



# The Phoenix Electrical Joint Apprenticeship and Training Committee

Inside Apprentice Wireman  
Statement of Committee Policy & Agreement

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# Selection of Apprentices

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## Selection Standards

- a. The selection process of an apprentice complies with the approved Phoenix Electrical Joint Apprenticeship and Training Committee (PEJATC) Standards.
- b. The selection process of an apprentice complies with the National Joint Apprenticeship and Training Committee (NJATC) selection procedures.
- c. All applications for apprenticeship from high school seniors and military personnel will be pending satisfactory completion of such obligations.

## Apprenticeship Program Content

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### Statement of Occupation

This Apprenticeship program trains individuals in the Inside Electrical Construction Trade. This training will consist of working on various projects and locations under the supervision of a Journeyman Wireman. All training assignments will be authorized through the Joint Apprenticeship Training Committee (JATC). All Apprentices must be able to climb and work from ladders, scaffolds, poles, and towers of various heights, as well as crawling and working in confined spaces such as attics, manholes, and crawlspaces.

### Credit for Previous Work Experience

Previous experience for on-the-job training hours or related instruction must have been identified at the time of application, and awarded at the time of interview by the Apprenticeship Committee. Once the interview and selection process is completed, no further credit will be awarded. Credit for on-the-job training and related instruction will be identified on the State of Arizona Department of Economic Security Apprenticeship Agreement.

### Duration of Apprenticeship

- The Apprenticeship will consist of:
  - A minimum of 8,000 hours of on-the-job (OJT) training. This training is divided into 3 categories:
    - Commercial Electrical Installations, 4,520 hours
    - Industrial Electrical Installations, 2,480 hours
    - Specialized Electrical Installations, 1,000 hours
- A minimum of 900 hours of related classroom training. This training occurs during the scheduled semesters. The program content is delivered through 4 calendar-years consisting of Spring and Fall semesters. Spring and fall semesters are 5 months (116 hours) each in duration.

## Apprenticeship Registration, Indenture, and Communication

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- All apprentices are required to read and sign their Apprentice Registration Agreement. This document must be completed before an apprentice is referred to an employer for a training assignment or the first school date. Three copies shall be completed and signed by all required parties. It is then mailed to the Arizona State Department of Economic Security Apprenticeship Office. One copy will be returned to the apprentice, one copy will be filed for record at the PEJATC Apprenticeship office, and one copy will be retained by the Arizona Department of Economic Security Apprenticeship Office. **(Attachment 1)**.
- All apprentices are required to maintain their current contact information with the PEJATC administrative office through their Student Accounts on TradeSchool. This information includes current mailing address, phone number, and email address. Email will be used for official communication between the JATC office and each registered apprentice and applicant to the program. All communication to the administration office will utilize [webservices@pejadc.org](mailto:webservices@pejadc.org). Email access is available at the Training Center.
- All registered apprentices, applicants, and other students in the program will sit for a thumbnail photograph, through established PEJATC protocol, for the purposes of recordkeeping and security access control for the facility.
- All program participants will access the TradeSchool database to access their records and to conduct all payment-related activities. **No payments in any form are accepted in-person by administrative staff.**

## Probationary Period

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### 2,000 Hours or One Year Probationary Period

- The first 2,000 hours of OJT, or one year from the date entering the apprenticeship program (whichever is shorter), in addition to satisfactory performance of related training during that period, shall constitute the probationary period. During this period, the Apprenticeship Agreement may be cancelled by either the Apprentice or the Committee, without the formality of a hearing with the Committee. The Registration Agency will be notified of the cancellation.
- During the probationary period, the Committee and the Training Director will make a thorough review of the Apprentice's abilities, development, and performance. Action will be taken at that point to either end the Apprentice's probation, or cancel their Apprenticeship Agreement. All parties affected will be notified of the decision.
- Before advancement to the next period of apprenticeship, an Apprentice may be placed on an enhanced evaluation period by the Committee for a violation of Committee Policy or Apprenticeship Standards.

# Advancement

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## On-The-Job Training Periods

- i. The Apprenticeship program is divided into six training pay-periods:

<u>OJT Period</u>	<u>OJT Hours</u>	<u>Wages</u>	<u>Related Training</u>
1 <sup>st</sup>	0	55% of Journeyman Rate	N/A
2 <sup>nd</sup>	1000	60% of Journeyman Rate	Satisfactory Progress
3 <sup>rd</sup>	2000	65% of Journeyman Rate	Satisfactory Progress
4 <sup>th</sup>	3500	70% of Journeyman Rate	1 <sup>st</sup> Year Completed
5 <sup>th</sup>	5000	80% of Journeyman Rate	2 <sup>nd</sup> Year Completed
6 <sup>th</sup>	6500	90% of Journeyman Rate	3 <sup>rd</sup> Year Completed
Completion	8000	100% of Journeyman Rate	4 <sup>th</sup> Year Completed

- ii. An apprentice will be eligible for advancement provided the following requirements have been met. Each of the requirements will be approved by the Training Director prior to each advancement. A deficiency in any of the following will cause a delay in the apprentice's pay raise effective date. Raises are issued only once per month, after reported hours are received from the employers.
1. The apprentice must have satisfactorily completed their classroom related training and maintained a grade point average of 75% or higher.
  2. The Apprentice must have the minimum required number of OJT hours. These hours are reported to the apprenticeship office at the end of each month, for the hours worked during the previous month.
  3. The Apprentice must have submitted all monthly work reports in a timely manner through TradeSchool.
  4. The Apprentice must have satisfactory Field Evaluations, submitted by their employer.
  5. The Apprentice is current with all fees relating to books, tuition, and additional training requirements.
- iii. Disciplinary problems with an Apprentice shall be first handled by the Training Director. If the Training Director's efforts fail to produce a desirable outcome, the Training Director will refer the matter to the JATC. An Apprentice has the right to request an appearance before the Committee for any reason. Additionally, all apprentices requesting an appearance must complete a PEJATC Communication form (**Attachment 4**).

