



Overview of Apprenticeship Qualifications and Standards

Minimum Qualifications

- Age – Apprentices must not be less than 18 years of age and must provide evidence of minimum age.
- Education – A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.
Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
- Physical – Applicants must be physically capable of performing the essential functions of the apprenticeship program, with or without reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.
Applicants will be subject to a ten (10) panel drug screen for detection of current illegal use of drugs upon hiring and acceptance into the program and in the event of a work-related injury.

Applications Procedures

- Applicants will be accepted *on an as needed basis*. Apprenticeships will start on April 1 and/or October 1 of each year.
- Receipt of completed application along with required supporting documents (proof of age, driver's license, birth certificate; copy of high school diploma, GED Certificate).
- Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview (if applicable).

Term of Apprenticeship

- The occupation will be four (4) years with an (OJT) attainment of 8000 hours supplemented by the required hours of related instruction.

- All applicants selected for the apprenticeship will serve a probationary period of 1000 hours. During the probationary period either the apprentice or Convergix may terminate the Apprenticeship Agreement, without stated cause. Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

Hours of Work

- Apprentices are expected to work the same hours as journey workers, with consideration to attend required classes.

Apprentice Wage Progression

- Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on-the-job and in related instruction.

Related Instruction

- During each segment of training each apprentice is required to participate in coursework related to the job.

Certificate of Completion of Apprenticeship

- Upon satisfactory completion of the requirements of the apprenticeship program, CONVERGIX Automation Solutions will certify in writing to the Registration Agency and request that a Copy of Completion of Apprenticeship be awarded to the completing apprentice(s).

Responsibilities of the Apprentice

- Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by CONVERGIX Automation Solutions.
- Respect the property of the employer and abide by the working rules and regulations of the employer.
- Attend and satisfactorily complete the required hours of the OJT and in the related academic work.

- Maintain and make available such records of work experience and training received on the-job and in related instruction as required by CONVERGIX Automation Solutions.
- Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other fellow workers.
- This is a four (4) year commitment for the Apprentice, CONVERGIX Automation Solutions, coworkers/Journeymen and the Educational Institution in which you attend classes.

CONVERGIX Automation Solutions is an Equal Opportunity Employer and encourages applications from women, minorities and Veterans.