
Appendix B

Apprenticeship Agreement

and

Application for Certification of Completion of Apprenticeship

Program Registration and Apprenticeship Agreement



NEVADA LABOR COMMISSIONER NEVADA STATE APPRENTICESHIP COUNCIL

APPRENTICE REGISTRATION

Warning: This agreement does not constitute a certification under NRS 610, NAC 610, Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. 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, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29 and NRS & NAC 610.

PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.

| | | | |
|---|---|---|--|
| Apprentice Identification Number: 1. Name of Apprentice: «LastName» «FirstName» «MiddleInitial» Last Name, First Name, Initial «Address_Line_1» «Address_Line_2» Address «Students_City» «Students_State» «Students_PostalCode» City State Zip Code | | Answer Both A and B (Voluntary) 4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino b. Race (Mark one or more) <input type="checkbox"/> American Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White | 5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran 6. Education Level (Mark 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 or Greater <input type="checkbox"/> Post-Secondary or Technical Training |
| 2. Date of Birth (Mo., Day, Yr.) «DateofBirth» | 3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female | | |
| 7a. Employment Status (Mark one) <input checked="" type="checkbox"/> New Employee <input type="checkbox"/> Existing Employee | | | |
| 7b. Career Connection (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Pre-Apprenticeship <input type="checkbox"/> Technical Training School <input type="checkbox"/> Military Veterans <input type="checkbox"/> Job Corps <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Career Center Referral <input type="checkbox"/> School-to-Registered Apprenticeship | | | |
| 8. Signature of Apprentice _____ Date _____ | | 9. Signature of Parent/Guardian (if minor) _____ Date _____ | |

PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.

| 1. Sponsor Program No. NV004000002 Electrical J.A.T.C. of Southern Nevada Sponsor Name 620 Leigon Way Address Las Vegas NV 89110 City State Zip Code | | 2a. Occupation (The work processes listed in the standards are part of this agreement). Telecommunications Technician | 2b Occupation Code: 0618 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|---|--|------------------|------------------|------------------|----------------|----|---|---|---|----|--------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------|--|------------|------------|------------|------------|------------|------------|------------|------------|-------------|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|--|
| | | 3. Occupation Training Approach (Mark one) 3a. <input checked="" type="checkbox"/> Time-Based 3b. <input type="checkbox"/> Competency-Based 3c. <input type="checkbox"/> Hybrid | 4. Term (Hrs., Mos., Yrs.) 6,000 Hrs. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 5. Probationary Period (Hrs., Mos., Yrs.) 1,500 Hrs. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | 6. Credit for Previous Experience (Hrs., Mos., Yrs.) | 7. Term Remaining (Hrs., Mos., Yrs.) | 8. Date Apprenticeship Begins DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9a. Related Instruction (Number of Hours Per Year) 160 | 9b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input checked="" type="checkbox"/> Will Not Be Paid | 9c. Related Training Instruction Source Electrical J.A.T.C. of Southern Nevada | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. Wages: 10a. Pre-Apprenticeship Hourly Wage \$ _____ 10b. Apprentice's Entry Hourly Wage \$20.12 10c. Journeyworker's Hourly Wage \$40.24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Check Box 10d. Term <input checked="" type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs. | <table border="1" style="width:100%; border-collapse: collapse; text-align: center;"> <tr> <th>Period 1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> </tr> <tr> <td>0-749</td> <td>750-1499</td> <td>1500-2249</td> <td>2250-2999</td> <td>3000-3749</td> <td>3750-4499</td> <td>4500-5249</td> <td>5250-5999</td> <td>6000</td> <td></td> </tr> <tr> <td>50%</td> <td>55%</td> <td>60%</td> <td>70%</td> <td>75%</td> <td>80%</td> <td>85%</td> <td>90%</td> <td>100%</td> <td></td> </tr> <tr> <td>\$20.12</td> <td>\$22.13</td> <td>\$24.14</td> <td>\$28.17</td> <td>\$30.18</td> <td>\$32.19</td> <td>\$34.20</td> <td>\$36.21</td> <td>\$40.24</td> <td></td> </tr> </table> | | | Period 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 0-749 | 750-1499 | 1500-2249 | 2250-2999 | 3000-3749 | 3750-4499 | 4500-5249 | 5250-5999 | 6000 | | 50% | 55% | 60% | 70% | 75% | 80% | 85% | 90% | 100% | | \$20.12 | \$22.13 | \$24.14 | \$28.17 | \$30.18 | \$32.19 | \$34.20 | \$36.21 | \$40.24 | |
| Period 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0-749 | 750-1499 | 1500-2249 | 2250-2999 | 3000-3749 | 3750-4499 | 4500-5249 | 5250-5999 | 6000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 50% | 55% | 60% | 70% | 75% | 80% | 85% | 90% | 100% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \$20.12 | \$22.13 | \$24.14 | \$28.17 | \$30.18 | \$32.19 | \$34.20 | \$36.21 | \$40.24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. Signature of Sponsor's Representative _____ Date Signed DATE | | 12. Name and Address of Sponsor Designee to Receive Complaints (If applicable) Doug Ziegenhagen 620 Leigon Way Name Address Las Vegas NV 89110 City State Zip Code | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

| | | |
|---|--|--------------------------|
| 1. Registration Agency and Address: NEVADA LABOR COMMISSIONER 3340 West Sahara Avenue, Las Vegas NV 89102 | 2. Signature State Apprentice Director _____ | 3. Date Registered _____ |
|---|--|--------------------------|



electrical training ALLIANCE

Phone: (301) 715-2311 / Fax: (301) 715-2301

send completed form to: tf@etalliance.org

| | | | | | |
|---|--|-------|---|-------------------------------------|-------|
| Current Date | DATE | | Date Needed | DATE | |
| Program Number | NV1610 | | Approved by Signature | | |
| JATC Name | Electrical J.A.T.C. of Southern Nevada | | Approved By | Doug Ziegenhagen, Training Director | |
| Address | 620 Leigon Way | | JATC Chairman Signature | | |
| City | Las Vegas | State | NV | Zip Code | 89110 |
| JATC Chairman | NAME | | JATC Secretary Signature | | |
| Phone Number | (702) 459-7949 | | JATC Secretary | NAME | |
| Email | info@earnwhileyoulearn.org | | | | |
| The following Completion Certificates are for | | | Telecommunications Installer-Technician | | |

1. A separate form must be used for each classification.
2. This form must be submitted to the *electrical training ALLIANCE* before Certificates will be issued.
3. Replacement certificates are available for \$10.00 each (a check made payable to the *electrical training ALLIANCE*, and this completed form must accompany such requests for each replacement certificate).

☐ Replacement Certificate

PLEASE PROVIDE ALL INFORMATION

[illegible]

On behalf of Schneider Electric, a Matte frame is being offered to those that are interested.

See sample below:



Dimensions:

Height - 11 inches
Width - 14 inches
Thickness - 1/8 inch

***Please note that there is NOT a back to the Matte and Frame Not included.**

☐

Please send Schneider Matte frame for each graduate



STATE OF NEVADA
NEVADA STATE APPRENTICESHIP COUNCIL
555 EAST WASHINGTON AVENUE, SUITE 4900
LAS VEGAS NV 89101
(702) 486-8080

APPRENTICESHIP REQUEST FOR COMPLETION CERTIFICATE

APPRENTICE INFORMATION

Full Name of Apprentice: «FirstName» «MiddleInitial» «LastName» I.D. # _____

Mailing address: «Address Line 1», «Address Line 2» City: «Students City»
State: «Students State» Zip: «Students PostalCode»

Trade: Telecommunications Technician Term: 6,000 Hrs. Date Indentured: «IndenturedDate»

Credit for previous experience: _____ (Hours) Total Hours of Related Instruction: _____

Completion Date: «Rate Increase Date» Date Needed: ASAP JOURNEY PERSON'S WAGE: \$40.24

PROGRAM INFORMATION

Program Number: NV004000002

Name of Program: Electrical J.A.T.C. of Southern Nevada

Mailing address: 620 Leigon Way City: Las Vegas State: NV Zip: 89110

Telephone: (702) 459-7949 Fax: (702) 459-8804

On behalf of the above named sponsor, I hereby certify that the apprentice named on this application has satisfactorily completed his/her apprenticeship program as registered with the Nevada State Apprenticeship Council and hereby recommend the issuance of the Certificate of Completion of Apprenticeship.

Doug Ziegenhagen, Training Director

Authorized Name (Print)

(Signature)

DATE

Date



The Trustees
of the

ELECTRICAL TRAINING ALLIANCE

for the
INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS®

and the
NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION

upon the Recommendation of the

**Southern Nevada Electrical
JOINT APPRENTICESHIP AND TRAINING COMMITTEE**

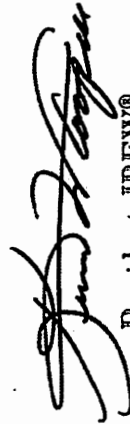
do hereby present this diploma to

In recognition of satisfactory completion of their indenture, as indicated by acquiring the minimum number of on-the-job hours, related studies and/or classroom training; thereby accomplishing a degree of knowledge and skill level which is mastered only by those who attain goals and standards set forth by this Industry. The above named graduate is therefore worthy and deserving of the Internationally Recognized classification of

Telecommunications Technician

which is herewith conferred as acknowledged by the signatures of the Trustees

on this first day of October in the year 2024


President, IBEW®


Chief Executive Officer, NECA

electrical training
IBEW - NECA ALLIANCE

JATC Chairman

JATC Secretary



The United States Department of Labor

Office of Apprenticeship

Certificate of Completion of Apprenticeship

This is to certify that

has completed an apprenticeship for the occupation

TELECOMMUNICATIONS TECHNICIAN (Alternate Title: Broadband Technician)

under the sponsorship of

ELEC. TELE LOCAL 357 JATC

in accordance with the basic standards of apprenticeship

established by the Secretary of Labor

Date Completed · October 01, 2024

Digital ID ·



John V. L. L.

