

# ILCJATP 2019 TRAINING SCHEDULE

START DATE	END DATE	COURSE HOURS	COURSE DESCRIPTION		MTS	STF	MWRN	EDW	
12/31/18	1/3/19	<b>NO CLASSES AT ANY ILCJATP FACILITY</b>							
1/7/19	1/10/19	40	Asbestos Worker	Includes Lead Awareness	X	X			
1/7/19	1/10/19	40	Blueprint		X	X	X	X	
1/7/19	1/10/19	40	Construction Math			X			
1/7/19	1/10/19	40	Welding				X	X	
1/7/19	1/10/19	40	<b>New Apprentice Craft Orientation</b>	<b>(Must be taken before any other class)</b>				X	
1/14/19	1/17/19	40	Asbestos Worker	Includes Lead Awareness	X	X			
1/14/19	1/17/19	40	Blueprint			X		X	
1/14/19	1/17/19	40	Construction Math		X		X		
1/14/19	1/17/19	40	Welding				X	X	
1/21/19	1/24/19	40	Asbestos Worker	Includes Lead Awareness	X	X		X	
1/21/19	1/24/19	40	Blueprint			X	X		
1/21/19	1/24/19	40	Bridge				X		
1/21/19	1/24/19	40	Construction Math					X	
1/21/19	1/24/19	40	Scaffold Builder Tech		X				
1/28/19	1/31/19	40	Asbestos Worker	Includes Lead Awareness	X	X		X	
1/28/19	1/31/19	40	Blueprint		X	X	X		
1/28/19	1/31/19	40	Bridge				X	X	
1/28/19	1/31/19	40	Construction Math		X	X		X	
1/28/19	1/31/19	40	Hazardous Waste Worker				X		
2/4/19	2/7/19	40	Asbestos Worker	Includes Lead Awareness	X	X		X	
2/4/19	2/7/19	40	Bridge				X	X	
2/4/19	2/7/19	40	Construction Math		X	X		X	
2/4/19	2/7/19	40	Hazardous Waste Worker				X		
2/4/19	2/7/19	40	OSHA 30 Hour	includes First Aid/CPR		X			
2/4/19	2/7/19	40	Welding				X		
2/11/19	2/14/19	40	Bridge				X		
2/11/19	2/14/19	40	Construction Math			X			
2/11/19	2/14/19	40	Hazardous Waste Worker		X	X	X	X	
2/11/19	2/14/19	40	OSHA 30 Hour	includes First Aid/CPR				X	
2/11/19	2/14/19	40	Scaffold Builder Tech		X				
2/18/19	2/21/19	40	Asbestos Worker	Includes Lead Awareness	X				
2/18/19	2/21/19	40	Blueprint			X			
2/18/19	2/21/19	40	Bridge				X	X	
2/18/19	2/21/19	40	Construction Math		X			X	
2/18/19	2/21/19	40	Hazardous Waste Worker			X	X	X	
2/25/19	2/28/19	40	Bridge				X		
2/25/19	2/28/19	40	Construction Math			X			
2/25/19	2/28/19	40	Hazardous Waste Worker		X	X		X	
2/25/19	2/28/19	40	Lead Worker	Includes Asbestos Awareness				X	
2/25/19	2/28/19	40	Mason Tending		X	X			
2/25/19	2/28/19	40	OSHA 30 Hour	includes First Aid/CPR			X		
3/4/19	3/7/19	40	Asbestos Worker	Includes Lead Awareness	X				
3/4/19	3/7/19	40	Concrete 2					X	
3/4/19	3/7/19	40	Hoisting and Rigging			X	X		
3/4/19	3/7/19	40	ICRA				X		

