

Qualification for Apprenticeship

Southeast Iowa Joint Apprenticeship and Training Committee • Inside Wireman

8.1 Methods of Entry

Every individual selected for apprenticeship shall come from the pool of qualified applicants on the ranked list, unless otherwise qualifying for Direct Interview or Direct Entry. No applicant shall be excluded from consideration because they fail to meet qualifications for Direct Interview or Direct Entry; they must be considered under the standard method of entry.

8.2 Application

Every applicant must fill out an application form, either in paper format or electronically, accurately, and completely responding to all questions and items listed in the application.

8.3 Minimum Qualifications

Except as provided in paragraphs 8.5 and 8.6 for those eligible for Direct Interview or Direct Entry, each applicant must meet the following minimum qualifications and will be required to provide evidence satisfactory to the Committee at the time indicated in the Selection Procedures.

- 8.3.1 Each applicant must be: (i) a high school graduate, or (ii) hold a Certificate of High School Equivalency or GED, or (iii) hold a two-year Associate Degree (or its equivalent) or higher. If equivalent education was obtained outside of the United States, the applicant will be required to provide appropriate documentation.
- 8.3.2 Each applicant must have successfully completed: (i) one full year of high school algebra (or its equivalent) with a passing grade, or (ii) one semester of post-high school algebra (for example, Adult Education, Continuing Education, or Community College) with a passing grade, or (iii) the electrical training ALLIANCE online Tech Math course. A failing grade does not satisfy this requirement. Completion of a higher-level mathematics course for which algebra is a prerequisite satisfies this requirement.
- 8.3.3 Each applicant must be able to work legally in the United States and provide a valid Social Security number. The Committee will not seek to verify authorization to work in the United States, as that is the responsibility of the employers during on-the-job training. If the Committee learns that an applicant is not eligible to work and will not be eligible at the time of registration, the Committee may terminate the application.
- 8.3.4 Each applicant must be capable of completing all requirements of the apprenticeship program and performing the work required of an electrical worker, with or without reasonable accommodations, including being able and willing to:
 - 8.3.4.1 Safely perform, or learn to safely perform, the essential functions of the job
 - 8.3.4.2 Get to and from work at job sites anywhere within the geographical jurisdiction of this apprenticeship program
 - 8.3.4.3 Attend and successfully pass all related classroom instruction
 - 8.3.4.4 Understand and follow all Committee Rules and Policies
 - 8.3.4.5 Climb and work from ladders, scaffolds, poles, and towers of various heights; push, pull, crawl, crouch, and work in confined spaces such as attics, manholes, and crawlspaces; lift 25 to 50 pound objects on a fairly consistent schedule; and use various hand and power-assisted tools to install conduit, wiring, fixtures, devices, and electrical apparatus within commercial, industrial, and residential buildings

8.3.4.6 Read, hear, speak, and understand instructions and warnings in English

8.3.5 Each applicant must be a minimum of eighteen (18) years old at the time of registration, except that otherwise qualified applicants may be registered by the Committee prior to turning age 18 if permitted by state law.

8.4 Aptitude Test

8.4.1 Applicants who do not qualify for Direct Interview or Direct Entry must take the aptitude test approved by the electrical training ALLIANCE and obtain a passing score. A passing score is a minimum qualification to be eligible for interview.

8.4.2 The applicant will be notified in writing of the time, place, and date they are to complete the aptitude test. Test results will be entered into the Application Record. Scores are not shared with the interview committee, and applicants are informed of their result on a pass or fail basis only.

8.5 Direct Interview Qualification

Except as described below, the applicants described in this paragraph will not be required to obtain a qualifying score on the aptitude test or meet the requirements of 8.3.1 high school diploma or GED, or 8.3.2 algebra. If they meet all other minimum qualifications above and the requirements below, they will be invited to an interview. These individuals must still meet all post-selection requirements in paragraph 8.7. Applicants are not required to apply through these methods and may choose to apply through the standard method of entry.

8.5.1 Military Experience

- a. Applicants who have completed at least three years of active-duty military service with the United States Armed Forces, with a discharge under honorable conditions within five years of the application date.
- b. Applicants who have completed at least six years of United States military reserve service, who are still serving as a military reservist or have an honorable discharge within two years of the application date.
- c. Applicants who have been honorably discharged from the military and have completed military technical training school in a Military Occupational Specialty applicable to the commercial and/or industrial electrical construction industry, and can document a minimum of two years of military experience in that Military Occupational Specialty within five years of the date of application. These individuals may also qualify for Direct Entry.
- d. To qualify under Military Experience, applicants must provide a DD Form 214 or equivalent documentation acceptable to the Committee to establish their experience.
- e. Applicants who have served overseas and/or lived on a military installation for a minimum of two (2) years prior to application will have any existing residency restriction waived.

