



STATE OF NEVADA
Office of the Labor Commissioner
Nevada State Apprenticeship Council

APPLICATION FOR APPROVAL
ON THE JOB TRAINING & APPRENTICESHIP

Program Name: Electrical JATC of Southern Nevada Program #: NV004000002
Address: 620 Leigon Way City: Las Vegas State/Zip: NV, 89110 Telephone: 702-459-7949
Contact Person: Madison Burnett Title: Training Director Type of Program: Electrical Installer/Tech Sic Code: 1731
EIN #: 88-0089356 Email Address: info@earnwhileyoulearn.org

Type of Action: (Check One) A. <input checked="" type="checkbox"/> Wage Increase B. <input checked="" type="checkbox"/> Revision of Standards C. <input type="checkbox"/> New Occupation D. <input type="checkbox"/> New Program	Type of Program: (Check One) A. <input checked="" type="checkbox"/> Individual Union B. <input type="checkbox"/> Individual Non Union C. <input type="checkbox"/> Group Union D. <input type="checkbox"/> Group Non Union E. <input type="checkbox"/> If Union Bargaining Unit	Journey Workers (JW) A. No. JW 253 B. No. of Employers 14	Pay Period (Circle One) <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Semi Monthly Pay Increases (Months) 3 <input type="checkbox"/> 6 <input type="checkbox"/> 12 <input type="checkbox"/> Other <input checked="" type="checkbox"/>
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TRADE INFORMATION

Occupation (use separate form for each occupation)	Term (OJT hours)	RTI (Classroom hours)	# Of Journey workers	# Of Apprentices in Training	Journey worker Hourly Rate	Days per Week
Electrical Installer/Tech (previous registered standards)	4800	435	253	44	\$31.59	5
Electrical Installer/Tech (revision of registered standards)	6000	720	253	44	\$31.59	5

HOURLY APPRENTICE WAGES BY PERIOD (Excluding Benefits) Top Line Dollar Amounts Bottom Line Percentages

Occupation	1 ST	2 ND	3 RD	4 TH	5 TH	6 TH	7 TH	8 TH	9 TH	10 TH
Electrical Installer/Tech	\$20.53	\$23.69	\$26.82	\$30.01	N/A	N/A	N/A	N/A	N/A	N/A
(previous registered standards)	65%	75%	85%	95%	N/A	N/A	N/A	N/A	N/A	N/A
Fringe Benefits (\$ or %)	\$8.83	\$8.92	\$14.28	\$14.37	N/A	N/A	N/A	N/A	N/A	N/A

Occupation	1 ST	2 ND	3 RD	4 TH	5 TH	6 TH	7 TH	8 TH	9 TH	10 TH
Electrical Installer/Tech	\$15.80	\$17.38	\$18.96	\$22.11	\$23.69	\$25.27	\$26.85	\$28.43	N/A	N/A
(revision of registered standards)	50%	55%	60%	70%	75%	80%	85%	90%	N/A	N/A
Fringe Benefits (\$ or %)	\$8.68	\$8.73	\$8.73	\$8.87	\$14.18	\$14.23	\$14.28	\$14.32	N/A	N/A

Instructor	Occupation	Experience (Years)
Apfel, Matthew W	Senior Technician	18
Burnett, Madison	Training Director / Journeyworker Wireman	29
Buntjer, Robert	Assistant Director / Journeyworker Wireman	39
Hernberger, Noel	Senior Technician	43
Locke, Gary	Senior Technician	45

7/10/18
Date


Signature of Program Coordinator

DO NOT WRITE BELOW THIS LINE

Approved: _____

Disapproved: _____

Secretary Director of Apprenticeship

Date

Standards Placement	29 CFR, NRS 610, and NAC 610 Required Provisions
Page 36 SECTION XVII – Work Experience (A)	1) Skilled Occupation: The employment and training of the Apprentice in a skilled occupation. NRS 610.202, 5 and NRS 610.144 3(a)
Page 12 SECTION VI – Term of Apprenticeship	<p>2) Term: A term of apprenticeship of not less than 2,000 hours of work experience, consistent with training requirements as established by practice in the trade. NRS 610.144 3 (b)</p> <p>Type of Occupation: The term of apprenticeship, which for an individual apprentice may be measured either through the completion of the industry standard for on-the-job learning (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach). <i>The time-based approach</i> 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. The <i>competency-based</i> approach measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies. The <i>hybrid</i> approach measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule. The determination of the appropriate approach for the program standards is made by the program sponsor, subject to approval by the Registration Agency of the determination as appropriate to the apprenticeable occupation for which the program standards are registered. 29 CFR 29.5 (b)</p>
Pages 36 – 39 SECTION XVII – Work Experience	3) Work Processes: An outline of the processes in which the apprentice will receive supervised experience and training on the job, and the allocation of the approximate time to be spent in each major process. NRS 610.144 3 (c)
Pages 32 – 35 SECTION XIV – Related Instruction	4) Related Instruction: Provisions for organized, related and supplemental instruction in technical subjects (and the costs thereof) related to the trade with a minimum of 144 hours for each year of apprenticeship, given in a classroom or through trade, industrial or correspondence courses of equivalent value or other forms of study approved by the State Apprenticeship Council. NRS 610.144 3 (d); NAC 610.433

Page 13 SECTION VI – Term of Apprenticeship (B)	5) Wages: A progressively increasing, reasonable and profitable schedule of wages to be paid to the apprentice consistent with the skills acquired, not less than that allowed by federal or state law or regulations or by a collective bargaining agreement. Employers shall pay a beginning wage for apprentices which is at least 35 percent of the rate for journeymen in the same trade, <i>or</i> Minimum and Reasonable and profitable wage for apprentice in construction industry. NRS 610.144 3 (e); NAC 610.480, NAC 610.485
Page 38 SECTION XIX – Advancement of Apprentices	6) Periodic Review and Evaluation: Provisions for a periodic review and evaluation of the apprentice's progress in performance on the job and related instruction and the maintenance of appropriate records of such progress. NRS 610.144 3 (f)
Pages 39 – 40 SECTION XVIII – Number of Apprentices: The Ratio	7) Ratio: A numeric ratio of apprentices to journeymen consistent with proper supervision, training, safety, continuity of employment and applicable provisions in collective bargaining agreements, in language that is specific and clear as to its application in terms of job sites, workforces, departments or plants. NRS 610.144 3 (g)
Page 32 SECTION XII – Probationary Period	8) Probationary Period: A probationary period that is reasonable in relation to the full term of apprenticeship, with full credit given for that period toward the completion of the full term of apprenticeship. A probationary period includes both on-the-job training and related instruction and cannot exceed 25% of the length of the program. NRS 610.144 3 (h); NAC 610.442
Pages 35 – 36 SECTION XV – Safety and Health Training	9) Safety: Provisions for adequate and safe equipment and facilities for training and supervision and for the training of apprentices in safety on the job and in related instruction. NRS 610.144 3 (i)
Pages 14 – 30 SECTION IX – Qualification for Apprenticeship	10) Minimum Qualifications: The minimum qualifications required by a sponsor for persons entering the program, with an eligible starting age of not less than 16 years. NRS 610.144 3 (j); NAC 610.815 to 610.860, Inclusive
Pages 31 – 32 SECTION XII – The Apprenticeship Agreement	11) Apprenticeship Agreement: Provisions for the placement of an apprentice under a written agreement as required by this chapter, incorporating directly or by reference the standards of the program. NRS 610.144 3(k)
Pages 30 – 31 SECTION XI – Credit for On- the-Job Skill Acquisition and Previous Related Training	12) Credit for Previous Experience: Provisions for the granting of advanced standing or credit to all applicants on an equal basis for previously acquired experience, training or skills, with commensurate wages for each advanced step granted. NRS 610.144 3(l)

<p>Page 9 SECTION III – Duties of the JATC (J) (K) (L) (M) Page 33 SECTION XVI – Hours of Work (A 2nd paragraph)</p>	<p>13) Transfer of Training: Provisions for the transfer of the employer’s training obligation when the employer is unable to fulfill his or her obligation under the agreement to another employer under the same or a similar program with the consent of the apprentice and the local joint apprenticeship committee or sponsor of the program. NRS 610.144 3(m)</p>
<p>Trainer: Page 34 SECTION XIII – Related Instruction (E) Supervision: Page 12 SECTION V – Qualification & Duties of Participating Employers (last paragraph)</p>	<p>14) Qualified Trainers and Supervision: Provisions for the assurance of qualified training personnel and adequate supervision on the job. NRS 610.144 3(n)</p>
<p>Page 43 SECTION XXIII – Certification of Completion</p>	<p>15) Completion Certificate: Provisions for the issuance of an appropriate certificate evidencing the successful completion of an apprenticeship. NRS 610.144 3(o)</p>
<p>Page 4 DEFINITIONS – Registration Agency Pages 9 – 10 SECTION III – Duties of the JATC (O)</p>	<p>16) Registration Agency: An identification of the OWINN as the agency for registration of the program. NRS 610.144 3 (p)</p>
<p>Page 43 SECTION XXV– Modification of this Standards</p>	<p>17) Modifications: Provisions for the registration of agreements and of modifications and amendments thereto. NRS 610.144 (q)</p>
<p>Registration: Pages 9 – 10</p>	<p>18) Registration/Cancellation/Deregistration: Provisions for notice to the State Apprenticeship Director of persons who have successfully completed the program and of all cancellations, suspensions and terminations of agreements and the causes therefor. NRS 610.144 (r)</p>

SECTION III – Duties of the JATC (O) Cancellation: Page 38 – 40 SECTION XXI – Adjustment of Difference: Cancellation or Resignation of Apprenticeship Agreement Deregistration: Page 43 SECTION XXVI – Program Deregistration	
Page 32 SECTION XIII – Probationary Period (1 st paragraph)	19) Probationary Period Termination: Provisions for the termination of an agreement during the probationary period by either party without cause. NRS 610.144 (s)
Page 14 SECTION VIII – Equal Employment Opportunity Pledge	20) Equal Employment Opportunity: Compliance with 29 CFR part 30; an affirmative action plan complying with 29 CFR 30.4; a method of selection or apprentices authorized by 29 CFR 30.5. A statement that the program will be conducted, operated and administered in conformity with the applicable provisions of 29 C.F.R. Part 30 or a state plan for equal opportunity in employment in apprenticeships adopted pursuant to 29 C.F.R. Part 30 and approved by the Department of Labor. (Five or more apprentices) For programs registered after January 18, 2017, the initial written affirmative action plan (Appendix C) for such programs must be completed within 2 years of registration. The written affirmative action plan must be updated every time the sponsor completes workforce analyses required by CFR 30.5(b) and 30.7(d) <i>Less than five apprentices encouraged, but not required</i> NRS 610.144 2; NRS 610.144 3 (t); NAC 610.510 through 610.990, Inclusive, 29 CFR 30.4
Pages 41 - 42 SECTION XXII – Adjustment of Differences: Cancellation or Resignation of Apprenticeship Agreement (D) Appendix G	21) Person to Receive Complaints: The name and address of the appropriate authority under the program to receive, process and make disposition of complaints. NRS 610.144 3(u)

Page 44 SECTION XXVII – Maintenance of Records	22) Records Maintenance: Provisions for the recording and maintenance of all records concerning apprenticeships as may be required by the State Apprenticeship Council and applicable laws. NRS 610.144 3(v); NAC 610.910
	ALL DOCUMENTS HAVE BEEN CHECKED FOR SPELLING, FORMATTING, GRAMMAR, (INCLUDING TABLE OF CONTENTS), ETC.