# Classroom Training

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**Class Attendance** *For all students attending school during their first year, please refer to page 16 for additional attendance details.*

**Classroom training is in session for a minimum of required hours. It is necessary for apprentices to attend all classes.**

- All apprentice training classes will be held at the PEJATC Training Center apart from scheduled 3<sup>rd</sup> party, off-site training that is hosted by an approved training partner. Additional training (safety or otherwise) may be required to be attended on a weekend or additional weekday evenings. Advanced notice will be provided for such classes.
- A class tardy will be issued to an Apprentice who is less than five (5) minutes late for class. Three tardies in the same semester will be considered an absence. Any Apprentice arriving to class later than five (5) minutes past the start time of class will be considered absent. Apprentices will be allowed to attend any class in which they are considered absent.
- Any Apprentice who leaves class after it begins, or does not return to class after a break within the scheduled time, will be considered absent for the entire class.
- An Apprentice who is disruptive in class may be dismissed by the Instructor and will be considered absent and may be subject to further discipline.
- An Apprentice is not allowed to work overtime, or in any manner which would interfere with their required class attendance. All apprentices shall notify their current employer of their scheduled class days/times. Apprentices shall leave the jobsite with a minimum, safe amount of travel time to arrive at school at the scheduled start time.
- An Apprentice has the responsibility to pay all fees for tuition and books when due. Payments will be made through their TradeSchool Student Account.
- No absences will be removed from student's record as a result of lacking proper and timely registration documentation.

## Absences

- An Apprentice or other student in the program who has recorded three (3) absences in any one semester will be required to attend a make-up class, prior to the end of that current semester in which the absences occurred. The student will be notified when their make-up class is scheduled, and will be responsible for the applicable fees that are associated with the class. If the student fails to attend the assigned make-up class, they will be required to repeat the semester in which the absences occurred. If the student records an additional absence after attending the make-up class or has an additional absence (4 class absences), that student will be required to take an additional make-up class. Any further absences will require the student to repeat the semester. The student will be responsible for all applicable fees as a result.

- An Apprentice may only repeat one (1) semester throughout their apprenticeship. Additional repeated semesters are prohibited **without approval of the JATC Committee.**
- There are no excused absences.
- An Apprentice may not work overtime, or any other work shift, that would otherwise interfere with their make-up class attendance.

## Tuition

- All Registered Apprentices, or other students in the program, must be registered with Phoenix Electrical JATC every semester. Tuition fees will be determined by the Trustees of the JATC and can change at any time. All payments are due on or before the invoice date in their TradeSchool Student Accounts. Students will be considered absent, but will be allowed to attend classes until payment is made, unless suspended due to exceeding maximum allowable absences.
- Refunds of tuition will not be allowed after the semester begins. Any requests for a refund must be submitted to the JATC office by the close of business of the week preceding the start of the semester.
- College Credit will be issued by the American Council on Education, and will be available upon request from the Phoenix Electrical JATC in accordance with the procedures provided for by A.C.E. (see attachment 5)

## Books and Lesson Materials

The Phoenix Electrical JATC will purchase all required books, lesson material, and online subscriptions from the NJATC. The students will purchase **all materials** during the week preceding the start of the semester. These materials will be sold to students when required by the program schedule (typically once per year). Students will be considered absent if books are not purchased in a timely manner.

- All materials must be paid for, in full, on or before the invoice date in their TradeSchool Student Accounts. Students will be considered absent but will be allowed to attend class until all required materials are purchased.
- All Students in the program will be required to have access to the internet, via a Windows or Mac based desktop or laptop computer, in order to complete classroom and homework assignments.
- No absences will be removed from a student's record as a result of lacking timely purchase of books and lesson materials.
- Students who have received advanced placement into the program may be required to purchase additional books from previous semesters that are referenced in the program going forward.

# Grades

## Grading Scale

- The JATC uses a semester grading system of 0% to 100% for actual test scores. An average of all required unit tests during a semester will determine the final semester average. An Apprentice is required to maintain a minimum grade point average (GPA) of 75%. An unsatisfactory average will result in repeating the semester, suspension from the program, or other action as determined by the JATC Committee.

## Tests

- If an Apprentice is absent from class when a test is scheduled, that test must be made up, and scheduled with the student's Instructor, outside of normal classroom hours.
  - All apprentices are required to maintain a minimum average of 75% for all semester tests
  - Apprentices who fail to maintain a minimum passing average score of 75% may be subject to a delay in their advancement in the program. A semester average of below 75% after all unit tests have been completed, a student will be subject to repeating the semester, and may be called to be evaluated by the JATC Committee.
  - All Apprentices are required to take and pass the final comprehensive exam on the final class date of their apprenticeship. A minimum score of 75% is required in order to pass.
    - If a passing grade is not achieved, the student must retest within 30 days from the date the test was failed.

## Classroom Rules

- All registered students in the program must adhere to the following:
  - Appropriate attire is to be worn at all times. No shorts, tank-tops, or open-toe shoes are allowed at any time. PEJATC-issued uniform FR shirts must be worn when required.
  - No unauthorized recording devices of any type shall be utilized at any time on PEJATC premises.
  - Cell phones shall not be utilized during class time. They shall be turned completely off, unless authorized by the Instructor.
  - Do not write on, or otherwise damage in any way, walls, desks, chairs, displays, or other furniture.
  - Alcohol and tobacco usage, in any form, is strictly prohibited in the Training Centers. This includes e-cigarettes and vaporizers. Smoking is only allowed in the designated outdoor areas at each campus.
  - The NECA/IBEW Drug-Free Workforce program, which includes testing for alcohol and illegal drugs and substances, **shall be in effect at all times during school hours.**
  - Safety policies are in effect at all times during school hours and will be carried out through the guidance of JATC staff.



