

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

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

- 1) To qualify for interview and ranking, all applicants must:
  - a. complete an application form, accurately responding to all questions and items including statements indicating that they are:
    - i. physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
    - ii. able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
    - iii. able and willing to attend all related classroom training as required to complete their apprenticeship.
    - iv. able to climb and work from ladders, scaffolds, poles and towers of various heights.
    - v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
    - vi. able to read, hear and understand instructions and warnings.
  - b. meet the minimum age requirement of 18 at the time of application (must provide evidence of minimum age as required by the JATC, in accordance with State laws and regulations).

- c. be at least a high school graduate, or have a GED, or in lieu of a high school diploma or GED, have a two-year Associate Degree or higher.
  - 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 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" using the electrical industry's aptitude test developed and validated by the American Institutes for Research.
  - g. possess a valid Driver's License.
  - h. submit a DD-214 to verify military training and/or experience if they are a veteran.
- 2) Individuals who can verify (by providing undisputable documenting evidence) that they have worked a minimum of four-thousand (4,000) hours specifically in the electrical construction industry, shall submit a written Industry recommendation and may qualify for 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 X) for individuals who may qualify for direct entry or direct interview. To qualify under this provision, applicants must:
- a. complete an application form, accurately responding to all questions and items including statements indicating that they are:
    - i. physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
    - ii. able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
    - iii. able and willing to attend all related classroom training as required to complete their apprenticeship.

- iv. able to climb ladders, scaffolds, poles and towers of various heights.
- v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
- vi. able to read, hear and understand instructions and warnings.
- b. provide to the JATC proper, undisputable documentation that defines their experience in the electrical construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. Such documentation must remain with the applicant's record. The

JATC will examine all documentation submitted to determine qualification of the applicant and schedule an interview if needed. An absolute minimum of four-thousand hours of ELECTRICAL CONSTRUCTION WORK EXPERIENCE must be proven to meet this qualification. No other form of electronic or electrical experience/training or construction experience will be given credit under this provision. If selected under this provision, the JATC will determine, using standard means of evaluation (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience.

- c. obtain a qualifying score of "5" using the electrical industry's aptitude test developed and validated by the American Institutes for Research.
- d. possess a valid Driver's License.
- e. submit a DD-214 to verify military training and/or experience if they are a veteran.

3) Individuals who can verify (by providing undisputable documenting evidence) that they have worked a minimum of two-thousand (2,000) hours specifically in the electrical construction industry, will qualify for a direct interview by the JATC to be considered along 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 job sites anywhere within the geographical area that this apprenticeship program covers.
  - iii. able and willing to attend all related classroom training as required to complete their apprenticeship.
  - iv. able to climb ladders, scaffolds, poles and towers of various heights.
  - v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
  - vi. able to read, hear and understand instructions and warnings.
  - b. provide to the JATC proper, undisputable documentation that defines their experience in the electrical construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. Such documentation must remain with the applicant's record. The JATC will examine all documentation submitted to determine qualification of the applicant and schedule an interview if needed. An absolute minimum of two-thousand hours of ELECTRICAL CONSTRUCTION WORK EXPERIENCE must be proven to meet this qualification. No other form of electronic or electrical experience/training or construction experience will be given credit under this provision. If selected under this provision, the JATC will determine, using standard means of evaluation (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience.
  - c. obtain a qualifying score of "5" using the electrical industry's aptitude test developed and validated by the American Institutes for Research.
  - d. possess a valid Driver's License.
  - e. submit a DD-214 to verify military training and/or experience if they are a veteran.
- 4) An electrical construction employee of a non-signatory employer not qualifying as a Journeyworker when the employer becomes signatory, shall be evaluated by the JATC, using standard means of evaluation (see Section X), and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry. For such applicants to be considered, they must:
- a. complete an application form, accurately responding to all questions and items including statements indicating that they are:

