I am requesting to:

- [ ] Graduate early having met the graduation requirements of my apprenticeship program
- [ ] Withdraw from the apprenticeship
- [ ] #Take a Leave of Absence – [ ] personal (up to 6 months) [ ] military [ ] medical
- [ ] #Extend a Leave of Absence beyond 6 months *Explain in space below - *required
- [ ] Reinstatement (Request to end Personal, Medical, or Military Leave of Absence)
- [ ] Extend my apprenticeship – you may request up to 1200 hours of extension
- [ ] 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
- [ ] Transfer Between Apprenticeships from: CEO to: HE (available up to 4000 hrs)
- [ ] Other (*Explain):

*Details or Explanation (if required):

_____________________________________________________________________________
_____________________________________________________________________________
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**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: ____________________________________________