

## 8. Qualification for Apprenticeship

- 8.1 *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 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.
- 8.2 *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.
- 8.3 *Minimum Qualifications.* Except as provided in paragraphs 8.5 and 8.6 for those eligible for Direct Interview or Direct Entry, each applicant must meet the following minimum qualifications and will be required to provide evidence satisfactory to the JATC at the time indicated in the Selection Procedures.
- 8.3.1 Each applicant must be: (i) a high school graduate, or (ii) have a Certificate of High School Equivalency or GED, or (iii) have 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.)
- 8.3.2 Each applicant must have successfully completed: (i) one full year of high school algebra (or its equivalent) with a grade of “C” or better, or (ii) one semester of post-high school algebra (e.g., Adult Education, Continuing Education, Community College, etc.) with a grade of “C” or better, or (iii) the *electrical training ALLIANCE*’s online Tech Math course.
- 8.3.3 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.
- 8.3.4 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:
- 8.3.4.1 Safely perform or learn to safely perform the essential functions of the job;
- 8.3.4.2 Get to and from work at job sites anywhere within the geographical jurisdiction of this Apprenticeship Program.
- 8.3.4.3 Attend and successfully pass all related instruction;
- 8.3.4.4 Understand and follow all JATC Rules and Policies;
- 8.3.4.5 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.
- 8.3.4.6 Read, hear, speak, and understand instructions and warnings in English.
- 8.3.5 Each applicant must be a minimum of eighteen (18) years old at the time of registration, except that otherwise qualified applicants may be registered by the JATC prior to turning age 18 if permitted by state law.

#### 8.4 *Written Examination.*

8.4.1 Each applicant will be required to take the Aptitude Test prepared by the *electrical training ALLIANCE*. Applicants who do not qualify for Direct Interview or Direct Entry must receive a minimum passing score of "4".

8.4.2 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.

8.5 *Direct Interview Qualification.* The applicants described below will not be required to obtain a qualifying score on the Aptitude Test or meet the requirements of 8.3.1 High School diploma or GED, or 8.3.2 math. If they meet all other minimum qualifications above, and the requirements below, they will be invited to an interview. These individuals must still meet all post-selection requirements in paragraph 8.7. Applicants are not required to apply through these methods and may choose to apply through the standard method of entry.

##### 8.5.1 Military Experience.

8.5.1.1 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.

8.5.1.2 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.

8.5.1.3 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.

8.5.1.4 To qualify under 8.5.1.1, 8.5.1.2 and 8.5.1.3, applicants must provide a DD Form 214 or equivalent documentation acceptable to the JATC to establish their experience.

8.5.1.5 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.

##### 8.5.2 Industry Experience.

8.5.2.1 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.

8.5.2.2 4,000 Hours. Applicants who can verify that they have worked a minimum of 4,000 hours specifically in the commercial and/or industrial electrical construction trade. These individuals may also qualify for direct entry. An absolute minimum of four-thousand hours of electrical construction 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.

8.5.2.3 Individuals applying under these two 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.

### 8.5.3 *electrical training ALLIANCE* Interim Credential.

Individuals who have received an Interim Credential through the program developed by the *electrical training ALLIANCE*, which represents that they have successfully completed the First-Year curriculum. These individuals may also be eligible for direct entry.

### 8.5.4 School to Apprenticeship

8.5.4.1 Individuals who have completed a School to Registered 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:

- 8.5.4.1.1. Shall be available to all schools within the jurisdiction of the CBA who agree to participate in the STRA program.
- 8.5.4.1.2 Shall require participants to be at least 16 years of age.
- 8.5.4.1.3 Shall require participants to complete their Junior Year (11<sup>th</sup> Grade) of High School prior to being employed as an apprentice in this program.

- 8.5.4.1.4 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.
- 8.5.4.1.5 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).
- 8.5.4.1.6 Shall mandate that failure to successfully complete academic studies (high school and JATC) shall be just cause for termination from the program.
- 8.5.4.1.7 Shall mandate that failure to demonstrate progress in safely and proficiently accomplishing work practices shall be just cause for termination.

#### 8.5.5 Job Corps.

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.

#### 8.5.6 Pre-Apprenticeship Programs.

- 8.5.6.1 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.
- 8.5.6.2 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.

#### 8.5.7 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:

- 8.5.7.1 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 governmental 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 the Protected Characteristics); or
- 8.5.7.2 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.

- 8.6 *Direct Entry.* 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 in paragraph 8.7, unless expressly exempted.
- 8.6.1 *New Signatory Employer.* An electrical construction employee of a non-signatory employer not qualifying as a Qualified Electrical Worker 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.
- 8.6.1.1 Such applicants must meet the minimum requirements of 8.3.4. Such applicants must also:
- 8.6.1.1.1 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.
- 8.6.1.1.2 Supply the JATC with required reliable documentation and adequate verification to substantiate previous employment and experience to warrant their registration.
- 8.6.2 *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 contractors and does not qualify as a Qualified Electrical Worker, 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.
- 8.6.2.1 All employees of the non-signatory electrical contractor must have been offered the opportunity to sign authorization cards.
- 8.6.2.2 For such applicants to be considered, they must meet the minimum requirements of 8.3.4. Such applicants must also:
- 8.6.2.2.1 Have previous work experience (with non-participation 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.
- 8.6.2.2.2 Provide official documentation to show length of employment with present electrical employer and all other previous electrical employers.
- 8.6.3 *Transfer of Apprenticeship.*
- 8.6.3.1 A registered apprentice who wishes to transfer an Apprenticeship Agreement between two local IBEW/NECA JATCs having registered inside apprenticeship programs. This is a method of direct entry.
- 8.6.3.2 In order to transfer an apprenticeship agreement between two local IBEW/NECA JATCs having a registered inside apprenticeship program, the following requirements must be met. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.

- 8.6.3.3 The apprentice's sponsoring JATC must agree to the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.
  - 8.6.3.4 The receiving JATC must agree to accept the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.
  - 8.6.3.5 The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
  - 8.6.3.6 The transferring apprentice must:
    - 8.6.3.6.1 Complete an Application.
    - 8.6.3.6.2 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.
    - 8.6.3.6.3 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.
    - 8.6.3.6.4 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.
  - 8.6.3.7 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.
- 8.6.4 Other Means.
- 8.6.4.1 Individuals who qualify under 8.5.1.3 two years military electrical experience, 8.5.2.2 4000 hours, 8.5.3 Interim Credential, 8.5.6 pre-apprenticeship, or 8.5.7 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).
  - 8.6.4.2 The JATC may, in its discretion, determine that due to industry needs, individuals in one or more categories until 8.5 will be offered direct entry rather than direct interview for a period of time.
  - 8.6.4.3 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.
  - 8.6.4.4 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.

- 8.7 *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.
- 8.7.1 Provide any remaining documentation required to complete the selection process.
  - 8.7.2 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.
  - 8.7.3 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.

## 9. Selection and Placement

Selection of Applicants will be done under the Selection Procedures (Appendix A). Applicants placed on the ranked list shall remain active for one (1) calendar year from the date of interview, subject to exceptions.

## 10. Credit for On-The-Job Skill Acquisition and Previous Related Training

- 10.1 Every applicant who qualifies for Direct Interview 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.
- 10.2 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.
- 10.3 Qualified applicants selected for registration who have the *electrical training ALLIANCE* Interim Credential shall be placed in Second Year related instruction if the Interim Credential was received within three (3) years of the date of registration.
- 10.4 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.
- 10.5 Where such experience warrants, the JATC can 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 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.
- 10.6 Advanced 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