

IBEW Union Apprenticeship – Frequently Asked Questions (FAQ)

CCAC Contacts

You can reach out to the following contacts at the Community College of Allegheny County (CCAC):

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CCAC Website: www.ccac.edu

You can find more Help center articles to answer questions like these at
<https://helpcenter.ccac.edu/>

What do I do if I get financial charges

What do you do if you receive charges from CCAC.

- Contact Jen Cowans or Zach Marshall, they will ensure to add you to the sponsorship agreement.
- IBEW will pay for classes only related to the IBEW Local Electrical Construction Associate and Certificate program. Classes beyond these classes will be the student responsibility unless prior approval is given from IBEW training director.

What degree will I receive

Students will receive an **Electrical Construction Technology Certificate** for completing the apprenticeship program

What if I want an associate degree

IBEW will approve payment for Associate degree in Electrical Construction. You will be required to transfer previous college credit or take the following classes in addition to your apprenticeship class.

What classes will I need for an associate degree

Classes can be found on CCAC Website

- ENG 111 (Technical English) or ENG 101 (English Composition)—3 credits
- PHS 161 (Physical Science for the Industry) or Choose PHY (Physic Elective)—3-4 credits
- ENG 103 (Technical Communications) or ENG 102 (English Composition 2)—3 credits
- HIS 151 (History of American Labor) or PSY 101 (Introduction to Psychology)—3 credits
- MAT 191 (Math for Industries) or higher level math—3 credits
- SPH 106 (Interpersonal Com Skills) or SPH 101 (Oral Communications) -- 3 credits
- CIT elective—3-4 credits

Do I need a placement test

There are some exemptions to placement test.

PLACEMENT TESTING EXEMPTIONS

High School Transcript

To be eligible, high school transcripts must include grades from the first half of the senior year or show graduation within five years of the date on the transcript. International and homeschool documentation does not qualify for exemptions.

If you have...

An unweighted cumulative (overall) GPA of 2.7 or higher

Then...

You're exempt from taking the English and Reading placement tests.

High School Transcript

To be eligible, high school transcripts must include grades from the first half of the senior year or show graduation within five years of the date on the transcript. International and homeschool documentation does not qualify for exemptions.

(For schools that do not have an unweighted GPA, the weighted GPA will be used.)

An 80% or higher (at a school with a percentile grading system)

SAT or ACT Test Scores

If you have...

Then...

An SAT Evidence-Based Reading and Writing test score of 510 or higher

You're exempt from taking the English and Reading placement tests.

An ACT Verbal Test score of 21 or higher

An SAT Math test score of 550 or higher
An ACT Math test score of 21 or higher.

You're exempt from taking developmental math courses. However, you must complete the Math placement test if you intend to take a course above the MAT 108 - Intermediate Algebra level.

GED Language Arts Test

If you have...

Then...

A GED Language Arts test score of 165 or higher within the last 5 years.

You're exempt from taking the English and Reading placement tests.

TOEFL or IELTS Exams

If you have...

Then...

Taken the TOEFL (Test of English as a Foreign Language) or IELTS (International English Language Testing System) exams in the last year.

You may submit these scores for exemption or placement into English as an Academic Language (EAL) courses.

College Transcript

If you have...

A college degree

Then...

You are exempt from taking all placement tests.

Completed a college-level English and/or math course with a grade of "C" or better

You are exempt from taking

Enrolled in a CCAC program that has no English and/or math requirements

the corresponding placement test(s).

How do I sign up for placement testing

Register for your placement tests either on campus or at home

Placement tests are completed in person (on campus) with live proctors, offering a quiet and focused environment to help you perform your best. If your schedule does not allow for an on-campus visit, remote testing is available as an alternative. Please see the instructions to register below. Choose the option that best meets your needs.

Register for Your Placement Test on Campus

To schedule an appointment, log in to [Navigate360](#).

- Click "Schedule an Appointment."
- Next, select "Placement Testing & Testing Services" as the Care Unit.
- Next, select the location you want to test at from the dropdown.
- Next, select the Service, "Placement Testing (Reading, Math, Bio, ESL)."
- Next, select the Meeting Type, "In Person Scheduled Appointment."
- In the comments section, indicate what tests you want to schedule.
- Now click on the date you want to take your test from the calendar.
- The last thing you need to do is click on the Testing Center location and find a time that works best for you on that day.
- When done, click "Save Appointment." You will get a confirmation email with your appointment and next steps.