An Apprentice or any other student in the program engaging in improper or otherwise inappropriate conduct will be dismissed from their class by the Instructor, and that apprentice will be counseled, or disciplined, by the Training Director and possibly the JATC Committee

## **Correspondence – Related Instruction**

- An Apprentice who has received a training assignment at a distance of 100 miles or greater from the Training Center shall be allowed to use an established correspondence method for related instruction.
- All related training assignments shall be assigned and monitored by a PEJATC Instructor. The Apprentice shall utilize email as the method to correspond with their Instructor.
- All assignments must be successfully completed and returned to the Training Center by the date assigned by their Instructor.
- All related training assignments for correspondence shall be the same as the local classroom assignments.
- The Apprentice may communicate by telephone with an Instructor for assistance, for each level of apprenticeship, as needed on a daily basis.
- The Apprentice will attend all required additional training, and complete all JATC exams, in person at the Training Center when required to do so.
- If at any time, the Apprentice does not meet the minimum required GPA level, or acceptable performance in related training in any capacity, the Apprentice's training assignment will be immediately changed to a local assignment (if available) and will be required to attend classes at the Training Center.
- The maximum allowable time that correspondence for related instruction can be utilized is one (1) year. This time can be cumulative, or consecutive.

## **Hands-On Lab Instruction**

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### **Lab Attendance**

- It is required for all Apprentices and other students in the program to attend all assigned lab sessions each semester.
- All hands-on training sessions will occur at the Training Center.
- A class tardy will be issued to an Apprentice who is less than five (5) minutes late for the lab session. Three tardies in the same semester will be considered an absence. Any Apprentice arriving to their scheduled lab in excess of five (5) minutes past the start time will be considered absent.
- Any Apprentice who leaves the class after it begins or does not return to class after a break within the scheduled time, will be considered absent.
- An Apprentice who is disruptive in the lab session will be dismissed by the Instructor, assessed an absence, and referred to the Training Director.
- An Apprentice is not allowed to work overtime, or in any manner which would interfere with their required lab attendance. All notify their current employer of their scheduled lab session days/times. Apprentices shall leave the jobsite with a minimum, safe amount of travel time to arrive at school at the scheduled

start time.

- All apprentices in the program must satisfactorily complete all semester labs. Unsuccessful performance, or any lab absences will be required to be made up at the first opportunity, as presented by the make-up lab schedule, after the absence or unsuccessful performance occurred.
- All pre-requisites must be successfully completed prior to each subsequent lab session each semester (i.e. Conduit Lab #1 must be successfully completed prior to attending Conduit Lab #2, etc.).
- Apprentices, or other students in the program, who miss more than 2 practical labs, scheduled or otherwise during a semester, will be required to repeat the semester in which the absences occurred. This will include the classroom portion of the affected semester. Apprentices who are unable to complete their labs due to physical limitations will be afforded the opportunity to make up missed time after medical clearance is provided.

## Lab Material and Safety

- All required Personal Protective Equipment (PPE) **must be worn at all times** while practical lab training is in session. Any violation of this policy at any time during the lab session will be cause for dismissal from the lab session, and possible disciplinary measures.
- Apprentices must bring all provided PPE to school with them on their designated lab night. Apprentices arriving for class without the provided PPE will be required to purchase a new set or be dismissed and marked absent for the night.
- Apprentices will not work on any live circuits at any time during their lab sessions. However, certain projects will have power applied upon completion. Lockout/Tagout procedures will be explained and utilized at all times when working on circuit-based labs.
- Apprentices will be responsible for placing provided tools and materials back in designated locations for each training station and keep a clean and orderly work area both during and after each training session.

## Lab Training

- All practical lab projects are considered pass/fail as determined by the Instructor. Labs will be judged based on competency level, which include factors of planning, speed, and accuracy.
- All Apprentices will be required to successfully complete the corresponding level of Craft Certification pertaining to their curriculum year of study. Craft Certification performance evaluations will be assigned and scheduled by the PEJATC Administrative office and will be in addition to the minimum classroom and lab hours during the term.
- Apprentices will be required to successfully complete all levels of Craft Certification prior to completion of the program.
- All pertinent reference material is to be brought to the lab sessions as required.
- A written examination may be considered as part of the lab training session and will be required as a factor of successful completion.

- Any unsuccessful lab session must be made up at the next available scheduled make-up session. Students will be required to pay all applicable fees in order to attend make-up sessions.
- Apprentices who cannot demonstrate a mastering of the proper skills necessary in order to successfully complete the assigned projects, even after repeated lab sessions, will be required to appear before JATC Committee for possible corrective action.

## Employment

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### Safety, Personal Appearance, and Substance Abuse Policy

#### Personal Safety

- Personal Safety is a critical part of a successful career in the electrical trade. Always follow all safety rules set forth by an employer.
- All Apprentices in the program are to attend OSHA and BLS/FA classes within the first 2,000 hours after entering the program,
- Register for these classes through TradeSchool Class Schedule tab.
- All fees will be due at registration.
- Alcohol and drugs are never acceptable to be used during working hours or during class. Tasks that an apprentice must perform require a clear head and good judgment. It is unacceptable for an apprentice to use un-prescribed drugs or be a habitual user of alcohol. Any abuse of drugs or alcohol will not be tolerated. The JATC may terminate such individuals from the program.

#### Substance Abuse Policy

- The Phoenix Electrical Joint Apprenticeship and Training Committee has adopted the NECA/IBEW Drug Free Workplace Program. All apprentices are to be in compliance with the program at all times. Every applicant will be required to read the NECA/IBEW DFW handbook at the time of their application. The applicant will sign an acknowledgement form after reading the policy, and a copy will be retained in the applicant's file.
- The Committee Policy regarding the NECA/IBEW DFW Program is in accordance with the International Brotherhood of Electrical Workers, Local Union 640, and the Arizona Chapter of the National Electrical Contractors Association.

