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Registered Apprenticeship Standards For Programs with Collective Bargaining Agreements

- National Program Standards National Guidelines for Apprenticeship Standards
 Local Apprenticeship Standards

Tucson Electrical JATC
Southern Arizona Chapter, NECA
IBEW Local Union No. 570
Program Number # AZ003450002
Occupation(s): *Electrician*

O*NET-SOC Code(s): 47-2111.00

RAPIDS Code(s): 0159

Developed in Cooperation with the
U.S. Department of Labor
Office of Apprenticeship

Approved by the
Arizona Apprenticeship Office

Registered By: Alejandro Garcia
(For Government Use Only)

Certified By: Joann Bueno, PHR
(For Government Use Only)

Signature: Alejandro Garcia

Signature: J. Bueno

Title: Apprenticeship & Training Representative

Title: State Apprenticeship Program Director

Registration Date: 12/14/1945

Date: 09/05/2025

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Check here if these are revised Standards

Registration Number: AZ003450002



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SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

Responsibilities of the sponsor: *Tucson Electrical JATC* must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) part 29, subpart A and part 30, and all relevant guidance issued by the Office of Apprenticeship (OA). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document “Requirements for Apprenticeship Sponsors Reference Guide.”

Sponsors shall:

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these Standards and the document “Requirements for Apprenticeship Sponsors,” and that meets the requirements of 29 CFR § 29.7. Sponsors may utilize Form ETA 671 for this purpose and is available upon logging into RAPIDS.
- Register all apprenticeship Standards with the U.S. Department of Labor, including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.
- Arrange for periodic evaluation of apprentices’ progress in skills and technical knowledge, and maintain appropriate progress records.
- Notify the U.S. Department of Labor within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes. Notification may be made in RAPIDS or using the contact information in Section K.
- Make a good faith effort to obtain approval for educational assistance for a veteran or other individual eligible under chapters 30 through 36 of title 38, United States Code, and will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in the above for the purpose of avoiding making a good faith effort to obtain approval.
- Provide each apprentice with a copy of these Standards, Requirements for Apprenticeship Sponsors Reference Guide, Appendix A, and any applicable written rules and policies, and require apprentices to sign



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an acknowledgment of their receipt. If the sponsor alters these Standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated Standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.

- Adhere to Federal, State, and Local Law Requirements -- The Office of Apprenticeship’s registration of the apprenticeship program described in these Standards of Apprenticeship on either a nationwide basis (under the National Program Standards of Apprenticeship) or within a particular State, and the registration of individual apprentices under the same program, does not exempt the program sponsor, and/or any employer(s) participating in the program, and/or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum wage and hour requirements.
- The program’s Standards of Apprenticeship must also conform in all respects with any such applicable Federal, State, and local laws and regulations. Any failure by the program to satisfy this requirement may result in the initiation of deregistration proceedings for reasonable cause by the Office of Apprenticeship under 29 CFR § 29.8.

A. Minimum Qualifications - 29 CFR §29.5(b)(10)

An apprentice must be at least 18 years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation. 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 JATC prior to turning age 18 if permitted by state law.

There is an educational requirement that each applicant must be:

1. a high school graduate, or
2. have a Certificate of High School Equivalency or GED, or
3. have 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).

There is a physical requirement of _____

The following aptitude test(s) will be administered *See under "Other"*

A valid driver’s license is required.

Other _____

1. Each applicant must have successfully completed: (i) one full year of high school algebra (or its equivalent) with a grade of "C" or better, or (ii) one semester of post high school algebra (e.g., Adult Education, Continuing Education, Community College, etc.) with a grade of "C" or better; or (iii) the electrical training ALLIANCE online Tech Math Course.
2. Each applicant must be able to work legally in the United States and provide a valid social security number. The JATC will not seek to verify authorization to work in the U.S., since that is the responsibility of Employers during on-the-job training, but if the JATC learns that an applicant is not eligible to work and will not be eligible at the time of registration, the JATC may terminate the application.
3. Each applicant must be capable of completing all requirements of the apprenticeship



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program and performing the work required of an electrical worker, with or without reasonable accommodations, including being able and willing to:

- a. safely perform or learn to safely perform the essential functions of the job;
- b. get to and from work at job sites anywhere within the geographical jurisdiction of this Apprenticeship Program;
- c. attend and successfully pass all related instruction;
- d. understand and follow all JATC Rules and Policies;
- e. climb and work from ladders, scaffolds, poles, and towers of various heights;
- f. push, pull, crawl, crouch, and work in confined spaces such as attics, manholes and crawlspaces, lift 25-50 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;
- g. read, hear, speak, and understand instructions and warnings in English.
- h. Written Examination.
 - 1) Each applicant will be required to take the Aptitude Test prepared by the electrical training ALLIANCE. Applicants who do not qualify for a Direct Interview or Direct Entry must receive a minimum passing score.
 - 2) Applicants who qualify for Direct Interview or Direct Entry, and who are subsequently registered in the program, will be required to take the Aptitude Test, either before or 18 after registration, to assist in placement and identify areas where they may require additional support.

B. Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2)

The apprenticeship program(s) will select an apprenticeship training approach. The approach is notated in Appendix A, APPRENTICESHIP APPROACH.

C. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b)(4)

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices will will not be paid for hours spent attending related instruction classes. The Work Process Schedule and Related Instruction Outline are outlined in Appendix A.

D. Credit for Previous Experience - 29 CFR § 29.5(b)(12)

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. *Tucson Electrical JATC* will evaluate the request for credit and make a determination during the apprentice's probationary period.

Additional requirements for an apprentice to receive credit for previous experience (optional):

1. Every applicant who qualifies for Direct Interview or Direct Entry, and who is subsequently registered, will be evaluated by the JATC to determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience.
2. Qualified applicants interviewed and selected for apprenticeship under these Standards



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who have previously completed another IBEW/NECA apprenticeship will be awarded a minimum of three thousand, five hundred (3,500) hours of OJT credit. Such individuals will be properly evaluated by the JATC and placed in the appropriate year of related training.

3. Qualified applicants selected for registration who have the electrical training ALLIANCE Interim Credential shall be placed in 2nd Year related instruction if the Interim Credential was received within 3 years of the date of registration.
4. Other applicants selected for registration who have previous knowledge and skill acquisition in the electrical construction industry can ask for and have such work and job experience evaluated by the JATC prior to signing an Apprenticeship Agreement. The apprentice cannot request an evaluation of past experience after signing.
5. Where such experience warrants, the JATC will place the apprentice in the appropriate period with the commensurate wages as determined by the JATC. The JATC will use consistent and equal ways and means for measuring and evaluating individuals to determine how much credit to award, for both OJT and related training. Hours of OJT credit awarded and related instruction placement level are independent of one another. Those awarded OJT credit and assigned to the appropriate pay period classification may be given additional time to successfully complete related instructional requirements.
6. Advance standing is subject to review throughout the probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including reevaluation and reassignment of apprenticeship period and level of related instruction, as the JATC determines.
7. The JATC permits individuals with previous education and training to test out of related courses. It has developed a nondiscriminatory policy adopting uniform written and proficiency-type examinations to be used in determining whether or not to award credit and waive specific course(s), or areas(s) of training.

E. Probationary Period – 29 CFR § 29.5(b)(8) and (20)

Every applicant selected for apprenticeship will serve a probationary period, which may not exceed 25 percent of the length of the program, or 1 year whichever is shorter. The probationary period is notated in Appendix A, PROBATIONARY PERIOD.

1. The first 2,000 hours of OJT, and satisfactory performance in related classroom training during such time, shall constitute the probationary period. During the probationary period, the JATC shall make a thorough review of the apprentice's ability and development.
2. Prior to the end of the probationary period, the JATC will decide whether to end the probation, extend the probation or cancel the Apprenticeship Agreement. If the Registration Agency so requires, the Registration Agency shall be notified of cancellations or extensions.
3. During the probationary period, the JATC may extend the probation up to the maximum, or cancel the apprenticeship agreement, without the formality of a hearing and at the discretion of the JATC, so long as the JATC is acting in a non-discriminatory manner. Apprentices whose agreements are cancelled during the probationary period have no appeal rights other than those provided in the EEO/AA Plan.



F. Ratio of Apprentices to Journeyworkers - 29 CFR § 29.5(b)(7)

Every apprenticeship program is required to provide an apprenticeship ratio of apprentices to journeyworkers for adequate supervision. The ratio is notated in Appendix A, RATIO OF APPRENTICES TO JOURNEYWORKERS.

G. Apprentice Wage Schedule - 29 CFR § 29.5(b)(5)

Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate. The progressive wage schedule is notated in Appendix A, APPRENTICE WAGE SCHEDULE.

H. Equal Employment Opportunity and Affirmative Action

1. Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)

Tucson Electrical JATC will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.

