



Registered Apprenticeship Standards

For Programs with Collective Bargaining Agreements

- ☐ National Program Standards ☒ National Guidelines for Apprenticeship Standards
☐ Local Apprenticeship Standards

***Electrical Joint Apprenticeship and Training Committees Representing the
National Electrical Contractors Association, Inc., and the International
Brotherhood of Electrical Workers***

Occupation: All Occupations Listed in These Standards

O*NET-SOC Codes: See Appendix A RAPIDS Codes: See Appendix A

Developed in Cooperation with the
U.S. Department of Labor
Office of Apprenticeship

Approved by the
U.S. Department of Labor
Office of Apprenticeship

Certified By: _____

(For Government Use Only)

Signature: _____

John V. Ladd

(Sign here for National Guidelines
for Apprenticeship Standards Only)

Title: **Administrator**

Office of Apprenticeship _____

Date: **July 10, 2024**

Certification Number: **C-2024-16**

☒ Check here if these are revised Standards



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SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

- A. Responsibilities of the sponsor: Electrical Joint Apprenticeship and Training Committees** must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document “Requirements for Apprenticeship Sponsors Reference Guide.”

Sponsors shall:

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these Standards and the document “Requirements for Apprenticeship Sponsors,” and that meets the requirements of 29 CFR § 29.7. Sponsors may utilize Form ETA 671 for this purpose and is available upon logging into RAPIDS.
- Register all apprenticeship Standards with the U.S. Department of Labor, including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.
- Arrange for periodic evaluation of apprentices’ progress in skills and technical knowledge and maintain appropriate progress records.
- Notify the U.S. Department of Labor within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Make a good faith effort to obtain approval for educational assistance for a veteran or other individual eligible under chapters 30 through 36 of title 38, United States Code, and will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in the above for the purpose of avoiding making a good faith effort to obtain approval.
- Provide each apprentice with a copy of these Standards, Requirements for Apprenticeship Sponsors Reference Guide, Appendix A, and any applicable written rules and policies, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these Standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain



approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated Standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.

- Adhere to Federal, State, and Local Law Requirements -- The Office of Apprenticeship's registration of the apprenticeship program described in these Standards of Apprenticeship on either a nationwide basis (under the National Program Standards of Apprenticeship) or within a particular State, and the registration of individual apprentices under the same program, does not exempt the program sponsor, and/or any employer(s) participating in the program, and/or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum wage and hour requirements.

The program's Standards of Apprenticeship must also conform in all respects with any such applicable Federal, State, and local laws and regulations. Any failure by the program to satisfy this requirement may result in the initiation of deregistration proceedings for reasonable cause by the Office of Apprenticeship under 29 CFR § 29.8.

B. Minimum Qualifications - 29 CFR §29.5(b)(10)

An apprentice must be at least 18 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation. Please include any additional qualification requirements as appropriate (optional):

☒ There is an educational requirement of (i) a high school diploma, or (ii) a Certificate of High School Equivalency or GED, or (iii) a two-year Associate Degree (or its equivalent) or higher. (If equivalent education was obtained outside of the United States, the applicant will be required to provide appropriate documentation); and (i) completion of one full year of high school algebra (or its equivalent) with a passing grade, or (ii) completion of one semester of post high school algebra (e.g., Adult Education, Continuing Education, Community College, etc.) with a passing grade; or (iii) completion of the electrical training ALLIANCE online Tech Math Course.

☒ There is a physical requirement of climb and work from ladders, scaffolds, poles, and towers of various heights, push, pull, crawl, crouch, and work in confined spaces such as attics, manholes, and crawlspaces, lift 25-50-pound objects on a fairly consistent schedule, and use various hand and power-assisted tools to install conduit, wiring, fixtures, devices, and electrical apparatus within commercial, industrial, and residential buildings.

☐ The following aptitude test will be administered the electrical training ALLIANCE's Aptitude Test validated by the American Institute for Research. Applicants who do not qualify for Direct Interview or Direct Entry must have a minimum score of ____ to qualify and be eligible for interview (Recommended passing score is "4"). Applicants who qualify for Direct Interview or Direct Entry, and who are subsequently registered in the program, will be required to take the Aptitude Test, either before or after registration, to assist in placement and identify areas where they may require additional support.

☐ A valid driver's license is required.

☐ Other Except as provided for those eligible for Direct Interview (if applicable) or Direct Entry, each applicant must meet the following minimum qualifications as well as those listed above and will be required to provide evidence satisfactory to the JATC at the time indicated in the Selection Procedures.

Each applicant must be able to work legally in the United States and provide a valid social



security number. The JATC will not seek to verify authorization to work in the U.S. since that is the responsibility of the Employers during on-the-job training, but if the JATC learns that an applicant is not eligible to work and will not be eligible at the time of registration, the JATC may terminate the application.

Each applicant must be capable of completing all requirements of the apprenticeship program and performing the work required of an electrical worker, with or without reasonable accommodations, including being able and willing to: Safely perform or learn to safely perform the essential functions of the job; Get to and from work at job sites anywhere within the geographical jurisdiction of this Apprenticeship Program. Attend and successfully pass all related instruction; Understand and follow all JATC Rules and Policies; Read, hear, speak, and understand instructions and warnings in English.

(List all other requirements)

C. Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2)

The apprenticeship program(s) will select an apprenticeship training approach. The approach is notated in Appendix A, APPRENTICESHIP APPROACH.

D. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b)(4)

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices ☐ **will** ☐ **will not** (*choose one*) be paid for hours spent attending related instruction classes. The Work Process Schedule and Related Instruction Outline are outlined in Appendix A.

E. Credit for Previous Experience - 29 CFR § 29.5(b)(12)

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. Electrical Joint Apprenticeship and Training Committees will evaluate the request for credit and make a determination during the apprentice's probationary period.

Additional requirements for an apprentice to receive credit for previous experience (optional): are in Appendix A., CREDIT FOR ON-THE-JOB SKILL ACQUISITION AND PREVIOUS RELATED TRAINING

F. Probationary Period - 29 CFR § 29.5(b)(8) and (20)

Every applicant selected for apprenticeship will serve a probationary period, which may not exceed 25 percent of the length of the program, or 1 year whichever is shorter. The probationary period is notated in Appendix A, PROBATIONARY PERIOD.

G. Ratio of Apprentices to Journeyworkers - 29 CFR § 29.5(b)(7)

Every apprenticeship program is required to provide an apprenticeship ratio of apprentices to journeyworkers for adequate supervision. The ratio is notated in Appendix A, RATIO OF APPRENTICES TO JOURNEYWORKERS.

H. Apprentice Wage Schedule - 29 CFR § 29.5(b)(5)

Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate. The progressive wage schedule is notated in Appendix A, APPRENTICE WAGE SCHEDULE.

I. Equal Employment Opportunity and Affirmative Action

1. Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)

Electrical Joint Apprenticeship and Training Committees will not



discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.

Electrical Joint Apprenticeship and Training Committees will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

[Optional] The equal opportunity pledge applies to the following additional protected bases (as applicable per the sponsor's state or locality):

2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4-30.9

Electrical Joint Apprenticeship and Training Committees acknowledges that it will adopt an affirmative action plan in accordance with Title 29 CFR §§ 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor's registration or by two years from the date of registration of the program's fifth (5th) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship's website.

3. Selection Procedures - 29 CFR § 30.10

Every sponsor will adopt selection procedures for their apprenticeship programs, consistent with the requirements set forth in 29 CFR § 30.10(b). The selection procedures for each occupation for which the sponsor intends to train apprentices are notated in Appendix A, SELECTION PROCEDURES.

J. Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or Standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

For all issues covered by a Collective Bargaining Agreement (CBA), apprentices must seek resolution through the applicable procedures contained in the CBA. (*if applicable, see Requirements for Apprenticeship Sponsors Reference Guide*)

- 1. Complaints regarding discrimination.** Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within **300** days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

U.S. Department of Labor, Office of Apprenticeship

200 Constitution Ave. NW, Washington, DC, 20210

Telephone Number: (202) 693-2796

Email: Address: ApprenticeshipEEOcomplaints@dol.gov

Point of Contact: Director, Division of Standards and Quality

Attn: Apprenticeship EEO Complaints



You may also be able to file complaints directly with the EEOC, or State fair employment practices agency.

2. **Other General Complaints.** The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification: *(To be completed by Sponsor)*

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

Any complaint described that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency provided below in Section K.

