

# **Work, Volunteering, Community Participation**



Artist: Brandy



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# Employment/Vocational Definitions

## Individual Supported Employment

Individual Employment is defined as services necessary to help an individual obtain and continue employment in individual jobs in business or industry. These services may include counseling to assist in the job selection process, initial placement, and training at the employment site, working with employers and other employees, or assisting the worker to obtain other services necessary for continued employment. The majority of those employed in individual jobs experience significantly higher wages and integration at work compared to other employment options. Currently, community-based contractors provide Individual Employment services to 229 individuals.

## Group Supported Employment

Group Supported Employment provides supervised paid training opportunities, performed at business sites in groups of eight or fewer employees with disabilities. Employees assigned to these programs have demonstrated a need for ongoing supervision and support to maintain employment. Group Supported Employment can be an enclave, groups of individuals placed in a business or industrial site, or a mobile crew. Currently, community-based contractors provide Group Supported Employment services to 156 individuals.

## Prevocational Services

Prevocational Services (or Specialized Industries) are provided by businesses which were organized and designed primarily to provide paid training opportunities for adults with disabilities. Prevocational Services differ from Group Supported Employment in that larger groups of people with disabilities are employed in the setting. This category of employment is utilized within the county to provide support and training for severely challenged individuals who have behavioral or other disabilities that have been barriers to employment in community settings. It is the County's goal to continue to provide other, integrated options and downsize this service. There are currently 233 individuals in Prevocational Services.

## Community Access

Community Access provides assistance, advocacy, and education individualized to increase a person's abilities to utilize the resources of the community and to

exercise choice in leisure activities. This service helps people to creatively use leisure time; develop natural networks with people who do not have identified disabilities through family, friends, and community groups; and increase their self-reliance and relationships, which reduces the time spent with, and dependence on, paid caregivers. Community Access serves people who are senior citizens or younger adults who are not able to participate in employment programs. The services are developed with emphasis on each individual's need. Currently, Community Access services are provided to 171 individuals by community-based contractors.

## Person to Person

Services and supports to assist people with disabilities, their families, friends and allies to: (1) articulate a personal vision for a desired life in the community; and (2) locate and connect people to sources of personal support in the community that enhance the vision for a desired life.

## The Division of Vocational Rehabilitation (DVR)

DVR has primary responsibility for *competitive employment*. DVR can provide short-term vocational assessment, placement, and training. Since people seldom have continued training once they are placed on a job, individuals must rely on their own skills to maintain themselves in the job. This alternative offers individuals a wide range of work choices and possibilities but no long-term support. DVR also participates with the County in funding supported employment services.

Supported Employment is defined as paid employment for persons with developmental disabilities for whom Competitive Employment at or above the minimum wage is unlikely and who, because of their disabilities, need ongoing support to perform their work. Support is provided to consumers, employers, and/or coworkers through activities such as training, information, supervision, and transportation. Supported Employment is conducted in a variety of settings and work sites in which persons without disabilities are employed.

*Source: Family Educator Partnership Project*

## A Few Questions You Might Want to Ask Employment Agencies

Agency: \_\_\_\_\_ Contact Person: \_\_\_\_\_

1. What services does your agency offer?
2. How would you help me plan for the kind of services that fit me best?
3. If I pick your agency, how will you help me find a job? What will each of us do to find me a job?
4. What types of jobs do you help people find?
5. How much do people earn? Do they work full-time or part-time?
6. How long does it take for someone to find a job?
7. What kinds of connections do you have with companies in the community where I might get a job?
8. How would you help me with long-term follow-up after I get a job?
9. If I choose Community Access, how would you help me decide what kind of activities I could do?
10. How would you help me if I have special needs such as: medications, personal care, cultural diversity, behavior challenges or safety issues?
11. What is special about your agency? What does your agency do best?
12. How will I get to my job or community access events?
13. How will you keep communication open with parents, guardians, and important others?
14. Tell me about the staff in your agency.
15. Do you have a job available for me now?
16. At what age will you help me find a job?

