

**Northern Wisconsin Heat and Frost Insulators
Joint Apprenticeship Committee**

3315 N. Ballard Rd., Ste. D, Appleton, WI 54911-8988
Phone 1-877-625-8304 or 920-734-3148 Fax 920-734-6754

To the applicant:

Attached you will find the Northern WI Area Heat & Frost Insulators' Joint Apprenticeship Application, test procedures, Accuplacer Study Guide, and Selection Procedures.

Completely fill out the application. Either bring it in to our office, or mail it to us, with copies of the required paperwork:

- High School Diploma or GED or HSED certificate
- High School Transcript or GED or HSED score results
- Driver's License or State ID card
- Birth Certificate
- Accuplacer Test Scores (and GOAL or Learning Center completion if needed)

Upon completion of the above listed items, your name will be placed on the list based on the date we receive the last item.

Apprenticeship Jurisdiction for Employers of the Northern WI Heat & Frost Insulators' Joint Apprenticeship Committee is as follows:

The Wisconsin counties of Vilas, Price, Rusk, Oneida, Taylor, Lincoln, Forest, Florence, Marinette, Oconto, Langlade, Menominee, Shawano, Marathon, Clark, Trempealeau, Jackson, Wood, Portage, Waupaca, Outagamie, Brown, Door, Kewaunee, Manitowoc, Sheboygan, Fond du Lac, Green Lake, Calumet, Winnebago, Waushara, and Adams.

The Michigan counties of Iron, Houghton, Keweenaw, Baraga, Marquette, Dickinson, Alger, Schoolcraft, Delta, and Menominee.

If you have any questions call our office toll-free 1-877-625-8304 or 920-734-3148.

Sincerely,

Joyce Kabat
Apprenticeship Secretary

HEAT & FROST INSULATORS' JOINT APPRENTICESHIP COMMITTEE

Department of Workforce Development
 Division of Workforce Solutions
Bureau of Apprenticeship Standards,

APPRENTICE APPLICATION

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)]. The provision of your social security number is mandatory under Wisconsin Statutes. Your social security number will be used for identification purposes. If you do not provide your social security number, your application will be denied.

Trade Name	Social Security Number	Date	
Name (First)	Middle	Last	
Street Address or P.O. Box	City	State	Zip Code+4
Telephone Number ()	Cell Phone Number ()	E-Mail Address	
		Birth Date	

EDUCATION AND TRAINING BACKGROUND:

Circle the highest school year completed. For example: If you graduated from high school, circle 12. If you have a two-year associate degree, circle 14.

8 9 10 11 12 13 14 15 16 GED HSED

Previous **Related** School (Military/Correspondence/Night School/Trade School, etc.):

Previous Trade **Related** Employment (Including Military):

Company	City	Months	Trade
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Prospective Employer (if applicable):

Military Veteran? Yes No Not Sure

If you are a veteran, please contact your county Veteran's Service Office for benefit assistance.

Applicant Signature

Please return to:

HEAT & FROST INSULATORS' JAC
3315 N BALLARD RD STE D
APPLETON WI 54911-8988

Apprenticeship Application EEOC Supplemental Information

Name _____

Social Security Number _____

The Apprenticeship Sponsor is committed to equal opportunity for all applicants. The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion; national origin, sex, age, creed, handicap, marital status, ancestry, sexual orientation, arrest record, conviction record, or membership in the military forces of the United States or this state. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, the Wisconsin Fair Employment Law, and all other applicable state laws.

— Please Complete the Following —

The information provided below is simply for Equal Employment Opportunity Commission (EEOC) purposes. This information will assist us in our efforts to provide accurate information in compliance with EEOC regulations and requirements.

Race: (CHECK ALL THAT APPLY) <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Hawaiian/Pacific Islander	Ethnic Group: (CHECK ONE) <input type="checkbox"/> Not Hispanic or Latino <input type="checkbox"/> Origin Hispanic or Latino
	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

This form will not become part of your Personnel file. It will be maintained in a separate file, used only for EEOC and Affirmative Action reporting purposes.

NORTHERN WISCONSIN HEAT & FROST INSULATORS
JOINT APPRENTICESHIP COMMITTEE
3315 N Ballard Rd Ste D, Appleton WI 54911-8988
Phone 920-734-3148 or toll free 1-877-625-8304 Fax 920-734-6754

**TESTING PROCEDURE FOR THE
HEAT & FROST INSULATOR APPRENTICE APPLICANT**

All applicants should complete an apprentice application and return it to the apprenticeship office *with* the required paperwork.

The Technical College will administer the Accuplacer Test (Arithmetic and Reading Comprehension). The test takes approximately 1 hour including registration time.

To schedule an appointment, contact either:

THE APPLICANT MUST SPECIFY THAT HE/SHE IS SCHEDULING FOR THE HEAT & FROST INSULATORS JAC TEST.

LINDA SCHRAA	or	LORI HILGER	or	TESTING CENTER
FVTC in Appleton		Northcentral Tech in Antigo		Northcentral Tech in Wausau
920-735-5702		715-623-7601		715-675-3331 ext 4748
Scores sent to the applicant		Scores sent to the applicant		Scores are given to the applicant

There is a \$15.00 fee to be paid at the time of testing at FVTC in Appleton.

There is a \$10.00 fee to be paid at the time of testing at the Northcentral Tech sites.

or

No Appointment Necessary	JEANNE VENTURINI
Northeast WI Tech In Green Bay	Northeast WI Tech in Marinette
Mon–Thurs 8:00am–7:00pm(arrive no later than 4:30pm)	1-800-422-6982 ext 3874
Fri 8:00am–4:30pm(arrive no later than 2:30pm)	
Sat 8:00–11:00 am(arrive no later than 8:30am)	

There is a \$20.00 fee to be paid at the time of testing at the Northeast WI Tech in Green Bay..

