

STANDARDS OF APPRENTICESHIP

Developed by

**San Diego Electrical
Joint Apprenticeship and Training Committees**

representing the

**San Diego Chapter of the
National Electrical Contractors Association, Inc.**

and the

**International Brotherhood of Electrical Workers
Local Union No. 569**

TRAINING FOR THE OCCUPATIONS OF:

INSIDE WIREMAN (Electrician)

SOC CODE: 47-2111.00 RAPIDS: 0159

RESIDENTIAL WIREMAN

SOC CODE: 47-2111 RAPIDS: 1022

SOUND TECHNICIAN

SOC CODE: 49-2022.00 RAPIDS: 0528

INTELLIGENT TRANSPORTATION SYSTEMS ELECTRICIAN (Street-Light Servicer)

SOC CODE: 47-2111.00 RAPIDS: 0545

**APPROVED BY
U.S. DEPARTMENT OF LABOR
Office of Apprenticeship**



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FOREWORD

The terms Journeyworker Inside Wireman, Journeyworker Residential Wireman, Journeyworker Sound Technician, Journeyworker Intelligent Transportation Systems Electrician, and Craftsmanship, as used in these Standards, are meant to define a recognized level of competency and include both male and female.

The science of electricity is constantly changing and expanding at an ever increasing rate. From its inception, the electrical industry has kept pace with new technologies and is now one of the largest industries in the United States. This rapid expansion means that the electrical apprentice must be given sound basic training in the knowledge of the occupation, supplemented by sufficient instruction in the theories of electrical science.

The electrical occupation is unique in that it is mechanical, technical and professional. In order to meet industry demands in an ever evolving technological environment, the electrical industry must select individuals who have the aptitude to learn and develop the knowledge, skills and abilities necessary to proficiently perform the individual job tasks associated with the work processes of the occupation. The industry must select and train individuals who will diligently work and study to stay abreast of current and future emerging technologies.

The Electrical Industry, by its very nature, places a high degree of personal responsibility on each individual. While supervision is most often provided on the job, the electrical worker is constantly called upon to make decisions concerning proper performance methodology.

Today's electrical installations are very complex and highly sophisticated. Faulty installations often prove to be extremely expensive and hazardous. Much of the complex wiring involved in the work is hidden from view when the job is completed; any defect in this hidden work can cause serious damage and prove to be extremely costly. The well-trained electrical worker takes pride in the appearance of their work, and in its technical correctness and structural soundness.

The Joint Apprenticeship and Training Committee (JATC), representing the parties to the local Collective Bargaining Agreement (CBA) - The National Electrical Contractors Association (NECA) and The International Brotherhood of Electrical Workers (IBEW) - has dedicated its time to develop an efficient training program so the apprentice can, through a systematic program of schooling and on-the-job training, become a well-qualified electrical worker. The degree of success the JATC has in its operation will depend entirely upon the willingness of all local parties of the electrical industry to cooperate in this joint activity. Quality training remains a high priority with the IBEW and NECA.

All functions of the JATC shall be on the basis of a nonprofit endeavor. The JATC will adopt and promote nationally developed Apprenticeship Standards and Curricula to ensure quality apprenticeship and training for the industry in the best interest of the apprentice, management, labor, the customer and the public.

SECTION I - Policy

- A. The local apprenticeship and training program shall be administered by the Joint Apprenticeship and Training Committee (JATC). All parties and all apprentices shall conform to these Standards.
- B. All JATC Standards will be registered with, and approved by, the National Joint Apprenticeship and Training Committee (NJATC) prior to being submitted to the appropriate Registration Agency and locally implemented.
- C. These Standards, after proper registration with the Registration Agency, shall supersede all previous JATC Standards. However, Apprenticeship Agreements in force under preceding Standards shall remain in force unless changed by written consent of the apprentice, the JATC and the Registration Agency.
- D. All entities and/or individuals cooperating in these Standards shall refer all matters involving any apprentice or pertaining to apprenticeship and training to the JATC. The JATC shall take action and dispose of all apprenticeship matters before action is reported to, or acted upon by, the sponsoring organizations (see Section XXI).
- E. In the event the JATC cannot resolve an issue not covered by these Standards, the matter in dispute (excluding EEO complaints) shall be referred to the sponsoring parties for settlement. EEO complaints and non-CBA issues may be taken to the Registration Agency by either the JATC or the apprentice.
- F. The provisions of these Standards shall not be construed as permitting violation of any applicable local, State or Federal law or regulation having the effect of law.
- G. These Standards shall not be interpreted as being inconsistent with existing or subsequent CBA language establishing higher standards—the higher standard shall always prevail.
- H. The jurisdictional area which these Standards cover shall be the wage area as set forth in the local CBA.

SECTION II - Composition of Joint Committee

- A. The JATC shall be composed of eight (8) members: four (4) who are qualified and duly appointed in writing to represent the NECA Chapter (must be members or employees of NECA and active in the Industry), and four (4) who are qualified and duly appointed in writing to represent the IBEW Local Union (must be members or staff of the IBEW and active in the Industry). Each party shall have equal representation. Members of the JATC shall be appointed in writing by the party they represent.
- B. The term of office shall be for four (4) years. The term of one (1) employer representative and one union representative shall expire each year on December 31. A committee member may be reappointed. Any reappointment shall also be in writing for the same specified term.

