



Youth Apprenticeship Application Packet Checklist

A complete application packet must include the following:

✓ **Youth Apprenticeship Application Form**

PLEASE PRINT CLEARLY!

✓ **A cover letter, which should address the following questions:** (*see sample*)

- a. Why do you want to be a youth apprentice?
- b. How do your career interests relate to the apprenticeship for which you are applying?
- c. Why do you think you should be hired as a youth apprenticeship?

✓ **A résumé, which includes:** (*see sample*)

- a. Education (include any courses/training that support your qualifications and interest in a youth apprenticeship)
- b. Awards and honors
- c. Extracurricular activities
- d. Any employment information
- e. Volunteer work/community service
- f. Interests and skills

✓ **Two recommendation forms**

Recommendations should come from:

- a. Within a school setting (teacher, coach, school counselor)
- b. An individual in the community (volunteer coordinator, youth director, employer)
- c. A relative is acceptable **only** if he or she has supervised you in a paid work setting.

✓ **Release of Information Form**

✓ **Media Consent and Release Form**

✓ **Qualifying Placement Test Scores and any other required testing for apprenticeship**

Submit completed packet to:

TTC Division of School and Community Initiatives

PO Box 118067, Charleston, SC 29423

or email to:

Youth Apprenticeship Office

YouthApprenticeship@tridenttech.edu



Youth Apprenticeship Applicant Requirements

Please refer to our website for the most up to date list of pathways and requirements:

[Charleston Regional Youth Apprenticeship Website](#)

- **ALL PATHWAYS**

- Applicants must be attending a public/private/charter/online high school in the tri-county region (Berkeley/Charleston/ Dorchester counties) and be eligible to legally work in the U.S. and receive post-secondary education.
- Pre-Nursing (PCT) is the only pathway with a deadline of May 1st.
- Students are encouraged to apply as early as possible in the hiring cycle as some pathways can be competitive with a limited number of positions.
- Completion of an application does not guarantee entrance into the CRYA program. Applicants must be interviewed and hired by an employer partner to become youth apprentices.
- The hiring cycle runs from the end of January to early July.

- **CNA to Pre-Nursing (LTC)**

- See Next Page for Requirements

- **Construction**

- No academic placement required.
- Applicants must be able to work Monday-Friday, at least 30 hours a week, during the academic year.

- **Cybersecurity**

- Applicants must be 18 to apply for this pathway

- **Emergency Medical Technician (EMT)**

- Applicants must turn 18 by April 1st of the following year
- Ex. Applicant applies in 2025, they must be 18 by 4/1/26

- **HVAC**

- Applicants must be able to work at least two full days per week, Monday-Friday, during the academic year.

- **Medical Office Assistant**

- This is an administrative role; no hands-on patient care.

- **PLTW Engineering Technician/Assistant**

- Applicants must have taken or be scheduled to take PLTW Principles of Engineering and PLTW Introduction to Engineering.

- **Pre-Nursing (PCT) - Deadline for Applications is May 1st.**

- See Next Page for Restrictions and Requirements



CNA to Pre-Nursing (LTC) and Pre-Nursing (PCT) Youth Apprenticeship Applicant Requirements

*Please refer to our website for the most up to date
list of pathways and requirements:*

[Charleston Regional Youth Apprenticeship Website](#)

- **ALL PATHWAYS**
 - Applicants must be attending a public/private/charter/online high school in the tri-county region (Berkeley/Charleston/ Dorchester counties) and be eligible to legally work in the U.S. and receive post-secondary education.
- **CNA to Pre-Nursing (LTC)**
 - Applicants must be 16 years old before CNA training starts on June 12.
 - Interviews will be for long-term care facilities only (primarily in Berkeley and Dorchester Counties).
 - Must pass state CNA exam administered by SC Nurse Aid Registry to remain employed.
- **Pre-Nursing (PCT)**
 - Deadline for Applications is May 1st. Students must have fully completed applications with qualifying English and Math placement.
 - Applicants must be 16 years old before CNA training starts on June 12.
 - Interviews will be with hospitals that may include locations in downtown Charleston.

