

# Student Handbook



**IBEW Local 98 - Philadelphia, PA**  
**Apprentice Training for the Electrical Industry**

*Revised June 2021*

**Main Campus:**

1719 Spring Garden Street  
Philadelphia, PA 19130

**Telecommunications Center:**

1719 Spring Garden Street  
Philadelphia PA 19130

*The procedures and policies set forth in this Handbook are subject to revision from time to time. The most up-to-date available versions of the policies and procedures are contained in the electronic version of this document which may be accessed online at our website [www.atei98.org](http://www.atei98.org)*

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## **Introduction**

Welcome to the International Brotherhood of Electrical Workers Local Union 98 Apprentice Training for the Electrical Industry (ATEI). You have the opportunity to obtain training from one of the best educational programs in the electrical industry. Our curriculum will provide you with the knowledge, skills and abilities necessary to become one of the finest electrical workers in the industry.

The ATEI apprenticeship is over 115 years old. You should know that you stand with those who have gone before you in the tradition of a long line of journey workers and apprentices who have helped to make our program the standard by which many others are judged. We hope you enjoy the many programs and the wealth of experiences that lie ahead.

This Student Handbook has been designed to provide an overview of our programs and the many courses that you will encounter on your journey. It is my sincere hope that you take full advantage of each and every opportunity provided along the way!

*Mike Neill*

Director of Apprentice Training

## **Mission Statement**

The mission of Local 98 ATEI/IBEW is to provide our electrical contractor partners with the best trained and most skilled workforce in the electrical industry. Local 98 ATEI/IBEW focus on continuing education, even for our most veteran journeymen electricians, keeps us on top of the constantly changing technologies in our industry. Through training and education to the highest levels of quality, skill, competence, value, and integrity.

## **Our Campuses**

Our campus are located in downtown Philadelphia. The Spring Garden Building has six classrooms with desktop computers, screens, projectors and full media and Internet access. There is also a fully tooled conduit-bending laboratory. There are also three meeting rooms with full media. There are two offices and a cafeteria for staff.

The telecommunications building on 3<sup>rd</sup> Street has four classrooms, a conference room, 3 offices and a 5000 square foot workshop for branch circuitry.

## **Accreditation and Licensure**

The ATEI has standards of apprenticeship on file with the US Department of Labor. Inquiries regarding this registration should be addressed to:

Ron Leonard  
US Department of Labor, Bureau of Apprenticeship and Training  
170 S. Independence Mall West, Suite 820 East  
Philadelphia, PA 19106

The ATEI received candidacy status with the Council on Occupational Education (June 2014). Inquiries regarding this accreditation status should be addressed to:

The Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
800-917-2081  
[www.council.org](http://www.council.org)

## **Hours of Operation**

The ATEI is opened Monday through Friday from 7:00 a.m. until 5:00 p.m. except for legal holidays. The offices are open from 7:00 a.m. until 4:00 p.m. on Monday through Friday when classes are scheduled. Some classes are scheduled on Saturdays, Sundays and in the evenings. Please refer to the online registration guide for actual class times.

## **Board of Trustees**

Thomas Moore – Chairman  
J. P. Rainey & Company, Inc.  
3548 “K” Street  
Philadelphia, Pa 19134

Michael Mascuilli - Secretary  
Local Union #98, IBEW  
2104 S. Hancock Street  
Philadelphia, Pa. 19148

Bruce D. Shelly – Trustee  
Shelly Electric Co. Inc.  
1126 Callowhill Street  
Philadelphia, Pa 19123

Nicholas Gummel - Trustee  
Local Union #98, IBEW  
9966 Crestmont Avenue  
Philadelphia, Pa. 19114

Timothy Cahill-Trustee  
Cahill Controls Inc.  
33 S. Delaware Ave. Suite 106 D  
Yardley, Pa 19067

Brian Burrows - Trustee  
Local Union #98, IBEW  
1701 Spring Garden Street  
Philadelphia, Pa. 19130

## **Calendar 2021-2022**

*May 10 – Term Begins*

*August 6 – Term Ends*

*August 16 – Term Begins*

*October 15 – Term Ends*

*October 25 – Term Begins*

*January 7 - Term Ends*

*January 17– Term Begins*

*March 11– Term Ends*

*March 21 – Term Begins*

*May 13 – Term Ends*

## **Emergency Procedures/Closing**

**Fires:** All Students are urged to acquaint themselves with the location of the exits, fire alarm switches, fire escapes, and available fire extinguishers throughout the School. In case of fire, call the emergency operator by selecting a line and dialing 911 immediately. Give the operator the precise location of the fire and he or she will alert the fire department.

**Emergency Evacuation:** When a fire alarm sounds please proceed to the closest exit and assemble on the street across from the school for a head count.

**Police:** To summon the police, select a line and dial 911, and the operator will alert the police department.

**Theft:** If a theft has taken place, please report it immediately to the administrative office or to an Instructor.

**Accidents and Illness:** When there is doubt as to procedure in the case of medical emergency, immediate medical advice should be secured by selecting a line and dialing 911.

In the event anyone becomes injured or ill at the School, emergency response should be contacted. Emergency personnel will make determinations as to the needed medical attention and transportation.

**Incident Reports:** A complete report of every incident, no matter how minor, should be made to the Director within 48 hours of the incident. Copies of incident reports can be obtained from the administrative office. For non-emergencies related to police, fire, and rescue, please contact the Director, and then file an incident report as described above. Any incident involving serious injury should be reported at any time during the day or night to emergency response at (911) then file an incident report as described above. In instances where there is doubt as to whether the incident is serious enough to require a report, it is better to report it immediately.

**Inclement Weather Policy:** If the campus is closed, students will be responsible for all assigned work, and classes will be rescheduled. In case of inclement weather, listen to KYW 1060 *radio* for school closing information – the *SCHOOL CLOSING* NUMBER is 2031. Every student will also receive a text message informing them of school closings.

## **Student Services**

The ATEI is dedicated to providing each student the support and services they need to successfully complete their program and enter the industry fully prepared. The services listed below were developed to assist the student in meeting their educational goals. Questions regarding these services should be sent to the Director, Instructors, or staff.

## **Rules and Regulations**

As a participant in this Program, you have been offered one of the most meaningful opportunities in your life: to develop the knowledge and skills that will enable you to perform at the highest levels of the professional trades represented by the International Brotherhood of Electrical Workers (IBEW).

The opportunity that you have been given is unique and valuable. Whether as an apprentice or at some other level of participation, not only will you have the opportunity to develop and/or expand a career in your trade, but you have been admitted to participate into the ATEI's outstanding accomplished Program. It is the sincere hope of the

Trustees, Director, Instructors and staff of the Apprentice Training Program that you strive every day to make the most of this opportunity that you have been awarded. While the Program is demanding and rigorous, the benefits of your dedication will be enormous.

During your tenure in the Apprentice Training Program, you should always bear in mind that, in addition to the grants and supplemental training funds that the Program receives your education is primarily funded by the work of the men and women represented by the IBEW Local Union 98, through direct contributions from their pay package. Every member of IBEW Local Union 98 has committed to your education, as a way to ensure the high standards and excellence of the trades represented by the IBEW, and to ensure our ever unrivaled ability to provide the highest quality of work to our participating and valued employers. To respect the investment of IBEW Local Union's members, and to achieve the objectives for which this Program was developed, nothing short of your **complete commitment, focus, and dedication** is expected – or accepted. In working for you, so that you can have this opportunity, IBEW's members also expect that you will work for them – in dedicating yourself to the excellence of IBEW and our trades.

Bearing this in mind, these Rules and Regulations (hereafter referred to as “the Rules”) have been adopted by the Trustees of the ATEI in order to:

- Administer the Apprentice Training Program (“Program” of the ATEI);
- Develop uniform policies and procedures that are applicable to all participants; and
- Clearly set forth the obligations and requirements that are applicable to every participant.

These Rules have been developed so that every participant in the Program has the opportunity to know and understand what is required of him or her in order to successfully participate in the Program. **Every participant in the Program is responsible for knowing and following the Rules of the Program, at all times.**

As a participant in the Program, you are expected to thoroughly read and follow these Rules. If you do not understand a Rule, or how it applies to you; you can contact the Director or another Program official. You should not rely on information given to you by another Apprentice or Journeyperson -- even if other participants in the Program tell you what a Rule means, the only correct application of these Rules are the interpretation of the Program. Do not make the mistake of relying on anyone else, because your misplaced reliance **will not** excuse your failure to comply with the Rules, as they are interpreted and applied by the Program.

These Rules may be changed from time to time by the Program and its Trustees. It is your responsibility to know and comply with Rules, as they may be amended or otherwise changed.

A complete set of the rules can be found in Appendix A.

## **Complaint Procedure**

**A. Informal Resolution of Disputes.** Apprentices are encouraged to informally discuss issues or problems that may arise, whether in the ATEI or on the job, with the Director, or instructors in an effort to obtain assistance or resolution. The purposes and objectives of the ATEI can be most effectively achieved through the process of cooperative problem solving.

**B. Procedure.** All apprentices have the right to present grievances regarding terms and conditions of their apprentice training, discipline, wages determinations, attendance determinations, assessments or evaluations, and any other matter or concern related to their enrollment and participation in the ATEI, using the following procedure:

***Step 1:*** The apprentice shall present a written grievance stating the specific facts and issues that are the subject of the grievance to the JATC, by presenting the written grievance to the Director. The JATC shall notify the apprentice of a date and time to appear before the committee for a hearing regarding the grievance. The apprentice must present any documents or witnesses that are relevant to the grievance at the committee hearing. The committee will issue a written decision regarding the grievance within 15 days after the hearing.

