



July 15, 2020

Dear Apprentice,

Congratulations on completing the 2019-2020 year of the NTMA Apprenticeship Program related instruction classes! We know that you made a lot of sacrifices to make it through the year. We applaud you for your efforts! The time you are investing in your education today will pay off tomorrow. By completing your apprenticeship program, you are on the right track. **It is now time to register for the 2020-2021 apprenticeship year.**

Our plan is to begin in classroom training as scheduled the week of September 7th. All sites will be following local and state guidelines regarding the COVID pandemic. Because of the ever-changing circumstances all start dates and plans are subject to change.

REMEMBER!

- > Registration for next year is **NOT** automatic. Each year, apprentices must re-register for the program.
- > Completing this registration form early also ensures your place in this Fall's apprenticeship class.

Please note that sites are confirmed based on final enrollment figures. While all efforts will be made to assign you to your first site of choice, final assignments may vary from your original selection. So, register early!

To apply for the NTMA Apprenticeship Program, simply complete and submit the enclosed registration form. (See form for Tuition costs and fees.) All registration forms must be received by **August 14, 2020** by mail or fax to:

Pittsburgh Chapter NTMA
305 East Carson St., Pittsburgh, PA 15219
Attn: Eric Pferdekamper, Student Services & Apprenticeship Associate
OR pferdekamper@ncsquared.com OR FAX TO: (412) 258-6625

Ways to save money!

Be sure to search for ways to make this low-cost training even easier for you to achieve. The following are several considerations:

TUITION ASSISTANCE: Your company may be able to assist you. Please verify if your company has any education assistance programs and indicate if you or your company will be paying for tuition and / or books on your application form.

PAYMENT PLANS AVAILABLE: If you are paying part or all of the tuition for the Apprenticeship program, monthly payment plans paid via credit card are available upon request. These payment plans are made available to you interest-free. (Certain conditions apply.)

STATE AID: If you are laid off, unemployed or are earning less than \$11 per hour, be sure to stop by your local Pennsylvania CareerLink Office and ask them if they have any state-funded programs that could assist you with covering the cost of the tuition, such as Individual Training Account Funds (ITAs), OVR Funds and Veteran Assistance. Fund availability varies by county and may also be based on your individual financial circumstances.

Hands-on Training

Years 1 and 2 classes will incorporate shop time into the theory lessons. Students will learn to use manual mills, lathes, drill presses, grinders, and more. Spots (15) are limited per class and subject to change.

We look forward to receiving your application and helping you take the next step in your manufacturing career. If you have any questions, please feel free to call 412-745-1014 for more information.

Regards,

A handwritten signature in blue ink that reads "Neil Ashbaugh".

Neil Ashbaugh
Program Administrator
National Tooling and Machining Association, Pittsburgh Chapter



Pittsburgh Chapter NTMA Apprenticeship Program

Looking to advance your machining skills? The **National Tooling and Machining Association** (NTMA) Apprenticeship Program is designed to provide you with the skills to succeed. As an apprentice, you will complete **144 hours of classroom training** and **2,000 hours of hands-on application** at your job site.

Specialized Curriculum

- > CNC Programming & Interpretation
- > Machining Technology
- > Geometric Dimensioning & Tolerancing
- > Blueprint Reading
- > Jigs and Fixtures
- > Mathematics
- > Technical Drawing
- > Basic Die Design

NIMS Credentials

- > Credentials in specific occupational competencies
- > Based on Nationally Standardized Performance Measures and Knowledge Examinations

Locations

- > Central Westmoreland CTC
New Stanton
- > Northern Westmoreland CTC
New Kensington
- > Training Innovation Center
South Side of Pittsburgh

**August 14
Registration
Deadline**

Classes begin
in September

**Hands-On
Instruction**

Years 1 and 2 at all sites
(manual mills, lathes, drill
presses, grinders & more!)

