

TRADE ACADEMY



Frequently Asked Questions



2024 / 2025 Trade Academy Scholarship

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Program Overview

Who is eligible to apply?

To be eligible for this award, you must:

- be planning to pursue or currently pursuing a certification, diploma, or technical degree in HVAC, Plumbing, & Electrical (“Mechanical”) at an accredited two-year college, vocational school, technical school, or other trade related institution for the entire 2024-25 academic year.
- be a U.S. Citizen, U.S. National, or U.S. Permanent Resident.
- not have previously won or have been selected to win a Scholarship or other prizes from Housecall Pro pursuant to this program or any prior Trade Academy or Housecall Pro scholarship programs.
- not be an employee, officer or director of Housecall Pro, any of the program sponsors or partners, or their respective owners, parents, subsidiaries and affiliates, advertising, marketing, promotion and fulfillment agencies, or any company involved in the implementation and execution of the program, or an immediate family member (spouse, parent, sibling, or child, and their respective spouses) or household member (whether or not related) of one of the foregoing individuals.

When is the application deadline?

December 31, 2024 at 11:59 PM Pacific Time

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What is the program timeline?

- Application Open: October 2024
- Application Deadline: December 31, 2024
- Notification of Selection Results: End of February 2024
- Funds Disbursed: March 2024

Program Overview (cont.)

Is this award renewable?

No, applicants are eligible to win this award once in their lifetime.

Who sponsors this program?

The 2024/2025 scholarship program is currently sponsored by Housecall Pro, WD-40 Company, and SupplyHouse. Additional sponsors may join the scholarship program.

Who administers this program?

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This scholarship program is administered by Trade Academy in partnership with Housecall Pro, a field service management app for service professionals to automate and grow their business. Trade Academy is the ultimate resource hub for Mechanical students and job seekers. In addition to Mechanical hiring blog posts and resources, students and job seekers can easily apply to Mechanical jobs in their area.

Award Details

What are the selection criteria?

An independent selection committee will evaluate the complete applications and select recipients considering:

- Essay content
- Video content
- Clarity of response
- Quality of response
- Passion for Mechanical careers
- Meets all prerequisite requirements

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Decisions of the selection committee are final and are not subject to appeal.
No application feedback will be given.

Award Details (cont.)

What are the details of the award?

- **Up to 40** scholarships, in the amount of \$2,500 each, will be awarded.
- Up to 20 additional winners may receive a prize consolations prize.
- Scholarship funds will be issued to the recipient (student) via one (1) check. Scholarship prize recipients are responsible for determining the taxability of their award and paying any necessary taxes on their prize.
- In addition to the funds, recipients will receive:
 - WD-40® Brand products

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- 1-year Housecall Pro 'Essentials' subscription
- Scholarship Recipients can use funds for qualified tuition and related expenses. This includes tuition and fees for attendance and enrollment at their selected institution, or fees, books, supplies, and equipment required for courses of instruction at such institution.

Award Details (cont.)

What are my responsibilities if I am chosen as a recipient?

You must be enrolled in a Mechanical program at an accredited institution for the 2024-25 spring semester. You must continue the entire academic year without interruption unless approved by Housecall Pro. You are responsible for sending us a receipt with financial information for the spring semester at your institution. If you're selected, and you do not provide a receipt within 30 days, we will select a new recipient. You should notify Trade Academy if you do not receive the funds within 30 days of the issue date. You will receive an email notification when your funds are issued to you.

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Award Details (cont.)

How and when are funds issued?

Your funds will be issued via one (1) check during the month of March 2024. Your check will be made payable to the first and last name listed on your application only. The check will be mailed to your home address that you provided on the application. You will receive an email notification once your funds have been issued.

How do I change my program choice?

Make sure your application indicates your correct choice of accredited Mechanical trade program. If you need to change the program you listed, please email scholarship@housecallpro.com with the changes at least 30 days prior to the check issue date listed above. We will also confirm your program with you if you are selected as a recipient.

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Application Details

Where can I find the application?

The application can be found on our [scholarship page](#) in the 'How to apply' section. If you have trouble accessing it there, visit <https://housecall.typeform.com/to/N0K4Kvrt> and you'll be able to complete your application. We are *not* accepting or considering any applications through email, phone, mail, or any other form of submission.