- i. physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
- ii. able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
- iii. able and willing to attend all related classroom training as required to complete their apprenticeship.
- iv. able to climb and work from ladders, poles and towers of various heights.
- v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
- vi. able to read, hear and understand instructions and warnings.
- b. provide official, undisputable documentation to show that they were an employee performing electrical construction work prior to and at the time the employer becomes signatory.
- c. supply the JATC with required reliable documentation and adequate verification to substantiate previous employment and experience to warrant their registration.
- d. be deserving of advanced standing, based upon evaluation by the JATC (see Section X).
- e. sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
- f. possess a valid Driver's License.
- g. submit a DD-214 to verify military training and/or experience if they are a veteran.

- 5) Transfer of Apprenticeship: In order to transfer an apprenticeship agreement between two local IBEW/NECA JATCs having a registered inside apprenticeship program, the following requirements must be met. This is a method of direct entry.
- a. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
  - b. The apprentice's sponsoring JATC must agree to the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.
  - c. The receiving JATC must agree to accept the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.

- d. The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
- e. The transferring apprentice must:
  - (1) complete an application form.
  - (2) provide to the JATC official documentation pertaining to their participation in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement—properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC’s permanent files.
  - (3) upon being accepted by the receiving JATC, have their existing apprenticeship agreement terminated.
  - (4) have registration proceedings initiated immediately by the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.
  - (5) the apprentice will receive 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. possess a valid Driver’s License.
- 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 OJT experience and related instruction successfully completed while registered in an IBEW/NECA inside apprenticeship program.

- 6) An individual who signs an authorization card during an organizing effort—wherein thirty (30) percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory—and is an employee of the non-signatory electrical contractor and does not qualify as an IBEW Inside Journeyworker Wireman, shall be evaluated by the JATC, using standard means of evaluation (see Section X), and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry. All employees of the non-signatory electrical contractor must have been offered the opportunity to sign authorization cards. For such applicants to be considered, they must:
  - a. complete an application form, accurately responding to all questions and items including statements indicating that they are:
    - i. physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
    - ii. able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
    - iii. able and willing to attend all related classroom training as required to complete their apprenticeship.
    - iv. able to climb and work from ladders, poles and towers of various heights.
    - v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
    - vi. able to read, hear and understand instructions and warnings.
  - b. have previous work experience (with non-participating employer(s)) that warrants some OJT credit, based on the provision of these Standards (see Section X).
  - c. provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous employment and experience, in order to qualify for direct entry under this provision.
  - d. provide official documentation to show length of employment with present electrical employer and all other previous electrical employers.
  - e. sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
  - f. possess a valid Driver's License.

- g. submit a DD-214 to verify military training and/or experience if they are a veteran.
- 7) School-To-Registered-Apprenticeship (STRA) -Individuals applying for the 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 procedure. Those selected shall be registered into the apprenticeship program prior to being employed and shall only be employed with participating employers. The STRA program:
- a. shall be available to all schools within the jurisdiction 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 and Mechanical Drawing or Computer Aided Design. The JATC may determine that participants must complete the First-Year of 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 OJT 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.
  - 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 job sites anywhere within the geographical area that this apprenticeship program covers.
  - iii. able and willing to attend all related classroom training as required to complete their apprenticeship.
  - iv. able to climb and work from ladders, scaffolds, poles and towers of various heights.
  - v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
  - vi. able to read, hear and understand instructions and warnings.
  - i. Obtain a qualifying score of "5" using the electrical industry's aptitude test developed and validated by the American Institutes for Research, if required in paragraph 1) above.
  - j. possess a valid Driver's License.
  - k. submit a DD-214 to verify military training and/or experience if they are a veteran.
- 8) An honorably discharged military veteran who completed military technical training school in a Military Occupational Specialty (MOS) applicable to the electrical construction industry (as determined by the JATC), and can document a minimum of two (2) years of military experience in that MOS, may qualify for either direct interview or direct entry (must apply within five (5) years from MOS experience); as determined by the JATC if apprenticeship opportunities are available. If selected under this provision, the JATC will determine, using standard means of evaluation (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience. Applicants who have served overseas and/or lived on base for a minimum of two (2) years prior to application will have any existing residency restriction waived. To qualify under this provision, applicants must:
- 9) complete an application form, accurately responding to all questions and items including statements indicating that they are:
- i. physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
  - ii. able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.