Source: *Spokane Amazing Transition Decisions*



## Things Parents Might Do...

Learn who provides supported employment services in your county, interview these people, have them meet your child, stay in contact with them, let them know how your child is doing.

Know your County Coordinator, Board, DVR Counselor, Administrator, and elected officials.

Explain to your network why it is so important that people with disabilities work.

Work with your school to ensure your child gets paid community jobs while he/she is still in school.

Believe your child can and should work.

Involve everyone you can in helping you.

Learn about SSI Work Incentives and how to use them in funding supported employment services.

Learn how the adult service system works and do not expect anything without a lot of effort.

Help your child start to figure out the type of job that she/he would like and be likely to succeed.

Do not give up – do ask questions when things do not make sense to you.

*Source: Abby Cooper, O'Neill & Associates  
Date: 1992-93*



## A Parent's Role in Job Readiness

The following are things families can work on to help their sons or daughters be prepared to utilize the employment system.

Copies of past materials such as:

- School materials pertaining to work training
- Documentation of work or volunteerism
- DVR materials
- Job assessments

Current Job Search materials:

- Resume
- Letters of recommendation
- Cover letters
- Awards

Interviewing Skills:

- An understanding of what an interview is
- Prepared answers to basic interview questions
- Practice interviewing

*Source: Washington State Initiative for Supported Employment*



# Ticket-to-Work: Information for Washington Teens

## What is Ticket to Work?

The Ticket to Work (TTW) is a Social Security Administration program that provides employment support services for people with disabilities who want to work. These employment support services might include vocational rehabilitation, job search assistance, job training, resume writing, job coaching, and more. TTW is part of the Ticket To Work And Work Incentives Improvement Act. Title I of this act covers employment (Ticket to Work). Title II of this act covers healthcare. In Washington State, Title II is called Healthcare for Workers with Disabilities (HWD). See more information below.

## How do I know if Ticket to Work is right for me?

The Ticket to Work program is specifically tailored to fit certain needs, so if you can answer YES to all of these questions, TTW may be right for you!

1. Do I want to be employed?
2. Am I between the ages of 18 and 64?
3. Do I have a current disability review from Social Security?
4. Do I fit into at least one of the following three categories?
  - I am currently receiving SSI or SSDI cash benefits due to disability
  - I am receiving cash benefits as a disabled widow or widower.
  - I am receiving cash benefits as an adult who is the disabled child of a wage earner under the Social Security rules.

## What is so great about Ticket to Work?

Right now, your income options as a person with disabilities may be limited. You may be forced to choose to either work or receive Social Security benefits. The Ticket to Work program enables people with disabilities to no longer have to choose between taking a job and having health care.

## The Ticket to Work program sounds great! How do I sign up?

One more great thing about the Ticket to Work program is that you don't have to sign up for it. If you are receiving Social Security Benefits, a "ticket" will

automatically be sent to you with detailed instructions. Since this program is voluntary, you do not have to use your ticket once you have received it.

## How Does My Ticket Work?

If you are eligible, the Social Security Administration will automatically send you a Ticket. The Ticket is just a document with both some personal information and general information about the TTW program. Once you receive a ticket, it is your choice to use it or not to use it. Included with your ticket will be a list of Employment Networks (ENs). ENs are registered employment agencies that can help you with services such as vocational rehabilitation, job search assistance, job training, resume writing, job coaching, and more. You can also use your ticket to enlist the help of your local Division of Vocational Rehabilitation (DVR). The Ticket to Work program is designed to give you choice and improve access to services.