Administrator, Office of Apprenticeship

Nevada Department of

Business and Industry

Growing business in Nevada

OFFICE OF THE LABOR COMMISSIONER

STATE APPRENTICESHIP COUNCIL

STATE OF NEVADA

Certificate of Completion of Apprenticeship

*This is to certify that
on 10/1/2024*

successfully served an apprenticeship with

ELECT. TELE. LOCAL 357 IATC

in the trade of

TELECOMMUNICATIONS TECHNICIAN

in accordance with standards approved by the

*Nevada State Apprenticeship Council, and has, with merit, participated in
the practical training as well as the required course of related instruction.*

Di Liddens

TONI GIDDENS

STATE APPRENTICESHIP DIRECTOR



Appendix C

AFFIRMATIVE ACTION PLAN

ADOPTED BY

THE ELECTRICAL JOINT APPRENTICESHIP TRAINING COMMITTEE OF SOUTHERN NEVADA

AS REQUIRED UNDER 29 CODE OF FEDERAL REGULATIONS PART 30

**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR, OFFICE OF APPRENTICESHIP**

(Registration Agency Representative Signature)

Toni Giddens

(Registration Agency Representative Typed/Printed Name)

Nevada State Apprenticeship Director

(Title)

5/22/2025

(Date)

This Affirmative Action Plan template is provided by the U.S. Department of Labor, Office of Apprenticeship, for the convenience of apprenticeship program sponsors. Its use is recommended to promote understanding of, and compliance with, the Department's EEO in Apprenticeship rules at 29 CFR Part 30.

Please supply all requested information, unless otherwise directed by the form. If needed, use additional pages to complete responses.



AFFIRMATIVE ACTION PLAN

We, the **Electrical Joint Apprenticeship Training Committee of Southern Nevada**, adopt this written Affirmative Action Plan (“written AAP” or “Plan”) in good faith to promote equality of opportunity in our registered apprenticeship program. This written AAP is a part of our apprenticeship Standards. We also incorporate by reference the Equal Opportunity Pledge contained in the Standards for this program.

This written AAP, which is based upon the minimum requirements for AAP contained in the equal opportunity in apprenticeship final regulation located at 29 CFR Part 30, is composed of nine key components. Each of these components requires us to examine different aspects of our apprentice workforce and document our review. At various stages of our review, we will analyze our utilization, recruitment activities, and selection, training, and assignment practices in order to ensure that all elements of our apprenticeship program are in accordance with equal employment opportunity requirements.

The key components of this AAP are as follows:

- Section I: Workforce Analysis for race, sex, and ethnicity (by occupation title and by major occupation group);
- Section II: Availability Analysis for race, sex, and ethnicity (by major occupation group);
- Section III: Utilization Analysis (comparing the workforce and availability analyses);
- Section IV: Utilization goals for race, sex, and ethnicity (if necessary);
- Section V: Utilization goals for individuals with disabilities;
- Section VI: Targeted outreach, recruitment, and retention activities (if necessary);
- Section VII: Annual review of personnel processes;
- Section VIII: Invitation to self-identify as an individual with a disability;
- Section IX: Official adoption of the written AAP.

Abbreviations Key:

Please note that the following abbreviations denoting relevant racial and ethnic groups appear in the demographic charts contained in this written AAP (Appendix C):

HISP = Hispanic;
AA = African American/Black;
AS = Asian;
AIAN = American Indian or Alaska Native;
NHPI = Native Hawaiian or Other Pacific Islander.

NOTE: For detailed definitions of the above racial and ethnic groups, please see Attachment 1 of the Reference Guide.

PLEASE NOTE: To collect the demographic information on your apprentice workforce requested in Sections I through VIII below, you should consult the data supplied by your program’s apprentices in ETA Form 671. In addition, to ensure timely compliance with the AAP requirements contained in 29 CFR Part 30, you should keep a record of the date(s) on which you completed the analyses and activities described in Sections I through VIII below.



SECTION I – WORKFORCE ANALYSIS FOR RACE, SEX, AND ETHNICITY (BY OCCUPATION TITLE AND BY MAJOR OCCUPATION GROUP)

The apprentice information needed to complete this workforce analysis section is available in the Registered Apprenticeship Partners Information Data System (RAPIDS) for all federally registered programs in the Office of Apprenticeship (OA) States, and for many state programs managed by State Apprenticeship Agencies (SAAs). Access to RAPIDS is available at: <https://dol.appiancloud.com/suite/sites/registered-apprenticeship>. Sponsors that are not required to use RAPIDS to manage their apprentices are encouraged to work with the appropriate SAA to complete their workforce analysis.

The following terms are used in this section:

- An **Occupation Title** is a specific occupation that has been assigned a 6-digit “detailed occupation” code in the U.S. Bureau of Labor Statistics’ Standard Occupational Classification and Coding Structure (SOC), <https://www.bls.gov/soc/>, and a corresponding 8-digit code in the Occupational Information Network (O*NET), <https://www.onetonline.org/>. Detailed occupations are defined so that each includes workers who perform similar job tasks based on work performed and, in some cases, on the skills, education and/or training needed to perform the work. For the purposes of completing the workforce analysis, occupation titles are defined by the 8-digit O*NET code. Sponsors can locate the O*NET code associated with their registered occupations from the program occupation tab in RAPIDS.
- A **Major Occupation Group** is the highest-level classification in the SOC, which combines related occupations into major occupation groups. These Major Occupation Groups are designated by the two-digit SOC code and the two-digit prefix of the O*NET code. *(See Attachment 2, “Standard Occupational Classification and Coding Structure” in the accompanying Reference Guide for a complete list of the 23 major occupation groups and their two-digit SOC/O*NET code designations).*

Example: A sponsor has an apprenticeship program that offers training in four different occupation titles: Roofer (SOC/O*NET code: 47-2181.00), Electrician (SOC/O*NET code: 47-2111.00), Tool and Die Maker (SOC/O*NET Code: 51-4111.00), and Machinist (SOC/O*NET code: 51-4041.00). In completing Tables 1, 2, and 3 of the workforce analysis below, the sponsor will enter identifying characteristics for their apprenticeship workforce by utilizing the Occupation Titles and the corresponding SOC/O*NET codes for each of those titles.

In completing Tables 4, 5, and 6 of the analysis, however, the sponsor will classify their apprentice workforce by the two Major Occupation Groups that encompass these titles: Construction (2-digit SOC/O*NET code: 47) and Manufacturing (2-digit SOC/O*NET code: 51).



INSTRUCTIONS FOR COMPLETING THE WORKFORCE ANALYSIS

In completing the tables (1 through 6) contained in this Section I, sponsors should utilize the demographic identification provided by apprentices in their Program Registration and Apprenticeship Agreements (see Form 671, Section II).¹ If you are a RAPIDS user, the workforce analysis is available as a report in the system. As noted above, sponsors that are not required to use RAPIDS to manage their apprentices are encouraged to work with the appropriate SAA to complete their workforce analysis.

A. Workforce Analysis by Occupation Title for Sex, Ethnicity, and Race

NOTE: The workforce analyses by occupation title for sex, ethnicity, and race contained in Tables 1, 2, and 3 in this Section should initially be completed by the second anniversary of the apprenticeship program's registration with a Registration Agency. Subsequent workforce analyses for sex, ethnicity, and race should be undertaken at the time of each subsequent program review (or at least once every three years if a program review does not take place).

Instructions:

For each **Occupation Title** in a program, please indicate the total number of **responses** received from apprentices that self-identify for sex, ethnicity, and race in the following tables:

TABLE 1 – Occupation Titles by Sex

| Number of Responses Selecting a Sex | | | | |
|---|--------------------|--------|------|-------|
| Occupation Title | 8-Digit O*NET Code | Female | Male | Total |
| Telecommunications Equipment Installers and Repairers, Except Line Installers | 49-2022.00 | 11 | 68 | 79 |

TABLE 2 – Occupation Titles by Ethnicity

| Number of Responses Selecting an Ethnicity | | | | |
|---|--------------------|------|----------|-------|
| Occupation Title | 8-Digit O*NET Code | HISP | NON-HISP | Total |
| Telecommunications Equipment Installers and Repairers, Except Line Installers | 49-2022.00 | 32 | 48 | 80 |

¹ Self-identification is the most reliable method and preferred method for compiling information about a person's sex, race, and ethnicity. Sponsors are strongly encouraged to rely on employee self-identification to obtain this information. Please note that while visual observation is an acceptable method for identifying demographic data in the absence of self-identification data, it may not be reliable in every instance, and sponsors should not guess or assume the sex, race, or ethnicity of an apprentice or applicant for apprenticeship.