***Step 2:*** If the apprentice is dissatisfied with the decision of the committee regarding the grievance, the apprentice can, within 10 days after receiving the decision, appeal the decision in writing to the union by presenting the written appeal to the Director. The appeal shall fully state the basis for the appeal. The union shall notify the apprentice of a date and time to appear before them for a hearing regarding the grievance. The apprentice must present any documents or witnesses that are relevant to the appeal at the hearing. The union will issue a written decision regarding the appeal within 15 days after the hearing. The union decision shall be the final decision of the ATEI as to all matters.

In matters where the student believes that the ATEI has violated its enrollment agreement or other administrative issues, students may register a final appeal with the:

The Council on Occupational Education  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350  
800-917-2081  
www.council.org



## **Student Safety**

Promotion of good health for all ATEI students has always been our concern. For all ATEI students, good health is essential to achieving educational goals.

It is the policy of the ATEI that all accidents and incidents which results in personal injury or illness, and/or damage to ATEI property shall be properly reported and investigated. This operating procedure establishes a process to ensure that all injuries, illnesses, incidents, and accidents are properly managed in a timely fashion, and that all causes (direct and contributory) are thoroughly identified and that the appropriate actions are taken.

This policy applies to all students, employees and visitors at any ATEI Training Center location at which work, study or any other ATEI sanctioned activity is being conducted.

### **PURPOSE**

This policy sets out guidelines and procedures for the reporting and investigation of injuries, incidents, illnesses, and accidents involving members of the Training Center community or visitors. Injuries and incidents must be reported and investigated in order to fulfill legal requirements, ascertain compliance with applicable regulations and ATEI policies, and assist the Training Center in taking steps to remedy hazardous conditions to prevent recurrence.

### **DEFINITIONS**

**Student** – an individual who has contracted with and is registered as a ATEI apprentice or journey person.

**Visitor** – an individual who is present on ATEI Training Center premises.

**Accident** – a sudden and unforeseen event attributable to any factor which caused (a) an injury to a member of the Training Center community while he/she was carrying out ATEI activities or (b) material damage to Training Center property.

**Incident** – an event or a situation attributable to any factor which could cause (a) an injury or illness to a member of the Training Center community or (b) material damage to Training Center property.

**Illness** – An unhealthy condition of body or mind; sickness.

**Injury** – arising out of or in the course of an accident, or a disease, suffered by a student, employee, or a visitor as a result of the work / study / environment or activities performed in the course of employment, study or work.

**Employee** – a person who is employed by the ATEI in either a part time or full time capacity.

## **POLICY**

### **Internal Reporting**

- All injuries, incidents, illnesses, or accidents involving students, employees, and visitors shall be reported by the individual involved, before leaving the Training Center premises, either to his/her Instructor, Coordinator, Health and Safety Director, Director, Assistant Director, or an authorized representative.

### **Investigation**

- The primary responsibility for investigation of an injury or incident lies with the craft instructor/coordinator or an authorized representative, which may include the Director or Assistant Director.
- The authorized representative is responsible for writing the investigation report, which shall include:
  - An account of the injury or incident;
  - Recommendations for remedial actions to prevent recurrence; and
  - The names of the departments, services, and persons to which the recommendations have been forwarded for follow up.

A copy of the investigation report shall be sent to both the ATEI Director.

## **REPORTING PROCEDURES FOR INJURY/INCIDENT REPORTING AND INVESTIGATION POLICY**

### ***Responsibilities of Students, Employees and Visitors***

- A student, employee or visitor who is a victim of an injury or who has suffered an illness or disease shall:
- Immediately report the injury to the authorized representative;
- Complete and sign the Injury, Illness or Accident Report as soon as possible following the occurrence. All reports are located in each administrative office.

### ***Responsibilities of Instructors or Administrators***

An instructor or administrator should:

- Ensure that the victim gets immediate medical attention if required;
- Call 911 for Emergency Medical Services if necessary;
- Obtain the names of any witnesses;
- Ensure that any one who is a victim of an injury, illness or accident completes and signs the appropriate reporting form;
- Investigate the injury

Maintaining good health requires access to health care when it is needed. The following medical facilities, health centers, and hospital are available to render the necessary health and medical services:

**Major injuries, incidents, or illnesses (Outside of 911 calls):**

Thomas Jefferson University Hospital  
111 South 11<sup>th</sup> Street  
Philadelphia, PA 19107  
215-955-6000  
215-955-6840 (Emergency Room- Center City)

**Minor injuries, incidents, or illnesses:**

Thomas Jefferson University Hospital  
111 South 11<sup>th</sup> Street  
Philadelphia, PA 19107  
215-955-6000  
215-955-6840 (Emergency Room- Center City)

**Substance abuse and mental health issues:**

Allied Trades Assistance Program  
2791 Southampton Road  
Philadelphia, Pa. 19154  
Phone 215-677-8820  
Fax 215-677-9046

**Additional Injury, Illness or Accident Protocol**

- Follow the three emergency action steps recommended by the American Red Cross (Check, Call, and Care).
- Sound the emergency alarm – if necessary.
- Supervise the evacuation of the building (Please follow guidelines as set forth on the Training Center emergency evacuation floor plans).
- Provide basic care for an injury or sudden illness until the victim receives professional medical help.

**Campus Security**

In addition to the health of our students, the safety and security of our students, their property and campus property is of primary concern. The following policies are in effect to ensure this security.

- 1) All Faculty, staff and students are to report the loss or damage of school equipment to the Director. An incident report form should be used for this purpose.
- 2) No guns, knives or other weapons are permitted on the campuses or in the parking lots at any time. Any student found to possess these items on campus or at their assigned work place will be immediately dismissed.

- 3) Students are to report any threats or attacks made by fellow students to the Director. A full investigation will be conducted. If these reports are substantiated, the offending student will be immediately dismissed.
- 4) Any other incidents or actions will threaten the harmony or the security of the campus, should be reported immediately to the Director.

Both campuses are equipped with video surveillance.

### **Counseling Services**

The ATEI does not provide any direct formal academic or occupational counseling services, but does encourage students to seek any assistance that they require and to discuss such matters privately with the Training Director. To this end, a list of community counseling resources is available through the Director's office. The student should consult the IBEW 98 Benefits Office regarding potential coverage for counseling services.

### **Employee Assistance Support**

IBEW 98, as an ATEI Program Sponsor, recognizes the importance of providing direct substance abuse and mental health services to all of its members. For this reason, IBEW 98 employs a full-time substance abuse and mental health professional who is available to provide free and confidential counseling to any ATEI student who requires assistance. In addition, throughout the school year, the Substance Abuse and Mental Health Professional visits each class and provides training and education on many of the troublesome topics confronting students, as well as performing assessments and referrals to the appropriate levels of care, so that individuals could receive the proper help they need and deserve.

### **Drug Free Workplace and Campus - Drug and Alcohol Policy**

All applicants, as a condition for admission to the Apprentice Program, shall be tested for the presence of illegal drugs, controlled substances and alcohol. After admission to the Apprentice Program, apprentices shall be subject to random drug and/or alcohol testing; routine drug and/or alcohol testing; and for cause drug and/or alcohol testing during the full term of their apprenticeship. An apprentice shall, as a condition for continuation of his/her participation in the Apprentice Program, comply with all instructions, orders or directives by the Board of Trustees, or its designated representative.

- (1) Where an applicant who has either applied for, or been admitted into the Apprentice Program but has not begun to attend any classes fails a drug and/or alcohol screen or refuses or fails to submit to a drug/alcohol screening administered by the Apprenticeship Program, Local Union or any Signatory Employer, he or she shall be denied selection and/or terminated from the Apprentice Program.

- (2) Apprentices will be required to submit to a random drug and alcohol urinalysis screening test throughout the full term of their apprenticeship.
- (3) Any Apprentice who refuses to submit to a drug and/or alcohol screen at any point during the term of their apprenticeship will be terminated from the Apprentice Program.
- (4) Where an apprentice fails a drug and/or alcohol screen, he or she shall be treated in the following manner:
  - (a) For a first offense, and only the first offense, the apprentice shall be suspended from the Program for a minimum of thirty (30) days (not permitted to work, but may continue to attend classes, if available to do so) until such time as he/she has completed an evaluation and/or treatment program as may be prescribed by a qualified expert appointed and/or approved by the Board of Trustees. The apprentice may be required to repeat any six (6) month segment that was in progress at the time of the first offense. If the absence from work or classes results in the apprentice violating other rules of the Apprentice Program relating to attendance or work participation requirements, the apprentice shall also be subject to discipline as may be required pursuant to such Rules and/or Regulations of the Apprentice Program.
    - (1) Any apprentice who has failed a drug and/or alcohol screen shall be subject to mandatory testing and continued evaluation under rules as determined by the Board of Trustees in relation to his/her case or under general guidelines that may be approved by the Board.
  - (b) For a second of a drug/alcohol screen, the apprentice shall be terminated from participation in the Apprentice Program.
    - (5) Any Apprentice, at his or her own expense, has the right to have their same urine sample retested and evaluated by a state licensed independent laboratory and will be provided a reasonable opportunity to rebut or explain the test results.
    - (6) Anyone found using or bringing alcoholic beverages into the school will be subject to disciplinary action.
    - (7) Anyone found using or possessing illegal or controlled substances will be subject to disciplinary action.
    - (8)

### **Zero Tolerance**

It shall be the policy of the Apprentice Program that “zero tolerance” shall apply to violations of these rules and regulations generally and as otherwise set forth herein.

1. Apprentices who engage in any of the following activities while on the premises of the Apprentice Program (“School”) or while on the premises of any person or entity employing an apprentice through the Apprentice Program (“Employer”), on Employer or School worksites (including Employer and School vehicles and any private vehicle parked on Employer or School owned or leased premises or worksites), or while on Employer or School business will be subject to disciplinary action up to and including possible dismissal from the Apprentice Program and termination by the Employer:

a. The illegal possession, distribution, transportation, use, sale, purchase, transfer, or consumption of controlled substances or illegal drugs.