K. Registration Agency General Contact Information 29 CFR § 29.5(b)(17)

The Registration Agency is the United States Department of Labor's Office of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below: *(To be completed by the Registration Agency)*

Name: _____

Address: _____

Telephone Number: _____

Email Address: _____

L. Reciprocity of Apprenticeship Programs 29 CFR § 29.13(b)(7)

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.

Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

SECTION II - APPENDICES AND ATTACHMENTS

- ☒ **Appendix A** – *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journeyworkers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period*
- ☒ **Appendix B** – *ETA 671 - Apprenticeship Agreement and Application for Certification of Completion of Apprenticeship (To be completed after registration)*
- ☒ **Appendix C** – *Affirmative Action Plan (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))*
- ☒ **Appendix D** – *Employer Acceptance Agreement (For programs with multiple-employers only)*
- ☒ **Appendix E** – *Administration of the Apprenticeship and Training Program*
- ☒ **Appendix F** – *EEO Policies and Procedures*
- ☒ **Appendix G** – *Supplemental Definitions*



SECTION III - VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program Standards the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <https://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

NOTE: The aforementioned requirements of Public Law 116-134 shall apply to "any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act" (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.



SECTION IV PART 1 – COLLECTIVE BARGAINING PROVISIONS

The employer or employer association must furnish to any union that is a collective bargaining agent of the employees to be trained a copy its application for registration and of these Standards, including all attachments.

The **National Electrical Contractors Association (NECA) and International Brotherhood of Electrical Workers (IBEW)** hereby adopt these Standards of apprenticeship on this _____ day of May 2024.

Signature of Manaagement (designee)

David Long, CEO, NECA

Signature of Labor (designee)

Kenneth W. Cooper, President, IBEW

SECTION IV PART 2 – SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provisions of the foregoing Apprenticeship Standards formulated and registered by **Electrical Joint Apprenticeship and Training Committees**, on this _____ day of _____

The signatories acknowledge that they have read and understand the document titled “Requirements for Apprenticeship Sponsors Reference Guide” and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.

Signature of Sponsor (designee)

Signature of Sponsor (designee)

Printed Name

Printed Name



SECTION V - DISCLOSURE AGREEMENT—FOR NATIONAL PROGRAM STANDARDS AND LOCAL STANDARDS ONLY (Optional)

OA routinely makes public general information relating to Registered Apprenticeship programs. General information includes the name and contact information of the sponsor, the location of the program, and the occupation(s) offered. **OA routinely publicly releases the contents of applications for National Guidelines for Apprenticeship Standards.**

In addition, sponsors submitting National Program Standards or Local Standards have the option of allowing OA to share publicly the contents of a sponsor's application for registration to assist in building a high-quality National Apprenticeship System. This may include a copy of the Standards, Appendix A, and Appendix D (as applicable), but not completed versions of ETA Form 671 or Appendix C "Affirmative Action Plan" because those documents are submitted after a sponsor's application is approved and the program is registered. **Please note that OA will consider a sponsor's application as releasable to the public unless the sponsor requests non-disclosure by signing below.**

I, _____ (*Sponsor Representative*), acting on behalf of _____ (*Sponsor*) request that OA not publicly disclose this application, other than general information about the program, as described above as it is considered confidential commercial information and steps are taken to preserve it. Further, I understand that if OA receives a request for this application pursuant to 5 U.S.C. 552, we may be contacted to support OA's withholding of the information, including in litigation, if necessary. I understand that my request that OA not publicly disclose this application will remain in effect, including with respect to subsequent amendments to this application, unless and until I notify OA otherwise.

Signature

Date

Printed Name



Appendix A

WORK PROCESS SCHEDULE

AND

RELATED INSTRUCTION OUTLINE



Appendix A

WORK PROCESS SCHEDULE

ELECTRICIAN (Alternate Title : Interior Electrician)

O*NET-SOC CODE: 47-2111.00 RAPIDS CODE: 0159

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

☒ Time-based

☐ Competency-based

☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is with an OJL attainment of 8000 *hours*, supplemented by the minimum required 720 hours of related instruction. The JATC shall require each apprentice to satisfactorily complete the *electrical training ALLIANCE* assigned Inside Wireman Apprenticeship Course Material.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The numeric ratio of apprentices to Journeyworkers, consistent with proper supervision, training, safety, and continuity of employment, shall be as specified in CBAs applicable to these Standards and must be expressed numerically. The ratio for the Lima Area Electrical Joint Electrical Apprenticeship and Training Committee as per the CBA is 2 Apprentice(s) to 3 Journeyworker(s).

4. APPRENTICE WAGE SCHEDULE

☐ Option 180 hours Related Instruction/period and 8000 hours OJL Total

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is:

\$ ##.

Period	Percent of JW Rate	Minimum Accumulative OJT Hours	+	Related Training
1	<u> </u>	0	+	N/A
2	<u> </u>	1000	+	Satisfactory Progress
3	<u> </u>	2000	+	180 hours Related Instruction
4	<u> </u>	3500	+	360 hours Related Instruction
5	<u> </u>	5000	+	540 hours Related Instruction
6	<u> </u>	6500	+	Satisfactory Progress
Completion	100	8000	+	720 hours Related Instruction Completed

At the time of registration of these Standards, the JW rate is \$ [Insert].
The Registration Agency will be notified of any changes to the JW rate in a timely manner.



To be advanced, the apprentice must have satisfactorily completed both requirements: OJT hours and Related Training as indicated above.

----- OR -----

Period	Percent of JW Rate	Minimum Accumulative OJT Hours	+	Related Training
1		0	+	N/A
2		1000	+	Satisfactory Progress
3		2000	+	180 Hours Related Instruction + Level 1 Craft Certification
4		3500	+	360 hours Related Instruction + Level 2 Craft Certification
5		5000	+	540 hours Related Instruction + Level 3 Craft Certification
6		6500	+	Satisfactory Progress + Level 4 Craft Certification
Completion	100	8000	+	720 hours Related Instruction + Level 5 Craft Certification Completed

At the time of registration of these Standards, the JW rate is \$ [Insert].
The Registration Agency will be notified of any changes to the JW rate in a timely manner.

To be advanced, the apprentice must have satisfactorily completed both requirements: OJT hours and Related Training as indicated above.

----- OR -----

☐ This JATC has established ten periods of apprenticeship as stipulated below.

Period	Percent of JW Rate	Minimum Accumulative OJT Hours	+	Related Training
1		0	+	N/A
2		1000	+	Satisfactory Progress
3		2000	+	180 hours Related Instruction
4		2750	+	Satisfactory Progress
5		3500	+	360 hours Related Instruction
6		4250	+	Satisfactory Progress
7		5000	+	540 hours Related Instruction
8		5750	+	Satisfactory Progress
9		6500	+	Satisfactory Progress
10		7250	+	Satisfactory Progress
Completion	100	8000	+	720 hours Related Instruction Completed

At the time of registration of these Standards, the JW rate is \$ [Insert].
The Registration Agency will be notified of any changes to the JW rate in a timely manner.

To be advanced, the apprentice must have satisfactorily completed both requirements: OJT hours and Related Training as indicated above.

----- OR -----

☐ This JATC has established ten periods of apprenticeship as stipulated below.

Period	Percent of JW Rate	Minimum Accumulative OJT Hours	+	Related Training
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1		0	+	N/A
2		1000	+	Satisfactory Progress
3		2000	+	180 hours Related Instruction + Level 1 Craft Certification
4		2750	+	Satisfactory Progress
5		3500	+	360 hours Related Instruction + Level 2 Craft Certification
6		4250	+	Satisfactory Progress
7		5000	+	540 hours Related Instruction + Level 3 Craft Certification
8		5750	+	Satisfactory Progress
9		6500	+	Satisfactory Progress + Level 4 Craft Certification
10		7250	+	Satisfactory Progress + Level 5 Craft Certification
Completion	100	8000	+	720 hours Related Instruction Completed + Craft Certified

At the time of registration of these Standards, the JW rate is \$_____/[Insert].
The Registration Agency will be notified of any changes to the JW rate in a timely manner.

To be advanced, the apprentice must have satisfactorily completed both requirements: OJT hours and Related Training as indicated above.

(X) Option 144 hours Related Instruction/period and 8000 hours OJL Total

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: **\$39.17**.

Period	Percent of JW Rate	Minimum Accumulative OJT Hours	+	Related Training
1	50% - \$19.59	0	+	N/A
2	50% - \$19.59	1000	+	Satisfactory Progress
3	60% - \$23.50	2000	+	144 hours Related Instruction
4	65% - \$25.46	3500	+	288 hours Related Instruction
5	75% - \$29.38	5000	+	432 hours Related Instruction
6	87% - \$34.08	6500	+	576 hours Related Instruction
Completion	100	8000	+	720 hours Related Instruction Completed

At the time of registration of these Standards, the JW rate is \$39.17. The Registration Agency will be notified of any changes to the JW rate in a timely manner.

