

Related Studies Program



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AVTEC's Related Studies Program courses are offered through correspondence to benefit apprentices who are unable to attend classroom sessions. All of AVTEC's Related Studies Program courses meet the requirements of, and have been approved for, apprenticeship training by the U.S. Department of Labor, Office of Apprenticeship Training, Employment and Training Administration (ATETA).

Graduates of apprenticeship programs earn higher wages, have more stable work records, and are promoted sooner and more often than other workers. The following Related Studies Program courses are offered for apprentices to reach journeyman level:

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|-------------|------------------|
| Electrical | Painting |
| Maintenance | Sheet metal |
| Carpentry | Sprinkler fitter |
| Glazier | Masonry |
| Plumbing | Millwright |
| Drywall | Pipe fitter |
| HVAC/R | Janitorial |

What does apprenticeship have to offer me?

- The opportunity to earn as you learn
- Wages that increase along with your skills
- Increased marketability and job security
- Personal satisfaction and pride of workmanship
- Linkages to university degree programs
- Assurance that your training and certifications will meet industry standards

What does apprenticeship have to offer my employer?

- High-quality applicants and employees with a strong motivation to succeed
- Employees capable of advancing to progressively responsible positions within the company
- Decreased employee turnover
- Greater customer satisfaction and increased profits through a well-trained workforce
- Affiliation with the National Apprenticeship System

Related Studies Program (Apprenticeship Correspondence Courses)

AVTEC's Related Studies Program (RSP) provides instruction to persons enrolled in apprenticeship programs. The mission of the Related Studies Program is to deliver needed training by correspondence to students throughout the State of Alaska who could not otherwise receive the apprenticeship or up-grade training necessary to become more skilled as a worker, technician, or manager.

What is Apprenticeship?

For highly skilled occupations, apprenticeship combines on-the-job training with related classroom instruction. It is a structured system of training designed to prepare individuals for employment in skills trades and crafts. Training in the practical, hands-on aspects of the occupation are conducted at the job site under the supervision of a skilled journey worker, while the theoretical aspects of the occupation are presented through correspondence courses.

Apprentices in Alaska are required to have a minimum of 144 hours of related studies in their trades each year in addition to their actual work experience.

Apprentices who successfully complete the required hours of training in an apprentice program become certified as skilled craft workers.



AVTEC works closely with ATETA and representatives of Alaska industry as well as with apprentices and their employers. Related Studies Program staff at AVTEC, provide study material for the apprentice and determine the amount of study hours, grade work assignments and tests, supply employers with progress reports on their apprentice employees, issue Certificates of Completion, and verify the apprentice's study hours and completion points with ATETA.

The ATETA office provides technical assistant to Alaska industry in the development of apprenticeship training standards and related technical instruction curricula, registration of apprenticeship programs and apprentices, program evaluation and quality assurance, issuance of Certificates of Completion of Apprenticeship, and development of Selection Procedures consistent with Title 29, CFR, Part 30.

Students will have one year to complete their correspondence work from the date they enroll. Any student not progressing toward successful completion of the specific year will be notified in writing at the 10-month point. If the student does not complete and does not request an extension by the scheduled completion date, the student is dropped from the program and receives no refund.

A student may submit a written request for a one time extension of six months to complete their correspondence work. The written request must be received before their scheduled completion date. The cost for an extension is \$150. If the student does not complete by the new scheduled completion date, the student is dropped and receives no refund.

A student who is dropped and requests to re-enroll will pay full tuition for the appropriate year. Book fees can be waived if the student already has the appropriate books. The student will have one year to complete the correspondence work.

Where can I get more information about becoming an apprentice?

Contact the ATETA office or AVTEC:

Gerry Andrews
State of Alaska DOLWD-BP-OA
Office of Apprenticeship
1016 West 6th Avenue, Suite 105
Anchorage, Alaska 99501
(907) 269-4675
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