

The background of the entire slide is a blue-tinted photograph of two men in a workshop. One man, wearing a dark polo shirt, is holding a small electronic device and looking at it intently. The other man, wearing a grey hoodie, is standing next to him, also looking at the device. They appear to be in a technical or manufacturing environment with various tools and equipment visible in the background.

ICATT

APPRENTICESHIP
PROGRAM
TRAIN.RETAIN.GROW.

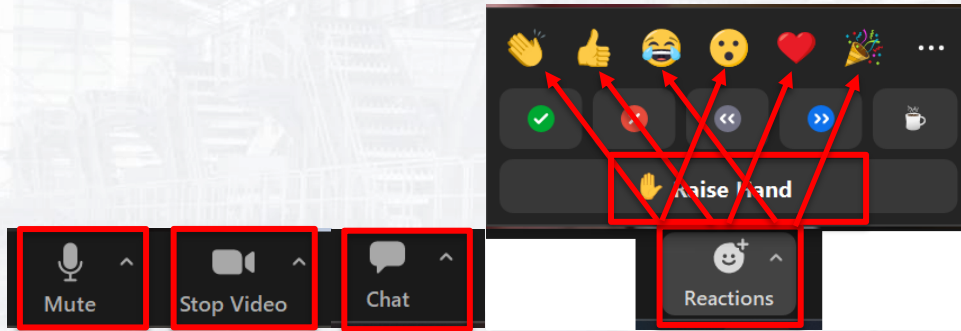
EXAM KICKOFF 2026

BUSINESS APPRENTICESHIP

NOVEMBER 5, 2025

PRE- SESSION REMINDERS

1. Please mute yourself when you are not speaking.
2. Video is welcome but optional.
3. If you have a question, you can put it in the chat, don't wait!



4. If you have a question, raise your hand, don't wait!
5. If you understand and are able to follow along or "got it", please choose an emoji throughout the meeting to give reaction feedback or use the chat for feedback!

AGENDA

- Why Exams? + Role of trainers and apprentices
- Exam Events 2026: Dates & Deadlines Nov 2025-June 2026
- Exam Overview
- MOCK Practice Examination in company
- ICATT Resource Webpage: study resources and event information



WHY EXAMS?

WHY EXAMS?

All ICATT apprentices in the US complete the same examinations to verify that training and standards are equivalent among all companies participating in ICATT.

ICATT is unique in that apprentices can earn 3 portable credentials: **This requires:**

- DOL/DWD Apprenticeship completion certificate or Journey worker's card
 - AAS Degree from a local technical college
 - DIHK Certificate – international standard backed by Germany
- Curriculum completion
 - On the job training hours
 - Examination

As an ICATT apprentice you are held to a high standard for industry for your occupation, not just at your company. Exams ask you to demonstrate your level of competency in your field after 1 and 2 years of training (2 and 3 years for industrial occupations).

APPRENTICE RESPONSIBILITIES

- Know what resources are available from GACC and where to find them.
! This is a certification test, so just like any test, this may require extra study and time. Think of it like the SAT!
- Understand more of the expectations of the exams
- Hold your company/trainers accountable for having the necessary equipment/material and carving out and dedicating time for practice and preparation for the exams
- Familiarize yourself with the exam process and evaluation
- Block your schedule for dates and events related to the exams
- Keep logbook updated!
- Be able to ask questions...today or later...

TRAINER RESPONSIBILITIES

- Be a support to the apprentice
- Make sure apprentices have equipment and materials they need
- Carve out and dedicate time for practice and preparation for the exams – create a time-table/schedule for study/practice
- Hold apprentice accountable to study and preparation
- Give feedback and advice
- Familiarize yourself with the exam process and evaluation
- Facilitate a “mock” or practice examination in house (simulate the test)
- Be on an exam board – must be qualified and approved

The background is a blurred industrial or laboratory setting with various metal structures, pipes, and equipment. The overall color palette is light blue and grey. The text is centered and reads:

