

## APPLICATION DIRECTIONS

- Complete application
- Obtain school transcripts (from **ANY** school attended) and copy of GED/diploma
- Obtain two letters of recommendation (NON-FAMILY & KNOWN FOR 2 YEARS)
- If a **VETERAN**:
  - Obtain of copy of discharge papers or DD214
  - Register at [helmetstohardhats.org](https://helmetstohardhats.org) and include register number
- If in **KENTUCKY**: SEE “**TO ALL KY APPLICANTS**” IN PACKET. Go to the following websites for test site locations (KY Career Centers and KY Adult Ed Centers): <https://kcc.ky.gov/Pages/Locations.aspx> & <https://kyae.ky.gov/Pages/index.aspx> and schedule the WIN “Operating Engineers Test.” (formerly WorkKeys).
  - Graphic Literacy (score “4”) – Career Readiness 2.0 Module
  - Applied Math (score “4”) – Career Readiness 2.0 Module
  - Applied Technology (score “3”) – Supplemental Skills Module
- If in **INDIANA**: Contact your local WorkOne & schedule the WorkKeys tests-(please see attached paper).
  - Graphic Literacy (score “4”)
  - Applied Math (score “4”)
  - Applied Technology (score “3”)
- Voluntary Disability Disclosure Form

Mail **COMPLETED** application, transcripts, letters, discharge papers (if in the military), H2H number (if in the military), voluntary disability disclosure form, KY WIN tests & IN WorkKeys tests to:

**IUOE LOCAL 181  
APPRENTICESHIP & TRAINING OFFICE  
722 E. SR 68  
LYNNVILLE IN 47619**

**\*\*\*APPLICANTS WILL BE DISQUALIFIED IF ANY REQUIRED DOCUMENTS ARE NOT INCLUDED WITH THE APPLICATION.**

Once your **COMPLETE** application is received it will be filed pending scheduling of an interview. You will be notified by **MAIL** of the date, location and whom to contact.

IF YOU **MOVE OR HAVE ANY OTHER INFORMATIONAL CHANGES** PRIOR TO NOTIFICATION OF AN INTERVIEW, PLEASE NOTIFY US AT 812-922-5541.

**\*\*\*We will not be responsible for mail returned as undelivered.\*\*\***

## **WORKKEYS IN INDIANA**

<b>Bartholomew County</b>	<b>Mickey</b>	<b>812-376-3351</b>
<b>Dubois County</b>	<b>Denise Hohler</b>	<b>812-634-1599</b>
<b>Floyd County</b>	<b>Stacey Morejon</b>	<b>812-941-6435</b>
	<b>Kathy Erdman</b>	<b>812-941-6440</b>
<b>Gibson County</b>	<b>Lisa Duncan</b>	<b>812-779-7047</b>
<b>Knox County</b>	<b>Cindy Kraut</b>	<b>812-882-8770</b>
<b>Perry County</b>	<b>Becky May</b>	<b>812-548-4870</b>
<b>Vanderburgh County</b>	<b>Jody Robinson</b>	<b>812-424-4473 opt #6</b>

## **KY ADULT ED & CAREER CENTERS PHONE #'S WIN TESTING**

<https://kcc.ky.gov/Pages/Locations.aspx>

<https://kyae.ky.gov/Pages/index.aspx>

<https://www.wincrsystem.com/Home>

[WIN Support Team: support@winlearning.com](mailto:support@winlearning.com) / 888-717-9461, ext. 3

[Polly Maquette: pmarquette@winlearning.com](mailto:pmarquette@winlearning.com)

[KY Career Centers/Workforce – workforce@ky.gov](mailto:workforce@ky.gov)

[jabowman@moreheadstate.edu](mailto:jabowman@moreheadstate.edu)



## TO ALL KY APPLICANTS

### Requests from Apprentice Applicants - Operating Engineers Union 181

Please be aware that you are required to take the “Operating Engineers Test” as required by the Operating Engineers Union 181 (IUOE 181).

WIN Learning’s Career Readiness 2.0. courses AND Supplemental Skills/Applied Technology segment.

STEP 1: You will have a login for the WIN system. Adult Ed Sites (<https://kyae.ky.gov/Pages/index.aspx>) or KY Career Center (<https://kcc.ky.gov/Pages/Locations.aspx>) may provide you with this login information. (<https://www.wincrsystem.com/Home>) You will have a username and Password.