Which school should I list on the application if I have not made a final decision?

You should list your first-choice Mechanical trade program on the application. You can change your choice of Mechanical trade program any time prior to the application deadline by emailing scholarship@housecallpro.com. If selected as a recipient, you will be asked

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to confirm your final program choice. If your program changes after the acceptance deadline, please refer to [How do I change my program choice?](#)

Application Details (cont.)

What supporting documentation is required for this application?

While we do not require any financial or educational documentation for our scholarship, we do ask that you provide a video for the final question. You are able to record and upload your video within the application or on TikTok, but if you run into any issues doing so, please refer to [Video Information](#) for further details.

Does the application save as you go?

No, there are no accounts required to apply, therefore it does not save as you go. To avoid losing your progress, we recommend that you write down the questions and your answers elsewhere and copy them to the application.

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Notifications

How will I be notified about the status of my application?

Notifications are sent primarily via email to the email you provided on the application. Once you submit the application, you will receive a confirmation email letting you know that your application has been received. If you do not receive a confirmation email, please reach out to us at scholarship@housecallpro.com and we will resolve the issue. We will continue sending notifications as we move through the selection process, or with any other relevant information.

Notifications (cont.)

What notifications will be sent to me?

- **Issues with Application:** If we are missing parts of your application, or other errors occurred, we will contact you with details on how to correct this problem. Please make sure the email address contacting you matches the one we'll be using.
- **Selection Results:** All applicants will receive notification once the selection results are available.
- **Funds Disbursed:** Once your funds have been issued, you will be notified.
- **Trade Academy Information:** After the scholarship, we will continue providing you with relevant information about furthering your career in the trades. Please read below for further details.

Your information is never sold to any third party for marketing purposes. Your information may be provided to sponsors of the scholarship program for purposes of prize distribution and the conduct of interviews and testimonials.

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Notifications (cont.)

Will any other information be sent to me?

Trade Academy is dedicated to improving the quality of the trade education and creating a better experience for both employers and job seekers as they grow. With this being said, we may email you with other relevant information that pertains to furthering your career in the trades. If you wish to not receive this type of information, please unsubscribe in the footer of the email.

Who will notifications be sent from?

You will receive notifications from one (1) email address:

Scholarship@HousecallPro.com. You should add this email address to your contact list to ensure important emails are not sent to your spam or junk folder.

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Notifications (cont.)

When will I receive notifications?

Notifications will be infrequent, and will usually pertain to current scholarship information. Refer to the timeline listed above for more specific information.

Can I opt out of notifications?

While you can opt out of notifications, this is not recommended. It is your responsibility as the applicant to ensure your application is complete and received. If you opt out of notifications, you will not receive deadline reminders or selection results. Your information is never sold to any third party. The only emails you will receive from Trade Academy are directly related to your application, and possibly, other relevant information about furthering your career in the trades.

Video Information

Why are we asked to provide a video?

For two (2) of the three (3) questions, we allow you to write your answers in 350 words or less. For the final question, we ask that you provide a video answering the question. We do this to make the application more interactive, allow you to convey passion and story in another form, and you have a chance to be featured on our scholarship page if you're selected. (Communication is also an important part of many service businesses, you'll thank us later!)

Which question is the video answering?

As you'll see in the application, the video will be your answer for the third and final question. You'll have 120 seconds to answer - Please share the most valuable lesson you've learned from working and/or learning within the skilled trades.

Video Information

How should I record the video?

You have a few options here:

- Create a video and upload it to TikTok.
 - Be as creative as you'd like, just be sure to answer the question. Use the hashtag '**#TradeAcademy2025**' and link your TikTok video to the application on the appropriate question.
- Record the video within the application.
 - You have the ability to record within the application and have it upload directly after recording. You will see this option on the video question page of the application.
- Record the video before filling out the application and upload it within the application.
 - You also have the ability to upload your pre-recorded video directly to the application. You will see this feature in the same place you can record your video. Check out the [Application Tutorial](#) for further details.

Pro tip: Record the video in landscape format (or portrait for TikTok) with good lighting to have the highest quality results!

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Video Information (cont.)

What do I include in the video?

We have *zero* requirements for your answer to the question, other than the 120 second time limit. Feel free to answer this as creatively as you'd like.

Can I upload a prerecorded video?