Both CNA to Pre-Nursing (LTC) and Pre-Nursing (PCT) **Requirements Upon Hiring:**

- Students must show proof of medical insurance.
- Students must show proof of a basic physical examination or health assessment that is less than one year from the first day of class.
- Students must show proof of hepatitis B vaccination or waiver. These results can be pulled from DHEC website.
- Student must provide a copy of a picture I.D. (Ex: State I.D., Passport, School I.D.).
- Student must provide proof of Covid vaccination or waiver. A minimum of one vaccination is required.
- ***The items listed above are not covered under tuition.***

Submit completed packet to:

TTC Division of School and Community Initiatives

PO Box 118067, Charleston, SC 29423

or email to:

Youth Apprenticeship Office

YouthApprenticeship@tridenttech.edu



Youth Apprenticeship Application

Email completed application to the TTC Division of School and Community Initiatives - Youth Apprenticeship Office

YouthApprenticeship@tridenttech.edu

PERSONAL INFORMATION – To be completed by student (**Please Print CLEARLY**):

Name _____
(First) (Middle Initial) (Last)

Address _____
(Street, Apt. No.) (City, State) (Zip)
(Please no school email)

Student Phone _____ Student E-mail _____

Parent Phone _____ Parent Email _____

High School _____ Current Grade _____ Expected Date of Graduation _____

Check the apprenticeship in which you are interested. You must submit a separate application for each area of interest. Automotive and Security/Pre-Law Enforcement applicants must have a valid S.C. driver's license.

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Automotive Technology | <input type="checkbox"/> Computer Networking | <input type="checkbox"/> Hotel Operations | <input type="checkbox"/> CNA to Pre-Nursing (LTC) |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Cybersecurity | <input type="checkbox"/> Supply Chain Analyst | <input type="checkbox"/> Pre-Nursing (PCT) - <i>Requires Math Placement</i> |
| <input type="checkbox"/> HVAC | <input type="checkbox"/> Civil/Mechanical CAD | <input type="checkbox"/> Culinary Arts | <input type="checkbox"/> Emergency Medical (EMT) |
| <input type="checkbox"/> Industrial Technology | <input type="checkbox"/> PLTW Engineering Tech | <input type="checkbox"/> Baking & Pastry | <input type="checkbox"/> Medical Lab Assistant |
| <input type="checkbox"/> Machine Tool Technology | <input type="checkbox"/> Mechatronics | | <input type="checkbox"/> Medical Office Assistant |
| <input type="checkbox"/> Welding | | | <input type="checkbox"/> Pharmacy Technician |
| <input type="checkbox"/> Security/Pre-Law Enforcement | | | |

I understand that I must have qualifying test scores, be on track for graduation, and have good attendance and behavior records. I must have reliable transportation to school and work, and I may have to forgo extracurricular activities that would interfere with my apprenticeship. I understand that this is a TWO-YEAR PROGRAM.

Student Signature _____

Date _____

Parent Signature _____

Date _____

School Counselor Signature _____

Date _____

Trident Technical College does not discriminate in admission or employment on the basis of race, gender, color, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity or pregnancy.

YOUTH APPRENTICESHIP PROGRAM

Applicant Release of Information



Receipt Date & Initials

Students enrolled in TTC college courses are protected by the Family Educational Rights and Privacy Act (FERPA) of 1974. Federal Law prohibits institutions from disclosing and/or discussing any information about a student without a written, signed release.

As parent/guardian of _____
Please print full student name

I hereby authorize Trident Technical College to release information relative to his/her initial Youth Apprenticeship application, including college records, to potential employers engaged in the Youth Apprenticeship Program.

