



MADISON AREA PLUMBING  
JOINT APPRENTICESHIP COMMITTEE  
5940 SEMINOLE CENTRE CT  
SUITE # 102  
MADISON, WI 53711  
608.222.1650

## APPRENTICESHIP ALTERNATE HIGH SCHOOL TRANSCRIPT SUBMISSION INSTRUCTIONS

- GED/HSED RECIPIENT
  - Must be from a state-accredited or state-approved institution.
  - Submit an official copy of your Certified GED/HSED Transcript (certificate is NOT acceptable).
  - Must include Date of Issuance and all scores.
  - Must include Official Stamp/Seal
  
- HOME-SCHOOLED (without GED/HSED)
  - Submit a copy of the PI-1206 Home-Based Private Education Program Registration forms filed for each year home-schooled, in order to verify meeting the criteria set forth by the Wisconsin Department of Public Instruction (for out of state – provide proof of registration with your state as a home-schooled student).
  - Submit an official copy of your FINAL transcript.
  - Must include Date of Graduation and all grades.
  - Must include Name of Home School and School Stamp/Seal OR administrator signature.
  
- FOREIGN TRANSCRIPT
  - Documents must be translated to English.
  - Documents must be officially evaluated by a certified agency to name & describe all diplomas, certificates, degrees, periods of education or training, courses and grades, giving U.S. equivalencies for each (list of approved, certified agencies available upon request.)
  - Certifying Agency must provide a statement that verifies the diploma, certificate, degree and/or period(s) of education or training are, at minimum, the equivalent of high school graduation requirements/standards in the United States.
  
- NOT A GRADUATE OR GED/HSED RECIPIENT
  - Contact the State of Wisconsin Department of Public Instruction to request information on obtaining a General Education Development Certificate or High School Equivalency Diploma: <https://dpi.wi.gov/ged>.