Electrical JATC of Southern Nevada

July 10th, 2018

Nevada State Apprenticeship Council
Office of Workforce Innovation (OWINN)
555 East Washington Avenue
Suite 4900
Las Vegas, NV 89101

RE: NV004000002 Revision of Installer-Technician Registered Standards & Wage Increase

Dear Council Members,

Please be advised the Electrical JATC of Southern Nevada's committee and National Joint Apprenticeship and Training Committee has approved the following changes to our Registered Standards for the Installer-Technician Program (NV004000002):

- Page 3 - 5 – Definition changes/additions per ETA
- Page 6 – Change to Nevada State Apprenticeship Council (OWINN)
- Page 7 – A. & H. Update Language
- Page 8 – A. & C. Update Language
- Page 8 – Change indenture to register
- Page 9 – G. EEOC Changes
- Page 9 – J. Change trade to occupation
- Page 9 & Page 10 – O. add OWINN & registration policy
- Page 10 – R. Update Language
- Page 10 – S. Change indentured to registered & indenture to registration
- Page 10 – V. Added Affirmative Action
- Page 12 – SECTION V: Change Installer-Technicians to Journey-level workers
- Page 12 – A. Changed 4800 hrs. to 6000 hrs. OJT, Changed 190 hrs. to 180 hrs. & Changed 3yr to 4 yr program
- Page 13 – B. Changed 4 pay period to 8 pay periods, Updated the Pay Period List, Changed 1600 to 1500 & Changed \$28.08 to \$31.59
- Page 13 – Added and Fringe Benefits
- Page 14 – EEOC new language
- Page 14-30 – SECTION IX – Qualification for Apprenticeship: ETA & State Language update
 - Page 14-16 – 1. Regular applicant ETA & State Language update
 - Page 16-17 – 2. 2400 hr. applicant ETA Language update
 - Page 17-18 – 3. 1200 hr. applicant ETA Language (addition)
 - Page 19-20 – 4. New Signatory Contractor ETA Language update
 - Page 20-21 – 5. Transfer ETA Language Update
 - Page 21-23 – 6. 50% to 30% Organizing ETA Language update
 - Page 23-24 – 7. School to registered apprenticeship ETA Language update
 - Page 24-26 – 8. Helmets to Hardhats (Regular) ETA Language update
 - Page 26 – 9. Helmets to Hardhats (Light) ETA Language (addition)
 - Page 27-28 – 10. Job Cops ETA Language (addition)
 - Page 28-29 – 11. Pre-Apprenticeship ETA Language (addition)
 - Page 29 – B. ETA Language update
 - Page 30 – C. Drug Policy
- Page 31 – B & C ETA Language update
- Page 32 – Changed Probationary Period 1,200 to 1,500 & Changed indenture to registration
- Page 32-35 – Related Instruction ETA Language update
 - Page 32 – A. Updated to four year and 180 hours per year for related course of study
 - Page 32 & 33 – B. Updated wording
 - Page 33 – C. change hours of instruction from 145 to 180 and update subjects
 - Page 33 & 34 – add 4th Year curriculum

Page 34 & 35 – Updated wording
Page 35-36 – SECTION XV – Safety and Health Training updated hours for OSHA
Page 35 – D. added to 20 hours
Page 36 – Changed fifteen - twenty to thirty-two - forty clock hours
Page 36 – Section XVI – Hours of Work
Page 36 – B. Changed on the job training to OJT, Collective Bargaining Agreement to CBA, indenture to register & indentured to registered
Page 36-39 – ETA Language update and Added hours to categories to equal 6000 hrs. OJT
Page 39 – D. Change 3,200 to 3,000
Page 40 – Change Council to Registration Agency
Page 40 – SECTION XIV – Temporary Training Opportunities: Changed indentured to registered
Page 41 – B. Changed Probation language to 1,500 hours & ETA Language update
Page 42 – 1. Changed Collective Bargaining Agreement to CBA
Page 42 – 3. Changed Bureau to Office & 180 to 300
Page 42 – F. Changed indenture to registration, indenturing to registering, indentured to registered & on the job training to OJT
Page 43 – A. Changed 3 year program to 4 year and 4800 OJT to 6000 OJT
Page 43 – B. Changed H to I, Added Apprenticeship & Changed Nevada State Apprenticeship Council to Registration Agency
Page 44 – SECTION XXVII – Maintenance of Records: Changed on the job training to OJT, Changed Bureau to Office & Deleted and Training
Page 44 – Added Section XXVIII - Collective Bargain Agreements

The Electrical JATC of Southern Nevada has included the following documents:

5910 Form
Standards of Apprenticeship NSAC Check List
Revision of Installer-Technician Registered Standards (Redline Copy)
Installer-Technician Registered Standards (Clean Copy)
Sexual Harassment and Discrimination Policy
Affirmative Action Plan
Selection Procedure
Appendixes

If you have any questions please feel free to contact me.

Sincerely,



Madison Burnett
Training Director

Enclosures

MB/dw

INSTALLER – TECHNICIAN
(VOICE, VIDEO & DATA)
APPRENTICESHIP AND TRAINING STANDARDS
O*NET-SOC Code: 49-2022.03
RAPIDS Code: 0618R
(Telecommunications Technician)

FOR THE

Electrical Joint Apprenticeship and Training Committee
of Southern Nevada

Representing the

Southern Nevada Chapter
National Electrical Contractors Association, Inc.

And

Local Union No. 357
International Brotherhood of Electrical Workers

presents

REVISION OF REGISTERED STANDARDS

U.S. Department of Labor

Employment and Training Administration
200 Constitution Avenue, N.W.
Washington, D.C. 20210



JUL 26 2012

Mr. Michael I. Callanan
Executive Director
National Joint Apprenticeship and Training
Committee for the Electrical Industry
301 Prince George's Blvd. – Suite D
Upper Marlboro, Maryland 20774-7401

Dear Mr. Callanan:

Enclosed are your revised National Guidelines for Apprenticeship Standards. The Office of Apprenticeship has found these revised National Guidelines for Apprenticeship Standards to be in compliance with Title 29, Code of Federal Regulations parts 29 and 30.

We have enclosed a copy of the revised National Guidelines for Apprenticeship Standards for your records, as well as a Certificate of Certification that recognizes the National Joint Apprenticeship and Training Committee for the Electrical Industry, as part of the National Apprenticeship System.

We thank you for your efforts, and we value your commitment to the Registered Apprenticeship System.

Sincerely,

JOHN V. LADD
Administrator
Office of Apprenticeship

Enclosures

JOINTLY ADOPTED BY NJATC ON THIS 12th DAY OF April, 2012.



EDWIN D. HILL, INTERNATIONAL PRESIDENT, IBEW

April 11, 2012

DATE



JOHN M. GRAU, CHIEF EXECUTIVE OFFICER, NECA

April 11, 2012

DATE

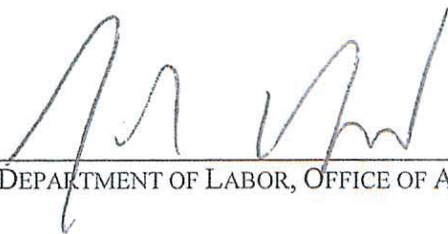


MICHAEL I. CALLANAN, EXECUTIVE DIRECTOR, NJATC

April 12, 2012

DATE

CERTIFIED AND APPROVED BY:



U.S. DEPARTMENT OF LABOR, OFFICE OF APPRENTICESHIP

4/26/2012

DATE

BY: JOHN V. LADD

TITLE: ADMINISTRATOR

CERTIFICATION NUMBER: C-2012-04

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FOREWORD

The terms, Telecommunications (Video, Voice & Data) Installer/Technician (**Journeyworker**), 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. These ever-evolving changes include new innovative technologies in the telecommunications and data transmission fields. This rapid expansion means that the Telecommunications Installer-Technician must be given sound basic training in the knowledge of the ~~trade~~ **occupation**, supplemented by sufficient instruction in the theories of electrical telecommunication science. These rapid changes effect the commercial and industrial projects, as well as-, the residential market. Intelligent wiring systems and more sophisticated control platforms, dictate a growing and expanding need for the development of an electrical telecommunication apprenticeship program that focuses specifically on telecommunication, video voice, sound and data type installations and operations-inclusive of all related Codes and Standards.

The Electrical Telecommunication trade is unique in that it is mechanical, technical and professional. In order to meet industry demands in an ever evolving technological environment, the electrical telecommunication 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/trade**. The industry must select and train individuals who will diligently work and study to stay abreast of current and future emerging technologies.

The Electrical Telecommunication 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 Installer-Technician is constantly called upon to make decisions concerning proper performance methodology.

Today's telecommunications 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 telecommunications worker takes pride in the appearance of their work, and in its technical correctness and structural soundness of the installed electrical communication circuits and telecommunication systems.

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 Telecommunications (Video, Voice & Data) Installer-Technician apprentice can, through a systematic program of schooling and on-the-job training, become a well-qualified Installer-Technician. The degree of success the JATC has in its operation will depend entirely upon the willingness of all local parties of the Electrical Telecommunication 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 insure quality apprenticeship and training for the industry in the best interest of the apprentice, management, labor, the customer and the public. The JATC, when deemed necessary by the local parties or the JATC itself, may establish a Telecommunications (Video, Voice & Data) Installer-Technician Subcommittee to oversee the implementation of the Program, respecting all approved Standards, Documents, Rules and Policies adopted by the local JATC.

DEFINITIONS

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

ACE – American Council on Education

APPRENTICE – A person who is covered by a written apprenticeship agreement with the JATC. The apprenticeship agreement shall be properly registered with the appropriate Registration Agency. 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 - A ~~The~~ written agreement between an ~~the~~ apprentice and his or her apprenticeship committee, which contains the terms and conditions of the employment and training of the apprentice. 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 those persons appointed ~~designated~~ by the NECA Chapter and the IBEW Local Union sponsor to act as an agent for the sponsor to in administrate and operate the apprenticeship the administration of the program. 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.

~~BAT~~ Bureau of Apprenticeship and Training, U.S. Department of Labor

CANCELLATION - The termination of the apprenticeship agreement.

CERTIFICATION OF THE COMPLETION OF THE APPRENTICESHIP – The Certification 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) - ~~Collective Bargaining Agreement.~~ 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

DEFINITIONS

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

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 or removable/transportable electronic media and/or interactive distance learning.

EMPLOYER - ~~Any~~ **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 Education Development Certificate

IBEW – International Brotherhood of Electrical Workers

INDENTURE – ~~The signing and registration of the apprenticeship agreement.~~

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.

OWINN – State of Nevada Governor's Office of Workforce Innovations (OWINN)

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).

RESISTERED 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 – Means the U.S. Department of Labor, Office of Apprenticeship ~~and/or a recognized State Apprenticeship Agency~~ **the Nevada State Apprenticeship Council (OWINN)** that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance the Title 29, CFR parts 29 and 30 and quality assurance assessments.

DEFINITIONS

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

RELATED INSTRUCTION - An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to ~~their trade~~ **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.

SUBCOMMITTEE – Body established by the JATC, to oversee the implementation of the Program, respecting all approved Standards, Documents, Rules and Policies adopted by the local JATC.

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 1,500 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 the 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.

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~~ Nevada State Apprenticeship Council (OWINN) and locally implemented.
- C. These Standards, after proper registration with the ~~Registration Agency~~ Nevada State Apprenticeship Council (OWINN), 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 Nevada State Apprenticeship Council (OWINN).
- 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 XXII).

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~~ Nevada State Apprenticeship Council (OWINN), by either the JATC or the apprentice.

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.

These Standards shall not be interpreted as being inconsistent with existing or subsequent CBA language establishing higher standards – the higher standard shall always prevail.

- E. The jurisdictional area which these Standards cover shall be the wage area as set forth in the local CBA.
- F. The local Telecommunications (Video, Voice & Data) Installer-Technician apprenticeship and training program(s) shall be administered by the local ~~Joint Apprenticeship and Training Committee (JATC)~~. All parties and all apprentices shall conform to ~~theses~~ these Standards.
- G. The local JATC may establish a Telecommunications (Video, Voice & Data) Installer-Technician Subcommittee to assist the JATC in the day-to-day administration of the Program. Such a Subcommittee is responsible to the JATC and will at times respect all approved Standards, Documents, Rules and Policies adopted by the local JATC.

SECTION II - Composition of Joint Committee

- A. The JATC shall be composed of ~~six~~ **eight** (~~6~~ **8**) members: ~~three~~ (~~3~~) **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 ~~three~~ (~~3~~) **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 three (3) years. The term of one (1) employer representative and one (1) 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).

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.