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START DATE	END DATE	COURSE HOURS	COURSE DESCRIPTION	MTS	STF	MРН	EDW	
3/4/19	3/7/19	40	Mason Tending				X	
3/4/19	3/7/19	40	OSHA 30 Hour					
3/4/19	3/7/19	40	Pipelaying		X	X		
3/4/19	3/7/19	8	Skid Steer		X			
3/11/19	3/14/19	8	Aerial Lift Training				X	
3/11/19	3/14/19	40	Global Positioning Systems		X	X	X	
3/11/19	3/14/19	40	Grade Checking		X			
3/11/19	3/14/19	40	Hoisting and Rigging		X			
3/11/19	3/14/19	40	Lead Worker		X			
3/11/19	3/14/19	40	Pipelaying	Includes Asbestos Awareness		X	X	
3/18/19	3/21/19	40	Bridge		X			
3/18/19	3/21/19	40	Concrete 1			X		
3/18/19	3/21/19	40	Concrete 2				X	
3/18/19	3/21/19	40	Global Positioning Systems			X	X	
3/18/19	3/21/19	40	Pipelaying		X	X	X	
3/25/19	3/28/19	8	Aerial Lift Training (1 class per day=M, T, W, TH)		X	X		
3/25/19	3/28/19	40	Bridge	1 class each day: M, T, W, TH	X			
3/25/19	3/28/19	40	Concrete 1		X	X	X	
3/25/19	3/28/19	40	Global Positioning Systems				X	
3/25/19	3/28/19	40	<b>New Apprentice Craft Orientation</b>	<b>(Must be taken before any other class)</b>			X	
4/1/19	4/4/19	40	Bridge		X			
4/1/19	4/4/19	40	Concrete 1			X		
4/1/19	4/4/19	40	Concrete 2		X	X		
4/1/19	4/4/19	40	Global Positioning Systems			X	X	
4/1/19	4/4/19	40	Grade Checking			X		
4/1/19	4/4/19	40	Landscaping			X	X	
4/8/19	4/11/19	40	Bridge		X			
4/8/19	4/11/19	40	Concrete 1		X	X	X	
4/8/19	4/11/19	40	Global Positioning Systems			X		
4/8/19	4/11/19	40	Grade Checking			X	X	
4/8/19	4/11/19	40	Landscaping		X			
4/15/19	4/18/19	<b>NO CLASSES AT ANY ILCJATP FACILITY</b>						
4/22/19	4/25/19	40	Bridge		X		X	
4/22/19	4/25/19	40	Blueprint		X			
4/22/19	4/25/19	40	Concrete 2			X		
4/22/19	4/25/19	40	Grade Checking			X		
4/22/19	4/25/19	40	Landscaping				X	
4/22/19	4/25/19	40	<b>New Apprentice Craft Orientation</b>	<b>(Must be taken before any other class)</b>	X			
4/22/19	4/25/19	40	Pipelaying				X	
4/29/19	5/2/19	40	Asphalt				X	
4/29/19	5/2/19	40	Bridge		X		X	
4/29/19	5/2/19	40	Concrete 2			X	X	
4/29/19	5/2/19	40	Global Positioning Systems			X		
4/29/19	5/2/19	40	Landscaping		X			
4/29/19	5/2/19	40	Pipelaying		X	X	X	
5/6/19	5/9/19	40	Asphalt		X		X	