#### Job Placement

- The placement of an Apprentice on a job will be made by the Training Director. All recommendations for job training assignments of apprentices will be based upon the employer's request, and the training requirements needed by available apprentices.
- An Apprentice does not have a choice of jobs or locations. Apprentices are required to report to the employer assigned by the Training Director.
- An Apprentice must have a job assignment slip provided by the JATC office

before reporting to the dispatch office of the Local Union.

- An Apprentice is required to have the tools listed in the current Inside Agreement, Section 3.20, when reporting to a contractor for work.
- An Apprentice is required to notify their employer if they are unable to report to work, or if they are requesting time off.
- Any Apprentice who has an issue in relation to their employment shall fill out a PEJATC Communication form (**Appendix 4**) and submit it to the Training Director

## **Personal Appearance**

- While on a jobsite, an Apprentice represents the Employer, Local Union 640, and the Phoenix Electrical JATC. An Apprentice must report to work in clean work clothes and be neat about their appearance.
  - Always wear proper work boots.
  - Always wear long work pants.
  - Always keep hair neatly trimmed and in an acceptable style.
    - Long hair can be a safety hazard – exercise good judgment.
  - Always be clean shaven or have facial hair properly trimmed.
- Remember that an apprentice in the program is from a select group and is a prospective supervisor and leader in the industry. Always dress, act, and speak in an appropriate and respectful manner.

## **Termination from Employer**

- An Apprentice, when terminated from an employer for any reason, must submit a photo of the termination slip via email to [webservices@pejatc.org](mailto:webservices@pejatc.org). It is the Apprentice's responsibility to keep the Training Director informed of any changes in work status.
- It is Committee Policy for an apprentice who refuses any job training assignment, quits any job, or is terminated for any reason, other than Reduction In Force, to appear before the JATC Committee for review and possible corrective action.

## **Work Reports**

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### **Apprentice Daily Work Record**

- An Apprentice will keep a daily record, listing the category of work performed while on the job. All submission of these reports must be made through the Apprentice Student portal on the TradeSchool Database.
- Work records must be submitted online to the Student Account no later than the 10th of the following month that the hours were worked.
- Apprentices with outstanding work report records will not be advanced to the next pay period.

## Leave of Absence

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### **Military Service and Personal Leave of Absence**

- Apprentices entering the military service or requests for Military leave of absence must submit notice to the Training Director in writing. Apprentices called to Reserve or other Active Duty must submit their orders to the Training Director to be kept on file in the Apprenticeship office.
- Apprentices requesting a personal leave of absence for any reason must submit their request, in writing to the Training Director via email to [webservices@pejatc.org](mailto:webservices@pejatc.org).

### **Completion of Apprenticeship Training Program**

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- All Apprentices must be in compliance with this Statement of Committee Policy at all times during the program, and prior to graduation.
- Apprentices must accomplish 8,000 hours of documented on-the-job training, in addition to successfully completing all related training, and passing the comprehensive final examination with a score of 75% or better.
- When an Apprentice becomes eligible to change their classification from Apprentice to Journeyman, they must notify the JATC office, and after reviewing all records for compliance, the JATC office will notify all interested parties in writing of the completion of the program.

## Union Membership

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### **IBEW Local Union 640**

- An Apprentice will be eligible for Union Membership per the Constitution and By-Laws of IBEW Local Union 640.
  - Union meetings are held on the 3<sup>rd</sup> Monday of every month beginning at 6:00PM. Once an Apprentice has gained membership, they are welcome and encouraged to attend, but attendance will not be allowed during any scheduled class nights.
  - If an Apprentice has questions relating to fringe benefits or membership benefits, they should contact a Representative of Local Union 640
  - An Apprentice in the program will receive all benefits they are entitled to, per the Collective Bargaining Agreement between IBEW Local 640 and Arizona Chapter NECA, while employed within the industry.

## Statement of Committee Policy

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- This Statement of Committee Policy, the Apprentice Registration Agreement, and the Local Apprenticeship and Training Standards contain the regulations that all Apprentices and Applicants shall adhere to. If an Apprentice or Applicant has any questions relating to these regulations, they should contact the Training Director for clarification.

### **Apprenticeship Agreement**

The purpose of this agreement is to set forth the understanding between the Phoenix Electrical Joint Apprenticeship Training Committee, and the Apprentice, in connection with the Apprentice's acceptance into the Apprenticeship Program.

- The Apprentice Agreement must be agreed to by every individual accepted into the Apprentice Program. The Apprentice Agreement is between the Phoenix Electrical Joint Apprenticeship and Training Committee, and applicants who are accepted into the Apprentice Program, or those Apprentices who are currently registered in the Apprentice Program.
- It is the applicant's responsibility to review and thoroughly understand the Apprentice Agreement.
- The Apprentice Agreement must be executed by the Applicant / Apprentice and returned to the Training Center. This agreement may be revised by the JATC as needed. If a revision occurs, all apprentices and applicants will be notified, and receive a copy of the revision, and must return a signed copy of the revised Agreement to the Training Center.
- When the applicant signs this agreement, and the State of Arizona Apprentice Registration, the applicant will be considered an Apprentice. The Apprentice Agreement will be executed by the Joint Apprenticeship and Training Committee and will then become a binding agreement between the Apprentice and the Phoenix Electrical Joint Apprenticeship and Training Committee.

