

Application Process

Step 1: Math Evaluation

Prior to the application and interview, all applicants must pass a math evaluation with a minimum score of 75% to proceed to the practical evaluation and interview. Applicants are permitted to take the math evaluation up to twice in a one-year period. Math evaluations will be scheduled monthly.

Topics covered on the math evaluation are:

- Addition, subtraction, multiplication and division of whole numbers, decimals and fractions
- Calculation of measurements

All applicants are encouraged to study prior to taking the evaluation. The following is a math tutoring website that offers free instruction on all math processes: **www.khanacademy.org**

**To register for the next available math evaluation, please visit our website at:
WWW.PIPEU.COM**

Step 2: Application

You will be given an application for the program upon receiving a passing score on the math evaluation. When submitting the application, the following documentation must also be provided:

- **BIRTH CERTIFICATE**
- **SOCIAL SECURITY CARD**
- **OFFICIAL HIGH SCHOOL GRADE TRANSCRIPT or GED TEST SCORES**
- **VALID FLORIDA DRIVERS LICENSE**
- **DD214 – MILITARY SEPARATION (if applicable)**
- **COMPLETED WELDER VISUAL ACUITY FORM (for Pipefitter/Welder applicants only)**
- **PROOF OF CLEAN DRIVING RECORD (for Plumbing Service and HVAC applicants only)**

In addition to the items listed above, you may also submit reference letters. In order to receive credit for references, you must have a minimum of three letters from Local Union 630 members.

Any other certifications, training, or experience, especially those pertinent to the trade being applied for, may also be provided for consideration.

Step 3: Interview & Hands-On Evaluation

Only applicants who have returned a complete application package will be contacted for interview. A 'complete' application consists of the application itself plus all required documentation listed above. There will be a hands-on evaluation directly following the interview. This evaluation is utilized by the interviewers to help gauge how mechanically inclined the applicant might be.

Step 4: Selection

Applicants will be ranked from the results of the interview. Selection for apprenticeship openings will be made in descending order of the ranking attained.