STANDARDS OF APPRENTICESHIP

SPONSORED BY: Lorain County Electrical JATC, in cooperation with the Ohio State Apprenticeship Council staff office (OSAC).

Program ID #: OH003780030

Organization Address: Street Address or P.O. Box: 2235 W. Park Drive
City: Lorain State: OH Zip Code: 44053 County: Lorain County

Authorized Representative(s):
Name: Andy Kasubienski Position/Title: Training Director
City: Lorain State: OH Zip Code: 44053
Phone #: 4402135938 Fax #: N/A E-mail: jatc@ibew129.org

County(ies) of Jurisdiction: Erie, Huron, Lorain, and Medina

Apprenticeship Service Provider: Suzanne L Gordon

Approved
4/21/2025

Department of Job & Family Services
ApprenticeOhio

Sponsor Type: Group, Joint

Union Work-Place: Yes Union Waiver: No

Union Name and Local Number: IBEW Local 129

Employment: Number of Employers: 25 Number of Employees: 512
Industry: NAICS #: 238210 NAICS Title: Electrical Contractors and other Wiring Installation Contractors

EIN:

FOR THE OCCUPATION(S) OF:

RA Title	RA Trade	O*Net	Training Model	Interim Credentialing	Total # Journeyworkers	Total # of Women	Total # of Minorities
Inside Wireman	0159	47-2111.00	TB	No	318	19	55

CURRENT STATUS:

Program Registration Status: Full

Transaction Type: Full Revision
For partial revision or addition (specify section(s) involved):

electrical training ALLIANCE
IBEW - NECA

Todd Stafford, Executive Director

NECA

February 24, 2025

Lorain County Electrical JATC
2235 W. Park Drive
Lorain, OH 44053

Dear JATC Members:

Please find enclosed the National Guideline Standards for your Inside Wireman Apprenticeship Program. They should be immediately submitted to your Registration Agency for proper registration. Upon receiving the documents back from the Registration Agency, with approval and registration indicated, you may immediately implement the provisions contained within the new documents. Remember, registration *first*, then implementation. When the Registration Agency returns your approved documents, you should immediately send one (1) copy to the *electrical training ALLIANCE*.

The National Guidelines were developed by the *electrical training ALLIANCE* in cooperation with the United States Department of Labor, Office of Apprenticeship (USDOL-OA). The National Guidelines were subsequently certified by the USDOL-OA as meeting the requirements of Title 29 CFR Parts 29 and 30. There should be little need, if any, for local modification of the standard text.

In the National Guidelines there were several areas where you "selected" items to be made a part of your Standards or entered specific required data. However, if in your Standards you altered any of the original language, be advised that it is incumbent upon *you* to provide any substantive documentation or validation that may be required by the Registration Agency, EEOC, OFCCP, or other applicable entities, to support the modifications you have made. Examples of such changes, unsupported and undocumented by the *electrical training ALLIANCE*'s properly developed National Guidelines Standards, would be alterations to the term of apprenticeship, additional work processes, and alterations to the basic qualifications for apprenticeship.

Once again, the need to alter the "National" language should be nearly nonexistent. Any unsubstantiated modifications made to the original text may serve to bring the potential of unnecessary liability and risk to the local JATC.

We appreciate the superior training efforts you have put forth over the years and wish you continued success. Should you have any questions concerning the above, please do not hesitate to contact my office.

Sincerely,

Todd Stafford
Executive Director
TWS/ps

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 Lorain County Electrical Joint Apprenticeship and Training Committee as per the CBA is 2 Apprentices to 1 – 3 Journeyworker(s).

4. APPRENTICE WAGE SCHEDULE

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: $41.00.

Period	Percent of JW Rate	Minimum Accumulative OJT Hours	+	Related Training
1	45%	0	+	N/A
2	50%	1000	+	Satisfactory Progress
3	55%	2000	+	180 hours Related Instruction
4	65%	3500	+	360 hours Related Instruction
5	75%	5000	+	540 hours Related Instruction
6	85%	6500	+	Satisfactory Progress
Completion	100%	8000	+	720 hours Related Instruction Completed

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-9.

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: Lorain County Electrical JATC	
Address: 2235 W. Park Drive, Lorain, OH 44053	
Email: jatc@ibew129.org	**Phone Number:** 440-213-5938
Related Instruction Hours: 720	

☐ **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 Electrical Theory	180 Hours Core