- E. A JATC member shall also serve as a JATC trustee. Likewise, a JATC trustee must also be a member of the JATC.
- F. JATC minutes shall reflect all appointments, reappointments, resignations and terminations of JATC members/trustees. The Committee shall adopt the model resolution regarding the confidentiality and disclosure of plan information.
- G. 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.
- H. 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.**
- I. 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 Telecommunication 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 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 Journey~~men~~workers and others.
- B. All funds for the operation of the apprenticeship and training program shall be held in ~~the one and only Apprenticeship and Training~~ 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 it not counted as either a yea or a nay.

- 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. The JATC may employ an Assistant Director, specifically for the Telecommunications program if it determines a need to do so.
- F. The JATC shall determine the number of Telecommunications (Video, Voice & Data) Installer-Technician apprentices needed to keep the area supplied with an adequate number of Installer-Technicians. The JATC shall consider all factors having a bearing on the number of apprentices needed, when determining the number to ~~indenture~~ 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), sexual orientation, genetic information, or because they are an individual with a disability or age a person 40 years old or older—except the applicant must be at least 18 years of age to apply 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 process and job tasks as outlined in these Standards (see Section XVII).
- 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 trade 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 compliment 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.
- 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 Telecommunications (Video, Voice & Data) Installer Technician apprentice is properly indentured registered with the JATC (through the execution of an apprenticeship agreement) and registered with the Nevada State Apprenticeship Council (OWINN), 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, 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 XII, XIII and XXII). Vacancies created by the cancellation of the apprenticeship agreement shall be filled as stipulated in Section XXII, 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 XXVII)
- 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 XXVII).
- R. The JATC (and its Subcommittee, where one exists) 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 ~~indentured~~ **registered** apprentice shall be provided a copy of the Policy Statement at time of ~~indenture~~ **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, or its Subcommittee, 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 XXII. 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 **Affirmative Action** 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, and in maintaining the Industry's National Standards.

- 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.

SECTION IV – Duties of the Telecommunications Subcommittee

- A. The Telecommunications Subcommittee shall consist of the total of six (6) members: three (3) who are qualified and duly appointed to represent the NECA Chapter, and three (3) who are qualified and duly appointed to represent the IBEW Local Union.
- B. Subcommittee members representing labor will be employed in, or formerly employed in, the telecommunications field. Subcommittee members representing the management shall represent employers who perform construction, installation and/or maintenance work in the telecommunications field.
- C. Subcommittee members shall be appointed by the sponsoring parties in the same manner that JATC members are appointed. Members of the subcommittee may or may not be JATC members. Subcommittee members shall not serve as the JATC trustees unless they also serve as JATC members.
- D. The Subcommittee shall select from its membership, but not both from the same party, a Chairman and a Secretary who shall retain voting privileges.
- E. Each sponsoring party must have at least one (1) Subcommittee member present to establish a quorum at Subcommittee meetings.

Each sponsoring party shall have a total number of votes at Subcommittee meetings equal to its allowable number of Subcommittee members as stipulated above, regardless of the number of members present.

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

- F. The Subcommittee shall meet at least quarterly and on call of the Chairman when a specific need arises. The Subcommittee may agree to cancel one (1) regularly scheduled meeting during the calendar year due to specific or unusual circumstances.
- G. The Subcommittee will recommend to the JATC the number of new Telecommunications (Video, Voice & Data) Installer-Technician apprentices it feels are needed to meet local industry needs.
- H. The Subcommittee may offer to the JATC recommendations for proposed Policy Statement modifications relating to the Telecommunication program.
- I. The Subcommittee will hear and consider violations of the JATC's policies and rules, and

of the apprenticeship agreement, as directed by the JATC. Rulings shall be made in a consistent and nondiscriminatory manner.

- J. The Subcommittee shall submit an annual report to the JATC, summarizing its work for the year.
- K. Any action taken by the Subcommittee is subject to review by the JATC. The JATC is the authoritative entity for administration of the Apprenticeship Standards, Selection Procedures and Affirmative Action Plan.

SECTION V - Qualifications & Duties of Participating Employers

An employer who is eligible to train Telecommunications (Video, Voice & Data) Installer-Technician 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 jobsite it shall be the responsibility of the Employer to provide to 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 ~~Installer-Technicians~~ **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 VI - Term of Apprenticeship

- A. The JATC shall see that each apprentice completes a minimum of ~~4,800~~ **6,000** hours of reasonably continuous supervised employment (OJT). The JATC shall attempt to provide for participation in all of the work process as outlined in Section XVII of these Standards.

The apprentice shall participate in a minimum of ~~190~~ **180** hours of related classroom training per year, outside the normal work hours. The JATC shall require each apprentice to satisfactorily complete the NJATC ~~Three~~ **Four**-Year Telecommunications (Video, Voice & Data) Installer-Technician Apprenticeship Course Material.

B. This JATC has established ~~four~~ **eight** periods of apprenticeship as stipulated below.

Period	Percent of Installer/Tech Rate	Minimum Accumulative OJT Hours	Related Training Completed
1	65 50 %	800 0	+ Satisfactory Progress N/A
2	75 55 %	1600 750	+ 1st Year School Satisfactory Progress
3	85 60 %	3200 1500	+ 2nd Year School 1st Year School Completed
4	95 70 %	4800 2250	+ 3rd Year School Satisfactory Progress
5	75 %	3000	+ 2nd Year School Completed
6	80 %	3750	+ Satisfactory Progress
7	85 %	4500	+ 3rd Year School Completed
8	90 %	5250	+ Satisfactory Progress
Completion	100 %	6000	+ 4th Year School Completed

To be advanced, the apprentice must have satisfactorily completed both requirements: OJT hours and Related Training as indicated above (see Section XX).

[Example: To advance to third period, on must have satisfactorily completed the first year of related training and must also have accumulated ~~1600~~ **1500** hours of OJT with satisfactory performance.]

At the time of registration of these Standards, the Journeyman Installer-Technician rate is ~~\$28.08~~ **31.59**. The Registration Agency will be notified of all changes to the Journeyman rate in a timely manner.

SECTION VII – Wages and Fringe Benefits

Apprentices shall be employed on a stipulated hourly wage 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. See Section VI for the periods of advancement and rates of pay.

SECTION VIII - Equal Employment Opportunity Pledge

~~The recruitment, selection, employment, and training of apprentices during their apprenticeship will without discrimination because of age, sex, race, religion, national origin, disability or sexual orientation.~~ 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 (CFR), Part 30, as amended and the Nevada State Plan For EEO other applicable law and lawful regulations.

SECTION IX - Qualification for Apprenticeship

- A. Individuals may enter the pool of qualified applicants by any of the following means stated listed 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 can show that they meet the conditions in one or more of the means listed below, after making application for apprenticeship, will be afforded an oral interview 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 re-interview after one year following the date of their most recent interview in accordance with the JATC Selection Procedures.

1. To be qualify for interview and ranking, all applicants must:
 - a. complete an application form, accurately responding to all questions and items including statement 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 jobsites 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 ~~applicants~~ (must provide evidence of minimum age ~~as required by the JATC, in accordance with~~ **respecting any applicable** State laws ~~and~~ **or** regulations).
 - c. be at least a high school graduate, or have ~~an GED~~ **a State Department of Education Issued Certificate of High School Equivalency, or, in lieu of a high school diploma or State Department of Education Issued Certificate of High School Equivalency,** have a two-year Associate Degree or higher.
 - 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 **Online Tech** Math Course.
 - e. provide an official transcript(s) for high school and post high school education and training. All ~~GED~~ **State Department of Education Issued Certificate of High School Equivalency** 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 "5" ~~or higher~~, using the electrical trade's aptitude test developed and validated by the American Institutes for Research.
 - g. possess and maintain one of the following valid photo identifications:
 - i. A current Driver's License.
 - ii. ~~A current identification card issued by a state motor vehicle department.~~ **State Issued ID Card**
 - iii. ~~A current passport.~~ **A Current Military ID Card**
 - iv. **A Current Permanent Resident Card**
 - v. **A Current Alien Registration Receipt Card**
 - vi. **A Current U.S. Passport**

- h. submit a DD-214 to verify military training and/or experience if ~~he/she is~~ **they are** a veteran ~~and wish to receive consideration for such training/experience.~~
2. Individuals who can verify (by providing undisputable documenting evidence) that they have worked a minimum ~~of twenty-~~ two-thousand four hundred (2,400) hours specifically in telecommunications ~~trade~~ **work experience**, ~~will qualify for oral interview by the JATC to be considered along with other qualified applicants~~ **shall submit a written Industry recommendation and may qualify for either direct interview or direct entry; as determined by the JATC if apprenticeship opportunities are available. The JATC will use standard means of evaluation (see Section XI) 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.
 - ii. able to get to and from work at jobsites 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 to the JATC ~~proper documentation~~, undisputed documentation that defines their experience in the telecommunications industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. Such documentations 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. An absolute minimum of twenty four hundred hours of TELECOMMUNICATION 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. (Note: meeting this qualification allows the applicant~~

to be interviewed during the normal selection process this is NOT a form of direct entry.) If selected under this provision, the JATC will determine, using the standard means of evaluation (see Section XI), if OJT and/or related instruction credit will be awarded for previous training and experience.

- c. The JATC will examine all documents submitted before qualification is acknowledged.
 - d. An absolute minimum of two-thousand four hundred (2,400) hours of TELECOMMUNICATIONS WORK EXPERIENCE must be proven to meet this qualification.
 - e. sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
 - f. possess and maintain one of the following valid photo identifications:
 - i. A current Driver's License.
 - ii. A State Issued ID Card
 - iii. A Current Military ID Card
 - iv. A Current Permanent Resident Card
 - v. A Current Alien Registration Receipt Card
 - vi. A Current U.S. Passport
 - g. submit a DD-214 to verify military training and/or experience if they are a veteran.
3. Individuals who can verify (by providing undisputable documenting evidence) that they have worked a minimum of one-thousand two hundred (1,200) hours specifically in telecommunications industry, will qualify for a direct interview by the JATC to be considered with other qualified applicants. 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 jobsites 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 to the JATC proper, undisputed documentation that defines their experience in the telecommunications industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. Such documentations must remain with the applicant's record.
- c. The JATC will examine all documents submitted before qualification is acknowledged.
- d. An absolute minimum of one-thousand two hundred (1,200) hours of TELECOMMUNICATIONS WORK EXPERIENCE must be proven to meet this qualification.
- e. sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
- f. possess and maintain one of the following valid photo identifications:
 - i. A current Driver's License.
 - ii. A State Issued ID Card
 - iii. A Current Military ID Card
 - iv. A Current Permanent Resident Card
 - v. A Current Alien Registration Receipt Card
 - vi. A Current U.S. Passport
- g. submit a DD-214 to verify military training and/or experience if they are a veteran.

34. An **electrical construction** employee of a non-signatory Telecommunications employer not qualifying as a Journeyman **worker** Installer-Technician when the employer becomes signatory, shall be evaluated by the JATC ~~or the Subcommittee~~, using ~~consistent, standard, nondiscriminatory~~ means **of evaluation** (see Section XI), and ~~indentured~~ **registered** at the appropriate period of apprenticeship based on previous work experience and related training. ~~(Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications in the paragraph (1), for interview and selection, are waived.)~~ All other post-selection requirements remaining in force. 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.**
 - ii. **able to get to and from work at jobsites 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 official, undisputable documentation to show that they were an employee performing telecommunications 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 ~~his/her indenture~~ **their registration.**
- d. be deserving of advanced standing, based upon the evaluation by the JATC (see Section XI).
- e. **sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**

- f. possess and maintain one of the following valid photo identifications:
 - i. A current Driver's License.
 - ii. A State Issued ID Card
 - iii. A Current Military ID Card
 - iv. A Current Permanent Resident Card
 - v. A Current Alien Registration Receipt Card
 - vi. A Current U.S. Passport
 - g. submit a DD-214 to verify military training and/or experience if they are a veteran.
45. Transfer of Apprenticeship:—~~Direct Entry~~. In order to transfer an apprenticeship agreement between two local IBEW/NECA JATCs having a registered Telecommunications 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 parent organization of both JATC's (the two NECA Chapters and the two IBEW Local Unions) must agree to the transfer.~~
 - e. The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
 - f. The transferring apprentice must:
 - i. complete an application form.
 - ii. provide to the JATC official documentation pertaining to ~~his/her~~ **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 acceptance by the receiving JATC, have their existing apprenticeship agreement terminated.
- iv. the apprentice will received full credit for probationary time previously served.
- v. the apprentice will received full credit for probationary time previously served.
- f. sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research, if not previously completed at sponsoring JATC and is required in Qualification 1 above.
- g. posses and maintain one of the following valid photo identifications:
 - i. A current Driver's License.
 - ii. A State Issued ID Card
 - iii. A Current Military ID Card
 - iv. A Current Permanent Resident Card
 - v. A Current Alien Registration Receipt Card
 - vi. A Current U.S. Passport
- h. submit a DD-214 to verify military training and/or experience if they are a veteran.

