



APPRENTICESHIP GRADUATION REQUIREMENTS

When an apprentice finishes and passes all of the program classes (RSI) they are considered “pending graduation” in our ATS system and will participate in the June graduation ceremony.

To be considered complete in their program and receive their journey card, apprentices must

- pass all of their RSI classes
- complete required number of OJT hours
- submit proof of CPR/First Aid certification

The apprentice is placed on the Committee’s quarterly (January, April, July or October) agenda, under “Apprentice Completions”, for Committee approval.

After Committee approval, they are uploaded (within a couple of days after the committee meeting) to the L&I system for confirmation of completion. L&I completions typically take 1-2 weeks.

The L&I system then submits a request to issue all of the completion certificates and journey cards.

L&I then sends AJAC the Journey card, Certificate of Completion and a Completion Letter from L&I. The total time between AJAC/L&I approval and AJAC receiving documents is about 6-8 weeks.

AJAC then scans a copy of the documents to their ATS account and we either hold the certificates to be handed out at graduation or mail them to the apprentice’s current employer if they have already participated in a graduation ceremony.

Questions? Please Contact:

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