

BLUEPRINT FOR APPRENTICESHIP



idahoelectricalapprenticeship.org

Our mission is to educate the members of the International Brotherhood of Electrical Workers and the National Electrical Contractors Association; ensuring and providing the Electrical Construction Industry with the most highly trained and highly skilled workforce possible.



BUILDING YOUR FUTURE

The Southwestern Idaho Electrical JATC apprenticeship is an “earn while you learn” program. It is the approved training facility for the International Brotherhood of Electrical Workers (IBEW) Local 291, National Electrical Contractors Association (NECA) and is the largest apprenticeship program federally registered with the Department of Labor in the state of Idaho.



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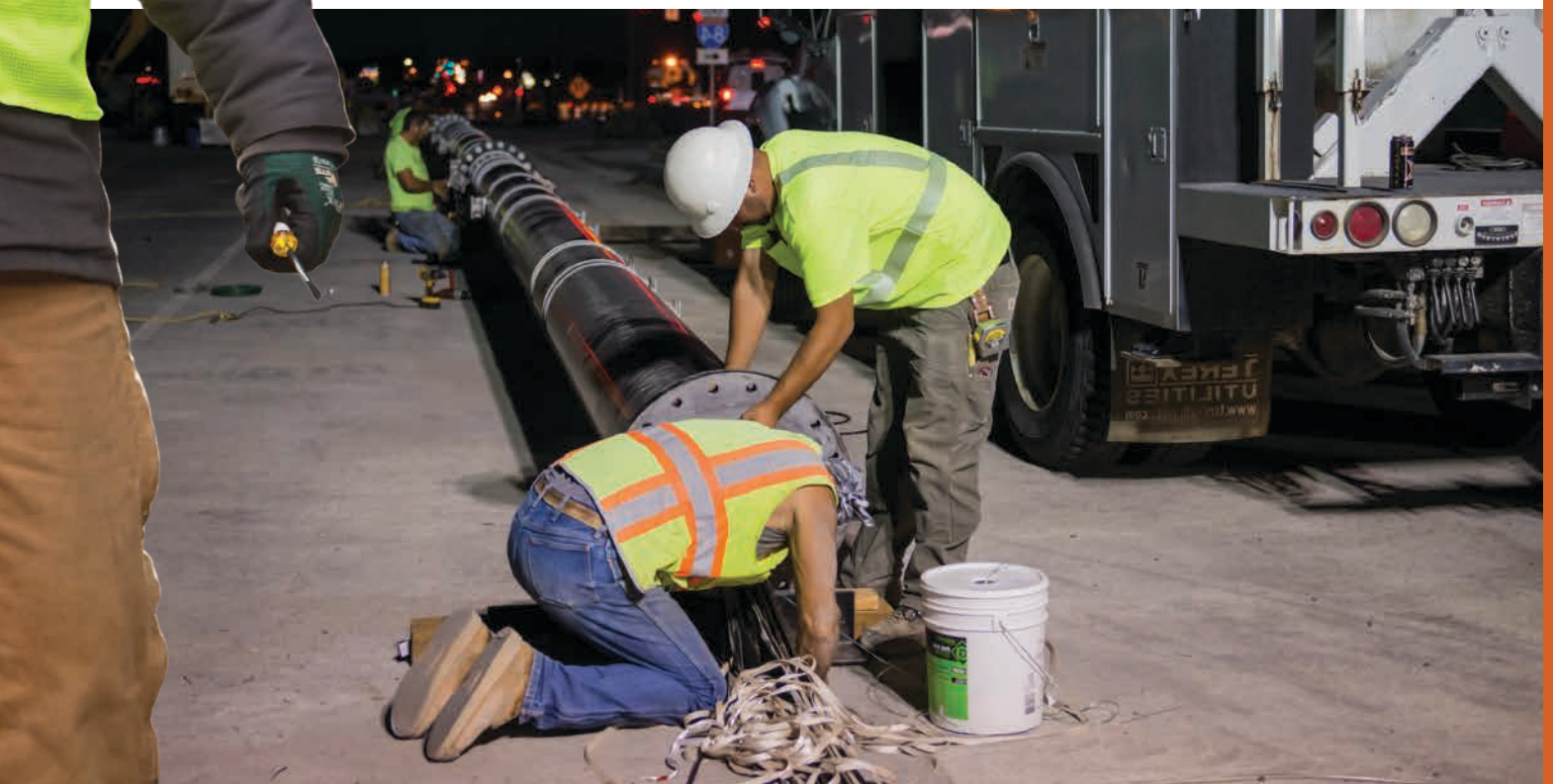
Apprentices who are selected to join the program do not incur tuition fees associated with traditional colleges or other trade related programs. However, apprentices do have to pay annually for books, transportation, dues, work attire and tools as required by their collective bargaining agreement.