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

AN AGREEMENT

BETWEEN

LORAIN COUNTY ELECTRICAL
JOINT APPRENTICESHIP TRAINING COMMITTEE

AND

NORTHWEST STATE COMMUNITY COLLEGE

May 28, 2021

AN AGREEMENT BETWEEN

LORAIN COUNTY ELECTRICAL
JOINT APPRENTICESHIP TRAINING COMMITTEE

AND

NORTHWEST STATE COMMUNITY COLLEGE

This letter of understanding outlines the responsibilities of Northwest State Community College (NSCC) and the Lorain County Electrical JATC in an arrangement that involves the educational preparation of apprentices pursuing a program to become journeyman electricians. In order to extend to these apprentices the same benefits of participation in the state's higher education system as their industrial apprentice counterparts, this letter of understanding has been negotiated with the JATC. It includes involvement of Northwest State Community College in control of curriculum as related to credit hour assignment and curriculum structure; in selection and evaluation of faculty for the program; in providing normal college student services to JATC apprentices; and in providing instructional space for apprentice training, most particularly in laboratories. This arrangement allows Apprentices and Journeymen to make significant progress towards the Associate Degree. Since this arrangement is between Northwest State Community College for apprentices and journeymen students who are attending classes under an agreement with the JATC, students who terminate their relationship with the JATC apprentice/journeyman program will, therefore, result in the withdrawal of the student from Northwest State Community College courses provided for the JATC.

Duties will be divided as follows – Northwest State Community College

1. Will charge the current tuition rate as established by the Board of Trustees at NSCC to the students enrolling in the apprentices/journeymen programs earning credit towards their Associate Degree.

2. Will provide the apprentices and journeymen all normal privileges afforded any credit student, which include the use of Library, Student Resources, Activities Center, and other student services. The COMPASS testing for placement in college level coursework and the Northwest State Success Seminar courses are available to all students at NSCC.

3. Will register students for credit classes during the term those specific courses are being completed by the apprentice and journeyman as a part of the apprentice or journeyman program. Credits required for degree completion outside of the apprentice/journeymen programs will follow the standard course and fee schedules of NSCC.

4. Will inform apprentice and journeyman students of the rules and regulations of Northwest State Community College through an orientation program, US Mail, or email correspondence.

5. Will review faculty credentials and approve faculty teaching in programs and provide faculty orientation that explains procedures such as, but not limited to, reporting 14-day enrollments, attendance, grades, and other information to strengthen the instructor's understanding of NSCC services, policies, and procedures.

6. Will rely upon representatives from the JATC to evaluate teaching personnel through classroom observation and/or other means.

7. NSCC will provide information for students to learn how to view their transcript and grades through their "myNSCC" student account. Transcript and Grade Reports are available online for all NSCC students.

8. Will lease the JATC facility for classroom and laboratory teaching space.

9. Will subcontract with the JATC to hire faculty to teach the apprenticeship and journeyman courses.

10. Will provide the required general education courses to the students who wish to continue their education toward an Associate Degree. The student will pay for these classes at the current tuition and fee rates as established by the Board of Trustees at NSCC. The classes will be taught by NSCC instructors and are open to the public. These courses are offered Online, through video conferencing (synchronously with classes at our main campus), or face-to-face at any NSCC campus or remote site.

11. Will, when possible, assist in providing cooperative work experience to support the education of the apprentices.

JATC

1. Will select and provide students for the program.

2. Will provide Northwest State Community College with the time, instructor, and location of each class, and the apprentice and journeyman information in an Excel spreadsheet based on the NSCC processing format, by the last date of the semester.

3. Will allow Northwest State Community College to rent classroom space in the JATC training hall for the classes.

4. Will be responsible for the tuition payable to NSCC when billed.

5. Will assist with course and program assessments required for college accreditation.

ADD/DROPS
Add/Drops shall be coordinated jointly with the Northwest State Community College and the JATC Training Director.

GRADE SUBMISSION
Students' grades shall be entered online by the instructor, or submitted to Northwest State based on Northwest State's academic calendar, found on the college website. Grades shall be a letter grade determined by the qualified instructors calculated according to the JATC grading scale.

EVALUATION
The JATC Training Director will provide Northwest State Community College with instructor evaluations. Northwest State Community College will provide the ability for students to complete evaluations.

PAYMENT
The JATC will pay the tuition by 30 days following the end of the semester. Northwest State will pay the JATC for services provided to the college including, but not limited to, the facility space lease arrangement, instructional time, and support services offered to the students. NSCC's payment to the JATC for services provided to the College will be equal to the JATC's payment to NSCC.

Additionally, Northwest State Community College will share subsidy and success points generated by apprentice classes, journeyman classes, and degree completions at a rate of 50% of the revenue generated.

TERM OF AGREEMENT

This letter of understanding is agreed upon effective May 28, 2021 and will continue until either party submits a termination request in writing. Classes may be added or deleted from this agreement through mutual agreement of Northwest State Community College and the JATC with appropriate evaluation and adjustments made in the contract amounts. This contract is contingent upon receipt of State funding for partial support of the program. A payment schedule for tuition, facility rental, and instructional support fees will be agreed upon between NSCC and the JATC.