Those accepted for transfer will be given full credit for ~~on-the-job training experience~~ **OJT experience** and related instruction successfully completed while ~~indentured~~ **registered** in an IBEW/NECA telecommunications apprenticeship program.

56. An individual who signs an authorization card during an organization effort—wherein ~~fifty~~ **thirty (30)** percent or more of the employees have signed authorization cards, whether or not the Telecommunications employer becomes signatory—and is an employee of the non-signatory **telecommunications** employer and does not qualify as an **IBEW Journeyman worker** Installer-Technician, shall be evaluation by the JATC, or Subcommittee, using consistent, standard, nondiscriminatory means (see Section XI), and ~~indentured~~ **registered** at the appropriate period of apprenticeship based on previous work experience and related training. ~~(Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications in paragraph (1), for interview and selection, are waived with all other post selection requirements remaining in force.)~~ All employees of the non-signatory telecommunications employer must have been offered the opportunity to sign authorization cards. ~~and given the opportunity for entry through this method.~~ 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.
 - ii. able to get to and from work at jobsites 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. have previous work experience (with non-participating employer(s)) that warrants OJT credit, based on the provisions of these Standards (see Section XI).
- 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 telecommunications employer and all other previous telecommunications employers.
- e. sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
- f. possess and maintain one of the following valid photo identifications:
 - i. A current Driver's License.
 - ii. A State Issued ID Card
 - iii. A Current Military ID Card
 - iv. A Current Permanent Resident Card

v. A Current Alien Registration Receipt Card

vi. A Current U.S. Passport

g. submit a DD-214 to verify military training and/or experience if they are a veteran.

67. ~~School-To-Registered-Apprenticeship (STRA) - Individuals applying for the School-To-Registered-Apprenticeship~~ STRA program shall be interviewed and selected by the JATC. (Note: this is NOT a method of direct entry into the apprenticeship program). Eligible students must go through the regular selection procedures. Those selected shall be ~~indentured~~ registered into the apprenticeship program prior to being employed and shall only be employed with participating employers. The ~~School-To-Registered-Apprenticeship~~ STRA program:

- a. shall be available to all schools within the jurisdictional of the CBA who agree to participate in the STRA program.
- b. shall require participants to be at least 16 years of age.
- c. shall require participants to complete their Junior Year (11th Grade) of High School prior to being employed as an apprentice in this program.
- d. shall allow the JATC to work with the school to encourage participating school systems to include in their academic curriculum: A basic Computer Course, Mechanical Drawing, or Computer Aided Design. The JATC may determine that participants must complete the First-Year of the ~~trade~~ industry related classroom training (NJATC Curriculum), specific NJATC courses or industry orientation related seminars, or classes. These classes and seminars shall be taught by the JATC. The NJATC course materials may be presented during the evening hours.
- e. may permit the scheduling of alternating weeks of academic study and ~~on-the-job~~ OJT training experience, as determined by the JATC and agreed to by the participating school(s).
- f. shall mandate that failure to successfully complete academic studies (high school and JATC) shall be just cause for termination from the program.
- fg. shall mandate the failure to successfully demonstrate progress in safely and proficiently accomplishing work practices shall be just cause for termination.
- g. ~~shall mandate that failure to demonstrate progress in safely and proficiently accomplishing work practices shall be just cause for termination.~~
- h. For such applicants to be considered, they must 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 jobsites 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.
- i. Obtain a qualifying score of 5; using the electrical ~~trade~~industry's aptitude test developed and validated by the American Institutes for Research, if required in paragraph (1) above.
- j. possess and maintain one of the following valid photo identifications:
 - i. A current Driver's License.
 - ii. A State Issued ID Card
 - iii. A Current Military ID Card
 - iv. A Current Permanent Resident Card
 - v. A Current Alien Registration Receipt Card
 - vi. A Current U.S. Passport
- k. submit a DD-214 to verify military training and/or experience if they are a veteran.

78. An ~~honorably discharged~~ military veteran who completed military technical training school in a Military Occupational Specialty (MOS) applicable to the telecommunication ~~trade~~ industry (as determined by the JATC), and can document a minimum of two (2) years of military experience in that MOS, ~~will~~ may qualify for an oral ~~either direct~~ interview by the JATC to be considered along with other qualified applicants or direct entry (must apply within five (5) years from MOS experience); as determined by the JATC if apprenticeship opportunities are available. ~~Note—meeting this qualification allows the applicant to be interviewed during the normal selection process—this is NOT a form of direct entry.~~ If selected under this provision, the JATC will determine, using standard means of evaluation (see Section XI), 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. All post selection requirements remain in force. To qualify under this provision, applicant 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 jobsites 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. have previous military work experience in the identified MOS as stipulated above.
- c. 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); ~~in order to qualify for the interview under this provision.~~
- d. sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
- e. possess and maintain one of the following valid photo identifications:
 - i. A current Driver's License.
 - ii. A State Issued ID Card
 - iii. A Current Military ID Card
 - iv. A Current Permanent Resident Card
 - v. A Current Alien Registration Receipt Card

vi. A Current U.S. Passport

9. An honorably discharged military veteran will qualify for oral interview by the JATC (must apply within five (5) years from discharge date). 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. This is a method of direct interview. If selected under this provision, the JATC will determine, using standard means of evaluation (see Section XI), if OJT and/or related instruction credit will be awarded for previous training and experience. 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 jobsites 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 to the JATC proper, undisputable documentation of honorable discharge from military service (DD-214).
 - c. sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
 - d. possess and maintain one of the following valid photo identifications:
 - i. A current Driver's License.
 - ii. A State Issued ID Card
 - iii. A Current Military ID Card

iv. A Current Permanent Resident Card

v. A Current Alien Registration Receipt Card

vi. A Current U.S. Passport.

10. Youth who completed a Jobs Corps training program in telecommunications, who obtain a qualifying score on the electrical industry's aptitude test developed and validated by the American Institutes for Research, will qualify for direct interview by the JATC as soon as possible after application submission. If selected under this provision, the JATC will determine, using standard means of evaluation (see Section XI), if OJT and/or related instruction credit will be awarded for previous training and experience. All post selection requirement remain in force. 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 jobsites 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 Job Corps training and graduation, in order to qualify for an interview under this provision.
- c. obtain a qualifying score of 5 using the electrical industry's aptitude test developed and validated by the American Institutes for Research.
- d. possess and maintain one of the following valid photo identifications:

- i. A current Driver's License.
 - ii. A State Issued ID Card
 - iii. A Current Military ID Card
 - iv. A Current Permanent Resident Card
 - v. A Current Alien Registration Receipt Card
 - vi. A Current U.S. Passport
 - e. submit a DD-214 to verify military training and/or experience if they are a veteran.
11. 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 XI) 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 jobsites 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 applications.

- 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 confirmations 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 applicant if it is deemed appropriate.
- d. sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
- e. obtain a qualifying score of 5 using the electrical industry's aptitude test developed and validated by the American Institutes for Research.
- f. possess and maintain one of the following valid photo identifications:
 - i. A current Driver's License.
 - ii. A State Issued ID Card
 - iii. A Current Military ID Card
 - iv. A Current Permanent Resident Card
 - v. A Current Alien Registration Receipt Card
 - vi. A Current U.S. Passport
- g. 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 indentured~~ **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 two thousand one hundred twelve (2,112) hours OJT credit. Such individuals will be properly valued by the JATC and place in the appropriated year of related training (see Section XI).~~

~~D. All selected applicants (including direct entry) not having a high school diploma or its equivalent at the time of indentureship shall receive their high school diploma or its equivalent:~~

~~1. Within 1 year after being indentured as an apprentice; or~~

~~2. Upon completion of a school-to-work program or a welfare-to-work program.~~

~~E~~C. 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 ~~indenture~~ **registration**, ALL individuals being offered an apprenticeship will qualify on:

1. A drug-screen test. Cost of the test is to be borne by the JATC.

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.

~~F. All selected applicants (including direct entry) will be required to take the same aptitude test required of all other applicants—for counseling purposes only—provided the selected applicant (including direct entry) has not taken the required aptitude test within the twelve (12) months prior to their indenture date.~~

~~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 X - Application Process, Affirmative Action Plan and Selection Procedure

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

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

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

A. Candidates with previous knowledge and skill acquisition in the telecommunications 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 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 an 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. ~~Advanced standing is subject to review throughout the probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including reevaluation and reassignment of apprenticeship period and level of related instruction, as the JATC determines. Compensation levels will be adjusted accordingly.~~ After signing the apprenticeship agreement and being employed the apprentice cannot request an evaluation of past experience.
- C. ~~After signing the apprenticeship agreement and being employed the apprentice cannot request an evaluation of past experience. Advanced standing is subject to review throughout the probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including reevaluation and reassignment of apprenticeship period and level of related instruction, as the JATC determines.~~

SECTION XII - 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. (See Appendix C, 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 acknowledgment that they have reviewed the documents and are willing to abide by them (See Appendix D).

- C. The JATC shall have three (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 XIII - Probationary Period

The first ~~1,200~~ **1,500** hours of OJT and satisfactory performance in related classroom training during such time shall constitute the probationary period. Hours accumulated within the probationary period shall apply toward ~~indenture~~ **registration** completion requirements. During this period the apprenticeship agreement may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of such cancellations. Furthermore, the Registration Agency 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. The JATC shall solicit information from the Subcommittee, if one exists, concerning the performance of each Telecommunications (Video, Voice & Data) Installer-Technician apprentice. Advanced standing for previous training or experience does not reduce the probationary period.

Applicants awarded advanced standing at the time of ~~indenture~~ **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.

SECTION XIV - Related Instruction

- A. Each apprentice shall be required to ~~participate~~ **complete four years in** of related instructions away from the job ~~as specified below~~ **for a minimum of 180 hours per year.** **The minimum related course of study shall be that as listed below.**
- B. In addition to the required NJATC curriculum as listed under item C. of this section, each apprentice will be required to complete a series of extra classes before completion of their ~~Third (3rd)~~ **NJATC** curriculum year. The classes shall include, but not be limited to:
- ~~1. 1st Year — OSHA 10/30, First Aid/CPR, Forklift, Boomlift, Scissorlift, Sexual Harassment & Discrimination and COMET I~~
 - ~~2. 2nd Year — Two (2) Elective Classes and Foreman's training~~

3. ~~3rd Year Steward's training and COMET II~~

OSHA 10, OSHA 30, First Aid/CPR, Forklift, Boomlift, Scissorlift, Sexual Harassment & Discrimination and COMET I, COMET II, Steward's training, Foreman's training, Two (2) Elective Classes and the Clark County Low-voltage Electrician Licensing.

- C. Topics to be studied (completed) as part of the required NJATC curriculum shall include, but not be limited to:

FIRST YEAR - ~~145~~ 180 HOURS MIN. THIRD YEAR - ~~145~~ 180 HOURS MIN.