- C. The Committee shall select from its membership, but not both from the same party, a Chairman and a Secretary who shall retain voting privileges (as set forth in the basic CBA).
- D. Any vacancy created as a result of members leaving the JATC prior to the expiration of their appointment, shall be filled by the appropriate party to complete the unexpired term (the appointment shall be in writing).
- E. Any JATC officer or member may be removed by the sponsoring organization upon recommendation of a majority vote of the JATC for dereliction of duty, breach of confidentiality or misconduct as a member/trustee. Such a recommendation shall be forwarded in writing to the proper sponsoring organization for action.
- F. A JATC member shall also serve as a JATC trustee. Likewise, a JATC trustee must also be a member of the JATC.
- G. JATC minutes shall reflect all appointments, reappointments, resignations and terminations of JATC members/trustees. The Committee shall adopt the model resolution attached as Appendix H regarding the confidentiality and disclosure of plan information.
- H. Due to the confidential nature of apprenticeship agreements and apprentice records and issues, all JATC meetings are to be considered as “closed meetings,” except where state law provides otherwise.
- I. Consultants and guests may be invited to attend meetings of the JATC (via invitational acceptance or approved request), but shall have no official voice and no vote. There are to be no alternate or ex officio members of the JATC. The local union Business Manager, NECA Chapter Manager or other designated sponsor representative may request to attend a JATC meeting with due notice given to the JATC.
- J. The JATC may establish or authorize a joint subcommittee to be similarly constituted and appointed for training purposes to meet a specific need, such as a Residential, Intelligent Transportation Systems and Sound Technician subcommittee. Such subcommittees shall be established at the discretion of the JATC and shall remain in place until terminated by a majority vote of the JATC. Subcommittee members shall be appointed by the sponsoring parties in the same manner that the JATC members are appointed. Members of a subcommittee may or may not be JATC members. Subcommittee members shall not serve as JATC trustees unless they also serve as JATC members.

SECTION III - Duties of the JATC

- A. The JATC shall, in conformity with the National Joint Apprenticeship and Training Committee's (NJATC) Standards and Policies and the local CBA, adopt and establish approved Standards governing the qualifications, selection, employment, education and training of all apprentices, and register such Standards with the Registration Agency. The JATC shall also be responsible for the training of Journeyworkers and

others.

- B. All funds for the operation of the apprenticeship and training program shall be held in a Trust Fund established by the IBEW Local Union and the NECA Chapter. The JATC members/trustees shall initiate and certify all expenditures of the Trust Fund.
- C. Each sponsoring party must have at least one (1) JATC member present to establish a quorum at JATC meetings.

Each sponsoring party shall have a total number of votes at JATC meetings equal to its allowable number of JATC members as stipulated in Section II, paragraph A, regardless of the number of members present. In the event the parties are divided on an issue, each party may cast its full vote as if all were present. However, a vote to abstain is an official vote, it represents one of the votes the sponsoring party is entitled to and is not counted as either a yea or a nay.

An individual member must be physically present to personally vote on JATC matters. Written (absentee) votes are not acceptable for JATC matters.

- D. The JATC shall meet at least once a month and on call of the Chairman when a specific need arises. The JATC may agree to cancel a regularly scheduled monthly meeting due to specific or unusual circumstances.
- E. The JATC may employ a Training Director. The Training Director shall assume such responsibility and authority for the day-to-day operation of the apprenticeship and training programs as is delegated by the JATC. However, all governing responsibility for the apprenticeship program rests with the JATC—including interviewing, selecting and supervising apprentices and assuring full compliance with these Standards, the Affirmative Action Plan and the Selection Procedures.
- F. The JATC shall determine the number of apprentices needed to keep the area supplied with an adequate number of Journey-level workers in the areas covered by these Standards. The JATC shall consider all factors (employment opportunities, attrition, etc.) having a bearing on the number of apprentices needed when determining the number to register. The JATC shall also consider its capability to provide on-the-job training (OJT) and related instructional training.
- G. The JATC shall select apprentices without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), gender expression, sexual orientation, genetic information, medical condition, marital status, political affiliation, ancestry, age (40 or older), military and veteran status or because they are an individual with a disability, or request for family care leave - except the applicant must meet the minimum age requirement. The JATC does not, and will not, discriminate against a qualified individual with a disability because of the disability of such individual-as per the Affirmative Action Plan and Selection Procedures made a part of these Standards.
- H. The JATC shall see that each apprentice satisfactorily completes the minimum course materials produced by the NJATC.
- I. The JATC shall strive to see that each apprentice receives supervised on-the-job

experience in the work processes and job tasks as outlined in these Standards (see Section XVI).

- J. The JATC shall determine the adequacy of each participating employer to provide the apprentice the necessary training needed to gain experience in the various job tasks and work processes of the occupation.
- K. In order to provide diversity of training and/or employment opportunities, the JATC shall have full power and authority, as per the CBA, to transfer apprentices from one job or shop* to another, or from one participating employer to another. (*shop designates the complement of workers who report daily to the employer's designated place of business; e.g. the "service- truck" crew).
- L. All OJT transfers and assignments shall be issued by the JATC as set forth in the CBA, using a form similar to that shown in Appendix B of these Standards.
- M. If an unsafe worksite condition is brought to the JATC's attention, it shall be investigated immediately by the JATC and brought to the attention of the employer and the Local Union. Failure to respond to any recommendations made by the JATC shall be just cause for removing any remaining apprentices from a specific jobsite or from the employer.
- N. The JATC cannot, and does not, employ apprentices. Therefore, it is not obligated to actually employ the apprentice but shall use every effort to keep the apprentice employed in a reasonably continuous manner with the participating employers.
- O. Before selected applicants for apprenticeship are given OJT assignments, the JATC shall see that each apprentice is properly registered with the JATC (through the execution of an apprenticeship agreement) and registered with the U.S. Department of Labor hereinafter referred to as the "Registration Agency." The Registration Agency will be notified within forty-five (45) days of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of Apprenticeship Agreements and causes. The apprenticeship agreement may be canceled at the request of the apprentice, or may be suspended, canceled or terminated by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the Registration Agency of the final action taken (see Sections XI, XII and XXI). Vacancies created by the cancellation of the apprenticeship agreement shall be filled as stipulated in Section XXI, Paragraph F.
- P. The JATC shall retain all application forms submitted along with all related documents and materials for a period of five (5) years—regardless of the application outcome. Such records shall include all announcements of apprenticeship opportunity (See Section XXVI).
- Q. The JATC shall maintain complete and accurate records (including employment records) on all apprentices for a minimum of five (5) years following the last committee action—including graduation (see Section XXVI).
- R. The JATC shall consider and act on all matters, issues or problems concerning

apprenticeship and training to the best of its ability avoiding, if at all possible, referring such to the sponsoring parties.

