

DR. JAMES M. KARPOWICH, COUNTY APPRENTICESHIP COORDINATOR
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Apprenticeship Accreditation

Employers (FAQ - FYI) Employees

US Department of Labor (USDOL)

Electrician, HVACR, Plumber

BERGEN COUNTY TECHNICAL
SCHOOLS ADULT EDUCATION

Apprentice Employee Checklist

Find a NJ Licensed employer
willing to register their business
& sponsor you...

*1099 IRS Credential accepted upon review by the
USDOL

SIX MONTHS CONTINUOUS
EMPLOYMENT ON THE BOOKS

8,000 HOURS ON THE JOB TRAINING (OJT)
OVER 4 YEARS

2,000 HOURS OJT FOR ONE YEAR AS
JOURNEYMAN

BI-ANNUAL COUNSELING WITH THE COUNTY
APPRENTICESHIP COORDINATOR (CAC)

576 HOURS OF RELATED TECHNICAL INSTRUCTION
(RTI) OVER 4 YEARS

BCTS IS AN RTI PROVIDER

Fully Staffed
CAC

Administrative Assistant
licensed instructors
est. 1952

1

78 HOUR CLASSES
6 PM-9 PM/TWICE WEEKLY
FALL & SPRING SEMESTERS
IN-PERSON & VIRTUAL
PLATFORMS

2

OPEN ENROLLMENT;
TRANSFERS WELCOMED

3

BCTS ISSUED E-MAILS MUST
BE USED FOR RTI PURPOSES

4

TUITION RANGES FROM \$767
TO \$900 PER CLASS



Employer (Sponsor) Qualifications

Employers: Request USDOL application packet to register your business & sponsor an employee under "Contacts"

ELIGIBILITY TO REGISTER/SPONSOR

- Hold current license & NJ Tax ID
- Business address in New Jersey
- Sponsor FT/PT or 1099 worker with six months consecutive employment
- 1:1 Ratio of Sponsorship: Licensed Employer
Journeyman can act as sponsors
- Allow apprentices release time for RTI
- Report OJT hours in USDOL portal

FAQ

- Overtime payroll deduction counts toward OJT hours
- Transcripts from outside programs may support RTI credit
- Registered apprentices receive discounts in the Spring Semester if they completed a Fall Semester
- Certificate of Completion issued by USDOL after OJT/RTI completed
- Unsponsored apprentices or unemployed students can enroll in classes and have hours retroactively credited
- Changes in employment status freezes OJT hours
- USDOL will accept up to 7,000 hours of previous verifiable OJT credit
- No time constraints exist to complete the required OJT/RTI hours
- NY tends to not reciprocate hours/credits



CONTACTS

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County Apprenticeship Coordinator
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Helpful Links

[ELECTRICAL](#)

[PLUMBING](#)

[HVACR](#)

[EMPLOYERS](#)

[CLASSES](#)

[NJ DOL](#)

To register for
the Electrician
exam
CLICK ABOVE

To register for
the Plumber
exam
CLICK ABOVE

To register for
the HVACR
Technician
exam
CLICK ABOVE

[Employers](#)
To start an
approved
apprentice
program
CLICK ABOVE

To learn about
RTI classes
available here at
BCTS Adult Ed
CLICK ABOVE

For more
information
regarding the NJ
Department of
Labor
CLICK ABOVE