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START DATE	END DATE	COURSE HOURS	COURSE DESCRIPTION		MTS	STF	MРН	EDW
5/6/19	5/9/19	40	Concrete 2		X	X	X	X
5/6/19	5/9/19	40	Global Positioning Systems			X		
5/6/19	5/9/19	40	Mason Tending			X	X	X
5/13/19	5/16/19	40	Asphalt		X		X	
5/13/19	5/16/19	40	Concrete 2		X		X	X
5/13/19	5/16/19	40	Global Positioning Systems			X		
5/13/19	5/16/19	40	Mason Tending		X		X	X
5/13/19	5/16/19	40	New Apprentice Craft Orientation	(Must be taken before any other class)		X		
5/20/19	5/23/19	40	Asphalt		X		X	
5/20/19	5/23/19	40	Blueprint			X		
5/20/19	5/23/19	40	Concrete 2		X	X		X
5/20/19	5/23/19	40	Construction Math			X		
5/20/19	5/23/19	40	Mason Tending				X	X
5/20/19	5/23/19	40	Pipelaying				X	
5/27/19	5/30/19	NO CLASSES AT ANY ILCJATP FACILITY						
6/3/19	6/6/19	NO CLASSES AT ANY ILCJATP FACILITY						
6/10/19	6/13/19	NO CLASSES AT ANY ILCJATP FACILITY						
6/17/19	6/20/19	40	Asbestos Worker	Includes Lead Awareness		X		
6/17/19	6/20/19	40	Bridge		X			X
6/17/19	6/20/19	40	Global Positioning Systems			X		X
6/17/19	6/20/19	40	Grade Checking		X			
6/17/19	6/20/19	40	Pipelaying			X		
6/24/19	6/27/19	40	Asbestos Worker	Includes Lead Awareness			X	
6/24/19	6/27/19	40	Asphalt				X	
6/24/19	6/27/19	40	Blueprint				X	
6/24/19	6/27/19	40	Grade Checking					X
6/24/19	6/27/19	40	Hazardous Waste Worker		X	X		
6/24/19	6/27/19	40	Hoisting and Rigging			X		X
6/24/19	6/27/19	40	New Apprentice Craft Orientation	(Must be taken before any other class)	X			
6/24/19	6/27/19	40	Pipelaying		X			
7/1/19	7/4/19	NO CLASSES AT ANY ILCJATP FACILITY						
7/8/19	7/11/19	40	Asbestos Worker	Includes Lead Awareness			X	
7/8/19	7/11/19	40	Asphalt		X		X	
7/8/19	7/11/19	40	Concrete 1		X	X		X
7/8/19	7/11/19	40	Grade Checking			X	X	
7/8/19	7/11/19	40	Hoisting and Rigging		X			
7/8/19	7/11/19	40	New Apprentice Craft Orientation	(Must be taken before any other class)				X
7/15/19	7/18/19	LIUNA HAZARDOUS WASTE WORKER REFRESHERS @ MT STERLING FACILITY						
7/22/19	7/25/19	40	Asphalt				X	
7/22/19	7/25/19	40	Blueprint					X
7/22/19	7/25/19	40	Concrete 1			X	X	X
7/22/19	7/25/19	40	Construction Math			X		
7/22/19	7/25/19	40	Mason Tending				X	X
7/22/19	7/25/19	40	Pipelaying			X		
7/29/19	8/1/19	40	Asphalt		X		X	
7/29/19	8/1/19	40	Concrete 1		X	X	X	

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START DATE	END DATE	COURSE HOURS	COURSE DESCRIPTION		MTS	STF	M/RN	EDW
7/29/19	8/1/19	40	Construction Math		X			
7/29/19	8/1/19	40	Hazardous Waste Worker					X
7/29/19	8/1/19	40	Hoisting and Rigging			X		
7/29/19	8/1/19	40	Mason Tending					X
7/29/19	8/1/19	40	New Apprentice Craft Orientation	(Must be taken before any other class)		X		
8/5/19	8/8/19	LIUNA TRAINING LINE & GRADE INSTRUCTOR TRAINING @ MT STERLING FACILITY						
8/5/19	8/8/19	40	Asbestos Worker	Includes Lead Awareness			X	
8/5/19	8/8/19	40	Asphalt				X	
8/5/19	8/8/19	40	Concrete 1			X		
8/5/19	8/8/19	40	Hazardous Waste Worker					X
8/5/19	8/8/19	40	Landscaping					X
8/5/19	8/8/19	40	Mason Tending					
8/5/19	8/8/19	40	New Apprentice Craft Orientation	(Must be taken before any other class)			X	
8/5/19	8/8/19	40	Pipelaying			X		
8/12/19	8/15/19	40	Asphalt		X		X	
8/12/19	8/15/19	40	Concrete 1		X	X		
8/12/19	8/15/19	40	Concrete 2				X	X
8/12/19	8/15/19	40	Grade Checking			X		
8/12/19	8/15/19	40	Hazardous Waste Worker		X	X	X	
8/12/19	8/15/19	40	Mason Tending					X
8/19/19	8/22/19	40	Asphalt		X		X	
8/19/19	8/22/19	40	Concrete 1		X	X	X	X
8/19/19	8/22/19	40	Construction Math			X		
8/19/19	8/22/19	40	Grade Checking			X		
8/19/19	8/22/19	40	Mason Tending					X
8/19/19	8/22/19	40	Pipelaying		X			
8/26/19	8/29/19	40	Asphalt		X			
8/26/19	8/29/19	40	Bridge					X
8/26/19	8/29/19	40	Concrete 1		X	X		
8/26/19	8/29/19	40	Grade Checking				X	
8/26/19	8/29/19	40	Hazardous Waste Worker			X	X	
8/26/19	8/29/19	40	Hoisting and Rigging		X			
8/26/19	8/29/19	40	Mason Tending					X
8/26/19	8/29/19	40	Pipelaying			X	X	
9/2/19	9/5/19	NO CLASSES AT ANY ILCJATP FACILITY						
9/9/19	9/12/19	LIUNA HAZARDOUS WASTE INSTRUCTOR TRAIN-THE-TRAINER @ MT STERLING FACILITY						
9/9/19	9/12/19	40	Bridge				X	
9/9/19	9/12/19	40	Concrete 1			X	X	X
9/9/19	9/12/19	40	Global Positioning Systems			X		
9/9/19	9/12/19	40	New Apprentice Craft Orientation	(Must be taken before any other class)				X
9/16/19	9/19/19	40	Asphalt				X	
9/16/19	9/19/19	40	Blueprint					X
9/16/19	9/19/19	40	Concrete 2		X	X	X	X
9/16/19	9/19/19	40	Landscaping		X	X		X
9/16/19	9/19/19	40	Mason Tending		X			
9/16/19	9/19/19	40	Pipelaying			X	X	

