

**IBEW Local 164**  
**Qualifications for Electrical Apprenticeship**

- A. Individuals may enter the pool of qualified applicants by any of the following means stated below. Every individual selected for apprenticeship shall come from this established pool and shall serve the same probationary period required of all newly indentured 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 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 after one year following the date of their most recent interview.

1. To qualify for interview and ranking, applicants must:
  - a. complete an application form, accurately responding to all questions and items including statements indicating that they are:
    - i. physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
    - ii. able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
    - iii. able and willing to attend all related classroom training as required to complete their apprenticeship.
    - iv. able to climb and work from ladders, scaffolds, poles and towers of various heights.
    - v. able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
    - vi. able to read, hear and understand instructions and warnings.
  - b. meet the minimum age requirement of 17 at the time of application (must provide evidence of minimum age respecting any applicable State laws or regulations).
  - c. obtain a qualifying score of "4" or higher, using the electrical trade's aptitude test developed and validated by the American Institutes for Research.
  - d. 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.
  - e. showing evidence of successful completion of: one full credit of high school algebra with a passing grade, or one post high school algebra course (e.g. Adult Education, Continuing Education, Community College, etc.) with a passing grade, or provide evidence of having successfully completed the NJATC Math Course.
  - f. 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 request to obliterate reference to date of birth, years of attendance, graduation date, age, race and sex, if required by State law or regulation).
  - g. possess a valid Driver's License.
  - h. submit a DD-214 to verify military training and/or experience if 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 four-thousand (4,000) hours specifically in the electrical construction trade, will qualify for an oral 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.

2. a. (continued)
    - 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 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. The JATC will schedule an experience evaluation interview with the applicant if it is deemed appropriate. 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. (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, if OJT and/or related instruction credit will be awarded for previous training and experience.
3. An electrical construction employee of a non-signatory employer not qualifying as a Journeyman when the employer becomes signatory, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means, and indentured 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) above, for interview and selection, are waived with all other post selection requirements remaining in force. For such applicants to be considered, they must:
    - a. complete an application form.
    - 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 indenture.
    - d. be deserving of advanced standing, based upon evaluation by the JATC.
  4. Transfer of Apprenticeship – Direct Entry. 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.
    - 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.
    - c. The receiving JATC must agree to accept the transfer.
    - d. The parent organizations of both JATCs (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 their participation in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement – properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's permanent files.
      - iii. upon being accepted by the receiving JATC, have their existing apprenticeship agreement terminated.

4. f. (continued)
  - iv. have indenture 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.

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

5. An individual who signs an authorization card during an organizing effort – wherein fifty 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 a Journeyman, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means, and indentured 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) above, for interview and selection, are waived with all other post selection requirements remaining in force. 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.
  - b. have previous work experience (with non-participating employer(s)) that warrants some OJT credit, based on the provisions of these Standards.
  - 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.
6. School-To-Registered-Apprenticeship (STRA) – Individuals applying for the School-To-Registered-Apprenticeship 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 indentured into the apprenticeship program prior to being employed and shall only be employed with participating employers. The School-To-Registered-Apprenticeship 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 (11<sup>th</sup> 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 trade 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 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.
  - g. shall mandate that failure to demonstrate progress in safely and proficiently accomplishing work practices shall be just cause for termination.

6. (continued)
  - 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, using the electrical trade's aptitude test developed and validated by the American Institutes for Research, if required in paragraph 1) above.
7. A military veteran who completed military technical training school in a Military Occupational Specialty (MOS) applicable to the electrical construction trade (as determined by the JATC), and can document a minimum of two (2) years of military experience in that MOS, will qualify for an oral interview by the JATC to be considered along with other qualified applicants. 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, 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 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 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, in order to qualify for interview under this provision.
- B. Applicants selected for apprenticeship shall be employed only with participating (signatory) employers upon becoming indentured.
- 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 OJT credit. Such individuals will be properly evaluated by the JATC and placed in the appropriate year of related training.
- 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 indenture, ALL individuals being offered an apprenticeship will qualify on:
  1. A physical examination is not required.
  2. 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.