James Drewes
Vice President of Workforce Development

7/23/21
Date

Andy Kasubienski
JATC Training Director

6/21/21
Date

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

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

METHOD A – Year-Round Application

The JATC will make applications available online, year-round 24/7.

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.

B. Interview Timing

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: Annually

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*.
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 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. 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.

   f. Applicants will be informed that they have 60 days to provide all transcripts, and any other documentation required by the JATC 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.

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 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)

   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.

2. Interviews

   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.

H. Ranking and Selection

1. 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.

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, 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.
- 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.

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

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.

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

Upon satisfactory completion of the required number of hours of related instruction from the *electrical training ALLIANCE*'s course of study and accumulation of a minimum of 8,000 hours of OJT, 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.

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.

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.

The JATC shall see that each apprentice successfully completes the OSHA approved, Ten-Hour Construction Safety course, before beginning the Second Year of related instructional training. NOTE: This training requires additional classroom hours.

The JATC shall see that each apprentice successfully completes the additional 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 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, electronically; accurately; and completely responding to all questions and items listed in the application.

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.

X 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.

X 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.

X 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.

4) *Other Means.*

a. Individuals who qualify under two years military electrical experience, 4,000 hours, Interim Credential, 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 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.

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.

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.

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

_____

_____

_____

Registered By: _____

Signature: _____

Title: _____

Office of Apprenticeship _____

Date: _____

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 4 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: Andy Kasubienski, Lorain Co. JATC
Address: 2235 W. Park Drive, Lorain, OH 44053
Telephone Number: 440-213-5938
Email Address: jatc@ibew129.org

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: Holly Endicott
Address: 30 East Broad Street Columbus Ohio 43215
Telephone Number: (614) 980-6739
Email Address: Holly.Endicott@jfs.ohio.gov

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 15th day of *May 2024.*

Signature of Manaaement (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 17th day of February, 2025
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)

Leonard Roark
Printed Name

Signature of Sponsor (designee)

Jim Deckert
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

SIGNATURES

Attestation by the following sponsor organization: International Brotherhood of Electrical Workers.

The sponsor submits these standards, to obtain or renew registration for the apprenticeship program described herein, and affirms that in operating said program, it shall adhere to all rules under division 5101:11 of the Ohio Administrative Code.

Name of sponsor's authorized representative: Andy Kasubienski

Title: Training Director

Signature: _____ Date: 3/26/2025

Attestation of review (where applicable) by work-place union representative:

Name of union representative: Leonard Roark

Title: Chairman

Signature: _____ Date: 3-26-2025

Approval and registration by the Ohio State Apprenticeship Council staff office (OSAC)

Name of OSAC's authorized representative: **Holly Endicott**

Title: **Program Administrator**

Signature: _____ Date: 4/21/2025

WORKFORCE ANALYSIS WORKSHEET

(A worksheet needs to be completed for ***each*** occupation)

Section 1: PROGRAM INFORMATION

Program ID#	OH003780030	Occupational Title:	Inside Wireman
Sponsor:	Electricians JATC, Lorain County	RAPIDS Code:	0159
Street Address:	2235 W Park Dr.	O*Net Code:	47-2111.00
Town, State, Zip:	Lorain, Ohio 44053		
Authorized Rep.:	Andy Kasubienski	Selection method:	Rank List/Seniority
Sponsor Phone #:	(440) 213-5938		
Labor Market Area (county/counties):	Erie, Huron, Lorain, and Medina		

Section 2: LABOR MARKET AREA DEMOGRAPHICS

Total Area Labor Force:	320,226	Number Female:	142,826	% of Labor Force:	44.6%
		Number Minority:	50,396	% of Labor Force:	15.7%

Section 3: SPONSOR'S CURRENT WORKFORCE

Total Apprentices:	65	Number Female:	3	% of Apprentices:	4.6%
		Number Minority:	8	% of Apprentices:	12.3%
Total Journey-Workers:	318	Number Female:	19	% of Journey:	6.0%
		Number Minority:	55	% of Journey:	17.3%
Total (Apprentice + Journey):	383	Number Female:	22	% of Total:	5.7%
		Number Minority:	63	% of Total:	16.4%

Section 4: GOALS AND UTILIZATION

Initial Goal? Yes No X

Prior Expectations for Workforce:		
% Female	**% Minority**	**Date when goals were set**
5%	15%	01/01/2024

New Goals: The sponsor agrees to make good-faith efforts to attain an apprentice workforce that is:

% Female	**% Minority**	These goals shall not be used to discriminate against any qualified applicant based on race, color, religion, national origin, age or sex.
22.3%	15.7%	

Estimated number of new apprentices to be hired during the next year: 12

Current Utilization: (See Sec. 3, "% of Total")

% Female	**% Minority**
-16.6%	0.7%

Section 5: APPROVALS

Andy Kasubienski

Name of Sponsor's Authorized Representative

Signature

Training Director

Title

4/7/2025

Date Signed