



Lincoln Electrical Joint Apprenticeship and Training Committee
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IBEW/NECA
A Quality Connection

Low Voltage Program - Guidelines for Applicants

(These requirements are subject to change at any time)

Applications are accepted online or by appointment at the Lincoln Electrical JATC.

Age:

Applicant must be 17 years of age at time of application. On the date that the applicant is interviewed, he/she must be at least 18 years of age.

Education:

On the date the applicant is interviewed, he/she must have at least a High School Diploma, or its equivalent (GED, etc.) and have successfully completed at least one year of High School Algebra or its equivalent.

Qualifying Aptitude Test:

Each new applicant must take the Electrical Trades Aptitude Test administered by the Lincoln JATC office. IMPORTANT! You must follow the instructions outlined on this sheet in order to qualify for testing. Those reapplying do not have to take the test if they have taken it less than 2 years from the date of this application. **You must inform this office if you are re-applying, so your records may be pulled and affixed to your application.**

Completion Date:

All requirements of the application must be completed within 90 days of the date the application was issued in order for the applicant to be eligible for the APTITUDE TEST. If the applicant receives a qualifying score on the test he/she would be scheduled for an oral interview and possible selection.

Computer Needs:

If selected, the applicant will need access to a computer (Laptop, Notebook or Tablet) along with internet access to do required on-line lessons. It must run a Windows based operating system.

A Completed Application Consists of the Following:

- An application completed online at www.lincolnelectricaljatc.org or in person by appointment at the Lincoln Electrical JATC Office (1415 Old Farm Road in Lincoln, NE)
- An official copy of your High School Transcripts, they must show your date of graduation, list of courses taken that must include at least 1 year of algebra, grades received and attendance records from 9th through 12th grades. Those that have a GED you must provide your official test records and your official transcripts up until the point when you quit attending High School.
- Provide copy of Birth Certificate
- Must have a Valid Driver's License
- Provide a copy of your Social Security card

The Electrical Trades Aptitude Test:

Only those who have completed the application within the 90-day application completion date will be eligible to take the Aptitude test. The test will be graded with a score ranging from 1 to 9 with 9 being the highest. The applicant must receive a score of “4” or higher in order to be scheduled for an oral interview.

Interview:

Applicants who have completed their application, submitted all records, received a qualifying score on the aptitude test, and meet all of the minimum requirements outlined above, will qualify for an oral interview with the Lincoln Electrical JATC. A notice will be sent to the address shown on the application unless this office is notified in writing of a change of address. **No applicant will be considered for apprenticeship without an interview.** The date for the interview will be on an as needed basis but under normal circumstances it is done once a month. Each applicant will be scored on their interview and placed upon the ranked list for apprenticeship.

Selection:

All qualified applicants have been interviewed, scored and placed upon the ranked list for apprenticeship are eligible for selection. Selections start with the highest interview score and continue down the ranked list until the current need for new apprentices is filled

Substance Abuse / Physical:

If selected the applicant would be required to receive a negative result on a controlled substance test as well as be required to take and pass a physical and fit-for-duty test. The cost of these is borne by the Lincoln JATC.

Ranked List for Apprenticeship:

If you were interviewed you will remain on the ranked list for apprenticeship for a period of 2 calendar years from the date of your interview. If not selected during that 2-year period then you would need to complete the application process again in order to be placed back upon the ranked list. If after 90 days from your interview and you can provide documentation of having gained at least 450 hours of electrical construction work experience or successfully completed 2 or more post-secondary electrical trade-related courses, then you may request a **re-interview** with the Lincoln JATC.

Application Fee:

If after reading the previous information you are still interested in applying, there is a non-refundable \$20.00 application fee. **Check or Credit/Debit card** are the only acceptable means of payment. The fee must be paid before an application can be issued. This fee covers administrative costs.

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