



The Basics of the ABC Apprenticeship Program

What is a Construction Apprenticeship Program? It is a Department of Labor Approved (DOL) Federal four-year Workforce Development program for laborers and helpers, desiring to pursue a Professional Craft Trade in Construction. Curricula study and on-the-job training develops a well-rounded Craft Professional with the skills necessary to become a Journey Level worker moving upward on the pathway to a successful construction career. The ABC – South Texas program offers: Carpentry, Electrical, Plumbing or Sheet Metal training tracks.

Federal completion will not automatically grant state plumbing or electrical licensure. The appropriate trade's state licensing authority issues state licensing after successful completion of their state application and exam process. Federal completion qualifies graduates to receive 100% of the contracted compensation rate in their trade for work performed on any Davis-Bacon or certified payroll job in all fifty United States.

Tuition Costs:

\$1,300.00 **all-inclusive** fee for ABC member sponsor employer per year

\$1,400.00 **all-inclusive** fee for non-member sponsor employer per year

- \$200.00 is billed to the sponsor employer at program registration and this cost is non-refundable. The remaining tuition balance is billed to the sponsor employer after the first day of class attendance. Refunds are not available after the first day of class.
- Sponsor employers are allowed to create and implement tuition reimbursement policies and graduation incentive programs within their organizations. It is highly recommended that these policies are documented and copies retained by both parties. ABC South Texas Chapter staff does not maintain copies of these agreements, and does not mediate disputes related to this matter for either party.
- The ABC-South Texas Chapter invoices the sponsor employer for tuition costs. Students should not remit payment on invoices received from ABC, unless special circumstances have been discussed and agreed on in advance.

Basic Applicant Requirements

- be 18 years or older
- provide a High school transcript or GED*
- Hold employment in selected trade, or obtain a sponsor employer prior to the start of the school year.

Texas Workforce Commission (TWC) and Local Education Agency Policy (LEA) Requirements

All apprentices to provide documentation that verifies individual eligibility to work in the United States such as a Driver's License or ID card issued by a State or outlying possession of the United States. The identification card must display a photograph and personally identifiable information such as date of birth, age, weight, height, gender, eye color, and address; however, a complete list of acceptable documents is included in the application package. Additionally, male United States citizens and immigrant applicants born after December 31, 1959 are required to register with Selective Service between the ages of 18 and 26. Males that failed to register with Selective Service before turning age 26, may be ineligible to participate in the Federal Work Study Program funded by the Workforce Innovation and Opportunities Act (WIAO) and, therefore, ineligible to participate in the ABC Program. To verify personal Selective Service registration, please [click here](#). Male applicants that did not register for Selective Service are advised to visit the exemption list to determine if exemption is possible, and contact the ABC South Texas Office for further direction.

The Full Step Enrollment Process

Application; Work Authorization and Selective Service Verification; Interview; approval into the qualified applicant pool by the ABC – South Texas Apprenticeship Committee; confirmation of sponsor employer status; attendance at orientation (typically held the last week of August or first week of September); sign into class. The Texas Workforce Commission requires each continuing student to attend all four initial class dates and new program applicants must attend the second through fourth regularly scheduled classes.



Class Training

- Classes are held at St. Philip's College Southwest Campus at 800 Quintana Road, San Antonio, 78211
- Course time is 5:30 pm to 9:30 pm
 - Tardiness and Absenteeism will be conveyed to sponsor employers on a daily basis.
- School year begins in September and ends the first week of June.
 - Classes are not divided into semesters.
- All course holidays (summer, winter, spring break, and others) emulate the Alamo Community College District's schedule
- First Year students are required to attend CORE and Trade Class
 - Typically* first year apprentices attend class on Monday for Trade and either Tuesday, Wednesday or Thursday for CORE.
 - CORE classes end immediately before or after winter break
- All CORE participants will have an opportunity to earn an 10-Hour OSHA Completion Card (provided attendance requirements are met)
- All returning students attend class one night per week, normally in the below format:
 - Level 2 – Tuesday
 - Level 3 – Wednesday
 - Level 4 – Thursday
 - Apprentices do not attend classes on Fridays or over the weekend.
- There might be instances where students across the levels will be required to attend classes twice per week. These instances are highlighted in the student enrollment packages provided at the annual orientation.

National Center for Construction Research (NCCER) accreditation information:

- Founded to establish a nationwide craft training curriculum via industry subject matter experts.
- Mission: To build a safe, productive and sustainable workforce of craft professionals
- Each trade course is broken into modules that have Written and Performance Testing for completion
- Completion leads to stackable credentials recognized throughout the nation

Questions:

Please contact ABC South Texas Chapter Apprenticeship Director, Jennifer Rocha, at jennifer@abcsouthtexas.org.