**TABLE 3 – Occupation Titles by Race**

Note: For Table 3 below, responding apprentices may elect to choose **one or more** of the specified races. If an apprentice has identified himself or herself as more than one race, count the apprentice in each of the racial categories that he or she has identified.

| Number of Responses Selecting One (or More) Race | | | | | | | |
|---|--------------------|----|----|------|------|-------|-------|
| Occupation Title | 8-Digit O*NET Code | AS | AA | AIAN | NHPI | White | Total |
| Telecommunications Equipment Installers and Repairers, Except Line Installers | 49-2022.00 | 5 | 8 | 4 | 7 | 57 | 80 |

B. Workforce Analysis by Major Occupation Group for Sex, Ethnicity, and Race

NOTE: The workforce analysis by major occupation group for sex, ethnicity, and race contained in Tables 4, 5, and 6 in this Section should initially be completed by the second anniversary of the apprenticeship program's registration with a Registration Agency. Subsequent workforce analyses for sex, ethnicity, and race should be undertaken at the time of each subsequent program review (or at least once every three years if a program review does not take place).

Instructions:

For each **Major Occupation Group** in a program, please complete the following sex, ethnicity, and race tables.

TABLE 4 – Major Occupation Groups by Sex

| Number of Responses Selecting a Sex | | | | | |
|---------------------------------------|--------------------|--------|------|-------|-----------------------------------|
| Major Occupation Group | 2-Digit O*NET Code | Female | Male | Total | Female Percent of Total Responses |
| Installation, Maintenance, and Repair | 49 | 11 | 68 | 79 | 13.9% |

TABLE 5 – Major Occupation Groups by Ethnicity

| Number of Responses Selecting an Ethnicity | | | | | |
|--|--------------------|------|----------|-------|---------------------------------|
| Major Occupation Group | 2-Digit O*NET Code | HISP | NON-HISP | Total | HISP Percent of Total Responses |
| Installation, Maintenance, and Repair | 49 | 32 | 48 | 80 | 40% |



TABLES 6.1 and 6.2 – Major Occupation Groups by Race

Note: For Table 6.1 below, responding apprentices may elect to choose **one or more** of the specified races. If an apprentice has identified himself or herself as more than one race, count the apprentice in each of the race categories that he or she has identified.

For Table 6.2 below, align the Major Occupation Groups and 2-Digit O*NET Codes with the Major Occupation Groups and 2-Digit O*NET Codes completed in Table 6.1, and compute the percentage of total responses within a racial category by comparing the number of responses selecting a particular race to the total number of responses completed in Table 6.1.

6.1 Number of Responses Selecting One (or More) Race

| Major Occupation Group | 2-Digit O*NET Code | AS | AA | AIAN | NHPI | White | Total |
|---------------------------------------|--------------------|----|----|------|------|-------|-------|
| Installation, Maintenance, and Repair | 49 | 5 | 8 | 4 | 7 | 57 | 80 |

6.2 Percent of Total Responses

| Major Occupation Group | 2-Digit O*NET Code | AS | AA | AIAN | NHPI |
|---------------------------------------|--------------------|------|-----|------|------|
| Installation, Maintenance, and Repair | 49 | 6.3% | 10% | 5% | 8.8% |



SECTION II – AVAILABILITY ANALYSIS FOR RACE, SEX, AND ETHNICITY (BY MAJOR OCCUPATION GROUP)

PLEASE NOTE: You should complete this section only in connection with a program review conducted by your Registration Agency. The Registration Agency will provide you with assistance in completing this section.

A. Minimum Educational Attainment Levels Required for Program Enrollment

- ☒ High School graduate (including equivalency)

B. Designated Recruitment Area for Apprentices

- ☒ **External recruitment area** – the geographical area from which the sponsor usually seeks or reasonably could seek apprentices when recruiting from outside of its own current employees. An external recruitment area can be an area within a specific radius of a sponsor's location; a county or counties; or a state or states.

Brief rationale for selecting this recruitment area:

Southern Nevada, encompassing Clark, Lincoln, and that portion of Nye County south of the Mt. Diablo Base Line, represents the geographic area that is agreed upon by Joint Labor and Management parties of this agreement as the strategic recruitment area for the Electrical Joint Apprenticeship and Training Committee of Southern Nevada due to its concentration of growing industries and population. This region offers a substantial pool of potential apprentices, facilitated by its economic development and availability of applicants with diverse backgrounds and skills. Recruiting from this area supports the EJATCSNV's mission to train skilled electricians and enhance workforce readiness in alignment with the economic needs of Southern Nevada.

C. Specifying the External Recruitment Area

For each Major Occupation Group, we seek (or reasonably could seek) individuals who live in the following geographical zones or jurisdiction(s) (**CHECK ONE**):

- ☒ A political jurisdiction

County (ies): *Clark, Lincoln, Nye (South of the Mt. Diablo Base Line)*

State(s): *Nevada*



SECTION III: UTILIZATION ANALYSIS (COMPARING THE WORKFORCE AND AVAILABILITY ANALYSES)

NOTE: The utilization analysis contained in this Section should initially be completed, **with the assistance of the Registration Agency**, at the first program review after the second anniversary of registration. Subsequent utilization analyses should be undertaken at the time of each subsequent program review (or at least once every three years if a program review does not take place).

Determining Whether the Establishment of Utilization Goals Is Necessary: Methods for Utilization Analysis

A. Using the Demographic Analysis Tool

OA strongly encourages you to use the electronic **Demographic Analysis Tool (DAT)**² to conduct a utilization analysis because it provides a streamlined process for conducting the analysis, and also utilizes the most accurate, up-to-date national demographic data. **You are eligible to utilize the DAT if you satisfy ALL of the following criteria:**

- If, for a Major Occupation Group, you do not require applicants to meet credentials or skills beyond those specified in the minimum educational attainment checkboxes in Section II. A (*see Section II. A above*);
- If, for a Major Occupation Group, you recruit apprentices **solely** from an **external recruitment area** (i.e., you choose to establish a recruitment area that is based on a source derived from U.S. Census Bureau data) (*see Section II. B above*), AND
- You choose to utilize either the “80% method” or the “two standard deviations method” (which are described in Section III. B below) for conducting a utilization analysis.

PLEASE NOTE: If you do **not** meet each of the three criteria listed above, you should contact the Registration Agency for assistance in conducting your utilization analysis.

B. Applicable Methodology for Utilization Analysis Review

Select the method used to evaluate whether the utilization of women, Hispanics or Latinos, or a particular racial minority group in your workforce is significantly less than would be reasonably expected given the availability of such individuals for apprenticeship:

☒ **Two Standard Deviations Method**

(Under the “two standard deviations” method, if utilization is more than two standard deviations less than availability, it is considered significantly less. A standard deviation is a statistical test that predicts the likelihood that an outcome – in this case, the outcome that utilization is less than availability – occurs by chance).

Eligible sponsors may complete the DAT by accessing RAPIDS:

<https://dol.appiancloud.com/suite/sites/registered-apprenticeship>.

After entering the data requested by the DAT, print a copy of the DAT Report, and attach it to this written AAP (Appendix C). Then proceed to Section IV below.

² The DAT utilizes U.S. Census Bureau data derived from the [EEO Tabulation EEO-ALL07R-N1: Educational Attainment \(6\) by Younger Age Groups, Sex, and Race/Ethnicity \(Part I\) for Residence Geography, Total Population, Number](#)



SECTION IV: UTILIZATION GOALS FOR RACE, SEX, AND ETHNICITY (IF NECESSARY)

PLEASE NOTE: *If the results of your utilization analysis (Section III above) did not identify any significant underutilization of apprentices by sex, race, or ethnicity in a Major Occupation Group, **you may skip this section and proceed to Section V.***

Completion of Table 7 below is only required in connection with a program review conducted by a Registration Agency. The Registration Agency will provide you with assistance in completing this section.

Based on the analyses summarized in the **DAT Report**, identify the sex/race/ethnic group(s) for which the proportion in your Major Occupation Group was significantly less than that group's availability in the relevant recruitment area(s). Record the results in **Table 7** below by copying the "yes" and "no" utilization outcomes from the **DAT Report** in the second column of the Table.

Next, enter the percentage utilization goal for any race, sex, or ethnicity group in which there was significant underutilization. The goal for any such group must at least equal the corresponding availability figure in the **DAT Report**, rounded to the nearest whole number. For any row in which the response in the second column is "no," leave the third column blank.

TABLE 7 – Underutilization of Sex, Ethnicity, and Race

| Population Group | Significant Underutilization? (Yes/No) [from the DAT Report] | Goal (%) [at least equal to the corresponding figures in the DAT Report] |
|------------------|---|--|
| Women | Yes | 43.11% |
| HISP | No | 25.21% |
| AA | No | 8.59% |
| AS | No | 5.82% |
| AIAN | No | 1.02% |
| NHPI | No | 0.71% |

PLEASE NOTE: *The percentage goals listed in Table 7 above are not intended and will not be used by the program sponsor to discriminate against any qualified applicant or apprentice on the basis of race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), sexual orientation, age (40 or older), genetic information, or disability. These goals do not supersede eligibility requirements for this apprenticeship program.*

The program sponsor will not use these goals as rigid and inflexible quotas; as either a ceiling or a floor for the selection of members of a particular group(s) as apprentices; or as a justification to extend a preference to any individual, select an individual, or adversely affect an individual's status as an apprentice. Instead, the sponsor will use these goals as objectives or targets, applying every good faith effort to make all aspects of the entire affirmative action program work and to attain the goals.