Yes you can. You have the ability to upload your pre-recorded video on TikTok or directly to the application in the same place you can record your video. Also check out the [Application Tutorial](#) for further details.

My video isn't uploading or a problem occurred, what should I do?

If your video isn't uploading, or you receive an email from us letting you know your video wasn't uploaded correctly, you'll still be able to send us your video. First, we recommend reviewing the video question portion of the [Application Tutorial](#) to ensure that you're following the correct steps to upload your video. If this doesn't provide a solution, please email us at scholarship@housecallpro.com and include details about the problem you are seeing. We will contact you with next steps to get your video to us. Don't worry, this won't affect your application or eligibility.

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Application Status

How do I know if my application is complete?

If you have questions about whether your application was received or is complete, please email scholarship@housecallpro.com.

As the applicant, what are my responsibilities?

It is your responsibility to make sure your application is **complete**. Your online application form must be **submitted** with your video uploaded. You must also **confirm** that we received your application once you have submitted.

Application Status

The deadline is tomorrow. Will I make it?

We will be accepting applications submitted before 11:59pm PST on December 31st. Any applications submitted after the deadline will not be considered.

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The deadline has passed and my application has started. What should I do?

We do not allow any applications past the deadline of 11:59pm PST, December 31st.

Other Important Information

Are scholarships taxable?

In the United States, scholarship funds used exclusively for the payment of tuition and textbooks are normally not taxable. The scholarship recipient is responsible for taxes, if any, that may be assessed against their scholarship award. We recommend consulting your tax adviser for more guidance.

Winners will be required to fill out and sign a W-9 Form before receiving their scholarship award.

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Trade Academy contact information

Trade Academy

TradeAcademy.com

Scholarship@HousecallPro.com

4180 Wynkoop Street, STE 310 , Denver , CO 80216

Official Rules

Before submitting your application, please review our [Official Rules](#).

Application Tutorial

Where to find the application

All information for this scholarship will be found on

TradeAcademy.com/trade-school/scholarship. In the middle of the page, you will find this '**Launch Application**' button:

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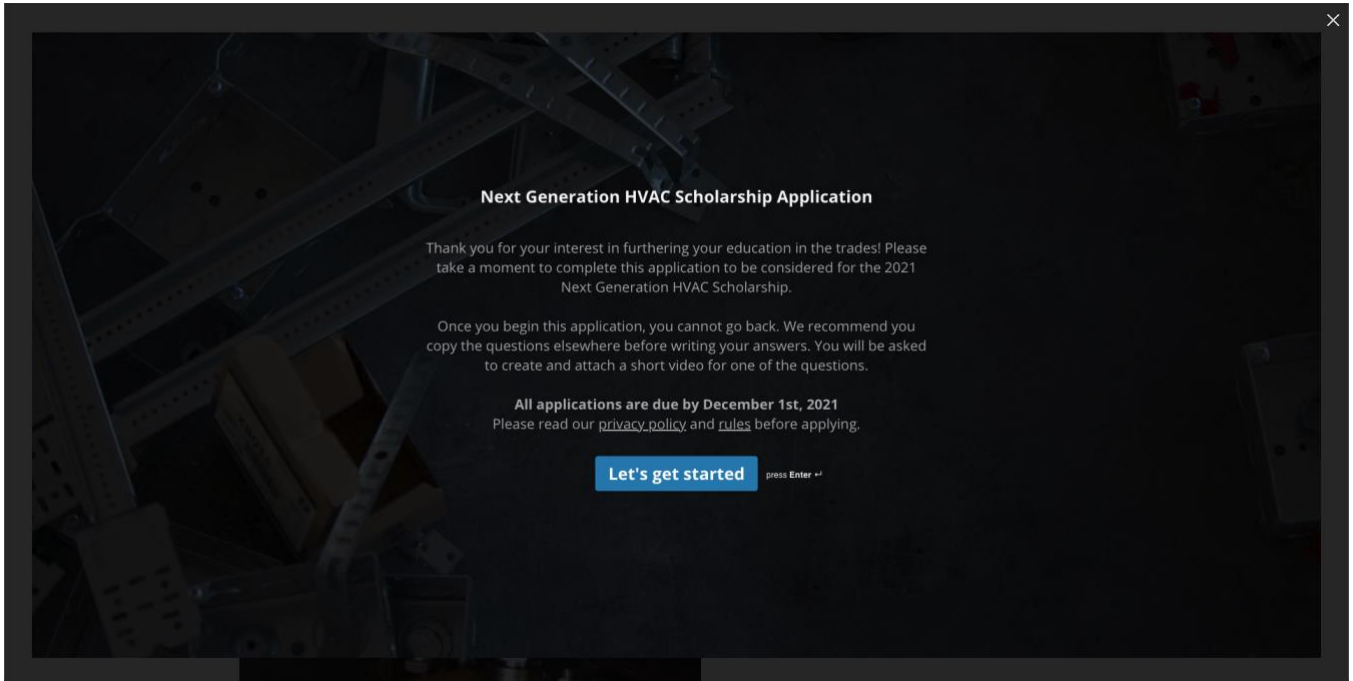
LAUNCH APPLICATION

