

## Admission Checklist & Process

1. Complete and submit the Inquiry form on the 'Contact Us' page on this website.
2. Within 5 business days, the applicant will receive a detailed email with information about the program and a request for additional paperwork (scanned copies of resume, cover letter, current passport-style photograph, and letter of recommendation from a present or former employer).
3. Once the above information has been received, a video interview via Skype will be arranged with the applicant.
4. During the Skype interview, campus location and program start date will be determined.
5. Additional scanned documents will be requested, including the applicant's Merchant Mariner Credential (MMC), Transportation Worker Transportation Credential (TWIC), driver's license, passport, and diploma or transcript. Applicants will be given instructions for taking a math skills assessment which must be completed and passed with a score of 85% or higher.
6. If the applicant is Post 9/11 GI Bill-eligible, a letter of eligibility will be requested.
7. The Workboat Academy will submit a resume package to participating Partner Companies.
8. Partner Companies will select applicants for in-person interviews.
9. The Partner Company will select the applicant(s) they would like to bring onboard as Apprentice(s).
10. An enrollment package, including tuition agreement, payment information, program details, and schedule will be sent to the Apprentice.
11. Upon receipt of signed agreements and first tuition payment, a welcome aboard letter will be sent to the Apprentice.