

# THE APPRENTICE SCHOOL

## TRANSFER ADMISSIONS PROCESS



IT IS IMPERATIVE THAT APPLICANTS FREQUENTLY CHECK THEIR EMAIL FOR CORRESPONDENCE RELATED TO THE APPRENTICE SCHOOL ADMISSIONS PROCESS. PLEASE MAKE SURE VOICEMAIL BOXES ARE SET UP AND ABLE TO RECEIVE VOICEMAILS IN ORDER FOR STAFF TO LEAVE PHONE MESSAGES WHEN NECESSARY.

### Application

- 01 Applicant applies via [www.as.edu](http://www.as.edu) as an *internal employee*. Internal applicants will be directed to the MyHR log in. Applicants will receive an email within 48 hours:
  - Application fees waived for NNS employees. Internal applicants will receive an email after application submission confirming the fee has been waived.
  - Applicant submits **all official** transcripts from **all** schools attended.
    - Official transcripts are sent by or can be picked from the institution but **must remain sealed**. Transcripts can also be sent electronically from [parchment.com](http://parchment.com) or [studentclearinghouse.org](http://studentclearinghouse.org).
  - Application and official transcripts MUST be received before the evaluation of the application package**

### Evaluation

- 02
  - Internal candidates will be evaluated on attendance and job performance and will need to remain in good standing
  - If offered admission: Applicant will receive verbal offer of acceptance 30–60 days after interview
  - If not offered admission: Applicant will receive email notification 30–60 days after interview

### Application Reviewed

- 03
  - The Admissions Office will review completed application packages (This can take approximately 2 weeks)
  - If applicant is lacking required credits or previous academic performance is not satisfactory, an email will be sent and status changes to disqualified
    - Please contact The Apprentice School to learn about Night School options*
  - Applicant will receive an email of interview information if selected OR email notification for no interview if not selected

### Next Steps

- 04
  - After the verbal offer of acceptance by phone, a conditional offer letter will be sent via email. Applicants will need to log into their applicant portal in order to accept the offer. Your foreman will be notified regarding your offer to The Apprentice School.

### Onboarding

- 05
  - Final start date will be sent by email once all contingencies including attendance and job performance have been met. Start dates vary throughout the year\*
  - On-boarding process information will be sent by email

### Apprenticeship Begins

- 06
  - Applicant begins as a Newport News Shipbuilding Apprentice!

\*All estimated times vary depending on apprentice positions available, changes in hiring plans and needs of company, start dates, etc. Meeting the minimum requirements to apply does not ensure selection. Other information can be found on the [as.edu](http://as.edu) website.