**Apprenticeship Credit Application Form**

**Personal Information**

|  |  |  |
| --- | --- | --- |
| Last Name: | First Name: | Middle Name: |
| Address & City/Town: | Postal Code: |
| Home Phone: | Cell Phone: | Grade: |
| School: | Credit(s) Applying for: [ ]  Apprenticeship A 20 [ ]  Apprenticeship B 20  [ ]  Apprenticeship A 30 [ ]  Apprenticeship B 30 |
| Email Address: |
| Parent/Guardian Name: | Primary Phone #: | Email address: |

**Supervising Journeyperson Information**

|  |
| --- |
| Business Name: |
| Address: |
| Business Ph. #: | Email address: |
| Name of supervising journeyperson: |

**Supervising Teacher Information**

|  |  |
| --- | --- |
| Teacher Name:  | School: |
| Email address:  | Phone #: |

|  |  |
| --- | --- |
| Start Date of Apprenticeship Hours: | Anticipated date for the completion of 100 hours. (Please note that only those hours completed after this application has been approved will be counted towards your credit.) |
| Describe / attach your work schedule (Please Note: It is your responsibility to inform your supervising teacher of changes to your schedule.) |
| Describe possible training you may receive during your placement. Include orientation or safety training.  |
| Describe how you will demonstrate knowledge gained through your 100 hours of apprenticeship time. Example, log book, photo journal, blog, etc… |

**Evaluation procedure:**

* Students will be monitored by a supervising teacher for safety, skill and knowledge development, and completion of hours.
* Students demonstrate knowledge gained as discussed with supervising teacher.
* Students are required to have their supervising journeyperson complete an *Evaluation of Student Performance* form and submit to supervising teacher.
* The supervising teacher will collaborate with the supervising journeyperson to complete evaluation of student’s performancebased on their observations during monitoring visits.
* The supervising teacher will assign the final mark and submit it to home school principal.

#### **High School Apprenticeship Credit Commitment Form**

**Student**

I agree to complete my required hours of trade’s related work for this Apprenticeship credit.

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 (Student Signature) (Date)

**Parent/Guardian**

I am aware of and support my child’s involvement in their application for the recognition of Apprenticeship credit(s) for their current trades’ related employment as above.

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 (Student Signature) (Date)

**Supervising Teacher**

I agree to be the supervising teacher for this Apprenticeship Credit.

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 (Student Signature) (Date)

**Principal**

I approve of the above Apprenticeship Credit proposal application.

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 (Principal’s signature) (Date)

**Journeyperson**

I verify the employment of this student and confirm that the student will be provided with appropriate trades related training and work experience.

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 (Employer Signature) (Date)

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 (Supervisor Signature) (Date)

**Superintendent**

I approve of the above Apprenticeship Credit proposal application

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 (Superintendent Signature) (Date)