### **From the Phoenix Electrical Joint Apprenticeship and Training Committee:**

- Your reputation will follow you for the rest of your career, so guard it cautiously. Acquire an excellent work record, dress neatly, have a positive attitude, and be to school and work every day, on time.
- The Joint Apprenticeship and Training Committee shall have the right to discipline an apprentice as it deems necessary.
- Failure to comply with Committee Policy and the Apprenticeship Standards may result in the suspension, or cancellation of your Apprenticeship Agreement.
- The Training Director will act for, and under the direction of, the Joint Apprenticeship Training Committee in the administration of Apprenticeship Standards and Policies.
- All Apprentices are advised that they have the right to request an appearance before the Training Committee at any regular monthly meeting. This appointment shall be made through the Training Director, who will schedule your appearance and place your name on the agenda.

## Day-School Additional Policy

### • Job Placement

- The placement of an Apprentice on a job will be made by the Training Director. Apprentices will be placed to work based on the preferred order based on the rank list of selected Apprentices. An Apprentice does not have a choice of jobs or locations. Apprentices are required to report to the employer assigned by the Training Director.
- An Apprentice must have a job assignment slip provided by the JATC office before reporting to the dispatch office of the Local Union.
- An Apprentice is required to have the tools listed in the current Inside Agreement, Section 3.20, when reporting to a contractor for work.
- An Apprentice is required to notify their employer if they are unable to report to work, or if they are requesting time off.
- Any Apprentice who has an issue in relation to their employment shall fill out a PEJATC Communication form (**Appendix 4**) and submit it to the Training Director via email to [webservices@pejadc.org](mailto:webservices@pejadc.org)

### • Related Training Schedule and Attendance

- All 1<sup>st</sup>-year Apprentices will attend related training classes on their scheduled class days.
- Apprentices shall notify their employer of their school schedule, and employers will excuse the apprentices from their regular work schedule for the days they are required to attend school. There is no compensation for these days from the apprenticeship or the employer.
- School hours for 1<sup>st</sup>-year Apprentices are 5:00 AM to 3:30 PM, one day per week, on alternating weeks.
  - Testing will occur during weeknight sessions for mid-terms and finals, and all test nights will be required to be attended. Absences will be required to be made up as scheduled, and apprentices will be required to pay the applicable fee.
- All classes are required to be attended. An apprentice who is absent for their scheduled class will be assigned to a make-up class session. The same applies if the apprentice misses a 2<sup>nd</sup> regularly scheduled class. If the apprentice incurs any further absences for the semester, they will be required to repeat the semester, and all costs for the repeated semester will be the responsibility of the apprentice.
- All unsuccessful attempts of practical labs during the regular sessions of class will be required to be repeated as scheduled by the PEJATC Administrative office.
- Any apprentice can only repeat a semester once during their apprenticeship. Additional requirements for repeated semesters will be by approval of the JATC Committee.
- All apprentices are required to arrive at school on time for class. If an Apprentice is less than 5 minutes late, they will be counted as tardy for that day. If an Apprentice is tardy for 3 classes in any semester, they will be counted as absent. If an Apprentice is more than 5 minutes late for a class, they will be counted as absent for the day.



## Remote Attendance

### **Remote Online Classroom Attendance**

- Second-year through fourth-year students who are scheduled for evening classes may attend classroom sessions via online access up to **four** (4) times per semester.
- Students must maintain a 75% GPA for their semester average to qualify for attending remotely.
- Students must be in compliance with all other PEJATC policies.
- Students must attend full classroom sessions when attending online.
- Students must submit their request to attend class remotely no later than 3:00PM on the day of their class that they wish to attend remotely.
  - Requests must be made via email to **webservices@pejatic.org**
  - No credit will be issued for attendance if confirmation has not occurred through PEJATC administration staff.
  - No students may coordinate remote attendance directly with Instructor.
- The PEJATC is not responsible for technical issues that may prohibit attendance, or other issues that restrict full participation in discussions during class lectures.
- No remote attendance provisions are available to correspond to the students' practical lab sessions or scheduled unit tests where in-person attendance is required.





January 2024 Statement of Committee Policy  
The Phoenix Electrical Joint Apprenticeship  
and Training Committee

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Jason Dempsey, Chairman

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Brian Swain, Secretary

I, \_\_\_\_\_,  
(Print your name)

have received and read the Phoenix Electrical Joint Apprenticeship and Training Committee Statement of Committee Policy, including all rules and regulations of this Apprenticeship Training Program. I understand the contents, and will abide by all rules set forth in this statement

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Signature

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Date

(Digital signature captured online through TradeSchool Student Account)



Attachment #1

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STATE OF ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
APPRENTICE AGREEMENT

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement as they exist on the date of this agreement and as they may be amended during the period of the agreement. This agreement may be cancelled during the specific period of probation by either party to the agreement upon written notice to the Registration Agency. After the probationary period, this agreement may be cancelled at the request of the apprentice, or suspended or cancelled 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 in accordance with Title 29 CFR Part 29.7. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30.3, and Executive Order 11246.

Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current Davis - Bacon certifications must be obtained from the Arizona Commerce Authority, Apprenticeship Office on the applicable form and within the time prescribed.