BLUEPRINT READING
COMMUNICATION SKILLS
ELECTRICAL THEORY, DC
ELECTRONIC COMPONENTS
ELECTRONIC TEST EQUIPMENT
FIBER OPTICS
INDUSTRY ORIENTATION
JOB INFORMATION
MATHEMATICS
NATIONAL ELECTRICAL CODE
OSHA/SAFETY AWARENESS
PREMISES CABLING
SAFETY & HEALTH AWARENESS
~~PREMISES CABLING~~
SAFETY & HEALTH AWARENESS
STRUCTURED WIRING SYSTEMS
EIA/TIA STANDARDS
TOOL IDENTIFICATION
TRANSMISSION FUNDAMENTALS
DATA TRANSMISSION FUNDAMENTALS

SECOND YEAR - ~~145~~ 180 HOURS MIN.

BLUEPRINT READING
SLEEVES & NIPPLES
DATA SYSTEMS
DIGITAL ELECTRIC CIRCUITRY
ELECTRICAL THEORY, AC
DIGITAL ELECTRONIC CIRCUITRY
ELECTRONIC TEST EQUIPMENT
FIRE ALARM SYSTEMS
FIBER OPTICS
INDUSTRY ORIENTATION
JOB INFORMATION
LOCAL AREA NETWORKS
NATIONAL ELECTRICAL CODE
PAGING SYSTEMS

BUILDING AUTOMATION SYSTEMS
CCTV
DATA SYSTEMS—ADVANCED
CUSTOMER RELATIONS
ELECTRONIC TEST EQUIPMENT
ELECTRONIC THEORY
ELECTRONIC TROUBLESHOOTING
ENTERTAINMENT SYSTEMS
ENVIRONMENTAL SYSTEMS
FIBER OPTICS
GROUNDING AND BONDING
INDUSTRY ORIENTATION
JOB INFORMATION
LIFE SAFETY SYSTEMS
LOCAL AREA NETWORKS
LOW VOLTAGE SYSTEMS
NATIONAL ELECTRICAL CODE
NURSE CALL SYSTEMS

PREMISES CABLING
PROTOOLS
RFSYSTEMS
SOUND SYSTEMS
STRUCTURED WIRING SYSTEMS
SYSTEMS ANALYSIS, REPAIR
AND CERTIFICATION.
TELEPHONY—ADVANCED
TELEVISION SYSTEMS
VIDEO DISTRIBUTION
WIDE AREA NETWORKS

FORTH YEAR - 180 HOURS MIN.

40 HOURS CORE
CCTV – Adv.

PREMISES CABLING
PROTOCOLS
SECURITY & ACCESS CONTROL
SOUND SYSTEMS
STRUCTURED WIRING SYSTEMS
TELEPHONE
VIDEO DISTRIBUTION

JOB INFORMATION
LOCAL AREA NETWORKS – ADV.
ORIENTATION
SOUND REINFORCEMENT
140 HOURS ADVANCED
FIRE ALARM
I/T POWER QUALITY
PAGING & VOICE EVACUATION
SECURITY SYSTEMS
BUILDING AUTOMATION
NURSE CALL SYSTEMS
RF COMMUNICATIONS
SEMICONDUCTOR
SOUND REINFORCEMENT
OTHER NJATC APPROVED COURSES
LOCALLY RECOGNIZED CERTIFICATION
COURSES
INDUSTRY RECOGNIZED CERTIFICATION
COURSES

The National Course Outline is presented without modification.

- D. The time spent in related classroom instruction shall be in addition to the required ~~minimum~~ 6000 hours of “on-the-job” training, and shall not be considered hours work. 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.
- E. The JATC ~~When the related instruction is given in a classroom, the Committee~~ shall secure competent instructors whose knowledge, experience and ability to teach shall be carefully examined. When possible, the instructor shall take teacher training courses made available from the NJATC or others.
- F. The JATC Committee shall secure the instructional aids ~~course material made available through the NJATC and other material~~ and equipment it ~~as deems~~ deemed necessary to provide quality instructions by the JATC.
- G. The Instructors shall administer NJATC 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 test 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. Periodic examinations shall be administered and properly supervised with the results reported to the Committee so that the apprentice’s progress may

be evaluated and corrective measures applies where necessary.

- ~~H. The JATC shall monitor the apprentice's performance in related training and take all appropriate action to encourage improvement where warranted. The JATC will require 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 C providing an accumulative record of performance in related training.~~
- ~~I. The JATC shall inform each graduating apprentice of the 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 are available.~~

SECTION XV - 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 jobsite, 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 JATC will provide the following safety awareness and health related training. The time (contact hours) required to complete all CPR, First Aid and OSHA safety training classes shall be in addition to the "minimum" contact hours (as indicated in these Standards) required to complete the NJATC Apprentice Installer/Technician course materials (see Section VI).

- 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 possesses a current CPR/First Aid card. NOTE: This training requires additional classroom hours.
- D. The JATC shall see that each apprentice successfully completes the NJATC, OSHA approved, Ten-Hour Construction Safety course, before beginning the Second-Year of related instructional training. NOTE: There will be additional classroom time (estimated at 15 to 20 hours) needed to complete this training.
- E. The JATC shall see that each apprentice successfully completes the additional NJATC/OSHA training course materials necessary to acquire the OSHA Thirty-Hour Card

~~C within one calendar year from the date of completion of the Ten Hour course.~~ NOTE:
This training will require additional time estimated to be approximately ~~fifteen~~ **thirty-two**
to ~~twenty~~ **forty** clock hours.

SECTION XVI - 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.

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.

- B. In the event that the JATC is unable to provide an eligible apprentice an ~~on-the-job-training~~ **OJT** assignment, apprentices may seek temporary employment outside of the telecommunications industry. Regardless of employment status, apprentices must continue to report for their regularly scheduled related instruction classes. Additionally, apprentices shall remain at all times subject to immediate call by the JATC for an ~~on-the-job-training~~ **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 ~~Collective Bargaining Agreement~~ **CBA**. Failure to immediately comply with instruction to return to the JATC for an ~~on-the-job-training~~ **OJT** assignment may result in termination of the apprentice's apprenticeship agreement. When such terminations occur, the JATC will immediately ~~indenture~~ **register** the next individual on the JATC's ranked eligibility list, provided all apprentices ~~indentured~~ **registered** in the program have an ~~on-the-job-training~~ **OJT** assignment (See Section XXII, Paragraph F).

SECTION XVII - Work Experience

- A. In order to ~~provide~~ **acquire** ~~for the development of the necessary trade skills in its the various work processes~~ **categories**, the JATC ~~shall make every effort to provide the apprentice with OJT—Telecommunications Technician Apprentice shall (as near as possible) be provided with employment in the following categories, as job training assignments permit.~~ **and amounts:**

TELECOMMUNICATION TECHNICIAN
(Existing Title: Installer-Technician)
O*NET-SOC CODE: 49-20022.03
RAPIDS CODE: 0618R

WORK PROCESS	APPROX. HOURS OJT
PROJECT LAYOUT AND PLANNING	200 375
Reading and interpreting blueprints and specifications	
Jobsite coordination	
Layout telecommunication cabling systems	
PROJECT UNDERGROUND INSTALLATIONS	200 150
Trenching and ditch digging	
Direct Burial	
Installing telecommunication grounding systems	
ROUTING CABLE	250 225
Fastening and support	
Protective sleeves and nipples	
TESTING, CERTIFYING & TROUBLESHOOTING LAN SYSTEMS	400 375
Checking circuit continuity	
Identifying faults	
Certifying system operation	
System repair	
Ground verification	
SECURITY SYSTEM INSTALLATION	500 525
Blueprint and specification interpretation	
Layout	
Box and circuit installation	
Terminations	
Testing	
INSTALLING COMMUNICATION AND SOUND SYSTEMS	600 450
Blueprint and specification interpretation	
Layout	
Installing telecommunication panels and network devices	
Circuit installation	
Terminations and testing	
INSTALLING AND NETWORKING TELECOMMUNICATION WIRE AND CABLES	1000 900
Installing and networking between buildings	
Wiring large and small campus systems	
Installing backbones	
Installing horizontals	
Installing crossconnects and interconnects	

WORK PROCESS	APPROX. HOURS OJT
TERMINATION WIRES AND CABLES	300 750
Bundled cable	
Shielded cable	
Unshielded cable	
Optical fiber cable	
Twisted pair	
Coaxial cable	
SPLICING WIRES AND CABLES	300 225
Optical fiber cable	
Shielded and unshielded twisted pair	
Coaxial cable	
INSTALLING CCTV AND VIDEO DISTRIBUTION SYSTEMS	450
Installing cameras and lenses	
Installing DVRs	
Installing monitors	
Installing video switching equipment	
System layout	
Terminations and testing	
Installing video amplifiers	
SYSTEM COMMISSIONING	375
Local Area Network (switches and routers)	
Fire alarm systems	
CCTV systems	
Security systems	
Nurse Call systems	
Access control systems	
Building automation systems	
Sound systems	
PROJECT SERVICE AND TROUBLESHOOTING	500 750
Testing, analysis and repair of video, voice and data	
Installations:	
electronic devices	
LAN circuits and telecommunication devices	
MATERIAL HANDLING AND PRE-FABRICATION	150
Material/equipment awareness	
Fabricating for field installation	

WORK PROCESS	APPROX. HOURS OJT
SAFETY AWARENESS & OTHER SPECIALIZED AREAS	400-300
Safety	
Sub-Systems:	
Communications	
Entertainment	
Environmental Control	
Life Safety	
TOTAL MINIMUM HOURS OF OJT	4,800 6,000

- 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 the 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 XX of these Standards shall be used for reporting purposes.
- C. All work (OJT) shall be performed under the supervision of a Journeyman Installer-Technician or Senior Technician. 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 trade competencies.
- D. Apprentices with a minimum of ~~3,200~~ **3,000** hours of OJT, who have successfully completed the Second Year of related instruction, may be permitted to perform telecommunication work without the direct supervision of an Installer-Technician as follows: while the apprentice's supervising Installer-Technician must be present on the jobsite, such apprentice may be assigned to independently perform job tasks at the jobsite consistent with the apprentice's skills, knowledge and ability to perform the work as determined by the employer.
- E. An apprentice shall not supervise the work of any other apprentice or workers of any other classification.

SECTION XVIII - Number of Apprentices: The Ratio

- A. The sponsor shall indenture a number of apprentices that meets a ratio of one (1) Telecommunications (Video, Voice & Data) Installer-Technician Apprentice to one (1) Installer-Technician or Senior Technician normally employed in the jurisdictional area, consistent with proper supervision, training, safety and continuity of employment.

- B. The maximum jobsite ratio shall not more than one (1) apprentice for one (1) Installer/Technician or Senior Technician on the jobsite. The ratio of apprentices to Installer/Technician or Senior Technician employed in any occupation on a job site must not be greater than the ratio approved for the employer as to the entire workforce pursuant to the program registered with the ~~Council~~ **Registration Agency**.

SECTION XIV - 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 respective 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 reassignment by the JATC with whom they are ~~indentured~~ **registered**. Failure to immediately comply with such instruction to return to the JATC with whom they are ~~indentured~~ **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 XX - Advancement of Apprentices

- A. Every four months during the first year of apprenticeship, and yearly thereafter, the JATC shall examine the progress of the apprentice on the job and in related instruction using a performance evaluation form similar to that provided in Appendix F of these Standards.
- B. The JATC shall evaluate the apprentice's overall performance and accomplishments at the end of each period. The JATC will receive a monthly OJT training report from the employer showing the experience and training in the various work processes acquired by the apprentice and evaluation the apprentice (See Appendix E for sample form).
- C. 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 the apprentice and reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the JATC.

SECTION XXI - Local JATC Rules and Policies

- A. The apprentice is subject to the written Rules and Policies 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 and Policies and any modifications thereto.

- B. The apprentice will be provided with a copy of the written Rules and Policies and will sign an acknowledgment receipt of same (see Appendix D). This procedure will be followed whenever revision or modifications are made to the Rules and Policies.

SECTION XXII - Adjustment of 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 Registration Agency of any such action taken (probation extension, suspension or cancellation). ~~A duly appointed Subcommittee may recommend probation extension, suspension or indenture cancellation to the JATC. The JATC will properly consider such recommendations and take appropriate action.~~ In the event that the action taken is a probation extension, the probationary period, in no case shall exceed 25% of the length (1,500 hours) of the program or one (1) year; whichever is shorter.