## What is the Healthcare for Works with Disabilities (HWD) Program?

HWD is a Medicaid buy-in program for people with disabilities who work. The worker pays a small monthly fee (premium) based on his/her income for this healthcare coverage. If you have been afraid of pursuing your career goals for fear of losing your health coverage, this program may be perfect for you. For more info about HWD, visit their website at <http://fortress.wa.gov/dshs/maa/Eligibility/HWD.htm> or call toll free the number below, according to where you live in the state:

**Region 1: 1-866-865-6150 Counties:** Adams, Asotin, Chelan, Douglas, Ferry, Garfield, Grant, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, and Whitman.

**Region 2: 1-877-980-9140 Counties:** Benton, Columbia, Franklin, Kittitas, Walla Walla, and Yakima.

**Region 3: 1-800-827-1808 or 425-438-4973 Counties:** Island, San Juan, Skagit, Snohomish, and Whatcom.

**Region 4: 206-272-2169 County:** King.

**Region 5: 1-866-755-4834 or 253-476-7300 Counties:** Kitsap and Pierce.

**Region 6: 1-800-960-5456 Counties:** Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Klickitat, Lewis, Mason, Pacific, Skamania, Thurston, and Wahkiakum.

## Where Can I Get More Information About Ticket to Work?

The Washington State Department of Printing has a free brochure for teens about TTW. Go to: <http://www.prt.wa.gov/default.asp?p=shop>

- This takes you to the "Online Ordering" page. Click on "General Store".
- This takes you to the "Welcome" page. Click on "I'm New".
- This takes you to the "Shopper Registration" page. Fill out the Registration Information and click on "Register".
- This takes you to the "Store Lobby" page. Click on "Shop by Item Type".
- This takes you to "Shop by Item Type page". Click on "Brochures".
- This takes you to the "Brochures" page. Click on "22-640X Ticket to Work Brochure - for Adolescents"
- From here follow the directions for ordering the brochure.

Please note this brochure is available in Cambodian (CA), Korean (KO), Laotian (LA), Russian (RU), Somalian (SO), Spanish (SP) and Vietnamese (VI)

You can also get more information about TTW on the internet at <http://www.ssa.gov/work> or <http://www.yourtickettowork.com> or call the toll free Ticket-to-Work Help Line at 1-866-968-7842 voice or 1-866-833-2967 TTY.

*Source: Adolescent Health Transition Project  
Accessed June 2006*



## How Young People Can Benefit from One-Stop Centers\*

\* Washington State's One-Stop Centers are called WorkSource Centers.  
Locate one near you: [http://www.wa.gov/esd/wsdirectory\\_local.htm](http://www.wa.gov/esd/wsdirectory_local.htm)

### From the National Collaborative on Workforce and Disability Information Brief

Are you looking for a job for the summer or year round? Is everyone asking you what you are going to do after high school? Don't know what to tell them or where to start? Well, there is a new resource to help you get started: **One Stop Centers**. At One Stop Centers you will find the tools you need to build your future and enter the world of work. They offer resources and assistance to help in each stage of your road to work, including researching careers, completing resumes and applications, and practicing for interviews. This Information Brief familiarizes you with, and prepares you for, your first visit to a One Stop Center. It explains the history of One Stop Centers, who can use a Center, the services provided, and how you can get the most out of a Center.

### What Is the Workforce Investment Act and What Does it Have to Do with Me?

Since the Workforce Investment Act (WIA) became law in 1998, one of its main goals has been to bring job related services under one roof in places called One Stop Centers. These Centers gather together job information and resources in one place and make them available to everyone in a simple and convenient manner.

Because of WIA, more people find out about and are linked to services they need without going to more than one place. WIA also ensures that *all* people are able to access Center services. Centers, according to the law, must work in ways that empower people with enough information to make good choices about their work and future job opportunities. Finally, WIA emphasizes youth. Youth activities available under WIA include tutoring and instruction leading to completion of high school, summer employment opportunities, paid and unpaid work experiences such as internships and job shadowing, leadership development activities, and mentoring. WIA specifically discusses how youth can qualify for services and what services are available to them. Center staff are familiar with jobs and opportunities in the community. They can help you not

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\* Washington State's One-Stop Centers are called WorkSource Centers.

only find a job but also help you find appropriate training, return to school, develop job seeking skills, and learn about yourself and your interests.