- b. The possession, distribution, transportation, use, sale, purchase, transfer, or consumption of alcoholic beverages.
  - c. Being at work or at School while under the influence of (1) controlled substances, (2) illegal drugs, or (3) alcohol, regardless of whether they were consumed during or out of work or School times or having amounts above specified tolerance levels (as defined herein) of controlled substances, illegal drugs, or alcohol in the apprentice's system.
2. Apprentices who engage in any of the following activities while off the Employer's or School premises or off the Employer's or School's worksites and/or off working time will also be subject to disciplinary action up to and including dismissal from employment and the Apprentice Program:
- a. The illegal possession, distribution, transportation, use, sale, purchase, transfer, or consumption of controlled substances or illegal drugs where such involvement constitutes a direct threat to the Employer's or School's property or an Employer or School employee, or affects an Apprentice's job performance, or generates either publicity or circumstances which adversely affect the School, the Union, or the Company.

### **The Family Education Rights and Privacy Act of 1974**

The Federal Family Educational Rights and Privacy Act (FERPA) of 1974 regulate a wide range of privacy related activities including:

- Management of student records maintained by the School
- Regulations regarding who has access to student records
- For which purposes access to student records is granted

School officials will release educational information upon receipt of a signed, dated, written consent of the student which must specify the records that may be disclosed and identify the party to whom the disclosure may be made, including:

- Parents of a dependent student, as defined by the Internal Revenue Code of 1954, Section 152 and who supply supporting documentation, may be granted access to a student's educational record under some circumstances.
- In connection with Financial Aid, to organizations who are conducting studies that are on behalf of educational agencies;
- To Federal or State educational authorities;
- To accrediting organizations;
- In compliance with a lawfully issued subpoena;
- In connection with a health or safety emergency.

Non-School individuals (including parents except as described above) *may not have access* to educational records other than Directory Information unless authorization from the student is obtained or a lawful subpoena/court order is issued to the School. Examples of records not released are grades; grade point average; the specific number of hours/credits enrolled, passed, or failed; Social Security Number; student ID number;

name of parents or next of kin; and/or residency status.

Students may complete a form authorizing the Director's Office to permit non-School individuals to view the student's academic record.

### **Tuition and Fees**

There are NO tuition and fees for students who have been accepted into the apprenticeship program.

### **Refund Policy**

The only monies collected are a non-refundable application and testing fee. Monies are also collected for books. Since there is no tuition, there is NO refund.

### **Veteran's Benefits**

The School is pleased to participate in the Veteran's Benefits program. The Director can assist you in the certification of your benefits agreement. For further information, students should contact the Veterans Administration at [www.gibill.va.gov/education/benefits.htm](http://www.gibill.va.gov/education/benefits.htm)

### **Academic Services**

The ATEI has developed unique programs and curriculum designed to achieve the highest standards of performance in our industries. The successful completion of these programs will enable the student to have a successful career and multiple opportunities within the industry.

### **Admissions**

ATEI utilizes a "standard" application procedure for processing most student admissions. The standard admissions process is detailed in paragraphs (A-I) below. As an recognized apprenticeship program however, additional admission procedures must also be provided. For a complete list of those procedures, see Appendix C.

- A. Applications for "Electrician (Wireman) Program" apprenticeship are taken in the first two full weeks of April each year. Applications and payment of a \$40.00 processing fee must be made in person at: 1719 Spring Garden Street, Philadelphia, PA 19130. Only money orders will be accepted. No cash or personal checks. Please note the one-time application fee of \$40 is refundable if an accepted student requests a cancellation within (5) calendar days after signing the enrollment agreement (Appendix B) and if no classes have been attended.

- B.** Applications for "Telecommunications Program" apprenticeship are taken on the third Thursday of each month between 10:00 AM & 3:00 PM. Applications and payment of a \$40 processing fee must be made in person at: 1719 Spring Garden Street, Philadelphia, PA 19148. Only money orders will be accepted. No cash or personal checks. Please note the one-time application fee of \$40 is refundable if an accepted student requests a cancellation within (5) calendar days after signing the enrollment agreement (Appendix B) and if no classes have been attended.
- C.** Applicants should:
- a. Visit [www.atei98.org](http://www.atei98.org)
  - b. Attend a required orientation session.
  - c. Read about each program available at ATEI,
    - i. Decide on which trade interests them most, and apply. Applicants **MUST** choose ONE craft to which they want to apply – duplicate applications to different programs will be dismissed; unless otherwise approved by the ATEI Director.
- D.** Upon completion of application an individual is required to:
- a. Sign it
  - b. Gather required documents and make an application packet; consisting of:
    - i. *Signed copy of application*
    - ii. *Copy of High School Diploma or proof of GED*
    - iii. *Sealed copy of H.S Transcripts or GED grades*
    - iv. *Take the Aptitude Test and earn a qualifying score*
    - v. *\$40 money order*
    - vi. *Proof You Have Registered for Selective Service (Males Only)*
- E.** Upon completion of application and retrieval of required documents, applicant should hand deliver application package to one of the following addresses:
- a. **Main Campus** (1719 Spring Garden Street – Philadelphia, Pa. 19130)(
  - b. **Telecommunications Campus** (2150 S. 3<sup>rd</sup> Street, Philadelphia, PA 19148)
- F.** Sit for the Qualifying Exam
- G.** Interview with Staff and Trustees
- H.** Scores for the application, interview, and qualifying tests are ranked highest to lowest and students are selected for admission from the top of the lists until all available seats are filled.
- I.** Students are notified by certified mail or admission or rejection from the program.



## **Enrollment**

Once a student has been notified of their acceptance to the program they must complete the apprenticeship agreement document. Until this document has been completed, no student may start the program.

## **Registration**

Students enrolled in the apprenticeship programs are automatically registered for technical classes each term. Anyone who wishes to take Continuing Education classes must register by the published deadlines listed on the ATEI website

## **Job Placement**

Students in the apprenticeship program are automatically placed on a job. Once they have graduated, journey workers receive placement assistance from the union. Work placement from the union is continuous until retirement.

## **Graduation Requirements**

Students who have completed the core curriculum all technical courses in their program and have completed the requisite number of hours of on-the-job internship are eligible for graduation from the apprenticeship program. They receive an apprenticeship completion certificate from the US Department of Labor. Graduation ceremonies are held once a year in the spring.

## **Certificates and Diplomas**

Students who complete the apprenticeship program receive an apprenticeship completion certificate from the US Department of Labor. The ATEI does not offer degree programs at this time.

## **Transfer from Other Institutions**

Students who transfer from another apprenticeship program or other institution are tested by the examination board and placed accordingly.

## **Transfer Between Programs**

Students who wish to transfer to the other trade program must go through the admissions process for that program. If they are accepted only safety classes and general studies classes can be transferred to the other program.

## **Withdrawal Policy/Leaves of Absences**

Students who wish to withdraw from the program should send a request in writing to the director. A leave of absence may be granted for personal or medical reasons at the discretion of the director. If the Director believes that the student should be granted a leave of absence, the student will be notified in writing.

## **Continuing Education Programs**

The ATEI is pleased to offer a number of courses and certificate programs for the journey worker in the field. Whether you are interested in updating your skills, learning something new or working towards advancement, these courses are designed with you in mind. A schedule of classes is posted on the ATEI website.

## **Grading**

- Students must achieve a Minimum passing grade of 70 in every *individual* term program course. Students who fail to achieve a minimum passing grade for any term course will be required to attend mandatory “summer school” session at the competition of the trimester. The length of the “summer school” session will vary depending upon the progress of the individual student. In no case shall the session be less than 20-hours or greater than 40-hours. Any student who fails at least one class in each of the trimesters of the same year, will not be permitted to attend the third remedial class and must repeat the year. Any student who fails to appear for final exams will be given a “0” for the final exam and fail the year. Students will not be compensated for the summer school session and are not permitted to work at their OTJ assignments during the week until they complete their required remedial training. Students who fail to achieve a passing grade in the summer school session will be required to complete the entire term of school and will be subject to the penalties and conditions listed below.
- Any apprentice failing during the course of the year may be called before the Committee for an evaluation of *his/her* status in the program.
- In the case of an apprentice failing a complete term of school, the opportunity to repeat the failed term will be at the discretion of the Committee and under the terms listed below:
  - Any apprentice failing a complete term of school will be penalized two thousand (2,000) hours which becomes effective from the first day of the month after the date of the failure. This penalty will be in addition to any other penalties incurred.
  - Any apprentice repeating the term will not be compensated for school hours.
  - Should an apprentice fail the same school year twice, the apprentice will be dismissed.

Apprentices should refer to individual syllabi to determine how their grades will be measured for that class.

## **Satisfactory Academic Progress**

Students must maintain a 70 percent average in all classes to make satisfactory academic progress. Students, who are unable to meet this standard after several efforts, will be given additional support. If a faculty member feels that a student will be unable to meet the required competencies, that student will be notified and required to meet the board. The board will make appropriate decisions about remediation or dismissal from the program.

## **Remedial Assistance**

Students who enter the program are required to read at the 11<sup>th</sup> grade level. Approximately, 90-95% of all reading material is at that level. Some texts and manuals have higher reading levels because of the technical nature of the industry. Students who have difficulty comprehending these materials have two options for remedial assistance as described below:

- Peer-to-peer assistance-Through the faculty, students who need assistance in technical subject areas may be assigned a peer counselor, who will work with them to master a particular skill or reading requirement.
- Tutoring programs are available in reading, writing and mathematics. Students with specific difficulties will be assigned to this intensive program. After they complete the program, they may sign up for follow-up tutoring or the peer-to-peer assistance program,

Finally, because we have a small student-teacher ratio, many of our students are given the opportunity to work with instructors on remedial issues.

## **Advisement**

Staff is available for consultation on student progress, professional development and remediation requirements. Please check posted office hours to meet with a faculty member or call to schedule an appointment.