By clicking this button you will launch the application in your browser. If you have trouble accessing it there, visit <https://housecall.typeform.com/to/N0K4Kvrt> and you'll be able to complete your application. You can use a mobile device or a computer to fill out this application, however we recommend using a computer since some of the questions require short answers (under 350 words).

Application Tutorial (cont.)

When you launch the application, if you see this screen, you're in the right place:

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This is the introduction screen on the application.

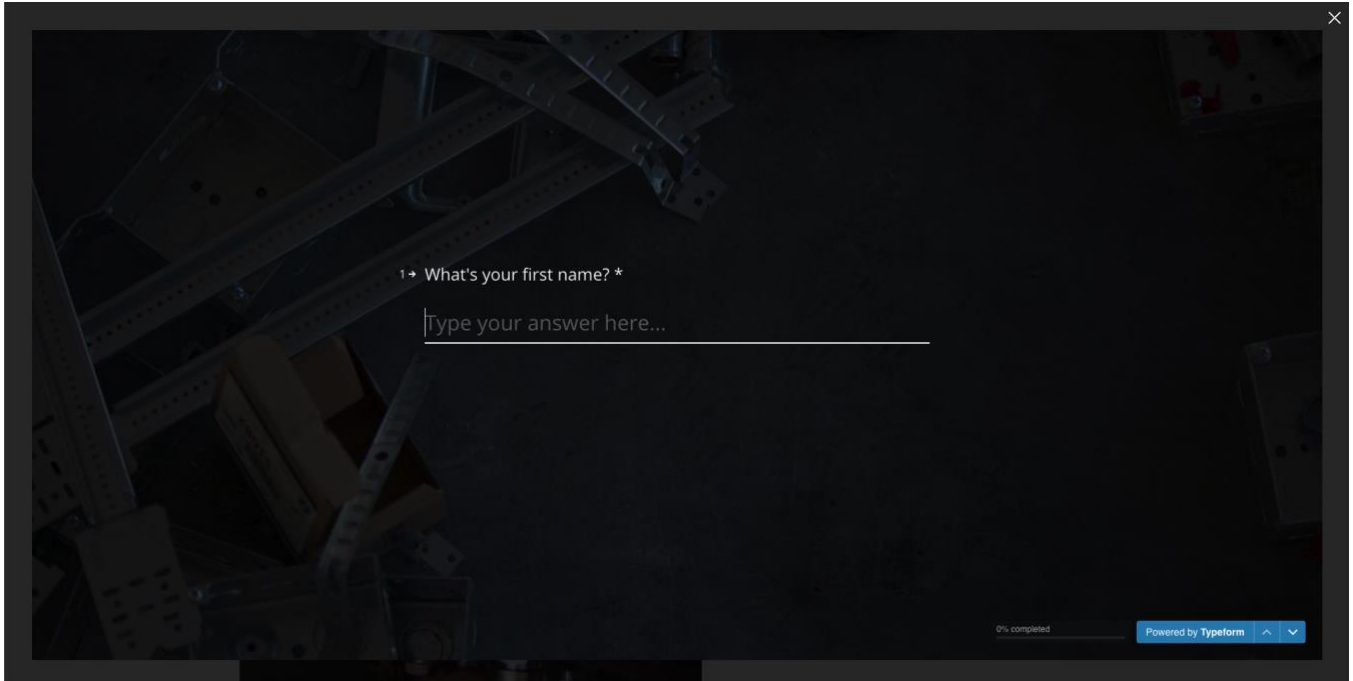
Application Tutorial (cont.)

