

HVAC Apprenticeship Application Information

Application process:

- Complete Application and Registration Agreement. Applications are available at the ABC office, 8625 SW Cascade Avenue, Suite 100, Beaverton, OR 97008.
- Submit high school transcripts or GED certificate and proof of completion on one year of high school algebra, integrated math 2 or equivalent post-high school algebra course with a grade of C or better or equivalent math placement test scores. This documentation is required to meet minimum qualifications.
- Turn in any of the following to score additional points. Points will not be given unless the applicant provides written documentation (letters from employers on company letterhead, DD214, course certificates, school transcripts).

EDUCATIONAL EXPERIENCE:

High school diploma 2.0 GPA or higher **Maximum point: 1**
GED 230* score or higher (*2300 for GEDs obtained after 12/31/01)

High school classes - 2 points per semester credit with grade of C or better: **Maximum points: 16**

Algebra I	Integrated Math	Electrical
Algebra II	Drafting	Shop
Geometry	Design	Welding
Trigonometry	HVAC related	Electronics
Calculus		

College/trade/military classes - 1 point per semester credit with grade of C or better: **Maximum points: 10**

Algebra I	Drafting	Current CPR card
Algebra II	Design	Refrigeration card
Geometry	Shop	Brazing certification
Trigonometry	Welding	English
Calculus	Electrical	Writing
Integrated Math	Refrigeration	HVAC-related

College/trade/military programs **Maximum points: 10**

HVAC-related programs - 7 points per degree/completion:

- HVAC trade school
- Military HVAC trade school
- 4-year/2-year college degree
- Pre-apprenticeship (*B-Fit, Youth Builders, Job Corps, and other pre-apprenticeship programs*)

General occupation programs - 3 points per degree/completion:

- Military trade school
- 4-year/2-year college degree
- Pre-apprenticeship (*B-Fit, Youth Builders, Job Corps, and other pre-apprenticeship programs*)

WORK EXPERIENCE: **Maximum points: 20**

HVAC related (including military) - 2 points per six months
All other work experience (including military) - 1 point per six months

VALID DRIVER'S LICENSE: **Maximum points: 3**

INTERVIEW: **Maximum points: 75**

Attitude - 25 points
Interest - 25 points
Maturity - 25 points

TOTAL MAXIMUM POINTS: 135

Next steps:

- All applications are reviewed and scored based on the applicant's documentation and the scored interview. The applicants who meet the minimum qualifications (high school diploma or GED certificate and math requirement) and complete the interview will be scored and ranked. Based on the score the applicants are then placed in ranked order to the **Pool of Eligibles**. Applicants are notified by mail of their rank on this list within two weeks of the interview.
- The ranking of the applicants on the Pool of Eligibles *changes* when new applicants are added to the list at each scheduled opening and all applicants are re-ranked according to their total score. All applicants are then sent a letter informing them of their new rank.
- Qualified applicants remain on the Pool of Eligibles for up to two years. It is important to note that an applicant can increase their application score while in the Pool of Eligibles, which will help them move up in rank. One of the most common ways to increase an application score is by submitting documentation of additional classes and/or work experience.
- You must notify the office of any change to your address or phone number. You may be removed from the pool if you do not keep your contact information current.
- Applicants at the top of the Pool of Eligibles qualify to move into the **Ready for Employment Pool**, which consists of eight applicants. HVAC training agents interested in hiring apprentices are given the names of the individuals on this Ready for Employment list and contact applicants to schedule an interview. As applicants are hired from the Ready for Employment pool the top applicants from the Pool of Eligibles are moved onto the Ready for Employment list.

Keys to Success

- Maintain a good driving record and a drug-free lifestyle
- Possess a valid driver's license and have access to reliable transportation and liability insurance
- Be physically capable of climbing and standing on a ladder for long periods of time and able to lift and/or move up to 50 lbs consistent with trade practice
- Demonstrate a good work ethic by arriving at work on time and completing an honest days work
- Follow the instructions of your supervisor and work as a team member with others