

# **NJ PLACE: Pathways Leading Apprentices to a College Education**

## Enrollment Process for Students

### **1. NJ PLACE students who have completed their apprenticeship training program in an approved registered apprenticeship need to follow these steps:**

- A. Contact their apprentice coordinator and/or training director to let them know you plan to participate in NJ PLACE.
- B. Contact the NJ PLACE office at 732-932-7924 or [njplace@rci.rutgers.edu](mailto:njplace@rci.rutgers.edu) to let program staff know you plan to participate in NJ PLACE.
- C. Contact the NJ PLACE Liaison at the community college where you wish to enroll. You can obtain this information when speaking to the NJ PLACE program staff or visiting the [Community College Contacts](#) page.
- D. Complete an application for admission to one of NJ's 19 community colleges and enroll in its Associate in Applied Science in Technical Studies degree program. Colleges may offer a business management and/or construction management option within these degree programs.
- E. Complete the NJ PLACE [Evaluation of Transfer Credits Form](#) that requests the US Department of Labor's NJ State Office of Apprenticeship to provide a letter\* verifying your apprenticeship completion. The verification letter will be sent directly to the community college listed on the transfer credit form.
- F. Complete the community college request for transfer credit evaluation and pay the evaluation fee, if applicable.

### **2. NJ PLACE students who are currently enrolled in a partner's apprenticeship program need to follow these steps:**

- A. Contact their apprentice coordinator and/or training director to let them know you plan to participate in NJ PLACE.
- B. Contact the NJ PLACE office at 732-932-7924 or [njplace@rci.rutgers.edu](mailto:njplace@rci.rutgers.edu) to let program staff know you plan to participate in NJ PLACE.
- C. Contact the NJ PLACE Liaison at the community college where you wish to enroll. You can obtain this information when speaking to the NJ PLACE program staff or visiting the [Community College Contacts](#) page.

- D. Complete an application for admission to one of NJ's 19 community colleges and enroll in its Associate in Applied Science in Technical Studies degree program. Colleges may offer a business management and/or construction management option within these degree programs. You must follow the application procedures at the college, including any placement testing requirements. As an NJ PLACE student, you may enroll at or register for classes at ANY of New Jersey's 19 community colleges without economic penalty, regardless of your county of residency.
  
- E. Each college has its own policy on whether credits for your apprenticeship program will appear on your transcript while you are an active apprentice. However, you WILL receive credits for college courses as you successfully complete them. Students enrolled in colleges awarding credit only after completion of your apprenticeship should follow steps "1E" and "1F" above once you have completed your apprenticeship.

\*Student transcripts from the US Department of Labor will consist of a letter verifying the completion of your registered apprenticeship. [See example letter.](#)

For questions, comments, or concerns, please contact 732-932-7924 or [njplace@rci.rutgers.edu](mailto:njplace@rci.rutgers.edu).