To be advanced, the apprentice must have satisfactorily completed both requirements: OJT hours and Related Training as indicated above.

----- OR -----

Period	Percent of JW Rate	Minimum Accumulative OJT Hours	+	Related Training
1		0	+	N/A
2		1000	+	Satisfactory Progress.
3		2000	+	144 hours Related Instruction + Level 1 Craft Certification
4		3500	+	288 hours Related Instruction + Level 2 Craft Certification



5	_____	5000	+	432 hours Related Instruction	+ Level 3 Craft Certification
6	_____	6500	+	576 hours Related Instruction	+ Level 4 Craft Certification
Completion	100	8000	+	720 hours Related Instruction Completed	+ Level 5 Craft Certification

At the time of registration of these Standards, the JW rate is \$_____[Insert].
The Registration Agency will be notified of any changes to the JW rate in a timely manner.

To be advanced, the apprentice must have satisfactorily completed both requirements: OJT hours and Related Training as indicated above.

----- OR -----

☐ This JATC has established ten periods of apprenticeship as stipulated below.

Period	Percent of JW Rate	Minimum Accumulative OJT Hours	+	Related Training
1	_____	0	+	N/A
2	_____	1000	+	Satisfactory Progress
3	_____	2000	+	144 hours Related Instruction
4	_____	2750	+	Satisfactory Progress
5	_____	3500	+	288 hours Related Instruction
6	_____	4250	+	Satisfactory Progress
7	_____	5000	+	432 hours Related Instruction
8	_____	5750	+	Satisfactory Progress
9	_____	6500	+	576 hours Related Instruction
10	_____	7250	+	Satisfactory Progress
Completion	100	8000	+	720 hours Related Instruction Completed

At the time of registration of these Standards, the JW rate is \$_____[Insert].
The Registration Agency will be notified of any changes to the JW rate in a timely manner.

To be advanced, the apprentice must have satisfactorily completed both requirements: OJT hours and Related Training as indicated above.

----- OR -----

☐ This JATC has established ten periods of apprenticeship as stipulated below.

Period	Percent of JW Rate	Minimum Accumulative OJT Hours	+	Related Training
1	_____	0	+	N/A
2	_____	1000	+	Satisfactory Progress
3	_____	2000	+	144 hours Related Instruction + Level 1 Craft Certification
4	_____	2750	+	Satisfactory Progress
5	_____	3500	+	288 hours Related Instruction + Level 2 Craft Certification
6	_____	4250	+	Satisfactory Progress
7	_____	5000	+	432 hours Related Instruction + Level 3 Craft Certification
8	_____	5750	+	Satisfactory Progress
9	_____	6500	+	576 hours Related Instruction + Level 4 Craft Certification
10	_____	7250	+	Satisfactory Progress + Level 5 Craft Certification
Completion	100	8000	+	720 hours Related Instruction Completed + Craft Certified



At the time of registration of these Standards, the JW rate is \$ _____ [Insert].
The Registration Agency will be notified of any changes to the JW rate in a timely manner.

To be advanced, the apprentice must have satisfactorily completed both requirements: OJT hours and Related Training as indicated above.

5. PROBATIONARY PERIOD

Completion of these minimum hours and satisfactory performance in related classroom training during such time shall constitute the probationary period (25% of length of program or one year whichever is shorter). During the probationary period, the JATC shall make a thorough review of the apprentice's ability and development. Prior to the end of the probationary period, the JATC will decide whether to end the probation, extend the probation or cancel the Apprenticeship Agreement. If the Registration Agency requires, the Registration Agency shall be notified of cancellations or extensions. During the probationary period, the JATC may extend the probation up to the maximum, or cancel the apprenticeship agreement, without the formality of a hearing and at the discretion of the JATC, so long as the JATC is acting in a non-discriminatory manner. Apprentices whose agreements are cancelled during the probationary period have no appeal rights other than those provided in the EEO/AA Plan.

6. SELECTION PROCEDURES

Please see page A-15.



Appendix A
WORK PROCESS SCHEDULE
ELECTRICIAN (Alternate Title : Interior Electrician)
O*NET-SOC CODE: 47-2111.00 RAPIDS CODE: 0159

In order to provide for the development of the necessary occupational skills in the various work processes, the JATC shall attempt to provide the apprentice with OJT in the following categories, as job training assignments permit. These estimates are not minimum requirements for proficiency. Some job assignments may relate to more than one work process.

The below approximate hours are for illustration only and are not an industry recommendation.

Electrician (Alternate Title: Interior Electrician), Inside Wiremen	
Job Description: Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.	
RAPIDS Code: 0159	O*NET Code: 47-2111.00
Estimated Program Length: 8000 Hours	
Apprenticeship Type: ☐ Competency-Based ☒ Time-Based ☐ Hybrid	

Project Layout & Planning	Approximate Hours
Reading and Interpreting blueprints and specifications; Coordination between crafts, engineers, and architects; Layout feeders, risers, and branch circuits	200
Underground Installations	Approximate Hours
Trenching and ditch digging; Direct burial; Installing PVC/Rigid conduit; Installing grounding electrode systems	300
Thinwall Conduit Raceway Systems	Approximate Hours
Fastening and supporting devices; Conduit fabrication; Installation of conduit, fittings, and boxes	1200
Rigid Conduit Raceway Systems	Approximate Hours
A Fastening and supporting devices; Bender setup; Conduit fabrication; Installation of conduit, fittings, and boxes	800
Installing Services, Switchboards, and Panels	Approximate Hours
Mounting devices; Breaker installation; Terminations	500
Floor Duct Installation	Approximate Hours
Transit/grade establishment; Installing duct and fittings; Core drilling and outlet installation	200



Motor Control Center Installation	Approximate Hours
Rigging and mounting; Terminating feeders, branch circuits, and control wiring	100
Installing, Splicing, & Terminating Wires and Cables	Approximate Hours
Establishing temporary power; Feeders and branch circuits; Control wiring; Splices, taps, and terminations	1200
Cable Tray Installation	Approximate Hours
Fabrication; Installing support devices; Installing cable tray and covers	150
Lighting System Installation	Approximate Hours
Installing outlet boxes and conductors; Installing fixtures; Control devices	1000
Testing and Troubleshooting Feeders, Motors, and Branch Circuits	Approximate Hours
Checking circuit continuity; Identifying fault current to ground; Meggering and Hi Potting; Certifying system operations; Repair and maintenance; Ground verification	100
Fire Alarm Installation	Approximate Hours
Blueprint and specification interpretation; Layout and circuit installation; Control panel and device installation; Programming and testing	300
Motor Installation	Approximate Hours
Rigging and setting; Alignment; Circuiting and Terminations; Testing	400
Control System Installation	Approximate Hours
Blueprint and specification interpretation; Layout and circuit installation; Distributed control	200
Installing and Programming Programmable Logic Controllers	Approximate Hours
Module installation; Control wiring and devices; Programming	100
Installing Instrumentation and Process Control Systems	Approximate Hours
Blueprint and specification interpretation; Layout and installation; Calibration	250
Security System Installation	Approximate Hours
Blueprint and specification interpretation; Layout; Box and circuit installation; Termination; Testing	100
Installing Sound and Communication Systems	Approximate Hours
Blueprint and specification interpretation; Layout; Conduit and box installation; Installing panels and network; Circuit installation; Terminations and testing	150



Installing and Terminating Transformers	Approximate Hours
Rigging and mounting; Primary and secondary terminations; Testing and troubleshooting	100
Installing Fiber Optic Cable	Approximate Hours
Equipment layout; Installing cable; Polishing and terminating; Testing and verifying	100
Alternative Energy Sources (Solar, Wind, Fuel Cell, etc.)	Approximate Hours
Blueprint and specification interpreting; Layout and installation; Testing, verifying, and troubleshooting	100
Welding and Brazing	Approximate Hours
Machine setup; Fabrication; Welding, grinding and finishing.	50
Service and Troubleshooting	Approximate Hours
Testing and analysis and repair of motors, transformers, electrical devices, electronic devices, magnetic devices, lighting and power circuits, equipment and machinery, control circuits and devices	100
Material Handling and Pre-Fabrication	Approximate Hours
Material/equipment awareness; Fabrication for field installation	100
Safety Awareness and Other Specialized Areas	Approximate Hours
	200
APPROXIMATE HOURS	8000



Appendix A

RELATED INSTRUCTION OUTLINE

ELECTRICIAN (Alternate Title : Interior Electrician)

O*NET-SOC CODE: 47-2111.00 RAPIDS CODE: 0159

Each apprentice shall be required to participate in non-compensable related instruction away from the job as specified below.