Individuals who have been suspended or terminated from apprenticeship shall not be assigned by the JATC in any capacity. Furthermore, they are not eligible to participate in any related training activities and as per the CBA, they are not eligible for any job assignments under the CBA ~~unless the JATC has determined that the individual is eligible for a change to another classification recognized in the CBA.~~

- 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 ~~Collective Bargaining Agreement~~ **CBA**, apprentices may seek resolution through the applicable Grievance and Arbitration Articles of the ~~collective bargaining agreement~~ **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 against on the basis of race, color, religion, national origin or sex 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, ~~Bureau~~ **Office** of Apprenticeship and Training or their local Registration Agency (see Appendix G).

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 ~~180~~ **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 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 (see Appendix G). 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 ~~indenture~~ **registration** (apprenticeship agreement) is terminated before satisfactory completion of their apprenticeship, the resulting vacancy shall be filled by selecting and ~~indenturing~~ **registering** the next individual from the current eligibility list; provided all ~~indentured~~ **registered** apprentices who are available for ~~on-the-job training~~ **OJT** assignments are so assigned. In the event that related instructional training classes are not available in the immediate future, the individual(s) ~~indentured~~ **registered** shall begin informational/awareness classes as soon as possible. These courses may include topics such as: Industry Awareness, Communications, Productivity, Marketing, CPR, Tech Math, Safety Awareness and General Orientation.

SECTION XXIII - Certification of Completion

- A. Upon satisfactory completion of the NJATC's ~~Three~~ **Four**-Year course of study and a minimum of ~~4,800~~ **6,000** hours of OJT, the JATC will certify to the sponsoring parties and to the NJATC and the Registration Agency, that the apprentice has satisfied the requirements of his or her apprenticeship agreement.
- B. The JATC will present each graduating apprentice with a Certificate of Completion issued by the NJATC (see Appendix ~~H~~ **I** for sample). 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 Completion Certificate of **Apprenticeship** to the ~~Nevada State Apprenticeship Council~~ **Registration Agency** and U.S. Department of Labor, ~~the Office of Apprenticeship.~~

SECTION XXIV - Program Registration

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

SECTION XXV - Modification of these Standards

Rapid changes in the electrical telecommunications industry may require modification or revision of these Standards from time to time. Such modification, when adopted by the JATC, shall be first submitted to the NJATC for approval and then approved and registered by the Registration Agency 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 XXVI - 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.~~78~~ and any applicable State or local regulations.

SECTION XXVII - Maintenance of Records

The JATC shall maintain for a period of five (5) years all records 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 of apprentices, periodic advancements, disciplinary action, layoffs, terminations, rates of pay, hours of ~~on-the-job training~~ **OJT** and related instruction, evaluations and other pertinent data. The 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, ~~Bureau~~ **Office** of Apprenticeship and Training and the applicable Registration Agency. This provision DOES NOT include JATC Trust Fund records.

SECTION XXVIII – 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.

JOINTLY ADOPTED BY JATC ON THIS 20TH DAY OF JUNE, 2018.



SIGNATURE OF JATC CHAIRMAN

07/02/18

DATE



SIGNATURE OF JATC SECRETARY

6/20/18

DATE

REGISTERED WITH AND APPROVED BY THE NJATC:



EXECUTIVE DIRECTOR

7/10/18

DATE

REGISTERED WITH AND APPROVED BY:

REGISTRATION AGENCY

DATE

By: _____
REGISTRATION AGENCY REPRESENTATIVE

TITLE: _____

AFFIRMATIVE ACTION PLAN

To Be Administered by the

**ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE
OF SOUTHERN NEVADA**

Prepared By
The National Joint Apprenticeship and Training Committee
as per
National Standards and Policies

PART I - PREAMBLE

It remains apparent that some ethnic and racial groups as well as females have not shared, in a desirable proportion, in the rewards and opportunities within many industries and occupations. The Electrical Construction Industry shoulders this same problem.

While the IBEW-NECA segment of the Electrical Construction Industry has vigorously attempted to maintain an open-door application policy, regardless of race, color, religion, national origin or sex; more aggressive affirmative action is needed to attract a realistic number of qualified minority and female applicants who become eligible for an oral interview. As a result, the JATC will take affirmative action to increase the number of minority and female applicants who meet the minimum qualifications and apply for an apprenticeship program, with the goal of increasing the number of minorities and females who apply, are selected, and ultimately become Journey-level members of the Local Union.

To address this situation, the JATC will make reasonable efforts, to the extent its resources will permit, to accomplish the identified affirmative action measures. The goal of these efforts is to increase the recruitment of qualified minority and female applicants for possible selection into the apprenticeship program as long as females and/or minorities are under-represented in the Local Union.

The JATC will seek to have an equitable representation of qualified minorities and females appearing for interview to compete for apprenticeship. The goal of the JATC is to have a representative number of qualified minority and female applicants appearing for oral interview as determined by: the workforce population percentage of minorities within the jurisdiction of the JATC, and fifty (50) percent of the female workforce population residing within the JATC's jurisdiction. To strengthen its endeavors, the JATC will conduct an annual review of selected applicants as a part of its effectiveness analysis (See Part VI).

Past experience has clearly shown a higher attrition rate among minority and female apprentices. Therefore, the JATC will take affirmative action to seek ways and means of increasing retention among all apprentices selected and registered into apprenticeship and to identify why attrition rates are higher among minorities and females. Appropriate action shall be taken to increase retention levels.

Another problem that confronts the Electrical Construction Industry and TeleCommunications Industry concerns minority and female retention at the Journey-level. While the JATC has no direct control over individuals after they have obtained Journey-level status, it is committed to working in concert with the Local Union and the Local Contractors Association Group in an effort to find suitable ways and means of encouraging these sought after individuals to remain in the Electrical Construction Industry and TeleCommunications Industry.

The terms Journeyworker, Journeyworker Wireman, Journeyworker Installer-Technician and Craftsmanship, as used in this Affirmative Action Plan, are meant to define a recognized level of competency and include both male and female.

PART II - AFFIRMATIVE ACTION PLEDGE AND NON-DISCRIMINATION

While the JATC does not, and will not, discriminate against any applicant, it will take affirmative action steps to increase minority and female participation within the local apprenticeship program. The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. 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.

PART III - UTILIZATION ANALYSIS, GOALS AND TIMETABLES

The JATC must make an annual study of the representation of minorities and women in its own work force and in its apprenticeship program, to compare the utilization of these groups with the rates of their participation in the general labor force within the geographical area of recruitment of the JATC. If under-utilization exists, goals and timetables must be established. The long-term goal of affirmative action is for the JATC's Journey-level work force to reflect the makeup of the area labor force. The goal against which an apprentice selection cycle is reviewed is for the JATC's apprentice population to reflect the makeup of the area labor force. If under-utilization of minorities and women (minority and non-minority) exists, the JATC must submit goal(s) and a timetable for the recruitment and selection of those groups under-utilized. (See Appendix L, Affirmative Action Plan, Workforce Analysis Worksheet).

Notation: The JATC should properly document all affirmative action activity, including participation in all types of out-reach activities.

PART IV - AFFIRMATIVE ACTION OUT-REACH

The JATC will demonstrate a good faith effort to recruit, retain and graduate larger numbers of minorities and females by taking the following affirmative action measures.

- ◆ Contact minority and female groups (within the JATC's jurisdictional area) established for the purpose of assisting and preparing minorities and females for careers in non-traditional occupations. Such an effort will not be a passive exercise. It will be an aggressive effort to communicate and build positive relationships with such assistance groups.
- ◆ Make all participating Employers and Local Union Members aware of the need to recruit minority and female applicants, encouraging them to refer any potential minority or female candidate to the JATC. Individuals referred to the JATC will be notified as to when applications for apprenticeship are available.
- ◆ When programs customarily receive applications throughout the year, application information shall be regularly disseminated, but not less than semi-annually. For other availability intervals, application information shall be disseminated thirty (30) – sixty (60) days in advance of the earliest date for each application interval.

- ◆ Such dissemination will be in the local media that is most likely to reach the minority and female communities and will include information concerning the nature of apprenticeship, requirements for admission, availability of apprenticeship opportunities, sources of applications and sponsor's equal opportunity policy. The availability of trust funds will be annually considered in determining such promotional or recruitment advertisements. Such effort will be reviewed at least annually to determine which media advertising proves effective.
- ◆ Conduct annual informational classes for all apprentices, clearly and concisely explaining the JATC's Rules, Regulations, Policies (including EEO policies) and Complaint Procedure.
- ◆ Distribute an EEO pledge card to its Local Union, NECA Chapter and all participating employers stating the Affirmative Action Pledge that appears in Part II (See Appendix J). The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under applicable law and lawful regulations issued thereunder.
- ◆ Inform all classroom Instructors to immediately report to the JATC any major signs of weakness in study habits, or any detectable learning deficiencies. The JATC will seek ways and means to assist those individuals in need of special attention or advise them where they may seek assistance; however, the JATC will not be expected to bear any cost for remedial education or training.
- ◆ Inform its entire Staff and instructional Faculty of their responsibility to conduct themselves and all related training activities in such a manner as to not permit, or allow for, any kind of racial or sexual misconduct/harassment within the program. Any violation will be addressed immediately by The JATC.
- ◆ Establish a special file to reflect all correspondence and action taken by the local JATC that would, or could, be viewed as an affirmative action effort to disseminate information about apprenticeship opportunities. All correspondence shall clearly define the basic qualifications an applicant must meet in order to reach the oral interview stage of the selection process.
- ◆ Internally communicate its equal opportunity policy in such a manner as to foster understanding, acceptance and support among the sponsoring parties' various officers, supervisors, employees and members and to encourage such persons to take the necessary action to aid the JATC in meeting its obligations in this area. The Local Union, the Chapter and all participating employers shall be provided with a copy of this policy suitable for public display at their place of business (See Appendix J).
- ◆ Adopt and internally communicate its Policy Against Sexual Harassment in such a manner as to foster understanding, acceptance and support among the sponsoring parties' various officers, supervisors, employees and members and to encourage such persons to take the necessary action to aid the JATC in meeting its obligations in this area (See JATC SEXUAL HARRASSMENT AND DISCRIMINATION POLICY Section 3).

Notation: The JATC will continually monitor the effectiveness of its affirmative action efforts. On review, additional items may be added and unsuccessful efforts may be eliminated. This is not, and will not become, a static policy. A progressive affirmative action plan is ever evolving as new concepts are considered for application. The JATC will amend this list as it sees fit and with the approval of the registration agency.

To further strengthen the JATC's affirmative action efforts to increase the participation of minorities and females, the JATC will take the additional steps checked (✓) below.

The JATC will implement and aggressively pursue the items indicated. The JATC will:

- ✓ Establish a committee of minority members who have reached Journey-level status (when Journey-level workers are available and willing to serve in such a capacity) for the purpose of recruiting more qualified minority applicants and to aid in the retention of minority apprentices. This special committee shall be appointed by, and serve at the pleasure of, the JATC.
- ✓ Establish a committee of female members who have reached Journey-level status (when Journey-level workers are available and willing to serve in such a capacity) for the purpose of recruiting more qualified female applicants and to aid in the retention of female apprentices. This special committee shall be appointed by, and serve at the pleasure of, the JATC.
- ✓ Conduct exit interviews with individuals leaving the apprenticeship program in an effort to identify reasons for dissatisfaction and meaningful efforts designed to improve retention (See Appendix K).

Notation: If the JATC does not conduct exit interviews, what is being done to enhance retention and limit attrition?

- ✓ Identify those individuals who meet all minimum requirements except for the mathematics component. These individuals will be offered the opportunity to enroll in a special offering of the JATC's On-Line Tech Math course. Successful completion of this course will satisfy the mathematical minimum requirement for the apprenticeship program. The course will be offered for a minimal prorated cost. (If the applicants' original application response time has expired, they will need to reapply.)
- ✓ Consider the fact that many selected applicants have been away from any formal education for some time, resulting in weakened study habits and math skills. The JATC will provide a math review course developed by the NJATC to all selected applicants. This will better prepare them for their related studies in the apprenticeship program.
- ✓ Offer special classes for the purpose of tutoring apprentices.

