

The 5 steps to becoming an apprentice

Last time we looked at some frequently asked questions about apprenticeship. This time we'll outline the stages involved in the apprenticeship process.

What is the apprenticeship process?

Apprenticeship can be outlined in five major steps:

Step 1: Choosing a trade

Choosing a trade begins by **evaluating skills and interests** and determining the trade that is most fulfilling. Apprenticeship Coordinators can help potential apprentices to discover their hidden talents with personality and skill assessments. There are also online assessments that will help determine the best trade for the individual.

Step 2: Education: High school's a good place to start

High school is a good time to start planning for an apprenticeship. High schools offer **co-op programs** to provide some basic skills and hands-on training in the skilled trades.

Step 3: Employment

In order to enter an apprenticeship individuals must connect with an **employer who is willing to sponsor them**. Searching for an apprenticeship job is like any other, it's time to start knocking on doors, making phone calls and sending out resumes. **Apprenticeship coordinators** can help potential apprentices on their road to employment by connecting them with employers looking for apprentices. In addition to arranging contacts, apprenticeship coordinators can provide advice and tips on making it through the interview and beefing up resumes to make individuals more attractive to potential employers.

It is important to get experience in a trade. People usually work 3-6 months in a trade before getting apprenticed. During this time individuals evaluate their interest in the trade and other tradespeople are gauging their suitability to work in that trade.

Step 4: Registering

Once an employer agrees to sponsor someone, the individual must **register as an apprentice**. The Apprenticeship coordinator can arrange the paperwork with the Bureau of Career and Technical Education or The Iowa Dept. of Public Health Regulatory Programs <https://idph.iowa.gov/regulatory-programs/pmsb> to set them up as an apprentice.

Step 5: The Learning Process

Now the apprentice is on the road to a prosperous career. Throughout the apprenticeship the individual will learn **hands-on skills as well as technical skills** at an appropriate post secondary institution. The learning process continues until they have completed the requirements needed to receive journeyman certification.

Over 80% of learning is done on the job. Technical in-class training occurs during the apprenticeship.

IOWA-The application process for individuals and businesses who need to apply to take an exam or obtain a license to practice the following professions in Iowa. The license types and trades available are:

- Apprentice, Journeyman, or Master
- Contractors in Plumbing, HVAC/R, Hydronics, or Mechanical Systems
- Plumbing
- HVAC/Refrigeration
- Hydronics
- Mechanical Systems
- Medical Gas System Installer Certification
- Disconnect/Reconnect Plumbing Technician Specialty License
- Hearth Systems Specialty License
- Private School or College Routine Maintenance Specialty License
- Service Technician HVAC Specialty License

If you have questions regarding the qualifications to take an exam or obtain a license, please visit the [Plumbing and Mechanical Systems Board web page](#).


Apply for a New Individual License or Exam Online

(Master, Journeyman, **Apprentice**, and Specialty.)

[Login tips and retrieving passwords](#) - Review these tips if you have trouble logging into your account.

Apply for a New License or Exam

(Instructions to create an A&A account 

- [Instructions to apply for a license online](#) 
- [Instructions to apply for an exam](#)

Examples of companies seeking apprenticeships in their trade:

Plumber Apprentice

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Bell Brothers Heating & Air Conditioning, Inc.

Des Moines, IA

Qualifications

- Pass background and drug screen
- High school diploma or its equivalent
- Valid Driver's License and insurance by company insurance carrier
- 1 + years of plumbing experience, or combination of education and experience
- Ability to obtain Plumbers Apprentice license
- Strong verbal and interpersonal communication skills

Benefits

- Continuing company paid training, including dealer training every Spring & Fall
- Overtime paid out daily based on 8 hours
- Weekends are counted as overtime
- \$25,000 life insurance policy + other insurance benefits
- Fully stocked take home Chevy van & gas card
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Pay Scale: up to \$19.00 per hour, depending on experience

Automotive Technician Apprentice Entry Level

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Shottenkirk Chevrolet West Burlington, IA TIP- There are car dealerships all over the state- contact your local dealer to enroll or start an apprenticeship for your students.