Topics to be studied (completed) as part of the required electrical training ALLIANCE curriculum shall include, but not be limited to those listed below. The order of presentation may change from time to time:

Provider	
Name: JATC	
Address:	
Email:	Phone Number:
Related Instruction Hours:	

☐ **Option: 180 hours per year**

Course Title	Contact Hours
FIRST SESSION Codes and Standards Electrical Theory Industry Orientation Installation Applications Jobsite Skills and Practices Safety Awareness	180 Hours Core
SECOND SESSION Codes and Standards Construction Documentation Electrical Equipment Electrical Theory Industry Orientation Installation Applications Safety Awareness	180 Hours Core
THIRD SESSION Codes and Standards Construction Documentation Construction Leadership Electrical Systems	180 Hours Core



Electrical Theory Safe Material and Equipment Handling Safety Awareness	
FOURTH SESSION Codes and Standards Construction Documentation Electrical Control Systems Electrical Systems Electrical Equipment Safety Awareness	72 Hours Core
ADVANCED TOPICS Advanced Codes and Standards Advanced Construction Documentation Advanced Construction Leadership Advanced Distributed Generation Advanced Communications Systems Advanced Control Systems Advanced Electrical Equipment Advanced Electrical Systems Advanced Limited Energy Systems Advanced Safety Awareness Advanced Theory	108 Hours Advanced
Total Minimum Hours	720

Provider	
Name: Lima Area Electrical JATC	
Address: 2285 North Cole St., Lima, OH 45801	
Email: paul@limajatc.com	Phone Number: 419-229-2775
Related Instruction Hours: 720	

(X) Option: 144 hours per year

Course Title	Contact Hours
FIRST SESSION Codes and Standards Electrical Theory Industry Orientation	144 Hours Core



Installation Applications Jobsite Skills and Practices Safety Awareness	
SECOND SESSION Codes and Standards Construction Documentation Electrical Equipment Electrical Theory Industry Orientation Installation Applications Safety Awareness	144 Hours Core
THIRD SESSION Codes and Standards Construction Documentation Construction Leadership Electrical Systems Electrical Theory Safe Material and Equipment Handling Safety Awareness	144 Hours Core
FOURTH SESSION Codes and Standards Construction Documentation Electrical Control Systems Electrical Systems Electrical Equipment Safety Awareness	84 Hours Core 60 Hours Advanced
FIFTH SESSION Codes and Standards Construction Documentation Electrical Control Systems Electrical Systems Electrical Equipment Safety Awareness	84 Hours Core 60 Hours Advanced
ADVANCED TOPICS Advanced Codes and Standards Advanced Construction Documentation Advanced Construction Leadership Advanced Distributed Generation Advanced Communications Systems	



Advanced Control Systems Advanced Electrical Equipment Advanced Electrical Systems Advanced Limited Energy Systems Advanced Safety Awareness Advanced Theory	
Total Minimum Hours	720



SELECTION PROCEDURES

The JATC has adopted the following Selection Procedures for its Apprenticeship Program. These procedures shall be uniformly maintained and consistently applied to all individuals interested in the Apprenticeship Program.

A. Application Availability

[Check whether Method A or Method B.]

The JATC accepts applications in the time and manner indicated below.

(X) METHOD A – Year-Round Application

The JATC will make applications available ☐ online, year-round 24/7 and/or **(X)** at the training center Monday thru Friday, 8:00am-4:00pm, 52 weeks, 12 months per year.

The JATC will notify the Registration Agency and other appropriate parties (including recognized outreach and affirmative action groups), as indicated in the JATC's EEO/AA Plan, informing them of its year-round application procedure – including the nature of apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, how to access apprenticeship applications, and the JATC's EEO/AA policies.

-----OR-----

☐ METHOD B – Ten Day Application Period on an As Needed Basis

The JATC will make applications available _____ *[insert – minimum 10 days]* consecutive working days either electronically or in paper format.

The JATC will notify the Registration Agency and other appropriate parties in writing (as indicated in the JATC's EEO/AA Plan) of the application period a minimum of thirty (30) days in advance – including the nature of apprenticeship, requirements for admission to apprenticeship, available of apprenticeship opportunities, sources of apprenticeship applications, and the JATC's EEO/AA policies. Such notification will identify the specified intervals for the application period, including when and how applications may be accessed.

B. Interview Timing

[Check whether Method A, Method B, or Method C]

(X) METHOD A—Required Interview – Fixed Schedule

The JATC has discretion to determine how often interviews will be conducted, and this may change during the year based upon industry needs. If a fixed interview schedule is established (e.g., monthly, quarterly, or semi-annually), the JATC will notify the Registration Agency of the dates as part of its semi-annual notice. If the JATC decides to interview on an as needed basis, the Registration agency will be notified of the scheduled interviews a minimum of thirty (30) days prior to the first interview date. Interviews shall be conducted in accordance with the notification supplied to the Registration Agency.

The JATC will interview on the following basis *[select one]*.

☐ Monthly ☐ Quarterly ☐ Semi-Annually ☐ Annually **(X) As Needed**

☐ METHOD B – Required Interview – Following Close of Application Period

The JATC will conduct interviews within _____ *[insert]* days after the end of the application period.



□ METHOD C—No Interview

The JATC does not conduct oral interview as part of its selection procedures.

C. General Rules Concerning Applications and Record Keeping

1. The JATC will use [the Application and any related forms approved by the *electrical training ALLIANCE*] OR [an application or other related forms chosen by the JATC].
2. Application forms will be issued and accepted electronically, or in accordance with the procedure adopted by the JATC indicated in Application Availability Section.
3. Everyone expressing an interest in making application with the JATC will be provided access to and/or issued an application form during the application period. The application must be designed so no one will be denied a right to apply, even if there is a question about their ability to meet minimum qualifications.
4. The JATC shall provide reasonable accommodations during the application process to individuals with disabilities who request them. The JATC's procedures for requests for accommodation are contained in its Rules and Policies.
5. An Application Record will be maintained by the JATC to show the status of each applicant.
6. No member of the JATC, or any employee of the JATC, shall reveal or discuss any information pertaining to any applicant except during the applicable meetings of the JATC or to members of the JATC staff involved in the application process.
7. All application forms and all related information and documents pertaining to applicants, including all correspondence sent to applicants by mail or electronically, are the property of the JATC and shall be considered confidential proprietary information. Records shall be maintained as required by the Registration Agency and by law.

D. Qualifications for Applicants

The various methods under which an applicant may qualify for entry into the ranked pool, Direct Interview (*if applicable*) or Direct Entry are detailed in the Standards. These must be summarized in the Notice of Apprenticeship Opportunity.

E. Application Process

1. Application.
 - a. A written description of the basic requirements shall be included in the Notice of Apprenticeship Opportunity, must be posted *electronically* and must be available at the JATC office.
 - b. The JATC shall collect and maintain information on individuals requesting access to applications. The JATC may establish procedures to follow-up with those expressing interest as part of its recruitment efforts.
 - c. The applicant will be provided electronic access or in paper format to an application and the voluntary self-identification forms. Applicants must submit the application; resumes or similar documents will not be accepted in lieu of the application.
 - d. As each application is received, the JATC shall ensure that it receives a unique serial number for that applicant. The applicant's name, date of the application, and serial number of the application will then be included in the Application Record.



2. Information to be Provided to and Received from Applicants.

The following information must be provided to each applicant either online or within a reasonable time of not more than ten (10) days after the Application is received. If permitted by the Registration Agency, this information may be provided in paper or electronic formats, and transmitted to applicants in person, mail, by electronic means and/or by a link to the JATC's website or another online site.