## What can One-Stops Do for Me?

One-Stop Centers can provide you with valuable resources that will assist you in:

- obtaining information about careers in your local community and skills required for a wide variety of occupations
- developing important work skills such as conducting job searches, writing resumes, preparing for interviews;
- accessing information and opportunities for work-based experience through internships, summer work programs, apprenticeships and mentoring;
- identifying community resources that can help you to plan and meet your transition goals.

Typically there are many different types of community based organizations and services located at or connected to One Stop Centers. Center staff have information about these and other resources in your community and can refer you to them as needed. Centers usually have resources such as computers, job listings, materials about education and training programs, and lots of information about different careers. Most Centers also provide a range of services, from what they call "core" services, to actual training. (See chart) The type of service you receive depends on what you qualify for and what the Center offers.

## Am I Eligible to Use One Stop Centers?

Anyone 18 years of age and older is eligible for core services; however, some Centers have special programs for youth 14 years of age and older who meet certain eligibility criteria. If they do not have special programs or you do not meet the eligibility criteria, you can still use the basic resources offered by the One Stop, even if you already receive services from another agency or your school. You are eligible for core services if you are:

- 14-21 and are part of a group that has traditionally faced serious barriers to being employed, such as living in low-income circumstances or having a disability;
- 18 or older and have a hard time getting a job and/or keeping one;
- Struggling with dropping out of school or have been homeless, a runaway, in foster care, or have a child;
- A pregnant mother or a parent;

- An offender; or
- In need of help completing an educational program or in securing and holding a job.

## One Stop Centers Services

The chart describes the three levels of service provided at One Stop Centers. Core services may be the most useful to you. The resource library, online databanks and workshops give you a chance to prepare for work, find out more about what is out there, in terms of work, and what you may be interested in pursuing.

### Finding a One Stop Center

There are centers in major population areas in every State. If there is more than one nearby, you can choose the one you want to use. Contact each Center and find out which one offers the services most appropriate for you. Sometimes locating Centers can be challenging. In many states and cities, these Centers have different names; most of them are not called One-Stop Centers. Here are three of the best and fastest ways to find the One Stop closest to you:

1. Contact America's Service Locator from the U.S. Department of Labor, at 877-872-5627 (toll free) or at their web site [www.servicelocator.org](http://www.servicelocator.org).
2. Call your State Department of Labor <http://www.dol.gov/dol/location.htm>
3. Ask your guidance counselor, special education coordinator, or transition coordinator at school.

### Visiting a One Stop Center

Once you know which Center to use, you need to prepare for your first visit. Below are two lists of things you can do to help this initial visit go smoothly.

### Three Levels of Service

	<b>Descriptions</b>	<b>Examples</b>
Core Services	Available to everyone for free. Most of these services are self-directed and you decide what to use and how to use them. However, help is available from staff.	<ul style="list-style-type: none"> <li>▪ Access to job banks and listings of jobs</li> <li>▪ Internet access</li> <li>▪ Access to computers and other tools available in the resource library</li> <li>▪ Workshops that focus on topics such as: job seeking skills, interviewing techniques, resume development</li> <li>▪ Work skills and interest inventories</li> </ul>

	<b>Descriptions</b>	<b>Examples</b>
Intensive Services	<p>Available to people unable to become employed by using the core services, or who meet other specific eligibility for extended services.</p> <p>Access to more services and special programs and training.</p>	<ul style="list-style-type: none"> <li>▪ Individual and group training sessions</li> <li>▪ Individualized job counseling and one-on-one assistance</li> <li>▪ Tutoring and study skills</li> <li>▪ Case management</li> <li>▪ Intensive career counseling</li> </ul>
Training	<p>Services offered to people who have not become successfully employed through core or intensive services and are eligible. May use Individual Training Accounts (ITAs) to choose training services from any approved organization.</p>	<ul style="list-style-type: none"> <li>▪ Literacy or academic assistance</li> <li>▪ Custom training for a specific employer</li> <li>▪ Technical training programs (for example medical assistant or data processor)</li> </ul>

