



Brevard  
Electrical Apprenticeship  
Training Program



## TIPS & INFORMATION for NEW STUDENTS

**PLEASE DO NOT** visit any Eastern Florida State College campus to inquire about the electrical apprenticeship program.

**Our office and program are not affiliated with EFSC.**

Please fill out the contact form on the website or call our office to set up an application appointment.

**\*\*Students should set an “Application Appointment” with the office to fill out the application paperwork.\*\***

During the application process, students will receive more information as to how the program works and student requirements.

Students will also be given a current member-company list. **BEATP does not promise or provide employment.** BEATP will assist the student as much as possible, but student is required to contact contractors to request an interview for employment.

**\*TIP #1 ~** Click on the red questions box above the contact form on the Contact Page and read the Q & A's.

**\*TIP #2 ~** Read the Rules & Policies below for more information.

**\*TIP #3 ~** Students serious about education and employment in the electrical trade should sign up for the program approximately before June 15<sup>th</sup>. Waiting until after that date is considered “last minute” and chances of finding employment is slim.

It is recommended that unemployed students sign up early, in order to have more time for seeking employment.

**\*TIP #4 ~** Employed students have until the registration deadline date to sign up with the program. If seats have been filled, then registration will end earlier. Waiting too long means you may not obtain credit for all your previous job hours. The sooner you sign up, the sooner you begin earning work hour credits even BEFORE you begin attending class in August.

[www.ElectricalApprenticeship.org](http://www.ElectricalApprenticeship.org)

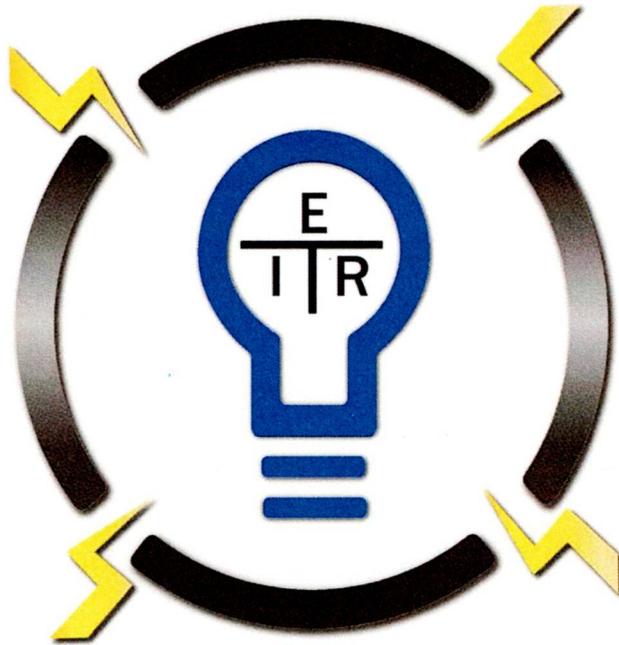
Mon – Thurs, 9am – 5pm  
Fridays are flexible ~ call ahead.

## Student Rules and Policies



1. No smoking or food/beverages in the classrooms or lab.
  - Alcoholic beverages/drugs are not permitted on any EFSC campus.
  - Firearms are not permitted on any EFSC campus.
2. Students are to be properly attired, including shirt and footwear. Also, students need to be prepared for the classes with books, paper and pen/pencil.
3. Attendance in class will be documented by the students' signature on the sign in sheet.
4. Students who leave class before the dismissal by the Instructor will be considered absent for the entire evening, unless given special permission by the Instructor.
5. Acceptable absentee excuses require documented proof of reason. Bring absentee excuse to next class or to our office @ (321) 254-6946. We allot 3 TOTAL absences per term whether excused or unexcused.
  - Letter ON COMPANY LETTERHEAD from your employer stating you had to work, or if you were on vacation.
  - Doctor's note if you or a family member are sick.
  - Copy of wedding invitation or funeral notice.
  - Special permission given by Instructor, Program Coordinator or Committee Member.
6. Quizzes which are missed because of an excused absence can be made up by arrangement with the Instructor. It's the student's responsibility to inquire about this before the term ends.
  - A zero ("F") will be recorded for any quiz missed and not made up.
7. Students may be dismissed from the Brevard Electrical Apprenticeship Training Program by Committee action for the following reasons:
  - A. **After 2 absences** (*excused or unexcused*), student may be called in for a meeting with the BEATP President and/or BEATP Committee to determine continued status of student.
  - B. Violation of the Standards of Apprenticeship for the Brevard Electrical Apprenticeship Training Program.
  - C. Failing Grades. (*Lowest passing score is "70 = C". A "D" will mean a student needs repeat of term.*)
  - D. Not turning in OJT sheets as required once a month = **1<sup>st</sup> wk of EVERY month.** (*OJT=On the Job Training*)  
**2 months behind can mean dismissal from class, which counts as an absence.** (*See "A" above.*)  
**3 months behind can mean dismissal from the program.**
  - E. Working for a non-member contractor.
  - F. No weapons, disruptive conduct or threatening behavior is permissible.
8. OJT WORKSHEETS **MUST** be submitted monthly. This is a program requirement. 2,000 hours/year are required for grades, annual rate increases and the graduation certificates from the State of Florida, Atlantic Technical College and Technical High School, and BEATP.
9. If you find yourself temporarily out of a job, KEEP COMING TO CLASS. We have a list of contractors that are currently members of our organization. CALL OUR OFFICE IF YOU ARE HAVING TROUBLE FINDING A JOB. We will know who is hiring. Students must have their employer/contractor complete and send to the BEATP office an "Apprentice Employment Status Report" in order to receive credit.

**\*\*\*Working for a non-member contractor is not allowed and may result in students' termination from the program.\*\*\***
10. It is the students' responsibility to withdraw from classes or they will receive an "F" for each course they are registered for.



**B**<sub>revard</sub>  
**E**lectrical  
**A**pprenticeship  
**T**raining  
**P**<sub>rogram</sub>

[www.ElectricalApprenticeship.org](http://www.ElectricalApprenticeship.org)

Please visit our website.

Use the email form on the Contact Page to email us and set up an "Application Appointment".

*Please do not just drop by the office because we may be at a meeting and that could be a waste of your time.*

(321) 254 - 0492

**Office hours: Mon-Thurs, 11am - 5pm**  
*(Fridays are flexible, so call ahead.)*