Tucson Electrical JATC will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

[Optional] The equal opportunity pledge applies to the following additional protected bases (as applicable per the sponsor’s state or locality):

2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4-30.9

Tucson Electrical JATC acknowledges that it will adopt an affirmative action plan in accordance with Title 29 CFR §§ 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor’s registration or by two years from the date of registration of the program’s fifth (5th) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship’s website.

3. Selection Procedures - 29 CFR § 30.10

Every sponsor will adopt selection procedures for their apprenticeship programs, consistent with the requirements set forth in 29 CFR § 30.10(b). The selection procedures for each occupation for which the sponsor intends to train apprentices are notated in Appendix A, SELECTION PROCEDURES.

I. Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice’s participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or Standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may



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send a complaint:

For all issues covered by a Collective Bargaining Agreement (CBA), apprentices must seek resolution through the applicable procedures contained in the CBA. *(if applicable, see Requirements for Apprenticeship Sponsors Reference Guide)*

- 1. Complaints regarding discrimination.** Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within 300 days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

Arizona Apprenticeship Office
1789 West Jefferson St Phoenix, Arizona 85007
Email Address: azapprenticeship@azdes.gov
Point of Contact: State Director of Registered Apprenticeship
Attn: Apprenticeship EEO Complaints

You may also be able to file complaints directly with the EEOC, or State fair employment practices agency.

- 2. Other General Complaints.** The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification:

Name: *Tucson Electrical JATC c/o Karen King*
Address: *4650 N. Hwy Drive*
Tucson, AZ 85705
Telephone Number: *(520) 790-4690*
Email Address: *office@tucsonjatc.org*

Any complaint described that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency provided below in Section K.

J. Registration Agency General Contact Information 29 CFR § 29.5(b)(17)

The Registration Agency is the United States Department of Labor's Office of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below:

Name: *Arizona Apprenticeship Office*
Address: *1789 W. Jefferson Street, Mail Drop 5571*
Phoenix, AZ 85007
Telephone Number: *(602) 542-6013*
Email Address: *AZApprenticeship@azdes.gov*

K. Reciprocity of Apprenticeship Programs 29 CFR § 29.13(b)(7)

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.



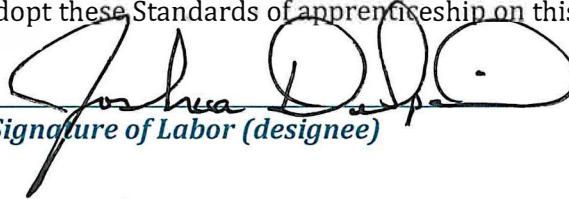
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SECTION IV PART 1 – COLLECTIVE BARGAINING PROVISIONS

The employer or employer association must furnish to any union that is a collective bargaining agent of the employees to be trained a copy its application for registration and of these Standards, including all attachments. The **Tucson Electrical JATC**, Southern Arizona National Electrical Contractors and International Brotherhood of Electrical Workers Local 570 hereby adopt these Standards of apprenticeship on this 26th day of August 2025.


Signature of Management (designee)


Signature of Labor (designee)

Jesse Towle
Printed Name

Joshua De Spain
Printed Name


Signature of Management (designee)


Signature of Labor (designee)

Jay Hoobler
Printed Name

Dick Solomon
Printed Name

SECTION IV PART 2 - SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provisions of the foregoing Apprenticeship Standards formulated and registered by **Tucson Electrical JATC**, **Sponsors:** Southern Arizona National Electrical Contractors and International Brotherhood of Electrical Workers Local 570 on this **26th** day of *August 2025*. The signatories acknowledge that they have read and understand the document titled "Requirements for Apprenticeship Sponsors Reference Guide" and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.


Signature of Sponsor (designee)
Jesse Towle
Printed Name


Signature of Sponsor (designee)
Joshua De Spain
Printed Name



SECTION V - DISCLOSURE AGREEMENT—FOR NATIONAL PROGRAM STANDARDS AND LOCAL STANDARDS ONLY (Optional)

OA routinely makes public general information relating to Registered Apprenticeship programs. General information includes the name and contact information of the sponsor, the location of the program, and the occupation(s) offered. **OA routinely publicly releases the contents of applications for National Guidelines for Apprenticeship Standards.**

In addition, sponsors submitting National Program Standards or Local Standards have the option of allowing OA to share publicly the contents of a sponsor’s application for registration to assist in building a high-quality National Apprenticeship System. This may include a copy of the Standards, Appendix A, and Appendix D (as applicable), but not completed versions of ETA Form 671 or Appendix C “Affirmative Action Plan” because those documents are submitted after a sponsor’s application is approved and the program is registered. **Please note that OA will consider a sponsor’s application as releasable to the public unless the sponsor requests non-disclosure by signing below.**

