

**Hiller Plumbing, Heating, Cooling & Electrical partnered
with Total Tech, LLC**



**TRANSITION TO
TRADES™**
Moving troops from serving to service.

**Transition to Trades
(TtT) DOD Skillbridge/
CSP Fort Campbell, KY**

Candidate Application & Assessment Packet

Version 16: July 27, 2020

Total Tech, LLC HVAC – Plumbing - Electrical Training Center partners with Hiller, LLC to coordinate the Transition to Trades program. The TtT program is designed for active duty Veterans, who are able to attend a four week plumbing, HVAC, or electrical fundamentals course as well as the one week HVAC Replacement course within this training program. **Students may elect to participate in one, two three or all four courses within the TtT program.** This will constitute a 4, 8, 12 or 13 week Skillbridge/Career Skills Program (CSP). After course completion the military member is offered the opportunity to do “right side rides” with a technician in the field of study they just completed. These are one week to one month additional on the job training opportunities.

Upon successful completion of their course time, the transitioning member/veteran will be guaranteed an interview with Hiller Plumbing, Heating, Cooling & Electrical and possibly a job at any of our 13 locations across Tennessee, Alabama and Kentucky. All efforts will be made by Hiller, LLC to place the graduate in a location he/she is interested in working and is qualified. However there is no job location preference guarantee. If moving outside of the Hiller area, the military member is assisted with employment in the location of their choice.

- Location: Total Tech, LLC – 909 Murfreesboro Pike – Nashville, TN 37217
- Training: Monday thru Friday, 5 hours a day (30 day program totaling 100 hours) per course for the 4 week classes. One week, 40 hours for the HVAC Replacement course.
- Background checks and drug screening will be conducted for each new Hiller, LLC employee.
- Cost: VA Educational Benefits (3 months of benefits will cover a 30 day program using Post 9-11).
- Only those veterans who desire this career field should apply. Those veterans with personal issues, family challenges that would prohibit them from attending all classes should not apply.
- Students with more than 2 unexcused absences may be dropped from the course (and will incur a debt against their VA Educational Benefits).

REQUIREMENTS FOR APPLICATION:

- Applicants to the training program must be 18 years old or older, with a high school diploma or a General Education Development (GED) certificate.
- Applicants must possess a current driver's license.
- Secure Command authorization to participate.
- Receive a full honorable or general discharge.
- Apply for G.I. Bill Benefits using VONAPP 1990 (for more information contact a Transition Counselor).
- Complete a screening/interview with Hiller, LLC.
- Applicants must have ability to lift 50 pounds and stand for long periods of time

POINT OF CONTACTS:

- Daphne Frontz, Senior Program Manager, Hiller Plumbing, Heating, Cooling & Electrical: 615-891-5629 office, 615-416-0675 cell or Daphne.Frontz@transitiontotrades.com
- Visit your local SFL/TAP or Career Skills office
- Fort Campbell Career Skills Program Counseling Support: 270-412-1128, 270-798-3195 or 270-798-4974 or visit us at Building 5668 Wickham Avenue. Or email: dodhra.campbell.dcpas-hrops.mbx.csp-mailbox@mail.mil

1. Attend Transition to Trade Information Briefings at the Career Skills Program Building, 5668 Wickham Ave.
2. Obtain Battalion Level Command signatures on this application form.
3. Submit signed application and ERB/ORB to Career Skills Representative at the Education Center to start the selection process.
4. Complete a pre-screening interview (by appointment) with Hiller, LLC., Get Registration card filled out
5. Attend Registration and Complete admissions requirements for Total Tech LLC listed above.