EXAM EVENTS – DATES AND DEADLINES

EXAM PREP TIMELINE

EXAMINATION RESOURCES

General Exam Resources

General Exam Resources for Trainers

- ▶ [2026 Exam Registration Form](#) (PDF) Due Nov. 6, 2025
- ▶ [2026 Exam Event and Important Dates](#) (PDF) Updated Nov. 4, 2025
- ▶ [Exam prep checklist 2025-2026](#) (optional – reference)
- ▶ [“TestInvite” Trainer access DEMO](#) (YouTube)

March to June = 2026 Exam specific preparation

May/June = EXAMS

IMPORTANT DATES – EXAM SPECIFIC PREPARATION

Date	Occupation	Event	Notes
Nov. 2025 – Feb. 2026	BA	<i>In-company MOCK exam – copy of old exam provided to company trainer (once NDA is submitted)</i>	<i>Trainers simulate a MOCK exam by the end of Feb 2028 and sign the completed Mock exam Feedback Form by Feb 28, 2026</i>
Wed. Nov. 19, 2025	BA	Due: Notification of 2 electives for Part 2 apprentice(s)	Mandatory – email selection to Jaymee dhein@gaccmidwest.org
Fri. Feb 28, 2026	BA	Due: Completed Mock Exam Feedback Form with inspection/photos/video	Mandatory - Apprentice and Trainer sign – email to Geneva scurek@gaccmidwest.org
Wed. March 18, 2026 *tentative	BA @ 1:30-3:00pm CT	BA Study Session #1	Mandatory virtual event Apprentice and Optional for Trainer(s)
Wed. May 6, 2026 *tentative	BA @ 1:30-3:00pm CT	BA Study Session #2	Mandatory virtual event Apprentice and Optional for Trainer(s)

EXAM DATES - MANDATORY EVENTS FOR APPRENTICES

Part 2 EXAMS

Fri. May 29, 2026 (Time TBC)	BA Part 2	Virtual Oral Exam - TEAMS
Wed. June 3, 2026 (Time TBC)	BA Part 2	Written Exam @ designated exam site (Details TBD)

Part 1 EXAMS

June 9-10, 2026 (Date/Time TBC)	BA Part 1 – Bühler	Written Exam @ Hennepin TC (MN)
June 16, 2026 (Time TBC)	BA Part 1 – Endress + Hauser	Written Exam @ Endress + Hauser (IN)

ELECTIVES – PART 2

Trainers:

Send me the two chosen electives by Wednesday, November 19th!

These will form the basis for the coming Oral Exam.

BUSINESS APPRENTICESHIP 10 CORE COMPETENCIES FOR OJT	
The following core competences are taught as part of the on-the-job training (OJT). They include both Office/Business Processes as well as independent planning, performance, and monitoring.	
To be trained throughout the 2 years of the apprenticeship	
1. General Information	1
2. Office Processes	3
3. Business Processes	5
Electives (select 2) to be taught 13th to 24th training month	
1. Sales and order/Customer management	7
2. Accounting	8
3. Workflows for SME	8
4. Purchasing & Logistics	9
5. Sales & Marketing	10
6. HR	11
7. Assistants & Secretaries	11
8. Public Relations & Event Management	12

EXCLUSIVE USE OF ICATT PARTICIPANTS AND PARTNERS

LOGBOOKS – PART 2

ICATT 2nd year Business apprentices taking the PART 2 exam - submit logbooks electronically to scurek@gaccmidwest.org or dhein@gaccmidwest.org by June 30th, 2026, including all recorded work hours from the start of apprenticeship through at least May 31st, 2026.

A blurred, light blue-tinted image of an industrial factory interior. The scene shows various pieces of machinery, pipes, and structural elements, creating a sense of a busy manufacturing environment. The text 'EXAM OVERVIEW' is centered over this background.

