



**APPRENTICE  
CLASS RE-SCHEDULE FORM**

Appr Dept Phone: (217) 773-9083 FAX: (217) 773-2835

APPRENTICES RECEIVE ONLY ONE (1) RE-SCHEDULE PER YEAR

**STEPS FOR COMPLETING CLASS RE-SCHEDULE FORM**

- 1 - Review current yearly schedule to obtain course date offerings & locations.
- 2 - After seeking alternate date, phone ILCJATP Appr Department to ensure class availability for new date.
- 3 - Complete form and **obtain signature of Business Manager**.
- 4 - Forward to ILCJATP Appr Department **AT MINIMUM 5 days before class start date**.
- 5 - Verify that re-schedule has been received by ILCJATP Appr Dept, to ensure that no demerit is issued.
- 6 - Upon review and approval by Appr Department, revised Class schedule will be forwarded to apprentice.

**Curriculum listed below is ONLY for apprentices accepted into program AFTER 1/1/2021.**

**All prior apprentices will remain on past curriculum schedule.**

**PLEASE PRINT LEGIBLY**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Last 4 digits SSN: \_\_\_\_\_ Local Union: \_\_\_\_\_

*(For Verification)*

First Year Curriculum - Effective 1/1/2021					Second Year Curriculum - Effective 1/1/2021					Third Year Curriculum - Effective 1/1/2021				
Craft	Asbestos	Asphalt	Concrete 1	Constr Math	Blueprint	Concrete 2	Grade Check	Mason Tending	Pipe	Bridge	GPS	Haz Waste	Hoist & Rigging	Landscape

Indicated by (X) above, which class you are requesting to re-schedule

Current Scheduled Date: \_\_\_ / \_\_\_ / \_\_\_\_\_ New Requested Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Location:  Mt Sterling  
 Stanford  
 Marion  
 Edwardsville

Location:  Mt Sterling  
 Stanford  
 Marion  
 Edwardsville

I approve the above requested re-scheduled class.

\_\_\_\_\_  
Business Manager Signature



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

**THIS FORM WILL NOT BE PROCESSED WITHOUT SIGNATURE OF BUSINESS MANAGER.**

**You will only receive ONE (1) CLASS RE-SCHEDULE FOR CURRENT TRAINING YEAR.** Any additional request(s) to re-schedule must be submitted and approved by the ILCJATP Administration. As this is a timely process, you are encouraged to submit any additional request(s) as soon as possible, with detailed documentation regarding your needed reason for re-schedule. **Disciplinary action will be strictly enforced and apprentice will be given a demerit for Missing Class, FOR ALL UNEXCUSED ABSENCES**

Date Received:	ILCATP OFFICE USE ONLY:	
Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>	
Re-Scheduled By: _____	New Schedule Issued: _____	
NOTES: _____		
_____		
_____		