### Before you go:

It's a good idea to call a Center before your first visit and ask the following questions

- What services are available to me and how are they provided?
- What documents or information do I need to bring with me to the Center?
- How do I start the process? Is there a group orientation?
- Do I make an appointment to meet with a staff person?
- Do I walk in and help myself?
- Is someone available to assist me with self-directed activities, if needed?

Ask about accommodations. If you have a disability and you require any accommodations, you will need to speak up. Tell them the type of assistance you will need at your first visit. It will help if you have an idea about what accommodations help you succeed in a school setting.

- Do you use a sign language interpreter?

- Do you need written information in Braille, large print or a different alternative format?
- Do you need help using equipment?
- Do you need help filling out forms?
- Do you use special equipment or assistive technology?

*Note about disclosure:* If you have a disability, you are not obligated to disclose that you have one; however, if you will need accommodations, you will have to disclose that you have a disability in order to receive your requested accommodations. Also, disclosing may open the door to other services that could be useful to you. The decision to disclose is yours. Gather any papers or documents you are told to bring. If you need help doing this, ask someone in your family or at school to help you put things in order.

### When you get there:

You may be asked to register, fill out some papers, or even enter some information into a computer. This information will help staff identify the best services for you. A question about disability may be included in the registration form. Remember that you are not obligated to disclose that you have a disability. Ask if you can meet with a staff person to develop a plan for using the Center's services tailored to your goals and needs. This will help you make the best use of services and opportunities. If you have a transition plan at school, determine how the opportunities at the Center can help you fulfill your transition plan goals. Use the resources and technology available at the Center, such as computers and fax machines, to search for job information, type and send letters or put together your resume. If you don't know how to use a computer, or have never used the Internet, ask if they offer workshops on how to use the computer or ask a staff member for help.

NOTE: Find out if there are fees for sending faxes, making photocopies, accessing the internet, or utilizing other resources before you use them.

Participate in any activities that might help you achieve your goals, and try new things. Ask about workshops and when they are offered. The Center may offer workshops on a variety of topics, such as how to write a resume or job seeking skills.

Remember to be open and up front about what your goals are, what your interests are, and/or what you want to try – you are the best person to decide about what you want to do.

Follow-through. If you sign up for a workshop, be sure to attend. If you have a worksite experience scheduled, make sure that you go. Finish your activities and be responsible for what you need to do.

## One Last Thing

One Stop Centers provide opportunities for you to explore your options and enhance your job skills. All you have to do is find out what a Center near you has to offer and get started using its services. A One Stop Center is the best place for you to get started on the Road to Work!

## Information Online

There is a lot of information about One Stop Centers on the Internet.

The US Workforce website for information about the Workforce Investment Act and how to find One Stop Centers in any state.

<http://www.doleta.gov/regions/>

Washington Gateway including One Stop Centers:

[http://maps.servicelocator.org/portal/sl\\_map.asp?state=53](http://maps.servicelocator.org/portal/sl_map.asp?state=53)

*Source: The National Collaborative on  
Workforce and Disability for Youth*

*Date: September 2002, Websites updated June 2006*

## Healthy and Ready to Work (HRTW) Tools and Tips

# Work & You: Your Special Health Care Needs in the Workplace

**Congratulations!** As a young person with special health care needs who is getting ready to apply for or start a new job, you will be better prepared to succeed by planning ahead. There is nothing better than cashing a paycheck! Your goals are to keep small problems small and to stay as well as you can. Here are some things to think about:

### Health Care Logistics

**Health Routines & Treatments**—What type of health care services do I need on a daily, weekly or monthly basis? Think about your routines. Which can be done before work, after work or during lunch or break time?

