

**Manufacturing Skill Standards Council - Certified Production Technician (CPT)® 4.0 & CPT+ Skill Boss  
Admission Application Form**

**United Steel Workers Union Local 689**



**2288 Wakefield Mound Rd  
Piketon OH 45661  
Phone: (740) 289-2368**

**Manufacturing Skill Standards Council  
Certified Production Technician (CPT)® 4.0 & CPT+ Skill Boss**

Complete this admission application packet and submit to the USW Local 1-689, along with the required materials listed below, by close of business on **January 13, 2025**.

Physical Address:

**United Steel Workers Union Local 689**  
2288 Wakefield Mound Road  
Piketon, Ohio 45661

Mailing Address:

**United Steel Workers Union Local 689**  
PO Box 467  
Piketon, Ohio 45661

**You must submit admission application packet and all required materials together.**

Required materials to include with this packet:

- Admission Application Form with Security Screen Questions Form
- A copy of your WorkKeys scores (Applied Mathematics, Graphic Literacy, & Workplace Documents)
- Resume
- 3 References
- Recommendation Letter
- An official college or post-secondary transcript (if applicable)
- Copy of relevant training certifications (if applicable)

**Manufacturing Skill Standards Council - Certified Production Technician (CPT)® 4.0 & CPT+ Skill Boss  
Admission Application Form**

**WorkKeys Assessment - Pre-entrance Test For:  
Manufacturing Skill Standards Council  
Certified Production Technician (CPT)® 4.0 & CPT+ Skill Boss**

**Authorized WorkKeys Assessment Center**

Pike County Career Technology Center – Adult Education  
175 Beaver Creek Rd.  
Piketon OH 45661  
PHONE: 740-289-2282 OR 289-4172  
[www.pikectc.org](http://www.pikectc.org)

**WorkKeys Test Schedule at Pike CTC**

- December 11<sup>th</sup> at 9am
- December 12<sup>th</sup> at 9am
- January 7<sup>th</sup> at 5pm
- January 10<sup>th</sup> at 9am
- January 14<sup>th</sup> at 9am

**Link to register for the WorkKeys Assessment at Pike CTC**

<https://forms.gle/EmsBy81KuTUG5WuT6>  
OR CALL 740-289-2282

**WorkKeys Required Scores for the MSSC Program**

To apply for admission the student must obtain the minimum required scores on the WorkKeys Assessments of Workplace Documents, Graphic Literacy and Applied Mathematics. Tests must have been taken within the previous three (3) years.

- Workplace Documents Required Score... Level 4 or higher
- Graphic Literacy Required Score... Level 4 or higher
- Applied Mathematics Required Score... Level 4 or higher

**WorkKeys Test - General Guidelines at Pike CTC**

Cost

Applicants must pay \$20.00 per test (\$60.00 for complete test) and register through the Pike CTC Adult Education Office prior to the examination date.  
No person will be permitted to test without full payment.

Refunds

Refunds will be granted if requested prior to the test date and time.  
No refunds will be administered if requested past the date and time of the test.

**Manufacturing Skill Standards Council - Certified Production Technician (CPT)® 4.0 & CPT+ Skill Boss  
Admission Application Form**

Tardiness

Persons arriving late will not be permitted to test.

Refunds will not be issued past the start date and time.

Materials

Students are required to bring a picture ID.

Persons not having a picture ID will not be permitted to test

Test Cancellation

If a test date must be cancelled due to inclement weather, or other unforeseen circumstance, every attempt will be made to notify the testers. The examination will be rescheduled as soon as possible. The testers will be scheduled for the make-up test date. The testers may choose an alternative test date from the test schedule or request a cancellation and refund.

**Pre-Entrance Re-Testing and Remediation**

Applicants only need to re-test in the area(s) in which they failed to meet the minimum required score(s).

Applicants must pay \$20.00 per test section and register through the Pike CTC Adult Education Office prior to the examination date. No person will be permitted to test without full payment. Tests will only be administered on the scheduled dates. The school will establish the testing dates.

**WorkKeys Prep and Remediation Classes at Pike CTC**

The Pike County Career Technology Center has WorkKeys prep and remediation classes available at no charge. To register, please call the Pike CTC Adult Education Office at 740-289-2282.