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START DATE	END DATE	COURSE HOURS	COURSE DESCRIPTION		MTS	STF	M/RN	EDW
9/23/19	9/26/19	40	Bridge		X		X	X
9/23/19	9/26/19	40	Concrete 2		X	X		
9/23/19	9/26/19	40	Global Positioning Systems			X	X	
9/23/19	9/26/19	40	Hazardous Waste Worker			X	X	X
9/23/19	9/26/19	40	<b>New Apprentice Craft Orientation</b>	<b>(Must be taken before any other class)</b>	X			
9/30/19	10/3/19	40	Asphalt		X			
9/30/19	10/3/19	40	Bridge		X		X	
9/30/19	10/3/19	40	Concrete 1			X	X	X
9/30/19	10/3/19	40	Concrete 2		X			
9/30/19	10/3/19	40	Hazardous Waste Worker				X	
9/30/19	10/3/19	16	Hydro-Mobile Scaffold (2 Classes=M/T & W/TH)			X		X
10/7/19	10/10/19	40	Asbestos Worker	Includes Lead Awareness	X	X		X
10/7/19	10/10/19	40	Concrete 1		X			
10/7/19	10/10/19	40	Grade Checking				X	X
10/7/19	10/10/19	40	Hazardous Waste Worker				X	
10/7/19	10/10/19	40	Mason Tending		X	X	X	
10/7/19	10/10/19	40	<b>New Apprentice Craft Orientation</b>	<b>(Must be taken before any other class)</b>		X		
<b>10/14/19</b>	<b>10/17/19</b>	<b>MIDWEST REGION RETIREE CONFERENCE @ MT STERLING FACILITY</b>						
10/14/19	10/17/19	40	Concrete 1			X		
10/14/19	10/17/19	40	Construction Math			X		
10/14/19	10/17/19	40	Mason Tending					X
10/14/19	10/17/19	40	Pipelaying			X		X
10/21/19	10/24/19	40	Concrete 2		X			
10/21/19	10/24/19	40	Mason Tending			X	X	X
10/21/19	10/24/19	40	OSHA 30 Hour	includes First Aid/CPR	X	X	X	X
10/28/19	10/31/19	40	Asbestos Worker	Includes Lead Awareness	X			
10/28/19	10/31/19	40	Blueprint		X	X		
10/28/19	10/31/19	40	Bridge				X	
10/28/19	10/31/19	40	Concrete 2		X	X	X	
10/28/19	10/31/19	40	Grade Checking					X
10/28/19	10/31/19	40	Mason Tending			X	X	
10/28/19	10/31/19	40	<b>New Apprentice Craft Orientation</b>	<b>(Must be taken before any other class)</b>				X
11/4/19	11/7/19	40	Asbestos Worker	Includes Lead Awareness	X	X		X
11/4/19	11/7/19	40	Blueprint			X		
11/4/19	11/7/19	40	Concrete 2				X	
11/4/19	11/7/19	40	Hoisting and Rigging		X			
11/4/19	11/7/19	40	Mason Tending			X	X	
11/4/19	11/7/19	40	Pipelaying				X	X
<b>11/11/19</b>	<b>11/14/19</b>	<b>NO CLASSES AT ANY ILCJATP FACILITY</b>						
11/18/19	11/21/19	40	Asbestos Worker	Includes Lead Awareness	X	X		
11/18/19	11/21/19	40	Blueprint				X	X
11/18/19	11/21/19	40	Construction Math		X	X	X	X
11/18/19	11/21/19	40	<b>New Apprentice Craft Orientation</b>	<b>(Must be taken before any other class)</b>		X		
<b>11/25/19</b>	<b>11/28/19</b>	<b>NO CLASSES AT ANY ILCJATP FACILITY</b>						