**BOXED-IN AREAS ARE FOR DATA ENTRY**

APPRENTICE'S id NO.	PROGRAM NO. <b>AZ001430001</b>	DOT SYMBOL	OCCUPATION <b>ELECTRICIAN (INSIDE WIREMAN)</b>
TERM OF APPRENTICESHIP (Hours) <b>8000</b>	PROBATION PERIOD (Hours) <b>2000</b>	CREDIT FOR PREVIOUS EXPERIENCE (Hours) OJT: _____ Related Instruction: <b>0</b>	
INDENTURE DATE	APPRENTICE'S LAST NAME	FIRST NAME	MI.
a.		CITY	STATE ZIP CODE
BIRTH DATE (MM/DD/YY)	SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	APPRENTICE - SCHOOL LINKAGE <input type="checkbox"/> Yes <input type="checkbox"/> No	RACE/ETHNIC GROUP (Check one) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Am. Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Info Not Available <input type="checkbox"/> Not classified elsewhere
VETERAN STATUS (Check One) <input type="checkbox"/> Vietnam-era veteran <input type="checkbox"/> Other veteran <input type="checkbox"/> Non-veteran			
HIGHEST EDUCATION LEVEL (Check One) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th Grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate <input type="checkbox"/> Other (Unknown)			
SIGNATURE OF APPRENTICE		DATE	SIGNATURE OF PARENT OR GUARDIAN (If under 18)
			DATE

<b>EMPLOYER APPROVAL (Type or Print)</b>		
NAME OF EMPLOYER'S FIRM/PROGRAM SPONSOR <b>Phoenix Electrical Joint Apprenticeship &amp; Training Committee</b>	NAME OF EMPLOYER'S REPRESENTATIVE	TATIVE/COMMITTEE MEMBER <b>Shawn Hutchinson</b>
EMPLOYER'S MAILING ADDRESS (No., Street/P.O. Box, City, State, Zip Code) <b>1520 E. Indianola Avenue Phoenix, Arizona 85014</b>		
SIGNATURE OF RESPONSIBLE PROGRAM REPRESENTATIVE		DATE
<b>Article I. REGISTRATION AGENCY APPROVAL</b>		
APPROVED BY	APPRENTICESHIP OFFICE	P.O. Box 6123, Site Code 920Z, Phoenix, AZ 85007
SIGNATURE	DATE	REGISTRATION DATE

## WORK PROCESS SCHEDULE

**1. SCHEDULE OF MAJOR PROCESSES AND APPROXIMATE NUMBER OF HOURS FOR EACH PROCESS:**

**APPRENTICES SHALL RECEIVE APPROXIMATELY**

PROCESS	Maximum HOURS
COMMERICAL	4520
INDUSTRIAL	2480
SPECIALIZED	1000
<b>TOTAL HOURS</b>	<b>8000</b>

The above schedule is recognized as sufficiently flexible to be changed if accumulated experience indicates that changes will be to the advantage of the Sponsor and the Apprentice.

**2 Wage Progression:**

Each apprentice shall receive progressively increasing wages in accordance with the following schedule:

FIRST YEAR:	1 <sup>st</sup> 6 month period – _%	2 <sup>nd</sup> 6 month period – _%
SECOND YEAR:	3 <sup>rd</sup> 6 month period – _%	4 <sup>th</sup> 6 month period – _%
THIRD YEAR:	5 <sup>th</sup> 6 month period – _%	6 <sup>th</sup> 6 month period – _%

**FRINGE BENEFITS BASED ON THE JOURNEYWORKER PACKAGE**

FIRST YEAR:	1 <sup>st</sup> 6 month period – _%	2 <sup>nd</sup> 6 month period – _%
SECOND YEAR:	3 <sup>rd</sup> 6 month period – _%	4 <sup>th</sup> 6 month period – _%
THIRD YEAR:	5 <sup>th</sup> 6 month period – _%	6 <sup>th</sup> 6 month period – _%

**The Program Sponsor shall place on file with the Registration Agency the appropriate Wage Rate upon which the above percentages are based. Any changes or modifications of that wage rate shall be forwarded to the Registration Agency within thirty (30) days of such change or modification.**

**3 HOURS OF WORK AND RELATED INSTRUCTION:** Apprentices will generally work the same hours as journeyworkers except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes. The Related Training outline listed in the standards is part of this agreement. Payment of apprentice wages for hours spent attending related instruction classes is specified in the “Related Training” section in the apprenticeship standards. The recommended term of apprenticeship will include no less than 144 hours of related instruction for each year of the apprenticeship.

**4** The name and address of the appropriate authority to receive, process and make disposition of controversies or differences arising out of this apprenticeship agreement which the controversies or differences cannot be adjusted locally or resolved in accordance with the established procedure or applicable collective bargaining provisions is:

(Insert Applicable Information Here)

**Phoenix Electrical Joint Apprenticeship and Training Committee (602) 263-8104  
4016 N Black Canyon Hwy  
Phoenix, Arizona 85017**

**Revised 6/2011**

**(NOTE: Apprentice Agreements consist of two pages and will not be accepted unless both are submitted**



APPRENTICE WAGES AND BENEFITS 2024\_1-1 - 2024\_6-30

<u>OJT Period</u>	<u>OJT Hours</u>	<u>Wages</u>	<u>Health</u>	<u>Retirement</u>	<u>Total Compensation</u>	<u>Related Training Lvl.</u>
1st 55%	0	\$ 18.76	\$ 5.74	\$ 3.57	\$ 28.07	N/A
2nd 60%	1000	\$ 20.46	\$ 5.74	\$ 3.62	\$ 29.82	Satisfactory Progress
3rd 65%	2000	\$ 22.17	\$ 6.74	\$ 5.53	\$ 34.44	Satisfactory Progress
4th 70%	3500	\$ 23.87	\$ 6.74	\$ 5.58	\$ 36.19	1st Year Completed
5th 80%	5000	\$ 27.28	\$ 8.10	\$ 5.68	\$ 41.06	2nd Year Completed
6th 90%	6500	\$ 30.69	\$ 8.10	\$ 5.78	\$ 44.57	3rd Year Completed
Journeyman	8000	\$ 34.10	\$ 8.10	\$ 5.88	\$ 48.08	4th Year Completed



Phoenix Electrical Joint Apprenticeship and Training Committee  
Communication Form  
4016 N Black Canyon Hwy  
Phoenix, AZ 85014  
602-263-8104  
[www.pejatc.org](http://www.pejatc.org)

Date\_\_\_\_\_

Reason for this communication:

\_\_\_Complaint    \_\_\_Suggestion    \_\_\_Question    \_\_\_Other

Name\_\_\_\_\_Period of Apprenticeship\_\_\_\_\_

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Apprentice Signature\_\_\_\_\_Date\_\_\_\_\_

# AMERICAN COUNCIL ON EDUCATION (ACE) COLLEGE CREDIT Attachment 5

The *electrical training ALLIANCE*, in conjunction with the American Council on Education (ACE), has submitted *electrical training ALLIANCE* Apprenticeship Courses for evaluation and for the establishment of recommended college credit for each year of the apprenticeship program. When you register your apprenticeship training with ACE, **through the *electrical training ALLIANCE***, you are eligible to receive a transcript which you can take to a college/university of your choice to receive college credit. The availability and amount of credit will be dependent on the college/university you apply to, and the type of degree you are seeking.