I, **Jesse Towle** (*Sponsor Representative*), acting on behalf of **Tucson Electrical JATC** (*Sponsor*), request that OA *not* publicly disclose this application, other than general information about the program, as described above as it is considered confidential commercial information and steps are taken to preserve it. Further, I understand that if OA receives a request for this application pursuant to 5 U.S.C. 552, we may be contacted to support OA’s withholding of the information, including in litigation, if necessary. I understand that my request that OA not publicly disclose this application will remain in effect, including with respect to subsequent amendments to this application, unless and until I notify OA otherwise.


Signature

August 26, 2025
Date

Jesse Towle
Printed Name



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Appendix A

**WORK PROCESS SCHEDULE
AND
RELATED INSTRUCTION OUTLINE
FOR
ELECTRICIAN**



Appendix A

WORK PROCESS SCHEDULE

ELECTRICIAN

O*NET-SOC CODE: 47-2111.00 RAPIDS CODE: 0159

This schedule is attached to and a part of these Standards for the above identified occupation.

1. APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is **four (4) year(s)** with an On-the-Job Learning (OJL) attainment of a minimum of **8,000 hours**, supplemented by the minimum required **720 hours** of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: two (2) Apprentice(s) to three (3) Journeyworker(s).

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is on file with the Registration Agency:

4 Year Program:

The following table identifies minimum requirements to enter each Period of Apprenticeship. This JATC has established six periods of apprenticeship as stipulated below.

Period	Percent of QEW Rate	Minimum Accumulative OJT Hours	+ Related Training
1	55	0-2000	+ N/A
2	60	2000-3000	+ Satisfactory Progress
3	65	3000-4000	+ 180 hours Related Instruction
4	70	4000-5000	+ 360 hours Related Instruction
5	75	5000-6000	+ 540 hours Related Instruction
6	80	6000-8000	+ Satisfactory Progress
Completion	100	8000	+ 720 hours Related Instruction Completed

At the time of registration of these Standards, the QEW rate is \$33.00. The Registration Agency will be notified of any changes to the QEW rate in a timely manner.

To be advanced, the apprentice must have satisfactorily completed both requirements: OJT hours



and Related Training as indicated above.

5. PROBATIONARY PERIOD

Every applicant selected for an apprenticeship will serve a probationary period of 2000 on-the-job training hours. The first 2,000 hours of on-the-job training and satisfactory performance in related classroom training during such time shall constitute the probationary period. During this period the apprenticeship agreement may be canceled by either party without the formality of a hearing

6. SELECTION PROCEDURES

See page A- 10



Appendix A

ON-THE-JOB LEARNING OUTLINE

ELECTRICIAN

O*NET-SOC CODE: 47-2111.00

RAPIDS CODE: 0159

WORK PROCESS	APPROX. HOURS
PROJECT LAYOUT AND PLANNING Reading and interpreting blueprints and specifications Coordination between crafts, engineers and architects Layout feeders, risers and branch circuits	200
UNDERGROUND INSTALLATIONS Trenching and ditch digging Direct burial Installing PVC/Rigid conduit Installing grounding electrode systems	500
THINWALL CONDUIT RACEWAY SYSTEMS Fastening and supporting devices Conduit fabrication Installation of conduit, fittings and boxes	1200
RIGID CONDUIT RACEWAY SYSTEMS Fastening and supporting devices Bender setup Conduit fabrication Installation of conduit, fittings and boxes	1000
INSTALLING SERVICES, SWITCHBOARDS AND PANELS Mounting devices Breaker installation Terminations	500
FLOOR DUCT INSTALLATION Transit/grade establishment Installing duct and fittings Core drilling and outlet installation	100
MOTOR CONTROL CENTER INSTALLATION Rigging and mounting Terminating feeders, branch circuits and control wiring	100