- a. A list of the Basic Qualifications required to enter the pool of eligible applicants (see Standards).
- b. A copy of the Standards (including Appendix A), and the JATC's Rules and Policies.
- c. Specific information pertaining to the apprenticeship program, noting the geographical area of the jurisdiction, the periods of apprenticeship and the wages provided for each period. The applicant's attention will also be called to the work processes in the Standards and the apprentice's obligations and requirements to participate in, and complete, related instruction. The JATC may, but is not required to, highlight any other key requirements from the JATC's Rules and Policies.
- d. A list of things the applicant must do, and items they must provide, in order to qualify for an interview with the JATC [*if applicable*]. This document will inform the applicant if they are required to take the Aptitude Test to qualify for the interview, and that qualified applicants are interviewed in the order in which they complete their application by provide all required documents and transcripts.
- e. A list of information they may have to provide as part of the application process, and post-selection requirements that they will have to meet if they are selected from the list or through Direct Entry and are given a conditional offer, as provided in the Standards. This information will be available for review when getting access to an application, and again when invited to the interview [*if applicable*].
- f. Applicants will be informed that they have 30 [*insert*] days to provide all transcripts, and any other documentation required by the JATC [to qualify for an interview [*if applicable*]] OR [for their application to be complete].
- g. Applicants will be informed of optional information that they are permitted to provide and information that the JATC will or may obtain and use. This list will be available for review when getting access to an application, and again when invited to the interview [*if applicable*].
- h. If the applicant indicates on the application a prior felony conviction, the JATC may choose to request that additional information be provided prior to the interview [*if applicable*] or may choose to wait until after a conditional offer is made.

F. **Processing Applications.**

As applicant information is received, the JATC will record dates and other pertinent information in the Application Record. When all information and documentation is complete, the date of receipt of the last required information will be recorded in the Application Record in the completion column.

If an applicant fails to provide all required documentation by the cut-off date, the column indicated "Application Not Completed" will be checked in the Application Record.

G. **Testing and Interview Process**

1. Aptitude Test

[Check whether Method A, Method B, Method C, or Method D. Each JATC must ensure that its selections in this section are consistent with its overall selection plan. Each JATC is responsible for ensuring that its selection procedures comply with Department of Labor Requirements.]

(X) Method A—Existing Aptitude Test



The JATC will schedule all qualified applicants (other than those entitled to Direct Interview or Direct Entry) for a properly validated aptitude test required by the JATC and approved by the *electrical training ALLIANCE*, with a passing score as a minimum qualification, and to be eligible for interview. The applicant will be notified in writing as to the time, place, and date they are to complete the aptitude test. The applicant's aptitude test results will be entered into the Application Record. Aptitude Test scores will not be shared with the interview committee. The Aptitude Test scores should not be shared with the applicant, only pass/fail.

☐ Method B—Other Required Test

The JATC will schedule all qualified applicants (other than those entitled to Direct Interview or Direct Entry) for a properly validated aptitude test required by the JATC with a passing score as a minimum qualification, and to be eligible for interview. The applicant will be notified in writing as to the time, place, and date they are to complete the aptitude test. The applicant's aptitude test results will be entered into the Application Record. Aptitude Test scores will not be shared with anyone involved in selection.

☐ Method C—Required Aptitude Test as Part of Procedure.

The JATC requires an aptitude test as one factor in its selection procedures. The applicant will be notified in writing as to the time, place, and date they are to complete the aptitude test.

☐ Method D—No Required Aptitude Test.

The JATC does not require any aptitude test as part of its selection methods.

2. Interviews

[Check whether Method A, Method B, or Method C.]

(X) Method A—Existing Interview Process

After all transcripts, materials, and aptitude test results (if applicable) are received, the JATC will review the documents to determine if the applicant meets minimum qualifications outlined in the Standards and is eligible for an interview. If the applicant does not meet minimum qualifications, the applicant will be so notified. The Application Record will note that the applicant was “Not Qualified for Apprenticeship” and the date the letter was sent.

The JATC will schedule interviews as indicated in B, Interview Timing. The JATC will interview all applicants who qualify for an interview and report for the interview as scheduled. The applicants will be interviewed in order based upon the date and time their application process was complete.

The list of applicants to be interviewed may be broken into smaller groups if more than one interview session is to be scheduled. Interview sessions will be scheduled to allow for the interviewing of all applicants who qualify for an interview.

Interviews will be conducted in accordance with the interview forms and procedures developed by the *electrical training ALLIANCE*. Applicants will be rated after the interview based upon the non-discriminatory criteria in the procedures and forms.

Unless an applicant is referred to the JATC due to potential disqualifying factor upon completing all scheduled interview sessions, all interviewed applicants will be notified that they shall remain on the active list, subject to selection, for a period of one (1) year from the date of their interview. This notification shall indicate that on the anniversary date, their eligibility shall expire.

☐ Method B—JATC Interview process

[JATC to describe when and how interviews are conducted]



☐ Method C—No Interview

The JATC does not use interviews as part of its selection procedures.

H. Ranking and Selection

1. [*Choose Method A or B*]

☒ Method A—Existing Procedures

After the members of the interview committee complete their evaluation of an applicant, the scores will be averaged in accordance with the procedures and forms developed by the *electrical training ALLIANCE*. The applicant will be included on the ranked list based upon that rating.

☐ Method B—JATC Procedure

[*JATC to describe the methods it uses to rank applicants*]

2. The JATC will place all individuals currently active on the list in ranked order. The ranked list will identify each individual's: rank, name, application number, date of interview (if applicable), score to two decimal places, and eligibility expiration date. A current copy of the complete ranked list will be filed with the Registration Agency prior to selection and registration to any individual entering the apprenticeship program through the standard selection process.
3. When new interviews are scheduled and completed, or other selection procedures are completed, the JATC will add those applicants to its existing ranked list of applicants. Whenever a new ranking list is created, a copy will be provided to the Registration Agency.
4. The number of new apprentices to be selected, at any time, will be determined by the JATC, based on industry needs and the JATC's ability to provide training.
5. Selection of individuals from the list of interviewed applicants will not be done until all pre-scheduled interview sessions or other selection procedures are completed. The Registration Agency shall be promptly notified of all individuals entering the apprenticeship program through any means of entry.
6. The actual selection of individuals will be made by using the current ranked list, starting with the top score, and continuing on, in descending order, until the desired number of accepted applicants has been reached. The only individuals who may be registered ahead of those on the current ranked list are those entering through approved direct entry methods, including transfer, and organizing procedures. Selection from the current ranked list must be the highest on the list; the JATC cannot skip over individuals.
7. All selected applicants will be notified in writing (mail or email) of the JATC's offer of apprenticeship. The offer will be conditioned on completion of any required post-selection steps set out in the Standards and will note which conditions apply.
8. Once applicants are interviewed and placed on the ranked list, they shall remain active and subject to selection, for a period of one (1) calendar year from the date of interview or completion of other selection procedures, unless they decline an offer, request to be removed from the list, fail to meet post-selection requirements, or they are approved for a re-interview.
9. Applicants will be deemed to have requested to be removed from the ranked list and/or declined an offer if they (i) fail to notify the JATC of changes in contact information; or (ii) fail to promptly respond to communications from the JATC, including offers.
10. All selected applicants (including direct entry) must provide any remaining documentation required to complete their applications process and satisfy all post-selection requirements in the Standards.



I. Post-Selection Requirements.

All selected applicants (including those admitted through direct entry) must meet the following minimum requirements at the time indicated in these Selection Procedures, typically after a conditional offer is made and prior to registration.

- Provide any remaining documentation required to complete the selection process.
- Not be disqualified as a result of information obtained by the JATC during the selection process, including interviews, verification of information, reference checks or other information made available to the JATC prior to registration.

Optional: The JATC may include any of the following post-selection requirements. Check all that apply and note any exceptions.

- (X) Pass all required drug-screen tests. The cost of the tests is borne by the JATC. If the applicant fails any pre-registration drug test, refuses to take any pre-registration drug test, or has insufficient hair or urine for any pre-registered drug test, each of which constitutes a failed pre-registered drug test, the conditional offer will be revoked.
- ☐ Attend and successfully complete the JATC's Boot Camp/Orientation. Applicants will not be paid for the time they attend this program. The JATC's conditional offer may be rescinded if the applicant demonstrates in any way that he or she is unlikely to be successful in the apprenticeship program, (e.g., inability to learn or employ appropriate safety skills, poor attendance or tardiness, or failing to demonstrate the physical abilities required).
- (X) Take and pass the JATC's physical examination.
- (X) Pass a background check.
 - a. Prior to selection for apprenticeship, the JATC shall undertake a background check of the applicant. The cost of the background check will be paid for by the JATC. Disclosure under the Fair Credit Reporting Act will be provided to the applicant of the JATC's intention to obtain a background check from a third-party for employment purposes and the applicant's consent in writing will be obtained to perform the background check.
 - b. In the event the JATC intends to use the results of the background check to disqualify or expel an applicant as a result of information disclosed by the background check, the JATC will provide the applicant (in writing) of their rights under the Fair Credit Report Act and provide the applicant the opportunity to dispute the accuracy or completeness of the information reported to the JATC.