8.5.2 Industry Experience

- a. 2,000 Hours. Applicants who can verify that they have worked a minimum of two thousand (2,000) hours specifically in the electrical construction industry.
- b. 4,000 Hours. Applicants who can verify that they have worked a minimum of four thousand (4,000) hours specifically in the commercial and/or industrial electrical construction trade. These individuals may also qualify for Direct Entry. 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 or training, and no other form of construction experience, will be given credit under this provision.

- c. Individuals applying under either Industry Experience method must provide the Committee with sufficient documentation, satisfactory to the Committee, to demonstrate their experience in the electrical construction industry. This documentation may be comprised of official documents such as payroll records or notarized letters of experience from prior employers, and must state the hours performed as electrical construction work.

8.5.3 electrical training ALLIANCE Interim Credential

- a. Individuals who have received an Interim Credential through the program developed by the electrical training ALLIANCE, which represents that they have successfully completed the assigned curriculum. These individuals may also be eligible for Direct Entry.

8.5.4 School to Apprenticeship

- a. Individuals who have completed a School to Apprenticeship program in the electrical industry, including a School to Registered Apprenticeship program involving the Committee. To be eligible, the program must meet the following requirements:
 - i. Shall be available to all schools within the jurisdiction of the collective bargaining agreement that agree to participate in the program
 - ii. Shall require participants to be at least 16 years of age
 - iii. Shall require participants to complete their junior year (11th grade) of high school prior to being employed as an apprentice in this program
 - iv. Shall allow the Committee to work with the school to encourage participating school systems to include a basic computer course and mechanical drawing or computer-aided design in their academic curriculum. The Committee may determine that participants must complete the first year of industry-related classroom training (electrical training ALLIANCE curriculum), specific electrical training ALLIANCE courses, or industry orientation seminars or classes. These classes and seminars shall be taught by the Committee, and course materials may be presented during evening hours
 - v. May permit the scheduling of alternating weeks of academic study and on-the-job training experience, as determined by the Committee and agreed to by the participating school or schools
 - vi. Shall mandate that failure to successfully complete academic studies, both high school and Committee instruction, is just cause for termination from the program
 - vii. Shall mandate that failure to demonstrate progress in safely and proficiently accomplishing work practices is just cause for termination

8.5.5 Job Corps

- a. Applicants who completed a Job Corps training program in electrical construction within two (2) years prior to application, and who obtain a qualifying score on the aptitude test.

8.5.6 Pre-Apprenticeship Programs

- a. Individuals who can verify that they have completed a structured pre-apprenticeship training program meeting minimum requirements recognized by the Committee, and sponsored by community outreach groups, the IBEW or NECA, the Local, State, Regional or National Building Trades programs, or by the Committee. These individuals may also qualify for Direct Entry.
- b. Applicants under this method must provide the Committee with appropriate documentation, satisfactory to the Committee, confirming that they meet the specific requirements of the pre-apprenticeship program. This documentation must be comprised of official documents such as

completion or graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

8.5.7 Industry Needs

Applicants who meet unique industry needs or requirements, and who obtain a qualifying score on the aptitude test, will qualify for Direct Interview by the Committee as soon as possible after application submission, and may qualify for Direct Entry. To qualify under this method, applicants must either:

- i. Be in categories for which signatory contractors are required to recruit and hire under project labor agreements, project stabilization agreements, and/or other federal, state, or local government contracts or agreements, provided that those categories are not defined by Protected Characteristics as defined in the Committee's Equal Employment Opportunity and Affirmative Action Plan (for example, requirements for veterans, local residents, or disadvantaged workers as defined by income or other factors other than the Protected Characteristics); or
- ii. Be located in a geographic area for which there is a high demand that cannot be reasonably served with a sufficient number of apprentices because of excessive travel distances.

8.6 Direct Entry Qualification

Applicants who meet the following qualifications will be offered Direct Entry into the apprenticeship program, with certain requirements waived and without being placed on or selected from the ranked list of qualified applicants. These individuals must still meet all post-selection requirements in paragraph 8.7, unless expressly exempted.