INSTALLING, SPLICING & TERMINATING WIRES AND CABLES	1200
Establishing temporary power	
Feeders and branch circuits	
Control wiring	
Splices, taps and terminations	
CABLE TRAY INSTALLATION	250
Fabrication	
Installing support devices	
Installing cable tray and covers	
LIGHTING SYSTEM INSTALLATION	1000
Installing outlet boxes and conductors	
Installing fixtures	
Control devices	
TESTING AND TROUBLESHOOTING FEEDERS, MOTORS AND BRANCH CIRCUITS	100
Checking circuit continuity	
Identifying fault current to ground	
Meggering and Hi Potting	
Certifying system operations	
Repair and maintenance	
Ground verification	
FIRE ALARM INSTALLATION	300
Blueprint and specification interpretation	
Layout and circuit installation	
Control panel and device installation	
Programming and testing	
MOTOR INSTALLATION	250
Rigging and setting	
Alignment	
Circuiting and Terminations	
Testing	
CONTROL SYSTEM INSTALLATION	200
Blueprint and specification interpretation	
Layout and circuit installation	
Distributed control	
INSTALLING AND PROGRAMMING PROGRAMMABLE LOGIC CONTROLLERS	100
Module installation	
Control wiring and devices	
Programming	
INSTALLING INSTRUMENTATION AND PROCESS CONTROL SYSTEMS	250



Blueprint and specification interpretation Layout and installation Calibration	
SECURITY SYSTEM INSTALLATION	100
Blueprint and specification interpretation Layout Box and circuit installation Termination Testing	
INSTALLING SOUND AND COMMUNICATION SYSTEMS	150
Blueprint and specification interpretation Layout Conduit and box installation Installing panels and network Circuit installation Terminations and testing	
INSTALLING AND TERMINATING TRANSFORMERS	100
Rigging and mounting Primary and secondary terminations Testing and troubleshooting	
INSTALLING FIBER OPTIC CABLE	100
Equipment layout Installing cable Polishing and terminating Testing and verifying	
ALTERNATIVE ENERGY SOURCES (SOLAR, WIND, FUEL CELL, ETC.)	100
Blueprint and specification interpretation Layout and installation Testing, verifying and troubleshooting	
WELDING AND BRAZING	50
Machine setup Fabrication Welding, grinding and finishing	
SERVICE AND TROUBLESHOOTING	100
Testing and analysis and repair of motors, transformers, electrical devices, electronic devices, magnetic devices, lighting and power circuits, equipment and machinery, control circuits and devices	
MATERIAL HANDLING AND PRE-FABRICATION	250
Material/equipment awareness	



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Fabricating for field installation	
SAFETY AWARENESS & OTHER SPECIALIZED AREAS	200
<hr/>	
TOTAL MINIMUM HOURS OF OJT	8,000



Appendix A

RELATED INSTRUCTION OUTLINE

ELECTRICIAN

O*NET-SOC CODE: 47-2111.00 RAPIDS CODE: 0159

Related instruction - This instruction shall include, but not be limited to:

Each apprentice shall be required to participate in non-compensable related instruction away from the job as specified below.

Topics to be studied (completed) as part of the required *electrical training ALLIANCE* curriculum shall include but not be limited to those listed below. The order of presentation and/or year of presentation may change from time to time.

FIRST YEAR – 180 HOURS MINIMUM

- Codes and Standards
- Electrical Theory
- Industry Orientation
- Installation Applications
- Jobsite Skills and Practices
- Safety Awareness

SECOND YEAR – 180 HOURS MINIMUM

- Codes and Standards
- Construction Documentation
- Electrical Equipment
- Electrical Theory
- Industry Orientation
- Installation Applications
- Safety Awareness

THIRD YEAR – 180 HOURS MINIMUM

- Codes and Standards
- Construction Documentation
- Construction Leadership
- Electrical Systems
- Electrical Theory
- Safe Material and Equipment Handling
- Safety Awareness



FOURTH YEAR – 180 HOURS MINIMUM (72 HOURS CORE MINIMUM AND 108 HOURS ADVANCED MINIMUM)

Codes and Standards
Construction Documentation
Electrical Control Systems
Electrical Systems
Electrical Equipment
Safety Awareness

ADVANCED TOPICS

Advanced Codes and Standards
Advanced Construction Documentation
Advanced Construction Leadership
Advanced Distributed Generation
Advanced Communications Systems
Advanced Control Systems
Advanced Electrical Equipment
Advanced Electrical Systems
Advanced Limited Energy Systems
Advanced Safety Awareness
Advanced Theory

The time spent in related classroom instruction, which may include blended learning, shall be in addition to the required minimum hours of OJT. The minimum number of classroom hours per year may change from time to time in order to meet training needs. Such changes must be properly approved by the Registration Agency.

The JATC shall secure competent instructors whose knowledge, experience and ability to teach shall be carefully examined and monitored. The instructors shall take the teacher training courses made available from the *electrical training ALLIANCE* (or state required equivalent) through attendance, participation and working towards completion of the Industry's Four-Year National Training Institute Teacher-Training program.

