

# INDUSTRIAL MAINTENANCE TECHNICIAN

A P P R E N T I C E S H I P

## STEP BY STEP INSTRUCTIONS TO APPLY FOR RANDOLPH IMT APPRENTICESHIP

### Step 1.

Use the Apply button at [www.randolphimt.com/apply](http://www.randolphimt.com/apply) to start the process of making your ApprentiScope account.



Multi-skilled Maintenance Technician

Location: N/A

Employer: IMT PARTNERS

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You're invited to apply for this Apprenticeship program! To submit your application for consideration, please click the Apply Now button below. If you have questions about this program, please contact the Sponsor organization shown above.

If you have technical questions about ApprentiScope, visit [Support Center](#) to find solutions and connect with our Support Team.

APPLY NOW →

# Step 2.

Input your information and sign up for an account.

 **ApprentiScope**

Applicant Account Setup  
Step 1/3 HELP ?

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First Name	Last Name
Email	Phone
Street Address	City
State	Zip Code
County	
Gender	Ethnic Group
Race	Disability Status
Veteran Status	Veteran Spouse
Date of Birth	SSN

**CONTINUE →**

 **ApprentiScope**

Applicant Account Setup  
Step 2/3 HELP ?

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Choose a password for your account

Enter Password .....	👁
Confirm Password .....	👁

I agree to ApprentiScope's Terms and Conditions

**FINISH**

BACK

By submitting this form, you affirm and certify that all the information and answers to questions herein are complete, true, and correct to the best of your knowledge and belief.

# Step 3.

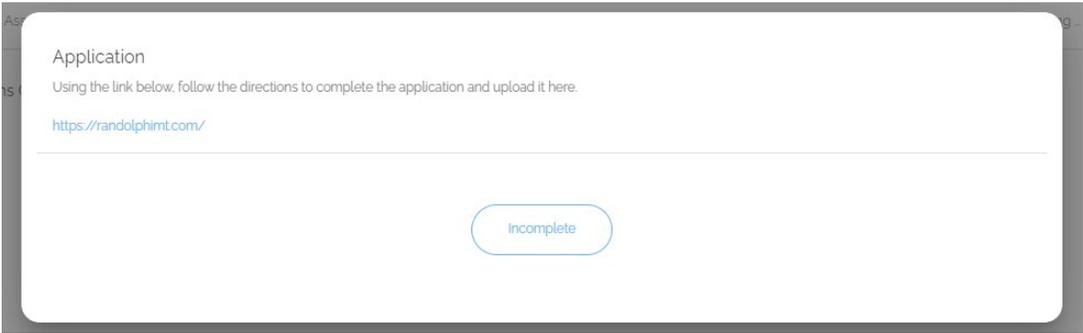
Once you are logged in and on the Dashboard, navigate to the left hand side and select Checklist. These are the steps needed to complete your IMT Apprenticeship application.

The screenshot shows the 'Dashboard' page. On the left is a blue sidebar with a user profile icon and menu items: 'Dashboard', 'Checklist', 'My Data', and 'pprentiScope'. The main content area is titled 'Dashboard' and contains an 'Application Checklist' section with three items, each with a 'MARK DONE' button: 'Application' (with a link to https://randolphimt.com/), 'Assessment' (with instructions about a skills test), and 'Mark all Prerequisite Items Complete Once Finished'. Below this is an 'Account Information' section with fields for 'Hunter Crutchfield' (Applicant), 'Occupation' (Multi-skilled Maintenance Technician), and 'Employer' (IMT PARTNERS). At the bottom right, there is an 'UPLOAD FILES' button and a language selector set to 'English'.

The screenshot shows the 'Checklist' page. The sidebar is identical to the dashboard view. The main content area is titled 'Checklist' and features a large blue progress bar at the top labeled 'Application' with '0/3' below it. Below the progress bar are three checklist items, each with a 'MARK DONE' button: 'Application' (with a link to https://randolphimt.com/), 'Assessment' (with instructions about a skills test), and 'Mark all Prerequisite Items Complete Once Finished'.

# Step 4.

Use the link and the password provided (not shown below) in the first step of the Checklist to begin the application.



Page 1   Page 2   Page 3   Page 4   Page 5   Page 6   Page 7   Page 8   Finish

First Name \*  Last Name \*

Email Address \*

Phone \*

Street Address \*

Apartment, suite, etc

City \*  State/Province \*

ZIP / Postal Code \*  Country \*

# Step 5.

Once you have completed the application you will receive an email with an attached PDF. Download this PDF and then navigate back to [www.apprentiscope.com](http://www.apprentiscope.com)

Randolph IMT Application Submission - PDF Attached Inbox x



noreply@randolphimt.com  
to me

10:41 PM (0 minutes ago) ☆ ↶ ⋮

Thank you for applying to Randolph IMT.