J. Disqualification

Prior to, during or after the interview, and prior to registration, the JATC may learn of information that may disqualify the applicant or render them unable to meet the requirements of the program. The JATC or its designee shall discuss those issues with the applicant, provide the applicant with an opportunity to explain and, where appropriate, obtain relevant documentation. If the applicant does not voluntarily withdraw his or her application, the applicant may be referred to the JATC for a decision on whether the applicant should be disqualified and not placed on the active list or should be removed from the list.

K. Re-Evaluation Process

[Choose Method A or B]

(X) Method A—Re-Interview Process for Programs Following Existing Procedures



If after a minimum of ninety (90) days from the date of their most recent interview with the JATC, an applicant has gained at least 450 hours of documented work experience in the electrical construction industry or has successfully completed two (2) or more post-secondary, industry-related classes, the applicant is eligible to make a request to be re-interviewed by the JATC by completing the JATC's Re-Interview Request Form. Examples of related classes include Algebra I and II, Geometry, Trigonometry, Advanced Math, Physical Sciences, Physics, Chemistry, Industrial Arts, Mechanical Drawing/Drafting, Computer Literacy/Programming, or Related Vocational/Technical Courses.

The JATC is not obligated to grant a re-interview to an applicant where the factors on which the score was based would not be affected by additional experience or education. The JATC will respond to the request in a timely manner.

□ Method B—Re-evaluation

[JATC to describe its process, if any, to re-evaluate applicants based upon changes in experience during the year they are on the ranked list].

L. Applicant Appeals Procedure

Any applicant for apprenticeship who believes that he or she has been subjected to discrimination or other unfair treatment during the selection process on the basis of any protected category may file a complaint of discrimination using the JATC's internal Complaint Procedure set out below or Appendix F.

Advancement Of Apprentices, Cancellation, Complaint Procedures

A. Advancement of Apprentices

1. Every two months during the first year of apprenticeship, and at least yearly thereafter, the JATC shall examine the progress of the apprentice on the job and in related instruction, based on apprenticeship evaluation completed by an Employer and other available information. The JATC will also receive a monthly OJT training report from each Employer showing the experience and training in the various work processes acquired by the apprentice and evaluating the apprentice.
2. The JATC shall evaluate the apprentice's overall performance and accomplishments at the end of each period. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the apprenticeship agreement, with due notice to the apprentice and a reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the JATC.

B. Cancellation or Resignation of Apprenticeship Agreement

1. An Apprenticeship Agreement may be canceled at the request of the apprentice at any time.
2. An Apprenticeship Agreement may be suspended for a specified period of time, canceled or terminated by the JATC for good cause, with due notice to the apprentice and, in appropriate circumstances, a reasonable opportunity for corrective action. Written notice shall be provided to the apprentice and to the Registration Agency (if required).
3. Individuals who have been suspended or terminated from apprenticeship shall not be assigned by the JATC in any capacity. Suspended or terminated apprentices are not eligible to participate in any related training activities and, as per the CBA, they are not eligible for any job assignments by the JATC under the CBA unless the JATC has determined that the individual is eligible for a change to another classification recognized in the CBA.



4. When an apprentice's Apprenticeship Agreement is terminated before satisfactory completion of their apprenticeship, the resulting vacancy may be filled by selecting and registering the next individual from the current eligibility list; provided all registered apprentices who are available for OJT assignments are so assigned. In the event that related instructional training classes are not available in the immediate future, the individual(s) registered shall begin informational/awareness classes just as soon as possible. These courses may include topics such as Industry Awareness, Communications, Productivity, Marketing, CPR, Tech Math, Safety Awareness and General Orientation

C. Complaint Procedures

1. The JATC shall have full authority and responsibility to review and shall seek to resolve all issues and/or disputes pertaining to all apprenticeship and training matters. The JATC shall hear and consider all complaints of violations concerning the Apprenticeship Agreement and the Standards, and shall make such rulings, as it deems necessary and appropriate in its discretion. Apprentices have the right to request an appearance before the JATC concerning specific issues or matters dealing with their apprenticeship agreement. Such requests must be in writing. The JATC shall adopt a formal Complaint Procedure as part of its Rules and Policies. Apprentices and applicants have no right to representation by an attorney or others during JATC investigations and meetings, unless otherwise provided in the Rules and Policies.
2. Any apprentice or applicant for apprenticeship who believes they have been subject to discrimination in violation of the EEO Policies and Procedures, or federal, state, or local law has the right to file an internal complaint with the JATC and rights to file external complaints with the U.S. Department of Labor, EEOC and/or applicable state or local agencies. See EEO Policies and Procedures, Appendix F.
3. All applicants and apprentices have the right to file complaints regarding any issue with the Registration Agency. Applicants and apprentices will be provided with a copy of the Notice of Rights. See Appendix F.
4. All apprentices have the right to seek resolution through the applicable Grievance and Arbitration Articles of the CBA for issues arising on the job: wages, hours, working conditions, and other issues covered by the CBA. Apprentices should first provide notice to the JATC.
5. A Local Union receiving a grievance from or about an apprentice shall notify and involve the JATC, which has the primary responsibility for apprentices under Article V of the Standard Inside Agreement.

Certification of Completion

[Note: The JATC will indicate if Licensing and/or Craft Certification is to be included.]

(X) Include Licensing Requirement ☐ Include Craft Certification Requirement

Upon satisfactory completion of the required number of hours of related instruction from the *electrical training ALLIANCE's* course of study, accumulation of a minimum of 8,000 hours of OJT, attainment of Craft Certification, and acquisition of the appropriate jurisdictional QEW Electrical License, the JATC will certify to the sponsoring parties, to the *electrical training ALLIANCE*, and to the Registration Agency that the apprentice has satisfied the requirements of his or her apprenticeship agreement.





Appendix A-2

Work Process

The JATC shall require each apprentice to submit a work report on a monthly basis. Such reports shall be maintained by the JATC as part of its official file for each apprentice. The JATC shall use reports and other evaluations and records the JATC may use to provide an accumulative OJT record of experience in the various work processes for each apprentice.

All OJT work shall be performed under the supervision of an electrical industry Journeyworker. Supervision will not be of such nature as to prevent the development of responsibility and initiative. Work may be laid out by an Employer's designated supervisor based on the apprentice's skills and ability to perform the job tasks, after which the apprentice shall be permitted to perform job tasks in order to develop job skills and industry competencies.

Apprentices with a minimum of 6,500 hours of OJT who have successfully completed all related instruction, may be permitted to perform electrical construction work without the direct supervision of an electrical industry Journeyworker as follows: while the apprentice's supervising Journeyworker must be present on the job site, and the apprentice should not be the first worker assigned to the job, such apprentice may be assigned to independently perform job tasks at the job site consistent with the apprentice's skills, knowledge and ability to perform the work as determined by the Employer.

An apprentice shall not supervise the work of any other apprentice or workers of any other classification.

Hours of Work; Assignments

The apprentice shall work the hours that are specified in the local CBA or such hours that are set by an Employer consistent with the CBA. The current hours of work shall be included in the Rules and Policies. The apprentice's work shall not interfere with attending related instructional classes.

The JATC shall maintain a standard procedure for assignment of apprentices and endeavor to ensure continuous employment for all apprentices, and adequate training and experience in all work processes as described above. The JATC shall make all OJT assignments and reassignments consistent with the CBA. In order to achieve these objectives an apprentice may be transferred or reassigned to another participating employer as determined by the JATC in its discretion.

In the event that the JATC is unable to provide an eligible apprentice with an OJT assignment, apprentices may seek temporary employment outside of the electrical construction industry. Regardless of employment status, apprentices must continue to report for their regularly scheduled related instructional classes. Apprentices shall remain at all times subject to immediate call by the JATC for an OJT assignment given by the JATC. Under no circumstances shall a participating employer be denied the assignment of an apprentice due to an apprentice temporarily working outside the CBA. Failure to immediately comply with instructions to return to the JATC for an OJT assignment may result in cancellation of the apprentice's apprenticeship agreement.

The JATC may assist apprentices in seeking temporary employment by providing access to resources, establishing connections with local employers or other methods.

Temporary Training Opportunities

Apprentices may be permitted to receive OJT and related training on a temporary basis with another IBEW/NECA JATC, provided that the apprentice, both of the JATCs, and their respective Local Unions and Local Chapters agree on such assignment. Before apprentices are given a temporary OJT assignment, they must supply the host JATC with an official copy of their apprenticeship agreement, clearly indicating



that it has been properly registered with the applicable Registration Agency. Apprentices shall remain subject to reassignment by the JATC with whom they are registered. Failure to immediately comply with such instruction to return to the JATC with whom they are registered may result in the cancellation of the apprentice's apprenticeship agreement; in which case, the apprentice would no longer be employable as an apprentice under the CBA in any jurisdiction.