SECTION V – UTILIZATION GOALS FOR INDIVIDUALS WITH DISABILITIES

NOTE: The workforce analysis for individuals with disabilities (IWDs) in this Section should initially be completed by the second anniversary of the apprenticeship program’s registration with a Registration Agency. Subsequent workforce analyses for individuals with disabilities should be undertaken at the time of each subsequent program review (or at least once every three years if a program review does not take place).

A. Workforce Analysis for Individuals with Disabilities by Occupation Title

Table 8 below shows, for each **Occupation Title** represented in the program, the numbers of apprentices in the workforce whose responses to the question “do you have a disability?” on their most recent Voluntary Disability Disclosure Form was “yes;” “no;” or “I do not wish to answer” (or who did not return the form).

TABLE 8 - Disability Status by Occupation Title

| Number of Individuals Responding to the Question: “Do you have a disability?” | | | | | |
|---|--------------------|-----|----|-------------------------------|---|
| Occupation Title | 8-Digit O*NET Code | Yes | No | Did not answer or return form | Total Number of Individuals Responding Either ‘Yes’ or ‘No’ |
| Telecommunications Equipment Installers and Repairers, Except Line Installers | 49-2022.00 | 5 | 73 | 2 | 78 |

B. Workforce Analysis for Individuals with Disabilities by Major Occupation Group

Table 9 below shows, for each **Major Occupation Group** represented in the program, the numbers and percentages of apprentices whose responses to the question “do you have a disability?” on their most recent Voluntary Disability Disclosure Form was “yes;” “no;” or “I do not wish to answer” (or who did not return the form).

TABLE 9 – Disability Status by Major Occupation Group

| Number of Individuals Responding to the Question: “Do you have a disability?” | | | | | | |
|---|--------------------|-----|----|-------------------------------|--|---|
| Major Occupation Group | 2-Digit O*NET Code | Yes | No | Did not answer or return form | Total Number of Individuals Responding ‘Yes’ or ‘No’ | Proportion of persons responding ‘yes’ to the total number of individuals that responded either ‘yes’ or ‘no’ (expressed as a percentage) |
| Installation, Maintenance, and Repair | 49 | 5 | 73 | 2 | 78 | 97.5% |



C. Identification of Potential Impediments for Individuals with Disabilities (IWDs)

The Major Occupation Group(s) in our program in **which the percentage of IWDs was less than seven percent** is/are listed in the **first column of Table 10 below**. For these groups, we reviewed our program to identify any impediments to equal opportunity for IWDs, with the results shown in the second column.

TABLE 10 – Impediments to EEO for IWDs

| Major Occupation Groups in which the percentage of IWDs was less than 7% | Impediments to EEO for IWDs |
|--|---|
| Installation, Maintenance, and Repair | <div>1. Different training opportunities or work assignments for IWDs than for others</div> <div>2. Provisions in collective bargaining or employer acceptance agreements</div> |



SECTION VI – TARGETED OUTREACH, RECRUITMENT, AND RETENTION ACTIVITIES (IF NECESSARY)

PLEASE NOTE: Completion of this section is **mandatory** if you were required to adopt race, sex, or ethnicity goals (under Section IV of this written AAP) or if you found impediments to equal employment opportunity for IWDs (under Section V of this written AAP). Otherwise, completion of this section is purely optional.

In the coming year, we will undertake the outreach, recruitment, and retention activities listed below. These activities are targeted to the race/sex/ethnicity group(s) for which we adopted goals (as shown in **Section IV**) and/or to IWDs (if we found impediments to equal employment opportunity for such individuals, as shown in **Section V**).

1. We will disseminate information to organizations serving each underutilized group regarding the nature of our apprenticeship program, requirements for selection for apprenticeship, availability of apprenticeship opportunities, and our equal opportunity pledge. The Universal Outreach Tool (UOT) can help connect sponsors with local organizations who may be able to assist sponsors in meeting their outreach, recruitment, and retention goals; the UOT may be accessed at: <https://apprenticeshipusa.secure.force.com/eeoresourcetool>.) These organizations and the group(s) that each serve are listed in **Table 11**:

TABLE 11 – Organizations Serving Underutilized Populations

| Major Occupation Group | Underutilized Population (i.e., Women, AA, HISP, AS, AIAN, NHPI, IWDs) | Organization(s) serving population to which information will be disseminated |
|---------------------------------------|--|--|
| Installation, Maintenance, and Repair | Women | Workforce Connections, Employ NV |

2. We will advertise all openings for apprenticeship opportunities by publishing advertisements in the following media that have wide circulation in our relevant recruitment areas:

Las Vegas Sun and the Las Vegas Review-Journal.

3. We will cooperate with the following local school boards and vocational education systems to develop and/or establish relationships with pre-apprenticeship programs targeting students from each underutilized group to prepare them to meet the standards and criteria required to qualify for entry into our apprenticeship programs:

Clark County School District and the College of Southern Nevada.

4. We will establish linkage agreements or partnerships with the following pre-apprenticeship programs, community-based organizations, advocacy organizations, or other appropriate organizations, in recruiting qualified individuals for apprenticeship:

Nevada Partners and the Nevada Workforce Development Center.

5. After every selection cycle for registering apprentices, we will evaluate and document the overall effectiveness of the above-targeted outreach and recruitment activities and refine them as needed.

We did not select or register any apprentices since the last review.

6. We **will** undertake the following optional activities:

Enlist journeyworkers (i.e., experienced workers) from the underutilized group(s) to assist in implementing our AAP.



Enlist journeyworkers from the underutilized group(s) to mentor apprentices and to assist with our targeted outreach and recruitment activities.

Conduct exit interviews of each apprentice who leaves our apprenticeship program before completion to understand better why he/she left and to help shape retention activities.

Recruitment Activities

Disseminate information to organizations serving the underutilized group regarding the nature of the apprenticeship, requirements for selection for apprenticeship, availability of apprenticeship opportunities, and the equal opportunity pledge of the JATC. These organizations may include community-based organizations; local high schools; local community colleges; local vocational, career and technical schools; and local workforce system partners including One Stop Career Centers.

Advertise openings for apprenticeship opportunities by publishing advertisements in appropriate media which have wide circulation in the relevant recruitment areas.

Cooperate with local school boards and vocational education systems to develop and/or establish relationships with pre-apprenticeship programs targeting students from underutilized group to prepare them to meet the standards and criteria required to qualify for entry into apprenticeship programs.

Establish linkage agreements or partnerships enlisting the assistance and support of pre-apprenticeship programs, community-based organizations, advocacy organizations, or other appropriate organizations, in recruiting qualified individuals for apprenticeship.

Participate in electrical training ALLIANCE, DOL Office of Apprenticeship and/or State Apprenticeship Agency 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, females, ethnically diverse individuals, and individuals with disabilities.

Develop and annually update a list of current recruitment sources that will generate referrals from all demographic groups within the relevant recruitment area.

Relevant recruitment sources may include:

- o Vocational, career, and technical schools;
- o Pre-apprenticeship programs;
- o Federally funded, youth-job training programs such as YouthBuild and Job Corps or their successors;
- o Community based organizations; or
- o Community based colleges;

Identification of contact persons, mailing addresses, telephone numbers, and email addresses for all recruitment sources.

Provide recruitment sources with advance notice of apprenticeship openings so that they can notify and refer candidates. Such notification will include a copy of the Equal Opportunity Pledge.

Include in its list of referral sources groups within the JATC's jurisdictional area whose membership is focused on minorities, females, Hispanics or Latinos, and individuals with disabilities. Notify those groups when applications for apprenticeship are available.

Contact and seek to build position relationships with groups established or the purpose of assisting and preparing minorities, females, Hispanics or Latinos, and individuals with disabilities for careers.



Make all participating Employers and Local Union Members aware of the need to recruit qualified applicants who are minorities, females, Hispanic or Latino, or have disabilities, and encouraging them to refer any potential candidates to the JATC.

Notice of Apprenticeship Opportunities and other application information will be disseminated in the media that is most likely to reach the minority, female, ethnic, and disabled communities, and will include information concerning the nature of apprenticeship, requirements for admission, availability of apprenticeship opportunities, sources of applications, and the JATC's EEO/AA Plan. The availability of trust funds and the effectiveness of such media advertising will be included in the annual review.

Develop a social media campaign as part of the JATC's outreach.

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, female, ethnically diverse, and disable applicants who meet the minimum qualifications. The JATC will also provide written notice of apprenticeship opportunities to all secondary and post-secondary schools within the sponsor's jurisdiction.

Sponsor outreach information activities with area guidance counselors, identifying requirements for entrance into apprenticeship and successful completion and/or program.

Post public announcements of the Apprenticeship Opportunity in commercial establishments and public facilities normally frequented by minorities and/or females.

Preparation of Potential Applicants

Identify those individuals who meet all minimum requirements except for the mathematics component and develop options or strategies to assist them in meeting this requirement. (If the applicant's original application response time has expired, she/he will need to reapply.)

The JATC will create or identify partnerships with pre-apprenticeship programs designed for or having significant participation by underrepresented groups. Depending upon the curriculum in that program, individuals successfully completing those programs will be offered direct interview or direct entry, subject to other requirements in the Standards and Selection Procedures.

The JATC will create or identify partnerships with programs designed for or having significant participation by underrepresented groups that provide curriculum similar to the Apprentice Program First Year curriculum. Individuals successfully completing those programs will be offered direct interview or direct entry, and advanced standing, subject to other requirements in the Standards and Selection Procedures.