# Apprenticeship Hours & Curriculum Information

Apprenticeship Hours are DUE in the Apprenticeship Office by the 15<sup>th</sup> of the month. Hours are accepted as follows:



**VIA EMAIL TO:** [apprenticehours@illaborers.org](mailto:apprenticehours@illaborers.org)

Make sure document is **completed** and **legible**.

**If forwarded via email – IT WILL NOT BE NECESSARY TO SEND ORIGINAL**

**Via USPS MAIL** to the ILCJATP Office:



**ILCJATP**  
1730 750 N Ave  
Mt. Sterling, IL 62353



**While in training at any ILCJATP Facility:**

**Must be turned into Office Secretary** (they will forward to Mt Sterling).

**Office Hours:** 7am-4pm Monday thru Thursday 7a-11a on Friday

**PLEASE BE REMINDED THAT THESE HOURS MUST BE SIGNED BY EMPLOYER REPRESENTATIVE OR BY YOUR LOCAL UNION BUSINESS MANGER.** Apprentices, who submit “un-signed” work records, will have them returned.

**CURRENT POLICY RULES WILL REMAIN IN EFFECT:**

- Apprentices **MUST** submit work hours report even if **NO HOURS** are worked during the month.
- If apprentice work record(s) are not received in ILCJATP Office by 15<sup>th</sup> of month, appropriate demerit will be recorded on apprentices' student record.
- **Apprentice who do not have current hours on file on Monday morning of required training, WILL NOT RECEIVE THE WEEKLY MILEAGE REIMBURSEMENT FOR THAT CLASS.**

REQUIRED CURRICULUM		WAGE PROGRESSION		
<b>YEAR 1</b>		<b>YEAR 1 - BEGINS WITH DATE OF REGISTRATION @ DOL</b>		
Craft Orientation	40 Hours	1st Year of Apprenticeship	75%	of Journeyworker Rate Including Benefits
Asphalt Technology & Construction	40 Hours			
Concrete Specialist 1	40 Hours			
Construction Math	40 Hours	Classroom Training =	200	Hours
Mason Tending	40 Hours	On-The-Job Training =	1,000	Hours
		When both requirements met - wage progress to 85% level		
<b>TOTAL YEAR 1</b>	<b>200 HOURS</b>			
<b>YEAR 2</b>		<b>2nd Year of Apprenticeship</b>		
Asbestos Worker (includes Lead Awareness)	40 Hours		85%	of Journeyworker Rate Including Benefits
Blueprint Reading	40 Hours			
Concrete Specialist 2	40 Hours	Classroom Training =	200	Hours
Hoisting & Rigging	40 Hours	On-The-Job Training =	1,000	Hours
Pipelaying	40 Hours	When both requirements met - wage progress to 95% level		
<b>TOTAL YEAR 2</b>	<b>200 HOURS</b>			
<b>YEAR 3</b>		<b>3rd Year of Apprenticeship</b>		
Bridge Construction, Renovation, & Demo	40 Hours		95%	of Journeyworker Rate Including Benefits
Grade Checking	40 Hours			
Global Positioning Systems (GPS)	40 Hours	Classroom Training =	200	Hours
Hazardous Waste Operations	40 Hours	On-The-Job Training =	1,000	Hours
Landscaping	40 Hours	When final classroom and OJT requirements are met, and apprentice has been in program <b>MINIMUM of 3 years</b> - they will be advanced to 100% Journeyworker Status.		
<b>TOTAL YEAR 3</b>	<b>200 HOURS</b>			
<b>TOTAL PROGRAM HOURS</b>	<b>600 HOURS</b>	<b>TOTAL ON-THE-JOB HOURS</b>	<b>3,000</b>	<b>HOURS</b>



# Facility Information & Room Reservations

LODGING RESERVATIONS FOR ALL FACILITIES

MUST BE MADE THROUGH:

