REGISTRATION INFORMATION
CITC will hold registration for the Spring 2018 semester on:

Monday, October 9 - - - - - - - 8:30 am
Tuesday, October 10 - - - - - 8:30 am or 4:00 pm
Wednesday, October 11 - - -8:30 am or 4:00 pm
Thursday, October 12 - - - - 8:30 am or 4:00 pm
Friday, October 13 - - - - - - - 8:30 am

Monday, October 16 - - - - - - 8:30 am
Tuesday, October 17 - - - - - 8:30 am or 4:00 pm
Wednesday, October 18 - - -8:30 am or 4:00 pm
Thursday, October 19 - - - - 8:30 am or 4:00 pm
Friday, October 20 - - - - - - - 8:30 am

- **APPRENTICES MUST MAKE AN APPOINTMENT TO REGISTER.**
- If apprentices arrive more than 10 minutes late, they will have to wait for the next available appointment.
- Apprentices must fill out their registration packet PRIOR TO coming to registration.
- All registration packets will be emailed to each contractor.
- Apprentices will be notified of class day/time prior to the start of the semester.
- Apprentices will be required to take a math assessment that will include the following topics:

  - **Basic arithmetic**: addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals.
  - **Basic Algebraic equations**
  - **Basic Geometry**

- They are given one hour in which to take the test.
- No calculator, cell phone, or other assistance is allowed.
- If apprentices receive a score below 70% they will be <u>required</u> to attend a math review class during the spring semester of school.
- We recommend that those wanting to prepare for the math assessment visit http://www.gcflearnfree.org/math
- Registration takes approximately 2 hours (including math assessment).
- If your company has not already submitted an Intent to Hire form for each apprentice, please do so PRIOR TO REGISTRATION.
- Please see the Registration Packet for complete details.
- If you have any questions or to make an appointment for registration please call 303-893-1500 and ask for Cory Kunkel or Terry Pritchard.

Spring 2018 registration quick points

- ➢ 1st year apprentices only – call for test-out requirements
- ➢ All 1st year apprentices that start in Jan. 2018 will have to attend summer school
- ➢ Registration is by appointment only
- ➢ All inquiring apprentices after Oct. 20th will be placed on a waiting list

Test-out date and requirements

- ➢ All test-outs will be held on October 27th at 10:00 am
- ➢ All required information must be completed before the test will be given
- ➢ The test costs $150.00:
    - o If the apprentice passes - $50 of the $150 will go towards their tuition
    - o If the apprentice fails they will be required to start in the year they did not test-out of
    - o The company will be invoiced for the test-out fee
- ➢ Electrical test-outs must have a minimum of 2,000 hours of experience documented through affidavits per each level they are testing out of
- ➢ Non-electrical apprentices must have a minimum of 2,000 hours of documented experience on company letterhead for each level they are trying to test-out of
- ➢ CITC must receive written confirmation from the company that they are authorizing the apprentice(s) to test-out