The JATC will publicize to all referral sources, especially to those whose membership is focused on minorities, females, Hispanics or Latinos, and individuals with disabilities, the availability of any "hybrid" options of selection or to gain relevant job experience through the CW/CE classifications.

Equal Opportunity Awareness

Conduct annual informational classes or similar training for all apprentices, clearly and concisely explaining the JATC's Rules and Policies, including Equal Opportunity policies and Complaint Procedure.

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 take the necessary action to aid the JATC in meeting its obligation in this area.



Mentoring and Retention Activities

Inform all classroom instructors to promptly report to the JATC any major signs of weakness in study habits or any detectable learning deficiencies, and identify strategies, assistance or referrals that can be offered to those apprentices.

The JATC recognizes that some selected applicants have been away from any formal education for some time, resulting in weakened study habits and math skills. The JATC will refer to programs to better prepare them for their related studies in the apprenticeship program.

Establish a committee of minority members who have reached Qualified Electrical Worker status (when Qualified Electrical Workers are available and willing to serve in such a capacity) for the purpose of recruiting more qualified minority applicants and to aid in the retention of minority apprentices. This special committee will be appointed by, and serve at the pleasure of, the JATC.

Establish a committee of female members who have reached Qualified Electrical Worker status (when Qualified Electrical Workers are available and willing to serve in such a capacity) for the purpose of recruiting more qualified female applicants and to aid in the retention of female apprentices. This special committee will be appointed by, and serve at the pleasure of, the JATC.

Establish a committee of ethnically diverse members who have reached Qualified Electrical Worker status (when Qualified Electrical Workers are available and willing to serve in such a capacity) for the purpose of recruiting more qualified ethnically diverse applicants and to aid in the retention of ethnically diverse apprentices. This special committee will be appointed by, and serve at the pleasure of, the JATC.

Establish a committee of members with disabilities who have reached Qualified Electrical Worker status (when Qualified Electrical Workers are available and willing to serve in such a capacity) for the purpose of recruiting more qualified individuals with disabilities as applicants and to aid in the retention of apprentices with disabilities. This special committee will be appointed by, and serve at the pleasure of, the JATC.

Conduct exit interviews with individuals leaving the apprenticeship program in an effort to identify reasons for dissatisfaction and meaningful efforts designed to improve retention.

Offer special classes for the purpose of tutoring apprentices.



SECTION VII – ANNUAL REVIEW OF PERSONNEL PRACTICES

PLEASE NOTE: You should initially complete this section by the second anniversary of your program’s registration with a Registration Agency, and again on an annual basis.

We conduct a thorough, systematic, and comprehensive review at the program, industry and occupation level of our personnel processes related to the administration of the apprenticeship program annually. Such an annual review ensures that the apprenticeship program is operating free from discrimination based on race, color, religion, national origin, sex (including pregnancy, gender identity, and sexual orientation), sexual orientation, age (40 or older), genetic information, and disability.

Our reviews have included (but may not be limited to): the qualifications for apprenticeship, application and selection procedures, wages, outreach and recruitment activities, advancement opportunities, promotions, work assignments, job performance, rotations among all work processes of the occupation, disciplinary actions, handling of requests for reasonable accommodations, and the program's accessibility to individuals with disabilities (including the use of information and communication technology).

As a result of our most recent annual review, which was conducted on: *24 August, 2022*, we made or will make the modifications to the program listed in **Table 12** below. Examples of modifications that may improve equal employment for apprentices may include, but not limited to:

TABLE 12 – Modifications of Personnel Practices

| Modification of Personnel Practices | Date Made or To Be Made |
|--|-------------------------|
| Developing, revising, or enhancing training or information sessions on EEO requirements, and providing a nondiscriminatory, welcoming work environment. | 31 December, 2025 |
| Taking appropriate disciplinary actions (up to and including termination) against staff or apprentices who engage in unlawful harassment or otherwise fail to provide equal employment opportunity. | 31 December, 2025 |
| Renegotiating or terminating collective bargaining or employer acceptance agreements to eliminate discriminatory policies or processes or otherwise allow the sponsor to address barriers or impediments to EEO. | 31 December, 2025 |
| Taking steps to ensure that compensation in an occupational group does not vary based on any protected category. | 31 December, 2025 |
| Revising work assignments to ensure that they do not discriminate on the basis of any protected category. | 31 December, 2025 |
| Revising disciplinary standards to ensure that they do not discriminate on the basis of any protected category. | 31 December, 2025 |



SECTION VIII – INVITATION TO SELF-IDENTIFY AS AN INDIVIDUAL WITH A DISABILITY

PLEASE NOTE: You should initially complete this section by the second anniversary of your program’s registration with a Registration Agency, and again on each occasion that you update your written AAP.

On 18 January, 2019, we began inviting all applicants for our program, at the time that they apply or are considered for apprenticeship, to inform us whether they believe that they are IWDs.

We invited our then-current apprentices to self-identify on 18 January, 2019.

Since then, we have continued to invite all applicants to self-identify when they apply, and all accepted applicants to self-identify after acceptance into the program but before they begin their apprenticeships.

Every year, we have reminded all current apprentices that they may update their Voluntary Disability Disclosure Form. We sent our most recent reminder on 11 June, 2024.

We use the Voluntary Disability Disclosure Form for these self-identification invitations.



SECTION IX – OFFICIAL ADOPTION OF THE WRITTEN AFFIRMATIVE ACTION PLAN

1. Adoption by the Sponsor

(where there is no labor union involvement in the sponsorship of the program)

Electrical Joint Apprenticeship and Training Committees adopts this written Affirmative Action Plan on this (day) day of (month) 20 24.

Signature of Sponsor's Representative

(insert typed/printed name)

Typed/Printed Name

(insert date)

Date

2. Adoption by Labor and Management Representatives of the Sponsor

(where applicable)

[Complete below ONLY IF there is joint union-management sponsorship of the apprenticeship program, and where separate signatures from labor union and management representatives are required.]

Electrical Joint Apprenticeship and Training Committees adopts this written Affirmative Action Plan on this 22nd day of January 2025.


Signature of Management Representative

Patrick Armour, EJATCSNV Secretary

Typed/Printed Name

22 January, 2025

Date


Signature of Labor Representative

Kevin Kerbs, EJATCSNV Chairman

Typed/Printed Name

22 January, 2025

Date



Appendix D

EMPLOYER ACCEPTANCE AGREEMENT

ADOPTED BY

**ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEES
REPRESENTING THE NATIONAL ELECTRICAL CONTRACTORS
ASSOCIATION, INC. AND THE INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS**

**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**



Appendix D

EMPLOYER ACCEPTANCE AGREEMENT

The undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the **Electrical Joint Apprenticeship and Training Committee of Southern Nevada** and agree(s) to carry out the intent and purpose of said Standards for **TELECOMMUNICATION TECHNICIAN** and accompanying Appendices and to abide by the rules and decisions of the Sponsor established under these Apprenticeship Standards. The undersigned employer further agrees to allow the **Electrical Joint Apprenticeship and Training Committee of Southern Nevada** to access the employer's records to confirm compliance with the terms of the Apprenticeship Standards and requirements of 29 CFR Part 29, subpart A, and Part 30. (Insert Employer's name) have been furnished a copy of the Standards and have read and understood them, and request certification to train apprentices under the provisions of these Standards. On-the-job, the apprentice is hereby assured qualified training personnel and adequate supervision during the apprenticeship. The training should follow the approved Work Process Schedule and Related Instruction Outline including the rotation of tasks. The employer further agrees to follow the selection procedures per the approved Standards consistent with the requirements set forth in 29 CFR § 30.10(b). This employer acceptance agreement will remain in effect until canceled voluntarily or revoked by the Sponsor, Employer, or the Registration Agency.

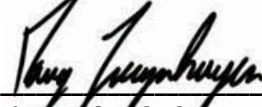
[Click or tap here to enter text.](#)

(Print Name of Employer Representative)

Doug Ziegenhagen

(Print Name of Sponsor Representative)

Signed: _____
(On Behalf of Employer)

Signed: 
(On Behalf of Sponsor)

Date: _____

Date: _____

Employer Title: _____

Name of Company: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____

Fax: _____ **Email:** _____

NAICS Code (Optional): [Click or tap here to enter text.](#)

Employer Identification Number (Optional): [Click or tap here to enter text.](#)

cc: Registration Agency

Appendix E

ADMINISTRATION OF THE APPRENTICESHIP AND TRAINING PROGRAM

1. INTRODUCTION

Federal regulations in 29 C.F.R. Part 29 outline the requirements for registration of apprenticeship programs and set forth labor standards to safeguard the welfare of apprentices. Registration may be by the U.S. Department of Labor Office of Apprenticeship, or by a State Apprenticeship Agency recognized by that Office. 29 C.F.R. Part 30 sets forth the requirements for equal employment opportunity in registered apprenticeship programs.

The National Guidelines for Apprenticeship Standards (“NGS” or “National Standards”), developed by the *electrical training ALLIANCE*, are certified by the U.S. Department of Labor, Office of Apprenticeship, as substantially conforming to the requirements of Title 29 C.F.R. Parts 29 and 30. State Apprenticeship Agencies recognized by the Office of Apprenticeship to register local programs, and/or local laws, may impose additional requirements that must be addressed in local Apprenticeship Standards.