- ✓ Participate in NJATC, Office of Apprenticeship and/or Nevada State Apprenticeship Council (OWINN) Workshops and Seminars to learn and discuss more about the need, ways and means of promoting and advertising for apprenticeship, and recruiting and retaining minorities and females.
- ✓ Participate in local secondary and post-secondary school programs and communicate with local Guidance Counselors and Placement Coordinators to make apprenticeship opportunities known, with emphasis on the need for minority and female applicants who meet the minimum qualifications. The JATC will also provide written notice of apprenticeship opportunities to all secondary and post secondary schools within the sponsor's jurisdiction.
- ✓ Sponsor outreach information activities with area guidance counselors, identifying requirements for entrance into apprenticeship and successful completion of the program.
- ✓ Post public announcements of the Apprenticeship Opportunity in commercial establishments and public facilities normally frequented by minorities and/or females.

Notation: The JATC will be creative in identifying other outreach and recruitment activities in which it will engage, including the use of affirmative action opportunities or programs available in its area. Such activities are entered in the space provided below.

PART V - COMPLAINT PROCEDURE

Any Apprentice or Applicant for Apprenticeship who believes that they have been discriminated against on the basis of race, color, religion, national origin or sex with regard to apprenticeship, or that equal opportunity standards have not been followed, has 300 days from the date of the alleged discrimination to register a complaint. 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 standards. Complaints may be registered with the JATC, the U.S. Department of Labor, Office of Apprenticeship, the Nevada State Apprenticeship Council (OWINN) if other than the Office of Apprenticeship or the Equal Employment Opportunity Commission (EEOC). The written Complaint Procedure with names and addresses of the organizations to which complaints may be filed, will be provided to all applicants and apprentices (See Appendix G).

PART VI - INTERNAL REVIEW AND EFFECTIVENESS AUDIT

The JATC will make an *annual* review of its current Affirmative Action Plan and its overall effectiveness and institute any revisions or modifications warranted. Said review shall analyze (independently and collectively) the affirmative action steps taken by the JATC—evaluating for

positive impact, as well as, adverse impact in the areas of Outreach, Selection and Retention. The JATC will work diligently to identify the cause and effect that results from their affirmative action measures. The JATC will continually monitor recruitment, selection and attrition as it endeavors to identify the need for new affirmative action efforts and/or deletion of ineffective existing activity. All changes to the JATC's Affirmative Action Plan shall be processed as outlined in Part VIII. The JATC's annual review shall not include any information identifying individual apprentices in any manner.

The success and failure of each affirmative action effort will be reviewed annually. The Affirmative Action Plan will continually be reshaped to ensure the highest degree of overall effectiveness.

The JATC will continually monitor the participation rates of minorities and females in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action shall be immediately implemented.

Notation: The JATC will make a special effort to review participation on an annual basis, as well as, immediately following each selection of apprentices.

PART VII - MAINTENANCE OF RECORDS

The JATC will maintain, for a period of five (5) years from the date of the last action, all records 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 of apprentices, periodic advancements, disciplinary action, promotion, demotion, layoffs, terminations, rates of pay, hours of OJT and related instruction, evaluations and other pertinent data. The records pertaining to individual applicants, selected or rejected, shall be maintained in such manner as to permit identification of minorities and females (minority and non-minority).

All JATC records will be made available upon request of the U. S. Department of Labor, Office of Apprenticeship and/or the Nevada State Apprenticeship Council (OWINN).

PART VIII - ADOPTION - DISTRIBUTION

The JATC hereby adopts this Affirmative Action Plan for the purpose of recruiting and selecting a larger and more realistic number of minority and female apprentices and to retain same until they have reached Journey-level status.

This Affirmative Action Plan shall remain in effect until the Affirmative Action Plan is updated by the NJATC, or until the JATC determines (based on its annual review) that there is a need for modification to ensure greater success in the recruitment, selection and retention of minorities and females. Any and all changes must be submitted to the Registration Agency for approval before implementation.

A copy of the current Affirmative Action Plan shall be provided to the NJATC solely for its records and information.

TO AFFIRM ADOPTION OF THIS DOCUMENT BY JATC ON THIS 20TH DAY OF JUNE, 2018,
THE FOLLOWING SIGNATURES ARE PROVIDED:



SIGNATURE OF JATC CHAIRMAN



DATE



SIGNATURE OF JATC SECRETARY



DATE

REGISTERED WITH AND APPROVED BY:

REGISTRATION AGENCY

DATE

By: _____
REGISTRATION AGENCY REPRESENTATIVE

TITLE

AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

A. SPONSOR INFORMATION

Program Number:	NV004000002		
Name of Sponsor:	Electrical JATC of Southern Nevada		
Address:	620 Leigon Way		
City/State/Zip Code:	Las Vegas, NV 89110		
Contact Person:	Madison Burnett		
Phone Number:	702-459-7949	Fax Number:	702-459-8804
E-Mail Address:	director@earnwhileyoulearn.org		

B. OCCUPATIONAL INFORMATION

Occupation Title:	Telecommunications Technician		
RAPIDS Code:	0168R	O*NET-SOC Code:	49-2022.03
Type of Selection Method Used:	<input checked="" type="checkbox"/> Selection on basis of rank from pool of eligible applicants <input type="checkbox"/> Random selection from pool of eligible applicants <input type="checkbox"/> Selection from pool of current employees <input type="checkbox"/> Alternative selection		
Labor Market Area Description:	<input type="checkbox"/> State <input type="checkbox"/> SMA <input checked="" type="checkbox"/> County		

C. LABOR MARKET AREA AND OCCUPATIONAL PARTICIPATION DATA

C.1. Total Labor Force in Labor Market Area*		
Number of women:	490,818	46.3 % of labor force
Number of minorities:	575,945	53.9 % of labor force
C.2. Working Age Population in Labor Market Area*		
Number of women:	818,457	49.5 % of labor force
Number of minorities:	834,629	51.2 % of labor force
C.3. Apprentice Participation in Occupation in National Apprenticeship System*		
Number of women:	3	9% of apprentices
Number of minorities:	17	51.5% of apprentices
C.4. General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in relevant Labor Market Area**		
Number of women:	6,772	
Number of minorities:	80,117	

D. SPONSOR'S WORKFORCE DATA

D.1. Total Number of Journeyworkers Employed		
Number of women:	14	0.4% of work force
Number of minorities:	76	2.4% of work force
D.2. Total Percentage of Apprentices or of Applicant Pool (Depending on Selection Method Used)		
Percentage of women apprentices or women in applicant pool:	6	14%
Percentage of minority apprentices or minorities in applicant pool:	26	60.5%

E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS

Industry Source Data	Minority rate of participation	Female rate of participation
E.1. Registered Apprenticeship Partners Information Data System (RAPIDS)***	50.31%	4.85%
E.2. EEOC Occupational Employment Data****	47.2%	3.6%

F. DETERMINATION OF UTILIZATION

Analysis	Yes	No
Minority underutilization:		X
Female underutilization:		X

G. SPONSOR'S GOALS

The program sponsor proposes and agrees to make a good-faith effort to attain the goal of selecting 51.2% minorities and/or 14.2% women during the next EEO review cycle. These goals will not be used to discriminate against any qualified applicant based on race, color, religion, national origin, or sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are in individual with a disability or a person 40 years old or older

The number of new apprentices to be hired during the next year (or selection period) is estimated to be 24.

H. REGISTRATION AGENCY APPROVAL**Sponsor**


Sponsor's Signature

Madison Burnett

Typed Name

Training Director

Title

08/03/18

Date Signed

Registration Agency


Registration Agency Signature

Erin Hasty

Typed Name

State Apprenticeship Director

Title

8/4/2018

Date Signed

Resources for obtaining labor market information:

* <http://bls.gov/>

** Program sponsors may use any reasonable method to propose the entries for "The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship," including relying on the data recorded in Section C.1 for "Total Labor Force," C.2 for "Working Age Population," and C.3 for "Apprentice Participation in Occupation."

*** RAPIDS data available from Registration Agency.

**** <http://www.census.gov/eo2000/index.html>

**APPRENTICESHIP SELECTION
PROCEDURES**

FOR THE

**Electrical Joint Apprenticeship and Training Committee
of Southern Nevada**

Representing the

**Southern Nevada Chapter
National Electrical Contractors Association, Inc.**

And

**Local Union No. 357
International Brotherhood of Electrical Workers**

ADOPTED, APPROVED AND CERTIFIED AS REFLECTED ON THE SIGNATURE PAGE OF THIS DOCUMENT

**THESE PROCEDURES ARE CONSIDERED CONSISTENT WITH THE DEPARTMENT OF LABOR'S REGULATIONS,
TITLE 29 CFR PART 30, AS AMENDED MAY 12, 1978**

**PROCEDURES FOR PROCESSING APPLICATIONS
AND
SELECTING APPRENTICES**

The JATC has adopted the following Selection Procedures for its Apprenticeship Program. These procedures, as stated, shall be uniformly maintained and consistently applied to all parties interested in the Apprenticeship Program.

Any amendments to these Selection Procedures shall not be implemented, in any manner, prior to the approval and registration of such amendments—first by the NJATC and then by the Nevada State Apprentice Council (OWINN).

The terms Journeyworker, Journeyworker Installer-Technician and Craftsmanship, as used in these Procedures, are meant to define a recognized level of competency and include both male and female.

SECTION I: APPLICATION AVAILABILITY

The JATC has selected a procedure for issuing and accepting applications for apprenticeship to all potential applicants on predetermined and published dates and times at a designated location or locations. The frequency of application acceptance will be as indicated below.

TEN DAY APPLICATION PERIOD ON AN AS NEEDED BASIS

The JATC will make applications available from: 1:00 p.m. until 4:00 p.m., for ten (10) consecutive working days (minimum of ten [10]), except that the JATC will extend the closing time until 7:00 p.m. on Tuesdays during the application period for the benefit of applicants whose present job prohibits or makes it difficult for them to make application during the normal JATC hours.

The JATC will notify the Nevada State Apprenticeship Council (OWINN) and other appropriate parties in writing (as indicated in the JATC's approved Affirmative Action Plan) of the application period a minimum of thirty (30) days in advance—including the nature of apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor (see Appendix N). Such notification will identify the specified intervals for the application period, including: exact location of application site, time, days, month(s) and year(s).

INTERVIEW FREQUENCY - The JATC will conduct interviews at the conclusion of the application period.

SECTION II: GENERAL RULES CONCERNING APPLICATIONS AND RECORD KEEPING

1. Application forms will be issued in accordance with the procedure adopted by the JATC as indicated in SECTION I above.
2. Application forms will be made available exclusively by the JATC, as indicated in Section I. All such application forms will be serially numbered and accounted for in the Application Record Book (See Appendix T – Sample of Standard Application Record Book), identifying the applicant and the serially numbered application form issued.
3. Anyone expressing an interest in making application with the JATC, and requesting an application, will be issued an application form during the application period regardless of any other consideration.

NOTE: Even those known not to qualify for interview will be issued an application form. Their application will be processed and the proper documentation and notifications will be maintained and provided according to these procedures.

4. All application forms and all related information and documents pertaining to applicants shall be the property of the sponsor and shall be considered information protected under the Privacy Act.
5. The Application Record Book will be maintained by the JATC and shall be considered confidential in nature and shall not be disclosed, except to authorized JATC staff and the Nevada State Apprenticeship Council (OWINN) Representatives having authority or responsibility on such matters. The sponsor shall record all information in the Record Book 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 outside the applicable meetings of the JATC.
7. All application forms and related documents will be maintained and retained (for a minimum of five (5) years) by the JATC as per the JATC Standards and industry policies, and shall comply with all applicable regulations having authority concerning such matters (See Appendix O – Application Form and Appendix P – Apprenticeship Application EEOC Supplemental Information Form).

SECTION III: STEP-BY-STEP APPLICATION PROCESS

1. The applicant will complete an official application request form (See Appendix M).
2. The applicant will be issued the next available, unused, serially numbered application form.
3. The applicant's name and date of application will be entered in the Record Book, along with the serial number of the application form issued.

