



****All credit requests must be submitted within the first year of your contract for consideration. Requests received after the first year will not be considered.****

Request for Unpaid Related Credit Taken Prior to Your Contract

SUBMIT THE FOLLOWING WITH THIS FORM TO:

Associated Builders and Contractors of Wisconsin
 Attn: Apprenticeship Advisory Committee
 5330 Wall Street ~ Madison, WI 53718

Phone: (800) 829-9926
 Fax: (608) 244-2401

Name _____ Trade _____

Employer _____ Contract Date _____

Please list each course you are requesting credit for (continue on additional page if needed):

Course Title	Length of Class (in hours)	Date Completed	Grade Earned

Please submit both of the following with the request form:

- Transcript/Certificate of completion for each course showing the date completed, grade, and **number of hours you attended**. If the transcript does not show hours, please obtain a letter from the course instructor showing your attendance.
- Course Description/Outline for each course credit is being requested. (Descriptions are not needed for Code, First Aid, CPR, and OSHA courses.)

Please check one of the two boxes below:

- In-Person—I would like to meet with the Committee in-person to discuss my request.
- Letter—I will submit a letter explaining how each course is related to my apprenticeship, and why credit should be given.

Apprentice Signature _____

Date _____

Employer Signature _____

Date _____



Associated Builders
and Contractors, Inc.

ABC of Wisconsin, Inc.
Apprenticeship &
Training Trust

UNPAID RELATED CLASS VERIFICATION

Please have your instructor fill out this form to verify your unpaid related class hours. The apprentice is responsible for having this sheet filled out and turned into the ABC of Wisconsin office if he/she wishes to receive credit.

*Please Note: You must submit a copy of your first aid, CPR or OSHA card in order to receive credit for these classes.

Apprentice Name: _____

Company: _____

Class Title: _____

Class Location: _____ Date of Class Completion: _____

Number of Hours the class was held: _____

Number of Hours the apprentice attended: _____

Pass or Fail? _____

By signing this form you authorized the above number of hours and class verification to the ABC of Wisconsin Apprenticeship Advisory Committee.

Instructor Name: _____

Instructor Signature: _____ Date: _____

Please return to:

ABC of Wisconsin Inc.
Apprenticeship & Training Trust
5330 Wall Street
Madison, WI 53718
(608) 244-6056
(608) 244-2401 fax
apprenticeship@abcwi.org

Special Needs Support Services

Congratulations on your recent approval as an ABC of Wisconsin Apprentice!

If you have a documented disability (i.e. learning disability, physical disability, etc.), services are available to you through the technical college. Please contact your local technical college and your ABC Apprenticeship Coordinator if you feel you qualify for these services.

Special Needs Support Services Contact Information

**Blackhawk Technical College –
Janesville**
Deborah Gilster
(608) 757-7796 or TTY 711

**Nicolet Area Technical College –
Rhineland**
Kaye Mathwich
(715) 365-4560 or TTY 711

**Chippewa Valley Technical College –
Eau Claire**
Kyle Schemenauer
(715) 852-1386 or TTY 711

**Northeast Wisconsin Technical College –
Green Bay**
Sandy Barnick
(920) 498-5755 or TTY (920) 498-6901

Fox Valley Technical College – Appleton
Bruce Rathe
(920) 735-5702 or TTY 711

**Waukesha Country Technical College –
Pewaukee**
Colleen Gonzalez
(262) 691-5281 or TTY 711

Gateway Technical College – Kenosha
Elizabeth Gridley or Dawn Kaiser
(262) 564-2448 or (262) 564-2570

**Western Wisconsin Technical College –
La Crosse**
Kristina Stellpflug
(608) 785-9875 or TTY 711

**Madison Area Technical College –
Madison**
Scott Ritter
(608) 246-6791

**Wisconsin Indianhead Technical College
– Rice Lake**
Heidi Diesterhaft
(715) 234-7082 ext. # 5522 or
TTY (715) 468-7755

**Mid-State Technical College -
Marshfield/Wisconsin Rapids**
Gina Klukas
(715) 422-5455 or TTY 711

ABC of Wisconsin
Leigh Emrick
800-829-9926 or (608) 244-6056

**Moraine Park Technical College –
Fond du Lac**
Bonnie Bauer
(920) 924-3361 or TTY 711