EXAM OVERVIEW

BA – EXAM OVERVIEW

Exam	Points & % of Cumulative Grade	Allocated Time	Apprenticeship Year
Part 1 Exam	100 points (25%)	120 min	1 st Year
Part 2 Exam – Customer Relationship Processes	150 points (30%)	150 min	2 nd Year
Part 2 Exam – Economic and Social Science	100 points (10%)	60 min	2 nd Year
Oral Exam – 1 Task	100 points (35%)	20 min (+20 min prep time)	2 nd Year

BA – EXAM OVERVIEW

Exam	Topics
Part 1 Exam	Internal/external business scenarios & relationships, MS Office suite
Part 2 Exam – Customer Relationship Processes	Client relationships, communication, human resources tasks, accounting, order processing, understanding legal stipulations... (non-exhaustive)
Part 2 Exam – Economic & Social Science	Safety, health, training, organizational structures... (non-exhaustive)
Oral Exam – 1 Task	Determined with exam board and company representative. Demonstrate tasks typical of profession; present, develop, justify and reflect on solutions, taking professional relationships, economic, ecological, and legal elements into consideration.

BA PART 2 – EXAM DAYS PREVIEW

Day 1 – Virtual Oral Exam

- Proctored together in person by a company representative AND via TEAMS by a GACC Representative and the Exam Board
- You share your camera, entire screen, and audio
- Necessary documents are provided via a SharePoint folder
- 5 min extra to save docs and GACC to check they are in the SharePoint folder
- No additional browser/internet usage allowed (unless otherwise approved)
- Can use pens/pencils, provided paper, laptop, charger, a non-programmable calculator

- **May:** Pre exam Tech Check with proctor instructions – exact date TBD

~1 hour for the Oral Exam with Exam Board members present and observing you virtually the whole time. You will prepare for ~20 min., present for ~20 min., and then will be asked questions by the Exam Board related to your presentation (up to 15 min.).

BA PART 2 – EXAM DAYS PREVIEW

Day 2 – Written Exam

- Proctored by testing center
- Exam administered via the TestInvite platform
- Necessary documents are provided via the TestInvite platform
- No additional browser/internet usage allowed
- Can use pens/pencils, provided paper, laptop, charger, a non-programmable calculator

- **Spring:** “Joke Test” to become familiar with the TestInvite platform – exact date TBD

3.5 hours for the Written Exams (Topic 1: Customer Relationship Processes & Topic 2: Economic & Social Sciences)

BA PART 1 – EXAM DAY PREVIEW

- Proctored together in person by a company representative AND by a GACC Representative
- Necessary Documents are provided via a SharePoint folder
- 5 min extra to save docs and for GACC rep to check they are in the SharePoint folder
- No additional browser/internet usage allowed
- Exams take place at the same time in the same room
- Only pens/pencils, laptop, charger, non-programmable calculator
- **May:** Pre exam Tech Check with proctor instructions – exact date TBD

2 hours of exam time

PART 2 – ORAL EXAM SCORING

Presentation (DP), Situational Discussion (SD), Observation (Ob)

1. Planning (15%)
2. Implementation (20%)
3. Problem Solving Skills (35%)
4. Explanation of Background (20%)
5. Presentation Skills (10%)

Scoring chart:

Points on 10 pt. scale	Description of Scoring
10	Achievement that meets the requirements to an exceptional extent.
9	Achievement that meets the requirements completely.
8	Achievement that generally meets the requirements.
7	
6	Achievement that has shortcomings but still meets the requirements.
5	
4	Achievement that does not meet the requirements but still makes it possible to see that basic knowledge is present.
3	
2	Achievement that does not meet the requirements and in which there is a lack of basic knowledge.
1	
0	No test performance submitted.

PART 2 – WRITTEN EXAMS SCORE SHEETS

BA Part 2 Written Exam Topic 1 2025 | © AHK USA-Chicago/PAL

AHK–USA Chicago	Test taker name:
Final Examination Part 2 - 2025	Test taker no.:
Answer Key & Grading Sheet	Business Apprenticeship
Customer Related Processes	

Customer Related Processes		Points Possible	
Short Answer & Calculations		100	
<i>Note: Points are to be awarded in whole numbers for all Tasks!</i>			
Task no.	Section 1		
1.1	3 possible impacts, 1 point each	3	
Examples:			
Types of Nonverbal Communication		Possible Impacts on the Conversational Partner	
[REDACTED]		[REDACTED]	
[REDACTED]		[REDACTED]	