**Minimum time
investment**

Classes meet only
1 evening per week

*To meet the Pennsylvania State requirements for journeyman status, an apprentice must register with the state and attend 144 classroom hours concurrently with 2000 hours of practical on-the-job experience per year with their employer. The NTMA affords equal opportunities to all qualified persons regardless of their race, color, religion, creed, gender or gender identity, age, national origin, sexual orientation, veteran status, or non-job-related disability.

CONTACT **ERIC PFERDEKAMPER** FOR MORE INFORMATION **412-745-1014** OR **PFERDEKAMPER@NCSQUARED.COM**

Application Details – PLEASE READ

- NEW for 2020 – **TABE Tests** (Test of Adult Basic Education) for Year 1 apprentices are **NO LONGER required**. If a company requires this test for their program, please contact the NTMA staff.
- Upon receipt of your application, we will send you a **confirmation letter** in the mail confirming your school location with start date/times for classes.
- If you marked on your application form that you are interested in taking **Advanced Placement Testing** - you will receive a letter with details along with a sign-up form for the test. The test will be offered prior to the start of classes. You must complete the form and sign up in advance of the test. An invoice will be included with the sign-up form.
Year 1 or 2: **Total Cost = \$100** (Math = \$50, Blue Print & TMT = \$50). There is NO advance placement testing for Year 3 or Year 4.
- It is important to **list your employer's contact person** on your application form. Please be sure to give us their name, phone number and email. We correspond with employers on a regular basis throughout the year and it is helpful to have this information.
- If you marked on your application form that you (the apprentice) are responsible for **tuition and/or book payment**, you will receive an appropriate invoice in the mail prior to the start of classes. Monthly payment plans are available for tuition. Please inquire. Note: All books MUST be paid for PRIOR to the start of classes if being paid by you (the apprentice).

If your company is responsible for payment, your company will receive an invoice directly.
- If you're interested in **purchasing books on your own**, contact the NTMA staff for book information. Otherwise, you will be supplied books on the first day of class.
- Please indicate your **First & Second** site choice where you would like to attend on the registration form. **NOTE: Due to enrollment constraints, your preferred site may not be available.**
- **Hands-on Training** is included for Years One and Two at all sites.
- Companies: Contact James Reese, Apprenticeship and Training Field Representative - Western Region, to **register your apprentice with the state of PA**. Ph: 717-319-0061 or email jamereese@pa.gov
- **Site Schedules: Central Westmoreland CTC**- Year 1 & 2 Tuesdays 5:30-9:30PM / Year 3 & 4 Thursdays 5:30-9:30PM
Northern Westmoreland CTC - All years: Wednesdays 5:30-9:30PM
Training Innovation Center- Year 1 & 4 Tuesdays 5:30–9:30PM / Years 2 & 3 Thursdays 5:30–9:30PM
All Classes start the week of September 7th.
- If your work schedule prohibits you from attending evening classroom training, please contact the NTMA Staff about online training through the NTMA National organization.
- Our plan is to begin in-person classroom training as scheduled the week of September 7th. All sites will be following local and state guidelines regarding the COVID-19 pandemic. Because of the ever-changing circumstances all start dates and plans are subject to change.

Questions, call Eric Pferdekamper at (412) 745-1014 or email at pferdekamper@ncsquared.com

Please complete **both sides** of this form printing clearly. Submit completed registration form to
Eric Pferdekamper at above address or fax or email pferdekamper@ncsquared.com
FINAL REGISTRATION DEADLINE IS AUGUST 14, 2020

2020-2021 NTMA Apprenticeship Application Form

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date of Birth _____ Gender _____ Race: _____

Are you a Veteran/Active Military?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you a person with a disability?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Were you a trainee in the MANUFACTURING 2000 (M2K) program?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you a former BotsIQ Student?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

How did you hear about the NTMA Apprenticeship Program? ☐ My Company ☐ I saw an Ad ☐ Mailing
☐ I was referred by an Individual ☐ I was referred by an Organization

Please tell us where you saw the ad or who referred you: _____

Indicate what year of the NTMA program you are entering.	1 st Year <input type="checkbox"/>	2 nd Year <input type="checkbox"/>	3 rd Year <input type="checkbox"/>	4 th Year <input type="checkbox"/>
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Do you want to take Advanced Placement Testing? Advanced Placement Testing is for Years 1 & 2 only.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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NOTE: There is a fee associated with taking this test.