Below are the steps to help you successfully establish a record with ACE and receive an official transcript. The JATC/AJATC Chairman and Secretary must sign this form in order to process the request.

## **Step 1: Submitting Your Application**

Submit your College Credit Application and \$45.00 processing fee made payable to the *electrical training ALLIANCE*. Payment can be made with a personal check, JATC check, money order, or cashier's check.

Please remember to include an email address on the form. You will be contacted by email with further instructions once your application is processed. Once you receive the email, you can then go to Step 2.

## **Step 2: Register Your Account on the ACE Website**

Once your application has been approved and processed by the *electrical training ALLIANCE*, you will then receive an automated (no reply) email from ACE to inform you that your ACE record has been established. At this point, you may choose to activate your records by following the instructions in the email. Your username is your last name and your password is your social security number. Please DO NOT register with ACE prior to receiving this email. This will cause issues with the system.

## **Step 3: Activate Your Record**

In order to do this you will need to log on to: <https://www.acenet.edu/transcripts>. Select Register Now and complete the information to establish your account. You only need to register on this site one time for the online Transcript Service. If you have previously registered for the online Transcript Service, it is not necessary to register again. This site will allow you to view your record and order transcripts. The *electrical training ALLIANCE* has paid your registration fee which includes one official transcript. Additional transcripts are \$15.00 each.

## **RESOURCES**

Lifelong Learning Resource Center  
Resource Center hours M-F 8:45 AM – 4:45 PM ET  
Toll Free 1.866.205.6267 or by email at [credit@ace.nche.edu](mailto:credit@ace.nche.edu)

View the list of cooperating colleges: Participating higher education institutions in the ACE Cooperating College and University Network attract increasing numbers of adult learners. It is important to note that having the ACE recommended credits does not suggest that all credits will apply toward any and all degrees. Some colleges may be reluctant to accept the credits and all courses are not guaranteed to apply toward all college degree programs.

If a college has denied your request to transfer your ACE credit recommendations please use the [Student Request for Assistance Form](http://www2.acenet.edu/webforms/forms/credit/Request_for_Assistance.aspx) [http://www2.acenet.edu/webforms/forms/credit/Request\\_for\\_Assistance.aspx](http://www2.acenet.edu/webforms/forms/credit/Request_for_Assistance.aspx)

[Student Resource Center/Transcripts and Transfer Tips](http://www.acenet.edu/news-room/Pages/Center-for-Education-Attainment-and-Innovation-Resource-Center.aspx)  
<http://www.acenet.edu/news-room/Pages/Center-for-Education-Attainment-and-Innovation-Resource-Center.aspx>



TODD STAFFORD, EXECUTIVE DIRECTOR

## ACE COLLEGE CREDIT APPLICATION

To earn college credit, simply complete this form. You must enter *each year* of apprenticeship for which you are applying. You may apply after successfully completing each year, or wait until you have completed your apprenticeship. Mail the completed form to the *electrical training ALLIANCE* along with a check for any applicable fees (payable to *electrical training ALLIANCE*). There is a **one-time** registration fee of \$45.00 per student. The fee includes ONE complimentary transcript. Additional transcripts are \$15.00 each and can be ordered directly from The American Council on Education (ACE) at: <https://acenet.edu/transcripts>. The JATC/AJATC Chairman and Secretary **MUST** certify by signing the form to validate the application.

**STUDENT COMPLETES THIS SECTION:** *Please print clearly and complete all information.*

\_\_\_\_\_  
**LAST NAME**

\_\_\_\_\_  
**FIRST NAME**

\_\_\_\_\_  
**STREET ADDRESS**

\_\_\_\_\_  
**CITY**

\_\_\_\_\_  
**POSTAL CODE**

\_\_\_\_\_  
**DATE OF BIRTH**

\_\_\_\_\_  
**PHONE NUMBER**

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

\_\_\_\_\_  
**E-MAIL ADDRESS**

MALE   
 FEMALE   
**GENDER**

\_\_\_\_\_  
**STATE**

*I authorize the submission of this form and other information about my course participation to The American Council on Education (ACE). ACE will record, maintain and update this information as necessary.*

\_\_\_\_\_  
**SIGNATURE (do not print)**

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

**COURSE CREDITS REQUESTED:** *Indicate the completed course(s) you wish to receive credit for; use the list on the following page.*

Course Number	Date Completed Ex.: 01/02/03	Course Number	Date Completed Ex.: 01/02/03

**JATC/AJATC COMMITTEE CHAIRMAN & SECRETARY COMPLETE THIS SECTION**

*The following signatures certify that the individual listed on this form has successfully completed the course(s) itemized above, meeting all requirements of completion as outlined in the Apprenticeship Standards.*

\_\_\_\_\_  
**JATC/AJATC Program Number**

\_\_\_\_\_  
**Committee Chairman**

\_\_\_\_\_  
**Committee Secretary**

# ACE COLLEGE CREDIT COURSE LIST

Choose from this list of course numbers for the completed course(s) you wish to receive credit for.