**MT STERLING FACILITY - (217) 773-2741**

## LODGING RESERVATIONS

**DEADLINE FOR RESERVATIONS: 12:00 NOON ON THURSDAY**

**PRIOR TO CLASS BEGINNING**

**NO RESERVATION = NO ROOM**

**LODGING & MEALS**




Lodging provided nightly Sunday through Wednesday

**No Meals Provided on Sunday**

ILCJATP FACILITY ADDRESSES

For directions – please refer to GPS Coordinates

Listed below each ILCJATP Facility

OUR FACILITIES			
Mt Sterling <b>USE GPS Coordinates</b>	1730 750N Avenue Mt Sterling, IL 62353 (217) 773-2741 <b>39.948054 -90.579751</b>	<b>ON-SITE LODGING</b> <b>Room Reservation Required</b> Check in Time: 3pm-8pm	Breakfast=All Students Lunch=All Students Dinner=All Students
Stanford GPS Coordinates	201 Grant Street Stanford, IL 61774 (309) 379-2450 40.4325756 -89.2208290	Hawthorne-Bloomington, IL 1 Lyon Court <b>Room Reservation Required</b> Check in Time: 3pm-8pm	Lunch=All Students Dinner=Overnight students ONLY
Marion GPS Coordinates	5105 Ed Smith Way Marion, IL 62959 (618) 993-1500 37.7441440 -89.0128861	Touch of Nature Center- Makanda, IL 1208 Touch of Nature Road <b>Room Reservation Required</b> Check in Time: 3pm-8pm	Lunch=All Students Dinner=Overnight students ONLY
Edwardsville GPS Coordinates	7277 Marine Road Edwardsville, IL 62025 (618) 692-7631 38.8072145 -89.9267598	Holiday Inn-Edwardsville,IL 1000 Plummer Drive <b>Room Reservation Required</b> Check in Time: 3pm-8pm	Lunch=All Students Dinner=Overnight students ONLY

## Mileage Policy


Highlights of the Trainee Mileage Policy are as follows:

- Trainees who actually drive a vehicle to attend training courses shall be reimbursed mileage to and from the *Trainee's place of residence (on file at Training Fund Office)*, and the *Training Facility* where the course is being conducted.
- **No trainee mileage will be reimbursed to any trainee who does not physically drive to and from a Training Facility.**
- Reimbursable mileage **ONLY INCLUDES THE TRAVEL DISTANCE BETWEEN *Trainee's place of residence* and the *Training Facility*.** Subject to the limit listed below, a Trainee may be reimbursed mileage for multiple trips (commuter students), incurred for traveling between their residence and the Training Facility. **All other mileage is deemed a personal expense and is NOT reimbursable.**
- Reimbursable mileage rate shall be the applicable IRS reimbursement rate. The mileage reimbursement rate shall be set by the Board of Trustees and may be changed at their sole discretion.
- **The maximum reimbursement for mileage per Trainee / per class is \$150.00.**
- Mileage will only be reimbursed for a Trainee attending a three (3) or four (4) day training course which requires the Trainee to travel to a Training Facility.
- Lodging will continue to be offered to those students who travel a great distance; however those students will receive only one (1) round-trip mileage per week, subject to the mileage limit of \$150.00.

As is current policy, all apprentices are required to have current work hours on file in the Fund Office at the time of class. If apprentice has delinquent hours, they **WILL NOT RECEIVE TRAINEE MILEAGE ALLOWANCE.** There will be no retro-active payment.



