



**Wake Tech Apprenticeship**  
**Professional Certifications Program Application**  
 Return to [apprenticeship@waketech.edu](mailto:apprenticeship@waketech.edu)

Please type the information into this form, or print and complete all by hand.

<b>Fall 2026 Application</b> <b>DEADLINE: Applications will be accepted starting May 1 and <u>open until full</u>.</b> <b>A maximum of 20 students will be accepted.</b>			
Last Name		First Name	
Phone		Email	
Address		City State Zip	
Birthdate <small>(mm/dd/yyyy)</small>		Wake Tech ID <small>(optional)</small>	
What is your program of interest?	<input type="checkbox"/> Electrical		<input type="checkbox"/> HVAC

<b>Satisfaction of Eligibility Requirements</b> - <i>add a checkmark to indicate you meet the requirement</i>	
As a limited enrollment program, the Professional Certifications program has a competitive admission process. Please make sure you meet all eligibility requirements below before submitting this application.	
<input type="checkbox"/>	I have watched the Professional Certifications Program Overview on the Wake Tech Apprenticeship website.
<input type="checkbox"/>	I am currently 18 years old or older, or I will be 18 years old by July 31, 2026.
<input type="checkbox"/>	I have a high school diploma or equivalent such as GED or HiSET. A copy of the documentation (transcript or actual diploma) must be <a href="#">UPLOADED HERE</a> . <i>The application is considered incomplete until this documentation is received.</i>
<input type="checkbox"/>	I have a U.S. Social Security Number.
<input type="checkbox"/>	I am eligible to work in the U.S.
<input type="checkbox"/>	I have a current valid North Carolina driver's license. (not expired, suspended or revoked)
<input type="checkbox"/>	I will be available to attend night class two (2) days per week, August-December and January-May. Classes are held at the Beltline Education Center, 3200 Bush Street, Raleigh, NC 27609. The schedule varies by semester with classes meeting on Monday/Wednesday or Tuesday/Thursday, usually 6:00-9:00pm.

## About You

What are the main reasons you are applying to Wake Tech Apprenticeship?

Are you physically and mentally able to safely perform or learn to safely perform essential functions of your program of interest?

yes  no

Are you able to climb and work from various heights such as on ladders?

yes  no

Are you able to crawl and work in confined spaces such as attics or crawlspaces?

yes  no

Are you able to read, hear, and understand instructions and warnings in English?

yes  no

Are you able and willing to attend all related classroom training as required to complete an apprenticeship?

yes  no

Do you have any experience (professional or personal) in your program of interest? If yes, please explain.

Do you have other construction experience (professional or personal)? If yes, please explain.

What are your plans/goals upon completion of an apprenticeship?

Have you previously enrolled with Wake Tech Apprenticeship? (formerly WakeWorks)

yes  no

Are you currently employed?

*(for grant purposes only)*

Full-time  Part-time  Unemployed

Are you currently underemployed, meaning you are working fewer hours than you are capable of working?

Yes  No

Estimated Monthly Income

*(for grant purposes only)*

Greater than \$4,150  \$1,750 - \$2,599  
 \$3,300 - \$4,149  Less than \$1,749  
 \$2,600 - \$3,299

