

TELECOMMUNICATIONS
INSTALLER- TECHNICIAN
(VIDEO - VOICE & DATA)

APPRENTICESHIP AND TRAINING STANDARDS

FOR THE

South Texas
Electrical Joint Apprenticeship and Training Committee

Representing the

South Texas Chapter
National Electrical Contractors Association, Inc.

and

Local Union No. 60
International Brotherhood of Electrical Workers

- Latest Revision 11/11/2022-
-Approved 5/9/2023-

ORIGINALLY ADOPTED, APPROVED AND REGISTERED AS REFLECTED ON THE SIGNATURE PAGES OF THIS DOCUMENT

TX2810





May 10, 2000

Mr. A. J. Pearson
Executive Director
NJATC for the
Electrical Industry
301 Prince George's Blvd., Suite D
Upper Marlboro, MD 20774

Dear Mr. Pearson:

It is with appreciation and congratulations that I enclose the National Guideline Apprenticeship and Training Standards for Electrical Joint Apprenticeship and Training Committees representing the National Electrical Contractors Association, Inc., and the International Brotherhood of Electrical Workers. The Office of Apprenticeship Training, Employer and Labor Services certifies that these Guideline Standards meet the requirements of Title 29 CFR Parts 29 and 30.

I extend my appreciation to your continued efforts to promote the highest standard of excellence in registered apprenticeship. I know of the extensive time and effort you and your staff have put into the development of these National Guideline Standards.

You should take great pride in knowing that the electrical industry, both management and labor, and individual apprentices will benefit greatly from your efforts.

Sincerely,

A handwritten signature in black ink, reading "Anthony Swoope", is written over the printed name.

ANTHONY SWOOPE
Administrator
Apprenticeship Training, Employer and
Labor Services

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Procedure or Registering New Standards or Amending Existing Standards

1. The local JATC will obtain a copy of the National Guideline Standards. Using these National Guideline Standards, the local JATC will indicate all appropriate local determinations where a specific entry by the JATC is required.

2. With local determinations made, the JATC will officially adopt the Standards. The date of adoption will be indicated on the seven (7) copies of the signature page provided by the NJATC (or reproduced locally). The JATC Chairman and Secretary will sign and date all seven (7) signature pages. One completed copy of the National Guideline Standards and the seven (7) signature pages will then be sent directly to the NJATC. Seven copies of Appendix D, reproduced on JATC letterhead, should also be included. [The JATC should make a duplicate copy of the submitted package for their records].

3. If the local JATC amends the language contained within the National Guideline Standards in any manner whatsoever, an addendum shall be attached to the National Guideline Standards when they are submitted to the NJATC. The addendum shall contain every page of the Standards where a proposed modification appears. All modifications shall be clearly indicated by highlighting the text where a change has been proposed.

4. The NJATC will review the submitted National Guideline Standards including all proposed additions and/or modifications reflected in the accompanying addendums. When approved by the njatc, the local apprenticeship Standards will be reprinted to reflect local determinations and any approved modifications, deleting all language that does not apply to the local Standards. Seven (7) copies of the approved Local Apprenticeship Standards will then be sent directly to the JATC. A signed and dated signature page will be made a part of each copy of the approved Standards along with a copy of appendix D on JATC letterhead. [The NJATC will print any number of extra copies for the cost of printing plus shipping and handling].

5. The local JATC will then forward all seven (7) copies of the local Standards to the Registration Agency along with copies of the JATC's Selection Procedures and Affirmative Action Plan. [The JATC should make a duplicate copy of the submitted package for their records].

6. The Registration Agency will review the submitted local Standards. When approved, the local Standards will be signed by the Registration Agency Representative. The Registration Agency will retain at least one copy and return the remainder to the local JATC. The local JATC will forward one (1) copy to the NJATC, provide one (1) copy to the NECA Chapter, provide one (1) copy to the IBEW Local Union and retain the remaining copies-filing them in a secure manner.

7. Local Standards and modifications to the Standards shall not be implemented prior to the approval and registration of the Standards-first by the NJATC and then by the Registration Agency. This is in compliance with IBEW Basic Laws & Policies, Category-One Contract Language, Industry Policy and the Certified National Guideline Apprenticeship Standards.

FOREWORD - TELECOMMUNICATIONS

The terms, TeleCommunications (Video, Voice & Data) Installer-Technician, and Craftsmanship, as used in these Standards, are meant to define a recognized level of competency and include both male and female.

The science of electricity is constantly changing and expanding at an ever increasing rate. From its inception, the electrical industry has kept pace with new technologies and is now one of the largest industries in the United States. These ever-evolving changes include new innovative technologies in the telecommunications and data transmission fields. This rapid expansion means that the TeleCommunications Installer-Technician must be given a sound basic training in the knowledge of the trade, supplemented by sufficient instruction in the theories of electrical telecommunication science. These rapid changes effect the commercial and industrial projects, as well as, the residential market. Intelligent wiring systems and more sophisticated control platforms, dictate a growing and expanding need for the development of an electrical telecommunication apprenticeship program that focuses specifically on telecommunication, video, voice, sound and data type installations and operations-inclusive of all related Codes and Standards.

The electrical telecommunication trade is unique in that it is mechanical, technical and professional. In order to meet industry demands, in an ever evolving technological environment, the electrical telecommunication industry must select individuals who have the aptitude to learn and develop the knowledge, skills and abilities necessary to proficiently perform the individual job tasks associated with the work processes of the trade. The industry must select and train individuals who will diligently work and study to stay abreast of current and future emerging technologies.

The Electrical TeleCommunication Industry, by its very nature, places a high degree of personal responsibility on each individual. While supervision is most often provided on the job, the Installer-Technician is constantly called upon to make decisions concerning proper performance methodology.

Today's telecommunications installations are very complex and highly sophisticated. Faulty installations often prove to be extremely expensive and hazardous. Much of the complex wiring involved in the work is hidden from view when the job is completed; any defect in this hidden work can cause serious damage and prove to be extremely costly. The well-trained telecommunications worker takes pride in the appearance of their work, and in the technical correctness and structural soundness of the installed electrical communication circuits and telecommunication systems.

The Joint Apprenticeship and Training Committee (JATC), representing the parties to the local Collective Bargaining Agreement (CBA)-The National Electrical Contractors Association (NECA) and The International Brotherhood of Electrical Workers (IBEW) - has dedicated its time to develop an efficient training program so the TeleCommunications (Video, Voice & Data) Installer-Technician apprentice can, through a systematic program of schooling and on-the-job training, become a well-qualified Installer-Technician. The degree of success the JATC has in its operation will depend entirely upon the willingness of all local parties of the electrical telecommunication industry to cooperate in this joint activity. Quality training remains a high priority with the IBEW and NECA.

All functions of the JATC shall be on the basis of a nonprofit endeavor. The JATC will adopt and promote nationally developed Apprenticeship Standards and Curricula to insure quality apprenticeship and training for the industry in the best interest of the apprentice, management, labor, the customer and the public. The JATC, when deemed necessary by the local parties or the JATC itself, may establish a TeleCommunications (Video, Voice & Data) Installer-Technician Subcommittee to oversee the implementation of the Program, respecting all approved Standards, Documents, Rules and Policies adopted by the local JATC.

DEFINITIONS

THE FOLLOWING DEFINITIONS APPLY TO TERMS AND ACRONYMS COMMONLY USED THROUGHOUT THIS DOCUMENT.

ACE - American Council on Education

APPRENTICE-A person who is covered by a written apprenticeship agreement with the JATC. The apprenticeship agreement shall be properly registered with the appropriate Registration Agency.

APPRENTICESHIP COMMITTEE - Those persons appointed by the NECA Chapter and the IBEW Local Union to administrate and operate the apprenticeship program.

APPRENTICESHIP AGREEMENT - A written agreement between an apprentice and his or her apprenticeship committee, which contains the terms and conditions of the employment and training of the apprentice.

APPRENTICESHIP PROGRAM - A plan (Standards of Apprenticeship) containing all terms and conditions for the qualification, recruitment, selection, employment and training of apprentices, including such matters as the requirement for a written apprenticeship agreement.

BAT - Bureau of Apprenticeship and Training, U.S. Department of Labor.

CANCELLATION - the termination of the apprenticeship agreement.

CBA - Collective Bargaining Agreement

CEU - Continuing Education Units

CPR - Cardiopulmonary Resuscitation

DOL - U.S. Department of Labor

EEO - Equal Employment Opportunity

EMPLOYER - Any person or organization employing an apprentice whether or not such person or organization is a party to an apprenticeship agreement with the apprentice.

GED - General Education Development Certificate

IBEW - International Brotherhood of Electrical Workers

INDENTURE - The signing and registration of the apprenticeship agreement.