BA Part 2 Written Exam Topic 2 2025 | © AHK USA-Chicago/PAL

AHK–USA Chicago	Test taker name:
Final Examination Part 2 - 2025	Test taker no.:
Answer Key & Grading Sheet	Business Apprenticeship
Economics & Social Sciences	

Economics & Social Sciences		Points Possible	Highest Score
<i>Note: Award 1 point per Task. Partial points are possible for Tasks 1, 5, 6, 18, & 24.*</i>		30	100
Task no.	Answers	Points Earned	
1	[REDACTED]		
2	[REDACTED]		
3	[REDACTED]		
4	[REDACTED]		
5	[REDACTED]		
6	[REDACTED]		
7	[REDACTED]		
8	[REDACTED]		
9	[REDACTED]		

PART 1 – SCORE SHEET

BA Part 1 2025 | © AHK USA-Chicago/PAL

AHK–USA Chicago	Test taker name:
Final Examination Part 1 - 2025	Test taker no.:
Answer Key & Grading Sheet	Business Apprenticeship
IT & Office Management	

IT & Office Management	Points Earned	Points Possible
<i>Keep in mind possible variations based on hardware or software.</i>		
<i>Partial points are possible. Do not deduct points for subsequent errors from miscalculations. Other reasonable answers are acceptable in many instances.</i>		200
Task 1: Completing a Bid Comparison (33 points)		
1A In Sheet “NG” – The information from Figure 2 correctly transferred, including formatting.		5
1B The data from the 3 proposals from the “Proposals” file is correctly entered (1 point per supplier)		3
1C Completing the bid comparison		
- Supplier discount in USD		2
- Actual purchase price in USD		1
- Supplier rebate in USD		2
- Purchase price after rebate in USD, rounded (1 point per		4

5 Overall Exam Evaluation					
5A	Spelling and punctuation				
<p>0 pts. ————— 10pts</p> <p>Largely unintelligible Repeated errors or large mistakes Occasional linguistic errors or frequent punctuation issues Proper use of grammar and punctuation</p>					10
5B	Word choice and professional language				
<p>0 pts. ————— 10 pts.</p> <p>Largely unintelligible Repeated general linguistic issues Some mistakes or weak points Largely without errors</p>					10
5C	Adherence to corporate identity guidelines & general instructions (e.g. saving instructions)				
<p>0 pts ————— 10 pts.</p> <p>Largely ignores company guidelines Surface-level work, many issues Some issues Largely without errors</p>					10
Subtotal for Section 5					30
Final Points Total					200



“MOCK” PRACTICE EXAMINATION

MOCK - PRACTICE EXAM FEEDBACK FORM – DUE FEB 26TH

By end of Feb 2026 complete a MOCK-Practice exam (written and practical) at your company.

Fill out MOCK-Practice Exam Feedback Form downloadable on the website and return to me by FEB 26th!

Signed by apprentice and trainer!

BA MOCK-Practice Exam Feedback Form | © AHK USA-Chicago/PAL

Business Apprenticeship (BA)
Part 1/Part 2 MOCK-Practice Exam Feedback Form – Due February 28th
“MOCK-Practice Exam” - facilitated by trainer in-company
Using “old” Business exam documents provided by GACC Midwest

Which practice examination did you complete (check the one you completed) Part 1 Part 2

Self-evaluation (Rate 1-5)	
Rate your effort in completing this practice exam. (5 most effort, 1 least effort)	_____
Rate your ability to dedicate time to completing this practice exam. (5 able to dedicate the time I needed to prepare and complete the practice exams, 1 had minimal time)	_____
Rate the support (allowed appropriate time; assessed work; advised; answered questions; preparation;...etc.) that you received from your company/trainer to complete the practice exam. (5 full support, 1 no support)	_____
Did you work through the topics in the Study Guides or complete the “Study Session Practice Questions” prior to completing a full practice exam?	None <input type="checkbox"/> Some <input type="checkbox"/> Most <input type="checkbox"/> All <input type="checkbox"/>
Comments:	