If you are new to Navigate, please visit the [EAB Navigate Guide for Students](#) in the Help Center.

For assistance scheduling your appointment, please contact Placement Testing by phone or email at 412.237.2644 or placementtesting@ccac.edu. Do not forget to provide your student ID and birthday so we can access your account.

Register for Your Placement Tests at Home

- Click [Placement Tests link](#).
- The event registration form will be opened.
 - You will need the email address and password you used when creating your CCAC admissions application.

- You can select any placement assessment except for the BIO 110 Waiver.
 - For the BIO 110 Waiver, click [BIO 110](#) link.
 - Once you have submitted your request, check your personal email inbox for a confirmation email with additional information.
 - Be patient—your request will be processed the next business day if taking the assessment at home.
 - Now that you have received your voucher code, please create a ProctorU account. Make sure to select "College Board (ACCUPLACER)" as your institution. This will allow you to enter the voucher code and schedule your test.
 - CCAC and Accuplacer use ProctorU Live+ to proctor your tests at home. It is important to note that you must schedule your test at least **72 hours in advance** through ProctorU. **Otherwise, you will be charged an On-Demand premium fee at the time of scheduling as follows:**
 - **If you schedule your exams within 25–71 hours, you will be charged \$5.**
 - **If you schedule before the within 24 hours, you will be charged \$8.**
- (If you need to take your exams within 72 hours, you can schedule an appointment at any of the testing centers.)

Sending Transcripts to CCAC

High School transcripts

When do I send a high school transcript?

- If you are taking dual-enrollment (college level) courses while in high school
- If you graduated within the last 5 years and want to take courses at CCAC
- If your overall graduating GPA is 2.7 or higher during your last/final semester as a senior

What should be included in my high school transcript?

- Overall Graduated GPA
- List of courses you took in high school
- SAT scores (If Possible)

Where do I send my high school transcript?

- emailed to admissions@ccac.edu

College Transcripts

Request electronic delivery via electronic data exchange, such as National Student Clearinghouse or Parchment. Check with your college if they have that option.

After you Submit your Transcript - Processing

1. Your transcript will be reviewed, and courses will be transferred in with "Preliminary" status
2. You will receive an email, with an equivalency sheet, that your transcript has been evaluated

3. You can view transcript evaluation equivalency online at CCAC Self-Service Transfer Summary

Loan Deferment

Loan deferment is a temporary pause in your loan payments, usually granted for specific reasons like financial hardship, school enrollment, military service, or unemployment.

Key Points:

- No Payments Required: During a deferment, you are not required to make monthly payments.
- Interest May Still Accrue:
 - For federal subsidized loans, the government may pay the interest during deferment.
 - For unsubsidized or private loans, interest usually continues to accrue. If unpaid, it may be added to your loan balance (capitalized), increasing the total you owe.
- Common Reasons for Deferment:
 - Enrollment in school at least half-time
 - Active-duty military service
 - Unemployment
 - Economic hardship
 - Graduate fellowship programs

Deferment Process

- Obtain deferment document from your loan agency
- Complete your portion of the document
- Email completed document to CCAC—jcowans@ccac.edu
- CCAC will complete their portions and return form to you and/or directly to agency
- Please allow 7-10 days to return forms

*Please note deferment paperwork must be filed every year.

Meeting with an Advisor for Associate Degree Program

Walk-in Advising Meetings

Please walk in during regular operating hours at any of our locations. In-person advising appointments are available at Allegheny Campus, Boyce Campus, North Campus, South Campus, Homewood-Brushton Center and West Hills Center. Students will need to present a photo ID in order to complete registrations and schedule changes.

Meet Virtually

Join an advisor from the comforts of home through Zoom! When you join the Zoom session, you will be placed into the waiting room. When an advisor becomes

available, they will bring you into the meeting. Students will need to present a photo ID in order to complete registrations and schedule changes. The average wait time for virtual advising is five to 10 minutes. This wait time will increase during peak periods.

Schedule Appointments: On Campus or Virtual

To access Navigate360 via mobile device, download "Navigate360 Student" through Google Play or AppStore, search for "CCAC," and enter your username and password (same as my.ccac.edu).

To access Navigate360 via desktop, log in here.

New to Navigate360? To get started, visit the EAB Navigate360 Guide for Students in the Help Center.