**Health Services Outside of the Workplace**— How much time does it take to get these services? Be sure to include travel and waiting time, as well as time for the procedure and/or appointment. What types of supports do I need in order to get health care (this includes transportation, interpreters, special equipment and more)?

**Avoiding Missed Days at Work**—During what hours and what days of the week are the services I need available? Do my health professionals have office hours or late afternoon appointments that will help me minimize time away from my job. What are my employer's policies about taking off time and/or changing my schedule in order to get medical care? How many vacation days and sick days will I get?

**Health Care Insurance** – Will the job offer me adequate health insurance? Which health plan best meets my medical needs and my budget? How much does it cost per month to get health insurance at my job? How much will I have to pay for things I need that are not covered and for co-pays? Does the plan allow me to continue seeing the doctors I see now? Do I need to continue with Medicaid or Medicare insurance? Ask a trusted friend, a work colleague or someone who has a similar health need for advice. Sometimes the office manager at your doctor's office can tell you which plans are better for the services you need.

## Work Logistics

**Work Hours & Weekly Schedule** – What hours and days of the week will I work? Will the medical care that I need be available on days and times when I am not scheduled to work? In terms of both my need for on-going medical care and my stamina, should I plan to work full time or part time? How many hours per week do I need to work in order to get the employee health insurance? Sometimes working full time is too much. Many companies still provide benefits to employees who work at least 32 hours a week. If traditional work hours conflict with your medical routines or transportation needs, ask about flexible time – different start times or telework options.

**Work Environments: Staying Well** – Do my special health care needs affect my work environment? For example, do I need to be in an air-conditioned room, need a warm room temperature? Am I able to sit or stand on the job? Am I sensitive to perfumes and other smells? Do I need an electrical outlet to plug in my medical equipment? Do I need to take medications or receive medical treatments during the time that I am scheduled to work? Can I handle this by myself, or do I need some help with this? What do I need to tell my employer about my special health care needs?

**Emergency Plan & Disability Maintenance** – What about services needed in case of emergency – such as an illness, accident, problem with medication, broken equipment? How easy or how complicated is it to get help in these situations? Can some services come to me at the workplace? Do I need additional help in quickly evacuating the office if the elevators do not work or the accessible exit can not be used?

## Resources: Health Issues at Work

Department Of Justice, Civil Rights Division  
Questions and answers about the Americans with Disabilities Act  
<http://www.usdoj.gov/crt/ada/adahom1.htm>

Site provides an overview, technical information and complete text of the law on the ADA.

The Job Accommodation Network (Jan)  
Office of Disability Employment Policy – U.S. Department of Labor  
<http://www.jan.wvu.edu>

Provides a toll-free consulting service that offers information about job accommodations and employment for people with disabilities. (They offer only information, not help in getting a job). Also has information about the ADA and

many other links. Section for consumers has detailed fact sheets on accommodations for many disabling conditions, tip sheet for seeking employment, sample letters requesting on-the-job accommodations, and information for employers, government offices, educational programs, and more.

## Employment Support Institute

<http://www.vcu.edu/busweb/esi>

Site offers WorkWorld© training, free software and information to help people with disabilities make better decisions about employment by using “decision-support software” to get accurate answers about earning money, eligibility for government health benefits and understanding the impact of work incentives. Software for free download at <http://www.workworld.org>

## National Organization on Disability

<http://www.nod.org/findingjobs>

Site offers lots of advice about job-hunting, resume writing, ADA, resources, employment success stories.

## Work Support

<http://www.worksupport.com>

Clearinghouse for information, resources, research and training related to the employment of people with disabilities.



