



## In-person Participant

### What to expect from VEEP

#### First steps

- 1) Fill out an application
- 2) Applications are processed in the order received
- 3) We typically work March through June to fill fall cohorts
- 4) Online cohorts form up throughout the year

#### When VEEP gets to your name on the list

- 1) VEEP will contact you to solidify your top three locations
- 2) VEEP contacts all three training locations
- 3) VEEP is working with multiple applicants, slots for a cohort fill based on date of application.
- 4) Once we have answers from your top locations you will make a final call based on who said yes
- 5) If we have a slot and a place for you to land, an agreement will be sent via [adobesign@adobesign.com](mailto:adobesign@adobesign.com)
  - a) Watch your spam filter
- 6) After the agreement is in place an acceptance letter can be generated for your command if needed
- 7) Plan your logistics to attend training
- 8) Get skillbridge paperwork approved and share final signed version
- 9) An onboarding session will be scheduled, online format
  - a) This will explain expectations and give instruction on how to access some of our online resources.
- 10) You will be registered for online tech math. There will be an assignment prior to the in person cohort dates.

#### During Training

- 1) In person cohorts are 7 week duration with limited allowance for absence.
- 2) Be ready to work in a lab environment with suitable work shoes and clothing
- 3) Laptop will be needed
- 4) Drug screening will be administered during in person cohorts
- 5) Expect homework every day, two or three tests per week
- 6) There will be written and hands on evaluations
- 7) No guarantee that everyone who starts will successfully complete
- 8) Contact your home local JATC to set up a date to be registered as an apprentice
- 9) There may or may not be a job assignment ready on day 1
- 10) Expect another substance abuse screening and random testing at JATCs
- 11) Find out what the COVID-19 policies are at your home local
- 12) Contact your mentor if assigned
- 13) Have a great time and absorb all the skills and knowledge you can soak up.



Upon Graduation, transition to civilian life, and relocation-

1. Graduate may show up at JATC during terminal leave, eligible for employment at this time.
2. Know you are registering for apprenticeship and that may mean waiting for an OJT assignment.
3. In person cohort graduates will receive a full first year book package.
4. VEEP will send completion certificate, completion records including copies of qual cards, aptitude test scores, substance abuse screening results
5. LMS records are not transferred.
6. The graduate will have to be registered in the TMS through the accepting JATC.
7. Accepting JATC is requested to set up some local publicity, coordinate with VEEP for banners and backdrops.
8. Graduate will receive graduation gifts at completion if from an in person cohort.
9. There will be a graduation ceremony during the last week