Navigating the application

Our goal is to make it as simple as possible for you to apply. There will be no document uploading and no external pages, so every aspect of this

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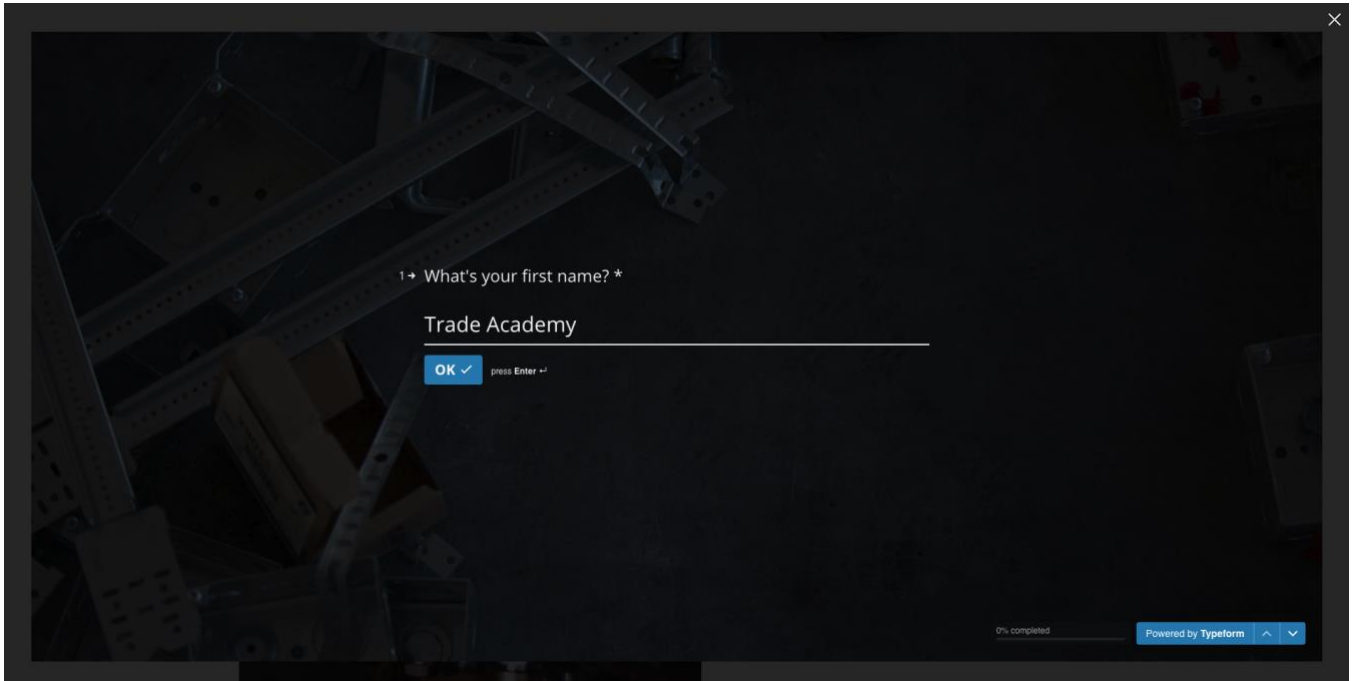
scholarship application will be done on this page. While navigating through this application, you will see one question at a time, like this:

A screenshot of a scholarship application form. The background is dark with a faint image of a mechanical structure. The question is "1 → What's your first name? *". Below the question is a text input field with the placeholder text "Type your answer here...". In the bottom right corner, there is a progress indicator showing "0% completed" and a blue button that says "Powered by Typeform" with a small dropdown arrow.

Application Tutorial (cont.)

When you fill out the answer for each question, you will see this change:

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Once you check to make sure your answer is accurate, you can click 'Ok ✓' or press 'Enter' on your keyboard to proceed to the next question. You will continue this process throughout the application, until you complete it.