The purpose of these National Standards is to provide consistency across all apprenticeship programs sponsored by the IBEW and NECA. Local Apprenticeship Standards must conform to the National Guidelines, be approved by the *electrical training ALLIANCE* and be properly registered by each JATC or JATT that seeks to carry out an apprentices training program. Local Apprenticeship Standards contain the terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices. Local Apprenticeship Standards must also meet the requirements of the local Registration Agency.

electrical training ALLIANCE Mission Statement

The mission of the *electrical training ALLIANCE* is to develop and standardize training to educate the members of The International Brotherhood of Electrical Workers and the National Electrical Contractors Association; ensuring they are providing the Electrical Construction Industry with the most highly trained and highly skilled workforce possible.

Philosophy Statement

Meeting the training needs of the Electrical Construction Industry is the primary objective of *electrical training ALLIANCE*. The foundation of our philosophy lies in a belief that training, and training alone, will determine the employability for the members of the International Brotherhood of Electrical Workers (IBEW) and the National Electrical Contractors Association (NECA).

The *electrical training ALLIANCE* believes that through quality training programs the membership of the IBEW will be provided with the skills, knowledge and abilities necessary to maintain performance superiority. This exceptional efficiency will enable members of NECA to produce the highest quality of work at the lowest possible cost.

The *electrical training ALLIANCE* believes that only through quality training programs can the IBEW membership be afforded employment that will provide a high standard of living. The *electrical training ALLIANCE* recognizes there are no shortcuts to becoming a competent journey-level electrical worker. Only through meaningful standards, adopted by highly structured programs, devoted to appropriate guidance, personal commitment, and consistent discipline, can this level of individual competency be accomplished.

The *electrical training ALLIANCE* believes a uniform national training program is essential to provide the most highly skilled workers and the most productive craftsmen. It believes that national skills standards are necessary to establish meaningful benchmarks, which will allow the processes that a journey worker must demonstrate to be identifiable and consistent.

The *electrical training ALLIANCE* believes that through its National Apprenticeship Program, a clear-cut path for career development and occupational training is provided. The opportunities afforded are limited only by one’s interest and aptitude. Meaningful, industry-driven apprenticeship produces competent craftsmen and thus insures the continued availability of a highly skilled workforce at minimum or no cost

to the taxpayers.

The *electrical training ALLIANCE* believes it must continue to have a vision of the future while remaining faithful to its original commitment to meet training needs. Maintaining focus on this central objective—Quality Training—will lead the electrical construction industry into a bright and prosperous future.

The *electrical training ALLIANCE* recognizes that its reason for existence revolves around serving and assisting the members of the National Electrical Contractors Association and the International Brotherhood of Electrical Workers, on all levels, in all apprenticeship and training matters.

2. POLICY ON REGISTERING APPRENTICESHIP STANDARDS

When Local Apprenticeship Standards are initially adopted, or revised, there is *only one* accepted procedure that all IBEW/ NECA apprenticeship programs are to follow. This registration policy is referred to in the *IBEW/NECA pattern Inside Agreement*, Article V, which is Category I Language; *IBEW Basic Laws & Policies*, and these *National Requirements for Local Apprenticeship Standards*.

IBEW/NECA Category I Language

Section 5.01. The local apprenticeship standards shall be in conformance with national guideline standards and industry policies to ensure that each apprentice has satisfactorily completed the NJATC [now *electrical training ALLIANCE*] required hours and course of study. All apprenticeship standards shall be registered with the NJATC before being submitted to the appropriate registration agency.

IBEW Basic Laws & Policies

The Constitution provides that each local union has the power to adopt, or subscribe to, an apprenticeship system or training program, as the conditions may require. However, such shall not conflict with applicable standards or policies of the IBEW. No apprenticeship program that is a fractional part of an apprenticeable occupation recognized by the IBEW will be created. Apprenticeship programs should have responsible and equal participation by the local union and employer. The International has apprenticeship standards in the utility, inside and outside construction, manufacturing, telecommunications, and other branches of the Brotherhood. Local unions seeking to establish new or revised apprenticeship standards *shall* submit the proposed standards to the International President before submitting to the state, provincial, territorial, or federal agency. Any inside or outside Joint Apprenticeship and Training Committee (JATC) *shall* submit such proposed or revised standards to the National Joint Apprenticeship Training Committee (NJATC) [now the *electrical training ALLIANCE*] *before* submitting them to any Registration Agency. (*emphasis added*).

National Requirements for Local Apprenticeship Standards

Section 1. General

The JATC shall establish and adopt Standards governing the qualifications, selection, employment, education, and training of all apprentices that conform with the *electrical training ALLIANCE National Requirements*, the CBA, and the requirements of the Registration Agency. These Standards (including the Selection Procedures and EEO/AA Plan), and any subsequent amendments, must be approved in advance by the *electrical training ALLIANCE* prior to being submitted to the appropriate Registration Agency for approval and registration.

The U.S. Department of Labor Office of Apprenticeship has various options under which national

organizations such as the *electrical training ALLIANCE* can obtain approval of national standards, which can then be registered by local apprenticeship programs. While DOL refers to the method the *electrical training ALLIANCE* has used as “National Guidelines for Apprenticeship Standards”, under the rules adopted by the IBEW and NECA these are not “guidelines”, but requirements.

The procedures for registration or amendment of Local Apprenticeship Standards are consistent with these and other industry policies and practices. Apprenticeship Standards are not to be changed at the drop-of-a-hat, or because someone “thinks” it would be a good idea to add this, or delete that. The National Standards are just what the name implies, a model that is to be followed by one and all. Local apprenticeship programs have options they can choose and they can be modified to meet requirements of state or local laws or Registration Agencies, or as necessary. However, all changes in the JATC’s registered Standards, or variations from the National Standards, must be approved by the *electrical training ALLIANCE* before those changes are actually submitted to the Registration Agency.

If you are advised to alter your Standards, be sure the advising source is reliable and then ask that the specific requirements be submitted *in writing*. Do not accept the comments or recommendations of others as evidence that you are required to make modifications. You should discuss proposed modifications with the *electrical training ALLIANCE* before you proceed with any modifications.

3. PROCEDURE FOR REGISTERING NEW STANDARDS OR AMENDING EXISTING STANDARDS

- A. The National Guidelines for Apprenticeship Standards have been developed by and pre-approved by the *electrical training ALLIANCE* and the United States Department of Labor, Office of Apprenticeship (DOL).
- B. The JATC cannot omit or change provisions in the National Standards registered by the *electrical training ALLIANCE* with DOL, other than provisions where JATCs are given options, without (1) prior approval of the *electrical training ALLIANCE* and (2) approval and registration of the Standards by the Registration Agency. This is in compliance with IBEW Basic Laws and Policies; the IBEW-NECA Pattern Inside Agreement, Category-One Article V contract language; industry policy and practice, and the National Requirements.
- C. The DOL is requiring all national groups to follow a new format that is consistent with template standards provided for new sponsors. The relevant provisions of the 2019 Standards have been incorporated into this new format, which includes multiple appendices, including provisions on Selection Procedures and the EEO/AA Plan. The “Standards” is a single document that includes all the appendices.
- D. The *electrical training ALLIANCE* assumes that the JATC will create, submit for approval, and register Standards electronically, even if the Registration Agency requires paper copies. The following steps must be taken unless the Registration Agency has different procedures.
- E. The JATC shall obtain from the *electrical training ALLIANCE* the electronic Standards in order to create its Local Standards. Contact the *electrical training ALLIANCE* for assistance as needed. The JATC will draft the Local Standards by filling in the blanks and checking boxes in each document. Notes and other instructions are in *italics*. In the future, an online Standards Builder will be available for programs to use to assist in speeding the process.
- F. Once the JATC completes drafting, the JATC must submit the draft Local Standards to the *electrical training ALLIANCE* for approval. If the JATC wishes to propose any changes or omissions from the

National Requirements, they must be clearly indicated (e.g., through redlining/track changes, commenting on document(s), or via email). The JATC should include an explanation, a copy of any documents modified to meet state requirements, and any other supporting materials that may be relevant. The *electrical training ALLIANCE* will remove any notes or italics in the final document(s).

- G. After receipt of approval of the draft Standards by the *electrical training ALLIANCE*, the JATC will officially adopt the Standards. The adoption will be indicated on the signature page, which will include the signatures of the JATC Chair and Secretary. Electronic signatures may be used unless the Registration Agency requires otherwise. The Committee or Trustees, as applicable, not the *electrical training ALLIANCE*, is responsible for adopting and complying with the JATC's Standards.
- H. The JATC will then submit its adopted Standards to the Registration Agency, along with the appendices and reference guide using whatever procedures are required by the Registration Agency. This must be done within 180 days after new standards are issued by the *electrical training ALLIANCE*.
- I. If a Registration Agency proposes changes to or objects to provisions in the Standards, the JATC must contact the *electrical training ALLIANCE* for advice and assistance. When approved, the Standards will be signed by the Registration Agency Representative.
- J. The Standards become effective upon approval by the Registration Agency. Upon receipt of approval, the JATC will provide copies of the approved Standards to the *electrical training ALLIANCE*, NECA Chapter Manager, and IBEW Local Business Manager.

