

# Juneau Construction Academy (JCA) Admission Procedure



The Juneau Construction Academy introduces adults, 18 and older, to entry level jobs in the construction trades via **FREE training and career guidance**. The application process requires several steps over a period of time. Applicants are encouraged to begin the process now to be eligible for placement into future training classes.

1. Potential applicant can meet with Admissions Coordinator to learn about the program and to receive accompanying documents outlining the process for how to apply.
2. Applicant must complete and submit the **online application form** found at [www.juneauconstructionacademy.org](http://www.juneauconstructionacademy.org) and acknowledge ***Equal Opportunity is the Law Notice, Alaska Construction Academy Course Rules***, and the ***Alaska Construction Academy Drug and Alcohol Policy and Procedures Manual***.
3. Applicant must turn in a **Resume**. Applicant is also encouraged to submit 2 Letters of Recommendation from teachers, employers, coaches, etc.
4. Applicant must take the **Career Ready 101 Assessment**; requesting a minimum score of 4 on each of the three subjects of Reading for Information, Locating Information and Applied Math. Test results must be supplied to the Admissions Coordinator. It is recommended the applicant also take **WorkKeys Career Readiness Certificate tests** (requires reservation in advance). \*See Career Ready 101 & WorkKeys information sheet
5. After completion of steps 1-4, the Admissions Coordinator will refer the applicant for a **confidential drug screening**. Test results are released only to the Construction Education Foundation (CEF). CEF will inform JCA if an applicant is able to move forward. This is the date an applicant is considered eligible.
6. Eligible applicants will meet with the Admissions Coordinator to discuss course options, placement and registration.
7. Applicant completes a **UAS registration form** if taking a UAS credit class or will be enrolled in JCA training, and agrees to attendance policy and completing assigned course work. If attendance, punctuality or course work is insufficient, applicants will be denied future JCA training opportunities.
8. Courses are filled on a first come, first serve basis for eligible applicants and limited in space size by UAS facilities. An applicant's eligibility date will be used to determine rank and order for filling a class.
9. Upon completion of training, applicants will follow up with JCA coordinator for employment opportunities in the community.

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The Juneau Construction Academy is funded by the Construction Education Foundation through the Alaska Department of Labor and Workforce Development and Denali Training Program. JCA is an Equal Opportunity Program and Employer. Auxiliary aides and services are available upon request to individuals with disabilities.