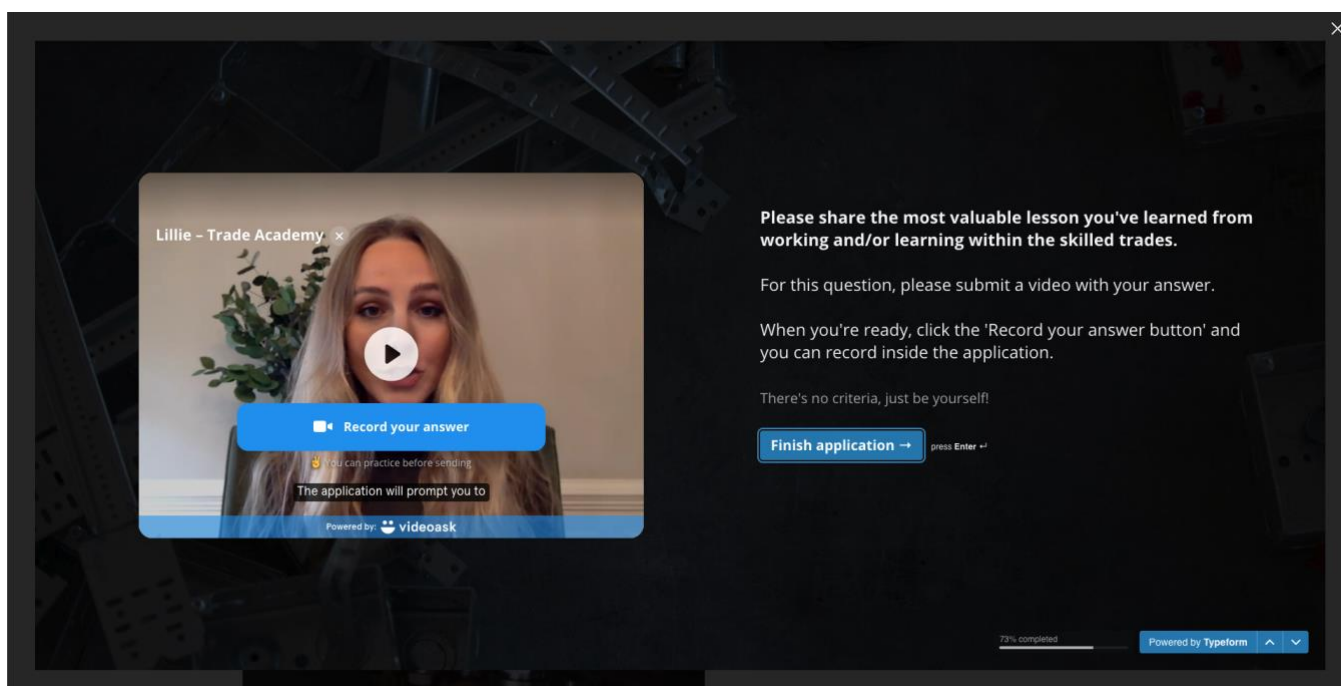
Application Tutorial (cont.)