APPLICATION FOR APPRENTICESHIP

(*Please complete all sections of application form)

Personal Information:

Last Name _____ DOB _____ / ____ / ____
 First Name _____ Middle _____ Social Security #: _____ - ____ - ____
 Address _____ Cell Phone #: (____) ____ - ____
 _____ Apt _____ Home Phone #: (____) ____ - ____
 City _____ State _____ Zip _____ Email: _____

Race/Ethnicity/Gender:

American Indian ☐ Asian ☐ Black ☐ Hispanic ☐ White Non-Hispanic ☐
 Male ☐ Female ☐

Career Interest in: (Please Circle) Carpentry ☐ Electrical ☐ Sheet Metal ☐ Plumbing ☐
TRADE TRADE TRADE TRADE

***Required Documentation (To Be Filled Out By Office Staff):**

____ Proof of Age (must be 18 or older)
 ____ Valid Texas Driver's/Identification License
 ____ Proof of Eligibility to Work in the US
 ____ **Certified** copy of H.S. Transcript/GED Transcript or Completed Waiver (If not a H.S. Graduate/GED recipient)
 ____ Proof of Selective Service Registration

High School Information

School Name _____ Graduation Date _____
 City _____ State _____ Last year completed _____
 Trade-related Courses _____

Trade School/College

School Name _____ Graduation Date _____
 City _____ State _____ Last year completed _____
 Trade-related Courses _____

NOTE: HS/GED Transcript Waivers requires the applicant to provide a High School Transcript of GED Certificate with Grades to the office As Soon As Possible. If the applicant does not have a Completion they must **pursue** the completion of a High School Diploma or General Equivalency Degree during their apprenticeship. Completion documentation and transcripts will not be released until this information is on file at the ABC South Texas Chapter Office. It is the apprentice's responsibility to provide requested documents in a timely fashion.

APPLICATION FOR APPRENTICESHIP (continued)

Employment History

Begin with present job and work backwards and include all information requested.

Summer or part-time work should also be listed

DATE: To/From	COMPANY NAME	REASON FOR LEAVING
1.	City: _____ State: _____	
2.	City: _____ State: _____	
3.	City: _____ State: _____	
4.	City: _____ State: _____	
5.	City: _____ State: _____	

***Any misrepresentation or falsification of any information on this application or a failure to submit any required documentation can cause this application to be disqualified and may result in dismissal from the ABC –South Texas Apprenticeship program even after the applicant has qualified.**

Apprentice Applicant Must Acquire An Apprenticeship On-The-Job Training Sponsor Employer In Order To Attend School. Failure To Obtain A Sponsor By September 1st Will Result In The Placement Of The Applicant Into An Apprenticeship Pool For Up To Two (2) Years. The Applicant Must Maintain Accurate Contact Information. Failure To Maintain Updated Contact Information Will Result In The Applicants Removal From The Apprentice Pool. Applicants May Also Request Removal By Submitting A Request In Writing To The ABC-South Texas Chapter Office By Fax, Email Or US mail.

Electrical and plumbing applicants are required to apply for a state apprentice license before performing work in Texas. This is the applicant's responsibility.

Apprenticeship pool applicants with verified sponsor employers will be registered with Dept. of Labor and notified to attend mandatory orientation each year. Every applicant will be provided a current year's Apprenticeship Handbook form the ABC Apprenticeship – Director, Coordinator Assistant; a member of the Apprenticeship Committee or Apprenticeship Instructor at orientation with an overview of the handbook. You are required to abide by the policies and procedures within the handbook. No verbal communication with any ABC staff member will override the written policies and procedures within the Apprenticeship Handbook unless approved by the Apprenticeship Director/Apprenticeship Committee. It is your responsibility to read, understand and follow the Apprenticeship Handbook to include attendance, makeup time/fees, work process sheet submittals and movement between sponsor employers fully after the orientation.. This is your responsibility as an apprentice.

Sponsor employers will be charged \$200.00 non-refundable admin fee for new applicants or apprentices returning after the five year record archive period upon Dept. of Labor registration with the remaining tuition is due upon your first class attendance. Sponsor Employer payroll deduction/reimbursement policies are not connected to the ABC South Texas Apprenticeship Program. Ensure you know your Sponsor Employer's policies.

Signature _____

Date _____

← Complete Both Sides →

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.



Waiver Form

High School Transcript/GED

Trade: _____

Name: _____
First Middle Last

Address: _____
City State Zip

Phone: _____

College Attended: _____

Highest Level Completed: _____ Graduation Year (if applicable): _____

High School: _____

Highest Level Completed: _____ Graduation Year (if applicable): _____

GED Acquired: _____

All apprentice applicants are required to submit transcripts from the highest level of education earned. Acceptable documents include college or high school transcripts, or a General Education Development (GED) high school equivalency certificate that reflects a level of knowledge equivalent to a high school graduate at the time of application. If education documents are unavailable, candidates are authorized a deferment period not to exceed one year via submission of this document

ABC South Texas Chapter Office accepts education documents at the address listed below, or via email to the Apprenticeship Director, Jennifer Rocha, at jennifer@abcsouthtexas.org.