JATC - Joint Apprenticeship and Training Committee

NECA - National Electrical Contractors Association

NJATC - National Joint Apprenticeship and Training Committee for the Electrical Industry

OJT - On-The-Job Training

OSHA - Occupational Safety and Health Act

PROBATIONARY PERIOD - Defined period of time during which the apprenticeship agreement may be terminated by either party to the agreement upon written notice to the Registration Agency.

REGISTRATION AGENCY - The Bureau of Apprenticeship and Training or a recognized State Apprenticeship Agency.

RELATED INSTRUCTION - An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to their trade.

SPONSOR - The JATC in whose name the local Standards of Apprenticeship are registered and that will be responsible for administering and operating the registered apprenticeship program.

SUBCOMMITTEE - Body established by the JATC, to oversee the implementation of the Program, respecting all approved Standards, Documents, Rules and Policies adopted by the local JATC.

SECTION I - Policy

- A. The local apprenticeship and training program shall be administered by the Joint Apprenticeship and Training Committee (JATC). All parties and all apprentices shall conform to these Standards.
- B. All JATC Standards will be registered with, and approved by, the National Joint Apprenticeship and Training Committee (NJATC) prior to being submitted to the appropriate Registration Agency and locally implemented.
- C. These Standards, after proper registration with the Registration Agency, shall supersede all previous JATC Standards. However, Apprenticeship Agreements in force under preceding Standards shall remain in force unless changed by written consent of the apprentice, the JATC and the Registration Agency.
- D. All entities and/or individuals cooperating in these Standards shall refer all matters involving any apprentice or pertaining to apprenticeship and training to the JATC. The JATC shall take action and dispose of all apprenticeship matters before action is reported to, or acted upon by, the sponsoring organizations (see Section XXI).

In the event the JATC cannot resolve an issue not covered by these Standards, the matter in dispute (excluding EEO complaints) shall be referred to the sponsoring parties for settlement. EEO complaints and non-CBA issues may be taken to the Registration Agency by either the JATC or the apprentice.

The provisions of these Standards shall not be construed as permitting violation of any applicable local, State or Federal law or regulation having the effect of law.

These Standards shall not be interpreted as being inconsistent with existing or subsequent CBA language establishing higher standards-the higher standard shall always prevail.

- E. The jurisdictional area which these Standards cover shall be the wage area as set forth in the local CBA.

SECTION II - Composition of Joint Committee

- A. The JATC shall be composed of six (6) members: three (3) who are qualified and duly appointed in writing to represent the NECA Chapter, and three (3) who are qualified and duly appointed in writing to represent the IBEW Local Union. (Each party shall have equal representation). Members of the JATC shall be appointed in writing by the party they represent by using a form similar to that shown in Appendix A of these Standards.
- B. The term of office shall be for three (3) years. The term of one (1) employer representative and one (1) union representative shall expire each year on December 31. A committee member may be reappointed. Any reappointment shall also be in writing for the same specified term.

- C. The Committee shall select from its membership, but not both from the same party, a Chairman and a Secretary who shall retain voting privileges (as set forth in the basic CBA).
- D. Any vacancy created as a result of members leaving the JATC prior to the expiration of their appointment, shall be filled by the appropriate party to complete the unexpired term (the appointment shall be in writing).

Any JATC officer or member may be removed by the sponsoring organization upon recommendation of a majority vote of the JATC for dereliction of duty, breach of confidentiality or misconduct as a member/trustee. Such a recommendation shall be forwarded in writing to the proper sponsoring organization for action.

- E. A JATC member shall also serve as a JATC trustee. Likewise, a JATC trustee must also be a member of the JATC.
- F. JATC minutes shall reflect all appointments, reappointments, resignations and terminations of JATC members/trustees.
- G. Due to the confidential nature of apprenticeship agreements and apprentice records and issues, all JATC meetings are to be considered as "closed meetings," except where state law provides otherwise.
- H. Consultants and guests may be invited to attend meetings of the JATC (via invitational acceptance or approved request), but shall have no official voice and no vote. There are to be no alternate or ex officio members of the JATC.
- I. The JATC may establish or authorize a joint subcommittee to be similarly constituted and appointed for training purposes to meet a specific need, such as a Residential or TeleCommunication subcommittee. Such subcommittees shall be established at the discretion of the JATC and shall remain in place until terminated by a majority vote of the JATC. Subcommittee members shall be appointed by the sponsoring parties in the same manner that JATC members are appointed. Members of a subcommittee may or may not be JATC members. Subcommittee members shall not serve as JATC trustees unless they also serve as JATC members.

SECTION III - Duties of the JATC

- A. The JATC shall, in conformity with the National Joint Apprenticeship and Training Committee's Standards and Policies and the local CBA, adopt and establish approved Standards governing the qualifications, selection, employment, education and training of all apprentices, and register such Standards with the Registration Agency. The JATC shall also be responsible for the training of Journeymen and others.

- B. All funds for the operation of the apprenticeship and training program shall be held in a Trust Fund established by the IBEW Local Union and the NECA Chapter. The JATC members/trustees shall initiate and certify all expenditures of the Trust Fund.
- C. Each sponsoring party must have at least one (1) JATC member present to establish a quorum at JATC meetings.

Each sponsoring party shall have a total number of votes at JATC meetings equal to its allowable number of JATC members as stipulated in Section II, paragraph A., regardless of the number of members present. In the event that the parties are divided on an issue, each party may cast its full vote as if all were present. However, a vote to abstain is an official vote, it represents one of the votes the sponsoring party is entitled to and is not counted as either a yea or a nay.

An individual member must be present (in-person or electronically) to personally vote on JATC matters. No absentee votes or proxy votes will be valid.

- D. The JATC shall meet at least once a month and on call of the Chairman when a specific need arises. The JATC may agree to cancel a regularly scheduled monthly meeting due to specific or unusual circumstances.

Upon notice by the Chairman and Secretary, a JATC meeting may be held via audio, video, or other electronic conference. JATC members in attendance, through any authorized means, may vote.

- E. The JATC may employ a Training Director. The Training Director shall assume such responsibility and authority for the day-to-day operation of the apprenticeship and training programs as is delegated by the JATC. However, all governing responsibility for the apprenticeship program rests with the JATC-including interviewing, selecting and supervising apprentices and assuring full compliance with these Standards, the Affirmative Action Plan and the Selection Procedures.
- F. The JATC shall determine the number of apprentices needed to keep the area supplied with an adequate number of Journey-level workers in the areas covered by these Standards. The JATC shall consider all factors (employment opportunities, attrition, etc.) having a bearing on the number of apprentices needed when determining the number to indenture. The JATC shall also consider its capability to provide on-the-job training (OJT) and related instructional training.
- G. The JATC shall select apprentices without discrimination because of race, color, religion, national origin, sex or age-except the applicant must be at least 17 years of age to apply and 18 years of age at 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-as per the Affirmative Action Plan and Selection Procedures made a part of these Standards.
- H. The JATC shall see that each apprentice satisfactorily completes the minimum course materials produced by the NJATC.

- I. The JATC shall strive to see that each apprentice receives supervised on-the-job experience in the work processes and job tasks as outlined in these Standards (see Section XVI).
- J. The JATC shall determine the adequacy of each participating employer to provide the apprentice the necessary training needed to gain experience in the various job tasks and work processes of the trade.
- K. In order to provide diversity of training and/or employment opportunities, the JATC shall have full power and authority, as per the CBA, to transfer apprentices from one job or shop* to another, or from one participating employer to another. (*shop designates the compliment of workers who report daily to the employer's designated place of business; e.g. the "service-truck" crew).
- L. All OJT transfers and assignments shall be issued by the JATC as set forth in the CBA.
- M. If an unsafe worksite condition is brought to the JATC's attention, it shall be investigated immediately by the JATC and brought to the attention of the employer and the Local Union. Failure to respond to any recommendations made by the JATC shall be just cause for removing any remaining apprentices from a specific jobsite or from the employer.
- N. The JATC cannot, and does not, employ apprentices. Therefore, it is not obligated to actually employ the apprentice but shall attempt to keep the apprentice employed in a reasonably continuous manner with the participating employers.
- O. Before selected applicants for apprenticeship are given OJT assignments, the JATC shall see that each apprentice is properly indentured with the JATC (through the execution of an apprenticeship agreement) and registered with the United States Department of Labor, Bureau of Apprenticeship Training, hereinafter referred to as the "Registration Agency." The apprenticeship agreement may be canceled at the request of the apprentice, or may be suspended, canceled, or terminated by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action, and with written notice to the apprentice and to the Registration Agency of the final action taken (see Sections XI, XII and XXI).
- P. The JATC shall retain all application forms submitted along with all related documents and materials for a period of five (5) years-regardless of the application outcome. Such records shall include all announcements of apprenticeship opportunity. (See Section XXVI)
- Q. The JATC shall maintain complete and accurate records (including employment records) on all apprentices for a minimum of five (5) years following the last committee action-including graduation (see Section XXVI).