Some of the major duties for an Inside Wireman include:

- ✦ Planning and initiating projects
- ✦ Establishing temporary power during construction
- ✦ Establishing grounding systems
- ✦ Installing electrical service to buildings and other structures
- ✦ Establishing power distribution within a project
- ✦ Planning and installing raceway systems
- ✦ Installing new wiring and repairing old wiring

Applicants who are offered an apprenticeship with our JATC can expect:

- ✦ Job placement with one of our union electrical contractors
- ✦ Payment for hours worked
- ✦ Employer paid benefits: 401k/annuity, health insurance, personal care account and pension plan
- ✦ Reporting of on-the-job-training hours to the state of Idaho
- ✦ To attend classes at the JATC at least one evening per week
- ✦ Weekly homework and exams at the end of each topic
- ✦ Raises upon completion of annual courses
- ✦ Monthly reporting of work hours to the JATC
- ✦ To abide by all JATC policies
- ✦ To sign a ten-year indenture agreement
- ✦ To make-up any missed class time
- ✦ 10,000 on-the-job-training hours and 900 related class-room training hours
- ✦ Advancement to a Journey-level electrician upon successful program completion and state testing



MINIMUM APPLICATION REQUIREMENTS

- ✦ Be 18 years of age or older
- ✦ Have a valid drivers license
- ✦ High school graduate or G.E.D.
- ✦ Completed a full year of algebra
- ✦ Provide official documentation
 - Official, sealed H.S. transcripts
 - Official G.E.D.
 - Proof of Algebra 1 requirement
 - Copy of drivers license
 - Copy of DD214 (military service)
- ✦ Applicants who are unable to provide proof of the algebra requirement can take our approved online math course for a fee. Once completed, applicants will provide a copy of the certificate issued by the online program to satisfy the requirement.
- ✦ The algebra requirement can also be waived if the applicant has 2,000 on-the-job-training hours recorded with the state in the electrical industry.
- ✦ Non-English diplomas and/or transcripts must be translated and notarized with notary seal.

THE APPRENTICESHIP APPLICATION PROCESS

The selection process begins with the application. Applicants can apply online for \$ 30.00 (American Express is not accepted) at idahoelectricalapprenticeship.org. For applicants who would rather pay by check or money order, paper applications can be obtained year-round at the JATC office. The JATC does not accept cash.

Applicants have thirty (30) days to complete the application once purchased. This allows enough time to obtain the official documentation needed to qualify for the application if an additional math class is not needed.

The earliest any applicant may be selected is approximately three (3) months. Applicants who meet the minimum requirements will be notified of their aptitude testing date via U.S. mail, within thirty (30) days completing the application. All applicants will be required to complete an online aptitude test consisting of mathematical equations and reading comprehension. This testing is done at the JATC training center and lasts approximately 3 hours. The JATC will notify applicants of their test date and time.

Applicants who pass the aptitude test will move on to the in-person interview with the Joint Apprenticeship Training Committee (JATC). Committee members represent the IBEW and NECA. The interview occurs approximately thirty (30) days after testing. Applicants will receive a letter via U.S. mail notifying them of their interview date and time.