Navigating the video submission

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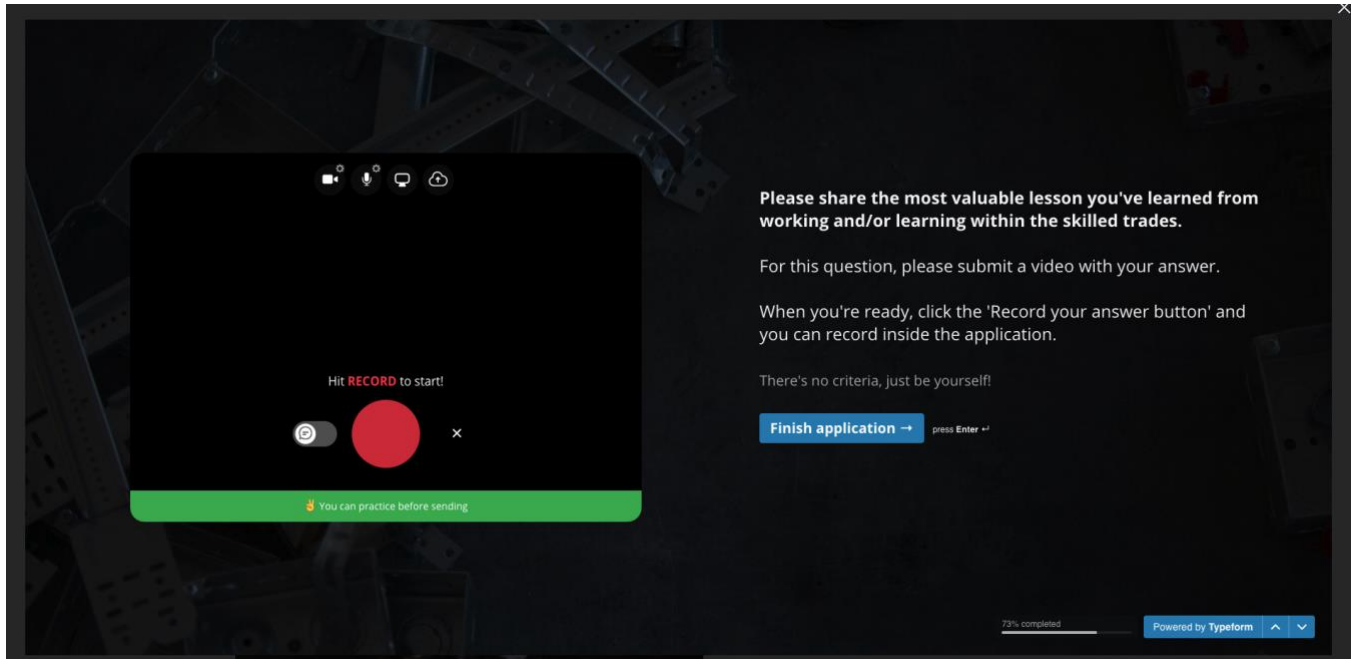
Once you begin answering the questions in this application, you will notice that the third question is different from the previous ones. If you're able, we are asking you to submit your third question by [recording a video](#). In an effort to make this simple and easy, you are able to do this directly in the application. When you get to this question, you will see this screen:



Application Tutorial (cont.)

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Once you have prepared and you're ready to record your video, press the 'Record your answer' button on the video portion. You will see this screen:

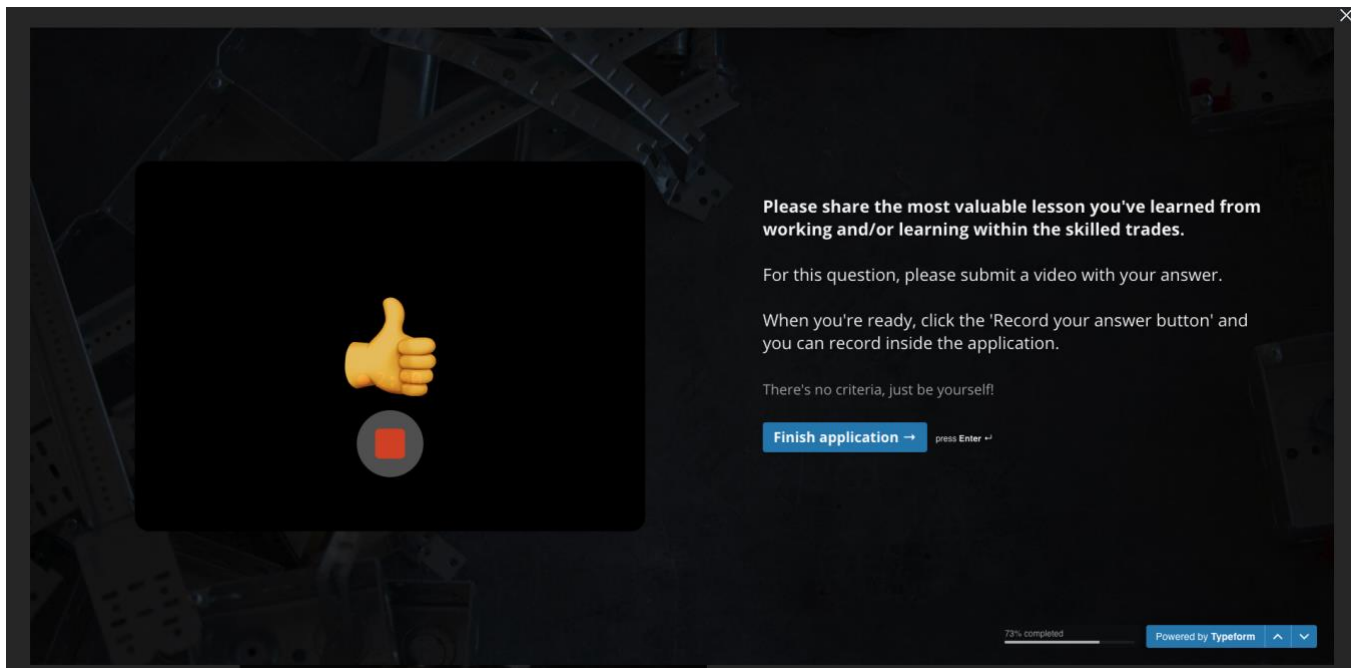


Here you can change the camera, microphone, add notes, record your screen, or upload your own video.