- R. The JATC shall consider and act on all matters, issues or problems concerning apprenticeship and training to the best of its ability avoiding, if at all possible, referring such to the sponsoring parties.
- S. The JATC shall establish a written Policy Statement that sets forth the policies, rules, and penalties regarding conduct within the program. The policies, rules and penalties shall be consistently applied in a nondiscriminatory manner. Every indentured apprentice shall be provided a copy of the Policy Statement at time of indenture and a copy of all subsequent modifications.
- T. The JATC will hear and consider all violations of its policies and rules and of the apprenticeship agreement, and shall make such rulings in a consistent and nondiscriminatory manner.
- U. The JATC shall establish and implement a written complaint procedure in accordance with Section XXI. A copy of the complaint procedure shall be provided to every apprentice.
- V. The JATC shall make an annual report to the sponsoring parties carefully reviewing its work for the preceding year, including a review of the current Affirmative Action Plan, its overall effectiveness, and changes made to the Plan as a result of the review. Such report shall not include any information identifying individual apprentices in any manner.
- W. The JATC shall call upon the NJATC and professional consultants for assistance and guidance when deemed necessary.
- X. The JATC shall work cooperatively with the NJATC in completing Industry surveys and annual reports, and in maintaining the Industry's National Standards.
- Y. It shall be the duty of the JATC to see that all sections of these Standards, the Affirmative Action Plan, the Selection Procedures, Policy Statements, Rules and Regulations are enforced without discrimination.

SECTION IV - Qualifications & Duties of Participating Employers

An employer who is eligible to train apprentices shall be signatory to the local CBA, comply with the qualifying requirements as set forth in the basic labor agreement and be able to provide the necessary work experience for training as determined by the JATC. Participating employers must comply with all provisions of the apprenticeship program including the registered Standards of Apprenticeship, the Affirmative Action Plan and Selection Procedures, and the JATC's policies and rules. The employer shall only secure apprentices through the JATC. Qualifying employers shall contribute to the JATC trust fund the rate established by the joint sponsors of the JATC and/or as stipulated in the local JATC Trust Agreement.

While the apprentice is on the jobsite it shall be the responsibility of the Employer to provide to the apprentice a safe and healthful workplace and conditions of employment and work assignments that the apprentice can safely perform.

The employer will determine the ability of its Journeyman level workers to adequately train and supervise the OJT of the apprentice based upon the work processes being learned, and assign apprentices accordingly.

SECTION V - Term of Apprenticeship

Telecommunications Installer-Technician Apprenticeship

A. The JATC shall see that each apprentice completes a minimum of 6,000 hours of reasonably continuous supervised employment (OJT). The JATC shall attempt to provide for participation in all of the work processes as outlined in Section XVI of these Standards.

The apprentice shall participate in a minimum of 160 hours of related classroom training per year, outside the normal work hours. The JATC shall require each apprentice to satisfactorily complete the NJATC Three-Year Installer-Technician Apprenticeship Course Material.

B. This JATC has established six periods of apprenticeship as stipulated below.

Period	Percent of Technician Rate	Elapsed Time	+	Minimum Accumulative OJT Hours	+	Related Training
1	<u>55</u>	N/A	+	0	+	N/A
2	<u>60</u>	N/A	+	1000	+	Satisfactory Progress
3	<u>65</u>	6 months	+	2000	+	1 st Yr. School Completed
4	<u>70</u>	6 months	+	3000	+	Satisfactory Progress
5	<u>75</u>	6 months	+	4000	+	2 nd Yr. School Completed
6	<u>80</u>	6 months	+	5000	+	Satisfactory Progress
Completion	<u>80</u>	6 months	+	6000	+	3 rd Yr. School Completed

To be advanced, the apprentice must have satisfactorily completed both requirements: OJT and Related Training as indicated above (see Section XIX).

[Example: To be promoted to fifth period, one must have served at least six months as a fourth period apprentice, accumulated a minimum of 3200 hours of OJT and satisfactorily completed the second year of related training.]

At the time of registration of this Standard, the Technician rate is \$22.43. The Registration Agency will be notified of any changes in the Installer-Technician rate in a timely manner.

SECTION VI – Wages and Fringe Benefits

Apprentices shall be employed on a stipulated hourly wage basis, as provided in the local CBA. Increases shall be subject to satisfactory progress on the job and satisfactory progress or completion of related instruction. See Section V for the periods of advancement and rates of pay.

SECTION VII - Equal Employment Opportunity Pledge

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-except the applicant must be at least 17 years of age to apply and 18 years of age at 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 JATC will take affirmative action to provide equal opportunity in apprenticeship and will operate this apprenticeship program as required under Title 29, Code of Federal Regulations, Part 30, as amended, and other applicable law and lawful regulations.

SECTION VIII - Qualification for Apprenticeship

Telecommunications Installer-Technician Apprenticeship Qualifications

- 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 and shall serve the same probationary period required of all newly indentured apprentices.
 - 1) Individuals who can show that they meet the conditions listed below, after making application for apprenticeship, will be afforded an oral interview by the JATC. Once interviewed, an applicant shall remain active in the Apprentice Application Record Book, subject to selection, for a period of two calendar years from the date of interview. To be interviewed, applicants must:
 - a. be a minimum of 17 years of age-applicants must be a minimum of 18 years of age at time of selection and indenture.
 - b. complete an application form.
 - c. show evidence of successful completion of: one full credit of high school algebra with a passing grade, or one post high school algebra course (e.g. Adult Education, Continuing Education, Community College, etc.) with a passing grade.
 - d. be at least a high school graduate, or have a GED, or, in lieu of a high school diploma or GED, have a two-year Associate Degree or higher.

- e. provide an official transcript for high school (year or years completed) and post high school education and training. All GED records must be submitted if applicable.
 - f. submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
- 2) In lieu of items (c.), (d.) and (e.) in Paragraph 1) above, individuals who have accumulated a minimum of twenty-four hundred (2400) hours of telecommunications work experience, shall be qualified for oral interview. If selected, their previous work experience and training shall be evaluated by the JATC, or the Subcommittee, using consistent, standard, nondiscriminatory means (see Section XI), and thereby awarded advanced standing in the apprenticeship program. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process-this is *NOT* a form of direct entry.) For such applicants to be considered:
- a. the applicant must provide the JATC with proper documentation that defines their experience in the telecommunications industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements.
 - b. the JATC will examine all documentation submitted before qualification is acknowledged.
 - c. an absolute minimum of two thousand four-hundred hours of TELECOMMUNICATIONS WORK EXPERIENCE must be proven to meet this qualification.
- 3) For a period of four (4) months from the date these Standards are initially implemented, all individuals enrolled in an IBEW/NECA telecommunications training program, shall be evaluated by the JATC, or the Subcommittee, using consistent, standard, nondiscriminatory means (see Section XI), and indentured at the appropriate period of apprenticeship based on previous work experience and related training. The JATC will examine all documentation submitted to ensure that the individual meets the necessary qualifications.

This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived). For such applicant to be considered, they must:

- a. provide an official transcript for high school education and training.
 - b. provide reliable documentation and adequate verification to substantiate previous employment and experience with IBEW/NECA telecommunications employers/training programs.
- 4) A telecommunications construction employee of a non-signatory employer not qualifying as a Technician when the employer becomes signatory, shall be evaluated by the JATC using consistent, standard, nondiscriminatory means (see Section X), and indentured at the appropriate period of apprenticeship based on previous work experience and related training.

(Note: this is a method of direct entry into the apprenticeship program, whereby all minimum qualifications, except minimum age, are waived). For such applicants to be considered, they must:

- a. provide the JATC with reliable documentation and adequate verification to substantiate previous employment, experience and education.
 - b. be deserving of advanced standing, based upon evaluation by the JATC (see Section X).
 - c. provide official documentation to show that they were an employee performing telecommunications work prior to the employer becoming signatory.
- 5) An individual who signs an authorization card during an organizing effort; wherein fifty percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory-and is an employee of the nonsignatory employer and does not qualify as a Technician, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means (see Section X), and indentured at the appropriate period of apprenticeship based on previous work experience and related training. (Note: this is a method of direct entry into the apprenticeship program. When indentured, individuals entering through this method must be employed by participating employers). For such applicants to be considered, they must:
- a. be employed in the JATC's jurisdiction when the authorization card was signed.
 - b. have been employed by the employer before the organizing effort commenced.
 - c. provide an official transcript for high school and post high school education and training.
 - d. possess a current valid Driver's License.
 - e. provide official documentation to show that they were an employee performing telecommunications work prior to signing the authorization card.
 - f. be deserving of advanced standing based upon evaluation by the JATC (see Section X).
 - g. all employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated.
 - h. the JATC will require reliable documentation and seek adequate verification to substantiate previous employment, experience, and education.
- 6) Transfer of Apprenticeship - Direct Entry. In order to transfer an apprenticeship agreement between two local IBEW/NECA JATCs having a registered apprenticeship program, the following requirements must be met.

