



# UA 412 Trades SmartCard

MC3 Certification/OSHA 10/First Aid-CPR/JATC Pre-Apprenticeship Certification



## PROGRAM OVERVIEW

The UA 412 Trades Pathway places associates into a paid pre-apprenticeship program that prepares them for entry into union construction careers.

## IMPORTANT: THIS IS A PRIVILEGE

- Participation in this pre-apprenticeship is not guaranteed and is considered a privilege.
- The normal waiting list to enter UA 412 pathways is often over 400 people
- Through the NMJCA partnership, eligible associates are able to bypass the traditional waiting list
- This fast-track opportunity exists because of performance, accountability, and partnership trust
- Associates are expected to treat this opportunity seriously and professionally.

## PAID STATUS & WHY DWS IS REQUIRED

Associates ARE PAID during the pre-apprenticeship phase.

- Because wages are paid using New Mexico Department of Workforce Solutions (DWS) funding, associates must:
    - Be eligibility verified
    - Be enrolled in NM Workforce Connection
    - Complete DWS agreements
    - Set up direct deposit
- No DWS enrollment = no pay.

## CERTIFICATIONS & CREDENTIALS EARNED

Associates who successfully complete the pre-apprenticeship earn industry-recognized credentials, including:

- **MC3 – Multi-Craft Core Curriculum Certificate**
  - National pre-apprenticeship standard recognized by union programs nationwide
- **OSHA 10-Hour Construction Safety Certification**
  - Required on most construction job sites
- **First Aid / CPR Certification**
  - Required by many contractors
- **UA / Joint Apprenticeship & Training Committee (JATC) Pre-Apprenticeship Certificate**
  - Verifies completion of UA-approved pre-apprenticeship training

These credentials make associates competitive for placement with union contractors.

## WHAT HAPPENS AFTER PRE-APPRENTICESHIP - THE CAREER PATH

### Post-Pre-Apprenticeship Opportunity

If an associate performs well during the pre-apprenticeship, they may be:

- Offered job placement with a participating UA 412 contractor
- Accepted into a registered apprenticeship

### Registered Apprenticeship Structure

Once placed:

- Associates work during the day for a UA 412 contractor
- Attend apprenticeship classes at night
- Progress through a 5-year apprenticeship program

### Pay & Benefits

- Wages increase each year as skills and hours are completed
- By Year 5, apprentices earn \$40+ per hour
- Throughout the apprenticeship, associates receive full UA 412 union benefits, including:
  - Health insurance
  - Retirement / pension
  - Training and certification coverage
  - Union representation and protections

This pathway leads to a long-term, high-wage career, not a short-term job.

## STEP 1 – ELIGIBILITY VERIFICATION

### PURPOSE

To ensure the associate is eligible for a paid, fast-tracked workforce opportunity before state funds or union resources are used.

- Associate meets UA 412 eligibility
- Age eligibility confirmed 18 years or over upon start of UA 412 pre apprenticeship
- Education requirement met (High School Equivalency or Higher)
- Legal authorization to work verified
- Associate approved to proceed

## STEP 4 – DWS CASE MANAGER APPOINTMENT (ON JCA CAMPUS)

### PURPOSE

To complete all paperwork required for pay, enrollment, and compliance.

- Participating Training Agreement completed
- DWS enrollment completed
- Direct deposit established

## STEP 2 – DWS / NM WORKFORCE CONNECTIONS

### PURPOSE

To establish the associate's official workforce profile so wages can be issued and tracked.

- Account created at [www.jobs.state.nm.us](http://www.jobs.state.nm.us)
- Logged in as Individual
- Email verified
- Username/password confirmed
- SSN entered (no dashes)
- DOB verified

## STEP 5 – UA 412 Application

### PURPOSE

To collect program-specific information for placement and reporting.

- UA 412 Application  
<https://docs.google.com/forms/d/e/1FAIpQLSewz36Pn9Zx3K1shQ4iQPmwbGwRH1hVp507BVLjSlakVKsbKQ/viewform>

## STEP 3 – DWS CASE MANAGER COORDINATION (Program Manager / JCA Case Manager)

### PURPOSE

To schedule the required DWS appointment that authorizes paid training status.

- DWS contacted
- On-campus appointment scheduled

## STEP 6 – DAY 1 REPORTING

### PURPOSE

To report fully cleared and ready for instruction.

Location:

UA 412 Training Center  
510 San Pedro Dr SE  
Albuquerque, NM 87108

- High School Equivalency or Higher (physical copy)
- Photo ID
- Social Security Card
- Direct Deposit Form + Voided Check OR Bank Statement (Full routing and account numbers must be clearly visible)
- Jeans
- Closed-toed shoes

\*Boots not required Day 1

\*Boot vouchers issued before contractor placement

## FINAL CLEARANCE

- Eligibility verified
- DWS enrollment complete
- Paid status confirmed
- All documents verified
- Associate CLEARED TO START UA 412 PRE-APPRENTICESHIP