- S. The JATC shall establish a written Policy Statement that sets forth the policies, rules and penalties regarding conduct within the program. The policies, rules and penalties shall be consistently applied in a nondiscriminatory manner. Every registered apprentice shall be provided a copy of the Rules, Regulations, and Guidelines at time of registration and a copy of all subsequent modifications. A copy of the JATC's Policy Statement and subsequent changes to it shall be submitted to the Registration Agency in a timely manner.
- T. The JATC will hear and consider all violations of its policies and rules and of the apprenticeship agreement, and shall make such rulings in a consistent and nondiscriminatory manner.
- U. The JATC shall establish and implement a written complaint procedure in accordance with Section XXI. A copy of the complaint procedure shall be provided to every apprentice.
- V. The JATC shall make an annual report to the sponsoring parties carefully reviewing its work for the preceding year, including a review of the current Affirmative Action Plan, its overall effectiveness, and changes made to the Plan as a result of the review. Such report shall not include any information identifying individual apprentices in any manner.
- W. The JATC shall call upon the NJATC and professional consultants for assistance and guidance when deemed necessary.
- X. The JATC shall work cooperatively with the NJATC in completing Industry surveys and annual reports.
- Y. It shall be the duty of the JATC to see that all sections of these Standards, the Affirmative Action Plan, the Selection Procedures, Policy Statements, Rules and Regulations are enforced without discrimination.
- Z. The JATC shall provide equal opportunity orientation and periodic information sessions as well as anti-harassment and anti-discrimination training to apprentices, staff and all other individuals connected with the administration and operation of the program, to ensure that no one is harassed, intimidated, discriminated or retaliated against because of race, color, religion, sex, (including pregnancy and gender identity), gender expression, sexual orientation, marital status, political affiliation, citizenship, ancestry, military and veteran status, disability, age (40 or older), genetic information, medical condition, or request for family care leave.

SECTION IV - Qualifications & Duties of Participating Employers

An employer who is eligible to train apprentices shall be signatory to the local CBA, comply with the qualifying requirements as set forth in the basic labor agreement and be able to provide the necessary work experience for training as determined by the JATC. Participating employers must comply with all provisions of the apprenticeship

program including the registered Standards of Apprenticeship, the Affirmative Action Plan and Selection Procedures, and the JATC's policies and rules. The employer shall only secure apprentices through the JATC. Qualifying employers shall contribute to the JATC Trust Fund the rate established by the joint sponsors of the JATC and/or as stipulated in the local JATC Trust Agreement.

While the apprentice is on the job site it shall be the responsibility of the Employer to provide the apprentice a safe and healthful workplace and conditions of employment and work assignments that the apprentice can safely perform.

The employer will determine the ability of its Journey-level workers to adequately train and supervise the OJT of the apprentice based upon the work processes being learned, and assign apprentices accordingly.

SECTION V - Term of Apprenticeship

1. The term of the **Inside Wireman (Electrician)** occupation will be time-based with an on-the-job learning attainment of **5 Years / 8000 Hours** supplemented by the required hours of related instruction as stated on the Work Process Schedule and Related Instruction Outlines (Appendix A and Attachment A)
2. The term of the **Residential Wireman** occupation will be time-based with an on-the-job learning attainment of **Three Years / 4800 Hours** supplemented by the required hours of related instruction as stated on the Work Process Schedule and Related Instruction Outlines (Appendix A and Attachment B)
3. The term of the **Sound Technician** occupation will be time-based with an on-the-job learning attainment of **Four Years / 6400 Hours** supplemented by the required hours of related instruction as stated on the Work Process Schedule and Related Instruction Outlines (Appendix A and Attachment C)
4. The term of the **Intelligent Transportation Systems Electrician (Street-Light Servicer)** occupation will be time-based with an on-the-job learning attainment of **Four Years / 6400 Hours** supplemented by the required hours of related instruction as stated on the Work Process Schedule and Related Instruction Outlines (Appendix A and Attachment D)

Full credit will be given for the probationary period.

SECTION VI – Wages and Fringe Benefits

Apprentices shall be employed on a stipulated hourly wage and benefits basis, as provided in the local CBA. Increases shall be subject to satisfactory progress on the job and satisfactory progress or completion of related instruction.

SECTION VII - Equal Employment Opportunity Pledge

The JATC will not discriminate against apprenticeship applicants or apprentices based

on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. The JATC 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.

SECTION VIII - Qualifications for Apprenticeship

- A. Individuals may enter the pool of qualified applicants by any of the following means stated below. Every individual selected for apprenticeship shall come from this established pool, unless otherwise qualifying for one of the “direct entry” methods and shall serve the same probationary period required of all entering registered apprentices.

Individuals who enter the pool of qualified applicants or otherwise meet the provisions for “direct entry” will be provided with the opportunity to participate in the Traditional (time-based) program if openings are available. Final decisions regarding the placement of the apprentice into the program will be based upon several factors, including but not limited to the suitability of the applicant's experience and the needs of the Program Sponsor.

Individuals who can show that they meet the conditions in one or more of the means listed below will be afforded an oral interview or direct entry by the JATC. Once interviewed, an applicant shall remain active in the Apprentice Application Record Book, subject to selection, for a period of two (2) calendar years from the date of interview; unless they decline an offer, request to be removed from the list, or fail to qualify on applicable post-selection requirements (such as a drug screen), or they are approved for a re-interview following the date of their most recent interview.

1) To qualify for interview and ranking all applicants must:

- a. complete an application form, accurately responding to all questions and items including statements indicating that they are:
 - i. physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations. Individuals will be provided with reasonable accommodation as required by law, including the modification of equipment or devices or other appropriate adjustment or modifications of examinations or training materials as needed so long as it does not pose an undue hardship on the program sponsor.
 - ii. able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - iii. able and willing to attend all related classroom training as required to complete their apprenticeship.
 - iv. able to climb and work from ladders, poles and towers of various heights.