Employer Information

Company Name _____

Address: _____

City State ZIP Code

Company Phone: _____ Fax _____

Company Contact Name: _____ Company Contact's Title: _____

Company Contact's Email Address: _____ Is Company a NTMA Member Company? YES ☐ NO ☐

Apprentice's Hire Date (month/year) _____ Apprentice's Title: _____

Apprentice's Hourly Rate (will be kept confidential) _____

The NTMA affords equal opportunities to all qualified persons regardless of their race, color, religion, creed, sex, age, national origin, sexual orientation, veteran status or non-job related handicap or disability.

Training Site Locations & Schedules

Please indicate your **First & Second** site choice where you would like to attend.
NOTE: Due to enrollment constraints your preferred site may not be available.

First Choice: _____ Second Choice **(required)**: _____

Site Locations:

Central Westmoreland CTC—New Stanton – Year 1&2 –Tues 5:30PM-9:30PM, Year 3&4–Thurs 5:30PM-9:30PM

Northern Westmoreland CTC—New Kensington – All years Wed 5:30PM-9:30PM

New Century Careers TIC —Pittsburgh's South Side –Year 1 & 4 –Tues 5:30PM-9:30PM, Year 2 & 3–Thurs. 5:30PM -9:30PM

***Years 1 & 2 includes hands on instruction at all sites.**

All Classes will start the week of September 7, 2020 at all locations.

Registration With the PA Department of Labor

Indicate who is registering the Apprentice for the NTMA Program:

	Company <input type="checkbox"/>	Apprentice <input type="checkbox"/>
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Is the Apprentice registered with the PA Department of Labor Bureau of Apprenticeship & Training?

***To meet the Pennsylvania state requirements for journey person's status, an apprentice must be registered with the state and attend 144 classroom hours of training concurrently with 2000 hours of practical on the job experience per year with their employer.**

YES ☐ NO ☐

Please Indicate who will be making payments:

Books (Must be paid prior to or on 1 st day of class)	Company <input type="checkbox"/>	Apprentice <input type="checkbox"/>
Tuition	Company <input type="checkbox"/>	Apprentice <input type="checkbox"/>
If apprentice pay – Will you need a monthly payment plan for tuition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
AP Test Fees (if applicable)	Company <input type="checkbox"/>	Apprentice <input type="checkbox"/>

Training Costs

Tuition Costs: Years 1 & 2 (includes hands on instruction)

NTMA Member= \$1,560 Non-Member= \$1,860

Tuition Costs: Years 3 & 4

NTMA Member= \$1,260 Non-Member= \$1,560

Book Costs: Year 1= \$485 Year 2= \$115 Year 3= \$140 Year 4= \$300

(Books will NOT be distributed unless paid in full)

Disclaimer and Signature

PLEASE READ THE FOLLOWING AND SIGN BELOW: I understand that by signing this application I, or my company, become(s) responsible for all payments, which may include tuition, books and advanced placement testing. Failure to comply could result in dismissal from the NTMA program.

Company Representative Signature is required if responsible for paying any of the aforementioned fees.

Apprentice Signature: _____	Date: _____
Company Representative Signature: _____	Date: _____

Please note: Due to the COVID-19 crisis, all start dates and site locations are subject to change.

The NTMA affords equal opportunities to all qualified persons regardless of their race, color, religion, creed, sex, age, national origin, sexual orientation, veteran status or non-job related handicap or disability.