Applicants will be scored by each committee member. All scores are then averaged into a single score and applicants are placed on a ranking list. Applicants will stay on the ranking list for two (2) years. If not selected prior to two (2) years, the application process will need to be re-initiated.

APPLICATIONS EXPIRE ONE (1) YEAR FROM THE ISSUE DATE

As apprentices are needed, those with the highest ranking score are offered an apprenticeship.

TESTING RESOURCES AND PRACTICE

A sample of the aptitude test can be found on the Electrical Training Alliance (National JATC) website: electricaltrainingalliance.org/SamplePage

Test preparation and practice links for math and reading comprehension, as well as additional resources, can be found at idahoelectricalapprenticeship.org/resources

LEARN MORE AT
IDAOELECTRICALAPPRENTICESHIP.ORG



DOES EXPERIENCE MATTER?

Apprentices are entry-level electricians, but many of those selected for the program do have some experience in the industry. There are steps applicants can take to gain experience and/or find out if the electrical trade is one they are well suited for and will enjoy as a lifelong career.

THE CONSTRUCTION WIREMAN PROGRAM

The Construction Wireman (CW) program is a pre-apprenticeship program, and an effective means of getting industry experience. Many of the apprentices selected for the program started as construction wiremen. The CW program differs from the apprenticeship in several ways:

- ✦ There are no minimum requirements
- ✦ It is not federally registered with the Department of Labor
- ✦ CW's do not attend apprentice classes
- ✦ There is no fee for the application
- ✦ CW's are not placed in jobs
- ✦ CW's don't receive the same benefit package as apprentices

Becoming a CW can be a vital step towards an apprenticeship:

- ✦ CW's are necessary and needed in the industry
- ✦ CW's do much of the same work as beginning apprentices
- ✦ The JATC helps to keep track and report hours worked to the state of Idaho
- ✦ CW's gain valuable experience on-the-job
- ✦ They can improve their overall interview score
- ✦ They often earn a wage comparable to a 1st year apprentice
- ✦ Builds relationships with apprentices, journeymen and contractors
- ✦ They earn a wage while applying for the apprenticeship
- ✦ They receive employer paid health care for themselves after the waiting period
- ✦ They can re-interview with the committee once they have worked 500 hours
- ✦ Shows dedication to the goal of acquiring an apprenticeship

HOW TO BECOME A CW

- ✦ Complete the CW Application
- ✦ Actively apply for CW positions with contractors on the JATC list
- ✦ Notify the JATC of employment
- ✦ Receive a training order form the JATC
- ✦ Report to Local 291 for approval
- ✦ Obtain an "Apprentice License" as required by the State of Idaho via the Division of Building and Safety
*Apprentices and CWs must have license prior to employment.
- ✦ Report to work
- ✦ Report on-the-job training hours to the JATC monthly

HOW MUCH DOES AN APPRENTICE MAKE PER HOUR?

Apprentices start at 45% of a journeyman wage. As apprentices complete years of schooling and on-the-job-training hours, they receive wage advancements.

% OF JOURNEYMAN RATE	MINIMUM OJT HOURS	WAGES	EMPLOYER PAID BENEFITS	TOTAL
1st Term 45%	0-1000	\$15+/hr	\$7+/hr	\$23+/hr
2nd Term 50%	1001-2000	\$17+/hr	\$7+/hr	\$25+/hr
3rd Term 55%	2001-3500	\$18+/hr	\$10+/hr	\$29+/hr
4th Term 60%	3501-5000	\$20+/hr	\$10+/hr	\$31+/hr
5th Term 70%	5001-6500	\$23+/hr	\$11+/hr	\$35+/hr
6th Term 80%	6501-8000	\$26.+/hr	\$12+/hr	\$39+/hr

Approximate sample wages and benefits based on journeyman rate of \$32.10 per hr. as of June 1, 2019. Wages and benefits change frequently, visit idahoelectricalapprenticeship.org for current wages and benefits.