Course Number	Course Title	Evaluation Dates	Course Number	Course Title	Evaluation Dates
0001	Inside Wiremen 1st Year Course	(12/1982 - 6/2015)	0075	NJATC Fiber Optics 1	(8/2017 - 7/2020)
0002	Inside Wiremen 2nd Year Course	(12/1982 - 6/2015)	0019	NJATC Fire Alarm	(8/2005 - 7/2013)
0003	Inside Wiremen 3rd Year Course	(12/1982 - 6/2015)	0059	NJATC Fire Alarm 2	(8/2013 - 7/2020)
0004	Inside Wiremen 4th Year Course	(12/1982 - 6/2015)	0039	NJATC Hazardous Locations 1	(8/2013 - 4/2017)
0005	Inside Wiremen 5th Year Course	(12/1982 - 6/2015)	0060	NJATC Hazardous Locations 2	(8/2013 - 7/2017)
0024	Inside First Year Core Curriculum	(8/2012 - 7/2020)	0061	NJATC Health Care 1	(8/2013 - 7/2017)
0025	Inside Second Year Core Curriculum	(8/2012 - 7/2020)	0040	NJATC Health Care 2	(8/2013 - 7/2020)
0026	Inside Third Year Core Curriculum	(8/2012 - 7/2020)	0020	NJATC Instrumentation	(8/2005 - 7/2013)
0027	Inside Fourth Year Core Curriculum	(8/2012 - 7/2020)	0041	NJATC Instrumentation 1 and 2	(8/2013 - 7/2020)
0028	Inside Fifth Year Core Curriculum	(8/2012 - 7/2020)	0076	NJATC Intrusion Detection 1	(8/2017 - 7/2020)
0009	Installer/Technician First Year Curriculum	(2/1998 - 7/2013)	0063	NJATC Lighting Essentials 1	(8/2013 - 7/2020)
0010	Installer/Technician Second Year Curriculum	(2/1998 - 7/2013)	0042	NJATC Lighting Essentials 2	(8/2013 - 7/2020)
0011	Installer/Technician Third Year Curriculum	(2/1998 - 6/2015)	0062	NJATC Lightning Protection 1	(8/2013 - 7/2020)
0029	Installer/Technician First Year Curriculum	(9/2013 - 7/2020)	0043	NJATC Local Area Networks 1 and 2	(8/2013 - 7/2020)
0030	Installer/Technician Second Year Curriculum	(9/2013 - 7/2020)	0064	NJATC Motor Control 3	(8/2013 - 7/2020)
0031	Installer/Technician Third Year Curriculum	(9/2013 - 7/2020)	0021	NJATC Motors	(8/2005 - 7/2013)
0006	Outside Lineman 1st Year Course	(11/1984 - 7/2020)	0065	NJATC Motors 2	(8/2013 - 7/2020)
0007	Outside Lineman 2nd Year Course	(11/1984 - 7/2020)	0045	NJATC Paging Systems	(8/2013 - 7/2020)
0008	Outside Lineman 3rd Year Course	(11/1984 - 7/2020)	0046	NJATC Photovoltaics 2	(8/2013 - 3/2018)
0012	Residential First Year Curriculum	(4/1998 - 7/2013)	0066	NJATC Photovoltaics 1	(8/2013 - 3/2018)
0013	Residential Second Year Curriculum	(4/1998 - 7/2013)	0078	NJATC Photovoltaics Adv	(8/2013 - 3/2018)
0014	Residential Third Year Curriculum	(4/1998 - 7/2013)	0067	NJATC Power Quality Adv	(8/2013 - 7/2020)
0032	Residential First Year Curriculum	(9/2013 - 7/2020)	0068	NJATC Programmable Logic Controllers, Level I	(8/2013 - 7/2020)
0033	Residential Second Year Curriculum	(9/2013 - 7/2020)	0047	NJATC Programmable Logic Controllers, Level II, Addressed-Based and Tag-Based	(8/2013 - 7/2020)
0034	Residential Third Year Curriculum	(9/2013 - 7/2020)	0048	NJATC RF Communications	(8/2013 - 7/2020)
0053	NJATC AC Theory 3	(8/2013 - 7/2020)	0049	NJATC Security Systems 2	(8/2013 - 4/2017)
0073	NJATC Access Control 1	(8/2017 - 7/2020)	0070	NJATC Semiconductors 1	(8/2013 - 7/2020)
0036	NJATC Building Automation Advanced Courses	(8/2013 - 7/2020)	0050	NJATC Semiconductors 2	(8/2013 - 7/2020)
0054	NJATC Building Automation Control Devices	(8/2013 - 3/2018)	0051	NJATC Sound Reinforcement	(8/2013 - 7/2020)
0037	CCTV	(8/2013 - 7/2020)	0022	NJATC Structured Cabling	(8/2005 - 7/2013)
0055	NJATC Code and Practices 5	(8/2013 - 7/2017)	0071	NJATC Structured Cabling 1	(8/2013 - 7/2020)
0038	NJATC Code and Practices Advanced Courses	(8/2013 - 7/2020)	0015	NJATC Tech Math Course	(8/1996 - 12/2015)
0016	NJATC Code and Practices-3	(8/2005 - 7/2013)	0023	NJATC Telephone & Security Basics	(8/2005 - 12/2015)
0056	NJATC DC Theory 2	(8/2013 - 3/2018)	0052	NJATC Telephony	(8/2013 - 4/2017)
0017	NJATC Digital Electronics	(8/2005 - 7/2013)	0077	NJATC Test Instruments 1	(8/2017 - 7/2020)
0057	NJATC Digital Electronics 1	(8/2013 - 7/2020)	0072	NJATC Transformers 3	(8/2013 - 7/2020)
0018	NJATC Distributed Generation	(8/2005 - 7/2013)			
0058	NJATC Distributed Generation 1	(8/2013 - 7/2020)			