The staff are available to provide general advisement on available services, partnership programs and continuing education opportunities. Schedule an appointment to discuss these services.

## **Computer Services**

The ATEI has a computer lab which is open to students according to the hours posted. Whether using this service on your own time or during class, the following rules apply.

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene, sexually explicit or pornographic;
- Defamatory or threatening;
- In violation of any license governing the use of software; or
- Engaged in for any purpose that is illegal or contrary to ATEI policy or business interests.

***Generally, electronic information created and/or communicated by a student using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the ATEI. However, the ATEI reserves the right, at its discretion, to review any student's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy, and other ATEI policies. Students should not assume electronic communications are completely private. Accordingly, if students have sensitive information to transmit, they should use other means.***

## **Library/Media Services**

The ATEI maintains a curricular support library on campus, which functions as a resource center for the courses offered. Within this library, we maintain all required and supplemental texts and readings for all courses, a collection of reference guides, collections of journal, periodicals related to the finishing industry and construction trades and a variety of videos and cd's related to craft specialization and labor history. The School also has access to a number of online databases in the construction field and an academic research database.

## **Social Media Policy**

Apprentice Training for the Electrical Industry (ATEI) strongly supports the use of social media sites to discuss and advocate for the important issues facing apprentices and their families today. While these sites offer many advantages, they can also cause serious legal problems if they are not properly used and can lead to complicated legal proceedings as well as potential disciplinary action against employee users. We have developed these Guidelines for ATEI apprentices to consult when using social media to help avoid legal or other problems.

Employers frequently monitor social media sites and use information they find there against the employees who have posted it. This can lead to disciplinary action or discharge. You have a legal right to express your opinion about various activities that affect your workplace, including the rights protected by Section 7 of the National Labor Relations Act, to engage in concerted activity with fellow workers regarding your wages and working conditions, but you must do so in a manner that does not cause harm to others or give your employer a basis to claim that you have been “disloyal.”

Once you have posted or submitted information on a social network site, it is virtually impossible to retract or control it. Never assume that your site is private or that what has

been posted will not be disclosed to the company or other employees, including other members of IBEW Local 98, as well as supervisors.

Many individual Facebook pages or personal social media sites contain information identifying you as employed by a particular organization or as an apprentice at ATEI. When you are expressing your personal opinions, you should make it clear that these opinions are yours alone and are not intended to be understood as anything else. You should consider including a “disclaimer” on your personal page or site along the following lines:

PLEASE NOTE: The opinions expressed on this site\page are entirely my own. They should not be seen as reflecting the views of my employer or the opinions of my Local or as having been authorized or approved by anyone other than me.

Do not use language that is libelous, discriminatory, threatening or harassing. If you would not make the statement in person to someone you respect, modify it accordingly. Do not use social media to invade anyone’s privacy. Do not post individual pictures of anyone unless you know they have consented to your doing so. Do not disclose addresses or other personal or private information about other people. Do not use language that is racially, ethnically or sexually objectionable. Again, if you would not make such a statement in person to someone you know and respect, avoid doing so electronically. Do not post materials that are trademarked or have copyright protection. When in doubt, use a link that will allow your audience to access the materials directly from the ownership source. Do not flood electronic sites with repetitive postings that could cause disruption of an employer’s business operations. Avoid engaging in specific attacks that identify individuals or organizations by name. Do not disparage your employer’s products or services. You have the right to complain collectively about your working conditions or benefits and to advocate for changes but posting statements attacking the company’s business methods or products can lead to “disloyalty” claims and potential discipline. Do not make statements that are not truthful. You are entitled to express your opinion about many topics, but if you are making a “factual” statement, you need to be able to prove that it is true. Avoid using social media on work time and during work hours unless you are doing so as part of a specific job assignment. Avoid using the computer or internet access provided by your employer to post messages or communicate about matters that are not work-related. Employers can and often do monitor employee communications on company-owned or issued equipment. Do not transmit spam, advertisements or solicitations for matters that are not work-related. Never transmit information using someone else’s name or identity. Under no circumstances should you access a computer system without authorization by signing on to that system using someone else’s password.

Violation of this Social Media Policy may subject an apprentice to discipline, up to and including termination from ATEI.

## **Transcripts and Student Records**

Students may request a copy of their transcript at any time. Official copies of their

**Troubleshooting** — Determining causes of operating errors and deciding what to do about it.

**Repairing** — Repairing machines or systems using the needed tools.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Installation** — Installing equipment, machines, wiring, or programs to meet specifications.

**Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Equipment Maintenance** — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

**Equipment Maintenance** — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

transcripts are available at a cost of \$5.

Students wishing to obtain a copy of their student records can do so by filling out an appropriate “record request form”. Once the form is complete and turned in with a \$5 processing fees, the record will be made available to the student.

## Program Requirements

### Electrician (Wireman) Program

Program Objectives:

#### Classroom/Laboratory Requirements

Year 1	Course Number	Title	Lecture Hours	Lab Hours
<b>Term 1</b>	LBST100	Intro to Trade Unionism I	10	8
	ELTH101	DC Theory I	12	6
	ELEC101	Code & Practices I	18	0
	ELEC102	Conduit Bending I	9	9
<b>Term 2</b>	SFTH110	Safety in the Construction Trades (OSHA 30) Part 1	18	0
	ELTH111	DC Theory II	8	10
	ELEC102	Conduit Bending II	6	12
	ARCH110	Blueprint Reading Residential	12	6
<b>Term 3</b>	SFTH110	Safety in the Construction Trades (OSHA 30) Part 2	18	0
	ELTH121	DC Theory III	12	6
	ELEC103	Residential Wiring Practices	6	12
	ELEC104	Residential Wiring Code	18	0
		<b>TOTAL YEAR ONE</b>	<b>147</b>	<b>69</b>

Year 2	Course Number	Title	Lecture Hours	Lab Hours
<b>Term 1</b>	ELEC118	Transformers I	14	4
	ELTH102	AC Electrical Theory I	18	0
	LBST110	Intro to Trade Unionism II	18	0
	ELEC119	NEC Codeology I	18	0
<b>Term 2</b>	ELTH112	AC Electrical Theory II	18	0
	ELEC120	NEC Codeology II	18	0
	ELEC107	AC Circuits	18	0
	ARCH111	Blueprint Reading Commercial / Industrial	12	6
<b>Term 3</b>	ELEC108	Conduit Bending III	6	12
	ELEC122	Test Instruments & Applications	6	12
	ELEC110	NFPA 70 E Part I	18	0
	ELEC121	Code and Practices II	18	0
		<b>TOTAL YEAR TWO</b>	<b>182</b>	<b>34</b>

Year 3	Course Number	Title	Lecture Hours	Lab Hours
<b>Term 1</b>	ELEC111	NFPA 70E II	0	18

	ELEC218	Transformers II	14	4
	ELEC123	Motors I	12	6
	ELEC222	Code& Practices III	18	0
<b>Term 2</b>	ELEC114	Services	16	2
		Building automation	12	6
	ELEC113	Grounding I	18	0
	ELEC116	Security Systems I	18	0
<b>Term 3</b>	ELEC117	Fire Alarm Systems I	12	6
	ELEC 115	Motor Control I	18	0
	MATH150	Calculations I	18	0
	ELEC244	Power Quality	18	0
		<b>TOTAL YEAR THREE</b>	<b>174</b>	<b>42</b>

<b>Year 4</b>	<b>Course Number</b>	<b>Title</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>
<b>Term 1</b>	ELEC213	Grounding II	18	0
	ELEC221	Motors II	9	9
	ELEC217	Fire Alarm Systems II	18	0
	ELEC215	Motor Control II	9	9
<b>Term 2</b>	ENVS125	Solar & Photovoltaic Systems I	12	6
	ELEC230	Healthcare Systems	18	0
	SFTH211	Hazardous Locations	18	0
	MATH151	Calculations II	18	0
<b>Term 3</b>	ELEC240	High Voltage Terminations	12	6
	ENVS225	Solar & Photovoltaic Systems II	14	4
	ELEC223	Code and Practices IV	18	0
		Access controls	18	0
		<b>TOTAL YEAR FOUR</b>	<b>182</b>	<b>34</b>



Year 5	Course Number	Title	Lecture Hours	Lab Hours
Term 1		ESAMTAC I	12	6
	MATH152	Calculations III	18	0
		Codes, Standards, & Practices V	18	0
	ELEC250	Lighting Essentials I	18	0
Term 2	ELEC234	Electrical Supervision	18	0
		ESAMTAC II	18	0
		Conduit Review	12	6
	SFTH210	Rigging & Hand Signaling	14	4
Term 3	ELEC299	NEC Review Licensing Course	18	0
		EVITP	14	4
	ELEC239	Structured Cable & Wiring	18	0
		Distributed Generation	18	0
		<b>TOTAL YEAR FIVE</b>	<b>196</b>	<b>20</b>

**Total Classroom (881) and Laboratory (199) Hours**

**1080 Hours**

### Internship Requirements

Job Description	Hours
Installation of Equipment, Devices, Fixtures, Panel Boards, etc.	2000
Installation of Conduit Systems, Exposed and Concealed EMT, Rigid IMC & PVC	3000
Branch Circuitry, MC, NM, and other systems	1000
Wire Pull, Cable Installation and Termination	500
Motors, Transformers, Switch Gear, Installation Repair and Maintenance	500
Fiber Optics, Fire Alarm, HVAC, Low Voltage & Instrumentation Wiring	500
Material Handling	500
<b>TOTAL</b>	<b>8000</b>

**Total Internship Hours**

**8000 Hours**

**Total PROGRAM Hours**

**9080 Hours**

## Telecommunications Program

### Program Objectives:

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Operation and Control** — Controlling operations of equipment or systems.

**Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.

**Troubleshooting** — Determining causes of operating errors and deciding what to do about it.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Equipment Maintenance** — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Speaking** — Talking to others to convey information effectively.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

### Classroom/Laboratory Requirements

Year 1	Course Number	Title	Lecture Hours	Lab Hours
	LBST100	Intro to Trade Unionism I	10	8
	LBST110	Intro to Trade Unionism II	18	0
	SFTH111	First Aid/CPR	10	6
	ELEC239	Structured Cable & Wiring I	18	0
	ELEC259	Structured Cable & Wiring II	18	0
	TELE110	Copper Training I	0	20
	TELE112	Fiber Optics I	12	4
	SFTH110	Safety in the Construction Trades (OSHA 30) Part 1	18	0
	SFTH110	Safety in the Construction Trades (OSHA 30) Part 2	18	0
		<b>TOTAL YEAR ONE</b>	<b>122</b>	<b>38</b>

Year 2	Course Number	Title	Lecture Hours	Lab Hours
	ARCH110	Blueprint Reading Residential	12	6
	ARCH111	Blueprint Reading Commercial	12	6
	ELTH101	DC Theory I	12	6
	ELTH101	DC Theory II	8	10
	ELTH101	DC Theory III	12	6
	TELE120	Telephony	26	20
	TELE121	Telephone Switches I	16	8
		<b>TOTAL YEAR TWO</b>	<b>98</b>	<b>62</b>

Year 3	Course Number	Title	Lecture Hours	Lab Hours
	LBST120	Intro to Trade Unionism III	18	0
	ELEC101	Code & Practices I	18	0
	ELEC121	Code and Practices II	18	0
	ELEC113	Grounding I	18	0
	TELE210	Copper Training II	8	16
	TELE211	Copper Training III	12	4
	TELE122	Pathways and Spaces	6	10
	TELE220	Fiber Optics II	6	10
	TELE221	Fiber Optics III	6	10
		<b>TOTAL YEAR THREE</b>	<b>110</b>	<b>50</b>

Year 4	Course Number	Title	Lecture Hours	Lab Hours
	TELE227	Telephone Switches II	8	28
	ELEC234	Electrical Supervision	18	0
	TELE228	Fire stopping	18	0
	TELE229	Local Area Networks	32	0
	TELE230	CCTV	24	8
	TELE231	Audio Visual Installations	16	8
		<b>TOTAL YEAR FOUR</b>	<b>116</b>	<b>44</b>

**Total Classroom (446) and Laboratory Hours (194)**

**640 hours\*\***

## Internship Requirements

<b>Job Description</b>	<b>Hours</b>
Project Layout and Planning	300
Underground Installations	300
Routing Cable	400
Testing, Certifying & Troubleshooting LAN Systems	700
Security System Installation	800
Installing Communication and Sound Systems	1000
Installing Networking Communication Wire and Cables	1700
Terminating Wires and Cables	500
Splicing Wires and Cables	500
Service and Troubleshooting	800
Material Handling and Pre-fabrication	300
Safety Awareness and Other Specialized Areas	700
<b>TOTAL</b>	<b>8000</b>

**Total Internship Hours** **8000 Hours**

**Total PROGRAM Hours** **8640 Hours**

*\*\*Please note continuing education is required to achieve Senior Technician status after completion of the apprenticeship program.*

## Course Descriptions- Technical

### ARCH110 BLUEPRINT READING RESIDENTIAL.

This course will focus on becoming familiar with numerous sets of blueprints and specifications for various residential buildings. For each set of blueprints, the course participants will be challenged to search through the drawings to find answers to the various questions. Instructor lead lectures will cover topics such as benchmarks, specifications, and the relationship of blueprints to the **National Electrical Code**.

### ARCH111 BLUEPRINT READING COMMERCIAL.

This course will focus on becoming familiar with numerous sets of blueprints and specifications for various commercial buildings. For each set of blueprints, the course participants will be challenged to search through the drawings to find answers to the various questions. Instructor lead lectures will cover topics such as benchmarks, specifications, and the relationship of blueprints to the **National Electrical Code**.

ARCH112 BLUEPRINT READING INDUSTRIAL. This course will focus on becoming familiar with numerous sets of blueprints and specifications for various industrial projects. For each set of blueprints, the course participants will be challenged to search through the drawings to find answers to the various questions. Instructor lead lectures will cover topics such as benchmarks, specifications, and the relationship of blueprints to the **National Electrical Code**.

ELEC101 NEC CODE AND PRACTICES I. This course is designed to teach how to read and interpret the meaning of the NEC®, and how to find information in the Code Book. Each Article of the Code is thoroughly discussed and reviewed in easy-to-understand language. After each unit the student is encouraged to complete a comprehensive practical review worksheet in order to verify the student's understanding of the material presented in the unit. A final examination is given to determine the student's overall comprehension of the NEC based on the material presented in the course.

ELEC102 CONDUIT BENDING I AND II. This course is designed to instruct a beginner in the basic concepts of conduit bending. The lessons begin with how to fabricate 90 degree stubs as well as offsets and kicks. Lessons progress to include back to back bends, 3 and 4 point saddles and culminate with segment and concentric bends. Not only will you learn the bends, you must install those bends into the "Conduit Fabrication Mobile Workstation". You will learn with both EMT and Rigid Conduit and be exposed to hand benders, hydraulic bender, Greenlee 555 electric bender, and Rigid 535 threader.

ELEC103 RESIDENTIAL WIRING PRACTICES. The Residential Wire course is devoted to all aspects of residential wiring. Students will have the opportunity to take part in apartment wiring that will include; lighting receptacles major appliances, alarm systems, telephone, television, and an electrical service. Additionally, students will learn how to wire major house additions, upgrading of a kitchen, how to wire older houses and work with knob and tube electrical systems. This course will stress National Electric Code compliance and demonstrate proper application of materials, methods of installation that are safe and free from defects.

ELEC104 RESIDENTIAL WIRING CODE. This course provides students with expanded technical understanding and skills necessary for residential wiring. Students will be provided with experience for installations common to residential structures including general receptacles, lighting and designated circuit layout and installation.

ELEC107 AC CIRCUITS. A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. Sinusoidal steady state circuit analysis using complex numbers, inductance, capacitance, RL and RC time constants, transformers, resonance, filters, and frequency response.

ELEC108 CONDUIT BENDING III. Included in this lab/lecture class are the hands-on experience and layout fundamentals for 1 ½" through 4" rigid, IMC and EMT conduit with the use of electric and hydraulic bending equipment.

ELEC110 NFPA70E PART I. Hundreds of worker deaths and thousands of injuries could be prevented each year by following 2012 NFPA 70E: Standard for Electrical Safety in the Workplace®. Originally developed at OSHA's request, NFPA 70E provisions used to identify electrical safety hazards and reduce employee exposure to those hazards. This course provides vital information about today's Standard through individual courses addressing the safety-related work practices and procedures that employees, supervisors, and owners need to understand to avoid electrical tragedies on the job.

ELEC111 NFPA70E PART II. This course covers various aspects of the safety-related work practices and procedures addressed by NFPA 70E: Standard for Electrical Safety in the Workplace. The course begins with an overview of the lessons and instructions on how to navigate the NFPA 70E. Then, you'll learn how the Standard is intended to aid

workers and employers in minimizing the risk of employee injuries from electrical hazards and to establish a safer workplace for employees who work on or with electrical equipment.

**ELEC113 GROUNDING I.** Understanding the NEC requirements for grounding and bonding of electrical systems is vital, and this course lets you work at your own pace to improve your grasp of a complex issue. Lessons cover the reasons why the National Electrical Code requires a grounded circuit conductor in some systems.

**ELEC114 SERVICES.** This course provides application of electrical principles up to 480 volts, alternating current (AC), transformers, motors and motor controls, and wiring methods. Instruction is a combination of classroom discussion and laboratory training on installation, troubleshooting, repair and preventive maintenance of building electrical and basic conveyor motor control systems. Emphasis will be placed on electrical and mechanical safety and utilization of the National Electrical Code.

**ELEC115 MOTOR CONTROLS I.** This course covers alternating current (AC) and direct current (DC) motors and generators/alternators. Theory of operation, connections, installation and maintenance will be covered in the lecture portion of the course. Students will be given an opportunity to determine the load characteristics and connections of AC and DC motors and generators/alternators.

**ELEC116 SECURITY SYSTEMS I.** This comprehensive course covers key principles of security detection and protection systems in detail, including wiring, contacts and sensors, components, fire and safety protection devices, control options and user interfaces.

**ELEC117 FIRE ALARM SYSTEMS I.** Modern fire alarm systems require careful, validated installation and maintenance to ensure that false alarms are infrequent and that a real fire would be detected quickly without damage to property or loss of life. This course provides the knowledge and skills necessary to work on these systems competently.

**ELEC118 TRANSFORMERS I.** The goal of the course is to provide a complete foundational understanding of the internal and external elements of the transformer and fundamentals of transformer operation and maintenance.

**ELEC119 NEC CODEOLOGY I.** Creating a foundation of understanding in the layout and organization of the National Electrical Code (NEC)<sup>®</sup>, this fast paced course with brief presentations and classroom exercise will

“groove in” the participants skills in quickly accessing the NEC to answer on the job questions or for test preparation.

**ELEC120 NEC CODEOLOGY II.** A more advance look at the NEC to facilitate using the code in the workplace and in simulations throughout the electrical shops. Students will be able to able the code to real time scenarios and demonstrate their familiarity with the concepts and constructs of the NEC.

**ELEC121 NEC Code and Practices II.** This course continues interpreting the meaning of the NEC<sup>®</sup>, and how to find information in the Code Book. Each Article of the Code is thoroughly discussed and reviewed in easy-to-understand language. After each unit the student is encouraged to complete a comprehensive practical review worksheet in order to verify the student's understanding of the material presented in the unit. A final examination is given to determine the student's overall comprehension of the NEC based on the material presented in the course.