4. THE JOINT COMMITTEE AND JOINT APPRENTICESHIP TRUST

- A. The JATC and JATT shall be composed of *eight (8)* members: The IBEW Local and NECA Chapter shall each appoint an equal number (*four (4)*) of individuals who shall serve as both Committee members and Trustees. These dual appointments as Committee Member and Trustee must be in writing. Individuals appointed by the NECA Chapter must be members or employees of NECA and active in the Industry. Individuals appointed by the IBEW Local must be members or staff of the IBEW and active in the Industry. Current Committee members/Trustees shall be identified in the Rules and Policies and/or on the JATC's website.
- B. The term of office shall be for *four (4)* years. The term of one (1) NECA appointee and one (1) IBEW appointee shall expire each year on December 31. A Committee member/Trustee 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 members. The Committee may establish term limits for officers if not otherwise established by its governing documents.
- D. JATC members shall complete their appointed term unless removed for cause by the party to the CBA that appointed them, they voluntarily resign or die. All vacancies shall be filled immediately by the party who appointed that individual to complete the unexpired term. The IBEW Local and NECA Chapter each retain the discretion to determine what is "cause" subject to any applicable local or national IBEW or NECA rules. JATC/JATT minutes shall reflect all appointments, reappointments, resignations, and terminations of Committee members/ Trustees.
- E. The Committee and Trustees shall adopt appropriate internal policies and procedures for their respective areas of responsibility and the conduct of Committee members/Trustees, including confidentiality. The JATC shall also ensure that Committee members/Trustees have access to appropriate education regarding their obligations and duties, as an expense of the Trust.

- F. The Committee may establish or authorize one or more joint subcommittees to be similarly constituted and appointed for training purposes to meet a specific need, such as a Residential or Telecommunication subcommittee. Such subcommittees may be established at the discretion of the Committee and shall remain in place until terminated by a majority vote of the Committee. Subcommittee members shall be appointed by the sponsoring parties in the same manner that the JATC members are appointed. Members of a subcommittee may or may not be JATC members. Subcommittees shall operate under the same rules as the Committee. There shall be no subcommittee of the JATT unless permitted by the terms of the Trust Agreement.
- G. 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. There must be at least one (1) JATC member present who was appointed by each party to establish a quorum at JATC meetings. Each party shall have a total number of votes at JATC meetings equal to its allowable number of JATC members, regardless of the number of members present. In the event the parties are divided on an issue, each party may cast one full vote as if all were present. 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.
- H. 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 applicable law provides otherwise.
- I. The JATC and JATT may be additionally composed of two (2) alternate members: The IBEW local and NECA chapter may each appoint an equal number of one (1) of individuals who shall serve as Alternate committee members and Alternate Trustees. These dual appointments as Alternate Committee Members and Alternate Trustees must be in writing. Alternate Committee Members may attend meetings of the JATC, vote and act on all JATC matters in the absence, and on behalf of, a duly appointed Committee Member. Consultants and guests may be invited to or permitted to attend meetings of the JATC, but shall have no official voice and no vote. A designated representative of the IBEW Local or the NECA Chapter, such as the local union Business Manager or NECA Chapter Manager, shall have the right to attend a JATC meeting with due notice given to the JATC.
- J. Meetings of the JATT should be scheduled in the same manner, following the meeting of the JATC, and follow similar procedures as those for JATC meetings, unless the Trust Agreement provides otherwise.

5. ADMINISTRATION OF THE APPRENTICESHIP AND TRAINING PROGRAM

- A. The apprenticeship and training program shall be administered by the Trustees and the Committee. The Trustees shall administer the JATT under the terms of the Trust Agreement and applicable law. The Trustees and the Committee may, if they are named fiduciaries under ERISA, allocate responsibility between them for operation of the apprenticeship program, except for non-allocable Trustee responsibilities. Absent some other agreement, the duties of the Trustees shall be limited to those set forth in the Trust Agreement or law.
- B. The JATC shall establish and adopt Standards governing the qualifications, selection, employment, education and training of all apprentices that conform with the *electrical training ALLIANCE* National Requirements for Local Apprenticeship Standards, the CBA and the requirements of the

Registration Agency. These Standards (including the Selection Procedures and EEO/AA Plan), and any subsequent amendments, must be approved in advance by the *electrical training ALLIANCE* prior to being submitted to the appropriate Registration Agency for approval and registration.

- C. These Standards, after approval by the *electrical training ALLIANCE* and the Registration Agency, shall supersede all previous JATC Standards. 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. Pursuant to the apprenticeship language in the applicable CBA, the IBEW-NECA pattern Inside Agreement Article V, IBEW Basic Laws and Policies, and industry practice, these Standards shall apply to the IBEW Local Union and NECA Local Chapter and; their members; to employers who are party to the CBA or are otherwise signatory or participating employers; to all applicants and apprentices in this Apprenticeship Program; and to all others receiving training from this Apprenticeship Program.
- E. The provisions of these Standards shall not be construed as permitting violation of any applicable local, state, or Federal law.
- F. These Standards shall not be interpreted as being inconsistent with existing or subsequent local CBA language establishing more demanding standards; the more demanding standard shall always prevail.
- G. The jurisdictional area which these Standards cover shall be the wage area as set forth in the local CBA. The jurisdictional area is described in the Rules and Policies.
- H. All funds for the operation of the apprenticeship and training program shall be held in a Trust Fund established by the IBEW Local and the NECA Chapter. The Trustees shall administer the Trust Fund in accordance with the Trust Agreement and applicable law.
- I. Whenever these Standards refer to providing any type of document, information, notice or other communication, unless otherwise specified or required by the Registration Agency or applicable law, such communications and transmittals may be made by any effective means, including electronic or digital transmission.
- J. The JATC and/or JATT are responsible for compliance with all applicable federal, state and locals laws. While the JATC or JATT may assign responsibilities (e.g. to a Training Director), or retain other professionals (e.g. attorneys, accountants, testing professionals) to assist in compliance, the obligations remain on the JATC and/or JATT. This includes compliance with 29 C.F.R. Parts 29 and 30, and federal EEO laws (See Appendix E).

6. DUTIES OF THE JATC/JATT

- A. The JATC may develop training for Journeyworkers, pre-apprenticeship programs, and other related training, so long as such programs do not violate applicable law.
- B. The JATC may employ a Training Director or other staff to assist in the day-to-day operation of the apprenticeship and training programs. All governing responsibility for the apprenticeship program and for compliance with applicable laws rests with the JATC and/or the Trustees of the JATT, and cannot be delegated, including assuring full compliance with these Standards, the EEO/AA Plan, and the Selection Procedures.
- C. The JATC shall determine the number of apprentices needed to keep the jurisdictional area supplied with an adequate number of Journey-level workers in the areas covered by these Standards. The JATC shall consider all factors (e.g., employment opportunities, attrition) having a bearing on the

number of apprentices needed when determining the number to register. The JATC shall also consider its capability to provide on-the-job training and related instructional training.

- D. The JATC shall see that each apprentice satisfactorily completes the minimum course materials and curriculum produced by the *electrical training ALLIANCE*.
- E. The JATC shall periodically review the progress of each apprentice to ensure they receive supervised on-the-job experience in the work processes and job tasks as outlined in these Standards (See Appendix A).
- F. In order to provide diversity of training and/or employment opportunities, the JATC shall have full power and authority, as per the CBA, to assign, transfer, or reassign apprentices from one job or shop to another, or from one participating employer to another. All OJT transfers and assignments shall be issued by the JATC as set forth in the CBA.
- G. The JATC is not an employer of apprentices engaged in on-the-job training and is not obligated to ensure the employment of any apprentice. The JATC shall endeavor to keep all apprentices employed in a reasonably continuous manner with the participating employers, while also ensuring a diversity of on-the-job training.
- H. Since the JATC is not an employer of apprentices, nothing in these Standards regarding the JATC's duties regarding OJT shall be interpreted to change or relieve any rights or duties of Employers. Except where required by applicable federal or state laws, nothing in these Standards is intended to create any right or obligation enforceable by apprentices against the JATT, the Trustees, the JATC, the IBEW Local, or the NECA Chapter.
- I. The JATC shall follow any procedures required by the Registration Agency, the Nevada State Apprenticeship Council (NSAC) for registration of new apprentices and for providing or updating information about registered apprentices.
- J. The JATC shall adopt written Rules and Policies and applicable procedures that set out the rights and responsibilities of applicants, apprentices or other participants, and applicable procedures. The Rules and Policies shall not be inconsistent with the Standards or other requirements adopted by the *electrical training ALLIANCE* to implement the Standards. The Rules and Policies shall be consistently applied in a non-discriminatory manner. Every registered apprentice shall be provided a copy of the Rules and Policies at the time of registration and a copy of all subsequent modifications and must sign an acknowledgement. Rules and Policies may be provided through, and receipt acknowledged, by electronic means. A copy of the JATC's Rules and Policies (and subsequent changes) shall be submitted to the Registration Agency if so required by the Registration Agency.
- K. The JATC and/or JATT may establish such other rules, policies, and procedures as they deem appropriate for their internal operations (e.g., finance and administration, confidentiality, operation of OJT) or as may be required by law or to implement the Standards.
- L. In the first quarter of each year, the JATC shall provide the IBEW Local and the NECA Chapter a summary of the JATC's activities for the preceding year. The summary shall include a review of the prior year's EEO/AA Plan, its overall effectiveness, and changes made to the EEO/AA Plan as a result of the review. Such report shall not include any information identifying individual apprentices in any manner. The JATC shall work cooperatively with the *electrical training ALLIANCE* in timely completing any Industry surveys and reports requested by the *electrical training ALLIANCE* and in maintaining the National Requirements.
- M. The JATC shall maintain records as required by law.