# Enrollment Procedures & Class Times

<p><b>JOURNEYMEN</b></p>	<ol style="list-style-type: none"> <li>1) Request a Training Application from your Local Union Business Manager or Company Officer, (available at your local union hall or on ILCJATP website: <a href="http://www.illaborers.org">www.illaborers.org</a> and indicate classes you are interested in attending and provide all information requested.</li> <li>2) Sign and Date application and return to Local Union Business Manager or Company Official for Signature and Approval. <b>Applications will not be processed without proper approval.</b></li> <li>3) <b>Class size is limited and enrollment is on first-come, first-served basis.</b> Training Fund Corresponds through and with the <b>Local Union or Contributing Contractor ONLY, and not with ANY INDIVIDUAL.</b></li> </ol>
<p><b>APPRENTICES</b></p>	<ol style="list-style-type: none"> <li>1) Apprentices will all be issued a personal schedule listing their assigned courses for the training year.</li> <li>2) Class sizes are limited, and not all classes are available at all ILCJATP Facilities.</li> <li>3) <b>PLEASE REMEMBER: If apprentice is not working at any time during the year – they may contact Apprenticeship Department at that time, to check enrollment for additional classes (when available according to schedule).</b></li> <li>4) Apprentice must adhere to all approved JATC rules.</li> </ol>
<p><b>REPORT TIME</b></p>	<p><b>7:00 A.M. MONDAY MORNING</b></p> <p>Report to Office to Check in and Complete <b>MANDATORY ENROLLMENT PAPERWORK</b></p>
<p><b>CLASS HOURS</b></p>	<p><b>CLASSES ARE FOUR (4) – 10-HOUR DAYS (MON-THUR) – UNLESS OTHERWISE NOTED 7:00 A.M. - 5:30 P.M. – DAILY</b></p> <p><b>(All scheduled class times subject to change: inclement weather, emergency, etc.)</b></p>
<p><b>LATE PENALTIES</b></p>	<p>A \$10 Late fee will be assessed for a student who is tardy during the 1<sup>st</sup> 30 minutes of class. <b>IF A STUDENT IS LATE MORE THAN 1 DAY IN WEEK, STUDENT WILL BE REQUIRED TO RE-SCHEDULE CLASS.</b></p>
<p><b>WORK ATTIRE</b></p>	<p>No clothing with tears, rips, holes. No Shorts, Sleeveless T-Shirts, Tank Tops, Halter Tops, or clothing with offensive language.</p> <p><b>WORK BOOTS ARE MANDATORY - NO Sandals, Flip-Flops, or Gym Shoes</b></p> <p>If attending Concrete Courses, please bring rubber boots.</p>
<p><b>APPRENTICE PPE</b></p>	<p>All apprentices are required to bring their issued Personal Protective Equipment (PPE), <b>EACH</b> and <b>EVERY</b> time they attend class. <b>New Apprentices will be issued this PPE during their 1<sup>st</sup> Week New Apprentice Craft Orientation Course.</b></p> <p><b>Hard Hat          Safety Glasses          OSHA Book</b></p> <p><b>\$10.00 PER OFFENSE PENALTY FOR STUDENTS WHO DO NOT BRING OR WEAR PPE</b></p>
<p><b>Apprentice Class Re-Scheduling</b></p> 	<p><b><u>APPRENTICES RECEIVE ONE (1) RE-SCHEDULE PER YEAR</u></b></p> <ol style="list-style-type: none"> <li>1) Obtain and complete the Apprentice Class Re-Schedule Form (available at your local union hall, any ILCJATP training facility, or ILCJATP website: <a href="http://www.illaborers.org">www.illaborers.org</a>)</li> <li>2) Have this form <u>approved</u> and <u>signed</u> by their respective Local Business Manager</li> <li>3) Forward to <b>MT STERLING APPRENTICESHIP DEPARTMENT</b> via mail or fax, <b>FIVE (5) DAYS PRIOR TO SCHEDULED CLASS.</b></li> <li>4) Verify with <b>MT STERLING APPRENTICESHIP DEPARTMENT</b> that class re-schedule form has been received and/or approved, to avoid demerit on apprentice student record.</li> </ol> <p><b>All Apprentices will receive only ONE (1) CLASS RE-SCHEDULE PER YEAR. Any additional request(s) to re-schedule must be submitted and approved by the ILCJATP Executive Committee. As this is a timely process, you are encouraged to submit any additional request(s) as soon as possible, with detailed documentation regarding your needed reason for re-schedule. Disciplinary action will be strictly enforced and apprentice will be given a demerit for Missing Class, for all unexcused absences.</b></p>



**APPRENTICE  
CLASS RE-SCHEDULE FORM**

Appr Dept Phone: (217) 773-9083 FAX: (217) 773-2835

APPRENTICES RECEIVE ONLY ONE (1) RE-SCHEDULE PER YEAR

**STEPS FOR COMPLETING CLASS RE-SCHEDULE FORM**

- 1 - Review current yearly schedule to obtain course date offerings & locations.
- 2 - After seeking alternate date, phone ILCJATP Appr Department to ensure class availability for new date.
- 3 - Complete form and **obtain signature of Business Manager**.
- 4 - Forward to ILCJATP Appr Department **AT MINIMUM 5 days before class start date**.
- 5 - Verify that re-schedule has been received by ILCJATP Appr Dept, to ensure that no demerit is issued.
- 6 - Upon review and approval by Appr Department, revised Class schedule will be forwarded to apprentice.