The JATC shall secure the instructional aids and equipment it deems necessary to provide quality instructions.

The instructors shall administer or oversee *electrical training ALLIANCE* standardized tests in a timely manner. Such tests shall be evaluated, scored, and reviewed with the class. If tests are not administered electronically, the instructor shall ensure that all tests and materials are collected and provided to the JATC.

The JATC shall monitor the apprentice's performance in related training and take appropriate action to encourage improvement where warranted. JATCs will require performance reports to be filled on a regular basis by each instructor, evaluating the apprentice's related instructional training performance. Such reports shall be maintained by the JATC as part of its official file for each apprentice, providing an accumulative record of performance in related training.



Appendix A

SELECTION PROCEDURES

ELECTRICIAN

O*NET-SOC CODE: 47-2111.00 RAPIDS CODE: 0159

QUALIFICATION FOR APPRENTICESHIP

- A. 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.
- B. Application.** Every applicant must fill out an application form electronically, accurately, and completely responding to all questions and items listed in the application.
- C. Minimum Qualifications.** Except as provided in paragraphs 8(E) and 8(F) 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 JATC at the time indicated in the Selection Procedures.
- 1) Each applicant must be: (i) a high school graduate, or (ii) have a Certificate of High School Equivalency or GED, or (iii) have 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).
 - 2) Each applicant must have successfully completed: (i) one full year of high school algebra (or its equivalent) with a grade of "C" or better, or (ii) one semester of post high school algebra (e.g., Adult Education, Continuing Education, Community College, etc.) with a grade of "C" or better; or (iii) the electrical training ALLIANCE online Tech Math Course.
 - 3) Each applicant must be able to work legally in the United States and provide a valid social security number. The JATC will not seek to verify authorization to work in the U.S., since that is the responsibility of Employers during on-the-job training, but if the JATC learns that an applicant is not eligible to work and will not be eligible at the time of registration, the JATC may terminate the application.
 - 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:
 - a. safely perform or learn to safely perform the essential functions of the job;
 - b. get to and from work at job sites anywhere within the geographical jurisdiction of this Apprenticeship Program;



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- c. attend and successfully pass all related instruction;
 - d. understand and follow all JATC Rules and Policies;
 - e. climb and work from ladders, scaffolds, poles, and towers of various heights;
 - f. push, pull, crawl, crouch, and work in confined spaces such as attics, manholes and crawlspaces, lift 25-50 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;
 - g. read, hear, speak, and understand instructions and warnings in English.
- 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 JATC prior to turning age 18 if permitted by state law.

D. Written Examination.

- 1) Each applicant will be required to take the Aptitude Test prepared by the electrical training ALLIANCE. Applicants who do not qualify for Direct Interview or Direct Entry must receive a minimum passing score of ____ [JATC to insert].
- 2) Applicants who qualify for Direct Interview or Direct Entry, and who are subsequently registered in the program, will be required to take the Aptitude Test, either before or after registration, to assist in placement and identify areas where they may require additional support.

E. Direct Interview Qualification.

The applicants described below will not be required to obtain a qualifying score on the Aptitude Test, or meet the requirements in 8(C) (1) (High School diploma or GED), or 8(C) (2) (math). If they meet all other minimum qualifications above, and the requirements below, they will be invited to an oral interview. These individuals must still meet all postselection requirements in paragraph 8(G) Applicants are not required to apply through these methods and may choose to apply through the standard method of entry.

- 1) Military Experience.
 - a. Applicants who have completed at least three years of active duty military service with the U.S. 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 U.S. 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 (“MOS”) applicable to the commercial and/or industrial electrical construction industry and can document a minimum of two years of military experience in that MOS within five years of the date of application. These individuals may also qualify for direct entry.
 - d. To qualify under E (1) (a)-(c), applicants must provide a DD-214 or equivalent documentation acceptable to the JATC to establish their experience.