Download the attached PDF and upload it to your Apprentice Scope Account.

One attachment • Scanned by Gmail



Thank you, I got it.

I accept the position.

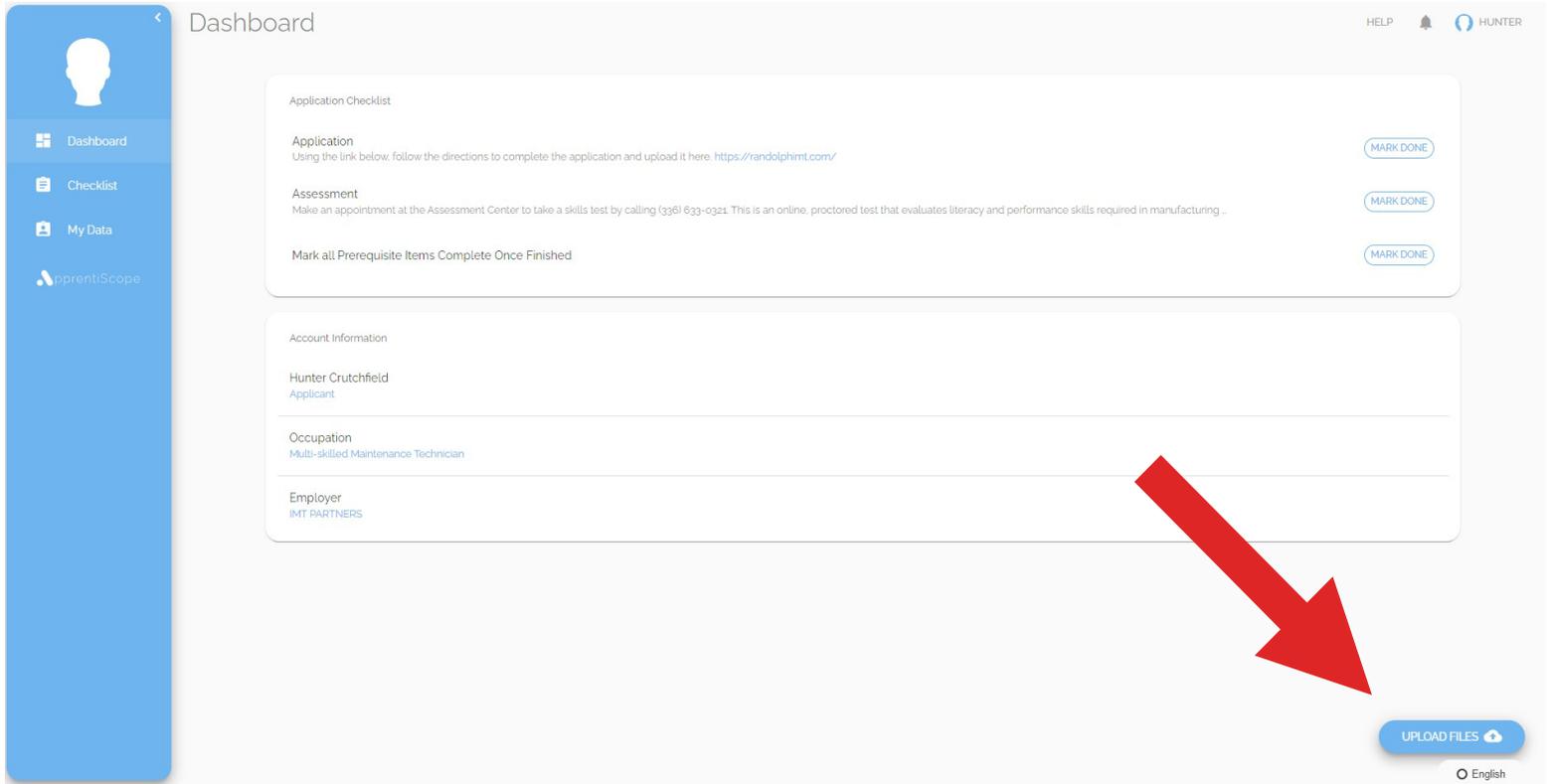
I am no longer interested.