**ELEC122 TEST INSTRUMENTS AND APPLICATIONS.** Test Instruments class begins with an introduction to test instruments and their general use in their specific applications in the industry. Once a thorough overview has been discussed, the class focuses on several test instruments. It begins it's in depth study with the voice-data-video (VDV) and power quality test instruments. Next, it explores electronic circuit test instruments, grounding systems, and earth ground test instruments. Safety practices and common industrial applications are emphasized throughout the book, especially as it relates to high voltage and insulation test instruments.

**ELEC123 MOTORS I.** This exciting course covers the topic of electric motors and the requirements found in the NEC covering conductors, overcurrent protection and disconnect sizing, as well as prescriptive installations requirements.

**ELEC213 GROUNDING II.** Learn about the definitions of terms that relate to grounding of systems; the performance requirements for grounded systems; the systems that are required, permitted, or not permitted to be grounded; and the methods of grounding those systems. Grounding of systems supplied by a utility will be discussed along with systems that are created or generated as part of the wiring of a building or other premises.

**ELEC217 FIRE ALARM SYSTEMS II.** This course was designed for technicians working in the following fire alarm systems activities: system layout (plan preparation), system equipment selection, system installation, system acceptance testing, system trouble-shooting, system

servicing, and system technical sales. Technical areas covered include applicable codes and standards, types of detectors and signaling systems, supervision requirements, power requirements, building/space structure and occupancy considerations, and basic electricity and electronics.

**ELEC218 TRANSFORMERS II.** This course provides an overview of transformer types, construction, connections, protection, grounding, and associated safety procedures. Direct current (DC) motors, single-phase and poly-phase alternating current (AC) motors, generators, and alternators with emphasis on construction, characteristics, efficiencies, starting, and speed control.

**ELEC221 MOTORS II.** This part of the course focuses on various types of electric motors used in commercial and industrial applications. Perfect for all types of service and maintenance departments. Study all types of DC, AC, Stepper, Servo, Linear, and Synchronous motors. We will at torque and other characteristics and see how open loop and feedback works.

**ELEC222 NEC Code and Practices III.** This course continues interpreting the meaning of the NEC®, and how to find information in the Code Book. Each Article of the Code is thoroughly discussed and reviewed in easy-to-understand language. After each unit the student is encouraged to complete a comprehensive practical review worksheet in order to verify the student's understanding of the material presented in the unit. A final examination is given to determine the student's overall comprehension of the NEC based on the material presented in the course.

**ELEC230 HEALTHCARE SYSTEMS.** This covers on critical topics in health care construction, including: the health care planning, design, and construction process; Life Safety Code® compliance; construction risk assessment; electrical systems; medical gas systems; medical technology; communication; and project expectations.

**ELEC232 BUILDING AUTOMATION I.** This course will enable you to identify and describe the major components in a BAS along with the basic mechanical components and controls in an HVAC control system. You will be able to describe and explain the basic functions of DDC systems and HMI basics, reference codes and standards applicable to BAS, and justify control components for project work. This course will help you explain BAS in non-ATC systems (lighting, fire, security, etc.), the process of implementing BAS, and Energy

Conservation Control Strategies. You will also learn where to look for additional resources.

**ELEC234 ELECTRICAL SUPERVISION.** This course is designed to provide critical skills to supervisors with a wide range of responsibilities. Topics covered include the supervisor's role, communication, performance management, employee relations, safety, production management, understanding costs and contracts. The material enriches the understanding of business and processes of construction and gives insight into what might be ahead when moving up the administrative ladder.

**ELEC238 NURSE CALL SYSTEM.** This course prepares the technician to install, configure, program and troubleshoot a patient communications system. The course places emphasis on hands-on practice with the system to include its central equipment, staff consoles, annunciators, patient stations and peripheral devices.

**ELEC239 STRUCTURED CABLE AND WIRING.** This course delivers a comprehensive discussion about the foundation of technologies – Structured Wiring. Technical principles, including tools, wiring, components and outlets, are presented and explained. Detailed step-by-step design and installation procedures, testing and troubleshooting methods and much more are covered.

**ELEC240 HIGH VOLTAGE TERMINATIONS.** This course describes the components of high voltage terminations and demonstrates how high voltage terminations are made.

**ELEC250 LIGHTING ESSENTIALS I.** This class offers students design scenarios with an in-depth rationale for the proposed solution, insightful lighting distribution diagrams, floor plans, and details for lighting installation and construction. Featured exercises offer focused development of lighting design skills in preparation for working on actual lighting design projects.

**ELEC299 NEC LICENSING COURSE.** This class is designed to prepare students to sit for the Limited or Unlimited NEC Licensing exam. Successful students will walk away with an in-depth understanding of the NEC book and prepared to take the next steps towards becoming a license electrical contractor.

**ELTH101 DC THEORY I, II AND III.** This course covers the study of Ohm's Law, Kirchhoff's Law and network theorems, with an emphasis on the theoretical concepts as related to electricity/electronics. The application of DC theory through laboratory experiments are also examined. Instruction in the operation of basic test equipment is used



to provide verification of topics and to reinforce the theory.

**ELTH102 AC THEORY I.** This course offers the Theory of AC Electronics as it applies to basic and advanced circuits found in analog electronics. Basic algebra and trigonometry will be used as the tools for understanding the AC circuit as it applies to electronics systems.

**ELTH111 DC THEORY II.** This course covers the study of Ohm's Law, Kirchhoff's Law and network theorems, with an emphasis on the theoretical concepts as related to electricity/electronics. The application of DC theory through laboratory experiments are also examined. Instruction in the operation of basic test equipment is used to provide verification of topics and to reinforce the theory.

**ELTH112 AC THEORY II.** The course prepares the student for more advanced studies in Communications and Digital Electronics. Subjects covered include Capacitors, Magnetic Circuits, Inductors, Sinusoidal Alternating Waveforms, Basic Elements and Phasors, Series and Parallel AC Circuits, Series-Parallel AC Networks, Methods of Analysis, Network Theorems (AC), Power (AC), Resonance, Filters and Bode Plots, Pulse waveforms, and an introduction to System Analysis.

**ELTH121 DC THEORY III.** This course covers the study of Ohm's Law, Kirchhoff's Law and network theorems, with an emphasis on the theoretical concepts as related to electricity/electronics. The application of DC theory through laboratory experiments are also examined. Instruction in the operation of basic test equipment is used to provide verification of topics and to reinforce the theory.

**ENVS125 SOLAR AND PHOTOVOLTAIC SYSTEMS I.** This course will introduce you to PV component theory, system design, industry codes and standards for PV systems, and unique design problems and solutions. Emphasis is placed on developing skills for design and installation of a complete PV system.

**ENVS225 SOLAR AND PHOTOVOLTAIC SYSTEMS II.** This class will study the behavior of photovoltaic solar energy systems, focusing on the behavior of "stand-alone" systems. The design of stand-alone photovoltaic systems will be covered. This will include estimation of costs and benefits, taking into account any available government subsidies. Introduction to the hardware elements and their behavior will be included.

**MATH150 CALCULATIONS I.** This course covers the various calculations required throughout the National Electrical Code Book (N.E.C.).

**MATH151 CALCULATIONS II.** This invigorating course covers the basics of ampacity, conduit fill and box fill. Through dynamic power point presentations and classroom exercises, the participant will gain exceptional working knowledge of these basic calculations.

**MATH152 CALCULATIONS III.** This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service.

**SFTH110 SAFETY IN THE CONSTRUCTION TRADES (OSHA 30)** This course provides entry level construction workers with a general awareness on how to recognize and prevent hazards on a construction site. The training covers a variety of construction safety and health hazards that a worker may encounter at a construction site. Students earn OSHA30 certification.

**SFTH210 RIGGING AND HAND SIGNALS.** Participants will learn to prevent incidents that result in property damage, injury, and death, related to the rigging and signal-person duties of operation of cranes when used in construction, demolition, and maintenance. This day and a half training is for individuals who work under the supervision of a competent person and on a routine basis perform rigging work engaged in lifting loads other than rigging for special lifts, or the erection, dismantling, jumping or reconfiguring of cranes or all of these. This person is also trained to communicate guidance and direction to a crane operator in lifting, hoisting, moving, or releasing a load.

**SFTH211 HAZARDOUS LOCATIONS.** This course covers the fundamentals of electrical installations in hazardous locations. Students who complete the series will be able to recognize areas that are likely to be classified and to select and apply wiring methods and electrical equipment in those areas.

**TELE110 COPPER TRAINING I.** This sets the foundation of a copper-based structured cabling system installation. The course begins with an overview of copper transmission principles, professionalism, life safety and general industry best practices, as related to copper.

**TELE112 FIBER OPTICS I.** This course provides an overview of how fiber optics are used throughout the electrical industry for communication systems, electrical controls, sensing, lighting devices and numerous other applications.



**TELE120 TELEPHONY.** This course begins with a basic understanding of the telephone and its circuitry and then explores the various types of signals used to transmit data. Students will explore the differences from individual telephones to electro-mechanical key systems to electric key systems.

**TELE121 TELEPHONE SWITCHES I.** Many telephone systems are connected or networked by cable and switches. Prospective telephone technicians learn to design, install and repair telephone networks and switches in this course.

**TELE122 PATHWAYS AND SPACES.** This course covers the complex ANSI/TIA/EIA-569, Commercial Building Standard for Telecommunications Pathways and Spaces. The course offers a mix of conceptual and procedural learning experiences through reading and user interactivity. The course covers the telecommunications aspect of commercial building construction and design. It defines pathways, from horizontal to backbone to workstation and more. It also describes the types of labeling and coding that must be followed, and explains how cables must be marked according to the cable category.

**TELE210 COPPER TRAINING II.** A significant amount of course time will then be spent on BICSI best practices for the installation, termination, testing and retrofitting of copper cable.

