



## MEMORANDUM

TO: NJ PLACE Liaisons

FROM: Maureen E. King

DATE: February 2008

SUBJECT: Enrollment Process for Colleges and Students  
*NJ Pathways Leading Apprentices to a College Education (NJ PLACE)*

Since 2004, we have worked together to put a system in place for NJ PLACE - a program that recognizes approved registered apprenticeship training programs as a pathway to college and awards college credits toward associate in applied science degrees at New Jersey's 19 community colleges.

To accomplish this, NJ's 19 community colleges agreed to implement new Associate in Applied Science in Technical Studies degree programs. Currently 17 of the 19 community colleges offer this degree. (The two remaining colleges, Hudson and Middlesex, plan to finalize their degree programs by no later than April 2008.)

At the present time, five apprenticeship programs – all building and construction trades – comprise NJ PLACE. Further, preparations to expand NJ PLACE to other apprenticeships are underway.

Articulation agreements between these approved building and construction trades unions and NJ community colleges have been authorized and state that:

An NJ PLACE student will provide official presentation of completion of their apprenticeship training program to the community colleges; and,

The student will automatically be accepted in the NJ community college's Technical Studies Associate in Applied Science degree program.

For your convenience, all supporting documents for NJ PLACE are posted on the NJ PLACE website: [www.NJPLACE.com](http://www.NJPLACE.com). Simply click on "Information for Colleges" and there you will find additional information including:

- Articulation Agreements - for each of the approved NJ PLACE partner organizations, which includes transfer course agreements.
- ACE College Credit Recommendations
- A Master Summary for Articulation Agreements - this document confirms where articulation agreements have been executed between each community college and each of the participating NJ PLACE trade unions.

We are aware that apprentices may have already found their way to your college campuses or will be arriving shortly. This letter serves to describe the enrollment process that was formally approved by the NJ PLACE Advisory Committee and to ask for your support in implementing this process as follows:

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

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## Enrollment Process for Colleges

1. NJ Community Colleges that enroll NJ PLACE students who have completed their apprenticeship training program need to:
  - A. Enroll the student in the Associate in Applied Science in Technical Studies degree program (CIP Code is 1599) in the college's student enrollment record system.
  - B. Upon receipt of the apprentice's official letter verifying completion of apprenticeship (Attachment #1) from the US Department of Labor's Office of Apprenticeship, apply the appropriate Technical Studies credits\* to the NJ PLACE student's transcript as per college policy.
  - C. Identify the Transfer Institution as NJ PLACE (NJ PLACE CEEB Code 900000) in the student enrollment record system.

\* Each of the participating NJ PLACE registered apprenticeship training programs has been evaluated by the American Council on Education (ACE). Hence, the college's enrollment process for NJ PLACE students **does not** require students to provide an individual ACE transcript, as the organizations' programs have already been certified by ACE.

## Enrollment Process for NJ PLACE Students

1. For NJ PLACE students who have completed their apprenticeship training program in an approved registered apprenticeship, they need to:
  - A. 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.
  - B. Complete the NJ PLACE Evaluation of Transfer Credits Form (Attachment #2) that requests the US Department of Labor's Office of Apprenticeship to provide a letter verifying the apprentice's completion of apprenticeship directly to the community college listed on the transfer credit form.
  - C. Complete the community college request for transfer credit evaluation and pay the evaluation fee, if applicable.

We thank you for your continued support and look forward to working with you on this important project. Should you have any questions or concerns, feel free to contact Maureen King by phone at (609) 392-3434 or by email at [mking@njccc.org](mailto:mking@njccc.org).

cc: Academic Officers  
Deans of Students  
Admissions Officers  
Registrars  
Participating NJ PLACE partner organization leadership

Attachments

(Attachment #1)

U.S. Department of Labor, ETA  
Office of Apprenticeship  
485 Route 1, South Building East, Rm. 300  
Iselin, New Jersey 08830  
Phone: 732-750-9191  
Fax: 732-750-0788

To: Name of College  
Address  
City, State & Zip

Re: Completion of Apprenticeship

(Name of Individual) has completed a registered apprenticeship with the U.S. Department of Labor, ETA, and Office of Apprenticeship under the sponsorship of:

Program Sponsor  
Address  
City, State & Zip Code  
Program Number

Apprentice ID#                      SS#                      Apprentice Name Trade                      Date Completed

Certified By:

\_\_\_\_\_  
Office of Apprenticeship  
Representative

Date Issued: \_\_\_\_\_

