



U.S. Military Veterans Electrical Entry Program (VEEP) Participant Completion Requirements

The following list of requirements specifies each of the components of the VEEP program that the VEEP Participant must successfully complete in order to receive an apprenticeship offer from the Accepting JATC with which the participant has a signed agreement.

VEEP Participant Name: _____

Stage 1 – Participation Requirements

Date Completed

- Complete a VEEP Application Form _____
- Complete apprenticeship application requirements for Accepting JATC _____
- Pass a pre-acceptance drug screen test _____
- Sit for aptitude test _____
- Complete a VEEP Pre-Apprenticeship Agreement _____
- Obtain U.S. Military approval to complete training if in transition _____
- Provide US Military Discharge documentation _____

Stage 2 – Training Requirements

Date Completed

- Successfully complete online Tech Math _____
- Successfully complete required pre-apprenticeship courses _____
- Successfully complete required hands-on applications _____
- Successfully complete one Craft Certification Incremental Evaluation _____
- Complete the required minimum training hours as assigned _____

I certify that the participant listed above has successfully completed all requirements of the Veterans Electrical Entry Pre-Apprenticeship Program and is now eligible to receive direct entry with the participating JATC.

Printed Name: _____ Title: _____

Signature: _____ Date: _____

Additional Information about VEEP Completion Requirements

Stage 1 – Participation Requirements – All requirements of Stage 1 must be satisfactorily completed prior to beginning pre-apprenticeship training. The requirements are detailed as follows:

- **Complete a VEEP Application Form** – The VEEP Application may be completed in paper form or online, if available. Applications will be submitted to the Training JATC by the posted deadline. Applicants will be selected to participate by the Training JATC in a nondiscriminatory manner.
- **Complete apprenticeship application requirements for requested JATC** – VEEP Participants will be required to complete an apprenticeship application for the Accepting JATC, along with requested documentation such as high school transcripts, copy of photo ID, etc.
- **Pass a pre-acceptance drug screen test** – VEEP Participants will be scheduled to take a pre-acceptance drug screen test by the Training JATC in accordance with their Substance Abuse Policy. Applicants who test positive for alcohol or controlled substances will be disqualified from participation.
- **Sit for aptitude test** – VEEP Participants will be required to sit for the electrical industry aptitude test developed and validated by the American Institutes for Research.
- **Complete a VEEP Pre-Apprenticeship Agreement** – A VEEP Pre-Apprenticeship Agreement signed by the VEEP Participant, the Training JATC, and the Accepting JATC, must be completed prior to advancing to Stage 2.
- **Obtain U.S. Military approval to attend training if in transition** – In order to participate in VEEP pre-apprenticeship training, transitioning service members must be given written approval by the appropriate personnel on the military base/installation to which the service member is assigned.

Stage 2 – Training Requirements – All requirements of Stage 2 must be satisfactorily completed in order to receive a VEEP Certificate of Completion and be eligible for direct entry with participating JATC. Access to a laptop or desktop computer and the internet are required for some training requirements.

- **Successfully complete online Tech Math** – Prior to participating in any classroom or hands-on training, VEEP Participants must satisfactorily complete the NJATC Online Tech Math Course. As an alternative to successful completion of the NJATC Tech Math Course, the Training JATC may permit VEEP Participants to “test out” of the online course by achieving a score of 75% or better on the Building a Foundation in Mathematics Proficiency Evaluation.
- **Successfully complete required pre-apprenticeship courses and hands-on applications** – A syllabus of required coursework will be provided to the VEEP Participant to review prior to their signing the VEEP Pre-Apprenticeship Agreement. Successful completion of online courses require a score of 75% or better. Successful completion of hands-on applications will be on a pass/fail basis.
- **Successfully complete one Craft Certification Incremental Evaluation** – VEEP Participants will be required to successfully complete one level of hands-on Craft Certification with a score of 70% or better.
- **Complete required training hours that may include either or both, instructor-lead and computer-delivered training, of not more than 280 hours of in-person training as assigned** – VEEP pre-apprenticeship classes will be 8 hours per day (Monday through Friday), and 40 hours per week for a period of 7 weeks. Absences from required training must be excused and missed time made up so that the total hours of in-person training equals required minimum specified.