Authorized Grantor Signature

Position Held

Printed Name

Date



APPRENTICESHIP PROGRAM APPLICANT INTERVIEW FORM

Name: _____

Current Employer: _____

Trade/Craft Interest: _____

Interview Date: _____

Interviewer Signature: _____

Office Use Only Ranking: _____
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SCORING CRITERIA	POSSIBLE POINTS	ALLOCATED POINTS
EDUCATION BACKGROUND (maximum of 25 points)		
Construction Industry Related School to Work Program	10	
Two-Years of Related Vocational Training	10	
One-Year of Related Vocational Training	5	
GRADE of C or ABOVE FOR (maximum of 25 points)		
High School General or Related Math	5	
Physical Science	10	
Algebra	10	
INTERVIEW (maximum of 22 points)		
Appearance	3	
Personality/Friendliness	3	
Alertness/Ambition	3	
Communication Skills	5	
Preparedness/Promptness	3	
Attitude/Interest	5	
WORK EXPERIENCE (maximum of 28 points)		
Previous or Current Employment in Construction Industry	15	
Related Work in the Military	8	
Related Work Experience in School-to-Work Program	5	
TOTAL POINTS	100	

Notes (if any): _____

Recommendation: _____



APPRENTICESHIP PROGRAM APPLICANT INTERVIEW FORM

Name: _____

Current Employer: _____

Trade/Craft Interest: _____

Interview Date: _____

Interviewer Signature: _____

Office Use Only Ranking: _____
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SCORING CRITERIA	POSSIBLE POINTS	ALLOCATED POINTS
EDUCATION BACKGROUND (maximum of 25 points)		
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Two-Years of Related Vocational Training	10	
One-Year of Related Vocational Training	5	
GRADE of C or ABOVE FOR (maximum of 25 points)		
High School General or Related Math	5	
Physical Science	10	
Algebra	10	
INTERVIEW (maximum of 22 points)		
Appearance	3	
Personality/Friendliness	3	
Alertness/Ambition	3	
Communication Skills	5	
Preparedness/Promptness	3	
Attitude/Interest	5	
WORK EXPERIENCE (maximum of 28 points)		
Previous or Current Employment in Construction Industry	15	
Related Work in the Military	8	
Related Work Experience in School-to-Work Program	5	
TOTAL POINTS	100	

Notes (if any): _____

Recommendation: _____

Registration and Release Form



Please type or print legibly. Inaccuracies on this form may be reflected on credentials. This form must be completed to be entered into the NCCER Registry System. Records containing personal trainee information, including but not limited to score reports, training prescriptions, and transcripts, may not be distributed until this form has been completed.

** Denotes required fields.*

ATS/AAC Name*: _____

Name*: _____

Job Title: _____

Address*: _____

City*: _____ State*: _____ Zip*: _____

Phone*: _____ Home Number OR Cell Number

Email Address: _____

Birth Date*: _____ Birth City: _____

* You must provide **ONE** of the following numbers to be entered into the NCCER Registry System. A unique NCCER Card Number will be generated once your Registration and Release Form has been entered into the system. System Generated Numbers (SGNs) are no longer available. **Pipeline users MUST provide their SSN.**

Social Security Number: _____

NCCER Card Number: _____

State DOE Student Number: _____ Which State? _____

If you provide the **State DOE Student Number**, then please first contact your Sponsor Representative to ensure your state I.D. Type has been added to the Registry System. NCCER must approve all new Alternate I.D. Types. Please contact NCCER Customer Support if you have any questions.

Optional Information:

Company/School Name: _____

Company/School Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

I hereby authorize NCCER to verify information in my training and/or assessment records, which may include any of the personal information provided on this form. I agree to release and hold harmless NCCER for the disclosure of any such information in connection with this verification process.

Signature*: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(Required if individual is under 18 years of age.)

NOTE: This form must be maintained on file per NCCER Accreditation Guidelines. Do not send to NCCER unless requested.



Associated Builders & Contractors, Inc. – South Texas Chapter
Apprenticeship Program
WAIVER AND RELEASE OF LIABILITY FORM

☒ Apprentice Student

☐ Craft Instructor

Name: _____

Job Title: _____

Company Phone: _____

Company Fax: _____

Company Name: _____

Company Address: _____

City: _____

State: _____

Zip: _____

I, _____, have requested entrance as a participant in an Apprenticeship Training program offered by the Associated Builders & Contractors, Inc. – South Texas Chapter and the Contractors Apprenticeship Trust. In consideration of the experience and benefits, I will gain from this course of instruction, I:

ACKNOWLEDGE that Apprenticeship Training can be/is inherently dangerous, and agree that before participating, I will inspect the facilities, equipment, areas, and work to be done and if I believe any of it is unsafe, I will immediately advise the person in charge. I fully understand that participating in this activity is a test of my physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to, those caused by terrain, road conditions, facilities, temperature, weather, vehicular traffic, power tools, the actions or inactions of the Associated Builders & Contractors, Inc. – South Texas Chapter and the Contractors Apprenticeship Trust, its agents, officers, employees and others;

ASSUME all risks of personal injuries including, but no limited to, medical bills, permanent or partial disability, death and damage to my property arising from my participation in this Apprenticeship Training activity.