MAPPING IT OUT

APPRENTICESHIP

- ✂ Purchase Application Online or Paper \$30.00
- ✂ Complete Application in 30 days to include all documentation
- ✂ Take aptitude test on scheduled day (letter sent U.S. Mail)
- ✂ Interview on scheduled date (if aptitude test is passed)
- ✂ Receive score letter and placed on ranking list (up to 2 years)
- ✂ If selected, report for orientation and sign documents
- ✂ Receive Training Order, report to the union hall (local 291) 8AM—10AM
- ✂ Report to the Division of Building and Safety for apprentice license
- ✂ Report to contractor for work
- ✂ Begin classes in July or January, purchase books (approx \$700.00)
- ✂ Report Hours to JATC monthly, complete homework, tests etc.

CW PRE-APPRENTICESHIP

- ✂ Fill out CW Application in Person (free)
- ✂ Receive list of union electrical contractors and contacts
- ✂ Actively seek work with any of the contractors on the list
- ✂ If hired, fill out employment paperwork with contractor
- ✂ Return to the JATC for a Training Order
- ✂ Take Training Order to the union hall (local 291) between 8 AM—10AM
- ✂ Report to the Division of Building and Safety for apprentice license
- ✂ Report to contractor for work.
- ✂ Report monthly work hours to the JATC
- ✂ After working 500 hours, request re-interview form (if not selected)

TIPS

- ✂ DO get your documents in order
- ✂ DON'T leave information off your application
- ✂ DO take the approved math class if you don't meet the requirement
- ✂ DO contact the JATC if you move to update address
- ✂ DO STUDY for your aptitude test
- ✂ DO PRACTICE your interviewing skills
- ✂ DO APPLY for the CW program at the same time to help gain experience prior to your interview
- ✂ DON'T quit your current job unless an apprenticeship has been offered to you
- ✂ DON'T get discouraged. It's a long process
- ✂ DO apply for the CW program if applying for the apprenticeship program
- ✂ DO visit the contractors in person if able
- ✂ DO contact all the larger contractors to better your odds of getting hired
- ✂ DO ask questions! We are happy to help!



A NOTE TO THOSE WITH DISABILITIES

We recognize and comply with our obligation under the Americans with Disabilities Act to not discriminate against qualified persons with disabilities.

If you are a person with a physical or mental impairment (including learning disabilities) that you believe may affect your ability to complete any aspect of the application process (including testing) and if you need an accommodation to ensure that the test battery accurately measures your skills and abilities, **please notify the JATC, as soon as possible, and not later than upon receipt of notification that you are scheduled to take the NJATC test battery.** Accommodations requests given on the test day cannot be addressed on that day. In most cases you will need to provide:

- ⚡ Documentation of your disability
- ⚡ Documentation of the need for a particular accommodation

Your request will be considered promptly.

AFFIRMATIVE ACTION

The recruitment, selection, employment and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex or age—with the exception that applicants must be at least 18 years old to apply and at the time of indenture. The JATC does not, and will not, discriminate against a qualified individual with a disability because of the disability of such individual.

The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under applicable law and lawful regulations issued thereunder.

Applicants who meet all basic requirements will be interviewed by the JATC. Apprentices will be selected in order of their final ranking.

APPRENTICE APPLICANT APPEALS PROCESS

If you feel you have been unjustly treated with regards to selection for our apprenticeship program, you may appeal the committee's decision.

Any appeal must be filed in writing within 30 days of the date of notification to the applicant regarding the JATC's decision concerning application for apprenticeship.

Please send appeals in writing to:

IBEW Local 291
225 N. 16th St. Suite 110
Boise, Idaho 83702-5187

You have questions. We have answers.

Visit our Frequently Asked Questions page at
IDAHOELECTRICALLAPPRENTICESHIP.ORG/FAQ



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