8.6.1 New Signatory Employer

An electrical construction employee of a non-signatory employer not qualifying as a journeyworker, when the employer becomes a signatory, shall be evaluated by the Committee using consistent, standard, non-discriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Such applicants must:

- i. Provide official, indisputable documentation to show that they were an employee performing electrical construction work prior to and at the time the employer became signatory
- ii. Supply the Committee with reliable documentation and adequate verification to substantiate previous employment and experience sufficient to warrant their registration
- iii. Meet the physical requirements described in 8.3.4.5
- iv. Be capable of completing all requirements of the apprenticeship program and performing the work required of an electrical worker, with or without reasonable accommodations, as described in 8.3.4

8.6.2 Thirty Percent Cards

An individual who signs an authorization card during an organizing effort in which 30 percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and who is an employee of the non-signatory electrical contractor and does not qualify as a journeyworker, shall be evaluated by the Committee using consistent, standard, non-discriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. 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:

- i. Have previous work experience with non-participating employers that warrants some on-the-job training credit based on the provisions of these Standards, and provide reliable documentation and adequate verification, which shall be recorded and securely filed in the applicant's file, to substantiate previous employment and experience

- ii. Provide official documentation to show length of employment with their present electrical employer and all other previous electrical employers
- iii. Meet the physical requirements described in 8.3.4.5
- iv. Be capable of completing all requirements of the apprenticeship program and performing the work required of an electrical worker, with or without reasonable accommodations, as described in 8.3.4

8.6.3 Transfer of Apprenticeship

A registered apprentice who wishes to transfer an apprenticeship agreement between two local IBEW/NECA committees having registered inside apprenticeship programs must meet the following requirements:

- 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 committee must agree to the transfer, acting on behalf of the official program sponsors for the IBEW and NECA. The sponsoring committee must not unreasonably withhold such agreement.
- c. The receiving committee must agree to accept the transfer, acting on behalf of the official program sponsors for the IBEW and NECA. The receiving committee must not unreasonably withhold such acceptance.
- d. The receiving committee shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
- e. The transferring apprentice must complete an application and provide official documentation pertaining to their participation in the program they are transferring from. An official copy of all records established with the sponsoring committee, including a copy of the application form and the apprenticeship agreement properly registered with the Registration Agency, shall be provided to the receiving committee. The receiving committee will examine all documentation submitted before granting permission to transfer, and all such records shall become part of the receiving committee's permanent files.
- f. Upon being accepted by the receiving committee, the apprentice will have their existing apprenticeship agreement terminated and registration proceedings initiated immediately by the receiving committee and the appropriate Registration Agency.
- g. The apprentice will receive full credit for probationary time previously served. No plan assets will be transferred between plans to cover the cost of the apprentice's education.

8.6.4 Other Means

- a. Individuals who qualify under two years of military electrical experience, 4,000 hours of industry experience, the Interim Credential, a pre-apprenticeship program, or industry needs may qualify for Direct Entry after interview, based upon standard, non-discriminatory evaluation factors.
- b. Applicants who qualify for Direct Entry by Other Means and have provided supporting documentation for their approved entrance method will be interviewed using standard interview questions as well as questions about their past employment as reflected in that documentation. They will be given a pass or fail result for the Direct Entry interview. An applicant who receives a fail result will have their interview graded and ranked under the standard method of entry. An applicant who receives a pass result will be offered a conditional offer and placed at the period later determined by the Committee.
- c. The Committee may, in its discretion, determine that due to industry needs, individuals in one or more categories will be offered Direct Entry rather than Direct Interview for a period of time.

- d. Decisions to permit Direct Entry under these options, and for what period of time, shall be recorded in the Minutes of the Committee and publicized through the Notice of Apprenticeship Opportunity, prior to each period of application and interviews.
- e. A decision to permit Direct Entry instead of Direct Interview must be made before, or promptly after, an interview and before interviewees are placed on the ranked list. Once an applicant is placed on the ranked list, their status cannot be changed to Direct Entry.
- f. Any applicant who enters through Direct Entry will be placed on a one-year probationary period, during which they may be moved up in year, moved down in year, maintained at their current year, or terminated from the program.

8.7 Post-Selection Requirements

All selected applicants, including those admitted through Direct Entry, must meet the following minimum requirements at the time indicated in the Selection Procedures, typically after a conditional offer is made and prior to registration:

- a. Provide any remaining documentation required to complete the selection process
- b. Not be disqualified as a result of information obtained by the Committee during the selection process, including interviews, verification of information, reference checks, or other information made available to the Committee prior to registration
- c. Successfully complete a background check, reference checks, and a post-offer pre-employment health assessment, drug test, and tuberculosis test, as applicable