RELEASE, WAIVE DISCHARGE HOLD HARMLESS AND RELINQUISH the Associated Builders & Contractors, Inc. – South Texas Chapter and the Contractors Apprenticeship Trust, its officers, employees and agents from any liability, loss, damage, claim, demand or cause of action against them arising from my participation in this Apprenticeship Training activity.

EXPRESSLY AND KNOWINGLY WAIVE AND RELEASE AND FOREVER DISCHARGE THE ASSOCIATED BUILDERS & CONTRACTORS, INC. – SOUTH TEXAS CHAPTER AND THE CONTRACTORS APPRENTICESHIP TRUST FROM ANY AND ALL CLAIMS, DEMANDS, LOSSES, SUITS, RESPONSIBILITIES, LIABILITIES AND ACTIONS OF ANY KIND, WHETHER AT LAW, IN EQUITY, THROUGH LITIGATION OR ARBITRATION, ARISING OUT OF OR IN CONNECTIONS WITH ANY INJURY OR DEATH TO PERSON OR DAMAGE TO OR LOSS OF PROPERTY ARISING OUT OF OR IN CONNECTION WITH MY PARTICIPATION IN ANY AND ALL ASSOCIATED BUILDERS & CONTRACTORS, INC. – SOUTH TEXAS CHAPTER AND THE CONTRACTORS APPRENTICESHIP TRUST SPONSORED EVENTS AND/OR NEGLIGENCE, NEGLIGENT MISREPRESENTATION, OR FRAUD OF THE ASSOCIATED BUILDERS & CONTRACTORS, INC. – SOUTH TEXAS CHAPTER AND THE CONTRACTORS APPRENTICESHIP TRUST. IT IS THE PARTIES INTENTION THAT THIS PARAGRAPH COMPLIES WITH THE EXPRESS NEGLIGENCE RULE.

HEREBY AGREE TO HOLD HARMLESS AND INDEMNIFY THE ASSOCIATED BUILDERS & CONTRACTORS, INC. – SOUTH TEXAS CHAPTER AND THE CONTRACTORS APPRENTICESHIP TRUST FROM ANY AND ALL CLAIMS, DEMANDS, LOSSES, SUITS RESPONSIBILITIES, LIABILITIES AND ACTIONS OF ANY KIND ARISING OUT OF OR RELATING TO MY ACTIONS AT THE ASSOCIATED BUILDERS & CONTRACTORS, INC. – SOUTH TEXAS CHAPTER AND THE CONTRACTORS

APPRENTICESHIP TRUST SPONSORED EVENTS, WHETHER INTENTIONAL OR NEGLIGENT, INCLUDING BUT NOT LIMITED TO, CLAIMS ASSERTED ON BEHALF OF INSURERS WHO HAVE ISSUED PAYMENTS TO OR ON BEHALF OF OTHER INDIVIDUALS FOR LOSSES ATTRIBUTED TO MY ACTIONS AT THE ASSOCIATED BUILDERS & CONTRACTORS, INC. – SOUTH TEXAS CHAPTER AND THE CONTRACTORS APPRENTICESHIP TRUST SPONSORED EVENTS, WHETHER INTENTIONAL OR NEGLIGENT. IT IS THE PARTIES' INTENTION THAT THIS PARAGRAPH COMPLIES WITH THE EXPRESS NEGLIGENCE RULE.

THIS DOCUMENT RELIEVES THE ASSOCIATED BUILDERS & CONTRACTORS, INC. – SOUTH TEXAS CHAPTER AND THE CONTRACTORS APPRENTICESHIP TRUST FROM LIABILITY FOR PERSONAL INJURY, WRONGFUL DEATH AND PROPERTY DAMAGE. I HAVE READ THIS DOCUMENT, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND SIGN IT VOLUNTARILY.

Printed Name: _____

Date: _____

Signature: _____



PERMISSION FOR PHOTOGRAPHY

I hereby give Associated Builders & Contractors – South Texas Chapter the absolute right and permission, with respect to the photographs and/or videotaped the images taken of me or in which I may be included with others, to use such images for training and/or promotional purposes. Furthermore, ABC South Texas Chapter is authorized to use/print my name in conjunction with such images and/or related quotes given by me.