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- e. 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.
- 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 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/training or construction experience will be given credit under this provision.
 - c. Individuals applying under these two methods must provide to the JATC sufficient documentation, satisfactory to the JATC, to demonstrate their experience in the electrical construction industry. This documentation may be comprised of official documents such as tax/payroll records, or notarized letters of experience from prior employers.
- 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 1st Year curriculum. These individuals may also be eligible for direct entry.
- 4) School-to-Apprenticeship Program.
- a. Individuals who have completed a School-to-Apprenticeship (STA) Program in the electrical industry, including a School to Registered Apprenticeship (STRA) program involving the JATC. To be eligible, the STA or STRA program must meet the following requirements:
 - 1. shall be available to all schools within the jurisdiction of the CBA who agree to participate in the STRA program.
 - 2. shall require participants to be at least 16 years of age.
 - 3. shall require participants to complete their Junior Year (11th Grade) of High School prior to being employed as an apprentice in this program.
 - 4. 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 (electrical training ALLIANCE Curriculum), specific electrical training ALLIANCE courses or industry orientation related seminars, or classes. These classes and seminars shall be taught by the JATC. The electrical training ALLIANCE course materials may be presented during the evening hours.



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5. 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).
6. shall mandate that failure to successfully complete academic studies (high school and JATC) shall be just cause for termination from the program.
7. shall mandate that failure to demonstrate progress in safely and proficiently accomplishing work practices shall be just cause for termination.

5) Job Corps.

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

6) Pre-Apprenticeship Programs.

- a. Individuals who can verify that they have completed a structured preapprenticeship training program meeting minimum requirements recognized by the JATC, and sponsored by community outreach groups, the IBEW or NECA, the Local, State, Regional, or National Building Trades programs, or by the JATC. These individuals may also qualify for direct entry.
- b. Applicants under this method must provide the JATC with appropriate documentation, satisfactory to the JATC, 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.

7) Industry Needs.

- a. 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 JATC as soon as possible after application submission, and may qualify for direct entry. To qualify under this method, applicants must either:
 1. Be in categories for which signatory contractors are required to recruit and hire under project labor agreements (“PLAs”), project stabilization agreements (“PSAs), and/or other federal, state, or local governmental contracts or agreements, provided that those categories are not defined by Protected Characteristics as defined in the JATC’s EEO/AA Plan (e.g. requirements for veterans, local residents, or disadvantaged workers (as defined by income or other factors than Protected Characteristics); or
 2. Be located in a geographic area for which there is high demand that cannot be reasonably served with a sufficient number of apprentices because of the excessive travel distances.

F. Direct Entry

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



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qualified applicants. These individuals must still meet all post-selection requirements in paragraph 8(G), unless expressly exempted.

- 1) **New Signatory Employer.** An electrical construction employee of a non-signatory employer not qualifying as a Qualified Electrical Worker when the employer becomes a signatory shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.
 - a. Such applicants must meet the minimum requirements in 8(C) (4). Such applicants must also:
 1. 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.
 2. Supply the JATC with required reliable documentation and adequate verification to substantiate previous employment and experience to warrant their indenture.

- 2) **30% Cards.** An individual who signs an authorization card during an organizing effort, where 30% or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory electrical contractor and does not qualify as a Qualified Electrical Worker, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.
 - a. All employees of the non-signatory electrical contractor must have been offered the opportunity to sign authorization cards.
 - b. For such applicants to be considered, they must meet the minimum requirements in 8(C) (4). Such applicants must also:
 1. Have previous work experience (with non-participating employer(s) that warrants some OJT credit, based on the provisions of these Standards, 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.
 2. Provide official documentation to show length of employment with present electrical employer and all other previous electrical employers.

- 3) **Transfer of Apprenticeship**
 - a. A registered apprentice who wishes to transfer an Apprenticeship Agreement between two local IBEW/NECA JATCs having registered inside apprenticeship programs. This is a method of direct entry.
 - b. In order to transfer an apprenticeship agreement between two local IBEW/NECA JATCs having a registered inside apprenticeship program, the following requirements must be



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- met. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
- c. The apprentice's sponsoring JATC must agree to the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.
 - d. The receiving JATC must agree to accept the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.
 - e. The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
 - f. The transferring apprentice must:
 1. Complete an Application.
 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.
 3. 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.
 - g. Upon being accepted by the receiving JATC, have their existing apprenticeship agreement terminated and 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.
 - h. The apprentice will receive full credit for probationary time previously served. No plan assets will be transferred between the plans to cover the costs of the apprentice's education.

