



## **APPRENTICESHIP INFORMATION PACKAGE**

**ANNOUNCEMENT PERIOD:**

**FEBRUARY 3<sup>RD</sup> – MAY 2<sup>ND</sup> 2025**



## **ELIGIBILITY REQUIREMENTS**

### **All perspective candidates must:**

- Be a United States citizen.
- Be a high school graduate or have the GED equivalent at time of employment.
- Must be at least 17 years of age and 9 months to apply.
- Be able to meet security and medical requirements.
- Sign an apprentice agreement that specifies academic and trade course requirements to complete the program.
- Be able to attend classes during working hours and provide your own transportation while taking classes at Tidewater Community College (TCC) campus.
- Be currently enrolled at TCC or have applied for admissions either in person, by mail, or online at: [https://www.apply.vccs.edu/applications/vccs/apply.html?application\\_id=3352](https://www.apply.vccs.edu/applications/vccs/apply.html?application_id=3352).
- Each individual applying for NNSY apprentice program must have taken the college VPT college placement test through TCC (**Portsmouth campus**) within **TWO years** of the opening date of the announcement (February 3, 2023 and the current application closing date) or retake the placement test to be eligible for the program.
- The test consists of a three or four-hour battery of tests measuring your abilities in the areas of Reading, Writing and Mathematics. You are encouraged to take the sample test questions online at TCC's website, <https://help.tcc.edu/s/article/Resources-for-Placement-Testing>. You must be placed out of MTH 3 (or MTH 1), or MTE1, 2, & 3, or qualifying placement and are recommended for EDE 11 or higher (includes being eligible for ENG111).
- Testing Services are currently available by appointment. Appointments must be made 24 hours in advance by emailing [testing@tcc.edu](mailto:testing@tcc.edu) or calling at 757-822-2194.

## **FREQUENTLY ASKED QUESTIONS**

**Q: How do I complete an admissions application for Tidewater Community College?**

**A:** Visit any campus Admissions Office for assistance (757) 822-2193 or apply online at [https://www.apply.vccs.edu/applications/vccs/apply.html?application\\_id=3352](https://www.apply.vccs.edu/applications/vccs/apply.html?application_id=3352)

**Q: I have previously applied or submitted an application to Tidewater Community College several years ago, but did not attend. Do I have to reapply?**

**A:** If you applied, but did not attend within three semesters (1 year), yes you will need to reapply. Visit any campus Admissions Office for assistance or reapply online at [https://www.apply.vccs.edu/applications/vccs/apply.html?application\\_id=3352](https://www.apply.vccs.edu/applications/vccs/apply.html?application_id=3352)

**Q: I have previously been enrolled in Tidewater Community College, but it was several years ago. Do I have to reapply?**

**A:** If you have not been enrolled in classes at TCC for more than three years, yes you will need to reapply. Visit any campus Admissions Office for assistance or reapply online at [https://www.apply.vccs.edu/applications/vccs/apply.html?application\\_id=3352](https://www.apply.vccs.edu/applications/vccs/apply.html?application_id=3352)

**Q: How do I find information about taking the college placement test?**

**A:** Log into on the TCC website: <https://help.tcc.edu/s/article/Resources-for-Placement-Testing>. Testing Services are currently available by appointment. Appointments must be made 24 hours in advance by emailing [testing@tcc.edu](mailto:testing@tcc.edu) or calling at 757-822-2194.

The TCC website provides information about the testing center locations, testing schedule, practice questions, links to resources for studying Math / English, et cetera. Since the placement tests can only be retaken once within a 12-month period, we recommend completing the practice tests prior to taking the actual placement test. You also may want to consider arriving at the testing center closer to opening, rather than closing time, as the English and Math tests can take up to 2-4 hours each to complete. For the same reason, many choose to

take the tests on separate days. As of December 20, 2014, there is no testing fee required.