Furthermore, I understand that I will not be compensated for the use of the photos or video or my time spent while taking the photos/videos. I also acknowledge that there will be no notice given to me regarding when or how ABC, or its designees, may use my image.

This authorization and release shall also apply to the benefit of the legal representative and licensees of ABC, as well as the person(s) for whom the photographs, videotaped images, and/or quotes were taken.

Signature of Individual

Printed Full Legal Name

Date of Birth

Address (Line 1)

Address (Line 2)

Today's Date

Who Must Register



Almost all male U.S. citizens and male immigrants, who are 18 through 25, are required to register with Selective Service.

It's important to know that even though he is registered, a man will not automatically be inducted into the military. In a crisis requiring a draft, men would be called in a sequence determined by random lottery number and year of birth. Then, they would be examined for mental, physical, and moral fitness by the military before being deferred or exempted from military service or inducted into the Armed Forces.

A CHART (</Portals/0/PDFs/WhoMustRegisterChart.pdf>) of who must register is also available in PDF.

NON-CITIZENS

With very few exceptions, all males between ages 18 and 25 must register with the Selective Service System (SSS) within 30 days of arriving in the United States. This includes U.S. born and naturalized citizens, parolees, undocumented immigrants, legal permanent residents, asylum seekers, refugees, and all males with visas of any kind which expired more than 30 days ago. The few individuals who are exempt from this requirement are those on current non-immigrant visas. A complete list of acceptable documentation for exemption may be found [here](/Portals/0/PDFs/DocumentationList.pdf) (</Portals/0/PDFs/DocumentationList.pdf>).

The Selective Service System has not now, or in the past, collected or shared any information which would indicate a man's immigration status, either documented or undocumented. Selective Service has no authority to collect such information, has no use for it, and it is irrelevant to the registration requirement. Consequently, there is no immigration data to share with anyone.

The general rule is that if a male non-citizen takes up residency in the U.S. before his 26th birthday, he must register with Selective Service. For a more detailed list of which non-citizens must register, see WHO MUST REGISTER - CHART (</Portals/0/PDFs/WhoMustRegisterChart.pdf>) in PDF.

DUAL NATIONALS

Dual nationals of the U.S. and another country are required to register, regardless of where they live, because they are U.S. citizens. See also U.S. NON-CITIZENS AND DUAL NATIONALS - LIABILITY FOR SERVICE (</Registration/Who-Must-Register/Non-Citizens-and-Dual-Nationals>).

RESIDENTS OF PUERTO RICO, GUAM, VIRGIN ISLANDS, NORTHERN MARIANA ISLANDS, REPUBLIC OF THE MARSHALL ISLANDS, THE FEDERATED STATES OF MICRONESIA, AMERICAN SAMOA, AND PALAU

Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. citizens. Citizens of American Samoa are nationals and must register when they are habitual residents in the United States or reside in the U.S. for at least one year. Habitual residence is presumed and registration is required whenever a national or a citizen of the

Republic of the Marshall Islands, the Federated States of Micronesia, or Palau, resides in the United States for more than one year in any status, except when the individual resides in the U.S. as an employee of the government of his homeland; or as a student who entered the U.S. for the purpose of full-time studies, as long as such person maintains that status.

HOSPITALIZED OR INCARCERATED MEN

Young men in hospitals, mental institutions, or prisons do not have to register while they are committed. However, they must register within 30 days after being released if they have not yet reached their 26th birthday. The specific criteria are:

- If a man is placed in a hospital, nursing home, long-term care facility, or mental institution on or before his 18th birthday, had no breaks of institutionalization of 30 days or longer, and remained institutionalized until his 26th birthday, he is not required to register.
- If he is confined to home, whether his own or someone else's (including group homes), on or before his 18th birthday and cannot leave the home without medical assistance (for example, by ambulance, or with the help of a nurse or EMT), and remained homebound until his 26th birthday, he is not required to register.

For further explanation, see our website for the following:

- Hospitalized or Incarcerated men (</Registration/Who-Must-Register/Hospitalized-or-Incarcerated-Men>)
-

DISABLED MEN

Disabled men who live at home must register with Selective Service. A friend or relative may help a disabled man fill out the registration form if he can't do it himself.

Men with disabilities that would disqualify them from military service still must register with Selective Service. There is a difference between exemption of the requirement to register, and classification of ability to serve in times of National emergency. Selective Service does not presently have authority to classify men for National service, but even men with obvious handicaps must register now, and if needed, classifications would be determined later. The criteria for exemptions from registration are:

- If a man is placed in a hospital, nursing home, long-term care facility, or mental institution on or before his 18th birthday, had no breaks of institutionalization of 30 days or longer, and remained institutionalized until his 26th birthday, he is not required to register.
- If he is confined to home, whether his own or someone else's (including group homes), on or before his 18th birthday and cannot leave the home without medical assistance (for example, by ambulance, or with the help of a nurse or EMT), and remained homebound until his 26th birthday, he is not required to register.