- v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
 - vi. able to read, hear and understand instructions and warnings.
 - b. meet the minimum age requirement of 17 at the time of application (must provide evidence of minimum age respecting any applicable State laws or regulations). Applicant must be a minimum of 18 years of age at the time of selection and registration.
 - c. be at least a high school graduate, or have a GED, or, in lieu of a high school diploma or GED, have a two-year Associate Degree or higher. This paragraph does not apply to the Residential Program.
 - d. show evidence of successful completion of: one full credit of high school algebra with a passing grade, or one post high school algebra course (e.g. Adult Education, Continuing Education, Community College, etc.) with a passing grade, or provide evidence of having successfully completed the NJATC Math Course, or of passing the internet-based Assessment and Learning in Knowledge Spaces (ALEKS) Math Prep for College Physics course with the final assessment taken under the supervision of an SDETT instructor. This paragraph does not apply to the Residential program
 - e. provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable. (Note: schools shall be requested to obliterate reference to date of birth, years of attendance, graduation date, age, race and sex, if required by State law or regulation.)
 - f. obtain a qualifying score of 4 using the electrical Industry's aptitude test developed and validated by the American Institutes for Research. This paragraph does not apply to the Residential Program.
 - g. possess a valid Driver's License.
 - h. submit a DD-214 to verify military training if they are a veteran.
- 2) Individuals who can verify (by providing undisputable documenting evidence) that they have worked a minimum of four-thousand (4,000) hours specifically in the electrical construction industry, shall submit a written Industry recommendation and may qualify for direct interview; as determined by the JATC if apprenticeship opportunities are available. The JATC will use standard means of evaluation (see Section X) for individuals who may qualify for direct entry or direct interview. To qualify under this provision, applicants must:
- a. complete an application form, accurately responding to all questions and items including statements indicating that they are:
 - i. physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations. Individuals will be provided with reasonable accommodation as required by law, including the modification of

- equipment or devices or other appropriate adjustment or modifications of examinations or training materials as needed so long as it does not pose an undue hardship on the program sponsor.
- ii. able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - iii. able and willing to attend all related classroom training as required to complete their apprenticeship.
 - iv. able to climb ladders, scaffolds, poles, and towers of various heights.
 - v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
 - vi. able to read, hear and understand instructions and warnings.
- b. provide to the JATC proper, undisputable documentation that defines their experience in the electrical construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. Such documentation must remain with the applicant's record. The IBEW will examine all documentation submitted to determine qualification of the applicant and the JATC will schedule an interview if needed. An absolute minimum of four-thousand hours of Electrical Construction Work Experience must be proven to meet this qualification. No other form of electronic or electrical experience/training or construction experience will be given credit under this provision. If selected under this provision, the JATC will determine, using standard means of evaluation (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience.
 - c. sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
 - d. possess a valid Driver's License.
 - e. submit a DD-214 to verify military training and/or experience if they are a veteran.
- 3) An electrical construction employee of a non-signatory employer not qualifying as a Journeyworker when the employer becomes signatory, shall be evaluated by the JATC, using standard means of evaluation (see Section X), and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry. For such applicants to be considered, they must:
- a. complete an application form, accurately responding to all questions and items including statements indicating that they are:
 - i. physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable

- accommodations. Individuals will be provided with reasonable accommodation as required by law, including the modification of equipment or devices or other appropriate adjustment or modifications of examinations or training materials as needed so long as it does not pose an undue hardship on the program sponsor.
- ii. able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - iii. able and willing to attend all related classroom training as required to complete their apprenticeship.
 - iv. able to climb and work from ladders, poles and towers of various heights.
 - v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
 - vi. able to read, hear and understand instructions and warnings.
- b. 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.
 - c. supply the JATC with required reliable documentation and adequate verification to substantiate previous employment and experience to warrant their registration.
 - d. be deserving of advanced standing, based upon evaluation by the JATC (see Section X).
 - e. sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
 - f. possess a valid Driver's License.
 - g. submit a DD-214 to verify military training and/or experience if they are a veteran.
- 4) Transfer of Apprenticeship: In order to transfer an apprenticeship agreement between two local IBEW/NECA JATCs having a registered inside apprenticeship program, the following requirements must be met. This is a method of direct entry.
- 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.
 - c. The receiving JATC must agree to accept the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.
 - 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 form.
 - ii. provide to the JATC official documentation pertaining to their participation in the apprenticeship program that 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. 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.
 - iii. upon being accepted by the receiving JATC, have their existing apprenticeship agreement terminated.
 - iv. 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.
 - v. the apprentice will receive full credit for probationary time previously served.
 - f. possess a valid Driver's License.
 - g. submit a DD-214 to verify military training and/or experience if they are a veteran.
 - h. Those accepted for transfer while registered in an IBEW/NECA inside apprenticeship program will be evaluated to determine where they will be slotted into the program.
- 5) An individual who signs an authorization card during an organizing effort—wherein Fifty (50) percent 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 an IBEW Inside Journeyworker Wireman, shall be evaluated by the JATC, using standard means of evaluation (see Section X), and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry. All employees of the non-signatory electrical contractor must have been offered the opportunity to sign authorization cards. For such applicants to be considered, they must:
- a. complete an application form, accurately responding to all questions and items including statements indicating that they are:
 - i. physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations. Individuals will be provided with reasonable accommodation as required by law, including the modification of

- equipment or devices or other appropriate adjustment or modifications of examinations or training materials as needed so long as it does not pose an undue hardship on the program sponsor.
 - ii. able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - iii. able and willing to attend all related classroom training as required to complete their apprenticeship.
 - iv. able to climb and work from ladders, poles and towers of various heights.
 - v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
 - vi. able to read, hear and understand instructions and warnings.
 - b. have previous work experience (with non-participating employer(s)) that warrants some OJT credit, based on the provision of these Standards (see Section X).
 - c. 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.
 - d. provide official documentation to show length of employment with present electrical employer and all other previous electrical employers.
 - e. possess a valid Driver's License.
 - f. submit a DD-214 to verify military training and/or experience if they are a veteran.
- 6) An honorably discharged military veteran may qualify for direct interview (must apply within five (5) years from the discharge date) if opportunities are available. If selected under this provision, the JATC will determine, using standard means of evaluation (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience. Applicants who have served overseas and/or lived on base for a minimum of two (2) years prior to application will have any existing residency restriction waived. To qualify under this provision, applicants must:
- a. complete an application form, accurately responding to all questions and items including statements indicating that they are:
 - i. physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations. Individuals will be provided with reasonable accommodation as required by law, including the modification of equipment or devices or other appropriate adjustment or modifications