Written Exam: The Part 1 written exam is a total of 120 min for the Task	
Did you complete the written exam under 120 min timed conditions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Using the answer keys and scoring rubric provided for the exam, how many points did you earn?	_____ /100
After review with your trainer, which topics were the most challenging for you and what do you need more practice or work on prior to the exam:	

MOCK – PRACTICE EXAM FEEDBACK FORM

Exam Information: Business Apprenticeship (BA)

General BA Exam Information

- ▶ [BA MOCK-Practice exam Feedback Form](#) Part 1 and Part 2 (Word Doc)
- ▶ [BA Exam Kickoff 2025](#) recording (youtube link)

**Feedback form may be converted to an online fillable form. I will send an email if/when this change happens.

BA MOCK-Practice Exam Feedback Form | © AHK USA-Chicago/PAL

Business Apprenticeship (BA)
 Part 1/Part 2 MOCK-Practice Exam Feedback Form – Due February 28th
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Did you work through the topics in the Study Guides or complete the “Study Session Practice Questions” prior to completing a full practice exam?	None <input type="checkbox"/> Some <input type="checkbox"/> Most <input type="checkbox"/> All <input type="checkbox"/>
Comments:	

Written Exam: The Part 1 written exam is a total of 120 min for the Task

Did you complete the written exam under 120 min timed conditions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Using the answer keys and scoring rubric provided for the exam, how many points did you earn?	_____/100
After review with your trainer, which topics were the most challenging for you and what do you need more practice or work on prior to the exam:	

The background is a blurred industrial setting, likely a factory or workshop. It features various pieces of machinery, including what appears to be a large metal frame or conveyor system. In the foreground, there are several large, coiled bundles of cables or hoses. The overall color palette is a monochromatic light blue, giving it a clean, professional appearance.

ICATT APPRENTICE RESOURCE WEBPAGE

ICATT APPRENTICE RESOURCE PAGE

ICATT

<https://www.icattapprenticeships.com/resources/apprentices>

Password:
SUCCESS101!



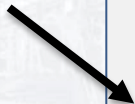
The screenshot shows a webpage with two orange buttons at the top: "About Us" and "Upcoming Events". Below these is a section titled "EXAMINATION RESOURCES" with a list of links, each with a dropdown arrow. Two black arrows point to the first and last items in the list.

- General Exam Resources
- Exam Information : Advanced Manufacturing Technician (AMT)
- Exam Information: Mechatronics Technician (MT)
- Exam Information: CNC Machining Professional (CNC)
- Exam Information: Industrial Electronics Technician (IET)
- Exam Information: Business Apprenticeship (BA)

ICATT RESOURCE PAGE

Be sure to download the 2026 Exam Events and Important Dates PDF!

If any relevant changes are made, you will be emailed with an explanation of those changes.



General Exam Resources

General Exam Resources for Trainers

- 🔗 [2026 Exam Registration Form](#) (PDF) Due Nov. 6, 2025
- 🔗 [2026 Exam Event and Important Dates](#) (PDF) Updated Nov. 4, 2025
- 🔗 [Exam prep checklist 2025-2026](#) (optional – reference)
- 🔗 [“TestInvite” Trainer access DEMO](#) (YouTube)
- 🔗 [“TestInvite” Practice test DEMO – Apprentice](#) (YouTube)

<https://www.icattapprenticeships.com/resources/apprentices>

Password: **SUCCESS101!**

REGISTRATION

<https://www.icattapprenticeships.com/resources/apprentices/>

SUCCESS101!