#### STEP 2: APPLICANTS TO THE COURSES/SEGMENTS:

IUOE 181 apprentice applicants please complete **Career Readiness 2.0 modules “Applied Math” and “Graphic Literacy”** through a Level 4 AND, complete the **“Applied Technology”** Unit at a Level 3 in Supplemental Skills.

Every applicant will begin Career Readiness by taking **Level 1 placement tests in Applied Math and Graphic Literacy**. As they complete a placement test at 80% or better (8/10 questions), they will progress to the next placement test. Once they do not score 80% or better, they will be placed in a corresponding level - applicants may work their way through that course content OR go directly to that level’s post-test, which they must pass at 80% or better to demonstrate success. The Workplace Documents module is optional for applicants.

Applicants are also required to complete the **Supplemental Skills “Applied Technology” Unit through a Level 3** – this means completing the Level 3 post-test at 80% or better or better. Other units are also optional.

#### STEP 3: REPORTING TO IUOE 181

KY Adult Ed sites and/or KY Career Center/Workforce site are not required to generate reports, print certificates or, track progress. Applicants will communicate completion information directly with IUOE 181 contact Cristal Nuhring: Email [cristal.nuhring@iuoe181.org](mailto:cristal.nuhring@iuoe181.org) or 812- 922-5541 text.

#### Reports - Individual

-Applicants can go to their Learner Dashboard and click on “Reports,” then “Individual”... then click on the small grey dropdown “tent” beside their names to find a log of all their activity. They can screenshot this piece OR...there is an option in the top right-hand corner to export that data in an excel/printable format – look for a small icon.

#### Dashboard Screenshot

-Screenshot their applicant/learner dashboard. The dashboard view shows, at a glance and with visuals – what applicants have completed.

#### Courseware Screenshot

-Once an applicant clicks into Career Readiness 2.0 or the Supplemental Skills course pages, they can see – thanks to green checkmarks- what they have completed. This offers a screenshot option too.

#### Phone Screenshot

-Applicants may also take a screenshot with their phone and text the photo to **812-922-5541 Text (Scores)**, to let us know that he/she has completed each course.

#### Contact Information:

KYAE - James Bowman/KYAE – [jabowman@moreheadstate.edu](mailto:jabowman@moreheadstate.edu)

KY Career Centers/Workforce – [workforce@ky.gov](mailto:workforce@ky.gov)

IUOE 181 – Cristal Nuhring – [cristal.nuhring@iuoe181.org](mailto:cristal.nuhring@iuoe181.org) / 812-922-5541 Text (Scores)

WIN Support Team: [support@winlearning.com](mailto:support@winlearning.com) / 888-717-9461, ext. 3

Polly Maquette: [pmaquette@winlearning.com](mailto:pmaquette@winlearning.com)



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Voluntary Disability Disclosure

OMB No. 1205-0223 Expiration Date: 06/30/2024

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Please check one of the boxes below:

YES, I HAVE A DISABILITY (or previously had a disability)

NO, I DON'T HAVE A DISABILITY

I DON'T WISH TO ANSWER

Your name: \_\_\_\_\_

Date: \_\_\_\_\_

**Why are you being asked to complete this form?**

Because we are a sponsor of a registered apprenticeship program and participate in the National Registered Apprenticeship System that is regulated by the U.S. Department of Labor, we must reach out to, enroll, and provide equal opportunity in apprenticeship to qualified people with disabilities.<sup>[1]</sup> To help us learn how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for apprenticeship, any answer you give will be kept private and will not be used against you in any way.

If you already are an apprentice within our registered apprenticeship program, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our apprentices at the time of enrollment, and then remind them yearly, that they may update their information. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

**How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to: blindness, deafness, cancer, diabetes, epilepsy, autism, cerebral palsy, HIV/AIDS, schizophrenia, muscular dystrophy, bipolar disorder, major depression, multiple sclerosis (MS), missing limbs or partially missing limbs, post-traumatic stress disorder (PTSD), obsessive compulsive disorder, impairments requiring the use of a wheelchair, and intellectual disability (previously called mental retardation).

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<sup>[1]</sup> Part 30 – Equal Employment Opportunity in Apprenticeship. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Apprenticeship website at <https://www.apprenticeship.gov/eo>.