- of examinations or training materials as needed so long as it does not pose an undue hardship on the program sponsor.
 - ii. able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - iii. able and willing to attend all related classroom training as required to complete their apprenticeship.
 - iv. able to climb and work from ladders, scaffolds, poles, and towers of various heights.
 - v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
 - vi. able to read, hear and understand instructions and warnings.
 - b. provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous military training and experience (DD-214).
 - c. possess a valid Driver's License.
 - d. submit a DD-214 to verify military training and/or experience if they are a veteran.
- 7) Individuals who can verify that they have completed a structured pre-apprenticeship training program meeting minimum requirements established by the NJATC and recognized by the JATC and sponsored by community outreach groups, or by the IBEW, NECA, or by the Local, State, Regional or National Building Trades programs, or by the JATC; may qualify for either direct interview or direct entry; as determined by the JATC and available apprenticeship opportunities. The JATC using standard means of evaluation (see Section X) will determine direct entry or direct interview. To qualify under this provision, applicants must:
- a. complete an application form, accurately responding to all questions and items including statements indicating that they are:
 - i. physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
 - ii. able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - iii. able and willing to attend all related classroom training as required to complete their apprenticeship.
 - iv. able to climb and work from ladders, scaffolds, poles, and towers of various heights.
 - v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.

- vi. able to read, hear and understand instructions and warnings.
 - b. meet the minimum age requirement of 17 at the time of application.
 - c. Provide to the JATC proper, undisputable documentation 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. Such documentation must remain with the applicant's record. The JATC will examine all documentation submitted to determine qualification of the applicant. The JATC will schedule an experience evaluation interview with the applicant if it is deemed appropriate.
 - d. obtain a qualifying score of 4 using the electrical industry's aptitude test developed and validated by the American Institutes for Research.
 - e. possess a valid Driver's License.
 - f. submit a DD-214 to verify military training and/or experience if they are a veteran.
- B. Applicants selected for apprenticeship shall be employed only with participating (signatory) employers upon becoming registered.
- C. 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 (see Section X).
- D. All selected applicants (including direct entry) must provide the documentation specified to complete their application. Regardless of how one qualifies for apprenticeship, following selection, but prior to registration, ALL individuals being offered an apprenticeship will qualify on a drug- screen test. Cost of the test is borne by the JATC.
- E. The JATC's Drug Policy is a part of its official Rules and Policies. Applicants shall be notified that such a policy exists and given an opportunity to review it.

SECTION IX - Application Process, Affirmative Action Plan and Selection Procedures

The recruitment, selection, employment and training of apprentices shall be in accordance with the written Affirmative Action Plan and Selection Procedures approved by the Registration Agency and made a part of these Standards.

This apprenticeship program's Affirmative Action Plan and Selection Procedures are in compliance with the guidelines established by the NJATC.

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

- A. Candidates with 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. Where such experience warrants, the JATC will place the apprentice in the appropriate period with the commensurate wages as determined by the JATC. Such advanced credit and standing shall be subject to review prior to advancement beyond the probationary period.

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.

The JATC will award as much credit as possible based on equitable, nondiscriminatory evaluation of both OJT and related instruction. 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.

The granting of advanced standing or credit for previously acquired experience, training, or skills shall be applied equally to all applicants and measured against the work processes, with commensurate wages for any progression step so granted.

- B. After signing the apprenticeship agreement and being employed the apprentice cannot request an evaluation of past experience.
- C. 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.

SECTION XI - The Apprenticeship Agreement

- A. Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant will sign an Apprenticeship Agreement with the JATC. The Apprenticeship Agreement will immediately be submitted to the Registration Agency for approval. These Standards of Apprenticeship, including the Affirmative Action Plan and Selection Procedures, shall be considered a part of the Apprenticeship Agreement.
- B. Prior to signing the apprenticeship agreement, each selected applicant shall be given an opportunity to read and review these Standards, the JATC's written 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.
- C. The JATC shall have 3 copies of the apprenticeship agreement properly completed.

Each copy shall be signed by the apprentice and the JATC. All copies will be submitted to the Registration Agency. Two (2) copies will be returned to the JATC, one (1) shall be provided to the apprentice, and one (1) shall be retained and filed by the JATC.

SECTION XII - Probationary Period

Every applicant selected for apprenticeship will serve a probationary period. The probationary period cannot exceed 25 percent of the length of the program or 1 year, whichever is shorter.

1. Applicants selected for the **Inside Wireman (Electrician)** apprenticeship program will serve a probationary period of **2000 hours**.
2. Applicants selected for the **Residential Wireman** apprenticeship program will serve a probationary period of **1200 hours**.
3. Applicants selected for the **Sound Technician** apprenticeship program will serve a probationary period of **1600 hours**.
4. Applicants selected for the **Intelligent Transportation Systems (Street-Light Servicer)** apprenticeship program will serve a probationary period of **1600 hours**.

During this period the apprenticeship agreement may be canceled by either party without the formality of a hearing. The Office of Apprenticeship shall be notified of such cancellations. Furthermore, the Office of Apprenticeship shall be notified of any extension of the probationary period (documenting action taken to address the issue(s) involved) in lieu of terminating the apprenticeship agreement.

During the probationary period, the JATC shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training or experience does not reduce the probationary period.