**TELE211 COPPER TRAINING III.** Topics covered will include BICSI best practices for pathways and spaces; grounding, bonding and protection; and firestopping.

**TELE220 FIBER OPTICS II.** This course familiarizes the student with standards and practices that surround the fiber optics system.

**TELE221 FIBER OPTICS III.** This final course in fiber optics looks at manufacturer's specifications, the NEC requirements and troubleshooting fiber optics installations.

**TELE227 TELEPHONE SWITCHES II.** Students study circuitry and telephone equipment, various types of cable and diagrams of cable networks. Additionally, students develop the skills to trouble shoot and repair telephone switches and cable.

**TELE228 FIRESTOPPING.** This courses introduces the student to firestopping: statistics, and terminology, penetration types, penetrating items, and materials penetrated which require a firestop system, products and materials that make up a firestop system, testing parameters, results, and guidelines which affect firestop ratings, engineered judgments, manufacturer and industry resources.

**TELE229 LOCAL AREA NETWORKS.** In this course, you will learn how to install, operate, configure, and verify a basic IPv4 and IPv6 network. You will focus on configuring a LAN switch, configuring an IP router, identifying basic security threats, understanding redundant topologies, troubleshooting common network issues, connecting to a wide-area network (WAN), configuring EIGRP and OSPF in both IPv4 and IPv6, understanding WAN technologies, and getting familiar with device management.

**TELE230 CCTV.** This course informs installers about CCTV so they can make intelligent decisions about when and how to use CCTV and how it integrates into the overall security system. The course explains how to design a system, specify functions and features and choose hardware.

**TELE231 AUDIO VISUAL INSTALLATIONS.** Students will exam various audio visual technologies for home entertainment systems. Students will examine equipment and technologies and learn how they fit together for home theaters and other types of residential and commercial AV systems.

## **Administration and Faculty**

**Michael Neill**, Director of Apprentice Training; NTI Univ. of Tennessee/University of Michigan.

**Brian Myers**, Assistant Director /Instructor ; NTI University of Tennessee/University of Michigan; Member of NFPA 70/NEC Code Making Panel 17.

**Iggy Fletcher Jr.** Instructor; NTI University of Michigan; OSHA 500 Authorized Trainer, OSHA Disaster Site Worker Authorized Trainer, Coyne BLS / First Aid Instructor, Palm Built-Rite Authorized PSM Trainer.

**Tom Noreski**, Instructor; NTI University of Tennessee/University of Michigan; OSHA 500 Authorized Trainer; BICSI Certified Trainer; NFPA 70 E Trainer; NCCCO Rigger Certification.

**Dominick Verrecchio**, Instructor, NTI University of Michigan; OSHA 500, ESAM-TAC Energy Storage and Microgrid.

**Shawn McCarthy**, Instructor – NFPA 70E, OSHA 500, ESAM-TAC Energy Storage & Microgrid, NTI University of Michigan.

**Mark Lynch**, Safety Coordinator, OSHA 500 Instructor, NFPA 70E Instructor, CPR-First Aid Instructor, ATEI/IBEW 98.

**Quinton Johnson**, Instructor B.S. Industrial Technology, Jackson State University (2000), NFPA 70E , OSHA, TWIC, 17 years construction industry experience.

**Luke Bialy**, Instructor, B.A History, College of Charleston, CPR, OSHA 30, NJ State Teaching Certificate, 23 years construction industry experience.

**Ashley Barrett**, Administrative Secretary.

**Dawn McCarry**, Administrative/Bookkeeper.

**Betsy Mulgrew**, CEU Program Coordinator.

**Chris Scheiblein, CEAP**; Certified Substance Abuse and Mental Health Professional

**Louis Acampora**, Assistant Director /Instructor; NTI University of Tennessee/University of Michigan.

*Additionally, programs often use part-time staff or subject matter experts for specialty classes.*

**Appendix A**  
**Rules and Regulations**  
**RULES AND REGULATIONS OF THE COMMITTEE**  
**FOR APPRENTICE TRAINING FOR THE ELECTRICAL INDUSTRY**

Apprentice Training for the Electrical Industry is sponsored by the Penn-Del-Jersey Chapter of the National Electrical Contractors Association and Local Union #98 of the International Brotherhood of Electrical Workers. The mission of the Committee for Apprentice Training for the Electrical Industry ("Committee") is to lead the electrical industry by providing the best possible training to secure employment today and for the future.

The following Rules and Regulations apply to all Apprentices:

**1. SCHOOL ATTENDANCE**

- a. Each Apprentice must attend school on the day he or she is assigned, unless authorized in advance by the Director. Classes begin promptly at 7:00 A.M.
- b. *Election Day and Labor Day are considered to be school days at which attendance at school or as assigned is required.*

**2. ENTERING AND EXITING THE SCHOOL**

Apprentices must enter and leave the school through the rear door only. Each violation of this rule will delay advancement *by* 168 hours.

**3. PARKING**

Apprentices are *not* permitted to park any vehicle on the school parking lot. Each violation of this rule will delay advancement *by* 168 hours.

**4. SCHOOL CLOSING DUE TO INCLEMENT WEATHER**

In case of inclement weather, listen to KYW 1060 *radio* for school closing information – the *SCHOOL CLOSING* NUMBER is 2031.

**5. CHANGE OF ADDRESS AND TELEPHONE NUMBER**

Written notification must be presented to the Director.

**6. CHANGE OF EMPLOYER**

- a. Apprentices are *not permitted* to quit *working for* an employer.
- b. *An* Apprentices must report to the Business Manager and the Training Director the next working day following departure from *employment with* an

employer. Failure to comply with this rule will delay advancement *by* 168 hours.

- c. An Apprentices must notify the Director within 24 hours after reporting to a new employer. Failure to comply with this rule will delay advancement *by* 168 hours.
- d. An Apprentice *is not permitted to* work outside the jurisdiction of Local Union #98 without the express permission of the Business Manager.

## **7. DRUGS AND ALCOHOL**

Students must comply with **all** provisions of the ATEI Drug & Alcohol Policy as detailed for in the ATEI Student Handbook. That policy states in part:

- a. Apprentices *will be required to submit to* a random drug *and alcohol* urinalysis-screening test done throughout the course of their apprenticeship.
- b. Any Apprentice who tests positive for drug, chemical substance or alcohol abuse *during his/her probationary period* will be immediately removed from the program.
- c. *An apprentice who tests positive for drug, chemical substance or alcohol abuse after his initial probationary period will be sent to counseling and will be suspended from the apprenticeship program for one year. Any such apprentice will continue to be subject to random drug testing throughout the remainder of the apprenticeship. Should such apprentice again test positive, that apprentice will be terminated from the apprenticeship program.*
- d. Any Apprentice, at *his or her* own expense, has the right to have their same urine sample retested and evaluated by a state licensed independent laboratory and will be provided a reasonable opportunity to rebut or explain the test results.
- e. Anyone found using or bringing alcoholic beverages into the school will be subject to disciplinary action.
- f. Anyone found using or possessing illegal or controlled substances will be subject to disciplinary action.

## **8. SOCIAL MEDIA POLICY**

Students must comply with **all** provisions of the ATEI Social Media Policy as detailed for in the ATEI Student Handbook. That policy states in part:

- a. Students are not permitted to use language that is libelous, discriminatory, threatening or harassing.

- b. Students are not permitted to use social media to invade anyone's privacy. Nor are they permitted to post individual pictures of anyone unless you know they have consented to your doing so.
- c. Students may not disclose addresses or other personal or private information about other people. Nor may they use language that is racially, ethnically or sexually objectionable.
- d. Students may not disparage their employer's products or services or make statements that are not truthful.
- e. Violation of this Social Media Policy may subject an apprentice to discipline, up to and including termination from ATEI.

#### **8 (A). ABSENCE - DEFINED**

- a. Any apprentice will be considered absent from school if he or she does not show up for school on their assigned school day.
- b. Any apprentice will be considered absent from school if he or she does not attend school for at least three full school periods on their assigned school day.

#### **8(B). LATENESS - DEFINED**

- a. Arriving in class after 7:00 A.M.
- b. Returning to class late after lunch period.
- c. Returning to class late after break period.
- d. Sleeping in class.
- e. Leaving class before dismissal by the instructor.
- f. Removal from class for failure to have completed a homework assignment.
- g. *Use of any cell phone, or other electronic device during class. All such cell phones, or electronic devices must be turned off during class.*
- h. *Failure to remain current in the payment of dues.*

*There is no acceptable "excuses" for leaving the classroom before dismissal by the instructor, other than to use the toilet facilities or illness.*

## 9. PENALTIES LEVIED FOR EXCESSIVE SCHOOL ABSENCES AND/OR LATENESS

- a. There are no excused absences.
- b. Two (2) *lates* constitutes one (1) absence.
- c. Two and one half (2 ½) absences - advancement delayed *by* 168 hours.
- d. Three (3) absences - advancement delayed *by an additional* 168 hours.
- e. Three and one half (3 ½) absences - advancement delayed *by an additional* 336 hours.
- f. Four (4) absences - advancement delayed *by an additional* 336 hours.
- g. Four and one half (4 ½) absences – advancement delayed *by an additional* 336 hours.

Total penalty hours *for absences are* as follows: 2 ½ *absences* = 168 hours, 3 *absences* = 336 hours, 3 ½ *absences* = 672 hours, 4 *absences* = 1008 hours, 4 ½ *absences* = 1344 hours.

