

**Plumbers & Pipefitters Local #125  
Apprentice and Journeyman Training Center  
5101 J Street SW  
Cedar Rapids, IA 52404  
Telephone: 319-362-9259  
Fax: 319-362-5408**

**Applying & Qualifying for the  
Apprenticeship Training Program**



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## Local 125 Contacts

### **Local125 Training Center**

5101 J St SW

**Cedar Rapids, IA 52404**

319-362-9259

Charles "Chip" Davis, Training Coordinator

### **Local 125 Union Office's**

1839 16<sup>th</sup> Avenue SW

**Cedar Rapids, IA 52404**

319-365-0413

Jerry Hobart, Business Manager/Organizer

Mike Sadler, Business Agent/Organizer

1638 Central Avenue

**Dubuque, IA 52001**

563-583-0150

Brian Martin, Business Agent/Organizer

301 Blondeau Street

**Keokuk, IA 52632**

319-524-5454

Bruce Beckman, Business Agent/Organizer

Pat Ellison, Business Agent/Organizer

1695 Burton Avenue

**Waterloo, IA 50703**

319-233-7551

Steve Petersen, Business Agent/Organizer

## Qualifications, Requirements and Abilities

### Qualifications:

- Must be 18 years of age
- Must be a high school graduate or have a GED equivalent

### Requirements:

- Must provide along with completed application form:
- Copy of Birth Certificate
- Official High School Transcript, or
- GED Certificate and Report of Test results
- Résumé (brief employment history), not required but suggested
- Military Form DD214 (Veterans Only)

### Abilities:

#### Fundamental abilities include:

- Math Skills—add, subtract, divide, multiply and use algebraic formulas
- Read and Understand Technical Documents in English—graphs, charts, blueprints, etc.
- Communicate in English—verbal and written
- Organizational Skills—meet deadlines, keep a safe and neat working environment
- Team Oriented—work well with others
- Goal Oriented—see the big picture, envision the finished project
- Analytical Skills—develop and implement alternative solutions to a problem
- Hear, Read and Understand Instructions and Warnings in English
- Coordination and Balance—operate two-handed equipment, maintain balance while navigating irregular surfaces or while performing tasks from a ladder or scaffold, work from heights up to 25 ft., use tools and equipment in confined spaces (e.g. trenches, manholes, and shafts)
- Responsible—show up to work/school on time, every day, all day
- Physical Skills—regularly lift and move objects weighing up to 50 lbs. and occasionally over 50 lbs., use strength when pushing, pulling, moving or holding objects in place during installation or repair

- Versatile—work in noisy environment, work in variable climates (hot to cold)If you have many of the abilities previously described, you may be well suited for the plumbing and pipefitting industry. The contrary does not prevent you from applying for the apprenticeship program however, problems could arise during your training or on the jobsite. Learning more about the UA and the pipe trades can possibly help you determine whether you are suited for this type of work.

Learn more by:

- Log onto our website at: [ua125JATC.com](http://ua125JATC.com)
- Check out the Local 125 website at: [ualocal125.org](http://ualocal125.org)
- Accessing the UA website at: [ua.org](http://ua.org)
- Contacting the Training Center with your questions

Plumbers & Pipefitters Local #125  
Joint Apprenticeship Training Committee  
Offers equal opportunity employment.  
The recruitment, selection, employment and  
Training of apprentices will be without  
Discrimination because of race, color, religion,  
National origin or sex

## Nature of Work

The United Association of Plumbers and Pipefitters Training Program has been training the most highly qualified piping industry workers in the United States for more than a century. In addition to five - year apprenticeship programs, the United Association (UA) offers continuing education opportunities that include journeyman training and certifications, as well as an associate degree through a partnership with Washtenaw Community College (Ann Arbor, MI) and Kirkwood Community College (Cedar Rapids, IA).

The Local #125 Apprenticeship Program teaches through both classroom and on - the job training in what is considered a time - honored apprenticeship training tradition. It's a five - year program requiring 1700 - 2000 hours of on - the - job training and 240-280 hours of related technical and theoretical instruction per year, that motivates apprentices to learn a challenging and rewarding trade while upholding the ideals of trade unionism.

The Training Center is centrally located in Cedar Rapids, Iowa, serving an area from Tama to the Mississippi and Missouri to Minnesota. The new training facility is 50,000 sq. feet of state - of - the - art technology —a welding shop which offers a complete power - piping curriculum and food - grade automatic welding, an impressive refrigeration lab with \$100,000+ in trainers, and a plumbing training technology lab located on the same campus.. Additionally, the facility includes a computer lab with distance learning capabilities and conference facilities.