Related Instruction

The time spent in related instruction, which may include blended learning and computer-mediated learning, shall be in addition to the required minimum hours of OJT. The computer-mediated learning model will allow the apprentice to learn at their own pace with experiential learning styles such as gaming, and knowledge checks before moving on to the next section to ensure competence. The minimum number of related instruction hours per year may change from time to time in order to meet training needs. Such changes must be properly approved by the Registration Agency.

The JATC shall secure competent Instructors whose knowledge, experience, and ability to teach shall be carefully examined and monitored. These instructors will also be competent with hands-on labs to allow the apprentices to become sufficient. The instructors shall take the teacher training courses made available from the *electrical training ALLIANCE* (or state-required equivalent) through attendance, participation, and working towards completion of the Industry's Four-Year National Training Institute Teacher-Training program.

The JATC shall secure the instructional aids and equipment it deems necessary to provide quality instruction.

The instructors shall administer or oversee *electrical training ALLIANCE* standardized tests in a timely manner. Such tests shall be evaluated, scored, and reviewed with the class. If tests are not administered electronically, the instructor shall ensure that all tests and materials are collected and provided to the JATC.

The JATC shall monitor the apprentice's performance in related training and take appropriate action to encourage improvement where warranted. JATCs will require performance reports to be filed on a regular basis by each Instructor, evaluating the apprentice's related instructional training performance. Such reports shall be maintained by the JATC as part of its official file for each apprentice, providing an accumulative record of performance in related training.

The JATC shall inform each graduating apprentice of the availability of college credit through the *electrical training ALLIANCE*'s College Credit Program with the American Council on Education ("ACE"), and any Continuing Education Units ("CEUs") that may be available.

Certain related instruction may be provided online, rather than in a traditional classroom or laboratory setting. If an apprentice is required to attend related instruction online, the apprentice must have access to the Internet via a computer and must complete all online assignments and the total required hours of each session in the allotted amount of time. The computer will not be provided by the apprenticeship program and the Internet access fees will not be paid by the apprenticeship program.

Safety and Health Training

The Employers are responsible for instructing apprentices in safe and healthful work practices and shall ensure that the apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Act standards promulgated by DOL or State or local standards that have been found to be at least as effective as the Federal standards.

[Note: The JATC shall check the appropriate boxes to indicate training to be provided.]



- (X)The JATC shall see that all apprentices complete CPR/First Aid training during their probationary period. The JATC shall also attempt to see that graduates of its apprenticeship program possess a current CPR/First Aid card. NOTE: This training requires additional classroom hours.
- (X)The JATC shall see that each apprentice successfully completes the electrical training ALLIANCE, OSHA approved, Ten-Hour Construction Safety course, before beginning the Second Year of related instructional training. NOTE: This training requires additional classroom hours.
- (X)The JATC shall see that each apprentice successfully completes the additional electrical training ALLIANCE/OSHA training course materials necessary to acquire the OSHA Thirty-Hour Card. NOTE: This training requires additional classroom hours.

Methods of Entry

Every individual selected for apprenticeship shall come from the pool of qualified applicants on the ranked list, unless otherwise qualifying for Direct Interview (if applicable) or Direct Entry. No applicant shall be excluded from consideration because they fail to meet qualifications for Direct Interview or Direct Entry; they must be considered under the standard method of entry.

Application. Every applicant must fill out an application form, either in paper format or electronically; accurately; and completely responding to all questions and items listed in the application.

[Note: JATCs that include interviews in their selection procedures may include these provisions for direct interview and identify which ones they wish to offer.]

Direct Interview Qualification.

Except as described below, the applicants described below will not be required to obtain a qualifying score on the Aptitude Test or meet the requirements of High School diploma or GED, or Algebra. If they meet all other minimum qualifications listed in the Registered Apprenticeship Standards, and the requirements below, they will be invited to an interview. These individuals must still meet all post-selection requirements. Applicants are not required to apply through these methods and may choose to apply through the standard method of entry.

- 1) Military Experience.
 - a. Applicants who have completed at least three years of active-duty military service with the U.S. Armed Forces, with a discharge under honorable conditions within five years of the application date.
 - b. Applicants who have completed at least six years of U.S. military reserve service, who are still serving as a military reservist or have an honorable discharge within two years of the application date.
 - c. Applicants who have been honorably discharged from the military and have completed military technical training school in a Military Occupational Specialty (“MOS”) applicable to the commercial and/or industrial electrical construction industry and can document a minimum of two years of military experience in that MOS within five years of the date of application. *These individuals may also qualify for direct entry.*
 - d. To qualify under Military Experience, applicants must provide a DD Form 214 or equivalent documentation acceptable to the JATC to establish their experience.
 - e. Applicants who have served overseas and/or lived on a military installation for a minimum of two (2) years prior to application will have any existing residency restriction waived.



- 2) Industry Experience.
 - a. 2,000 Hours. Applicants who can verify that they have worked a minimum of two thousand (2,000) hours specifically in the electrical construction industry.
 - b. 4,000 Hours. Applicants who can verify that they have worked a minimum of 4,000 hours specifically in the commercial construction industry. These individuals may also qualify for direct entry. An absolute minimum of 4,000 hours of electrical work experience must be proven to meet this qualification. No other form of electronic or electrical experience/training or construction experience will be given credit under this provision.
 - c. Individuals applying under these two Industry Experience methods must provide to the JATC sufficient documentation, satisfactory to the JATC, to demonstrate their experience in the electrical construction industry. This documentation may be comprised of official documents such as tax/payroll records, or notarized letters of experience from prior employers.
- 3) electrical training ALLIANCE Interim Credential.
 - a. Individuals who have received an Interim Credential through the program developed by the electrical training ALLIANCE, which represents that they have successfully completed the assigned curriculum. *These individuals may also be eligible for direct entry.*
- 4) School to Apprenticeship.
 - a. Individuals who have completed a School to Apprenticeship (STA) Program in the electrical industry, including School to Registered Apprenticeship (STRA) program involving the JATC. To be eligible, the STA or STRA program must meet the following requirements:
 - i. shall be available to all schools within the jurisdiction of the CBA that agree to participate in the STRA program.
 - ii. shall require participants to be at least 16 years of age.
 - iii. shall require participants to complete their Junior Year (11th Grade) of High School prior to being employed as an apprentice in this program.
 - iv. shall allow the JATC to work with the school to encourage participating school systems to include in their academic curriculum: A basic Computer Course and Mechanical Drawing, or Computer-Aided Design. The JATC may determine that participants must complete the First Year of industry-related classroom training (*electrical training ALLIANCE Curriculum*), specific *electrical training ALLIANCE* courses or industry orientation-related seminars, or classes. These classes and seminars shall be taught by the JATC. The *electrical training ALLIANCE* course materials may be presented during the evening hours.
 - v. may permit the scheduling of alternating weeks of academic study and OJT experience, as determined by the JATC, and agreed to by the participating school(s).
 - vi. shall mandate that failure to successfully complete academic studies (high school and JATC) shall be just cause for termination from the program.
 - vii. shall mandate that failure to demonstrate progress in safely and proficiently accomplishing work practices shall be just cause for termination.
- 5) Job Corps.
 - a. Applicants who completed a Job Corps training program in electrical construction within two (2) years prior to application, and who obtain a qualifying score on the Aptitude Test.



□ 6) Pre-Apprenticeship Programs.

- a. Individuals who can verify that they have completed a structured pre-apprenticeship training program meeting minimum requirements recognized by the JATC, and sponsored by community outreach groups, the IBEW or NECA, the Local, State, Regional or National Building Trades programs, or by the JATC. *These individuals may also qualify for direct entry.*
- b. Applicants under this method must provide the JATC with appropriate documentation, satisfactory to the JATC, confirming that they meet the specific requirements of the pre-apprenticeship program. This documentation must be comprised of official documents such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

(X) 7) Industry Needs.

Applicants who meet unique industry needs or requirements, and who obtain a qualifying score on the Aptitude Test, will qualify for direct interview by the JATC as soon as possible after application submission and may qualify for direct entry. To qualify under this method, applicants must either:

- i. Be in categories for which signatory contractors are required to recruit and hire under project labor agreements (“PLAs”), project stabilization agreements (“PSAs”), and/or other federal, state, or local government contracts or agreements, provided that those categories are not defined by Protected Characteristics as defined in the JATC’s EEO/AA Plan (e.g., requirements for veterans, local residents, or disadvantaged workers as defined by income or other factors than the Protected Characteristics); or
- ii. Be located in a geographic area for which there is a high demand that cannot be reasonably served with a sufficient number of apprentices because of the excessive travel distances.