- a. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
- b. The apprentice's sponsoring JATC must agree to the transfer.
- c. The receiving JATC must agree to accept the transfer.
- d. The parent organizations of both JATCs (the two NECA Chapters and the two IBEW Local Unions) must agree to the transfer.
- e. The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
- f. The transferring apprentice must:
 - (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 and shall be maintained in the same manner as other records.
 - (3) upon being accepted by the receiving JATC, the apprentice's existing apprenticeship agreement shall be terminated.
 - (4) indenture proceedings shall be initiated with the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.

Those accepted for transfer will be given credit for on-the-job training experience and related instruction successfully completed while indentured in an IBEW/NECA inside apprenticeship program based on evaluation by the JATC.

- 7) School-To-Work entry into Apprenticeship - In lieu of items (a.) and (d.) in paragraph 1) above, individuals who are selected by the JATC to participate in the School-To-Work program sponsored by the JATC, shall be evaluated by the JATC, or the Subcommittee, using consistent, standard, nondiscriminatory means (see Section XI). (Note: this is *NOT* a method of direct entry into the apprenticeship program). Eligible students must go through the regular selection procedure. Those selected shall be indentured into the apprenticeship program. The School-To-Work (STW) program shall:

- a. be available to all High Schools within the JATC's jurisdictional area.
 - b. require participants to be at least 16 years of age.
 - c. require participants to complete their Junior Year before entering the STW program.
 - d. attempt to coordinate with schools to require participants to attend one (1) school, at a specified location, during their Senior year of High School for academic studies.
 - e. include in its academic curriculum: Mechanical Drawing. The First-Year of trade related classroom training (NJATC Curriculum) shall be taught by the JATC and completed during the Senior year. The NJATC course material may be presented during the evening hours.
 - f. consist of alternating weeks of academic study and on-the-job training experience (at the jobsite assigned by the JATC, or its Subcommittee).
 - g. mandate that failure to complete High School shall be just cause for cancellation of the apprenticeship indenture.
- 8) A military veteran who completed military technical training school in a Military Occupational Speciality (MOS) applicable to the telecommunications trade (as determined by the JATC), and can document a minimum of two (2) years of military experience in that MOS, will qualify for an oral interview by the JATC to be considered along with other qualified applicants. Note: meeting this qualification allows the applicant to be interviewed during the normal selection process-this is NOT a form of direct entry. If selected under this provision, the JATC will determine, using standard means of evaluation (see Section XI), 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. have previous military work experience in the 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, in order to qualify for interview under this provision.
- B. All selected applicants (including direct entry) must provide the documentation specified to complete their application. Regardless of how one qualifies for apprenticeship, following selection, but prior to indenture, ALL individuals being offered an apprenticeship must qualify as follows:
- 1. Possession of a current valid Driver's License.
 - 2. Pass a drug-screen test. Cost of the test is to be borne by the JATC.

The JATC's Drug Policy is a part of its official Rules and Policies. Applicants shall be notified that such a Policy exists and given an opportunity to review it.

SECTION IX - Application Process, Affirmative Action Plan and Selection Procedure

The recruitment, selection, employment and training of apprentices shall be in accordance with the written Affirmative Action Plan and Selection Procedure approved by the Registration Agency and made a part of these Standards.

This apprenticeship program's Affirmative Action Plan and Selection Procedure are in compliance with the guidelines established by the NJATC.

SECTION X - Credit for On-the-Job Skill Acquisition and Previous Related Training

- A. Candidates with previous knowledge and skill acquisition in either the electrical or the telecommunications construction trade's can ask for and have such work and job experience evaluated by the JATC prior to signing an Apprenticeship Agreement. Where such experience warrants, the JATC will place the apprentice in the appropriate period with commensurate wages as determined by the JATC. Such advanced credit and standing shall be subject to review prior to advancement beyond the probationary period.

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.

The JATC will award credit based on an equitable, nondiscriminatory evaluation of both OJT and related instruction. 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. (Example: An applicant may be awarded 4th period pay in recognition of OJT experience, but allowed to enter the 2nd year of related instructional class and complete the remaining years of related instruction.)

The granting of advanced standing or credit for previously acquired experience, training, or skills shall be applied equally to all applicants and measured against the work processes, with commensurate wages for any progression step so granted.

- B. After signing the apprenticeship agreement and being employed the apprentice cannot request an evaluation of past experience.
- C. 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.

SECTION XI - The Apprenticeship Agreement

- A. Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant will sign an Apprenticeship Agreement with the JATC. The Apprenticeship Agreement will immediately be submitted to the Registration Agency for approval. These Standards of Apprenticeship, including the Affirmative Action Plan and Selection Procedures, shall be considered a part of the Apprenticeship Agreement. (See Appendix C, Apprenticeship Agreement.)
- B. Prior to signing the apprenticeship agreement, each selected applicant shall be given an opportunity to read and review these Standards, the JATC's written Rules and Policies, the apprenticeship agreement and the sections of the CBA that pertains to apprenticeship. Selected applicants shall sign an acknowledgment that they have reviewed the documents and are willing to abide by them.
- C. The JATC shall have three (3) copies of the apprenticeship agreement properly completed. Each copy shall be signed by the apprentice and the JATC. All copies will be submitted to the Registration Agency. Two (2) copies will be returned to the JATC, one (1) shall be provided to the apprentice, and one (1) shall be retained and filed by the JATC.

SECTION XII - Probationary Period

The first 1,500 hours of OJT 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. The Registration Agency shall be notified of such cancellations. Furthermore, the Registration Agency shall be notified of any extension of the probationary period (documenting action taken to address the issue(s) involved) in lieu of terminating the apprenticeship agreement.

During the probationary period, the JATC shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training or experience does not reduce the probationary period.

Applicants awarded advanced standing at the time of indenture shall have their demonstrated skill, knowledge and overall performance evaluated during the probationary period. Adjustments, to the assigned period of apprenticeship and/or level of related classroom training may be made during the probationary period, following appropriate reviews and evaluation by the JATC. Such reviews and determinations shall be properly documented and applied equally to all such apprentices.

Prior to the end of the probationary period, action must be taken on each probationary apprentice to end the probation, extend the probation, or cancel the apprenticeship agreement. All interested parties shall be notified of such action.

SECTION XIII - Related Instruction

- A. Each Telecommunications Installer-Technician apprentice shall be required to participate in a minimum of 160 hours of related training for three years. (See Appendix F for a complete listing of topics to be covered)
- B. The time spent in related classroom instruction shall be in addition to the required minimum hours of on-the-job training. 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.
- C. The JATC shall secure competent Instructors whose knowledge, experience, and ability to teach shall be carefully examined and monitored. When possible, the Instructors shall take the teacher training courses made available from the NJATC, or other Instructor training as available from other sources.
- D. The JATC shall secure the instructional aids and equipment it deems necessary to provide quality instructions.
- E. The Instructors shall administer NJATC or other standardized tests in a timely manner. Such tests shall be evaluated and scored by the Instructor and reviewed with the class. Immediately following class reviews of the tests, the Instructor shall return all tests and materials to the JATC for proper filing.

No test or test materials will be left in the hands of any apprentice. The JATC and the Instructors will be prudent and diligent in all efforts to protect the integrity of the testing

materials.

- F. The JATC shall monitor the apprentice's performance in related training and take appropriate action to encourage improvement where warranted. JATCs will require grades to be filed on a regular basis by the 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.
- G. The JATC shall inform each apprentice of the availability of college credit through the NJATC's College Credit Program with the American Council on Education (ACE), and any Continuing Education Units (CEUs) that may be available.
- H. Related instruction curriculum administrative procedures:
 - 1. Due to the spread of COVID-19, or in the event of any emergency necessitating such steps and actions, in direct response too or as a precautionary measure, to protect the health and safety of the plan participants and/or community, the South Texas Electrical JATC reserves the right to suspend or modify the related instruction classes.
 - 2. To ensure our apprentices have the ability to successfully complete the requirements of the related classroom training component of apprenticeship, the South Texas Electrical JATC requests approval to implement "Distance Learning": delivery of related instruction and coursework through digital and Electronic Media, whereby instruction and assessment is conducted remotely, and independent from the physical training center.
 - 3. A list of the courses, their description and the number of hours required to complete, being delivered by electronic media:

The amount of time it will take apprentices to complete each course will vary. We will establish time tables and due dates in which courses must be completed.
 - 4. The South Texas Electrical JATC will work with program sponsors to ensure apprentices have reasonable access to the distance learning curriculum

SECTION XIV - Safety and Health Training

- A. The employer shall instruct the apprentice in safe and healthful work practices and shall ensure that the apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Act standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970 and as amended by Public Law 101-552, dated November 5, 1990, or State, or local standards that have been found to be at least as effective as the Federal standards.
- B. While on the jobsite, it shall be the responsibility of the Employer to provide the apprentice a safe and healthful workplace and conditions of employment, and work assignments that the

apprentice can safely perform.