EXAMINATION RESOURCES

General Exam Resources

General Exam Resources for Trainers

- ▶ [2026 Exam Registration Form](#) (PDF) Due Nov. 6, 2025
- ▶ [2026 Exam Important Dates](#) (PDF) Updated Oct 10, 2025
- ▶ [Exam prep checklist 2024-2025](#) (optional – reference)
- ▶ [“TestInvite” Trainer access DEMO](#) (YouTube)
- ▶ [“TestInvite” Practice test DEMO – Apprentice](#) (YouTube)
- ▶ [NDA Company Practice Exams Form](#)

Registration for Examination Summer 2026

Occupational Profile Select: Adv. Mfg. Tech CNC Machining Mechatronics Tech Industrial Electronics Tech Stamping and Roll Form Tech Business Apprentice

Apprentice | Information

First and Last Name: _____

Address: _____

Telephone: _____ Email (personal non-company email): _____

Apprenticeship Start Date: _____ Apprenticeship Expected End Date: _____

Please select examination: Part 1 Part 2

I wish to apply for testing accommodations due to disability: YES NO
If checked yes, please submit (along with this registration) documentation confirming the existence of disability and the details of the accommodations requested. By providing your records and signing below, you are giving GACC Midwest permission to discuss your disability and accommodation needs with the examination boards, proctors and host sites on a need-to-know basis.

Employer | Information

Employer: _____

Address: _____

Contact Person (trainer/supervisor): _____

Telephone: _____ Email: _____

On behalf of the above-mentioned company, I hereby register this apprentice to participate in the above-mentioned examination and the employer agrees to pay all costs associated with the examination.

Employer contact First and Last Name (print) _____ Employer contact Signature _____ Date _____

As an apprentice of the above-mentioned company, I hereby agree that the information provided is correct. I agree to participation in the exam for which I have been registered. I am aware and agree that a third-party exam board and other approved observers may be present during the examination.

Apprentice First and Last Name (print) _____ Apprentice Signature _____ Date _____



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Chambers of Commerce
Deutsch-Amerikanische
Handelskammern

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Chamber of the Midwest, Inc.
150 North Michigan Avenue, 35th Floor
Chicago, Illinois 60604
Phone: +1 (312) 644-2862 | Fax: +1 (312) 644-0738
www.gaccmidwest.org

PAST STUDY SESSION MATERIALS

General BA Exam Information

🔗 [BA MOCK-Practice exam Feedback Form](#) Part 1 and Part 2 (Word Doc)

🔗 [BA Exam Kickoff 2025](#) recording (YouTube link)

BA Part 1 Preparation Documents

🔗 [BA Exam Part 1 Study Guide](#) (updated 5/2025)

🔗 [BA Exam Part 1 SAMPLE Proctor Instructions](#) (2025)

BA Part 2 Preparation Documents

🔗 [BA Part 2 Study Guide](#) (updated 5/2024)

🔗 [BA Part 2 SAMPLE Proctor Instructions](#) (2024)

BA Study Session Documents

🔗 **Study Session #1** 2025 Tasks & Data: [BA Exam Study Session 1 – Tasks_20250705](#) you will need [BA Exam Part 1 Study Session 1 – Data_20250705](#)

🔗 **Study Session #1** 2025 Answers: [BA Exam Part 1 Study Session 1 – Solutions_20250705](#) and [BA Exam Study Session 1 – Pos. Sol_20250705](#)

🔗 **Study Session #2** 2025 Tasks: [Study Session #2 Tasks](#)

🔗 **Study Session #2** 2025 Answers: [Study Session #2 Possible Solutions](#)

Please note that the proctor instructions uploaded here are from previous years and may not reflect the current format of the exam administration.

We will use updated instructions during the tech checks!



FINAL NOTES

REMINDERS!

Trainers and apprentices! Your assignment after this:

1. **By Thurs. Nov. 6, 2025:** Complete the Exam registration and return to Geneva Scurek@gaccmidwest.org **Done! Thank you!**
2. **Prepare to complete a MOCK Written and Practical Exam** – trainers review the practice exam documentation; determine a timeline to be able to complete the mock exam by the end of February.
3. **Download the 2026 Exam Events and Important Dates PDF** from the resource page and mark your calendar for additional events...
 - Dec 16 – Conducting a Mock Exam Q&A for Trainers and Apprentices (suggested)
 - Feb 26 – Mandatory Mock Exam feedback form due
 - March 18 – Study Session #1 (tent.) and Q&A
 - Exam dates ... and more!



Q & A

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APPRENTICESHIP
PROGRAM

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THANK YOU!

Jaymee Dhein | dhein@gaccmidwest.org

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