For further clarifications, see our website for the following:

- Men With Disabilities (</Registration/Who-Must-Register/Men-With-Disabilities>)
-

FULL-TIME MILITARY EXEMPTED FROM REQUIREMENT*

Young men serving in the military on full-time active duty do not have to register, if serving continuously from age 18 to age 26. Those attending the service academies do not have to register. However, if a young man joins the military after turning 18 or leaves the military before turning 26, he must register. (See NOTE below.)

NATIONAL GUARD AND RESERVES*

Members of the Reserve and National Guard not on full-time active duty must register. (See NOTE below.)

CONSCIENTIOUS OBJECTORS

Men, who would be classified as CONSCIENTIOUS OBJECTORS (/consobj) if they were drafted, must register with Selective Service. If a draft begins and they are called, they would have the opportunity to file a claim for exemption from military service based upon their religious or moral objection to war.

TRANSGENDER PEOPLE

Individuals who are born female and changed their gender to male are not required to register. U.S. citizens or immigrants who are born male and changed their gender to female are still required to register.

OPM notes that "transgender" refers to people whose gender identity and/or expression is different from the sex assigned to them at birth (e.g. the sex listed on an original birth certificate). The OPM Guidance further explains that the term "transgender woman" typically is used to refer to someone who was assigned the male sex at birth but who identifies as a female. Likewise, OPM provides that the term "transgender man" typically is used to refer to someone who was assigned the female sex at birth but who identifies as male.

NOTE: Transgender students are welcome to contact Selective Service regarding their registration requirements if they are unclear about how they should answer Question 21 or Question 22 on the Free Application for Federal Student Aid (FAFSA), or need a status information letter from Selective Service that clarifies whether or not they are exempt from the registration requirement. This can be done by calling our Registration Information Office on 1-888-655-1825. Individuals who have changed their gender to male will be asked to complete a request form for a status information letter and provide a copy of their birth certificate. One exemption letter may be used in multiple school financial aid processes.

***NOTE:** If a man failed to register with Selective Service, Section 12(g) of the Military Selective Service Act allows non-registrants to receive benefits under specific conditions. As a veteran, or part-time National Guard or Reservist, the man satisfies those conditions with his DD Form 214 showing the dates of his military service, or a current military ID card if still on active duty or a member of the National Guard and Reserves. These documents serve as evidence that the man's failure to register was not knowing and willful. Therefore, men who served on full-time active duty in the U.S. Armed Forces should not be denied student financial aid, loans, or grants; vocational training under WIA; government employment; and security clearances, on the basis of their failure to register with Selective Service. As long as the man has proof of his active duty military service, such as his DD 214, or current military ID card if still on active duty or a member of the National Guard or Reserves, his subsequent failure to register should not be a bar to any benefits or programs, contingent upon registration compliance, for which he is otherwise qualified.



Who Are you?

Men 18-25 (/Registration/Why-Register)

Men 26 and Older (/Home/Men-26-and-OLDER)

Selective Service - Who Must Register

NOTE: With only a few exceptions, the registration requirement applies to all male U.S. citizens and male immigrants residing in the United States who are 18 through 25 years of age.

Category	YES	NO
All male U.S. citizens born after Dec. 31, 1959, who are 18 but not yet 26 years old, except as noted below:	X	
Military Related		
Members of the Armed Forces on active duty (active duty for training does not constitute "active duty" for registration purposes)		X*
Cadets and Midshipmen at Service Academies or Coast Guard Academy		X*
Cadets at the Merchant Marine Academy	X	
Students in Officer Procurement Programs at the Citadel, North Georgia College and State University, Norwich University, Virginia Military Institute, Texas A&M University, Virginia Polytechnic Institute and State University		X*
ROTC Students	X	
National Guardsmen and Reservists not on active duty / Civil Air Patrol members	X	
Delayed Entry Program enlistees	X	
Separatees from Active Military Service, separated for any reason before age 26	X*	
Men rejected for enlistment for any reason before age 26	X	
Immigrants**		
Lawful non-immigrants on current non-immigrant visas. A complete list of acceptable documentation for exemption may be found at https://www.sss.gov/Portals/0/PDFs/DocumentationList.pdf .		X
Permanent resident immigrants (USCIS Form I-551)	X	
Seasonal agricultural workers (H-2A Visa)		X
Refugee, parolee, and asylee immigrants	X	
Undocumented immigrants	X	
Dual national U.S. citizens	X	
Confined		
Incarcerated, or hospitalized, or institutionalized for medical reasons		X*
Handicapped physically or mentally		
Able to function in public with or without assistance	X	
Continually confined to a residence, hospital, or institution		X
Transgender People		
U.S. citizens or immigrants who are born male and have changed their gender to female	X	
Individuals who are born female and have changed their gender to male		X

*Must register within 30 days of release unless already age 26.