- C. The JATC shall see that all apprentices complete CPR/First Aid Training.

SECTION XV - Hours of Work

- A. The apprentice shall work the hours that are specified in the local CBA. The apprentice's work shall not interfere with attending related instructional classes.

The JATC shall maintain a standard procedure to best ensure reasonable continuous employment for all apprentices. The JATC shall make all OJT assignments, reassignments and transfers as stipulated in the CBA-ensuring adequate training and employment opportunities. Should the current employer be unable to provide the apprentice full employment on a reasonably continuous basis in the work processes outlined in these Standards, the apprentice may be transferred or reassigned to another participating employer as determined by the JATC.

- B. In the event that the JATC is unable to provide an eligible apprentice an on-the-job training assignment, apprentices may seek temporary employment outside of the electrical telecommunications construction industry. Regardless of employment status, apprentices must continue to report for their regularly scheduled related instructional classes. Additionally, apprentices shall remain at all times subject to immediate call by the JATC for an on-the-job training assignment given by the JATC. Under *NO CIRCUMSTANCES* shall a participating employer be denied the assignment of an apprentice due to an apprentice temporarily working outside the Collective Bargaining Agreement. Failure to immediately comply with instructions to return to the JATC for an on-the-job training assignment may result in termination of the apprentice's apprenticeship agreement.

SECTION XVI - Work Experience

- A. In order to provide for the development of the necessary trade skills in the various work processes, the JATC shall attempt to provide the apprentice with OJT in the following categories, as job training assignments permit. (See appendix I for a complete listing of Electrician (Inside Wireman) and Telecommunication work process

Telecommunication Apprenticeship

TELECOMMUNICATION TECHNICIAN

O*NET-SOC CODE: 49-2022.00

RAPIDS CODE: 0618

WORK PROCESS	APPROX. HOURS OJT
A. PROJECT LAYOUT AND PLANNING	300
Reading and interpreting blueprints and specifications	
Job site coordination	
Layout telecommunication cabling systems	
B. UNDERGROUND INSTALLATIONS	300
Trenching and ditch digging	
Direct Burial	
Installing telecommunication grounding systems	
C. ROUTING CABLE	350
Fastening and support	
Protective sleeves and nipples	
D. TESTING, CERTIFYING & TROUBLESHOOTING LAN SYSTEMS	500
Checking circuit continuity	
Identifying faults	
Certifying system operation	
System repair	
Ground verification	
E. SECURITY SYSTEM INSTALLATION	600
Blueprint and specification interpretation	
Layout	
Box and circuit installation	
Terminations	
Testing	
F. INSTALLING COMMUNICATION AND SOUND SYSTEMS	700
Blueprint and specification interpretation	
Layout	
Installing telecommunication panels and network devices	
Circuit installation	
Terminations and testing	
G. INSTALLING NETWORKING TELECOMMUNICATION	1100
WIRE AND CABLES	
Installing and networking between buildings	
Wiring large and small campus systems	
Installing backbones	
Installing horizontals	
Installing crossconnects and interconnects	

WORK PROCESS	APPROX. HOURS OJT
H. TERMINATING WIRES AND CABLES Bundled cable Shielded cable Unshielded cable Optical fiber cable Twisted pair Coaxial cable	400
I. SPlicing WIRES AND CABLES Optical fiber cable Shielded and unshielded twisted pair Coaxial cable	400
J. SERVICE AND TROUBLESHOOTING Testing, analysis and repair of video, voice and data Installations: electronic devices, LAN circuits and Telecommunication devices.	600
K. MATERIAL HANDLING AND PRE-FABRICATION Material/equipment awareness Fabricating for field installation	250
L. SAFETY AWARENESS & OTHER SPECIALIZED AREAS Safety Sub-Systems: Communications Entertainment Environmental Control Life Safety	500
TOTAL MINIMUM HOURS OF OJT	6,000

The JATC shall require each apprentice to submit a work/hours report on a monthly basis. Such reports shall be maintained by the JATC as part of its official file for each apprentice. Further, the JATC shall use the reports to provide an accumulative OJT record of experience in the various work processes for each apprentice.

All work (OJT) shall be performed under the supervision of a Technician. Supervision will not be of such nature as to prevent the development of responsibility and initiative. Work may be laid out by the employer's designated supervisor based on the apprentice's skills and ability to perform the job tasks, after which the apprentice shall be permitted to perform job tasks in order to develop job skills and trade competencies.

An apprentice shall not supervise the work of any other apprentice or workers of any other classification.

SECTION XVII - Number of Apprentices: The Ratio

Telecommunications Installer-Technician Apprenticeship

The numeric ratio of apprentices to journeymen, consistent with proper supervision, training, safety and continuity of employment, shall be as specified in Collective Bargaining Agreements applicable to these Standards.

SECTION XVIII - Temporary Training Opportunities

Apprentices may be permitted to receive OJT and related training on a temporary basis with another IBEW/NECA JATC, provided the two JATCs, their respective parent organizations and the apprentice agree on such assignment. Before apprentices are given a temporary OJT assignment, they must supply the host JATC with an official copy of their apprenticeship agreement-clearly indicating that it has been properly registered with the applicable Registration Agency. Apprentices shall remain subject to reassignment by the JATC with whom they are indentured. Failure to immediately comply with such instruction to return to the JATC with whom they are indentured may result in the termination of the apprentice's apprenticeship agreement; in which case, they would no longer be employable under the CBA in the jurisdiction.

SECTION XIX - Advancement of Apprentices

The JATC shall evaluate the apprentice's overall performance and accomplishments at the end of each period. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the apprenticeship agreement, with due notice to the apprentice and a reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the JATC.

SECTION XX - Local JATC Rules and Policies

- A. The apprentice is subject to the written Rules and Policies of the JATC as presently in existence, or as may be adopted or modified from time to time.
- B. The apprentice will be provided with a copy of the written Rules and Policies and will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the Rules and Policies.

SECTION XXI - Adjustment of Differences: Cancellation or Resignation of Apprenticeship Agreement

- A. The JATC shall have full authority and responsibility to review and shall seek to resolve all issues and/or disputes pertaining to all apprenticeship and training matters.
- B. Apprenticeship agreements may be canceled at any time during the term of apprenticeship as follows. The apprenticeship agreement may be canceled at the request of the apprentice or may be suspended for a specified period of time, canceled, or terminated by the JATC, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action. Written notice shall be provided to the apprentice and to the Registration Agency of any such action taken (probation extension, suspension or cancellation).

Individuals who have been suspended or terminated from apprenticeship shall not be assigned by the JATC in any capacity. Furthermore, they are not eligible to participate in any related training activities and as per the CBA, they are not eligible for any job assignments under the CBA.

- C. Apprentices shall have the right to request an appearance before the JATC concerning specific issues or matters dealing with their apprenticeship agreement. Such requests must be in writing.
- D. Complaint Procedure - In lieu of establishing a Complaint Review Body, the JATC will supply all apprentices with a copy of the Notice found in Appendix G. The sponsor will provide all current information called for in the Notice.

The JATC has full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the local union and the apprentice, unless otherwise noted below.

If applicants or apprentices believe an issue exists that adversely affects their participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

1. For issues regarding wages, hours, working conditions, and other issues covered by the Collective Bargaining Agreement, apprentices may seek resolution through the applicable Grievance and Arbitration Articles of the collective bargaining agreement *after* first bringing documented evidence to the JATC.
2. The local JATC shall hear and consider all complaints of violations concerning the Apprenticeship Agreement and the registered Standards. The local JATC shall make such rulings as it deems necessary in each individual case. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of the Standards over which differences occur.
3. Any apprentice or applicant for apprenticeship who believes they have 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 their selection have not been followed in the operation of the apprenticeship program, may contact directly the Federal, State or local Equal Employment Opportunity Commission (EEOC), and/or the U.S. Department of Labor, Bureau of Apprenticeship and Training or their local Registration Agency (see Appendix G).

Complaints to the U.S. Department of Labor, which may be filed by the apprentice or through an authorized representative of the apprentice, must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standard.

The JATC shall provide each applicant and apprentice with this complaint procedure and the names and addresses of the local, State and Federal contacts for receiving complaints (see Appendix G). This procedure is also a part of the Affirmative Action Plan.

- E. The Complaint Procedure shall be equitably applied to all applicants and apprentices.

SECTION XXII - Certification of Completion

Telecommunications Installer-Technician Apprenticeship

- A. Upon satisfactory completion of the NJATC's Three-Year course of study and a minimum of 6,000 hours of OJT, the JATC will certify to the sponsoring parties and to the NJATC and the Registration Agency, that the apprentice has satisfied the requirements of his or her apprenticeship agreement
- B. apprentice with a Certificate of Completion issued by the NJATC (see Appendix H for sample). The JATC shall request a Completion Certificate from the NJATC for every individual completing the apprenticeship program. Each Certificate shall be approved and signed by the officers of the JATC. The JATC shall likewise submit a signed request for a Completion Certificate to the Registration Agency.
- C. The JATC will notify the IBEW Local Union of the date of each satisfactory completion, allowing the Local Union to reclassify the individual as per IBEW By-Laws, Rules and Policies. The JATC will likewise notify the graduating apprentice's current employer and the NECA Chapter.