No Classes 2020	Plumbing Fundamentals 2020	Electrical Fundamentals 2020	HVAC Analysis 2020
10 Hour Day – 2 Week Session	May 4 – May 15	May 4 – May 15	
May 22 & 25 (Memorial Holiday)	May 18 - Jun 16	May 18 - Jun 16	May 4 - Jun 2
July 3 (July 4 th Holiday)	Jun 17 – Jul 15	Jun 17 – Jul 15	Jun 3 – Jun 30
	Jul 20 – Aug 14	Jul 20 – Aug 14	Jul 6 – Jul 31
			Aug 3 – Aug 28
Sept 4 & 7 (Labor Day Holiday)	Aug 17 – Sept 15	Aug 17 – Sept 15	Aug 31 – Sept 29
10 Hour Day – 2 Week Session			Oct 5 – Oct 16
Oct 9 & 12 (Columbus Day Holiday)	Sept 16 - Oct 15	Sept 16 - Oct 15	
Nov 11 (Veteran’s Day), Nov 25 & 27 (Thanksgiving Holiday)	Oct 19 - Nov 16	Oct 19 - Nov 16	Oct 19 – Nov 16
Nov 25 - 27 (Thanksgiving Holiday)	Nov 17 - Dec 17	Nov 17 - Dec 17	Nov 17 -Dec 17
Dec 23 - 25 (Christmas Holiday, Jan 1 (New Year’s Holiday), Jan 15 & Jan 18 (MLK Holiday)	Dec 28 - Jan 27	Dec 28 - Jan 27	Dec 28 – Jan 27
HVAC Replacement 2020			
May 18 – May 22 Jun 1 – Jun 5 Jun 15 – Jun 19 Jun 22 – Jun 26 Jul 6 – Jul 10 July 13 – Jul 17	Jul 20 – Jul 24 July 27 – Jul 31 Aug 3 – Aug 7 Aug 10 – Aug 14 Aug 17 – Aug 21 Aug 24 – Aug 28	Sept 14 – Sept 18 Sept 21 – Sept 25 Sept 28 – Oct 2 Oct 19 – Oct 23 Oct 26 – Oct 30 Nov 2 – Nov 6	Nov 16 – Nov 20 Nov 30 – Dec 4 Dec 7 – Dec 11 Dec 14 – Dec 18

Class times for 2020 are from 1000 to 1500 or 1500 to 2000 daily except for the 10 hour courses which are 0700 to 1700. Class times are first come first serve unless special circumstances require one or the other.

No Classes 2021	Plumbing Fundamentals 2021	Electrical Fundamentals 2021	HVAC Service 2021
Feb 12 & Feb 15 (President's Day)	Jan 11 - Feb 5	Feb 1 - Mar 2	Jan 11 – Feb 5
Feb 12 & Feb 15 (President's Day)	Feb 8 - Mar 9	Mar 8 – Apr 2	Feb 8 – Mar 9
10 Hour Day 2 Week Session	Mar 15 - Mar 26		Mar 15 – Mar 26
	Mar 29 - Apr 23	April 5 – April 30	Mar 29 – Apr 23
May 28 & May 31 (Memorial Day Holiday)	Apr 26 - May 21	May 3 – Jun 1	Apr 26 – May 21
May 28 & May (Memorial Day Holiday)	May 24 - Jun 22	Jun 2 – Jun 29	May 24 – Jun 22
July 5 (July 4 th Holiday)	Jun 28 - Jul 26	Jul 6 – Aug 2	Jun 28 – Jul 26
	Jul 28 - Aug 24	Aug 3 – Aug 30	Jul 28 – Aug 24
Sept 3 & 6 (Labor Day Holiday)	Aug 25 – Sept 23	Aug 31 – Sept 29	Aug 25 – Sept 23
Oct 8 & 11 (Columbus Day Holiday)	Sept 27 - Oct 8	Oct 4 – Nov 2	Sept 27 – Oct 8
	Oct 12 – Nov 8		Oct 12 – Nov 8
Nov 11 (Veteran's Day), Nov 24 - 26 (Thanksgiving Holiday)	Nov 15 – Dec 15	Nov 3 – Dec 6	Nov 15 – Dec 15
Dec 22 - 24 (Christmas Holiday, Jan 14 & Jan 17 (MLK Holiday)	Dec 27 – Jan 25	Dec 7 – Jan 6	Dec 27 – Jan 25

HVAC Replacement 2021			
Jan 4 – Jan 8 Jan 25 – Jan 29 Feb 1 – Feb 5 Feb 22 – Feb 26 Mar 1 – Mar 5 Mar 8 – Mar 12 Mar 16 – Mar 19 Mar 22 – Mar 26 Mar 29 – Apr 2	April 5 – Apr 9 Apr 12 – Apr 23 Apr 26 – Apr 30 May 3 – May 7 May 10 – May 14 May 17 – May 21 Jun 7 – Jun 11 Jun 14 – Jun 18 Jun 21 – Jun 25	Jun 28 – Jul 2 Jul 12 – Jul 16 Jul 19 – Jul 23 July 26 – Jul 30 Aug 2 – Aug 6 Aug 9 – Aug 13 Aug 16 – Aug 20 Aug – 23 – Aug 27 Sept 13 – Sept 17	Sept 20 – Sept 24 Oct 18 – Oct 22 Oct 25 – Oct 29 Nov 1 – Nov 5 Nov 15 – Nov 19 Nov 29 – Dec 3 Dec 6 – Dec 10 Dec 13 – Dec 17 Dec 27 – Dec 31

Section I. Please review and acknowledge the requirements of the program by initialing, and dating the following. Forward a completed application packet and include ERB / ORB with your application.

