Skilled Trades / Apprenticeship Application Procedures

Applying to an apprenticeship program

- [ ] **Make an appointment with your school counselor for your Senior Conference** at the end of September / October to discuss your post-graduation plan
- [ ] **Review local apprenticeship opportunities**
  - [ ] Click here to view current openings in the Capital District
  - [ ] Click here to view all apprenticeship programs in the Capital District and contact information
- [ ] **Meet the employer's minimum qualifications**. Each employer has different minimum qualifications. Many require the following qualifications:
  - [ ] A high school diploma, or the equivalent of a high school diploma
  - [ ] Specific high school courses (often Technology classes)
  - [ ] Admission testing (Electrical apprenticeship requires a test for admission - plan to take this early!)
  - [ ] Prior experience (part-time work)
  - [ ] Courses related to the occupation (Technology classes / BOCES)
  - [ ] Physical requirements (lifting requirements)
  - [ ] Driver's license
  - [ ] Drug testing (during application process)
- [ ] **Build a resume and cover letter -** Check Scoir for workshops in the College and Career Planning Center.
- [ ] **Consider community college programs to gain training/experience** - Review academic programs at HVCC and SCCC and requirements for admission. Be sure to apply early to programs that fill up quickly (Electrical program, etc.)
  - [ ] HVCC Application
  - [ ] SCCC Application
  - [ ] Attend Instant Admit Days to receive an admissions decision on the spot!
    - [ ] HVCC - October 27th. Sign up starting mid-October in the Counseling Center

- [ ] **Apply for scholarships:** Apply for the Dollars for Scholars program. The deadline has not been announced, but it is typically the second week of March.
- [ ] Attend Dollars for Scholars workshops in the College and Career Planning Center. Deadline is typically mid-March.
- [ ] Attend Skilled Trades Apprenticeship Information Night in April 2027
- [ ] Attend OSHA Training Course at CCHS in April 2027 - Email Mrs. Mesick for details
- [ ] When you are ready, apply for the apprenticeship program. Details are different for each program, but contacts can be found by using this resource.