# Apprenticeship Programs in Washington State

## What is apprenticeship?

Apprenticeship training programs include:

- Automotive machinist
- Boilermaker
- Bricklayer
- Carpenter
- Cement mason
- Commercial glazier
- Corrections officer
- Dispensing optician
- Electrician
- Firefighter
- Insulation applicator
- Meat cutter
- Pipe fitter
- Plumber
- Roofer
- Sprinkler fitter
- Stationary engineer
- Tool and die maker
- Traffic control painter
- Tree trimmer
- Utility wire worker

And many more

Apprenticeship combines classroom studies with on-the-job training supervised by a journey-level craft person or trade professional. Like a college education, it takes several years to become fully trained in the fields that offer apprenticeships.

As an apprentice, you'll earn while you learn. At first, you'll make less money than skilled workers do. As you progress, you'll get regular raises and, once you've mastered the craft, you'll receive the same wages as a professional.

## Why should I choose apprenticeship?

**Proven success.**

Today's carpenters, electricians and plumbers were yesterday's apprentices. And tomorrow's asbestos workers, communication technicians and health care coordinators may be apprentice-ship "graduates" as well. You can find apprenticeship opportunities in many long-standing and emerging occupations.

**Proven methods.**

Whatever your field of interest, you will be taught by experienced trades people. You'll take at least 144 hours of related classes each year. And you'll have a chance to practice your new skills as you gain the necessary technical knowledge to do your job well.

**Higher wages.**

Workers who finish apprenticeships generally earn more during their working years than those who don't learn their skills in a formal training program.

### Advancement potential.

Apprentices who become journey-level workers usually advance more rapidly than other workers. Higher-paying jobs often come more quickly. Some apprentices move into supervisory positions within just a few years.

### Equal opportunity.

All apprenticeship programs must provide equal opportunity to all interested individuals. In fact, employers with five or more apprentices must show they are making a special effort to hire women and minorities. They are required to file a written affirmative action plan with the Department of Labor and Industries.

### Documented training.

When you complete your apprenticeship, you'll become a qualified journey-level worker in your chosen occupation. You'll receive a state-issued certificate valid anywhere in the United States that identifies you as a qualified professional in your field.

### Requirements

Some apprenticeship programs may have additional prerequisites. General requirements are:

- **Age.** Many programs require you to be at least 18 years old. In some cases, apprenticeships may begin at age 17.
- **Education.** Most trades will require you to have a high school diploma or GED certificate. You may need specific mathematical training to enter certain trades. Basic reading and writing skills are also expected.
- **Physical ability.** Some trades may be unsuitable for people who don't have the necessary strength or stamina to perform the required work.
- **Aptitude.** You may be asked to take an aptitude test to see whether you're suited to the trade that interests you.

### How do I become an apprentice?

Choose your trade carefully. Be sure it makes the most of your special talents. Visit work sites and ask people about their jobs. Would you enjoy doing what they do? Remember, apprenticeship is a commitment that prepares you for a lifetime career.

You may want to contact a Labor and Industries' apprenticeship coordinator for assistance. In instances where you need to find an employer to hire you as an apprentice, L&I can give you tips to make the search easier.

## Local Apprenticeship Coordinators

- **Northwest Washington** (Region 1) 360-416-3026
- **King County** (Region 2) 206-835-1027 or 206-835-1028
- **Pierce County/Central Peninsula** (Region 3) 253-596-3930
- **Southwest Washington** (Region 4) 360-575-6927 or 360-902-6781
- **Central Washington** (Region 5) 509-764-6906
- **Eastern Washington** (Region 6) 509-324-2590

To find Apprenticeship Programs in Washington State, you can also look on-line at:

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/Programs/default>

## Statewide Apprenticeship Program

Department of Labor and Industries Apprenticeship Section PO Box 44530  
Olympia, WA 98504-4530 360-902-5324 or 360-902-5320 E-mail:  
[APPRENTICE@LNI.WA.GOV](mailto:APPRENTICE@LNI.WA.GOV)

*Source: WA State Department of Labor and Industries  
<http://www.apprenticeship.lni.wa.gov>  
Accessed June 2006*

