

**IBEW Local 164**  
**Qualifications for Telecommunications Apprenticeship**

- A. Individuals may enter the pool of qualified applicants by any of the following means (1-7) stated below. Every individual selected for apprenticeship shall come from this established pool.
1. Individuals who can show that they meet the conditions 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. To be interviewed, applicants must:
    - a. be a minimum of 17 years of age – applicants must be a minimum of 18 years of age at time of selection and indenture.
    - b. complete an application form.
    - c. 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.
    - 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. provide an official transcript for high school (year or years completed) and post high school education and training. All GED records must be submitted if applicable.
    - f. 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.
    - g. qualify for interview, by obtaining a score of “4” or higher, using the electrical trade’s aptitude test developed and validated by the American Institutes for Research.
    - h. possess and maintain a valid Driver’s License.
  2. In lieu of items (c.), (d.) and (e.) in Paragraph 1. above, individuals who have accumulated a minimum of forty-eight hundred (4,800) hours of telecommunications work experience shall be qualified for oral interview. If selected, their previous work experience and training shall be evaluated by the JATC, or the Subcommittee, using consistent, standard, nondiscriminatory means, and thereby awarded advanced standing in the apprenticeship program. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process – this is NOT a form of direct entry.) For such applicants to be considered:
    - a. the applicant must provide the JATC with proper 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.
    - b. The JATC will examine all documentation submitted before qualification is acknowledged.
    - c. An absolute minimum of four thousand eight hundred (4,800) hours of TELECOMMUNICATIONS WORK EXPERIENCE must be proved to meet this qualification.
  3. For a period of four (4) months from the date these Standards are initially implemented, all individuals enrolled in an IBEW/NECA telecommunications training program, shall be evaluated by the JATC, or the Subcommittee, using consistent, standard, nondiscriminatory means, and indentured at the appropriate period of apprenticeship based on previous work experience and related training. The JATC will examine all documentation submitted to ensure that the individual meets the necessary qualifications. (Note: this is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived). For such applicants to be considered, they must:
    - a. complete an application form
    - b. provide an official transcript for high school and post high school education and training.
    - c. take the same aptitude test required of all other applicants – for counseling purposes.
    - d. provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant’s file) to substantiate previous employment and experience.
    - e. be deserving of advanced standing.

3. (continued)
  - f. provide official documentation to show that they were active in an existing IBEW/NECA telecommunications training program at the time these Standards were initially registered with the Registration Agency. An official copy of all records established and information submitted shall be provided to the JATC, including a copy of the enrollment certificate, or apprenticeship agreement properly registered by the appropriate Registration Agency.
4. An employee of a non-signatory Telecommunications employer not qualifying as a Journeyman Installer-Technician when the employer becomes signatory, shall be evaluated by the JATC, or the Subcommittee, 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 are waived. For such applicants to be considered, they must:
  - a. complete an application form
  - b. provide an official transcript for high school and post high school education and training.
  - c. take the same aptitude test required of all other applicants – for counseling purposes.
  - d. provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous employment and experience.
  - e. be deserving of advanced standing, based on evaluation by the JATC.
  - f. provide official documentation to show that they were an employee performing telecommunications work prior to the employer becoming signatory.
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 Telecommunications employer becomes signatory – and is an employee of the non-signatory employer and does not qualify as a Journeyman Installer-Technician, shall be evaluated by the JATC, or the Subcommittee, 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. When indentured, individuals entering through this method must be employed by signatory, participating employers.) All employees of the 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. be employed in the JATC's jurisdiction when the authorization card was signed.
  - b. have previous work experience (with a non-participating employer(s)) that warrants OJT credit, based on the provisions of these Standards.
  - c. complete an application form.
  - d. provide an official transcript for high school and post high school education and training.
  - e. take the same aptitude test required of all other applicants – for counseling purposes.
  - f. 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.
  - g. possess and maintain a valid Driver's License (if required in paragraph 1. above)
  - h. provide official documentation to show length of employment with present telecommunications employer and all other previous non-participating telecommunications employers.
  - i. be deserving of advanced standing based upon evaluation by the JATC.
6. Transfer of Apprenticeship – Direct Entry. In order to transfer an apprenticeship agreement between two local IBEW/NECA JATC's having a registered telecommunications 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.

6. (continued)
  - 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 and shall be maintained in the same manner as other records are.
    - iii. take the same aptitude test required of all other applicants (if they have not already done so).
    - iv. upon being accepted by the receiving JATC, have their existing apprenticeship agreement shall be terminated.
    - v. indenture proceedings shall be initiated with 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 telecommunications apprenticeship program.

7. School-To-Work entry into Apprenticeship – In lieu of items (a.) and (d.) in paragraph 1. above, individuals who are selected by the JATC to participate in the School-To-Work program sponsored by the JATC, shall be evaluated by the JATC, or the Subcommittee, using consistent, standard, nondiscriminatory means. (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. The School-To-Work (STW) program shall:
  - a. be available to all High Schools within the JATC's jurisdictional area.
  - b. require participants to be at least 16 years of age.
  - c. require participants to complete their Junior Year before entering the STW program.
  - d. attempt to coordinate with schools to require participants to attend one (1) school, at a specified location, during their Senior year of High School for academic studies.
  - e. include in its academic curriculum: Mechanical Drawing. The First-Year of trade related classroom training (NJATC curriculum) shall be taught by the JATC and completed during the Senior year. The NJATC course material may be presented during the evening hours.
  - f. consist of alternating weeks of academic study and on-the-job training experience (at the jobsite assigned by the JATC, or its Subcommittee).
  - g. mandate that failure to complete High School shall be just cause for cancellation of the apprenticeship indenture.