



APPRENTICESHIP CHECKLIST

_____ I have given my supervisor the introductory letter from the school and he or she has agreed to work with me.

_____ I have given my parent/guardian the parent letter and permission form from the school and my parent/guardian has signed the form and written down my insurance information.

_____ I have filled out my contract and had it signed by both my supervisor and the apprenticeship coordinator.

_____ I have met with my supervisor and apprenticeship coordinator in an introductory meeting to review the Apprenticeship Responsibilities.

_____ My Responsibilities Outline Form has been signed by my supervisor, apprenticeship coordinator and myself.

_____ I have met with my supervisor to decide a schedule that will be appropriate for him/her and me.

Students please note: ALL of the above must be checked off BEFORE you can begin counting your apprenticeship hours.