

Application process to become a candidate for Apprenticeship
Associated Builders & Contractors, Cornhusker Chapter

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HOW TO APPLY TO BECOME A CANDIDATE FOR APPRENTICESHIP

1. You must apply in person at the office of the Training Center Registrar, located in Lincoln, NE 830 Westgate Blvd, or Omaha, NE 2602 Harney Street on Monday and Thursday Hours: 9:00 am and 12:00 noon, and 1:00 pm to 4:30 pm
2. Applicants must submit a completed and signed official application, the required attachments by the application deadline to the Training Center Registrar at the location indicated on the application materials. Minimum requirements and attachments needed are:
 - a) Be at least 18 years of age- need copy of birth certificate
 - b) Have a high school diploma or GED -need official transcripts/certified copy
 - c) Social Security number-need copy of SS card or green card
 - d) Valid Driver's license-need copy of Driver's license
 - e) Have a dependable means of transportation to the employers place of business and/or jobsite and to the place where classroom job-related instruction is conducted.
 - f) Be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and the safety of the individual or others. Applicant may be subject to an agility test.
 - g) Complete a signed and official application and submit the required attachments.
 - h) Registration Fee payment of \$25.00 must be included before the application processing can be continue.
3. Applicants are required to take a math test for admission into the applicant pool. The applicant will be given pre-determined testing times and dates to choose from on a quarterly basis. Proctored tests will be administered at Nebraska Workforce Department of Labor (NDOL) Offices located at 5717 F Street, Omaha, NE 68117 and 1010 N Street, Lincoln, NE 68508. Test results are e-mailed to the Training Center Registrar. The applicant is sent a letter from the NDOL notifying the candidate of the results, as well.
4. May be required to submit to 1) physical agility or fitness test 2) screening for the current illegal use of drugs 3) both as a condition of acceptance into the apprenticeship program prior to being employed.

5. An applicant meeting minimum qualifications to be in the pool will be notified by e-mail. In the event that an applicant declines or fails to respond, a notice will be sent to their address by "Certified Mail-Return Receipt Requested" to determine if the applicant is still interested. If no response is received within fifteen (15) working days from the written notice, the applicant's name and completed and signed official application and the required attachments will be removed from the file. Only one certified notice will be mailed. It will be the responsibility of the applicant to keep the Training Center Registrar informed of their current e-mail address and telephone number. Such notification will be evidenced in the applicant's file.
6. Once the applicant completes the application, it is ready to be scored by the Training Center Registrar
7. Using the scoring system form, the training center registrar will tabulate a score based on education, work experience, and the results of a basic math test.
8. The applicant will be informed of his/her score and the number of applicants above and below his/her position.
9. Applicants selected for an interview will be notified by e-mail by the Training Center Registrar regarding when and where the interview will be held. Receipt of such notification shall be evidenced in the applicant's file. In the event that an applicant declines an interview or if the applicant fails to respond within 48 hours their name will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested" to determine if the applicants are still interested. If no response is received in fifteen (15) working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
10. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score place them for a period of two (2) years, unless the applicant has been removed by the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period that were on the scoring list will be required to re-apply.
11. During the two (2) year period, applicants who feel that their qualifications have improved or taken additional training since the original rating may submit documented evidence of such additional experience or training and request re-evaluation and scoring. First Aid/CPR/AED, 10 Hour OSHA, Core curriculum courses, or a retake of the math test to improve the result, meet the criteria for gaining added points. (Attach credential if applicable) See training center registrar for more information.
12. The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex.