

The Phoenix Electrical Joint Apprenticeship and Training Committee

Inside Apprentice Wireman

Statement of Committee Policy & Agreement

July, 2026

4016 N. Black Canyon Hwy, Phoenix, AZ 85017

www.pejadc.org



1. Selection of Apprentices

Selection Standards

- The selection process for apprentices shall comply with the approved Phoenix Electrical Joint Apprenticeship and Training Committee (PEJATC or JATC) Standards.
- The selection process for apprentices shall comply with the applicable GAN Human Resources selection criteria and processes. The terms CW and apprentice shall have similar meanings.
- Applications from high school seniors and military personnel remain contingent on satisfactory completion of those obligations.

2. Apprenticeship Program Content

Statement of Occupation

- This apprenticeship program trains individuals in the Inside Electrical Construction Trade. The JATC will issue training assignments with sponsoring employers, and all work will be performed under the supervision of a Journeyman Wireman.
- Apprentices must be able to climb and work from ladders, scaffolds, poles, and towers of various heights, push, pull, crawl, crouch, and work in confined spaces such as attics, manholes, and crawlspaces, lift 25–50-pound objects on a fairly consistent schedule, and use various hand and power-assisted tools to install conduit, wiring, fixtures, devices, and electrical apparatus within commercial, industrial, and residential buildings.

Credit for Previous Work Experience

- Previous on-the-job training (OJT) hours or related instruction must be identified at the time of application and documented through the Personal Experience Form (PEF) for consideration of credit.
- Credit for on-the-job training and related instruction will be documented on the State of Arizona Department of Economic Security Apprenticeship Agreement.

Duration of Apprenticeship

- The apprenticeship shall consist of a minimum of 8,000 hours of OJT training and a minimum of 720 hours of related instruction delivered across four calendar years and eight semesters.
- OJT categories include approximately 4,520 commercial hours, 2,480 industrial hours, and 1,000 specialized hours.

3. Apprenticeship Registration, Indenture, and Communication

Registration Requirements

- All apprentices must read and sign the Apprentice Registration Agreement when required.
- Apprentices shall maintain current mailing address, phone number, and email information in TradeSchool. Unless the JATC directs otherwise, email to webservices@pejadc.org shall serve as the official administrative communication channel.

- All registered apprentices, applicants, and other students in the program will sit for a thumbnail photograph, for the purposes of recordkeeping and security access control for the facility.
- All payment-related activity must be completed through the TradeSchool student account. Administrative staff will not accept in-person payments.

4. Probationary Period

2,000 Hours or One Year

- The first 2,000 hours of OJT, or one year from entry into the apprenticeship program, whichever is shorter, shall constitute the probationary period.
- During probation, the Apprenticeship Agreement may be canceled by either the apprentice or the Committee without the formality of a hearing. Without limiting the foregoing, an apprentice who incurs two negative actions during the probationary period shall be automatically terminated from the Program. The Registration Agency will be notified of the cancellation.
- During the probationary period, the Committee and the Training Director will review the apprentice's abilities, development, and performance. Based on that review, the apprentice's probation may be ended or the Apprenticeship Agreement may be canceled. All affected parties will be notified of the decision.
- Before advancement to the next period of apprenticeship, an apprentice may be placed on an enhanced evaluation period for violations of Committee Policy or Apprenticeship Standards.

5. Advancement

OJT Periods

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

- The apprenticeship is divided into six OJT wage periods. Advancement requires satisfactory related training progress, completion of required OJT hours, current subscription fees, timely monthly work reports, and satisfactory field evaluations.
- Raises are issued once per month after employer-reported hours are received and verified by administration. Any deficiency in a required area under this policy will delay the effective date of advancement.
- Raises earned through semester completion shall be issued only after all classes are completed and final grades for the semester have been posted for all students.

6. Related Training Delivery, Attendance, and Seat Time

General Attendance Requirements

- All apprentices are required to attend and complete all scheduled related training activities, including classroom sessions, lab sessions, test nights, Craft Certification Performance Evaluations, approved remote sessions, and all assigned Computer Mediated Learning (CML) work.
- Apprentices shall not work overtime or accept work assignments that interfere with required school attendance or timely completion of assigned training.
- Students attending classes and labs at the JATC must wear work boots, a cotton shirt with a minimum 4-inch sleeve, and long pants. Open-toe shoes and inappropriate attire are prohibited. When required, students must wear a JATC-issued flame-resistant shirt. JATC-issued Personal Protective Equipment (PPE) must be brought to every scheduled session.
- Any lost JATC-issued PPE must be replaced at the student's expense.
- No recording devices of any kind will be allowed in any JATC training sessions unless specifically allowed by the JATC.
- All curriculum and/or aptitude testing will occur on JATC-provided laptop devices.

First-Year Attendance

- All first-year apprentices will attend related training on their scheduled day-school calendar. Students are required to share their school schedule with their supervisor, and employers shall excuse apprentices from their regular work schedule for required first-year school days, and there is no compensation for those days from the apprenticeship or the employer.
- School hours for first-year apprentices are scheduled from 5:00 AM to 3:30 PM, one day per week, on alternating weeks, unless revised by an approved published schedule. Mid-terms, finals, and required test nights must be attended.
- All first-year classes are required. When first-year students are absent, classes are required to be made up on the assigned make-up day and time. No more than 2 absences will be allowed during each semester of the 1st year. Students incurring more than 2 absences (including missing their assigned make-up class) will fail the semester and be suspended from the program.
- Attendance at first-year onboarding, orientation, book distribution, and related administrative processing is mandatory.

Years 2–4 Attendance

- For second, third, and fourth-year apprentices, attendance is tracked by semester as one combined total. That total includes all required lecture classes, approved virtual sessions, labs, and any CML assignments that carry seat-time credit.
- A tardy of less than five minutes remains a tardy, and three tardies in one semester equal one absence. Arriving more than five minutes late, leaving early, returning late from break, being dismissed for disruption, or failing to complete required seat-time CML may each be treated as an absence or other attendance deficiency.
- Any apprentice incurring four absences in a semester will fail the semester and be suspended from the program.

- There are no excused absences allowed and apprentices must share their school schedule with their supervisor when requested.

Computer Mediated Learning (CML)

- Up to 45% of lecture-based classroom time in a semester may be delivered through the Electrical Training Alliance CML platform.
- Required CML must be completed to receive seat-time credit for the semester in which it is assigned.
- Failure to complete required CML shall be treated as an attendance deficiency. An apprentice who does not complete required CML may fail the semester for insufficient credited hours even if class attendance is otherwise satisfactory.

Virtual Sessions

- Apprentices may schedule up to three remote classroom sessions per semester for eligible years or courses, unless otherwise limited by curriculum requirements.
- Apprentices must attend each scheduled class in its entirety.
- The Apprenticeship program does not take responsibility for technical issues that preclude scheduled remote attendance.
- In Class Hands-on Activities (ICHA) and Craft Certification/CCI sessions may not be substituted with remote instruction.

Homework and Seat Time

- Unit grades are calculated using 75% of the test score and 25% of the homework score.
- No partial credit will be awarded for late work. Late work earns zero grade points towards unit test grading, but completion may still be required in order to receive seat-time hours.

Subscription Fees and Materials

- All students enrolled in JATC apprenticeship classes must pay the monthly subscription fees established by the JATC Committee.
- Monthly subscription fees shall be due as posted in TradeSchool. Late monthly payment will result in an absence and repeated late payments may result in a failed semester and suspension from the program, consistent with Committee policy pertaining to attendance.
- Books, lesson materials, and LMS access are provided by the PEJATC according to the program schedule. Students separated from the program must return issued materials as directed.

Correspondence Related Instruction

- An apprentice assigned 100 miles or more from the Training Center may be authorized to complete related instruction through an established correspondence method.
- Correspondence students remain responsible for all assigned work, in-person hands-on sessions, and unit testing when required.

7. Grading, Testing, Labs, and Certifications

Semester Grades

- The JATC uses a semester grading system of 0% to 100% for test-based academic grades. A minimum semester GPA of 75% is required for successful semester completion.
- Unit test results and assigned academic work shall continue to determine the semester academic grade. Assignments not attempted will be recorded as zeroes.

Makeup Testing

- If an apprentice misses a scheduled test, the apprentice must arrange a makeup through program administration at webservices@pejadc.org.
- The program may maintain a weekly or monthly published makeup testing schedule, including Saturday testing, with proctoring handled by administration, a lead instructor, or another Committee-approved designee.

Craft Certification

- Apprentices must complete the corresponding level of Craft Certification associated with their curriculum year prior to completion of the program.
- Students will not receive a retake of a failed Craft Certification test, except that a fourth-year student who has failed only one certification may be granted one final retest opportunity under procedures established by the Committee.

4-2 Performance Evaluations and Journeyman Examination Rules

- Level 4-2 students shall pass the designated Journey-Level Craft Certification performance evaluation.
- If the testing schedule conflicts with an apprentice's work schedule, the apprentice must make appropriate arrangements with their supervisor to attend mandatory testing.
- Students who pass all required incremental examinations are exempt from the final Journey-Level Craft Certification performance evaluation.
- A student who has failed only one incremental test during the program may, upon request, retake that specific incremental during the 4-2 semester and, if successful, be exempt from the Journey-Level Craft Certification performance evaluation.
- A student who has failed more than one incremental test must pass the Journey-Level Craft Certification performance evaluation during the 4-2 semester.

Lab Grading and Integration

- Required labs remain part of the apprenticeship curriculum and attendance record. Labs shall be documented in TradeSchool.
- Labs shall use a defined instructional rubric and structured coaching scale, but lab scores shall not be included in the semester GPA or final academic course grade.
- Unsuccessful lab attempts are not required to be made up. Students may attend optional practice labs for additional help or extra practice; however, responsibility for satisfying semester hour requirements remains with the student.

8. Employment, Safety, and Dispatch Readiness

Safety Training

- Prior to the first program semester, all apprentices must present proof of successful completion of an accredited OSHA 10-hour training course or successfully complete the Committee-provided OSHA course. Students will not receive a work assignment and will be subject to a failed semester and suspension from the program if it is not completed.
- All incoming students are required to attend their orientation class, and complete all assignments as required, prior to attending. During the orientation period, all apprentices shall complete required BLS/FA training in accordance with the schedule established by the Committee.
- The NECA/IBEW Drug Free Workplace program remains in effect at all times.

Job Placement

- The Training Director shall place apprentices on jobs based on employer requests, training needs, and program requirements. OJT Apprentices are mandatory and will not choose their jobs or locations.
- Job assignments will only be issued to apprentices who can perform the essential functions of the apprenticeship position—including the physical requirements set forth in the Program's Apprenticeship Standards—with or without reasonable accommodation. The Program will engage in an interactive process with any apprentice who provides notice, whether by formal request or otherwise, that an accommodation may be needed to perform essential functions. The Program also reserves the right to restrict job assignments where an apprentice poses a direct threat to the health or safety of the apprentice or others that cannot be eliminated or reduced through reasonable accommodation, based on an individualized assessment consistent with applicable law.
- Apprentices must promptly email a photo of any employer-issued termination slip to webservices@pejatc.org after receiving it.
- An apprentice who voluntarily quits or is terminated from a job assignment for absenteeism will be placed on the out-of-work list behind incoming apprentices awaiting their first assignment for a period not to exceed 30 days.
- All employer terminations, other than those resulting from a Reduction in Force (RIF), are subject to Committee review and possible disciplinary action.
- An apprentice must have a job assignment email or other official authorization from the JATC office before reporting for work.

Performance Field Evaluations

- During the probationary period and throughout the apprenticeship program, apprentices will be evaluated periodically through their TradeSchool account on job performance, ability to learn the trade, attitude, and attendance. These evaluations are intended to provide constructive feedback and support development toward the JATC Committee's expectations of a highly qualified journey-level electrician.

9. Work Reports

Monthly Reporting

- Apprentices must report all OJT experience through the TradeSchool hours portal by the 10th of the month following the work performed. This requirement applies throughout the program, regardless of the number of OJT hours completed.
- Outstanding work reports will delay advancement and may be referred to the Committee for further disciplinary review.

10. Leave of Absence

Military and Personal Leave

- Military leave with orders and personal leave requests must be submitted in writing to the Training Director at webservices@pejatc.org, along with supporting documentation where applicable.
- An apprentice may request a Leave of Absence (LOA) from the Training Director. The Director will determine, based on the circumstances, whether the LOA applies to work, school, or both. If the apprentice is unemployed during the LOA, they will not be returned to work until there is full employment of current participants and they return to classroom training in the next available semester.

11. Completion of Apprenticeship Program

Completion Requirements

- To complete the apprenticeship, an apprentice must remain in compliance with this Statement of Committee Policy, complete 8,000 documented OJT hours, complete all required related training, successfully complete required Craft Certifications, and satisfy all other requirements adopted by the JATC.
- Students who have not completed all program requirements are not entitled to graduate or be recognized as completing the apprenticeship until all program requirements are satisfied. Participation in any ceremony remains subject to Committee approval.

12. Union Membership

IBEW Local Union 640

- Apprentices are eligible and encouraged to become members of IBEW Local Union 640 in accordance with its Constitution and By-Laws.
- Questions relating to union meeting participation, fringe benefits, or other membership benefits should be directed to IBEW Local Union 640.

13. Discipline, Corrective Action, and Policy Authority

General Authority

- This Statement of Committee Policy, the Apprentice Registration Agreement, and the Local Apprenticeship and Training Standards govern all apprentices and applicants.

- Suspensions for the purposes of this policy are a dismissal from related classroom training for a defined period of time, and depending on the severity of the issue, could include removal from employment as determined by the JATC Committee.
- Any apprentice who incurs two negative actions during the apprenticeship shall be terminated. If the apprentice is on probation, the decision is final. An apprentice outside the probationary period may appeal the termination to the JATC Committee for reconsideration.
- Negative actions under this Statement of Committee Policy include: (i) suspensions stemming from unsuccessful semesters, whether due to GPA or attendance; (ii) for-cause employment terminations; (iii) voluntary quits from employment; and (iv) failures to timely acknowledge the Committee's policies and procedures at the start of each semester.
- The JATC retains the right to discipline an apprentice as it deems necessary, consistent with applicable apprenticeship standards and due process requirements.
- The Training Director acts under the authority of the Joint Apprenticeship Training Committee in administering apprenticeship standards and policies.

Corrective Action and Last Chance Agreements

- The Committee may use counseling, written warning, probation, enhanced evaluation, suspension, or a Last Chance Agreement as part of progressive discipline.
- A student who presents continued attendance, academic, conduct, or compliance deficiencies may be referred for review under the Student Conduct and Accountability Panel procedures in Appendix A.
- Failure to comply with a Last Chance Agreement may result in suspension or termination from the program, subject to their rights for Committee review and applicable appeal.

14. Acknowledgment

Semester Sign-Off

- All students in the Phoenix Electrical Joint Apprenticeship and Training Committee apprenticeship program must sign an acknowledgment of this and all other PEJATC policies at the start of each semester through their TradeSchool account.

15. Committee Signature

Acknowledgment

- Adopted at the Phoenix Electrical Joint Apprenticeship and Training Committee's June 8, 2026 monthly meeting.

Dennis A. Anthony
Dennis Anthony, Chairman

Kyreece L. Wappner
Kyreece Wappner, Secretary

Appendix A – Student Conduct and Accountability Panel - Policy and Procedures

Student Last Chance Agreement Policy

1. Purpose

- This policy establishes guidelines for issuing a Last Chance Agreement (LCA) to students who have demonstrated continued deficiencies in attendance, related training performance, conduct, or compliance with JATC standards and policies.
- This policy provides a structured final opportunity for students to correct deficiencies while protecting the integrity, safety, and standards of the apprenticeship program.
- Nothing in this appendix replaces or supersedes the PEJATC Board of Trustees' responsibility to discipline or terminate apprentices when deemed necessary. To the extent of any conflict between the terms of this appendix and the terms of the Apprenticeship Standards or the Statement of Committee Policy, the terms of the Apprenticeship Standards and the Statement of Committee Policy shall control.