Applicants awarded advanced standing at the time of registration shall have their demonstrated skill, knowledge and overall performance evaluated during the probationary period. Adjustments, to the assigned period of apprenticeship and/or level of related classroom training may be made during the probationary period, following appropriate reviews and evaluation by the JATC. Such reviews and determinations shall be properly documented and applied equally to all apprentices.

Prior to the end of the probationary period, action must be taken on each probationary apprentice to end the probation or cancel the apprenticeship agreement. All interested parties shall be notified of such action.

SECTION XIII - Related Instruction

- A. Each apprentice shall be required to participate in non-compensable related instruction away from the job as specified below. Apprentices "**will not**" be paid for hours spent attending related instruction classes. The sponsor will inform each

apprentice of the availability of college credit (if applicable).

B. Course of Study

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

1. **Electrician (Inside Wireman):** See Attachment A
2. **Residential Wireman:** See Attachment B
3. **Sound Technician:** See Attachment C
4. **Intelligent Transportation Systems Electrician (Street-Light Technician):** See Attachment D

The time spent in related classroom instruction, which may include web-based or blended learning, shall be in addition to the required minimum hours of OJT. The minimum number of classroom 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.

- C. The JATC shall secure competent Instructors whose knowledge, experience and ability to teach shall be carefully examined and monitored. The Instructors shall take the teacher training courses made available from the NJATC (or state required equivalent) through attendance, participation and working towards completion of the Industry's Four-Year National Training Institute Teacher- Training Program.
- D. The JATC shall secure the instructional aids and equipment it deems necessary to provide quality instructions.
- E. The Instructors shall administer standardized tests in a timely manner. Such tests shall be evaluated and scored by the instructor and reviewed with the class. Immediately following class reviews of the tests, the Instructor shall return all tests and materials to the JATC for proper filing. No tests or test materials will be left in the hands of any apprentice. The JATC and the Instructors will be prudent and diligent in all efforts to protect the integrity of the testing materials.
- F. 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 the 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.
- G. The JATC shall inform each graduating apprentice of availability of college credit through the NJATC's College Credit Program with the American Council on Education (ACE), and any Continuing Education Units (CEUs) that may be available.

SECTION XIV - Safety and Health Training

- A. The employer shall instruct the apprentice 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 the Secretary of Labor under Public Law 91-596, dated December 29, 1970 and as amended by Public Law 101-552, dated November 5, 1990, or State, or local standards that have been found to be at least as effective as the Federal standards.

- B. While on the job site, it shall be the responsibility of the Employer to provide the apprentice a safe and healthful workplace and conditions of employment, and work assignments that the apprentice can safely perform.
- C. 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.
- D. The JATC shall see that each apprentice successfully completes OSHA approved, Ten-Hour Construction Safety course, before beginning the Second-Year of related instructional training. NOTE: This training requires additional classroom hours.

SECTION XV - Hours of Work

- A. The apprentice shall work the hours that are specified in the local CBA. The apprentice's work shall not interfere with attending related instructional classes.
- B. The JATC shall maintain a standard procedure to best ensure reasonable continuous employment for all apprentices. The JATC shall make all OJT assignments, reassignments and transfers as stipulated in the CBA—ensuring adequate training and employment opportunities. Should the current employer be unable to provide the apprentice full employment on a reasonably continuous basis in the work processes outlined in these Standards, the apprentice may be transferred or reassigned to another participating employer as determined by the JATC.
- C. 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. Additionally, 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 termination of the apprentice's apprenticeship agreement.
- D. There shall be no liability of the JATC for an injury sustained by an apprentice engaged in school work at the time when an apprentice is unemployed.

SECTION XVI - Work Experience

- A. 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.
 - 1. **Inside Wireman (Electrician):** See Attachment A
 - 2. **Residential Wireman:** See Attachment B
 - 3. **Sound Technician:** See Attachment C
 - 4. **Intelligent Transportation Systems Electrician (Street-Light Servicer):** See Attachment D
- B. 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. Further the JATC shall use reports to provide an accumulative OJT record of experience in the various work processes for each apprentice. OJT reports similar to the sample shown in Appendix E and referenced in section XIX of these standards will be used for reporting purposes.
- C. All work (OJT) shall be performed under the supervision of a Journeyworker. Supervision will not be of such nature as to prevent the development of responsibility and initiative. Work may be laid out by the 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.
- D. Apprentices with a minimum of 6,500 hours of OJT who have successfully completed the Fourth Year of related instruction, may be permitted to perform **Inside Wireman** work without the direct supervision of a Journeyworker as follows: while the apprentice's supervising Journeyworker must be present on the job site, 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.
- E. Apprentices with a minimum of 5,000 hours of OJT who have successfully completed the Third Year of related instruction, may be permitted to perform **Intelligent Transportation Systems Electrician (Street-Light Servicer)** work without the direct supervision of a Journeyworker as follows: while the apprentice's supervising Journeyworker must be present on the job site, 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.
- F. Apprentices with a minimum of 5,000 hours of OJT who have successfully completed the Third Year of related instruction, may be permitted to perform **Sound Technician** work without the direct supervision of a Journeyworker as follows: while the apprentice's supervising Journeyworker must be present on the job site, 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.

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

SECTION XVII - Number of Apprentices: The Ratio

No apprentice shall work without proper or adequate supervision of the journeyworker.

For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified journeyworker or supervisor at all times who is responsible for making work assignments, providing OJL, and ensuring safety at the worksite.

To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

The sponsor shall establish a numeric ratio of apprentices to fully proficient workers (journeyworkers) consistent with proper supervision, training, safety, continuity of employment, and applicable provisions in CBAs, except where such ratios are expressly prohibited by the CBAs.

The ratio language must be specific and clearly described as to its application to the jobsite, workforce, department, or plant. The ratio of apprentices to fully proficient workers (journeyworkers) will be as noted in Appendix A.

SECTION XVIII - Temporary Training Opportunities

Apprentices may be permitted to receive OJT and related training on a temporary basis with another IBEW/NECA JATC, provided the two JATCs, their representative parent organizations and the apprentice 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 immediate 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 termination of the apprentice's apprenticeship agreement; in which case, they would no longer be employable under the CBA in the jurisdiction.