SECTION XXIII - Program Registration

These Standards of Apprenticeship will be approved by the NJATC and properly registered with the appropriate Registration Agency (see Sections I and III).

SECTION XXIV - Modification of these Standards

Rapid changes in the electrical industry may require modification or revision of these Standards from time to time. Such modification, when adopted by the JATC, shall be first submitted to the NJATC for approval and then approved and registered by the Registration Agency before implementation. Modification or changes in these Standards, including amendments, shall not alter conditions of apprenticeship already in force without the consent of all parties involved.

SECTION XXV - Program Deregistration

This program may be deregistered upon the voluntary action of the sponsor by the sponsor's request to the Registration Agency for cancellation of the registration. The program may also be deregistered for reasonable cause by the Registration Agency, in accordance with its formal deregistration proceedings.

Upon deregistration or voluntary cancellation of the program, the sponsor will inform each apprentice, within 15 days, of the deregistration or cancellation and the effect of such action. This notification will conform to the requirements of Title 29, Code of Federal Regulations, Part 29.7 and any applicable State or local regulations.

SECTION XXVI - Maintenance of Records

The JATC shall maintain for a period of five (5) years all records relating to: apprentice applications (regardless of outcome), the employment and training of apprentices and information relevant to the operation of the program. This DOES NOT include JATC Trust Fund records, which shall be maintained indefinitely.

All JATC records shall be made available upon request of the U. S. Department of Labor, Bureau of Apprenticeship and Training and the applicable Registration Agency. This provision DOES NOT include JATC Trust Fund records.

JOINTLY ADOPTED BY JATC ON THIS 22nd DAY OF March, 2004


SIGNATURE OF JATC CHAIRMAN

3-22-04
DATE


SIGNATURE OF JATC SECRETARY

3-22-04
DATE

REGISTERED WITH AND APPROVED BY THE NJATC:


EXECUTIVE DIRECTOR

3-31-04
DATE

REGISTERED WITH AND APPROVED BY:

U.S. DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP & TRAINING
REGISTRATION AGENCY

4/22/04
DATE

BY: 
REGISTRATION AGENCY REPRESENTATIVE

TITLE: State Director

APPENDICES

APPENDIX A:

PROCEDURES FOR PROCESSING APPLICATIONS

AND

SELECTING APPRENTICES

Adopted November 11, 2022

The JATC has adopted the following Selection Procedures for its Apprenticeship Program. These procedures shall be uniformly maintained and consistently applied to all individuals interested in the Apprenticeship Program.

SECTION I: APPLICATION AVAILABILITY

The JATC accepts applications in the time and manner indicated below.

Year-Round Application. The JATC will make applications available online, year-round 24/7 and at the training center Monday – Friday, 8AM through 5PM.

The JATC will notify the Registration Agency and other appropriate parties (including recognized outreach and affirmative action groups), as indicated in the JATC's EEO/AA Plan, informing them of its year-round application procedure – including the nature of apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, how to access apprenticeship applications, and the JATC's EEO/AA policies.

The JATC has discretion to determine how often interviews will be conducted, and this may change during the year based upon industry needs. If a fixed interview schedule is established (e.g., monthly, quarterly, or semi-annually), the JATC will notify the Registration Agency of the dates as part of its semi-annual notice. If the JATC decides to interview on an as needed basis, the Registration agency will be notified of the scheduled interviews a minimum of thirty (30) days prior to the first interview date. Interviews shall be conducted in accordance with the notification supplied to the Registration Agency. The JATC will interview on a MONTHLY basis.

SECTION II: GENERAL RULES CONCERNING APPLICATIONS AND RECORD KEEPING

1. The JATC will use the Application and any related forms approved by the electrical training ALLIANCE.
2. Application forms will be issued and accepted electronically, or in accordance with the procedure adopted by the JATC indicated in Section 1.
3. Everyone expressing an interest in making application with the JATC will be provided access to and/or issued an application form during the application period. The application must conform so no one will be denied a right to apply, even if there is a question about their ability to meet minimum qualifications.
4. The JATC shall provide reasonable accommodations during the application process to individuals with disabilities who request them. The JATC's procedures for requests for accommodation are contained in its Rules and Policies.
5. An Application Record will be maintained by the JATC to show the status of each applicant.
6. No member of the JATC, or any employee of the JATC, shall reveal or discuss any information pertaining to any applicant except during the applicable meetings of the JATC or to members of the JATC staff involved in the application process.
7. All application forms and all related information and documents pertaining to applicants, including all correspondence sent to applicants by mail or electronically, are the property of the JATC and shall be considered confidential proprietary information. Records shall be maintained as required by the Registration Agency and by law.

SECTION III: QUALIFICATIONS FOR APPLICANTS

The various methods under which an applicant may qualify for entry into the ranked pool, Direct Interview or Direct Entry are detailed in the Standards (Section 8). These must be summarized in the Notice of Apprenticeship Opportunity.

SECTION IV: APPLICATION PROCESS

1. Application

- a. A written description of the basic requirements shall be included in the Notice of Apprenticeship Opportunity, must be posted electronically and must be available at the JATC office.
- b. The JATC shall collect and maintain information on individuals requesting access to applications. The JATC may establish procedures to follow-up with those expressing interest as part of its recruitment efforts.
- c. The applicant will be provided electronic access or in paper format to an application and the voluntary self-identification forms. Applicants must submit the application; resumes or similar documents will not be accepted in lieu of the application.
- d. As each application is received, the JATC shall ensure that it receives a unique serial number for that applicant. The applicant's name, date of the application, and serial number of the application will then be included in the Application Record.

2. Information to be Provided to and Received from Applicants.

- a. The following information must be provided to each applicant either online or within a reasonable time of not more than ten (10) days after the Application is received. If permitted by the Registration Agency, this information may be provided in paper or electronic formats, and transmitted to applicants in person, mail, by electronic means and/or by a link to the JATC's website or other online site.
 - i. A list of Basic Qualifications required to enter the pool of eligible applicants.
 - ii. A copy of the Standards (including the EEO/AA Plan and Selection Procedures), and the JATC's Rules and Policies.
 - iii. Specific information pertaining to the apprenticeship program, noting the geographical area of the jurisdiction, the periods of apprenticeship and the wages provided for each period. The applicant's attention will also be called to the work processes in the Standards and the apprentice's obligations and requirements to participate in, and complete, related instruction. The JATC may, but is not required to, highlight any other key requirements from the JATC's Rules and Policies.
 - iv. A list of things the applicant must do, and items they must provide, in order to qualify for an interview with the JATC. This document will inform the applicant if they are required to take the Aptitude Test to qualify for the interview, and that qualified applicants are interviewed in the order in which they complete their application by provide all required documents and transcripts.
 - v. A list of information they may have to provide as part of the application process, and post-selection requirements that they will have to meet if they are selected from the list or through Direct Entry and are given a conditional offer of indenture, as provided in the Standards. This information will be available for review when getting access to an application, and again when invited to the interview.

- b. Applicants will be informed that they have thirty (30) days to provide all transcripts, and any other documentation required by the JATC, to qualify for an interview.
- c. Applicants will be informed of optional information that they are permitted to provide and information that the JATC will or may obtain and use. This list will be available for review when getting access to an application, and again when invited to the interview.
- d. If the applicant indicates on the application a prior felony conviction, the JATC may choose to request that additional information be provided prior to the interview or may choose to wait until after a conditional offer is made.

3. Processing Applications.

- a. As applicant information is received, the JATC will record dates and other pertinent information in the Application Record. When all information and documentation is complete, the date of receipt of the last required information will be recorded in the Application Record in the completion column.
- b. If an applicant fails to provide all required documentation by the cut-off date, the column indicated “Application Not Completed” will be checked in the Application Record.

SECTION V: TESTING AND INTERVIEW PROCESS

1. Aptitude Test.

- a. The JATC will schedule all qualified applicants (other than those entitled to Direct Interview or Direct Entry) for the properly validated aptitude test required by the JATC and approved by the electrical training ALLIANCE. The applicant will be notified in writing as to the time, place, and date they are to complete the aptitude test. The applicant’s aptitude test results will be entered into the Application Record. Aptitude Test scores will not be shared with the interview committee. The Aptitude Test scores should not be shared with the applicant, only pass/fail.