Setting up Net ID for Associate Degree Program

1. Go to netid.ccac.edu
2. Click on the **Create your NetID Account** button



Enter requested information below:

NetID Username

[Forgot NetID Username?](#)

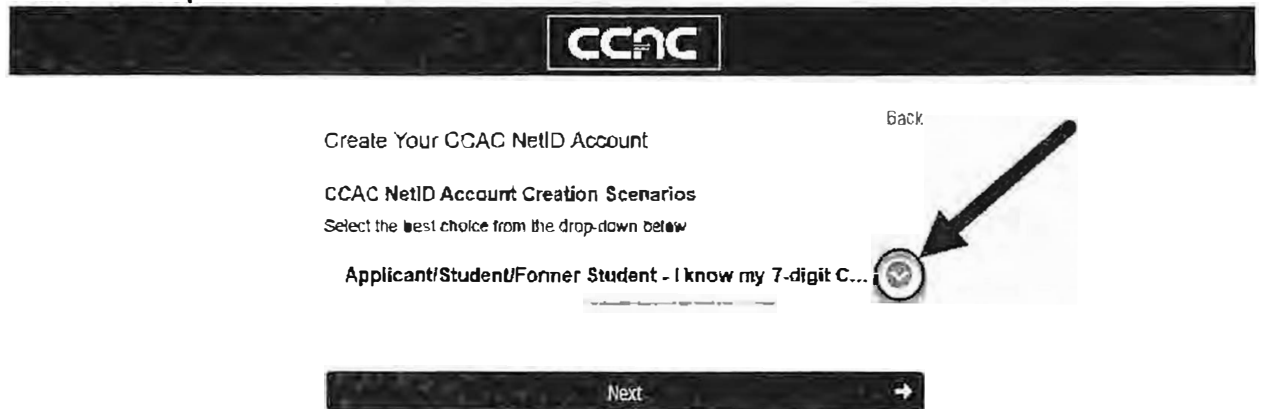
[Go](#)

Don't have a CCAC NetID Account yet? Create your CCAC NetID Account below.

Create your NetID Account

[Need help with your NetID Account? Click here](#)

3. Click the **drop-down arrow**



CCAC

Create Your CCAC NetID Account

CCAC NetID Account Creation Scenarios

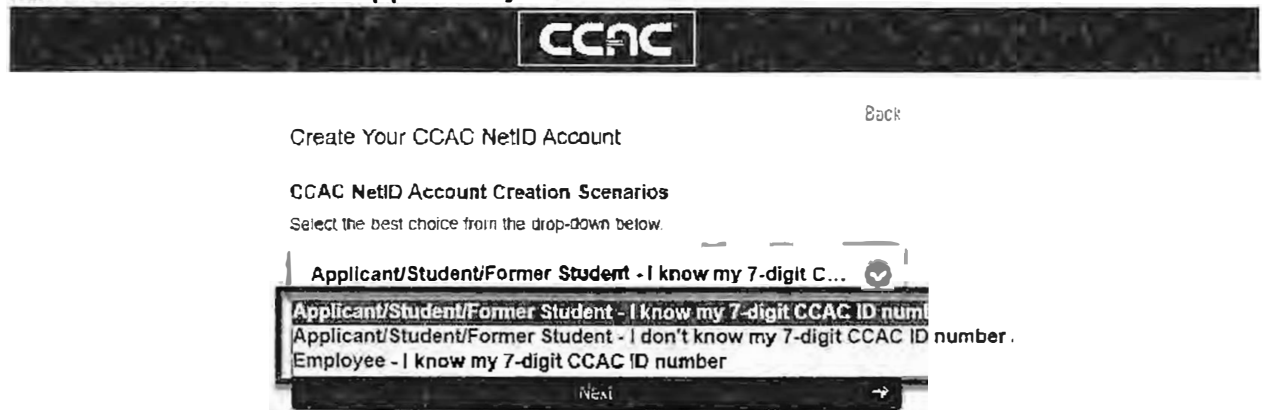
Select the best choice from the drop-down below

Applicant/Student/Former Student - I know my 7-digit C...