↶ Reply

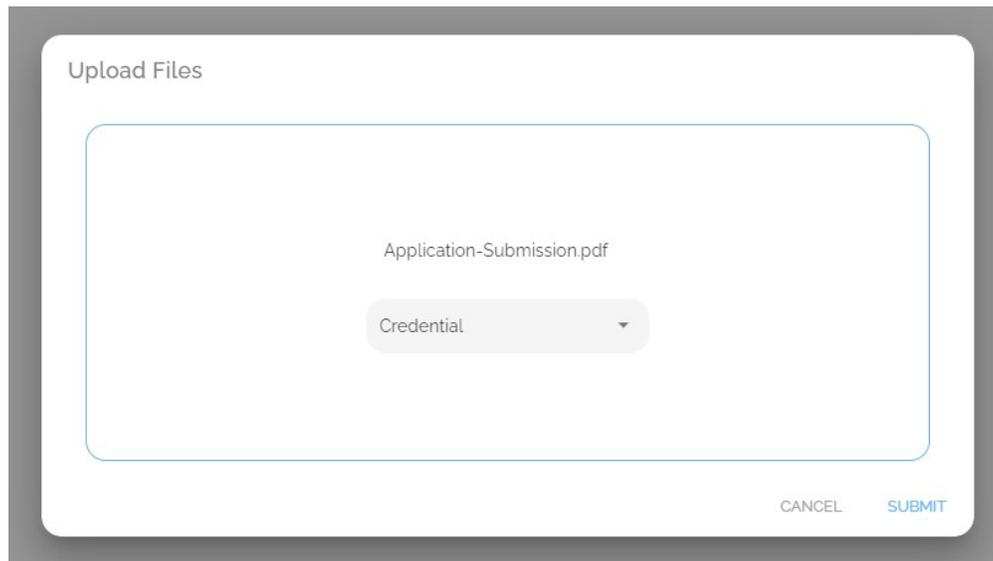
↷ Forward

## Step 6.

Once on the Dashboard find the Upload Files button in the bottom right hand corner. Upload the PDF that you downloaded from the email.



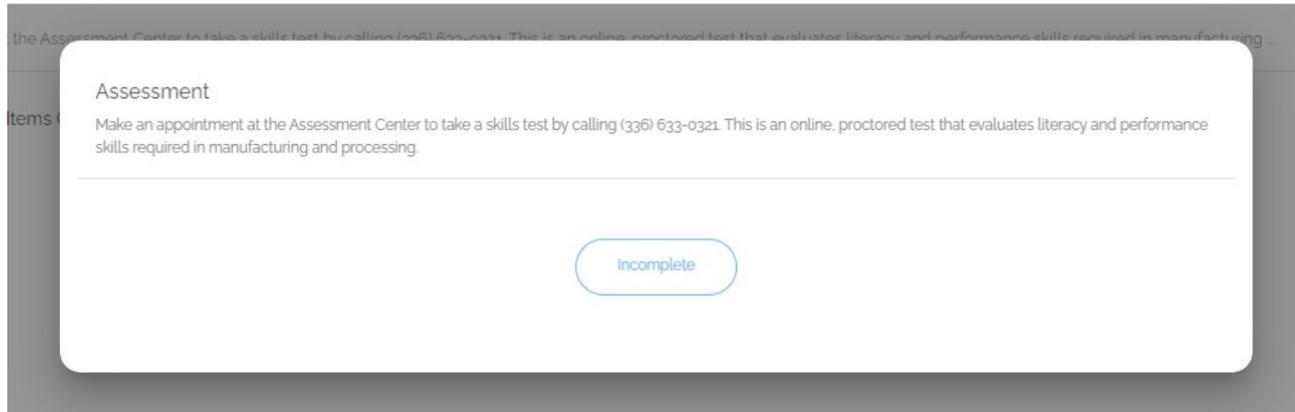
The screenshot shows a user dashboard with a blue sidebar on the left containing navigation options: Dashboard, Checklist, My Data, and ApprentiScope. The main content area is titled 'Dashboard' and includes an 'Application Checklist' section with three items: 'Application' (with a 'MARK DONE' button), 'Assessment' (with a 'MARK DONE' button), and 'Mark all Prerequisite Items Complete Once Finished' (with a 'MARK DONE' button). Below this is an 'Account Information' section with fields for 'Hunter Crutchfield Applicant', 'Occupation Multi-skilled Maintenance Technician', and 'Employer IMT PARTNERS'. In the bottom right corner, there is a blue 'UPLOAD FILES' button with a cloud icon, which is pointed to by a large red arrow. A language selector for 'English' is visible at the very bottom right.



The 'Upload Files' dialog box is shown with a white background and a grey border. It features a large empty rectangular area for file selection. Below this area, the filename 'Application-Submission.pdf' is displayed. Underneath the filename is a dropdown menu currently set to 'Credential'. At the bottom right of the dialog, there are two buttons: 'CANCEL' and 'SUBMIT'.

## Step 7.

Go back to your Checklist. Mark step 1 as Done then proceed to calling the number in step 2 and sign up for the skills test. Once complete mark as Done.



**FOR ASSISTANCE EMAIL APPRENTICESHIPS@RANDOLPH.EDU**