2. Scheduling for Interviews.

- a. After all transcripts, materials, and aptitude test results (if applicable) are received, the JATC will review the documents to determine if the applicant qualifies for an interview based on the qualifications outline in the Standards. If the applicant does not qualify for an interview with the JATC, the applicant will be so notified. The Application Record will note that the applicant was “Not Qualified for Apprenticeship” and the date the letter was sent.
- b. The JATC will schedule interviews as indicated in Section 1. The JATC will interview all applicants who qualify for an interview and report for the interview as scheduled. The applicants will be interviewed in order based upon the date and time their application process was complete.
- c. The list of applicants to be interviewed may be broken into smaller groups if more than one interview session is to be scheduled. Interview sessions will be scheduled to allow for the interviewing of all applicants who qualify for an interview.

3. Conduct of Interview.

- a. Interviews will be conducted in accordance with the interview forms and procedures developed by the electrical training ALLIANCE.
- b. Unless an applicant is referred to the JATC due to potential disqualifying factor upon completing all scheduled interview sessions, all interviewed applicants will be notified that they shall remain on the active list, subject to selection, for a period of one (1) year from the date of their interview. This

notification shall indicate that on the anniversary date, their eligibility shall expire.

SECTION VI: DISQUALIFICATION

Prior to, during or after the interview, and prior to registration, the JATC may learn of information that may disqualify the applicant and render them unable to meet the requirements of the program. The JATC or its designee shall discuss those issues with the applicant, provide the applicant with an opportunity to explain and, where appropriate, obtain relevant documentation. If the applicant does not voluntarily withdraw his or her application, the applicant may be referred to the JATC for a decision on whether the applicant should be disqualified and not placed on the active list, or should be removed from the list.

SECTION VII: RE-INTERVIEW PROCESS

1. If after a minimum of one hundred and eighty (180) days from the date of their most recent interview with the JATC, an applicant has gained at least 800 hours of documented work experience in the electrical construction industry, or has successfully completed two (2) or more postsecondary, industry related classes, the applicant is eligible to make a request to be reinterviewed by the JATC by completing the JATC's Re-Interview Request Form. Examples of related classes include: Algebra I and II, Geometry, Trigonometry, Advanced Math, Physical Sciences, Physics, Chemistry, Industrial Arts, Mechanical Drawing/Drafting, Computer Literacy/Programming, Related Vocational/Technical Courses.
2. The JATC is not obligated to grant a re-interview to an applicant where the factors on which the score was based would not be affected by additional experience or education. The JATC will respond to the request in a timely manner.

SECTION VIII: RANKING AND SELECTION

1. The JATC will place all individuals currently active on the list in ranked order. The ranked list will identify each individual's: rank, name, application number, date of interview, score to two decimal places, and eligibility expiration date. A current copy of the complete ranked list will be filed with the Registration Agency prior to selection and registration to any individual entering the apprenticeship program through the standard selection process.
2. When new interviews are scheduled and completed, the JATC will add the newly interviewed applicants to its existing ranked list of applicants. Whenever a new ranking list is created, a copy will be provided to the Registration Agency.
3. The number of new apprentices to be selected, at any time, will be determined by the JATC, based on industry needs and the JATC's ability to provide training.
4. Selection of individuals from the list of interviewed applicants will not be done until all pre-scheduled interview sessions are completed. The Registration Agency shall be promptly notified of all individuals entering the apprenticeship program through any means of entry.
5. The actual selection of individuals will be made by using the current ranked list, starting with the top score, and continuing on, in descending order, until the desired number of accepted applicants has been reached. The only individuals who may be registered ahead of those on the current ranked list are those entering through approved direct entry methods, including transfer and organizing procedures. Selection from the current ranked list must be the highest on the list; the JATC cannot skip over individuals.
6. All selected applicants will be notified in writing of the JATC's offer of apprenticeship. The offer will be conditioned on completion of any required post-selection steps set out in the Standards and will note which conditions apply.

7. Once applicants are interviewed and placed on the ranked list, they shall remain active and subject to selection, for a period of one (1) calendar year from the date of interview, unless they decline an offer, request to be removed from the list, fail to meet post-selection requirements, or they are approved for a re-interview.
8. All selected applicants (including direct entry) must provide any remaining documentation required to complete their applications process and satisfy all post-selection requirements in the Standards.

SECTION IV: APPLICANT APPEALS PROCEDURE

Any applicant for apprenticeship who believes that he or she has been subjected to discrimination or other unfair treatment during the selection process on the basis of any protected category may file a complaint of discrimination using the JATC's internal Complaint Procedure set out in the JATC's Standards and EEO/AA Plan.

APPENDIX B:

AFFIRMATIVE ACTION PLAN

Adopted December 19, 2000

Part I – PREAMBLE

The IBEW-NECA segment of the Electrical Construction Industry has attempted to maintain an open-door application policy, regardless of race, color, religion, national origin or sex and will continue to do so to attract qualified minority and female applicants who become eligible for an oral interview. As a result, the JATC will take affirmative action to increase the number of minority and female applicants who meet the minimum qualifications and apply for an apprenticeship program, with the goal of increasing the number of minorities and females who apply, are selected, and ultimately become Journey-level members of the Local Union.

To address this situation, the JATC will make reasonable efforts to accomplish the identified affirmative action measures. The goal of these efforts is to increase the recruitment of qualified minority and female applicants for possible selection into the apprenticeship program.

The JATC will seek to have an equitable representation of qualified minorities and females appearing for interview to compete for apprenticeship. The goal of the JATC is to have a representative number of qualified minority and female applicants appearing for oral interview as determined by: the workforce population percentage of minorities within the jurisdiction of the JATC, and fifty-percent of the female workforce population residing within the JATC's jurisdiction.

The terms Journeyman, Journeyman Wireman, and Craftsmanship, as used in this Affirmative Action Plan, are meant to define a recognized level of competency and include both male and female.

Part II- AFFIRMATIVE ACTION PLEDGE AND NON-DISCRIMINATION

While the JATC does not, and will not, discriminate against any applicant, it will take affirmative action steps to increase minority and female participation within the local apprenticeship program. 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-except the applicant must be at least 17 years of age to apply and 18 years of age at 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.

Part III- UTILIZATION ANALYSIS, GOALS AND TIMETABLES

A. Labor Market Area: San Antonio MSA

B. Total Work Force: 777,383 ‡

Minorities in Work Force: 516,366 ‡

Work Force Population Percentage of Minorities: 66.4 %.

Females in Work Force: 359,687 ‡

Work Force Population Percentage of Females: 46.3 ‡

‡ SEE THE STANDARD METROPOLITAN STATISTICAL ANALYSIS (SMSA) FOR CURRENT FIGURES.

C. Sponsor's Statistical Data

Total Journeymen membership in Local Union is: 871 .

Total number of minority Journeymen is: 361 or 41.4 %.

Total number of female Journeymen is: 3 or .003 %.

Total number of Apprentices in Apprenticeship Program is: 279 .

Total number of minority Apprentices is: 165 or 59.1 %.

Total number of female Apprentices is: 5 or 1.8 %.

Total number of Journeymen and Apprentices is: 1150 .

Total number of minority Journeymen + minority Apprentices = 526 or 45.7 %.

Total number of female Journeymen + female Apprentices = 8 or .01 %.

D. Determination of Utilization

Minority underutilization X Yes No

Female underutilization X Yes No

E. The JATC's goal shall be to select a number of minority applicants equal to 66.4 percent* and to select a number of female applicants equal to 23.2 percent* (*of the total number selected during each calendar year. These percentages are based on the current workforce population percentage of minorities and fifty-percent of the current female workforce population residing within the total geographical area of The JATC's jurisdiction.

Part IV-AFFIRMATIVE ACTION OUT-REACH

The JATC will demonstrate a good faith effort to recruit, retain and graduate larger numbers of minorities and females by taking the following affirmative action measures.

- ◆ Contact minority and female groups (within the JATC's jurisdictional area) established for the purpose of assisting and preparing minorities and females for careers in non-traditional occupations.
- ◆ Create an awareness among participating Employers and Local Union Members of the need to recruit minority and female applicants, encouraging them to refer any potential minority or female candidate to the JATC. Individuals referred to the JATC will be provided with the information necessary to complete their application for apprenticeship.
- ◆ When programs customarily receive applications throughout the year, application information shall be regularly disseminated, but not less than semi-annually. For other availability intervals, application information shall be disseminated 30 - 60 days in advance of the earliest date for each application interval.

Such dissemination will be in the local media that is most likely to reach the minority and female communities and will include information concerning the nature of apprenticeship, requirements for admission, availability of apprenticeship opportunities, sources of applications and sponsor's equal opportunity policy.

- ◆ Conduct annual informational classes for all apprentices, clearly and concisely explaining the JATC's Rules, Regulations, Policies (including EEO policies) and Complaint Procedure.