Back

Next →

4. Select the **scenario that applies to you**



CCAC

Create Your CCAC NetID Account

CCAC NetID Account Creation Scenarios

Select the best choice from the drop-down below

Applicant/Student/Former Student - I know my 7-digit C... ✓

Applicant/Student/Former Student - I know my 7-digit CCAC ID numl

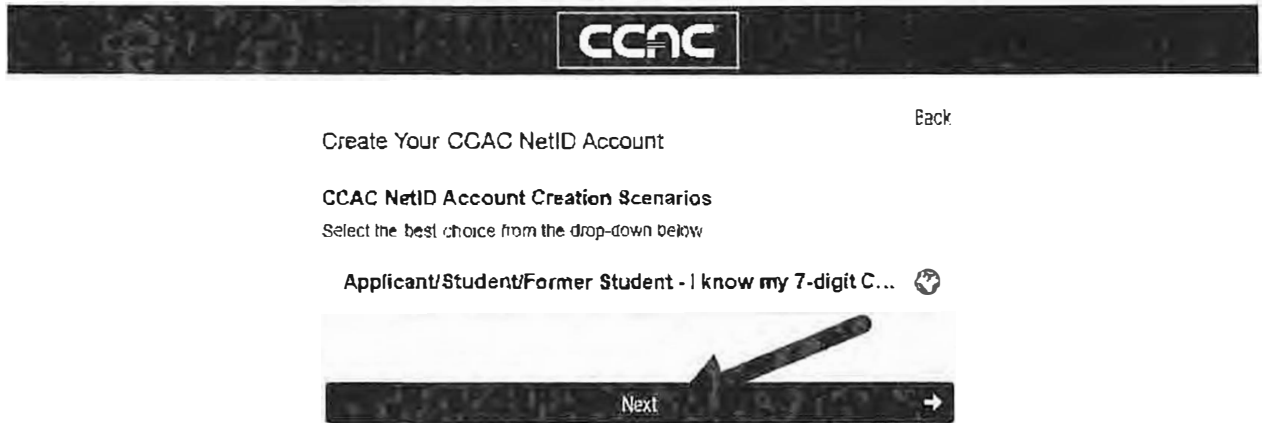
Applicant/Student/Former Student - I don't know my 7-digit CCAC ID number .

Employee - I know my 7-digit CCAC ID number

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Next →

5. Click **Next**



If you do not know your CCAC ID number

If you do know your CCAC ID number

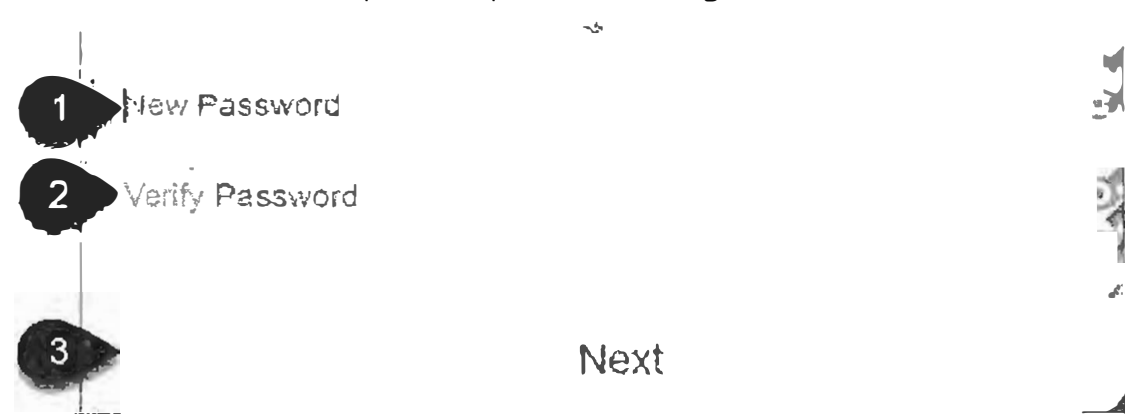
Setting Your CCAC Password

Enter a Password that has at least 1 of the following:

- Upper case letter
- Lower case letter
- Special character (!@#\$%^&*)
- Number
 - It must contain at least **15** characters
 - Cannot contain personal information
- **Cannot be one of your last 10 passwords**

[Click here for more in-depth password requirements and examples.](#)

1. Enter a **password that meets the criteria** listed above
2. Enter the **same password** to verify the password change.
3. Click **Next** to complete the password change.



Parking Pass

Parking pass can be obtained in security at campuses

CCAC Photo ID

Can be taken at any campus registration counter