NOTE: To be fully exempt you must have been on active duty or confined continuously from age 18 to 26.

**Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. citizens. Citizens of American Samoa are nationals and must register when they are habitual residents in the United States or reside in the U.S. for at least one year. Habitual residence is presumed and registration is required whenever a national or a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, or Palau, resides in the U.S. for more than one year in any status, except when the individual resides in the U.S. as an employee of the government of his homeland; or as a student who entered the U.S. for the purpose of full-time studies, as long as such person maintains that status.

NOTE: Immigrants who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after they were 26 years old, were never required to register. Also, immigrants born before 1960, who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after March 29, 1975, were never required to register.

LIST OF ACCEPTABLE DOCUMENTS

DO NOT send original documents.

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IMMIGRANTS/NONIMMIGRANTS may present a combination of

[One selection from List A AND one from List B] OR [One Selection from List A AND one from List C AND one from List D].

Documents that Establish IDENTITY	Documents that Establish FIRST DATE OF ENTRY into the United States.					
	Documents must cover entire duration in the United States					
		First Date of Entry to U.S. after reaching 26 years of age		First Date of Entry to U.S. was before turning 26 YEARS OLD Provide proof from first entry and any others.		
LIST A	AND	LIST B	OR	LIST C	AND	LIST D
1. Foreign Passport containing photograph, Visa, and U.S. Customs and Border Protection (CBP) Entry stamp.		1. Students on an F or M category U.S. Visa can submit a USCIS I-20 Form.		1. Foreign Passport with U.S. Customs and Border Protection (CBP) Entry stamp.		1. Students on an F or M category U.S. Visa can submit a USCIS Form I-20.
2. USCIS issued Resident Card (Green Card)		2. Nonimmigrants on a U.S. Visas can submit a USCIS I-94 Form with Entry stamp or Electronic I-94 showing First Date of Entry.		2. USCIS Form I-94 with Entry stamp or Electronic I-94 showing First Date of Entry.		2. Certified copy of school records/transcript issued by a school accredited by a U.S. state, jurisdiction or territory. A report card is not accepted.
3. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		3. Official letter from U.S. Citizenship and Immigration Services (USCIS) indicating that the individual's First Date of Entry and lawfully in the U.S. under a valid, nonimmigrant visa status.		3. Boarding passes the individual used to enter the U.S. It must show the Date of Entry/Arrival. (Can only be used if submitting Foreign Passport off of List A)		3. USCIS Form I-797 (A/B/C/D) Notice of Action displaying individual's name. (Depending on the purpose and nature of the form, the I-797 may not be accepted. The I-797 for an I-765 petition is not accepted.)
4. ID Card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		4. Official school letter from school registrar's office indicating that the individual's Enrollment Date and status as an International Student.		4. Official letter from U.S. Citizenship and Immigration Services (USCIS) indicating that the individual's First Date of Entry and lawfully in the U.S. under a valid, nonimmigrant visa status.		4. Official company letter from company's human resource office indicating the individual's employment start date and employment status.
5. Driver's license issued by Canadian government authority		5. Boarding passes the individual used to enter the U.S. It must show the Date of Entry/Arrival. (Can only be used if submitting Foreign Passport off of List A)				5. Those traveling on Department of State issued BCV and in the U.S. more than 30 days, must provide all entry and exit dates.
6. USCIS issued I-766 Employment Authorization Card		6. USCIS Form I-797 (A/B/C/D) Notice of Action displaying individual's name. (Depending on the purpose and nature of the form, the I-797 may not be accepted. The I-797 for an I-765 petition is not accepted.)				
7. Department of State issued Border Crossing Card (BCC).		7. Documentation indicating residence was in another country; outside the United States. Accepted evidence with name and foreign address includes, but not limited to: a) Dated pay slip or vouchers from an employer; b) Certified copy of school records/transcript issued by a school outside the U.S.; c) Photocopies of entry or exit stamps in passport to indicate entry into another country after departing U.S.; d) Dated bank records showing transactions in your home country to indicate you were not in the U.S.				
8. Department of State issued Border Crossing Visa (BCV).						

LIST OF ACCEPTABLE DOCUMENTS

NONIMMIGRANT VISAS CATAGORIES	
A/G – Diplomatic and International Organization Personnel	I – Media Representatives
B – Visitors for Business or Tourism	L – Intracompany Transferees
O – Individuals of Extraordinary Ability or Achievements	J – Exchange Visitor
Q – Cultural Visitor	P – Athletes and Entertainers
E-1/E-2 – Treaty Traders and Treaty Investors	R – Religious Workers
H-1B/E-3 – Special Occupation Workers	TN – NAFTA Professional
H-2 – Temporary Agricultural and Non-Agricultural Workers	K/V – Nonimmigrants Intending to Adjust Status
H-3 – Trainees	F/M – Student; Academic, Vocational

*If you entered the United States with the last five (5) years, you can access your CBP arrival/departure record information (Form I-94) online at <https://i94.cbp.dhs.gov/i94/#/history-search>.