4. The applicant will be provided with a list of the Basic Qualifications required for one to enter the pool of eligible applicants. A one-page description of basic requirements will be provided to anyone expressing an interest in the apprenticeship program. This information will be posted where application forms are issued (See Appendix Q).
5. A copy of the registered apprenticeship Standards, the Affirmative Action Plan, the Selection Procedures and the JATC's Rules and Regulations, including Statement of Policy, will be available for all applicants to read. The applicant's attention will be called to the work processes stipulated in the Standards. Applicants shall be made aware of the apprentice's obligations and requirements to participate in, and complete, related classroom instructions.
6. Each applicant will be provided with 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 (See Appendix R).
7. The JATC will provide each applicant with a list of things they must do, and items they must provide, in order to qualify for an oral interview with the JATC. This document will also inform the applicant of any aptitude test they may be required to complete to qualify for the oral interview. Furthermore, this document will inform the applicant that qualified applicants are interviewed in the order in which they complete their application—by providing all required documents and transcripts (See Appendix S).
8. Applicants will be informed that they have thirty (30) days to provide all transcripts and any other documentation, required by the JATC, to qualify for an interview (See Appendix S).
9. Application forms are NOT allowed to be removed from the JATC office. All application forms will to be accounted for.
10. Upon completion of the application form, the JATC will properly record all information in the Record Book and properly file the application form.
11. As applicant information is received, the JATC will record dates and other pertinent information in the Record Book.
12. When all information and documentation is complete, the date will be recorded in the Record Book in the completion column. This date indicates the day the last piece of information or documentation was received.
13. If the individual fails to provide all required documentation by the cutoff (See Appendix S), the column indicating "APPLICATION NOT COMPLETED" will be checked (See Appendix T).
14. The JATC will schedule all qualified applicants for any properly validated aptitude test required by the JATC and approved by the NJATC and the Nevada State Apprentice Council (OWINN). The applicant will be notified in writing as to the time, place and date they are to complete the aptitude test (See Appendix S).
15. The applicant's aptitude test results will be entered in the Record Book.

16. After all transcripts, materials and aptitude test results (if applicable) are received, the JATC will review the documents to determine if the applicant qualifies for an oral interview based on the qualifications outlined in the Standards of Apprenticeship. If the applicant does not qualify for an interview with the JATC, the applicant will be so notified using a standard letter (See Appendix U). The column in the Record Book marked "NOT QUALIFIED FOR APPRENTICESHIP" will be checked and the date the letter was sent recorded.
17. The JATC will interview all applicants who qualify for an oral interview and report for said interview as scheduled (See Appendix V). The JATC will schedule oral interviews as indicated in Section I, in order to maintain an adequate list of qualified applicants available for potential ranking and selection to meet industry needs.
18. Copies of all correspondence sent to applicants shall be retained by the JATC, properly filed and maintained for a period of five (5) years.

SECTION IV: PROCEDURES FOR INTERVIEWS

1. All applicants meeting the qualifications for interview will be listed in the order in which they are to be interviewed. The order of interviews will be determined by the date the application process was completed, not by the date the application form was issued. The first applicant to complete his or her application, will be interviewed first. Where several applicants completed their applications on the same date, they will be interviewed in the order in which the application forms were issued (the applicant with the lowest application number will be interviewed first).
2. The list of applicants to be interviewed may be broken into smaller groups if more than one interview session is to be scheduled.
3. Interview sessions will be scheduled to allow for the interviewing of all applicants who qualify for an oral interview before selection.
4. Applicants will be notified to appear for interview, using a standard letter (See Appendix V). A reply will be required by a specific date. Such notification will specify the Date, Time and Location for the oral interview.
5. Prior to the interview, the APPLICANT EDUCATION & TRAINING SUMMARY SHEET (See Appendix W) will be filled-out and a copy made for each interviewer. Copies of the Application Form may be made as well, and provided to each interviewer.
6. To conduct an ORAL INTERVIEW, each interviewer is to be provided with an INTERVIEW RATING FORM and a copy of the EDUCATION & TRAINING SUMMARY SHEET. A copy of the applicant's completed APPLICATION FORM may also be provided. At the top of the Rating Form, the interviewer will fill in the Applicant's NAME, APPLICATION NUMBER and SOCIAL SECURITY NUMBER (if it hasn't already been entered). The interviewer will then enter the DATE, the JATC PROGRAM NUMBER and his or her NAME. Interviewers will be given sufficient time to look over the Education & Training Summary Sheet and Application Form. The applicant will then be introduced to the JATC interviewers and the interview will commence.

7. The applicant will be called before the JATC and put at ease by introduction and brief general conversation. Interviewers will be sensitive to the fact that this is an important step for the applicant, they may very well be under some minor stress and/or nervous tension. Therefore, it is imperative that proper interviewing techniques and decorum be employed at all times (See Appendix DD).
8. JATC members will ask questions of the applicant with the purpose in mind of determining as much as possible about them, and their capacity to become an apprentice and eventually a Journeyworker. The applicant will be interviewed and evaluated with due consideration of industry standards and needs. Applicants will not be judged against, or compared to, other applicants. They will be rated based on the standards and needs of the industry. The Interview Rating Form will provide a summary of the questions asked of the applicant and responses to said questions. On the rating form, each interviewer will indicate (by circling) the questions that were asked of an applicant and how they rated the applicant in each area.
9. Before being excused from the interview, the applicants will be told that they will be notified by letter of the JATC's decision.
10. When the interview is over and the applicant has been excused, the interviewers will individually review their Interview Rating Form and award a final overall rating (INTERVIEW SCORE), using the scale provided at the bottom of page 4 on the Rating Form (See Appendix EE). Each interviewer will then SIGN and DATE his or her Rating Form for that applicant.
11. Interview assessments will take into account:
 - A. Education - Algebra I and II, Geometry, Trigonometry, Advanced Math, Physical Sciences, Physics, Chemistry, Industrial Arts, Mechanical Drawing/Drafting, Computer Literacy/Programming, Related Vocational/Technical Courses, etc. Attendance records and grades received will be reviewed along with work history, experience and past performance.
 - B. Ability to punctually report for OJT assignments and related instructional classes—on a regular and continuous basis.
 - C. Factors which are brought out during the oral interview, such as:
 1. Interest in Apprenticeship
 2. Personal Character
 3. Cooperativeness
 4. Judgment
 5. Ability to develop alternative solutions and choose the best alternative to a problem
 6. Ability to plan and organize tasks to meet deadlines

7. Ability to maintain good relations with others in a work setting
 8. Ability to work smoothly with others as a team to complete a task
 9. Ability to be self-motivated, responsible, and dependable without close supervision
 10. Ability to remain calm in an emergency situation
 11. Ability to understand verbal instructions
 12. Ability to communicate orally with others
- D. Rating of individual applicants shall be done against a standard of what the industry needs; not as a comparison to the other applicants.
12. ALL Interview Rating Forms, Summary Sheets and Application copies are to be immediately collected at the end of the interview. The names of the interviewers and their individual scores will be recorded on the Committee Summary Sheet that is printed on the Jacket Folder (See Appendix DD). The individual scores will then be combined and a final INTERVIEW SCORE will be computed and recorded on the Committee Summary Sheet and in the Official Apprentice Application Record Book.
 13. The original Application Form, Education & Training Summary Sheet and ALL Interview Rating Forms shall be placed in the Applicant's folder—becoming a part of the JATC's official record. Copies of the Education & Training Summary Sheet and the Application Form used during the oral interview shall be destroyed. Confidential information shall NOT be disclosed.
 14. Upon completion of 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 two (2) years from the date of their oral interview (See Appendix X). Said notification shall indicate that on the second anniversary date, eligibility shall expire.
 15. If after a minimum of three hundred sixty-five (365) days from the date of their most recent interview with the JATC, an applicant has gained at least 1,000 hours of documented work experience in the electrical construction industry, or has successfully completed two (2) or more post-secondary, trade related classes (See Section IV, Paragraph 11 A.), they receive a second interview by the JATC. The applicant must submit a request for a second interview by the JATC (See Appendix BB). The JATC will consider the request and determine whether or not, a second interview is justified. If such a request is made, the individual will complete the Re-Interview Request Form. The JATC will respond to the request using the Second Interview Response Form (See Appendix CC). This provision shall be equitably applied to ALL applicants.

16. The JATC will place all individuals on the active 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 Nevada State Apprentice Council (OWINN) prior to selection and registration of any individual entering the apprenticeship program through the selection process (See Appendix Y).
17. When new interviews are scheduled and completed, the JATC will add the newly interviewed applicants to its existing ranked list of applicants. Whenever a new ranking list is created, a copy will be provided to the Nevada State Apprentice Council (OWINN). All lists will be maintained by the JATC for a minimum of five (5) years.

SECTION V: SELECTION OF APPRENTICES

1. 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.
2. Selection of individuals from the list of interviewed applicants will not be done until all pre-scheduled interview sessions are completed. The Nevada State Apprentice Council (OWINN) shall be notified within ten (10) days of all individuals entering the apprenticeship program through the approved organizing procedures, or via the approved transfer of apprenticeship procedure.
3. 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—excluding those entering through the approved direct entry, transfer and organizing procedures. (See Apprenticeship Standards, Section VIII for direct entry, transfer and organizing. For organizing, also see Appendix Z of these Selection Procedures.)
4. All selected applicants will be notified of the JATC's offer of apprenticeship. Applicants selected will be advised in writing (See Appendix AA).

SECTION VI: APPRENTICE APPLICANT APPEALS PROCEDURE

1. An Appeals Committee is hereby established composed of one member appointed by Labor, one member appointed by Management and a Public member jointly appointed by both Labor and Management. Each sponsoring organization shall appoint its own representative on the Appeals Committee in such a manner as it desires, except that no member of The JATC, or officer of either sponsoring party, shall serve on the Appeals Committee.
2. Where an Appeals Committee exists under an established referral procedure and it is of the type outlined above, it will be used for this purpose.
3. Management and Labor shall mutually agree to, and select, the Public member of this committee.

4. The authority of the Appeals Committee shall be limited to the rendering of decisions on cases involving UNJUST TREATMENT of applicants for the apprenticeship program with regards to selection. This Appeals Committee shall have no other involvement whatsoever with the JATC. This Appeals Committee shall not determine basic qualifications for apprenticeship or selection procedures.
5. Any appeal must be filed in writing within thirty (30) days of the date of notification to the applicant—regarding the JATC's decision concerning application for apprenticeship. Appeals will be filled directly with the Appeals Committee at its address, as posted in the local union referral hall. This address shall also be posted in the JATC's office and provided to all applicants.
6. A copy of the appeal shall be filed with the JATC.
7. The JATC shall provide the Nevada State Apprenticeship Council (OWINN) with a copy of the appeal immediately upon receipt.
8. The JATC must file a written answer to the appeal within thirty (30) days of receiving a copy of the appeal. The JATC will provide the Nevada State Apprenticeship Council (OWINN) with a copy of its response to the appeal.
9. The Appeals Committee shall consider the written evidence and shall, on request, grant a hearing.
10. A final decision shall be rendered within thirty (30) days of the date that the JATC filed its response to the appeal, or from the date of the hearing.
11. Decisions of the Appeals Committee shall be final and binding upon the JATC.
12. The letters that appear in Appendices 53 and 73 shall include notification of the right to appeal.
13. The Complaint Procedure that appears in the JATC's Affirmative Action Plan applies to apprenticeship applicants who feel that they have been discriminated against on the basis of race, color, religion, national origin or sex with regard to apprenticeship, or that equal opportunity standards have not been followed (except applicant must meet the minimum age requirement).

JOINTLY ADOPTED BY JATC ON THIS 20TH DAY OF JUNE, 2018.



SIGNATURE OF JATC CHAIRMAN



DATE



SIGNATURE OF JATC SECRETARY



DATE

REGISTERED WITH AND APPROVED BY:

REGISTRATION AGENCY

DATE

By: _____
REGISTRATION AGENCY REPRESENTATIVE

TITLE