

### Steps to apply for the apprenticeship online:

1. Go to <https://secure.tradeschoolinc.com/v5/lu123-com/login/index.php>
2. Click “Create Account”
3. Enter your email, create a password, and answer the security questions.
4. Go to your email and click on the link sent your email.
5. Click next on the page it takes you to.
6. Input your information. To receive information regarding testing dates and times, you must opt in to SMS.
7. Once all information is input, log into your tradeschool account.
8. Click on the blue tab towards the center top of the page that is labeled “Applications”
9. Read all qualifications and select the program that you are interested in. Please note, if you would like to change the program after the application is submitted, please email [mark.viggiano@lu123.com](mailto:mark.viggiano@lu123.com).
10. Input your demographic information and select “Start Application”
11. Input CC information and pay \$20 application fee. The application fee covers ½ the cost of applicant testing. The other half is paid by the JATC. If you would like to request a financial burden waiver, please email [Diana.lozano@lu123.com](mailto:Diana.lozano@lu123.com) and she can send you the form.
12. Fill out and upload all required documents and forms.
13. Once all 9 fields have been marked as completed, you are finished with your application. You will receive an email that states that “ALL REQUIRED ONLINE APPLICATION STEPS ARE COMPLETED”.

<https://qr.codes/KzXkqg>