Benefits and Penalties



Registration is the Law

Register to be Eligible for Benefits and Programs Linked to Registration —

A young man who fails to register with Selective Service may be ineligible for opportunities that may be important to his future. He must register to be eligible for federal student financial aid, state-funded student financial aid in many states, most federal employment, some state employment, security clearance for contractors, job training under the Workforce Innovation and Opportunity Act (formerly known as the Workforce Investment Act), and U.S. citizenship for immigrant men.

STUDENT FINANCIAL AID

Men, born after December 31, 1959, who aren't registered with Selective Service won't qualify for federal student loans or grant programs. This includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Direct Stafford Loans/Plus Loans, National Direct Student Loans, and College Work Study.

CITIZENSHIP

The U.S. Citizenship and Immigration Services (USCIS) makes registration with Selective Service a condition for U.S. citizenship if the man first arrived in the U.S. before his 26th birthday.

FEDERAL JOB TRAINING

The Workforce Innovation and Opportunity Act (formerly the Workforce Investment Act (WIA)) offers programs that can train young men seeking vocational employment or enhancing their career. This program is only open to those men who register with Selective Service. Only men born after December 31, 1959, are required to show proof of registration.

FEDERAL JOBS

A man must be registered to be eligible for jobs in the Executive Branch of the Federal Government and the U.S. Postal Service. Proof of registration is required only for men born after December 31, 1959.

Security clearance background investigations will verify whether or not men are in compliance with federal law; thus, men who are required to be registered with the Selective Service System will be verified of their Selective Service registration status for security clearances, as well as for some contractors.

Penalties for Failing to Register

Failing to register or comply with the Military Selective Service Act is a felony punishable by a fine of up to \$250,000 or a prison term of up to five years, or a combination of both. Also, a person who knowingly counsels, aids, or abets another to fail to comply with the Act is subject to the same penalties.

If a man fails to register, or provides Selective Service with evidence that he is exempt from the registration requirement, after receiving Selective Service reminder and/or compliance mailings, his name is referred to the Department of Justice for possible investigation and prosecution for his failure to register as required by the Act. For clarification, if a man is exempt from registering with the Selective Service System, his name is not forwarded to the Department of Justice. The federal law stipulates that names are to be submitted to the Department of Justice annually.

The more immediate penalty is if a man fails to register before turning 26 years old, even if he is not tried or prosecuted, he may find that some doors are permanently closed.

NOTE: Some states have added additional penalties for those who fail to register. See [STATE LEGISLATION \(/Registration-Info/State-Commonwealth-Legislation\)](#).

Registration is the Goal

Selective Service wants young men to register. It does not want them to be prosecuted or denied benefits. If a draft is ever needed, it must be as fair as possible, and that fairness depends on having as many eligible men as possible registered. In the event of a draft, for every man who fails to register, another man would be required to take his place in service to his country.

Who Are you?

[Men 18-25 \(/Registration/Why-Register\)](#)

[Men 26 and Older \(/Home/Men-26-and-OLDER\)](#)

[Men Born Before 1960 \(/Registration/Men-Born-Before-1960\)](#)

[Veterans \(/Registration/Veterans\)](#)

[Immigrants \(/Registration/Immigrants-and-Dual-Nationals\)](#)

[Women \(/Registration/Women-And-Draft\)](#)

[Students \(/Influencers/Students-and-Financial-Aid-Officers\)](#)

[SSS Employees \(/Selective-Service-Employees\)](#)

Influencers

[Parents / Guardians \(/Influencers/Parents-and-Guardians\)](#)

[Organizations \(/Influencers/Organizations\)](#)

[U.S. Postal Employees \(/Influencers/US-Postal-Employees\)](#)

[Government Agencies \(/Influencers/Government-Agencies\)](#)

[Media \(/Influencers/Media\)](#)

[Financial Aid Officers \(/Influencers/Students-and-Financial-Aid-Officers\)](#)

Volunteers

[Board Members \(/Volunteers/Board-Member-Program\)](#)

[Registrars \(/Volunteers/Selective-Service-Registrar-Program\)](#)

[State Resource Volunteers \(/State-Volunteers\)](#)

Reports

[Annual Reports \(/Reports/Annual-Report-to-Congress\)](#)

[FOIA \(/Reports/FOIA\)](#)

[Financial Reports \(/Reports/Financial-Reports\)](#)

[EEO \(/Reports/EEO\)](#)

[Information Quality \(/Reports-and-Notices/Quality-of-Information\)](#)

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[Men Born Before 1960 \(/Registration/Men-Born-Before-1960\)](#)
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