SECTION XIX - Advancement of Apprentices

- A. After the first four months of apprenticeship, and semi-annually thereafter, the JATC

shall examine the progress of the apprentice on the job and in related instruction. A performance evaluation form similar to that provided in Appendix F of these Standards shall be used.

- B. The JATC will also receive a monthly OJT training report from the employer showing the experience and training in the various work processes acquired by the apprentice and evaluating the apprentice.
- C. 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 period, or cancel the apprenticeship agreement, with due notice to the apprentice and a reasonable opportunity for corrective action.
- D. Proper documentation shall be maintained of all action taken by the JATC.

SECTION XX - Local JATC Rules and Policies

- A. The apprentice is subject to the written Rules, Regulations, and Guidelines of the JATC as presently in existence, or as may be adopted or modified from time to time. The JATC will provide the Registration Agency with a copy of the written Rules, Regulations, and Guidelines and any modifications thereto.
- B. The apprentice will be provided with a copy of the written Rules, Regulations, and Guidelines and will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the Rules and Policies.

SECTION XXI-Adjusting Differences: Cancellation or Resignation of Apprenticeship Agreement

- A. 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.
- B. Apprenticeship agreements may be canceled at any time during the term of apprenticeship as follows. The apprenticeship agreement may be canceled at the request of the apprentice or 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 a reasonable opportunity for corrective action. Written notice shall be provided to the apprentice and to the Office of Apprenticeship of any such action taken (suspension or cancellation).
- C. Apprentices shall 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.
- D. Complaint Procedure - In lieu of establishing a Complaint Review Body, the JATC will supply all apprentices with a copy of the Notice found in Appendix G. The sponsor will provide all current information called for in the Notice.

The JATC has full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the local union and the apprentice, unless otherwise noted below.

If applicants or apprentices believe an issue exists that adversely affects their participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

1. For issues regarding wages, hours, working conditions, and other issues covered by the CBA, apprentices may seek resolution through the applicable Grievance and Arbitration Articles of the CBA *after* first bringing documented evidence to the JATC.
2. The local JATC shall hear and consider all complaints of violations concerning the Apprenticeship Agreement and the registered Standards. The local JATC shall make such rulings as it deems necessary in each individual case. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of the Standards over which differences occur.
3. Any apprentice or applicant for apprenticeship who believes they have been discriminated, intimidated, harassed or retaliated against on the basis of race, color, religion, national origin, sex (including pregnancy and gender identity), gender expression, sexual orientation, genetic information, medical condition, marital status, political affiliation, ancestry, age (40 or older), military and veteran status or because they are an individual with a disability, or request for family care leave -except the applicant must meet the minimum age requirement-with regard to apprenticeship, or that the equal opportunity standards with respect to their selection have not been followed in the operation of the apprenticeship program, may contact directly the Federal, State or local Equal Employment Opportunity Commission (EEOC), and/or the U.S. Department of Labor, Office of Apprenticeship or their local Registration Agency.

Complaints to the U.S. Department of Labor, which may be filed by the apprentice or through an authorized representative of the apprentice, must be filed not later than 300 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address and telephone number of the person allegedly discriminated against, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standard.

The Registration Agency will complete a thorough investigation of the complaint, including written notification of findings to the complainant and respondent. If the findings indicate discrimination, harassment, intimidation or retaliation, the Registration Agency will attempt to resolve the matter. If the complaint cannot be resolved or if the Registration Agency otherwise deems it appropriate, the complaint shall be referred to other federal or state agencies with jurisdiction over the matter.

The JATC shall provide each applicant and apprentice with this complaint procedure and the names and addresses of the local, State and Federal contacts for receiving complaints. This procedure is also a part of the Affirmative Action Plan.

- E. The Complaint Procedure shall be equitably applied to all applicants and apprentices.
- F. When an apprentice's registration (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.

The name and address of the appropriate authority to receive, process, and dispose of complaints is:

Kevin Johnson
Joint Apprenticeship Training Center,
4675 Viewridge Avenue, San Diego, CA 92123

SECTION XXII - Certification of Completion

- A. Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor will so certify to the Registration Agency and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using the Registered Apprenticeship Partners Information Data System (RAPIDS).
- B. Upon satisfactory completion, the JATC will certify to the sponsoring parties, to the NJATC and to the Registration Agency that the apprentice has satisfied the requirements of his or her apprenticeship agreement.
- C. The JATC will present each graduating apprentice with a Certificate of Completion issued by the NJATC. The JATC shall request a Completion Certificate from the NJATC for every individual completing the apprenticeship program. Each Certificate shall be approved and signed by the officers of the JATC. The JATC shall likewise submit a signed request for a Certificate of Completion of Apprenticeship to the Registration Agency.
- D. The JATC will notify the IBEW Local Union of the date of each satisfactory completion, allowing the Local Union to reclassify the individual as per IBEW By-Laws, Rules and Policies. The JATC will likewise notify the graduating apprentice's current employer and the NECA Chapter.

SECTION XXIII - Program Registration

These Standards of Apprenticeship will be properly registered with the appropriate Registration Agency (see Sections I and III).

SECTION XXIV - Modification of these Standards

Rapid changes in the electrical industry may require modification or revision of these Standards from time to time. Such modification, when adopted by the JATC, shall be approved and registered by the Office of Apprenticeship before implementation. Modification or changes in these Standards, including amendments, shall not alter conditions of apprenticeship already in force without the consent of all parties involved.

SECTION XXV - Program Deregistration

This program may be deregistered upon the voluntary action of the sponsor by the sponsor's request to the Registration Agency for cancellation of the registration. The program may also be deregistered for reasonable cause by the Registration Agency, in accordance with its formal deregistration proceedings.

Upon deregistration or voluntary cancellation of the program, the sponsor will inform each apprentice within 15 days of the deregistration or cancellation and the effect of such action. This notification will conform to the requirements of Title 29, Code of Federal Regulations, Part 29.8 and any applicable State or local regulations.