	I understand that the Transition to Trades (TtT) training program is a full-time, Monday thru Friday, 5 hours a day, 4, 8 or 12 week CSP program.
	I understand that the TtT training is provided at no cost to the Soldier. VA Educational Benefits will be used to cover costs (3 months of benefits will cover a 30 day program using Post 9-11).
	I understand that I must be recommended by my chain of command, be interviewed and accepted into the program by TtT / Hiller, LLC.
	I have a high school diploma or GED certificate.
	I possess a current, valid Driver's License and I understand that during my training program I must maintain a clean driving record and have no criminal convictions.
	If retiring, I understand that extension/early separation is non-applicable. I understand that re-enlisting or extending my service obligation while in the program to stay in the Army beyond 30 days after the course graduation date will be cause for immediate termination from training.
	<i>I understand that I must complete the Soldier for Life requirements prior to class start date & provide a copy of your DD 2648 (Nov 16) (or print out of future appointments).</i>
	I understand that there are physical requirements of the occupation and that I may be directed to acquire a physician's approval before being accepted into the TtT program.
	I will complete a resume to program standards, and keep it up to date with training certifications obtained.
	I understand that upon successful completion, my job placement may be in the states of Alabama/Tennessee/Kentucky.
	I understand that more than 2 unexcused absences may result in my being dropped from the program (which could result in a VA Educational Benefits debt).

I have read the above information in Section II and I fully understand the requirements as a participant in this program. I furthermore understand by providing my signature below I am agreeing to participate fully in the program and to keep my instructors and counselors informed of any change that may impact my successful completion of the training program.

Section II. Applicant Information

1. Signature		2. Date:	
3. Printed Name (Last, First, MI)			
4. Unit of Assignment:	BDE:	BN:	CO/TP: AGE:
5. Phone number:		6. Separation Date:	
7: Email:			
8: Transition to Trade Program: Check which program(s) you are applying for:			
Plumbing:	Electrical:	HVAC Service:	HVAC Replacement:
9: Course / Course Date(s)			

Section III.

CHAIN OF COMMAND RECOMMENDATION/ APPROVAL PORTION.

Service member is transitioning from Fort Campbell and approved to participate in the Hiller, LLC Transition to Trades (TtT) program. We understand that our support of this program allows the service member to participate in an accelerated training program in a high demand industry. We understand that the service member may request voluntary early separation to their enlistment obligation to meet program end date. We will support the service member's participation and attendance in this program, if selected, for the entire 4, 8, 12 or 13 weeks of the training and understand the Service member's place of duty (Monday thru Friday) is the training program site. We can request attendance information at any time from the Career Skills Program coordinator as all Soldiers are required to sign in and out of all TtT classes.

FIRST SERGEANT MAJOR (RANK/ PRINTED NAME) / SIGNATURE/ DATE

COMPANY COMMANDER (RANK/ PRINTED NAME) / SIGNATURE/ DATE

BATTALION COMMAND SERGEANT MAJOR (RANK/ PRINTED NAME) / SIGNATURE/ DATE

BATTALION COMMANDER (RANK/ PRINTED NAME) / SIGNATURE/ DATE

Career Skills Program
5668 Wickham Avenue
Fort Campbell, KY 42223
(270)412-1128

(PRINT SOLDIER'S NAME)	
_____	_____
(ETS DATE)	(TERMINAL LEAVE BEGINS)

CSP Student Attendance Policy

T2T

_____ I understand the participation in the Transition to Trades Career Skills Program is a privilege and my primary place of duty will be at Total Tech, LLC 909 Murfreesboro Pike Nashville, TN, 37217. Transportation to and from Fort Campbell to be provided by Hiller, LLC.

_____ I understand that the Total Tech will take attendance within the first 15 minutes of class each day. Anyone not in class will be immediately reported to CSP staff.

_____ I understand that I will notify CSP staff and Total Tech of upcoming appointments or scheduled missed days (to include any emergency's which will preclude you from attending class).

_____ I understand that more than **2 absences** will result in my being dropped from the program (which could result in a VA Educational Benefits debt).

_____ I understand that if I incur 2 absences that my company 1SG will be notified of the days missed.

_____ I understand that appointments should be made outside of classroom room hours to help decrease absences.

I have read the above information and I fully understand the requirements as a participant in this program. I furthermore understand by providing my signature below I am agreeing to participate fully in the program and to keep my instructors and counselors informed of any change that may impact my successful completion of the training

Service Member Signature

Date

Company 1SG Name (Print)

Company 1SG Signature

Company 1SG Email

Company 1SG Phone