Pipefitting, Refrigeration Fitting, and Plumbing are sometimes considered to be a single trade; however, journeypersons in this field specialize in either one craft or the other.

Pipefitters install both high - and low- pressure systems that carry hot water, steam, and other liquids and gases, especially those in industrial and commercial buildings and defense establishments such as missile launching and testing sites. Pipefitters; for example, install ammonia - carrying pipelines in refrigeration plants, complex pipe systems in oil refineries and chemical and food - processing plants, automatic sprinkler systems, and pipelines for carrying compressed air and industrial gases in many types of industrial establishments.

Refrigeration Fitters (HVAC - R) along with doing many of the same jobs as a pipefitter, are the craftspeople that install, service, and repair heating, air conditioning, refrigeration, and control systems which provide comfort and food preservation in homes, and commercial and industrial buildings throughout the world.

Plumbers install water, gas, and waste disposal systems, especially those connected to public - utility systems. Such installations are made in residential and commercial buildings, schools, industrial plants, and other structures.

# Apprenticeship Application Request Form

Please print:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone #: \_\_\_\_\_

\_\_\_\_\_  
(mobile) I hereby request an apprenticeship application form. I understand that I am solely responsible for completing the application form once received, returning it to Local 125 JATC, and submitting all required documentation as instructed by the Local 125 JATC office. I also understand that it is my sole responsibility to keep the JATC apprised of my current mailing address and telephone numbers where I may be Reached day or night.

## Application Fee

In order to receive an application form from the Local 125 Apprentice Program, an **application fee of \$20 must accompany this apprenticeship** application request form. We accept cash or credit card, note there is a \$5 processing fee for credit card transactions.

**Personal checks will NOT be accepted. Application fee is non-refundable.**

Mail Request Form & Application Fee to: Local 125 JATC Fund, 5101 J St SW, Cedar Rapids, IA 52404



**Mail Request Form & Application Fee to: Local 125 JATC Fund,  
5101 J St SW Cedar Rapids, IA 52404**

## Application Process

- Applications will be made available during business hours throughout the year at 5101 J St SW, Cedar Rapids, or you may request an application be mailed to you—request form and application fee still apply to applications that are mailed out.
- To receive an application, interested persons must submit an Apprenticeship Application Request Form and an application fee of \$20 (money order only) to 5101 J St SW, Cedar Rapids, IA. The Apprenticeship Application Request Form may be picked up at either the Training Center Office in Cedar Rapids, one of Local 125 satellite offices (Dubuque, Keokuk, or Waterloo), or you may request that the Training Center mail you one.
- Completed applications must be hand-delivered to one of the four locations as listed above. Completed applications must be dropped off in person by the applicant with a valid photo identification (e.g. driver's license).
- A properly completed application form, along with required supporting documents (birth certificate, official high school transcripts or GED certificate and report of test results, resume, and DD214 if applicable) will constitute the completed application.
- Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.
- Applicants meeting the minimum qualifications and submitting the required documents will be notified of where and when to appear for testing and interviewing with the JATC.
- Aptitude testing is conducted prior to the interview session. Aptitude testing includes reading comprehension and mathematics.
- The JATC will interview the applicant plus review their application and aptitude test scores, whereupon the applicant will be scored and receive their final rating (%). Each part of the application process is considered.
- Applicants will be placed on a "Ranking List" according to their scores (configured as a percentage) at the evaluation session, with the applicant having the highest percentage being at the top of the list, and all applicants then listed in descending order based on percentage.
- As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It will be the responsibility of the applicant to keep the JATC informed of their current mailing address and telephone number.
- Selected applicants must respond to the notice of selection within 48 hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by "Certified Mail-Return Receipt Requested" to determine if the applicants are still interested. If no response is received in fifteen working days from the written notice, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating percentage placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period that were on the ranking list, will be required to reapply.
- Regarding re-applying: During the two-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.



**Openings for apprenticeships are based on the needs of the industry and on the future work expectations of the local. Acceptance of applications does not mean that openings exist now or that they necessarily will in the near future. However, an application must be on file for an individual to be considered when openings do become available.**

## **Aptitude Tests**

Applicants meeting the minimum qualifications and submitting the required documentation will be notified of when and where to appear for testing. Aptitude testing includes reading comprehension and mathematics.

