

Natural Gas Technician Certificate Program



**WORKFORCE
DEVELOPMENT
INSTITUTE**

in partnership with
nationalgrid

Application Process

To apply, visit the Hudson Valley Community College website, or WDI offices to complete and submit the application and required documentation. The following application process must be completed in sequential order.

<http://www.hvcc.edu/wdi/>

☐ Step 1: Confirm you meet all eligibility requirements

- Must be at least 18 years old
- High School diploma or GED
- Valid driver's license

☐ Step 2: Complete the application and include an electronic copy of the following required documentation, emailed to wdi@hvcc.edu

- Complete the Gas Technician Certificate Application form **, including related work experience (i.e. construction, plumbing, HVAC, etc.)
- Attach diploma or GED
- Attach valid driver's license
- Attach Medical History and Physical Report completed by your physician **
- Attach Signed Agreement and Release of Claims form **

** You will need to print these forms ahead of time to sign, and then scan and submit

☐ Step 3: Application Review

Upon receipt of completed application and all required documentation, the application will be reviewed by the Admissions committee. You will be notified by email if you are authorized to proceed.

☐ Step 4: Schedule Aptitude Test

Contact Hudson Valley Community College to schedule (see Key Dates) and complete the Field Aptitude Test. You will receive notification of test result.

Note: Only applicants that pass the field aptitude test can schedule the pre-entry physical assessment.

☐ Step 5: Schedule Pre-Entry Physical Assessment

Contact Hudson Valley Community College to schedule and complete the Pre-Entry Physical Assessment. You will receive notification of assessment result.

• Step 6: Program Registration

The admissions committee will identify successful candidates accepted into the program and you will be informed to proceed with the registration process.

• Step 7: Submit Program Tuition & Registration Form

Submit registration form and tuition check for \$1,200 payable to Hudson Valley Community College.-WDI Mail or hand deliver to Fitzgibbons Hall Rm 131
80 Vandenburg Avenue, Troy, NY 12180.

Note: Completion of the program does not guarantee employment, however you will receive front-line priority for entry-level positions in Gas Operations and Customer Metering Services at National Grid.

For more information contact Workforce Development at Hudson Valley Community College at (581) 629-4111.

<http://www.hvcc.edu/wdi/>

Classes Start September 12, 2017

Program runs Tuesdays and Thursdays nights from 6:00—9:00 PM and three Saturdays (10/7, 11/4, and 12/2) from 8:00 AM—2:30 PM.

Program ends December 2, 2017.

Key Dates (subject to change)

Application Deadline: August 11, 2017

Field Aptitude Test:
(written exam)

- Tue., Aug 15 11:00 AM—12:30 PM
- Tue., Aug 15 1:30 PM—3:00 PM
- Thu., Aug 24 11:00 AM—12:30 PM
- Thu., Aug 24 1:30 PM—3:00 PM

Note: All field aptitude tests will be administered at a National Grid facility.

Pre-Entry Physical Assessment:
(dates subject to change)

- Sat., Aug 19 8:00 AM—4:00 PM
- Sat., Aug 26 8:00 AM—4:00 PM
- Sat., Sep 2 8:00 AM—4:00 PM

Note: All pre-entry physical assessments will be administered at the National Grid facility, 300 Seneca Street, Schenectady.

Tuition Payment Due: Sept. 5, 2017
(from the time that you receive your acceptance until the due date above)

Program Start Date: Sept. 12, 2017