**Q: How do I apply for Norfolk Naval Shipyard's (NNSY) Apprenticeship Program?**

**A:** In the order listed you must:

- Complete an admissions application for Tidewater Community College (TCC), either online or at college.
- Take the college VPT placement test
  - Contact TCC to take the Virginia Placement Test
  - TCC website: <https://help.tcc.edu/s/article/Testing-Services-at-TCC?r=1986&ui-knowledge-components-aura-actions.KnowledgeArticleVersionCreateDraftFromOnlineAction.createDraftFromOnlineArticle=1>
  - Receive a copy of your test scores (all pages)
  - If you are out of state applicant, please see below how to proctor your out of state test.
  - Create an email to [nnsyapprenticeprogram@us.navy.mil](mailto:nnsyapprenticeprogram@us.navy.mil)
  - In body of the email answer the following questions.
    - Are you 18 years old or when will you be 18 years old?
    - Have you ever worked for Norfolk Naval Shipyard before?
    - Are you able to work at heights, wear a respirator, work in an industrial area, and participate in the nuclear program?
    - Attach Resume (must include full name, personal email address, phone number, physical address, job experience with dates, education details with dates).
    - Attach Virginia Placement Test (VPT) Scores (this must be obtained from TCC) All pages (page with your name/date/test location, page with your scores).
  - FAILURE TO FOLLOW THESE STEPS WILL RESULT IN AN INELIGIBLE RATING.
  - All attachments must be in a PDF format or a Word Document. (Google Docs and JPEGs are not acceptable)

**Q: Who needs to take the placement test?**

**A:** The test results determine eligibility for the program. **EVERYONE** who wants to apply to NNSY's Apprenticeship Program **MUST** participate in the college's Placement Test through TCC (Portsmouth campus) within **TWO** years of the opening date of the announcement or retake the placement test to be eligible for the program. For the 2026 hire, this will be February 3, 2023, and the current application closing date. College degrees/transcripts and SAT scores CANNOT be submitted in lieu of the placement test.

**Q: How do I know if my scores meet the requirements for eligibility?**

**A:** For you to be eligible for an interview, you must be placed out of MTH 3 (or MTH 1), or MTE1, 2, & 3, or qualifying placement and are recommended for EDE 11 or higher (includes being eligible for ENG111).

**Q: Do my scores impact my eligibility for any particular trade?**

**A:** No. However, applicants may influence the trade they are selected for if they take advantage of their opportunities to describe applicable aptitude and experience on their resume and during the interview. Candidates will have the opportunity to list three prioritized trade choices, which will be considered by the interview selection panel. The selection panel makes the final selections and applicants have the right to refuse any offer. If the applicant refuses a job offer, no other offer will be made during this hiring cycle.

**Q: I attended another college before coming to TCC. Will my credits transfer? If so, can I be exempt from courses I've already completed?**

**A:** Have an Official Copy of your previous college/university transcript sent to Tidewater Community College, Central Records Office, P.O. Box 9000, Norfolk, VA 23509-9000 You will also need to complete TCC's Evaluation of Previous Educational Experiences Form and submit it electronically to the Central Records Office.

This WILL NOT EXEMPT YOU from taking the placement test or the courses required by the apprentice program.

**Q: What happens after the announcement's closing date?**

**A: If you are eligible for an interview, you will be notified, via the email address provided on your Indeed account, of your interview date and time.** Please monitor your email inbox carefully, as well as the spam/junk folders and voicemail.

After the interviews are completed, selections will be made and **if you are selected for a job offer, you will be notified via the email address you have provided.** Each individual accepting a job with NNSY will be **required to pass a pre-employment physical, drug test and security.**

**New employees are tentatively expected to arrive on-board at the Shipyard either February or August 2026.**

## **Shops Hiring**

- **Electrician, WT-2805:** Installs, modifies and repairs electrical ships systems, controls and instrumentation.
- **Fabric Worker, WT-3105:** Fabricates repairs and installs such fabric articles as awnings, sails, boat canopies weather and protective cloths, fenders, bumpers, various types of covers and other ships and boat accessories.
- **Heavy Mobile Equip Mechanic, WT-5803:** Determines cause of mechanical problems, locate defects and make repairs to various internal combustion engines; transmission; heavy duty drive line systems; and hydraulic utility systems and controls.
- **Machinist, WT-3414:** A machinist will set up the fixtures, work pieces, and operate machine/machine tools to complete machining operations.
- **Marine Machinery Mechanic, WT-5334:** Dismantle, repair, relocate, modify maintain, align, overhaul and install marine machinery equipment and systems.
- **Pipefitter, WT-4204:** Layout, cutting, bending, assembling, and installing pipefitting and fixtures. Constructs and maintains piping systems such as heating, steam power, hot water heating, hydraulic, high-pressure air and oil line systems.
- **Sheet Metal Mechanic, WT-3806:** Constructs and installs ventilation, furniture, bulkheads, ladders, handrails, equipment foundations. Interprets blueprints, develop patterns and use computer programs designed to develop sketches.
- **Shipfitter, WT-3820:** Assembles, modifies, lays out, fabricates, repairs and installs ferrous, nonferrous, exotic metals, plates, shapes and pipe.
- **Shipwright, WT-5220:** Installs and repairs wood bulkheads, doors, sash, paneling, ladders, super-structure decks and gratings, wooden decks and panels.
- **Rigger, WT-5210:** Utilizes chain falls, blocks and tackles, winches, cables and other mechanical devices to safely move items, ranging from a few pounds to those weighing several tons.
- **Metals Inspector, WT-3801:** Conducting nondestructive testing in the fields of visual, eddy current, liquid penetrant, magnetic particle, radiography, and ultrasonic inspections, to ensure a quality product.
- **A/C Equipment Mechanic, WT-5306:** Fabricates, installs, modifies, repairs and tests equipment and piping associated with air conditioning and refrigeration systems on both surface ships and submarines.