- ◆ Distribute and EEO pledge card to its Local Union, NECA Chapter and all participating employers stating the Affirmative Action Pledge that appears in the Part II (See Appendix A). 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.
- ◆ Inform all classroom Instructors to immediately report to the JATC major signs of weakness in study habits, or any detectable learning deficiencies. The JATC will seek ways and means to assist those individuals in need of special attention or advise them where they may seek assistance; however, the JATC will not be expected to bear any cost for remedial education or training.
- ◆ Inform its entire Staff and Instructional Faculty of their responsibility to conduct themselves and all related training activities in such a manner as to not permit, or allow for, any kind of racial or sexual misconduct/harassment within the program. Any violation of such JATC rule will be addressed immediately by the JATC.
- ◆ Establish a separate file to reflect all correspondence and action taken by the local JATC that would, or could, be viewed as an affirmative action effort to disseminate information about apprenticeship opportunities. All pertinent correspondence shall clearly define the basic qualifications an applicant must meet in order to reach the oral interview stage of the selection process.
- ◆ Internally communicate its equal opportunity policy in such a manner as to foster understanding, acceptance and support among the sponsoring parties' various officers, supervisors, employees and members and to encourage such persons to aid the JATC in meeting its obligations in this area. The Local Union, the Chapter and all participating employers shall be provided with a copy of this policy suitable for public display at their place of business (See Appendix A).
- ◆ Adopt and internally communicate its Policy Against Sexual Harassment in such a manner as to foster understanding, acceptance and support among the sponsoring parties' various officers, supervisors, employees and members and to encourage such persons to aid the JATC in meeting its obligations in this area (See Appendix B).

To further strengthen the JATC's affirmative action efforts to increase the participation of minorities and females, the JATC will take the additional steps below.

The JATC will implement the items indicated.

The JATC will:

- Identify those individuals who meet all minimum requirements except for the mathematics component. These individuals will be offered the opportunity to enroll in a special offering of the JATC's Tech Math course. Successful completion of this course will satisfy the mathematical minimum requirement for the apprenticeship program. The course will be offered for a minimal prorated cost. (If the applicants' original application response time has expired, they will need to reapply).
- Consider the fact that many selected applicants have been away from any formal education for some time, resulting in weakened study habits and math skills. The JATC will provide a math review course developed by the NJATC to all selected applicants. This will better prepare them for their related studies in the apprenticeship program.
- Participate in the NJATC, BAT and/or SAC Workshops and Seminars to learn and discuss more about the need, ways and means of promoting and advertising for apprenticeship, and recruiting and retaining minorities and females.
- Participate in local secondary and post-secondary school programs and communicate with local Guidance Counselors and Placement Coordinators to make apprenticeship opportunities known, with emphasis on the need for minority and female applicants who meet the minimum qualifications.
- Sponsor out-reach information activities with area guidance counselors, identifying requirements for entrance into apprenticeship and successful completion of the program.
- Notification of the Apprenticeship Opportunity will be made available to commercial establishments and public facilities normally frequented by minorities and/or females.

Part V- COMPLAINT PROCEDURE

Any Apprentice or Applicant for Apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin or sex with regard to apprenticeship, or that equal opportunity standards have not been followed, has 180 days from the date of the alleged discrimination to register a complaint. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address and telephone number of the person allegedly discriminated against, the program sponsored involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards. Complaints may be registered with the JATC, the U.S. Department of Labor, Bureau of Apprenticeship and Training (BAT), the Registration Agency if other than the BAT or the Equal Employment Opportunity Commission (EEOC). The written Complaint Procedure with names and addresses of the organizations to which complaints may be filed, will be provided to all applicants and apprentices (See Appendix C).

Part VI- INTERNAL REVIEW

The JATC will conduct an annual review of its current Affirmative Action Plan and its overall effectiveness and institute any revisions or modifications warranted. The JATC's annual review shall not include any information identifying individual apprentices or applicants in any manner.

The success and failure of each affirmative action effort will be reviewed annually. The Affirmative Action Plan will continually be reshaped to ensure the highest degree of overall effectiveness.

The JATC will continually monitor the participation rates of minorities and females in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action shall be immediately implemented.

Part VII- MAINTENANCE OF RECORDS

The JATC will maintain, for a period of five (5) years from the date of the last action, all records relating to: apprentice applications (regardless of outcome), and the employment and training of apprentices. The records pertaining to individual applicants, selected or rejected, shall be maintained in such manner as to permit identification of minorities and females (minority and nonminority).

All JATC records will be made available upon request of the U.S. Department of Labor, Bureau of Apprenticeship and Training and/or the applicable Registration Agency.

Part VIII- ADOPTION- DISTRIBUTION

The JATC hereby adopts this Affirmative Action Plan for the purpose of recruiting, selecting and retaining a larger number of minority and female apprentices and applicants.

This Affirmative Action Plan shall remain in effect until the Affirmative Action Plan is updated by the NJATC, or until the JATC determines that there is a need for modification to ensure greater success in the recruitment, selection and retention of minorities and females. Any and all changes must be submitted to the Registration Agency for approval before implementation.

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A copy of the current Affirmative Action Plan shall be provided to the NJATC solely for its records and information.

[To be reproduced on JATC letterhead]

NOTICE OF APPRENTICESHIP OPPORTUNITY FOR THE POSITION OF INSTALLER TECHNICIAN

The Joint Apprenticeship and Training Committee (JATC) will accept applications for apprenticeship year around during business hours. Applications will be accepted at 2503 Blanco Road, San Antonio, Texas or via the program's website www.sotxjatc.org. Applicants may apply online or in person.

I. MINIMUM QUALIFICATIONS for apprenticeship interview

1. Unless otherwise qualified, minimum of **eighteen (18) years of age** to participate as a registered apprentice.
2. **Complete an application** form.
3. Have successfully completed: one full year of **high school algebra with a passing grade** or one post high school algebra course with a passing grade, or the *electrical training* ALLIANCE's online Tech Math course.
4. Be at least a **high school graduate**, have a **GED**, or possess a two-year **Associate Degree** or higher.
5. **Provide an official transcript** for high school and post high school education and training. All **GED records** must be submitted if applicable.
6. **Submit a form DD-214** to verify military training and/or experience if a veteran and wish to receive consideration for such training experience.
7. Capable of **completing all requirements of the apprenticeship program** and **performing the work of an installer technician**, 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 the Apprenticeship Program;
 - c. Attend and successfully pass all related instruction;
 - d. Understand and follow all JATC Rules and Policies;
 - e. Push, pull, crawl, crouch, and work in confined spaces such as attics, manholes, and crawl spaces, lift 25-50 pound objects on a 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;
 - f. Read, hear, speak, and understand instructions and warnings in English.

Each applicant shall provide the following documents and identification:

1. **Driver's License** or **Photo Identification Card**. Must be valid, in date, state or government issued.
2. **Social Security Card** or **Birth Certificate**. Original, state agency or government issued copy.
3. **Official Transcript**. Sealed or encrypted. For high school and post high school education and training. All GED records and Diplomas must be submitted if applicable.

II. ADDITIONAL QUALIFICATIONS for apprenticeship interview

1. **Military Experience.**

A military veteran who completed military technical training school in a Military Occupational Specialty (MOS) applicable to the telecom trade, and can document a minimum of two (2) years of military experience in that MOS, will qualify for an oral interview by the JATC. All post selection requirements remain in force. To qualify under this provision the applicant must:

- a. Complete and application form and respond to all questions related to meeting the requirements of apprenticeship.
- b. Have previous military work experience in the identified MOS as stipulated above.
- c. Provide reliable documentation and verification to substantiate previous military training and experience.

2. **Industry Experience.**

Individuals who have accumulated a minimum of twenty-four hundred (2400) hours of telecommunications work experience, shall be qualified for oral interview. For such applicants to be considered:

- a. The applicant must provide the JATC with proper documentation that defines their experience in the telecommunications industry. Such documentation may include tax/payroll records, notarized letters of experience, confirmations and sworn statements.
- b. JATC will examine all submitted documentation before qualification is acknowledged. individuals may also qualify for direct entry.
- c. An absolute minimum of two thousand four-hundred (2400) hours of telecommunication work experience must be proven to meet this qualification.

3. **School-To-Work.** Individuals who are selected by the JATC to participate in the School-To-Work program sponsored by the JATC, shall be evaluated by the JATC, or the Subcommittee, using consistent, standard, nondiscriminatory means. Eligible students must go through the regular selection process. Those selected shall be indentured into the apprenticeship program.

Applicants meeting the basic qualifications above shall provide the following where applicable or required:

1. **Substantiating Documentation.** As required and requested by the JATC office.
2. **Form DD-214.** To verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. **(MILITARY VETERANS ONLY)**
3. **Work Experience Documentation.** Tax/payroll records, notarized letter of experience from prior employers, or other satisfactory documentation as determined and accepted by the JATC.

III. QUALIFICATIONS for direct entry

1. **New Signatory Employer.** Employees working for a contractor who becomes signatory.
2. **50% Cards.** Individual signing authorization card during an organizing effort achieving 50% signatures.
3. **Transfer.** Registered apprentice transferring between two JATCs.