

APPLICATION: CREDIT for PREVIOUS EXPERIENCE

Apprentice/Applicant Name: _____

Date: _____

Application Submission

To be considered for credit based on prior experience, a completed application form **along with all supporting documentation** must be submitted to the JATC office within **90 days** of the initial request date. **Incomplete or partial submissions will not be reviewed.** After receipt of the completed application, no additional documentation will be accepted, and no further credit will be considered or awarded.

Supporting Documentation

Please secure and provide original and verifiable documentation to support your request. Documents may include but not limited to those listed below. Supporting documentation will be used to review, award, and apply credit and/or advanced standing.

☐ RELATED CLASSROOM INSTRUCTION

- ☐ Official Transcript(s)
- ☐ Diploma
- ☐ Degree
- ☐ Certificate(s)
- ☐ Other - to be evaluated
☐ _____

☐ FIELD EXPERIENCE/ ON-THE-JOB TRAINING

- ☐ TDLR Experience Verification Form ELC005
- ☐ Notarized Letter from Employer
- ☐ Other - to be evaluated
 - ☐ Payroll Records / Check stubs
 - ☐ Tax Forms (W2)
 - ☐ _____

Submission Acknowledgement

Apprentice Signature: _____ Submission Date: _____

*****JATC Office Use ONLY*****		INITIAL	DATE
APPLICATION COMPLETED AND SUBMITTED FOR REVIEW AND APPROVAL.		Staff	
REQUEST DETERMINATION: ☐ DENIED: ☐ Schedule Placement Exam ☐ Credit Hours ☐ APPROVED: ☐ Schedule Placement Exam ☐ Credit Hours _____		Director	
APPLICATION CLOSEOUT & FINAL PROCESSING		Staff	