## **Steps To Take for Eligibility**

**EVERYONE** who wants to apply to NNSY's Apprenticeship Program **MUST** participate in the college's Placement Testing Program. You must attach your Virginia Placement Test (VPT) (all pages). Your test must not have been taken prior to February 3, 2023. The test results determine eligibility for the program.

**THE "PLACEMENT BASED UPON RESULTS" MUST SAY:**

**FOR MATH: Eligible for Math 111.**

**FOR ENGLISH: ELIGIBLE FOR ENF3, EDE 11 OR ENG 111.**

**(SCAN AS PDF OR WORD FILE AND ATTACH SCORES WITH THE RESUME).**

1. **Step 1.** Contact TCC to take the Virginia Placement Test

1.1 TCC website: <https://help.tcc.edu/s/article/Testing-Services-at-TCC?r=1986&ui-knowledge-components-aura-actions.KnowledgeArticleVersionCreateDraftFromOnlineAction.createDraftFromOnlineArticle=1>

1.2 Receive a copy of your test scores (all pages)

1.3 **If you are out of state applicant, please see below how to proctor your out of state test.**

2. **Step 2.** Create an email to [nnsyapprenticeprogram@us.navy.mil](mailto:nnsyapprenticeprogram@us.navy.mil)

2.1 In body of the email answer the following questions.

2.1.1 Are you 18 years old or when will you be 18 years old?

2.1.2 Have you ever worked for Norfolk Naval Shipyard before?

2.1.3 Are you able to work at heights, wear a respirator, work in an industrial area, and participate in the nuclear program?

2.2 Attach Resume (must include full name, personal email address, phone number, physical address, job experience with dates, education details with dates).

2.3 Attach Virginia Placement Test (VPT) Scores (this must be obtained from TCC) All pages (page with your name/date/test location, page with your scores).

**FAILURE TO FOLLOW THESE STEPS WILL RESULT IN AN INELIGIBLE RATING.**

All attachments must be in a PDF format or a Word Document. (Google Docs and JPEGs are not acceptable)

## Out of State Virginia Placement Test Procedure:

1. **You will need to find a qualified proctor** e.g., college testing center staff member, university administrator, faculty member, counselor, or professional librarian near you.

Acceptable Proctors	Proctors may not be, regardless of titles or positions, a student's
<ul style="list-style-type: none"><li>• Local College Testing Center Staff</li><li>• College or University Administrators</li><li>• Faculty Members</li><li>• Counselors</li><li>• Professional Librarians</li><li>• Students in the military may use a Military Education or Test Control Officer</li></ul>	<ul style="list-style-type: none"><li>• Relative</li><li>• Friend</li><li>• Employer</li><li>• Co-worker</li><li>• Neighbor</li><li>• Coach</li></ul>

Note: We are specifically looking at testing centers who are members of the National College Testing Association since NCTA members are expected to adhere the NCTA Proctoring Network Guidelines, and NCTA Professional Standards and Guidelines, and or public libraries, and military education centers. Although there is no fee for the VPT, the institution or proctor you choose may charge a proctor fee in which you shall be solely responsible.

2. **Contact the proctor near you.** Make arrangements and ask whether they are willing to administer your exam. If they agree to administer your exam, then acquire their information. See below:
  - Proctor's Name
  - Title of Proctor (Example: Director of Testing, Coordinator of Testing, Testing Specialist, etc.)
  - Affiliated Institution/Organization
  - Proctor's university/college affiliated email and phone number
3. **Complete the Proctor Approval Request Form:** <https://forms.tcc.edu/vpt-remote-proctor-request-form/>
4. **The Testing Center will verify and approve each proctor** requested to determine if the requested proctor is acceptable. If approved, you and your proctor will receive an email notification confirming approval.