**PLEASE PRINT LEGIBLY**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Last 4 digits SSN: \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ Local Union: \_\_\_\_\_

*(For Verification)*

First Year Curriculum					Second Year Curriculum					Third Year Curriculum				
Craft	Asphalt	Concrete 1	Constr Math	Mason Tending	Asbestos	Blueprint	Concrete 2	Hoist & Rigging	Pipe	Bridge	Grade Check	Haz Waste	GPS	Landscape

Indicated by (X) above, which class you are requesting to re-schedule

Current Scheduled Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ New Requested Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Location:  Mt Sterling  
 Stanford  
 Marion  
 Edwardsville

Location:  Mt Sterling  
 Stanford  
 Marion  
 Edwardsville

I approve the above requested re-scheduled class.

\_\_\_\_\_  
Business Manager Signature



\_\_\_\_\_  
Date Signed:

**THIS FORM WILL NOT BE PROCESSED WITHOUT SIGNATURE OF BUSINESS MANAGER.**

**You will only receive ONE (1) CLASS RE-SCHEDULE FOR CURRENT TRAINING YEAR.** Any additional request(s) to re-schedule must be submitted and approved by the ILCJATP Administration. As this is a timely process, you are encouraged to submit any additional request(s) as soon as possible, with detailed documentation regarding your needed reason for re-schedule. **Disciplinary action will be strictly enforced and apprentice will be given a demerit for Missing Class, FOR ALL UNEXCUSED ABSENCES**

Date Received:	Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>	ILCATP OFFICE USE ONLY:
	Re-Scheduled By: _____	New Schedule Issued: _____	
NOTES: _____			
_____			
_____			

# APPLICATION FOR TRAINING



Illinois Laborers & Contractors  
 Joint Apprenticeship & Training Program  
 1730 750N Avenue  
 Mt. Sterling, IL 62353  
 (217) 773-2741 - Phone  
 (217) 773-2835 - Fax

Last 4 digits of Social Security No. (for ID only)

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

County of Residence:

Applicants name: Last, First, Middle

Address

Date of Birth

Phone number

City

State

Zip

Military status

Non-veteran  Veteran

Sex

Male  Female

Race: (Select one)

American Indian or Alaska Native  Asian  Black or African American

Native Hawaiian / Pacific Islander  White

Ethnic Group: (choose one)

Hispanic or Latino

Not Hispanic or Latino

Current education level:

GED  High School  College or greater

Local Union # \_\_\_\_\_ Member # \_\_\_\_\_

Current Member  Past Member \_\_\_\_\_ to \_\_\_\_\_  Journeyman  Apprentice

Participation in Other Training Programs:

Dates Enrolled \_\_\_\_\_ to \_\_\_\_\_

Referred by:

Employment Service  Union  Employer  Self  Other \_\_\_\_\_

PLEASE INDICATE COURSES THAT YOU ARE INTERESTED IN ATTENDING:

Course Name:	Course Location Preferred:	Date of Training	Approved / Disapproved / Wait List

Applicant's Legal Signature:

Date:

Signature of Business Manager or Contractor Representative:

Date:

Approved by Administrator:

Date:

FOR OFFICE USE ONLY:



ILLINOIS LABORERS' & CONTRACTORS  
Joint Apprenticeship & Training Program  
1730 750N Avenue  
MT. STERLING, ILLINOIS 62353-4521

FRYE-WILLIAMSON  
BULK PERMIT

## FREQUENTLY DIALED:                      PHONE NUMBER:

<b>OFFICE HOURS – ALL FACILITIES:</b>	<b>Monday-Thursday: 7:00 am-4:00 pm Friday: 7:00 am-11:00 am</b>
Mt. Sterling Facility <b>ALL ROOM RESERVATIONS</b>	(217) 773-2741
Apprenticeship Dept-Mt. Sterling	Direct Line: (217) 773-9083
Stanford Facility	(309) 379-2450
Marion Facility	(618) 993-1500
Edwardsville Facility	(618) 692-7631
Flagger Card Verification	Toll Free Line: (877) 773-2741