

**Admissions checklist:**

The following checklist serves as a helpful resource. For complete instructions, visit our website and review the information on the Apply tab.

Where do I apply? Applications must be submitted in person at ARPEC, located at 13201 NW 45th Ave, Opa-locka, FL 33054. Our office hours are 9:00 am – 6:00 pm, Monday through Thursday, and Friday 8:00 a.m. – 4:30 p.m. Please plan to arrive at least one hour prior to closing to allow time to complete your application. You'll need to pay the non-refundable \$60 application fee by credit or debit card, cash is not accepted.

When can I apply? You can apply for admission year-round.

How to prepare:

- Make notes on your employment history, including each job you've held (company name, address, dates of employment, etc.)
- Gather the required documentation and bring them with you. Our staff will review these with you, using this checklist.

Admissions Summary, Step by Step:

Step 1: Let us know you're interested

Step 2: Gather up required documents.

Step 3: Complete your application in-person.

Step 4: Take entrance exams.

Step 5: Participate in an interview.

Step 6: Admissions notification.

Step 7: Additional requirements:

- Physical Abilities Test.
- Drug screening
- Begin working in the industry.
- Attend orientation.
- Sign your Student Loan Agreement.

Step 8: Final acceptance and enrollment.

Step 9: Starting your apprenticeship.

Step 10: Thriving as an ARPEC Apprentice

Required documents:

Bring these documents with you when you complete your application. We will review them and make copies of what you provide.

Proof of age eligibility:

- ☐ Provide a copy of your birth certificate as proof that you'll be at least 18 years old by the start of school.
- ☐ Your valid Florida driver's license. We will use this to obtain your driving record.

Proof of education:

Provide one of the following (required):

- ☐ An official, sealed certified transcript from your high school or
- ☐ An official high school equivalency (GED) certificate including test results.

Provide, if applicable:

- ☐ An official, sealed certified transcript for post-secondary schools you have attended (colleges or trade schools).
- ☐ Any industry-related licenses or certificates you have earned. For example, OSHA 10, or EPA license.
- ☐ Any industry-related training you participated in while enlisted in the U.S. Armed Forces.

Proof of military service, if applicable:

- ☐ Form DD-214: Certificate of Release or Discharge from Active Duty

Proof of your eligibility to legally work in the U.S.

Each candidate will be required to prove eligibility to legally work in the United States. You will be asked to complete the US Citizenship and Immigration Services Form I-9, which requires documentation. For more information, you can use this QR code to visit the [U.S. Citizenship and Immigration Services list of Form I-9 Acceptable Documents](#). You must either provide one document from Form I-9 **List A**, or one document from each of **List B and List C**.

List A: While there are many options on Form I-9 **List A**, most commonly, applicants provide one of the following:

- ☐ U.S. Passport, U.S. Passport Card or Permanent Resident Card

Or one from List B and C: If you cannot provide one item from List A, you'll need to provide one document from **List B and** one from **List C**. While there are many options on Form I-9 **List B and List C**, most commonly, applicants provide their

- ☐ Florida Driver's license (List B) and
- ☐ US Social Security Account number card that is not restricted in any way (List C).