

New Apprentice Checklist

Welcome to the Washington Public School Classified Employees Apprenticeship! This checklist is intended to be a step-by-step guide for new apprentices to follow. It may also be used to illustrate the expectations of a new apprentice during the recruiting process.

A copy of each document referenced in this checklist is provided in the order in which it appears in this checklist for easy reference. All forms, guides, processes and materials are also available on the website at www.educationapprenticeship.com

- _____ 1. Schedule a meeting with an Apprenticeship Coordinator to discuss the benefits and requirements of the program.
- _____ 2. Have the Apprenticeship Coordinator register you as an apprentice in your job classification.
- _____ 3. Complete the AAI Grant release of information forms.
- _____ 4. Select a participating college from the options on the College Partners website page that you will attend to complete the required RSI courses.
<https://www.educationapprenticeship.com/colleges>
- _____ 5. Apply for Admission to the college you selected using the REGISTRATION INFORMATION button located on the College Partners page of the website at <https://www.educationapprenticeship.com/colleges>. Contact Nancy Mason at njmason50@gmail.com for assistance with Enrolling/Registering.

***TIP:** You will be notified of your acceptance and be given a Student ID by your college.*
- _____ 6. If interested, apply for financial aid online at <https://fafsa.ed.gov> to determine eligibility for additional scholarships or grants.
- _____ 7. Check with your school district to see whether support for tuition is available through professional development funds.
- _____ 8. Complete New Student Orientation at your college if required. This course may be available online.

_____ 9. Schedule a meeting with a college counselor to choose your pathway/major such as Early Childhood Education or Education transfer AA depending on your long-term objective. **This is a very important step if you intend to become a teacher.**

_____ 10. Schedule any placement tests at your college, if required, prior to enrolling in a course. Use the PLACEMENT TESTING link under the college option you selected on the College Partners website page.

_____ 11. Enroll in classes using your Student ID. Use the REGISTRATION INFORMATION button found on the College Partners website page to determine the form required for enrolling in classes and the person to submit your enrollment form to at your college. Contact Nancy Mason at njmason50@gmail.com if you would like assistance with enrolling in classes.

***TIP:** Watch for enrollment deadlines for the next quarter.*

_____ 12. Pay for classes. Confirm that the 50% apprenticeship discount and any scholarship or grant funds have been applied to your account prior to making payment for your classes by contacting the person at your college responsible for apprenticeship class registration or the Financial Aid office at your college. You may sign up for online access to financial aid and payment information using your student id information.

_____ 13. Purchase any books or materials required for the class you enrolled in.

_____ 14. Submit a request to have your prior college transcripts evaluated by the college using the TRANSCRIPT EVALUATION REQUEST link under the college option you selected on the College Partners website page.

***TIP:** Provide a copy of the completed Transcript Evaluation to your Apprenticeship Coordinator to be awarded Advanced Standing RSI credit for applicable prior college credits that were accepted by the college you will be attending for your RSI courses.*

_____ 15. Attend classes.

_____ 16. Contact STUDENT SUPPORT SERVICES at your college by clicking on the link on the College Partners website page if you are in need of tutoring services, disability support, childcare services or other services that your college offers to assist in your success.

_____ 17. Schedule a time/place to complete the Introduction to Apprenticeship online class with your Apprenticeship Coordinator.

_____ 18. Submit Apprenticeship Work Progress forms to your Apprenticeship

Coordinator on a monthly basis to track your OJT and RSI hours. Detailed directions on how to fill out this form is provided in the Introduction to Apprenticeship online class. See your Apprenticeship Coordinator for additional assistance in filling out the form.

19. Check your college website to confirm registration deadlines for the next quarter. **Refer to Step 9 to begin the process of enrolling/registering for your class for next quarter.** Meeting with your college counselor before registering for classes each quarter will ensure you are enrolling in the courses that will complete your degree program pathway/major.

20. Submit a copy of your unofficial transcripts to your Apprenticeship Coordinator after completing each college class. The grade, date of completion and number of hours/credits associated with the class will be entered into your RSI Status Report by your Apprenticeship Coordinator.

21. CONGRATULATE YOURSELF FOR COMPLETING YOUR FIRST CLASS!