



## **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 and are proud of our long-standing commitment to excellence in the industry.

### **Apprenticeship Application Requirements**

To apply for an apprenticeship with Local 520, applicants must meet the following requirements:

1. Be at least 18 years of age at the time of application.
  - o High school seniors who will be 18 at the time of graduation must submit a letter of intent to graduate from their high school.
2. Possess a high school diploma or GED.
3. Be able to pass a drug screening.
4. Hold a valid photo driver's license.
5. Reside within the jurisdictional area of Local 520 and, if accepted into the program, be employed within the same area.

### **Application Process**

To be scheduled for testing, applicants must complete an online application and submit a non-refundable \$50 application fee. Applications can be completed on our website at the Local 520 Training Center: [ualocal520training.com](http://ualocal520training.com).

### **Application Acceptance**

- Applications for the Local 520 Joint Apprenticeship and Training Committee (JATC) program are accepted year-round.

### **Testing Schedule and Capacity**

- Testing is conducted biannually in **September** and **January**.
- Once the maximum number of applications for a specific test session has been reached, the Local 520 JATC reserves the right to schedule applicants for future test dates.
- Additional test dates may be added as needed to accommodate applicant volume.

### **Scheduling and Priority**

- Applications are processed on a **first-come, first-served** basis, depending on test date availability.
- Applicants will be scheduled for testing based on the order in which their completed applications are received and available testing slots.

### **Notification**

- Applicants will be notified once their application has been processed and a test date has been assigned.

If you have any questions, please visit our website or contact the Local 520 Training Center for additional information.

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 2027-2028 School Year



### Important Dates

#### Applications are accepted year-round.

- **September 16, 2026** – Deadline for test session #1, the Training Department must receive the online application & \$50.00 application fee for test session #1 by 3:30PM. Late or incomplete applications will be processed for test session #2.
- **September 28, 2026** – Apprentice & Math Assessment test session #1 at Local 520 Training Center
- **December 1, 2026** – 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) -all documents can either be uploaded to the online portal [Apprenticeship Document Upload \(cognitoforms.com\)](https://cognitoforms.com), dropped off in person Monday-Friday, 7AM-3:30PM or mailed
- **January 13, 2027** – Deadline for test session #2, the Training Department must receive the online application & \$50.00 application fee for test session #2 by 3:30PM. Late or incomplete applications will be processed for the 2028/29 class year.
- **January 25, 2027** - Apprentice & Math Assessment test session #2 at Local 520 Training Center
- **February 28, 2027** - 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) all documents can either be uploaded to the online portal [Apprenticeship Document Upload \(cognitoforms.com\)](https://cognitoforms.com), dropped off in person Monday-Friday, 7AM-3:30PM or mailed
- **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, 2027** - Contractors will be notified of new apprentice availability. Selection will begin as Contractor requests are received. New apprentices will be dispatched to jobsites starting on April 1 and continue through August 15, or until the maximum number of new apprentices is met.
- **August 30, 2027** - 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** -all documents can either be uploaded to the online portal [Apprenticeship Document Upload \(cognitoforms.com\)](https://cognitoforms.com), dropped off in person Monday-Friday, 7AM-3:30PM or mailed

- ☐ **PASSING GRADE IN BOTH THE APPRENTICE & MATH ASSESSMENT (proctored in person)**
- ☐ **TWO REFERENCES** -Forms included
- ☐ **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** -[Drug Testing - Accredited Drug Testing](#)

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 - Friday 7am-3:30pm





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### **APPRENTICE APPLICATION PROCEDURE DETAILS**

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

- 1) Application (online only)
- 2) Application Fee (online only)

#### **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 or on your scheduled test date. 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**
  - a. 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). If you need help finding a place, [Drug Testing - Accredited Drug Testing](#).
  - 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.
6. **VALID Driver's License**-Please include a copy if you are sending in your information.
7. **COPY of DD 214**, Military transfer, or Discharge form (if Applicable).

Proctored in-person apprentice & math assessment 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 for both assessments.

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



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

1. Complete a physical (scheduled and paid for by LU520)
2. Complete a drug screen (scheduled and paid for by LU520)
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. Apprentices must reside within the jurisdictional area of LU520 and be employed within the same area.
6. Always provide your own transportation to and from the job site and classes. Have and maintain a valid driver's license.
7. Work under the direction of a journey worker or designated supervisor and perform job duties satisfactorily.
8. Attend and appropriately participate in related training classes held at the LU520 Training Center and maintain an acceptable average in those classes.
9. Abide by all rules, regulations, and policies of the Joint Apprenticeship and Training Committee.

By signing below, I acknowledge that I have read, understood, and agree to comply with the Local 520 JATC Application and Testing Policy.

**Applicant's Name (Printed):** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*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.*