**Manufacturing Skill Standards Council - Certified Production Technician (CPT)® 4.0 & CPT+ Skill Boss  
Admission Application Form**

Name \_\_\_\_\_  
*Last First/Given Middle*

Residence Address \_\_\_\_\_ PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County of Residence \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

E-Mail \_\_\_\_\_

Did you graduate high school or earn a high school equivalency?  YES  NO

High School Attended \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Year Graduated \_\_\_\_\_

If you earned a GED list: \_\_\_\_\_/\_\_\_\_\_  
*State Year*

Have you ever attended college or adult career-technical training?  YES  NO

If Yes, please provide the following information:

<u>Name of Institution</u>	<u>City</u>	<u>State</u>	<u>Date of Attendance</u>	<u>Degrees Earned</u>
_____	_____/_____	_____	____/____-____/____ <i>mo./yr. to mo./yr.</i>	_____
_____	_____/_____	_____	____/____-____/____ <i>mo./yr. to mo./yr.</i>	_____
_____	_____/_____	_____	____/____-____/____ <i>mo./yr. to mo./yr.</i>	_____

**By signing below, I certify that all information on this form and any additional supporting information submitted with this form is true and complete to the best of my knowledge. I understand that this information will be used to make decisions regarding admission into the training program.**

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date of Application*

**Manufacturing Skill Standards Council - Certified Production Technician (CPT)® 4.0 & CPT+ Skill Boss  
Admission Application Form**

**SECURITY SCREENING QUESTIONS**

**NOTICE:**

**Failure to obtain the employer's required security clearance may result in the student not being eligible for employment once the training program has been completed.**

**The following questions may be used by potential employers to screen job applicants. By answering yes to some of these questions, it may hinder the ability to be hired by potential employers.**

1. DO YOU HAVE ANY RELATIVES OR CLOSE CONTACT WITH NON-CITIZENS OR ANYONE FOREIGN BORN?  
YES NO
2. DO YOU HAVE ANY FINANCIAL HOLDINGS IN A FOREIGN COUNTRY?  
YES NO
3. HAVE YOU LIVED OUTSIDE OF THE UNITED STATES WITHIN THE LAST 10 YEARS? YES NO
4. DO YOU OWN ANY FOREIGN PROPERTY?  
YES NO
5. ARE YOU NOW OR HAVE YOU EVER BEEN EMPLOYED AS OR ACTED AS A CONSULTANT FOR A FOREIGN GOVERNMENT OR COMPANY?  
YES NO
6. IN THE PAST 10 YEARS HAVE YOU BEEN ISSUED A FOREIGN PASSPORT?  
YES NO
7. HAVE YOU EVER BEEN IN THE MILITARY? IF YES, WHAT TYPE OF DISCHARGE?  
YES NO
8. IN THE PAST 10 YEARS HAVE YOU CONSULTED WITH A MENTAL HEALTH PROFESSIONAL CONCERNING A MENTAL HEALTH CONDITION?  
YES NO
9. HAVE YOU EVER BEEN ASKED TO RESIGN FROM A JOB OR LEFT UNDER UNFAVORABLE CONDITIONS?  
YES NO
10. HAVE YOU EVER BEEN CHARGED WITH A CRIME? IF SO, DATES?  
YES NO DATE(S) \_\_\_\_\_
11. HAVE YOU EVER BEEN CHARGED WITH OR CONVICTED OF A FIREARMS OFFENSE?  
YES NO
12. HAVE YOU BEEN CHARGED OR CONVICTED OF ANY OFFENSE RELATED TO ALCOHOL OR DRUGS?  
YES NO

**Manufacturing Skill Standards Council - Certified Production Technician (CPT)® 4.0 & CPT+ Skill Boss  
Admission Application Form**

13. IN THE PAST 10 YEARS HAVE YOU USED ALCOHOLIC BEVERAGES TO THE EXTENT IT RESULTED IN ALCOHOL RELATED TREATMENT?  
YES NO
14. HAVE YOU EVER HELD A GOVERNMENT CLEARANCE? IF YES, WHAT TYPE?  
YES NO TYPE \_\_\_\_\_
15. HAVE YOU EVER BEEN DENIED A SECURITY CLEARANCE?  
YES NO
16. HAVE YOU EVER FILED A PETITION FOR BANKRUPTCY?  
YES NO
17. HAVE YOU EVER HAD YOUR WAGES GARNISHED OR PROPERTY REPOSSESSED?  
YES NO
18. HAVE YOU EVER BEEN INVOLVED IN ANY FINANCIAL LEGAL PROCEEDINGS?  
YES NO
19. HAVE YOU EVER BEEN OVER 180 DAYS DELINQUENT ON ANY DEBT?  
YES NO
20. HAVE YOU EVER BEEN A MEMBER OF, OR MADE A CONTRIBUTION TO, AN ORGANIZATION DEDICATED TO THE VIOLENT OVERTHROW OF THE U.S. GOVERNMENT OR ENGAGED IN ILLEGAL ACTIVITIES TO THAT END?  
YES NO
21. HAVE YOU OR ANYONE IN YOUR IMMEDIATE FAMILY EVER BEEN AFFILIATED WITH THE COMMUNIST PARTY?  
YES NO
22. HAVE YOU HAD YOUR DRIVER'S LICENSE SUSPENDED OR REVOKED  
YES NO