH SCHOOL DIPLOMA or COPY OF OFFICIAL GED with TEST RESULTS**

**NOTE:** If your diploma is lost or misplaced, we will accept your high school transcripts with Graduation date listed.

**NOTE:** High School Seniors MUST have a letter of intent from High School Principal on school letterhead indicating the applicant will graduate. All high school transcripts, to date, must also be included.

- COPY OF HIGH SCHOOL TRANSCRIPTS (non-official) FOR YOUR LAST 3 YEARS.**

**NOTE:** If you have a GED, High School Transcripts are still required.

- VALID DRIVERS LICENSE**
- MILITARY TRANSFER OF DISCHARGE FORM DD214, IF APPLICABLE**
- DRUG SCREEN RESULTS**

Resumes and College Transcripts are a plus. Turn them in for your file.

Questions may be directed to the JATC office at 717-652-3294 Monday thru Friday 7am-3:30pm.



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### APPRENTICE APPLICATION PROCEDURE

Apprenticeship applications will be available online at [Local 520 Training Center \(ualocal520training.com\)](http://ualocal520training.com) or can be picked up at Local 520 Training Center, Monday-Friday between the hours of 7:00am and 3:30pm.

#### Requirements to be scheduled for a test.

- 1) Application
- 2) Application Fee

#### Documents required to be scheduled for an interview.

1. Two letters of reference from someone not related to you.
  - a. **Note:** Reference forms are found below as a PDF and will need to be downloaded or printed and completed. They can also be picked up at the training center M-F 7:00 am - 3:30 pm. Letters of reference not using the supplied form will also be accepted if all the information from the form is included in the letters, including a signature.
2. COPY of Birth Certificate. Must be in English, or applicant will be required have to have the document translated at their own expense.
3. COPY of your High School Diploma or Equivalent (GED) with Test Results.
  - a. **Note:** If the applicant's High School Diploma is lost or misplaced. We will accept your high school transcripts with Graduation date listed. If Graduation date is not listed on transcripts, applicant must get a letter from the school or school district on its letterhead, certifying the year and date the applicant did graduate.
  - b. **Note:** If the applicant is a senior in High School, you must be at least seventeen (17) years of age and eighteen (18) years of age before being eligible to be assigned to a contractor for work. Seniors MUST supply a letter of intent to graduate. All High School Transcripts, to date, must also be included.
4. COPY of High School Transcripts (non-official) for the applicants final 3 years of High School. Must be in English or applicant will be required to have the documents.
  - a. School. Must be in English or applicant will be required to have the documents.
  - b. translated at their own expense.
5. Drug Screen Results (Must be negative to any illegal, un-prescribed medication).
  - a. The presence of prescription medications must be revealed, with a copy of physicians.
  - b. prescription, prior to undergoing drug screening.
  - c. **Note:** Scheduling, Obtaining and cost of Drug Screening will be the responsibility of the applicant. This may be done at the location of the applicant's choice. The test that you are to have done should be requested as: 5 panel, NON-DOT, Rapid Urinalysis. \*Cost may vary. The cost of Drug Screening will be reimbursed (**up to \$75**) if applicant becomes a registered apprentice. **-MUST submit receipt with application for reimbursement.**
  - d. 5) VALID Driver's License-Please include a copy if you are sending in your information.
  - e. 6) COPY of DD 214, Military transfer, or Discharge form (if Applicable).

Proctored in-person math test date will be given when COMPLETED application is processed. The testing is held at the Local 520 Training Center and administered by a Local 520 proctor. Proficiency testing is held on the LAST Monday of September and January. DEADLINES are TWO (2) weeks prior to the test date. All application items are due by the end of day that day--- **NO EXCEPTIONS!**

Any person that DOES NOT meet the minimum proficiency level may RETEST 6 months later at the next scheduled test session.

\*\*\*Application procedures will be reviewed annually and modified as required. This may include testing procedure, drug screening and administrative fees\*\*\*

**If you are accepted for a probationary apprenticeship, you will be required to:**

1. Complete a physical (scheduled and paid for by LU 520)
2. Complete a drug screen (scheduled and paid for by LU 520)
2. Serve as a probationary apprentice for a period of 1 year (1700-2000 hours of on-the-job training).
3. Serve a 5-year apprenticeship including the probationary period (8500-10,000 hours of on-the-job training).
4. Report for work and related, required training classes, on a regular basis.
5. Provide for your own transportation to and from the job site and classes at all times.
6. Work under the direction of a journey worker or designated supervisor and perform job duties satisfactorily.
7. Attend and appropriately participate in related training classes regularly and maintain an acceptable average in those classes.
8. Abide by all rules and regulations of the Joint Apprenticeship and Training Committee.

*NOTICE: Providing any false or misleading information on this Application or any related document may result in you being rejected for admission or if admitted, may result in your being dismissed from the program.*



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(Please Print Name of Applicant) \_\_\_\_\_

The person named above is applying to Local 520's Apprenticeship Program. The applicant has indicated that you would be able to evaluate his or her qualifications and provide us with a candid recommendation. Considerable value is placed on personal references during the application review and selection process. Your input is greatly appreciated.

Name of Reference: \_\_\_\_\_

Last

First

Middle Initial

Address: \_\_\_\_\_

City, State & Zip

Phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Best time to call: \_\_\_\_\_

How long have you known the applicant? Years \_\_\_\_\_ Months \_\_\_\_\_

In what capacity have you known the applicant?

Job Supervisor \_\_\_\_\_ Clergy \_\_\_\_\_ Volunteer Supervisor \_\_\_\_\_ Coach \_\_\_\_\_

High School Teacher \_\_\_\_\_ College Instructor \_\_\_\_\_ Other(specify) \_\_\_\_\_

Please describe the situation in which you know the applicant: \_\_\_\_\_

In your judgment, how competent is this applicant, as demonstrated by work in the community, on school, on the job, or in a position of responsibility? Please check one.

Outstanding Performance \_\_\_\_\_

Above Average Performance \_\_\_\_\_

Below Average Performance \_\_\_\_\_

Non-Satisfactory Performance \_\_\_\_\_

Please explain your answer further here: \_\_\_\_\_

How would you rate the applicants working relationships with other people? Please check one.

- Works well with others; can lead or follow as the occasion demands.
- Usually works well with others; can lead or follow in most situations
- Has average working relationships with others
- Has difficulty working with others
- Does not work well with others

What is your overall recommendation? Please check one.

- I recommend the applicant without reservation as an excellent candidate for the apprenticeship.
- I recommend the applicant as a good candidate for the apprenticeship.
- I have some reservations, but believe the applicant has a reasonable chance of success.
- I have some substantial doubts about the applicant.
- I do not recommend this applicant for the apprenticeship.

Please take a few minutes to explain any of your ratings and anything else about this applicant that you feel is relevant. Such as the applicant's maturity, work ethic, flexibility and dependability.

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References

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Name of Reference: \_\_\_\_\_

Last

First

Middle Initial

Address: \_\_\_\_\_

City, State & Zip

Phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Best time to call: \_\_\_\_\_

How long have you known the applicant? Years \_\_\_\_\_ Months \_\_\_\_\_

In what capacity have you known the applicant?

Job Supervisor \_\_\_\_\_ Clergy \_\_\_\_\_ Volunteer Supervisor \_\_\_\_\_ Coach \_\_\_\_\_

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References

Signature: \_\_\_\_\_ Date: \_\_\_\_\_