2. Scope

- This policy applies to all students and registered apprentices enrolled in the PEJATC Apprenticeship Program and shall be administered in accordance with the Standards of Apprenticeship and applicable Collective Bargaining Agreements.

3. Grounds for Issuance

- A Last Chance Agreement may be issued when a student has failed to meet program requirements after prior corrective action, including but not limited to excessive absenteeism or tardiness, failure to maintain satisfactory instructional progress, failure to meet OJT requirements, unsafe work practices, conduct unbecoming of an apprentice, or failure to follow JATC policies, rules, or directives.

4. Progressive Discipline

- Students are generally subject to progressive discipline, which may include verbal counseling, written warning, probation, or disciplinary action. Nothing limits the authority of the JATC to accelerate discipline when warranted by the severity of the violation, particularly in matters involving safety or serious misconduct.

5. Last Chance Agreement Requirements

- A Last Chance Agreement shall be issued in writing, identify the specific deficiencies or violations, establish clear and measurable expectations for improvement, define required standards for attendance, academic performance, OJT, and conduct, specify an evaluation period, and state that failure to comply may result in further disciplinary action up to and including termination. The student must acknowledge the agreement in writing.

6. Evaluation Period

- The evaluation period will typically range from 30 to 90 days, or longer if deemed appropriate by the JATC. Student performance will be reviewed by instructional staff and/or the Student Conduct and Accountability Panel, and progress shall be documented as part of the student record.

7. Student Responsibilities

- While under a Last Chance Agreement, the student shall maintain full compliance with all JATC standards, policies, and rules; demonstrate satisfactory progress in related instruction; meet attendance and punctuality requirements; perform assigned OJT in a safe and professional manner; and comply with all additional conditions outlined in the agreement.

8. Violation of Agreement

- Failure to comply with any condition of a Last Chance Agreement, or any additional violation of JATC policy during the evaluation period, may result in suspension from related training, referral to the Student Conduct and Accountability Panel, recommendation for cancellation of apprenticeship agreement, or termination from the program subject to JATC approval.

9. Successful Completion

- Upon successful completion of the evaluation period, the student will return to regular standing. The Last Chance Agreement will remain part of the student's record, and continued compliance with all program requirements is expected.

10. Authority

- Administration of this policy is the responsibility of the Training Director and Student Conduct and Accountability Panel, with final authority resting with the JATC Trustees in accordance with the Standards of Apprenticeship.

11. Student Conduct and Accountability Council

- The Student Conduct and Accountability Panel serves in an advisory capacity to review student conduct, evaluate compliance with program standards, and make recommendations to the JATC Trustees regarding disciplinary action.
- The Panel may include the Training Director or designee, coordinator representatives, instructional staff, and other Committee-appointed representatives.
- The Panel is authorized to review disciplinary matters and student performance, evaluate compliance with Last Chance Agreements, recommend disciplinary action (including suspension or termination), and refer matters to the JATC Trustees for final determination.
- Students may be required to appear before the Panel and will be notified of the nature of the review in advance. The Panel will review relevant records and permit students to provide information or respond to the concerns presented.
- Recommendations shall be made by majority vote. The Panel serves in an advisory role. Final decisions regarding disciplinary action (including suspension or termination) rest with the JATC Trustees.

12. Due Process

- All disciplinary actions taken under this appendix shall be consistent with the Standards of Apprenticeship and shall provide fair notice and opportunity to be heard as required by JATC procedures.
- An apprentice who is subject to recommended disciplinary action shall have the right to appear before the JATC Trustees to contest the recommendation.

13. Non-Precedent Setting

- The issuance of a Last Chance Agreement does not establish a precedent. Each case shall be considered on its own merits in accordance with JATC standards.

14. Policy Review

- This appendix shall be reviewed periodically to ensure compliance with apprenticeship standards, industry best practices, and regulatory requirements.

15. Trustee Approval and Adoption

- Adopted at the Phoenix Electrical Joint Apprenticeship and Training Committee's June 8, 2026 monthly meeting.

Dennis A. Anthony
Dennis Anthony, Chairman

Kyreece L. Wappner
Kyreece Wappner, Secretary