SECTION XXVI - Maintenance of Records

The JATC shall maintain records for a period of five (5) years at: **Joint Apprenticeship Training Center, 4675 Viewridge Avenue, San Diego, CA 92123**. Records to be maintained relating to: apprentice applications (regardless of outcome), the employment and training of apprentices and information relevant to the operation of the program. This includes, but is not limited to records on the recruitment, application and selection or rejection of apprentices, periodic advancements, disciplinary action, test results, interview notes, job assignment, promotion, demotion, transfer, layoffs, terminations, rates of pay, compensation schedule, conditions of work, hours of on-the-job training and related instruction, evaluations, personnel records relevant to EEO complaints filed with any enforcement agency; records relating to invitations to self-identify as an individual with a disability and requests for reasonable accommodation must be maintained; Records must be available demonstrating compliance with the Department of Labor's EEO requirements; requests for reasonable accommodation; records pertinent to a determination of compliance with the regulations under 29 CFR § 30, please refer to 29 CFR § 30.12(a).. Records must be identifiable by race, ethnicity, sex, and disability status of each applicant. This DOES NOT include JATC Trust Fund records, which shall be maintained indefinitely.

All JATC records shall be made available upon request of the U.S. Department of Labor,

Office of Apprenticeship and the applicable Registration Agency.

SECTION XXVII – Collective Bargaining Agreement

Nothing in this part or in any apprenticeship agreement will operate to invalidate:

- A. Any apprenticeship provision in any collective bargaining agreement between employers and employees establishing higher apprenticeship standards; or
- B. Any special provision for veterans, minority persons, or women in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, Executive Order, or authorized regulation.

SECTION XXVIII – Definitions

THE FOLLOWING DEFINITIONS APPLY TO TERMS AND ACRONYMS COMMONLY USED THROUGHOUT THIS DOCUMENT.

ACE - American Council on Education

APPRENTICE - Any individual employed by the employer meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the local *Sponsor providing* for training and related instruction under these Standards, and who is registered with the Registration Agency.

APPRENTICE ELECTRONIC REGISTRATION (AER) - Is an electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides Program Sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

APPRENTICESHIP AGREEMENT - The written agreement between the apprentice and the Sponsor setting forth the responsibilities and obligations of all parties to the Apprenticeship Agreement with respect to the Apprentice's employment and training under these Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

APPRENTICESHIP COMMITTEE (COMMITTEE) - Apprenticeship Committee (Committee) means those persons designated by the sponsor to act as an agent for the sponsor in the administration of the program. A committee may be either joint or non-joint as follows:

A joint committee is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).

APPRENTICESHIP PROGRAM - A plan (Standards of Apprenticeship) containing all terms and conditions for the qualification, recruitment, selection, employment and training of apprentices, including such matters as the requirement for a written apprenticeship agreement.

CANCELLATION - The termination of the apprenticeship agreement

CERTIFICATE OF COMPLETION OF APPRENTICESHIP - The Certificate of Completion of Apprenticeship issued by the Registration Agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.

CEU - Continuing Education Units

COLLECTIVE BARGAINING AGREEMENT (CBA) - The negotiated agreement between the Union and signatory employers that sets forth the terms and conditions of employment.

COMPETENCY- Competency means the attainment of manual or technical skills and knowledge, as specified by an occupational standard and demonstrated by an appropriate written and hands-on proficiency measurement as defined by the NJATC.

CPR - Cardiopulmonary Resuscitation

DIRECT ENTRY - Qualifying applicants are directly admitted into the apprenticeship program. All post selection requirements remain in force.

DIRECT INTERVIEW - Qualifying applicants go directly to oral interview and are placed in the eligibility pool.

DOL - U.S. Department of Labor

EEO - Equal Employment Opportunity

ELECTRONIC MEDIA - Media that utilizes electronics or electromechanical energy for the end user (audience) to access the content and includes, but is not limited to, electronic storage media, transmission media, the Internet, the extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

EMPLOYER - Means any person or organization employing an apprentice whether or not such person or organization is a party to an Apprenticeship Agreement with the apprentice.

GED - General Educational Development Certificate

IBEW - International Brotherhood of Electrical Workers

JATC - Joint Apprenticeship and Training Committee

JOURNEYWORKER - A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.)

NECA - National Electrical Contractors Association

NJATC - National Joint Apprenticeship and Training Committee for the Electrical Industry

OA - U.S. Department of Labor, Office of Apprenticeship

OJT - On-The-Job Training

O*NET-SOC CODE - The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

OSHA - Occupational Safety and Health Act

PROBATIONARY PERIOD - Defined period of time during which the apprenticeship agreement may be terminated by either party to the agreement upon written notice to the Registration Agency. In no case shall the probationary period exceed 25% of the program length or one (1) year; whichever is shorter.

PROVISIONAL REGISTRATION - Means the one-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in the criteria describe in §29.3 (g) and (h).

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS) - The Federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

REGISTRATION AGENCY and FIELD REPRESENTATIVE: The U.S. Department of Labor's Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, conducting reviews for compliance with 29 CFR §§ 29 and 30, and conducting quality assurance assessments. The field representative shall mean the person designated by Office of Apprenticeship to service this program.

The Registration Agency identified is the U.S. Department of Labor, Office of Apprenticeship, 550 West C Street – Suite 980. San Diego, CA 92101.

RELATED INSTRUCTION - An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

SPONSOR - The JATC in whose name the local Standards of Apprenticeship are registered and that will be responsible for administering and operating the registered apprenticeship program.

STANDARDS OF APPRENTICESHIP - This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the Registration Agency.

SUPERVISOR OF APPRENTICE(S) - An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

TIME-BASED OCCUPATION - The time-based approach measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

TRANSFER - A shift of apprenticeship agreement from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committee or program sponsor.

UNION - Means the International Brotherhood of Electrical Workers and any of its affiliated Local Unions party to an appropriate labor agreement between the parties.

WRITTEN INDUSTRY RECOMMENDATION - A letter (on business letterhead) from a contractor, business agent, organizer, supply house, etc. recommending an applicant.

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