

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 |
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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 _____

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.