

## BECOMING AN APPRENTICE

Knappett Projects Inc. accepts requests to sponsor individuals who wish to pursue a career in carpentry. We are interested in those individuals who are serious about a future with Knappett Projects in the construction industry.

### FIRST STEPS

Talk to your supervisor, they will guide you in getting started and can help you find out if becoming a carpenter is the right step for you.

Then write a letter addressed to John Knappett (via [reception@knappett.com](mailto:reception@knappett.com)) to let him know why you are a suitable candidate for the program.

We then check with your supervisor to review your work efforts and attendance.

Once accepted you can register on the SkilledTradesBC website.

### PREREQUISITES

- Be physically fit, reliable, and prepared to work hard and show up every day.
- Recommended education of Grade 10 (or equivalent) of Math, English., Workplace Math 10 and Science 10, Grade 12 is preferred and related academic subjects.

### ARE YOU ALREADY A REGISTERED APPRENTICE?

If you are already a registered apprentice, then your process is more streamlined. Log on to the [SkilledTradesBC portal](#) and assign Knappett Projects Inc. as your sponsor (**Sponsor ID 118904**). An email will then be sent to payroll to confirm your sponsorship.

### COMMUNICATION - SEND ALL COMMUNICATION TO [reception@knappett.com](mailto:reception@knappett.com)

All communication about the program is processed through our payroll personnel, including the letter to John requesting sponsorship.

### UNREGISTERED APPRENTICE? SIGN UP FOR THE SKILLEDTRADESBC APPRENTICESHIP PROGRAM

Knappett has an established system that sponsors, manages, and facilitates your apprenticeship program.

### PROCESS

1. You sign up through the [SkilledTradesBC portal](#) (we will send you a step-by-step guide)
2. Once you have registered SkilledTradesBC will send an email to payroll confirming your sponsorship
3. You will be sent a registration card with a SkilledTradesBC# and more information. Your apprenticeship has officially begun!

### APPRENTICE REQUIREMENTS

A Carpentry Apprentice is required to complete the following (usually over 4 years).

- Complete a minimum of 6360 hours on the job experience.
- Completion of (7 week blocks annually) 1120 hours of technical training.
- Following 4th year technical training the apprentice can then write the "Red Seal" exam to qualify for Inter Provincial certification.