- h. Five (5) absences - immediate termination of apprenticeship. ***There is no appeal for being dismissed for five absences.***
- i. *An apprentice will not receive any compensation for a late or an absence.*
- j. ***All apprentices having 3 absences or a combination of absences and lates equaling 3 absences will have their school check(s) held till all their book money owed to ATEI is paid.***

## 10. WORK PROGRESS REPORTS

- a. Work Progress Reports must be signed by the Foreman and turned in to the Director no later than 4:30 P.M. *of the 15th day of the following month.* In the case of a disability, a work progress report must still be forwarded.
- b. Should an apprentice choose to mail the work report, the *report should* be addressed to:

A.T.E.I.  
1719 Spring Garden Street - 2nd Floor  
Philadelphia, PA 19130

**11. PENALTIES LEVIED FOR FAILURE TO SUBMIT WORK PROGRESS REPORTS WITHIN THE PRESCRIBED TIME *PERIOD***

- a. *For each work report that is not received within the time prescribed (by the 15<sup>th</sup> day of the following month), advancement to the next pay grade will be delayed by 168 hours.*
- b. Three (3) delinquent work reports will subject the violator to an appearance before the Committee for appropriate action.
- c. Work report penalties may be worked off (excused) with the permission of the Director in the following manner: each individual penalty may be excused by the Director after the violator has performed a minimum of at least (4) hours of service to Local #98.

**12. DRESS CODE:**

- a. ***No open toe shoes (sandals)***
- b. ***No cut off shirts or tank tops***
- c. ***No wearing of hats except for medical or religious purposes***
- d. ***Undergarments must be completely covered by outside clothing***
- e. ***No garments that are vulgar, obscene or libelous***
- f. ***No garments that encourage illegal or violent activities***

***Any apprentice who violates the dress code will be asked to leave the building and will be given an absent for the day.***

**13. COMMUNITY SERVICE/PENALTY HOURS:**

***Any apprentice who volunteers for Community Service Projects can remove penalty hours.***

***All penalty hours except hours imposed for being absent or late from class can be removed. 1 hour of community service would equal 10 penalty hours removed.***

**14. SCHOOL GRADES**

- a. Students must achieve a Minimum passing grade of 70 in every program course. Students who fail to achieve a minimum passing grade for any semester course will be required to attend a 40-hour "summer school" session at the competition of the school year. Students will not be compensated for the summer school session and are not permitted to work at their OTJ assignments during the week. Students who fail to achieve a passing grade in the summer school session will be required to complete the entire term of school and will be subject to the penalties and conditions listed below.

- b. Any apprentice failing during the course of the year may be called before the Committee for an evaluation of *his/her* status in the program.
- c. In the case of an apprentice failing a complete term of school, the opportunity to repeat the failed term will be at the discretion of the Committee and under the terms listed below:
  - 1. Any apprentice failing a complete term of school will be penalized two thousand (2,000) hours which becomes effective from the first day of the month after the date of the failure. This penalty will be in addition to any other penalties incurred.
  - 2. Any apprentice repeating the term will not be compensated for school hours.
  - 3. Should an apprentice fail the same school year twice, the apprentice will be dismissed.

## **15. LOSS OF EMPLOYMENT**

- a. *Any apprentice who is fired or laid off for reasons other than lack of work by his/her signatory contractor must appear before the Committee at the Committee's next scheduled meeting.*
- b. *Such apprentice will not be sent out to work until he/she appears before the Committee.*

## **16. PROBATION**

- a. *If an apprentice is placed on probation by the Committee for any reason, including termination from employment and/or poor performance in school, the apprentice's work and school records will be reviewed monthly by the Committee.*
- b. *An apprentice placed on probation will be subject to a random drug and alcohol urinalysis screening test throughout the remainder of the apprenticeship.*

## **17. ILLNESS OR INJURY**

- a. *If an apprentice is out-of-work as a result of a disability or a work-related injury for more than three (3) days, the apprentice must notify the Committee and provide a medical certificate or equivalent to support the apprentice's inability to work. Such medical certificate or equivalent must include a tentative return-to-work date.*
- b. *Any such apprentice who is out of work due to a disability or work-related injury for more than three (3) days must report any change in condition to the Committee.*



**I HAVE READ AND RECEIVED A COPY OF THE RULES AND REGULATIONS SET DOWN BY THE COMMITTEE FOR APPRENTICE TRAINING FOR THE ELECTRICAL INDUSTRY AND UNDERSTAND THAT ANY VIOLATION OF THESE SAME RULES AND REGULATIONS WILL CAUSE ME TO INCUR THE DESCRIBED PENALTIES, INCLUDING TERMINATION.**

I ALSO UNDERSTAND AND AGREE THAT THE *COMMITTEE* HAS THE RIGHT TO AMEND, MODIFY OR CHANGE THESE RULES AND REGULATIONS FROM TIME TO TIME AS THE COMMITTEE DEEMS NECESSARY.

*SIGNATURE:* \_\_\_\_\_

*DATE:* \_\_\_\_\_

*SOCIAL SECURITY NUMBER:* \_\_\_\_\_

## Appendix B

### ENROLLMENT AGREEMENT Electrician (Wireman) Program

ATEI

1719 Spring Garden Street

Philadelphia, PA 19130

215-567-6405

www.atei98.org

This is an agreement between the Apprenticeship Training for the Electrical Industry (ATEI) and Student Name: \_\_\_\_\_ to enroll in the Electrician (Wireman) Program. This program consists of 1080 clock hours of classroom and laboratory instruction and 8000 hours on-the-job training for a total of 9080 hours over a five-year period. At the end of this program you will receive an apprenticeship completion certificate from the United States Department of Labor and will become a journey worker in the electrical field. There are no tuition or fee costs for this program. Students will be provided tools at no cost. This program begins in October \_\_\_\_\_ (Year). Your estimated completion date is June \_\_\_\_\_ (Year).

Should you decide to leave the program or if you are asked to leave the program, please refer to the policies and procedures regarding termination that can be found in the Student Handbook and Catalog. Since there are no tuition charges for this program, there will be no refund due to the student. The one-time \$40 application fee is refundable under the conditions listed in the Student Handbook.

At the end of the program, you will become eligible for employment through the International Brotherhood of Electrical Workers, Local Union 98. PERMANENT EMPLOYMENT CANNOT BE GUARANTEED. However, you will be part of an employment placement service through the union that will be available to you until you retire.

Should you have any questions or concerns regarding this enrollment agreement, please contact Michael Neil, Director of the ATEI. A copy of the ATEI complaint procedure can be found in the Student Handbook and Catalog. Questions or concerns that are not satisfactorily resolved by the school or through the complaint procedure should be addressed to:

State Board of Private Licensed Schools  
Pennsylvania Department of Education  
333 Market Street, 12<sup>th</sup> Floor  
Harrisburg, PA 17126-0333

By signing this document, I certify to the following: that I have received and read the ATEI Student Handbook and Catalog and I further certify that I have read and understand this enrollment agreement.

This agreement is effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Student

\_\_\_\_\_  
School Representative

**ENROLLMENT AGREEMENT**  
**Telecommunications Program**

ATEI  
1719 Spring Garden Street  
Philadelphia, PA 19130  
215-567-6405  
www.atei98.org

This is an agreement between the Apprenticeship Training for the Electrical Industry (ATEI) and Student Name: \_\_\_\_\_ to enroll in the Telecommunications Program. This program consists of 640 clock hours of classroom and laboratory instruction and 8000 hours on-the-job training for a total of 8640 hours over a four-year period. At the end of this program you will receive an apprenticeship completion certificate from the United States Department of Labor and will become a journey worker in the telecommunications field. There are no tuition or fee costs for this program. Students are provided tools at no cost. This program begins in February \_\_\_\_\_ (Year). Your estimated completion date is December \_\_\_\_\_ (Year). Should you decide to leave the program or if you are asked to leave the program, please refer to the policies and procedures regarding termination that can be found in the Student Handbook and Catalog. Since there are no tuition charges for this program, there will be no refund due to the student. The one-time \$40 application fee is refundable under the conditions listed in the Student Handbook.

At the end of the program, you will become eligible for employment through the International Brotherhood of Electrical Workers, Local Union 98. PERMANENT EMPLOYMENT CANNOT BE GUARANTEED. However, you will be part of an employment placement service through the union that will be available to you until you retire. Should you have any questions or concerns regarding this enrollment agreement, please contact Michael Neil, Director of the ATEI. A copy of the ATEI complaint procedure can be found in the Student Handbook and Catalog. Questions or concerns that are not satisfactorily resolved by the school or through the complaint procedure should be addressed to:

State Board of Private Licensed Schools  
Pennsylvania Department of Education  
333 Market Street, 12<sup>th</sup> Floor  
Harrisburg, PA 17126-0333

By signing this document, I certify to the following: that I have received and read the ATEI Student Handbook and Catalog and I further certify that I have read and understand this enrollment agreement.

This agreement is effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Student

\_\_\_\_\_  
School Representative

## Appendix C

### Electrician (Wireman) Program Full Admissions Standards

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#### SECTION VIII- Qualification for Apprenticeship

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

Individuals who enter the pool of qualified applicants or otherwise meet the provisions for "direct entry" will be provided with the opportunity to participate in either the Traditional (time-based) program or the Hybrid apprenticeship program if openings are available. Although both pathways can lead to the Inside Journeyworker Wireman classification, the alternative pathways are provided to better match the needs and abilities of the individual apprentice. Final decisions regarding the placement of the apprentice into either program will be based upon several factors, including but not limited to the suitability of the applicant's experience and the needs of the Program Sponsor. Apprentices who enter the traditional time-based program may be offered the opportunity to transition into the Hybrid apprenticeship program provided the transition is authorized and approved by the JATC. Apprentices who enter the Hybrid apprenticeship program may be offered the opportunity by the JATC to transition to the traditional time-based program provided the transition is authorized and approved by the JATC. Apprentices who transition must complete all of the related instruction and hour requirements for the program.

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, 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 respecting any applicable State laws or regulations).
  - c. obtain a qualifying score of "5" using the electrical industry'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. 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.
  - 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 requested 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.
- 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. sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
  - d. possess a valid Driver's License.
  - e. submit a DD-214 to verify military training and/or experience if they are a veteran.
- 3) 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 (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 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:
- 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 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 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 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.