

THE APPRENTICE SCHOOL

GENERAL 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.



01

Application

- Applicant applies via www.as.edu and will receive an email within 48 hours explaining the following two steps:
 - Applicant pays processing fee (if not paid in 45 days, status changes to disqualified)
 - Applicant submits **all official** transcripts from **all** schools attended.

Application, processing fee, and official transcripts MUST be received before the evaluation of the application package

02

Application Reviewed

- The Admissions Office will review completed application packages (This can take up to 2 weeks)
- If applicant is lacking required credits, an email will be sent and status changes to disqualified
- Applicant will receive an email of interview invitation OR email notification for no interview

03

Post Interview

- A committee evaluates applicants interview package
- 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

AFTER ADMISSION OFFER ACCEPTANCE

04

Next Steps

- After the verbal offer of acceptance, a conditional offer letter will be sent via email. In addition, information about trade, rate of pay, medical exam, PAT (Physical Abilities Test), drug screening, and background check directions and information will be sent via emails.

05

Onboarding

- Final start date will be sent by email once all contingencies have been met (start dates vary throughout the year)
- Onboarding process information will be sent by email

06

Apprenticeship Begins

- Applicant begins as Newport News Shipbuilding Apprentice

All estimated times vary depending on apprentice positions available, changes in hiring plans and needs of company, start dates, individual background check processing times, etc. Meeting the minimum requirements to apply does not ensure selection. Other information can be found on the as.edu website.