

Natural Gas Technician Certificate Program

in partnership with
nationalgrid

KINGSBOROUGH
COMMUNITY COLLEGE

Application Process

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

<http://cewdkbcc.com/continuing-education/nationalgrid/>

□ 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 StrategicPartnerships@kbcc.cuny.edu

- Complete the Natural Gas Technician Certificate Application form **, including related work experience (i.e. construction, plumbing, HVAC, etc.) and/or résumé
- 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 Kingsborough Community College to schedule (see Key Dates) and complete the Aptitude Test. You will receive notification of test result.

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

□ Step 5: Schedule Pre-Entry Physical Assessment

Contact Kingsborough Community College to schedule (see Key Dates) 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 process.

□ Step 7: Submit Program Tuition

Deliver tuition check for \$1,250 payable to Kingsborough Community College. Mail or hand deliver to Continuing Education Registration Office, 2001 Oriental Blvd., Room T8-206, Brooklyn, NY 11235.

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. Individuals that complete the 2018 program and are hired by National Grid will receive full tuition reimbursement.

For more information contact Kingsborough Community College at 718-368-5050.

<http://cewdkbcc.com/continuing-education/nationalgrid/>

Classes Start

February 6, 2018

Program runs Tuesdays and Thursdays nights from 6:00—9:00 PM and three Saturdays (Mar. 3, Apr. 14 and May 5) from 8:00 AM—2:30 PM. (Kingsborough Spring Break March 30-April 8)

Program ends May 5, 2018.

Key Dates

(subject to change)

Application Deadline: January 8, 2018

Field Aptitude Test:
(written/computer exam)

- Thu., Jan. 11, 9:00 AM—10:15
- Thu., Jan. 11, 3:00 PM—4:15
- Fri., Jan. 12, 9:00 AM—10:15
- Tue., Jan. 16, 3:00 PM—4:15
- Wed., Jan. 17, 9:00 AM—10:15

Note: All field aptitude tests will be administered at Workforce One.

Pre-Entry Physical Assessment:

- Sat., Jan. 13, 8:00 AM—4:00 PM
- Sun., Jan. 14, 8:00 AM—4:00 PM
- Sat., Jan. 20, 8:00 AM—4:00 PM
- Sun., Jan. 21, 8:00 AM—4:00 PM

Tuition Payment Due:

Wednesday, January 31, 2018
(from the time that you receive your acceptance until the due date above)

Program Start Date: Feb. 6, 2018