4) Other Means

- a. Individuals who qualify under 8(E)(1)(c) (two years military electrical experience); 8(E)(2)(b) (4,000 hours); 8(E)(3) (Interim Credential); 8(E)(6) (pre-apprenticeship); or 8(E)(7) (industry needs) may qualify for direct entry after interview based upon standard, non-discriminatory evaluation factors (e.g. top 50% of class ranking for those with Interim Credentials; a defined cut-off or pass/fail score on knowledge-based tests or skills-based tests or other exams; or a pass/fail interview).
- b. The JATC may, in its discretion, determine that due to industry needs, individuals in one or more categories under 8(E) will be offered direct entry rather than direct interview for a period of time.
- c. Decisions to permit direct entry under these options, and for what period of time, should be recorded in the Minutes of the Committee and publicized through the Notice of Apprenticeship Opportunity, prior to each period of applications and interviews.



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- d. A decision to permit direct entry instead of direct interview must be made before or promptly after an interview, 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.

G. Post-Selection Requirements.

All selected applicants (including those admitted through direct entry) must meet the following minimum requirements at the time indicated in these Selection Procedures, typically after a conditional offer is made and prior to registration.

- 1) Provide any remaining documentation required to complete the selection process.
- 2) Not be disqualified as a result of information obtained by the JATC during the selection process, including interviews, verification of information, reference checks or other information made available to the JATC prior to registration.

Optional: The JATC may include any of the following post-selection requirements. Check all that apply, and note any exceptions.

- 3) Pass all required drug-screen tests. The cost of the tests is borne by the JATC. If the applicant fails any pre-registration drug test, refuses to take any pre-registration drug test, or has insufficient hair or urine for any pre-registered drug test, each of which constitutes a failed pre-registered drug test, the conditional offer will be revoked.
- 4) Attend and successfully complete the JATC's (insert name of course or program, such as "Boot Camp"). Applicants will not be paid for the time they attend this program. The JATC's conditional offer may be rescinded if the applicant demonstrates in any way that he or she is unlikely to be successful in the apprenticeship program, (e.g. inability to learn or employ appropriate safety skills, poor attendance or tardiness, or failing to demonstrate the physical abilities required).
- 5) Take and pass the JATC's physical examination.
- 6) Pass a background check.
 - a. Prior to selection for apprenticeship, the JATC shall undertake a background check of the applicant. The cost of the background check will be paid for by the JATC. Disclosure under the Fair Credit Reporting Act will be provided to the applicant of the JATC's intention to obtain a background check from a third-party for employment purposes and the applicant's consent in writing will be obtained to perform the background check.
 - b. In the event the JATC intends to use the results of the background check to disqualify or expel an applicant as a result of information disclosed by the background check, the JATC will provide the applicant (in writing) of their rights under the Federal Credit Reporting Act and provide the applicant the opportunity to dispute the accuracy or completeness of the information reported to the JATC.

SELECTION AND PLACEMENT

- A. Selection of Applicants will be done under the Selection Procedures (App. A). Applicants placed on the ranked list shall remain active for one (1) calendar year from the date of interview, subject to exceptions.
- B. 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.



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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.

SECTION II - COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program may, personally or through an authorized representative, file a complaint with the Arizona Apprenticeship Office (Registration Agency) or, at the apprentice or applicant's election, with the private review body established by the sponsor (if applicable).
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. In the case of a complaint filed directly with the review body designated by the sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.
- D. Complaints of discrimination and failure to follow equal opportunity standards in the apprenticeship program may be filed and processed under 29 CFR § 30 and the procedures as set forth above.
- E. The sponsor will provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION III - MAINTENANCE OF APPLICATION AND SELECTION RECORDS

The sponsor will keep adequate records, including a summary of the qualifications of each applicant; the basis for evaluation and for selection or rejection of each applicant; the records pertaining to interviews of applicants; the original application for each applicant; information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination; rates of pay or other forms of compensation or conditions of work; hours including hours of work and, separately, hours of training provided; and any other records pertinent to a determination of compliance with 29 CFR § 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and nonminority) participants.



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Each sponsor must retain a statement of its affirmative action plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analyses made pursuant to the requirements of 29 CFR § 30.4. Each sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in 29 CFR § 30.5(b).

If applicants are interviewed during the selection process, adequate records include a brief summary of each interview and the conclusions on each of the specific factors - e.g., motivation, ambition, and willingness to accept direction - that are part of the total judgment.

Records will be maintained for 5 years from the date of last action and made available upon request to the Arizona Apprenticeship Office and or the U.S. Department of Labor or other authorized representative.



SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES

(Sponsor) hereby officially adopts these selection procedures on this 26th day of August, 2025.


Sponsor(s) may designate the appropriate person(s) to sign the standards on their behalf.



Signature of Sponsor (*designee*)

Jesse Towle

Printed Name



Signature of Sponsor (*designee*)

Joshua De Spain

Printed Name