### **Reading Test**

Sample A

Ted looked for a book. After he found it, he went to the front desk to check it out. Ted is mostly likely at a

- A bank
- B store
- C library
- D restaurant

**Answer C**

Sample B

Kate drives to the train station and parks her car. Then she gets on the train. Kate Gets off the train at her stop and walks five blocks to work. This story is mostly About

- F where Kate works
- G how Kate gets to work
- H what Kate does at work
- J how long Kate stays at work

**Answer G**

### **Mathematics Computation**

Sample A

- A 19
- $12 + 7 =$  B 15
- C 10
- D 20
- E None of these

**Answer A**

### **Applied Mathematics**

Sample A

Which of these expressions has the same value as the expression in the box?

- $3 + 10$  A
- $10 - 3$  B
- $13 - 3$  C
- $7 + 3$  D

**Answer A**

# Testing as a Condition of Admission to the Apprenticeship Program

Pursuant to the Standards of Apprenticeship certified by the US Department of Labor Bureau of Apprenticeship and Training, the Plumbers & Pipefitters Local No. 125 Joint Apprenticeship Training Committee (JATC) has responsibility for establishing and maintaining rules and requirements governing the administration, supervision, and training of apprentices. In the opinion of the JATC, it is imperative to promote a drug-free workplace and to reduce accidents, injuries, and fatalities in the plumbing and pipefitting industry. Accordingly, Plumbers & Pipefitters Local 125 JATC has adopted a Drug and Alcohol Policy.

It is an established policy that applicants accepted into the Apprenticeship Program must test negative on a reemployment drug test. The admission of any applicant into the Program shall be contingent upon the applicant receiving and the JATC being provided a notice of a confirmed negative Drug test result.

An applicant who receives a confirmed positive drug test result or who refuses a pre-employment drug test will not be allowed to reapply or be considered for a position in the Apprenticeship Program for a period of one (1) year.

Failure to submit to a pre-employment drug test under this Policy including the failure to report in a timely manner to a collection site, sign any required consent form or otherwise fully cooperate in the collection of any authorized sample is also strictly prohibited and will be considered a refusal to test.

## Frequently Asked Questions

### **When do I start my apprenticeship?**

There is no definitive answer to this question. It could be as little as one day, over a year or more, or maybe never—refer to Page 9 of this pamphlet.

### **If I arrive late to my scheduled testing and/or interview can I reschedule?**

No.

### **What if I become ill or have an emergency on the day of my scheduled testing and/or interview?**

Contact the Training Center immediately at 319-362-9259. However, rescheduling is NOT guaranteed.

### **What can I do to prepare for the aptitude tests?**

Nothing really. No previous knowledge is required. Aptitude tests given are tests of adult basic education.

### **Can I retake the tests in hopes of raising my scores?**

No, only if you re-apply.

### **What do I bring with me on the day of testing?**

Current photo identification (e.g. driver's license). Pencils will be supplied at the testing site. Calculators are not allowed.

### **Once I have submitted my application can I make changes regarding my choice of area (Burlington, Cedar Rapids or Dubuque) or classification (plumber, pipefitter or refrigeration fitter)?**

Yes, at the next interview session.

**When can I apply?**

Any time during regular business hours.

**How often are interviews scheduled?**

Varies—dependent on when an appropriate number of completed applications have been received.

**Who is the JATC?**

JATC stands for Joint Apprenticeship Training Committee. It is a jointly managed board of trustees—three labor and three management, that oversees the operation of the apprenticeship program.

**Will testing and my interview take place on the same day?**

Not generally. It is usually scheduled for two separate days and takes place at the Training Center in Cedar Rapids. Testing takes approximately two (2) hours, while the interview takes less than one-half (½) hour.

**If/when I become an apprentice, how often do I attend classes at the Training Center?**

Six (6), 40-hour weeks per year, at intervals about once every two months. The rest of your time will be spent on-the-job training.

**If/when I become an apprentice, how long before I get health****Insurance benefits?**

Immediately. From day one, you receive health insurance and pension benefits.

**How much does an apprentice earn?**

An apprentice starts out at 40% of journeyman rate which is set by current contract, then receives a 5% wage increase every six (6) months if work and school performance are satisfactory.

**Are there any college courses that can help increase my****Chances of getting into the apprenticeship program?**

Nothing can guarantee your admittance into the apprenticeship program. However, classes that may prove useful for any trade related progress include: math-related courses, blueprint reading, welding, and any other trade-related courses.

**Local Union No. 125 JATC Fund**

It is the overall objective of the  
Local #125 JATC

To produce the most highly skilled,  
Competent and productive craftspersons  
That can be developed. As well, it is the  
Obligation of the JATC to provide the  
Resources and environment necessary  
To assure that apprentices achieve that  
Goal and understand their  
Personal responsibility in  
This endeavor.