Initial Information to be released:

- ☐ Youth Apprenticeship Application Form
- ☐ Cover Letter and Resume
- ☐ Recommendation Forms
- ☐ Qualifying Test Scores

Information to be released upon
employment in the Youth
Apprenticeship Program and
admission to the College:

- ☐ Academic Information (Transcripts)
- ☐ Enrollment
- ☐ Financial Aid
- ☐ Other _____

Parent/Guardian Name: _____
Please print full name

Parent/Guardian Signature: _____

Student Name: _____
Please print full name

Student Signature: _____

Student Date of Birth: _____ High School/Home School Association _____

SAMPLE COVER LETTER FOR YOUTH APPRENTICES

Name

Street Address

City, State, Zip

Phone Number

Email Address

Date

Dear Hiring Manager:

I am writing to express my interest in becoming a youth apprentice with your company. Based on the requirements for the program and the position, I believe that I would be a good match for your company.

I have always been interested in [describe your interests, hobbies, etc. as they relate to this career field].

I have enclosed my resume for your review. I look forward to discussing opportunities with you.

Sincerely,

Your Name

SAMPLE RESUME FOR YOUTH APPRENTICES

Firstname Lastname

Phone Contact Number: 843-555-5555

email_address@gmail.com

HIGH SCHOOL: Riverdale High School, Charleston, SC

High School Diploma anticipated in May 2019, Current GPA 3.71

AWARDS AND HONORS

National Honor Society: Fall 2014

Academic Honor Roll: 2012, 2013

EXTRACURRICULAR ACTIVITIES

Robotics Team, 2012, 2013

ROTC 2013, 2014

Student Council 2014

WORK EXPERIENCE (If Applicable)

Palmetto Lawn Service

- Assist family owned business with lawn and yard services to 30 neighborhood homes on a monthly basis.
- Help stuff envelopes with invoices for monthly billing

VOLUNTEER & COMMUNITY INVOLVEMENT

5k Charity Walk with Family: October 2011, 2012, 2013

Watch neighbors elementary aged children three days a week after school

INTERESTS & COMPUTER SKILLS

Community Baseball League, 2012, 2013

Boy Scouts, 2005- 2012

Proficient with Microsoft Word, Excel, Powerpoint and Internet research



Youth Apprenticeship Recommendation Form

Student Name: _____

High School: _____

This student has indicated an interest in the _____ Youth Apprenticeship. To assist us in evaluating this student's potential, please rate the student's performance in each area below (**mark one for each**)

Elements	No Basis for Judgment	Below Average	Average	Above Average	Excellent
Quality of Work					
Responsibility					
Effort					
Attitude					
Honesty					
Teamwork/ Cooperation					
Work Habits (on time, reliable)					
Problem Solving Skills					

Please provide any additional explanation or examples to support your ratings in the space below, or attach a separate sheet if necessary:

Name _____

Relationship to Applicant _____

Title/Business/School _____

Signature _____

Date _____

RETURN THIS FORM TO:
TTC Division of School and Community Initiatives - Youth Apprenticeship Office
YouthApprenticeship@tridenttech.edu
Fax: 843-574-6489



Youth Apprenticeship Recommendation Form

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Responsibility					
Effort					
Attitude					
Honesty					
Teamwork/ Cooperation					
Work Habits (on time, reliable)					
Problem Solving Skills					

Please provide any additional explanation or examples to support your ratings in the space below, or attach a separate sheet if necessary:

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Relationship to Applicant _____

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Date _____

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YouthApprenticeship@tridenttech.edu
Fax: 843-574-6489



TRIDENT TECHNICAL COLLEGE

Consent and Release

1. I, _____, parent or guardian of
(Print name of Parent or Guardian)

_____ at _____
(Print name of Student) (Name of School)

hereby grant to Trident Technical College and its agents, and others working for the College or on its behalf and its respective licensees, successors, and assigns the absolute right and permission to use, publish and broadcast voice recording, name, picture, and likeness, or any material based upon or derived therefrom, or to refrain from so doing, in any manner or media whatsoever for purposes of advertising, illustration or promoting and publicizing Trident Technical College's programs.

2. I shall have no right of approval, no claim to additional compensation, and no claim, including, without limitation, claims based upon invasion of privacy, defamation, or right of publicity arising out of any use.
3. I agree that this release does not in any way conflict with any existing commitment on my part.

Signature (Parent or Guardian)

Date

Print (Parent or Guardian)

Signature (Witness, must be 18+)

Date

Print (Witness, must be 18+)