<b>Skilled Trades Technical Standards</b>	
<b>Standard</b>	<b>Examples of Necessary Behaviors (not all inclusive)</b>
<p><b>Technical proficiency:</b> Skilled trades jobs often require a high level of technical proficiency. You will need to have a good understanding of how different systems work and be able to troubleshoot problems that may arise.</p>	<p>Understand the basics of tools, materials and safety procedures. Maintain a positive attitude toward learning new skills – be teachable.</p>
<p><b>Problem-solving skills:</b> Skilled trades workers often encounter unexpected issues on the job and need to be able to think on their feet to find solutions. Being able to quickly and effectively solve problems is an essential skill in the skilled trades.</p>	<p>Identify and resolve issues on the job. Be adaptive to adjust plans when circumstances change. Work well under pressure. Work on projects independently. Work within time constraints.</p>
<p><b>Attention to detail:</b> Skilled trades jobs often require precise measurements and careful attention to detail. Being able to accurately follow instructions and pay close attention to your work will be key to your success.</p>	<p>Construction math is required. Understand or clarify job requirements as needed. Complete jobs correctly the first time. Show up on time and be dependable.</p>
<p><b>Physical stamina:</b> Many skilled trades jobs involve physical labor, such as lifting heavy objects or standing for long periods of time. Being in good physical shape and having the endurance to work long hours are important.</p>	<p>Lift and carry 50lbs with frequency. Be comfortable with heights such as working on ladders and roofs. Carry tools and supplies up and down a ladder. Work in tight spaces including crawlspaces and attics. Work in outdoor conditions – heat, cold, rain, wind.</p>
<p><b>Communication skills:</b> Skilled trades workers often work as part of a team and may need to communicate with other team members, supervisors, and clients. Good communication skills are essential to ensure that tasks are completed safely and efficiently.</p>	<p>Work well with your mentor and build good relationships with team members. Accurately and clearly explain situations to clients in layman’s terms. Provide excellent customer service. Work well in teams.</p>
<p><b>Other:</b></p>	<p>Attend all classes and dedicate the required time outside of class to successfully pass classes. Display a strong work ethic in class and on the job. Be willing to learn and adapt as you gain more experience.</p>
<p>I have read and understand the technical standards required for the skilled trades and an apprenticeship. I hereby declare that I am able to meet the essential technical standards listed above.</p>	
<p>Signature</p>	<p>Date</p>

**Statements of Understanding** - add a checkmark to indicate you understand the information

Contact Wake Tech Apprenticeship with any questions - 919-532-5523, [apprenticeship@waketech.edu](mailto:apprenticeship@waketech.edu)

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | I understand that an incomplete or unsigned application form will not be processed. <i>Don't forget to upload a copy of your high school diploma or equivalent documentation – the application is incomplete until this documentation is received.</i>   |
| <input type="checkbox"/> | I understand that a phone interview may be required as part of the application process. <i>Missing the interview will automatically disqualify my application for the current application year.</i>  |
| <input type="checkbox"/> | I understand that if accepted, I will take one night class during Fall 2026 (Core Curriculum) and one night class during Spring 2027 (Level 1 of my program of interest). I understand that I must successfully pass Core Curriculum to move onto Level 1.<br><br>Requirements for successful completion of a class: (graded as Pass/Fail)<br>i. Maintain class attendance of at least 80%<br>ii. Pass all module exams<br>ii. Pass all lab assessments<br><br>Both classes (registration fees and textbook) will be paid for by Wake Tech Apprenticeship. |
| <input type="checkbox"/> | I understand that during the Level 1 class I will have the opportunity to participate in an apprenticeship job fair to meet potential employers. I understand that to participate in the job fair, I must be on track to pass the Level 1 class (meeting attendance requirements, passing tests and performance assessments). I must also prepare a resume and may be required to meet other requirements as set by the program.   |
| <input type="checkbox"/> | I understand that an apprenticeship/employment is not guaranteed. While an apprenticeship job fair is organized by Wake Tech Apprenticeship, I understand that finding employment is my responsibility. <i>Students are encouraged to network and look for job opportunities on their own.</i>   |
| <input type="checkbox"/> | I understand that hiring decisions are at the discretion of the employer. If offered employment as an apprentice, the company may require assessments such as a background check, screening for the current illegal use of drugs, or a fitness test.   |
| <input type="checkbox"/> | I understand that if hired as an apprentice, the apprenticeship will take approximately 3.5 years to complete and includes: a) the completion of classes Levels 2, 3, and 4, and b) on-the-job training to master a list of competencies/skills required for my chosen trade.  |
| <input type="checkbox"/> | I understand that if I am not hired as an apprentice, I am no longer eligible for the Wake Tech Apprenticeship program and will not continue to the Level 2 class.<br><br>Certificates of completion from the National Center for Construction Education & Research (NCCER) will be mailed to me for the class(es) that I successfully passed.   |

Wake Technical Community College and the participating employer partners agree to observe placement procedures and employment practices which conform to all State, Federal, and local laws, and the Wake Tech policies and procedures (including nondiscrimination toward any participant or employee because of race, color, national origin, religion, gender, disability, age, genetic information, or any other legally protected classification).

In signing this application, I hereby grant permission to, pursuant to Section 438(b) 4(b) of the Family Education Rights and Privacy Act of 1974, the Wake Tech Apprenticeship Office to obtain copies of my academic transcripts and grade reports.

**By signing, I state that I have read, fully understand, and agree to abide by the statements.**

Signature

Date