- iii. able and willing to attend all related classroom training as required to complete their apprenticeship.
  - iv. able to climb and work from ladders, scaffolds, poles and towers of various heights.
  - v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
  - vi. able to read, hear and understand instructions and warnings.
  - b. have previous military work experience in an 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 direct entry under this provision.
  - d. obtain a qualifying score of "5" using the electrical industry's aptitude test developed and validated by the American Institutes for Research.
  - e. possess a valid Driver's License.
- 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 X), 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 job sites anywhere within the geographical area that this apprenticeship program covers.
    - iii. able and willing to attend all related classroom training as required to complete their apprenticeship.

- iv. able to climb and work from ladders, scaffolds, poles and towers of various heights.
  - v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
  - vi. able to read, hear and understand instructions and warnings.
  - b. provide to the JATC proper, undisputable documentation of the honorable discharge from military service.
  - 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 a valid Driver's License.
  - e. submit a DD-214 to verify military training and/or experience if they are a veteran.
- 10) Youth who completed a Jobs Corps training program in electrical construction, 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 X), if OJT and/or related instruction credit will be awarded for previous training and experience. All post selection requirements remain in force. To qualify under this provision, applicants must:
- a. complete and application form, accurately responding to all questions and items including statements indicating that they are:
    - i. physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
    - ii. able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
    - iii. able and willing to attend all related classroom training as required to complete their apprenticeship.
      - iv. able to climb and work from ladders, scaffolds, poles and towers of various heights.
    - iv. 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 a valid Driver's License.
  - 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 X) will determine direct entry or direct interview. To qualify under this provision, applicants must:
- a. complete an application form, accurately responding to all questions and items including statements indicating that they are:
    - i. physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
    - ii. able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
    - iii. able and willing to attend all related classroom training as required to complete their apprenticeship.
    - iv. able to climb and work from ladders, scaffolds, poles and towers of various heights.
    - v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
    - vi. able to read, hear and understand instructions and warnings.
  - b. meet the minimum age requirement of 18 at the time of application.

- c. Provide to the JATC proper, undisputable documentation confirming that they meet the specific requirements of the pre-apprenticeship program. This documentation must be comprised of official documents such as: completion/ graduation certificates, transcripts, notarized letters of confirmation and sworn statements. Such documentation must remain with the applicant's record. The JATC will examine all documentation submitted to determine qualification of the applicant. The JATC will schedule an experience evaluation interview with the applicant if it is deemed appropriate.
  - d. obtain a qualifying score of "5" using the electrical industry's aptitude test developed and validated by the American Institutes for Research.
  - e. possess a valid Driver's License.
  - f. submit a DD-214 to verify military training and/or experience if they are a veteran.
- B. Applicants selected for apprenticeship shall be employed only with participating (signatory) employers upon becoming registered.
- C. Qualified applicants interviewed and selected for apprenticeship under these Standards who have previously completed another IBEW/NECA apprenticeship will be awarded a minimum of three thousand, five hundred (3,500) hours of OJT credit. Such individuals will be properly evaluated by the JATC and placed in the appropriate year of related training (see Section X).
- D. All selected applicants (including direct entry) must provide the documentation specified to complete their application. Regardless of how one qualifies for apprenticeship, following selection, but prior to registration, ALL individuals being offered an apprenticeship will qualify on:
- 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.
  - 2. Completion of a preparatory boot camp is required of all applicants. The JATC's Boot Camp 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.