Application Tutorial (cont.)

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Once you press the large red record button, you will see a short countdown, and then a thumbs up to let you know that you're being recorded. You will have 120 seconds to share your answer, and if you pass the time limit, the video will stop recording.



Application Tutorial (cont.)


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When you finish recording, you will be able to preview your video, and if you like it, you'll confirm that you want to send it to us, then you'll see this screen:

Before you go, please leave your contact details so we can get back to you...

Your name

*Your email

 * Your phone number

Send your answer →

Please share the most valuable lesson you've learned from working and/or learning within the skilled trades.

For this question, please submit a video with your answer.

When you're ready, click the 'Record your answer button' and you can record inside the application.

There's no criteria, just be yourself!

Finish application → press Enter ↵

73% completed

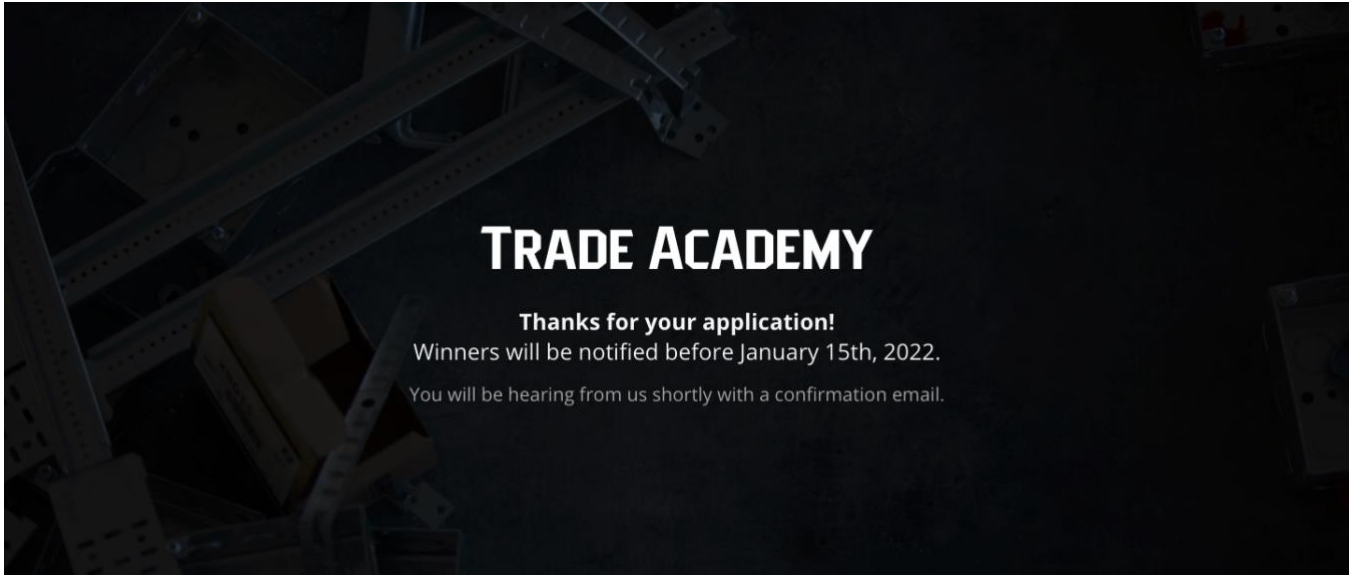
Powered by **Typeform**

Here you will provide your information to assure your video is received. Once you submit the video, you can then proceed to finish the application.

Application Tutorial (cont.)

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When you are complete you will see this screen:



This is the final screen of your application. You should receive an [email confirmation](#) that we have received your application shortly after seeing this screen. You have now officially applied for the Next Generation Mechanical Trades Scholarship!

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