### **Education**

High school or equivalent (Preferred).



# VIRGINIA PLACEMENT TEST (VPT) ENGLISH AND MATH

**PREPARE! PREPARE! PREPARE! PREPARE! PREPARE! PREPARE!**

All students are encouraged to **prepare** for placement testing. The importance of reviewing material that has previously been studied cannot be over emphasized. Not reviewing before taking the placement tests could place students into courses that are below their actual skill level. **Review ALL the Following Links to Prepare for the Placement Test:**

**VPT MATH Review Resources:**

- <https://help.tcc.edu/s/article/Resources-for-Placement-Testing>
- <https://www.mathhelp.com/>
- <https://www.purplemath.com/modules/index.htm>
- <https://www.khanacademy.org/math>
- <https://www.thatquiz.org/>

**VPT ENGLISH (Reading Comprehension) Review Resources:**

- <https://www.englishmaven.org/Pages/Reading%20Comprehension.htm>
- <https://www.testprepreview.com/act/act-english-practice-test.htm>
- [https://www.testprepreview.com/act\\_practice.htm](https://www.testprepreview.com/act_practice.htm)

**VPT ENGLISH (Essay/Writing Process) Review Resources:**

- <https://college.measuredsuccess.com/mscollege/practiceTest2/>
- <https://owl.purdue.edu/owl/>
- <https://writingcenter.unc.edu/tips-and-tools/>
- [https://www.nvcc.edu/testing/\\_files/online-resources-help-student.pdf](https://www.nvcc.edu/testing/_files/online-resources-help-student.pdf)

Information about Tutoring Services can be found at: <https://www.tcc.edu/service-support/tutoring-services/>.

CAMPUS	TUTORING	MATH LABS	WRITING CENTER
<b>Chesapeake</b>	(757) 822-5157	(757) 822-5157	(757) 822-5157
<b>Norfolk</b>	(757) 822-1420	(757) 822-1383	(757) 822-1584
<b>Portsmouth</b>	(757) 822-2709	(757) 822-2709	(757) 822-2931
<b>Virginia Beach</b>	(757) 822-7338	(757) 822-7176	(757) 822-7170

The VPT is a computerized placement test composed of 2 separate assessments, **English and Math**. Each test usually takes between **3-4 hours** to complete; however, there is not an established time limit. **Completion of the entire English and Math Placement Tests average(s) 4-6 hours. You are encouraged to take the English and Math tests at separate times to avoid test fatigue.** Please arrive at least 3 hours prior to closing. Placement tests will NOT be started any later than 3 hours before the posted closing time.

## TESTING CENTERS HOURS OF OPERATION

<b>CHESAPEAKE (757) 822-5131</b>	
Mon, Wed, Thu	8:30 a.m. to 7:00 p.m.
Tue	8:30 a.m. to 9:00 p.m.
Fri	8:30 a.m. to 3:00 p.m.
Sat	9:00 a.m. to 1:00 p.m.

<b>NORFOLK (757) 822-1310</b>	
Mon, Tue, Thu	8:30 a.m. to 7:00 p.m.
Wed	8:30 a.m. to 9:00 p.m.
Fri	8:30 a.m. to 3:00 p.m.
Sat	9:00 a.m. to 1:00 p.m.

<b>PORTSMOUTH (757) 822-2194</b>	
Mon	8:30 a.m. to 9:00 p.m.
Tues, Wed, Thu	8:30 a.m. to 7:00 p.m.
Fri	8:30 a.m. to 3:00 p.m.
Sat	9:00 a.m. to 1:00 p.m.

<b>VIRGINIA BEACH (757) 822-7390</b>	
Mon, Tue	8:30 a.m. to 6:30 p.m.
Wed, Thu, Fri	8:30 a.m. to 5:00 p.m.
Sat	9:00 a.m. to 1:00 p.m.

Bring a valid photo ID (TCC is preferred). The following are **not** permitted inside the Testing Centers:

- |                      |                                |  |
|----------------------|--------------------------------|--|
| • Personal Items     | • Other Unauthorized Materials | • Children                                 |
| • Electronic Devices | • Food and Drinks              | • Parents and visitors who are not testing |

Read more about NNSY APPRENTICESHIP PROGRAM at  
<https://www.usajobs.gov/GetJob/ViewDetails/829752400>



SEND QUESTIONS TO:

[NNSY\\_PEOPLE\\_EXPERIENCE@US.NAVY.MIL](mailto:NNSY_PEOPLE_EXPERIENCE@US.NAVY.MIL)