Bring this letter and picture ID with your signature (driver license or state ID card) with you when you take the test.

Please Inform the testing center if you have a disability and need accommodations for testing.

The required scores for the tests are as follows:

Arithmetic	51 percentile
Reading Comprehension	30 percentile

If these requirements are not met, the applicant will be directed to the GOAL LAB, SKILLS LAB, or LEARNING CENTER. *GOAL LAB, SKILLS LAB, or LEARNING CENTER requirements must be completed before the indenture of an applicant.*

The applicant must provide the apprenticeship office with a copy of their test scores. And GOAL, Skills, or Learning Center completion, if applicable.

ACCUPLACER STUDY GUIDE

Computer Delivered Testing

The Computerized Placement Tests (CPT) use testing methods based on computerized adaptive testing techniques. You will take the tests using a personal computer. You will communicate with the computer by using the keyboard or mouse to enter your answers to the tests and to supply other information. A monitor connected to the computer will allow you to see the instructions, questions, multiple choice response options, your responses, and other information presented to you. The test instructions are easy to understand. Entering information also is very easy. A Test Administrator will always be present should you have any questions or problems. The Test Administrator has the ability to resolve difficulties that may occur.

Answering the Questions

Because you take the CPTs on a computer, you don't have to answer as many questions as on traditional paper and pencil tests. You will be presented with from 12 to 20 questions in one or more of the four test areas. The questions will appear one at a time on the computer screen. Most questions are multiple choice. When you have completed the question and verified your answer, a new screen will appear with your next question.

Adaptive Testing

We have found that each test usually takes students 15 to 20 minutes to complete. However, you may take as long as you need to complete each test. The tests are untimed. Each test is designed using adaptive techniques. This means that the computer automatically determines which questions are presented to you based on your responses to prior questions. This technique "zeroes-in" on just the right questions to ask you without being too easy or too difficult. The greater your demonstrated skill level, the more challenging will be the questions presented to you.

Starting to Test

A message will display when the tests are about to start. For example, the message might read:

READING COMPREHENSION TEST

This test measures your ability to understand what you read. Press ENTER to continue.

Every test will be preceded by several sample questions that will familiarize you with the types of questions in that particular test. These sample questions are not scored. When you have completed these, you will continue with the actual test questions. You are shown the correct response for the sample questions only.

Guessing

You should understand that this is an adaptive test. Questions are chosen for you on the basis of your answers to previous questions. Because the test works this way, you **must** answer every question when it is first given. You cannot omit any question or

come back later to change an answer. You may change your answer on a particular question; you must do so before continuing on to the following question. If you do not, the answer is accepted and you **cannot** return to the question. If you do not know the answer to a question, try to eliminate one or more of the choices. Then pick one of the remaining choices.

Description of the Tests

Reading Comprehension

This test is designed to measure how well you understand what you read. Some are of the sentence relationship type in which you must choose how two sentences are related. Other questions refer to reading passages of various lengths. Some passages are 75 words in length, while others are longer.

Arithmetic

This test measures your skills in three primary categories. The first is operations with whole numbers and fractions. This includes addition, subtraction, multiplication, division, and recognizing equivalent fractions and mixed numbers. The second category involves operations with decimals and percents. It includes addition, subtraction, multiplication, and division as well as percent problems, decimal recognition, fraction and percent equivalencies, and estimation problems. The last category involves applications and problem solving. Questions include rate, percent, and measurement problems, geometry problems, and distribution of a quantity into its fractional parts.

Sample Questions

Sample questions are shown below for each of the CPTs explained above. Those presented cover only a few of the areas covered by each test. The correct answers are shown on the last page.

Sample Questions for Reading Comprehension

Question 1: Narrative Question

Read the statement or passage and then choose the best answer to the question. Answer the question on the basis of what is stated or implied in the statement or passage.

There are two types of pottery that I do. There is production pottery- mugs, tableware, the kinds of things that sell easily. These pay for my time to do the other work, which is more creative and satisfies my needs as an artist.

The author of the passage implies that:

- (A) artists have a tendency to waste valuable time
- (B) creativity and mass-production are incompatible
- (C) most people do not appreciate good art
- (D) pottery is not produced by creative artists

Question 2: Sentence Relationships Question

Two underlined sentences are followed by a question or statement about them. Read each pair of sentences and then choose the best answer to the question or the best completion of the statement.

The Midwest is experiencing its worst drought in fifteen years.

Corn and soybean prices are expected to be very high this year.

What does the second sentence do?

- (A) It restates the idea found in the first.
- (B) It states an effect.
- (C) It gives an example.
- (D) It analyzes the statement made in the first.

Sample Questions for Arithmetic

Solve the following problems and choose your answer from the alternatives given.

Question 1:

All of the following are ways to write 20 percent of N EXCEPT

- (A) $0.2N$
- (B) $20/100N$
- (C) $1/5N$
- (D) $20N$

Question 2:

Which of the following is closest to $\sqrt{10.5}$?

- (A) 3
- (B) 4
- (C) 5
- (D) 8

Question 3:

Three people who work full time are to work together on a project, but their total time on the project is to be equivalent to that of only one person working full time. If one of the people is budgeted for $\frac{1}{2}$ of his time to the project and a second person for $\frac{1}{3}$ of her time, what part of the third worker's time should be budgeted to this project?

- (A) $\frac{1}{3}$
- (B) $\frac{1}{4}$
- (C) $\frac{1}{6}$
- (D) $\frac{1}{8}$

Answers to the Sample Questions

Reading Comprehension

1. B
2. B

Arithmetic

1. D
2. A
3. C