Direct Entry Qualification.

Applicants who meet the following qualifications will be offered direct entry into the Apprenticeship Program, with certain requirements waived and without being placed on or selected from the ranked list of qualified applicants. These individuals must still meet all post-selection requirements, unless expressly exempted.

- 1) New Signatory Employer. An electrical construction employee of a non-signatory employer not qualifying as a Journeyworker when the employer becomes a signatory shall be evaluated by the JATC, using consistent, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.
- a. Such applicants must:
 - i. Provide official, undisputable documentation to show that they were an employee performing electrical construction work prior to and at the time the employer becomes signatory.
 - ii. Supply the JATC with required reliable documentation and adequate verification to substantiate previous employment and experience to warrant their registration.
 - iii. Meet the physical requirement to climb and work from ladders, scaffolds, poles, and towers of various heights, push, pull, crawl, crouch, and work in confined spaces such as attics, manholes, and crawlspaces, lift 25–50-pound objects on a fairly consistent schedule, and use various hand and power-assisted tools to install conduit, wiring, fixtures, devices, and electrical apparatus within commercial, industrial, and residential buildings.



- iv. Be capable of completing all requirements of the apprenticeship program and performing the work required of an electrical worker, with or without reasonable accommodations, including being able and willing to: Safely perform or learn to safely perform the essential functions of the job; Get to and from work at job sites anywhere within the geographical jurisdiction of this Apprenticeship Program. Attend and successfully pass all related instruction; Understand and follow all JATC Rules and Policies; Read, hear, speak, and understand instructions and warnings in English.
- 2) 30% Cards. An individual who signs an authorization card during an organizing effort, where 30% or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory electrical contractor and does not qualify as a Journeyworker, shall be evaluated by the JATC, using consistent, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.
- a. All employees of the non-signatory electrical contractor must have been offered the opportunity to sign authorization cards.
 - b. For such applicants to be considered, they must:
 - i. Have previous work experience (with non-participating employer(s)) that warrants some OJT credit, based on the provisions of these Standards, provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous employment and experience, in order to qualify for direct entry under this provision.
 - ii. Provide official documentation to show length of employment with present electrical employer and all other previous electrical employers.
 - iii. Meet the physical requirement to climb and work from ladders, scaffolds, poles, and towers of various heights, push, pull, crawl, crouch, and work in confined spaces such as attics, manholes, and crawlspaces, lift 25–50-pound objects on a fairly consistent schedule, and use various hand and power-assisted tools to install conduit, wiring, fixtures, devices, and electrical apparatus within commercial, industrial, and residential buildings.
 - iv. Be capable of completing all requirements of the apprenticeship program and performing the work required of an electrical worker, with or without reasonable accommodations, including being able and willing to: Safely perform or learn to safely perform the essential functions of the job; Get to and from work at job sites anywhere within the geographical jurisdiction of this Apprenticeship Program. Attend and successfully pass all related instruction; Understand and follow all JATC Rules and Policies; Read, hear, speak, and understand instructions and warnings in English.
- 3) Transfer of Apprenticeship. A registered apprentice who wishes to transfer an Apprenticeship Agreement between two local IBEW/NECA JATCs having registered inside apprenticeship programs must meet the following requirements.
- a. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
 - b. The apprentice's sponsoring JATC must agree to the transfer, acting on behalf of the official program sponsors for the IBEW and NECA. The sponsoring JATC must not unreasonably withhold such agreement.



- c. The receiving JATC must agree to accept the transfer, acting on behalf of the official program sponsors for the IBEW and NECA. The receiving JATC must not unreasonably withhold such acceptance.
- d. The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
- e. The transferring apprentice must:
 - i. Complete an Application.
 - ii. Provide to the JATC official documentation pertaining to their participation in the apprenticeship program they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement – properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC.
 - iii. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's permanent files.
- g. Upon being accepted by the receiving JATC, have their existing apprenticeship agreement terminated and have registration proceedings initiated immediately by the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.
- h. The apprentice will receive full credit for probationary time previously served. No plan assets will be transferred between the plans to cover the cost of the apprentice's education.

[Note: JATCs that include interviews in their selection procedures may include the below provisions.]

4) Other Means.

- a. Individuals who qualify under two years military electrical experience, 4,000 hours, Interim Credential, pre-apprenticeship, or industry needs, may qualify for direct entry, after interview based upon standard, non-discriminatory evaluation factors (e.g., top 50% of class ranking for those with Interim Credentials, a defined cut-off or pass/fail score on knowledge-based tests or skills-based tests or other exams, or a pass/fail interview).
- b. The JATC may, in its discretion, determine that due to industry needs, individuals in one or more categories will be offered direct entry rather than direct interview for a period of time.
- c. Decisions to permit direct entry under these options, and for what period of time, should be recorded in the Minutes of the Committee and publicized through the Notice of Apprenticeship Opportunity, prior to each period of application and interviews.
- d. A decision to permit direct entry instead of direct interview must be made before or promptly after an interview before interviewees are placed on the ranked list. Once an applicant is placed on the ranked list, their status cannot be changed to Direct Entry.

Credit for On-the-Job Skill Acquisition and Previous Related Training

Every applicant who qualifies for [Direct Interview] *[Note: Where offered]* or Direct Entry, and who is subsequently registered, will be evaluated by the JATC to determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience.

Qualified applicants interviewed and selected for apprenticeship under these Standards who have previously completed another IBEW/NECA apprenticeship will be awarded a minimum of three thousand,



five hundred (3,500) hours of OJT credit. Such individuals will be properly evaluated by the JATC and placed in the appropriate year of related training.

Qualified applicants selected for registration who have the electrical training ALLIANCE Interim Credential shall be provided credit for the courses completed within the Interim Credentials, if the Interim Credential was received within three (3) years of the date of registration.

Other applicants selected for registration who have previous knowledge and skill acquisition in the electrical construction industry can ask for and have such work and job experience evaluated by the JATC prior to signing an Apprenticeship Agreement. The apprentice cannot request an evaluation of past experience after signing.

Where such experience warrants, the JATC will place the apprentice in the appropriate period with the commensurate wages as determined by the JATC. The JATC will use consistent and equal ways and means for measuring and evaluating individuals to determine how much credit to award, for both OJT and related training. Hours of OJT credit awarded and related instruction placement level are independent of one another. Those awarded OJT credit and assigned to the appropriate pay period classification may be given additional time to successfully complete related instructional requirements.

Advance standing is subject to review throughout the probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including reevaluation and reassignment of apprenticeship period and level of related instruction, as the JATC determines.

(Note: Check to indicate that the following should be included. The local JATC must attach a copy of its Policy for incorporation into the local Standards).

☐ The JATC permits individuals with previous education and training to test out of related courses. It has developed a nondiscriminatory policy adopting uniform written and proficiency-type examinations to be used in determining whether or not to award credit and waive specific course(s), or areas(s) of training.

The Apprenticeship Agreement

Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant must sign an Apprenticeship Agreement with the JATC. The Apprenticeship Agreement will be submitted to the Registration Agency for approval if required. The Standards and the JATC's Rules and Policies (as they may be amended) shall be considered a part of the Apprenticeship Agreement.

Prior to signing the Apprenticeship Agreement, each selected applicant shall be given an opportunity to read and review the Standards, the JATC's Rules and Policies, the Apprenticeship Agreement and the sections of the CBA that pertains to apprenticeship. Selected applicants shall sign an acknowledgement that they have reviewed the documents and are willing to abide by them.

The JATC and the Apprentice shall sign the Apprenticeship Agreement, and each receive a signed copy. The JATC shall follow the procedures of the Registration Agency regarding the submission of the Apprenticeship Agreement (e.g. through RAPIDS for DOL states, number of signed originals).

Selection and Placement

Selection and placement of all Applicants not eligible for Direct Entry will be done under the Selection Procedures as stated below.

Apprentices who enter the traditional time-based program may be offered the opportunity to transition into the Hybrid apprenticeship program provided the transition is authorized and approved by the JATC. Apprentices who enter the Hybrid apprenticeship program may be offered the opportunity by the JATC



to transition to the traditional time-based program provided the transition is authorized and approved by the JATC. Apprentices who transition must complete all of the related instruction and hour requirements for the program.

