

JATC REQUESTS

Date: _____

Requested by: _____

I am requesting to:

<input type="checkbox"/>	Graduate early having met the graduation requirements of my apprenticeship program
<input type="checkbox"/>	Withdraw from the apprenticeship
<input type="checkbox"/>	#Take a Leave of Absence – <input type="checkbox"/> personal (up to 6 months) <input type="checkbox"/> military <input type="checkbox"/> medical
<input type="checkbox"/>	#Extend a Leave of Absence beyond 6 months *Explain in space below - *required
<input type="checkbox"/>	Reinstatement (Request to end Personal, Medical, or Military Leave of Absence)
<input type="checkbox"/>	Extend my apprenticeship – you may request up to 1200 hours of extension
<input type="checkbox"/>	Receive credit for previous experience (up to 1000 hours) *detail experience below *required Note: Employer input will be solicited and considered in making this decision
<input type="checkbox"/>	Transfer Between Apprenticeships from: CEO to: HE (available up to 4000 hrs)
<input type="checkbox"/>	Other (*Explain):

*Details or Explanation (if required):

NOTE: An apprentice requesting a Leave of Absence may return before the 6 month time period expires with a request in writing, or a doctor's release if the leave is of a medical nature. If the leave of absence needs to extend beyond the 6 months allowed, a new request with an explanation or update from a treating physician is required. A military leave of absence is good for the entire time you are serving actively. It expires 30 days after separation from active duty. If we have not heard from you by then, you may not be eligible for re-instatement.

Apprentice Signature: _____

Contractor input as needed:

Training Coordinator Signature: _____