7. QUALIFICATIONS & DUTIES OF PARTICIPATING EMPLOYERS

- A. The JATC shall determine the adequacy of each participating Employer to provide apprentices the necessary training needed to gain experience in the various job tasks and work processes of the occupation. The JATC shall have the authority to suspend or withdraw the approval of an Employer to train apprentices when appropriate. The JATC shall establish minimum expectations for all Employers consistent with these Standards. The JATC may also conduct orientations, workshops, or other educational sessions for Employers to explain the Apprenticeship Program's Standards and the operation of the Apprenticeship Program.
- B. An Employer who is eligible to train apprentices shall be signatory to a local CBA, comply with the qualifying requirements as set forth in the CBA, 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 Standards, the JATC's Rules and Policies and any other rules or agreements required by the JATC. An Employer shall only secure apprentices through the JATC. Participating Employers shall contribute to the JATC Trust Fund at the rate established in the CBA. Failure to contribute to the Trust Fund may be just cause for removing any apprentices from an Employer.
- C. While an apprentice is on the job site, it shall be the responsibility of that Employer to provide the apprentice a non-discriminatory and safe workplace and conditions of employment and work assignments that the apprentice can safely perform. The Employer is responsible for instructing apprentices 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 DOL or State or local standards that have been found to be at least as effective as the Federal standards.
- D. The Employer will assign apprentices to those Journeyworkers who have the ability to adequately train and supervise the on-the-job training of the apprentice based upon the work processes being learned.
- E. Employers must cooperate with the JATC by ensuring the timely and accurate completion of work reports and such other evaluations as the JATC requests of apprentices. Employers must promptly inform the JATC of any serious complaints or grievances by or against apprentices, including but not limited to complaints of discrimination or harassment, and permit the JATC on request to monitor any investigation involving apprentices. Employers will also participate in appropriate training provided by the JATC, such as that required by 29 C.F.R. Part 30, or provide equivalent training to its employees and provide a certification of compliance to the JATC.
- F. All Participating Employers shall be provided a copy of the Standards and the JATC's Rules and Policies and shall be required to sign an Employer Acceptance Agreement.

8. Duties of the Telecommunications Subcommittee

- A. The Telecommunications Subcommittee shall consist of a total of six (6) members: three (3) who are qualified and duly appointed to represent the NECA Chapter, and three (3) who are qualified and duly appointed to represent the IBEW Local Union.
- B. Subcommittee members representing labor will be employed in, or formerly employed in, the telecommunications field. Subcommittee members representing management shall represent employers who perform construction, installation, and/or maintenance work in the telecommunications field.
- C. 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.
- D. The Subcommittee shall select from its membership, but not both from the same party, a Chairman and a Secretary who shall retain voting privileges.
- E. Each sponsoring party must have at least one (1) Subcommittee member present to establish a quorum at Subcommittee meetings.
- F. Each sponsoring party shall have a total number of votes at Subcommittee meetings equal to its allowable number of Subcommittee members as stipulated above, regardless of the number of members present.
- G. An individual member must be physically present to personally vote. Written (absentee) votes are not acceptable.
- H. The Subcommittee shall meet at least quarterly and on call of the Chairman when a specific need arises. The Subcommittee may agree to cancel one (1) regularly scheduled meeting during the calendar year due to specific or unusual circumstances.
- I. The Telecommunications Subcommittee may be additionally composed of two (2) alternate members: The IBEW local and NECA chapter may each appoint an equal number of one (1) of individuals who shall serve as Alternate Subcommittee members. These appointments of Alternate Subcommittee Members must be in writing. Alternate Subcommittee Members may attend meetings of the Subcommittee, vote and act on all Subcommittee matters in the absence, and on behalf of, a duly appointed Subcommittee Member. Consultants and guests may be invited to or permitted to attend meetings of the Subcommittee but shall have no official voice and no vote. A designated representative of the IBEW Local or the NECA Chapter, such as the local union Business Manager or NECA Chapter Manager, shall have the right to attend a Subcommittee meeting with due notice given to the JATC.
- J. The Subcommittee will recommend to the JATC the number of new telecommunication technician apprentices it feels are needed to meet local industry needs
- K. The Subcommittee may offer to the JATC recommendations for proposed Policy Statement modifications related to the Telecommunications program.
- L. The Subcommittee shall submit an annual report to the JATC, summarizing its work for the year.
- M. Any action taken by the Subcommittee is subject to review by the JATC. The JATC is the authoritative entity for administration of the Apprenticeship Standards, Selection Procedures, and EEO/AA Plan.



Appendix F

EEO Policies and Procedures

Appendix F

EEO Policies and Procedures

I. Affirmative Action and Equal Opportunity

National data analyzed by the U.S. Department of Labor (DOE) reflects that in people of diverse race and ethnicity, women and individuals with disabilities have not shared proportionately in the rewards and opportunities within many industries and occupations. DOE determined, in revising the regulations in 29 C.F.R. Part 30, that more aggressive action is needed to attract, select, and retain qualified applicants into apprenticeship programs, including more individuals of diverse race and ethnicity, women, and individuals with disabilities.

The IBEW-NECA segment of the Electrical Construction Industry has vigorously attempted to maintain an open-door application policy regardless of race, color, ethnicity, religion, national origin, sex, age, disability, and other protected characteristics. The JATC will engage in reasonable equal opportunity and affirmative action measures intended to increase the recruitment of qualified minorities, females, and individuals with disabilities who apply for, are selected, and ultimately become Journeyworkers.

The *electrical training ALLIANCE* has developed, and the JATC has or will be adopting these EEO Policies and Procedures set out in this Appendix F, and the Affirmative Action Plan in Appendix C. The JATC is committed to the concept and practice of Equal Employment Opportunity and Affirmative Action in all aspects of its apprenticeship programs and services. No apprentice or applicant for apprenticeship, or any other participant in JATC programs or services, will be treated differently or otherwise discriminated against on the basis of race, color, religion, national origin, sex, (including pregnancy and gender identity), sexual orientation, age (40 or older), genetic information, disability, or other characteristics or conduct protected by state or local law as set out in the EEO Pledge.

The EEO Policies and Procedures and Affirmative Action Plan are intended to comply with, and shall be interpreted consistent with, the affirmative action obligations under 29 C.F.R. Part 30, Title VII of the Civil Rights Act of 1964 (Title VII), the Age Discrimination in Employment Act (ADEA), Title I of the Americans with Disabilities Act (ADA), the Genetic Information Non-Discrimination Act (GINA) and any other federal, state or local non-discrimination laws applicable to the JATC. If the JATC is or in the future becomes a recipient of federal financial assistance, through grants or otherwise, these policies and procedures will be interpreted to be consistent with the applicable laws, including but not limited to Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Age Discrimination Act, and Title IX of the Education Amendments.

These EEO Policies and Procedures and the AA Plan will remain in effect until they are updated by the *electrical training ALLIANCE*, or until the JATC determines (based on its annual review) that there is a need to make amendments or revisions. Any and all changes must be submitted to the *electrical training ALLIANCE* and the Registration Agency for approval before implementation.

II. Responsibility for Implementation

The coordination of responsibility for implementation of the EEO/AA Plan and any related policies and practices is assigned by the Committee to the *Training Director* who shall serve as the JATC's EEO/AA Coordinator(s). The EEO/AA Coordinator(s) has the full resources, support of and access to JATC, Local Union and Local Chapter leadership to insure effective implementation. The designation

of a responsible person, as required by DOE regulations, does not relieve the Committee from its obligation to ensure compliance with 29 C.F.R. Part 30 and applicable laws, or the effective implementation of this EEO/AA Plan.

The duties and responsibilities of the EEO/AA Coordinator(s) include, but are not limited to:

- *Monitoring all registered apprenticeship activity to ensure compliance with the non-discrimination and affirmative action obligations;*
- *Developing and implementing EEO/AA policies;*
- *Developing and implementing internal and external communication techniques;*
- *Identifying potential problem areas;*
- *Assisting the JATC and others to arrive at solutions to identified problems;*
- *Serving as liaison between the JATC and enforcement agencies;*
- *Serving as liaison between the JATC and organizations, community action groups or other entities concerned with employment opportunities for minorities, women and individuals with disabilities;*
- *Keeping the JATC, Local Union and Local Chapter informed of the latest developments in the equal opportunity area;*
- *Meeting with the NECA Chapter and contractors as appropriate to make certain that they are familiar with the latest developments in equal opportunity and addressing issues on the job;*
- *Maintaining required records;*
- *Generating and submitting reports as required by the relevant Registration Agency; and*
- *Designing and implementing auditing and reporting systems that, on an annual basis (as appropriate) will measure the effectiveness of the EEO/AA Plan, determine the degree to which the JATC's goals and objectives are being attained, and identify any need for remedial action. This includes compliance with 29 CFR Part 30 requirements for annual self-evaluation, and validation of all selection procedures to ensure they meet the Uniform Guidelines on Employee Selection Procedures.*

III. Dissemination of EEO/AA Plan

The JATC will inform all applicants for apprenticeship, apprentices, and individuals who operate or administer any aspect of the registered apprenticeship program, of its commitment to equal opportunity and its affirmative action obligations. At a minimum, the JATC will (*select all that apply*):

- **Publish its Equal Opportunity Pledge in the Apprenticeship Standards and in other relevant publications, such as the JATC's Rules and Policies; newsletters; recruitment publications and other appropriate publications; other documents disseminated by JATC; or documents that otherwise describe the nature of the sponsorship;**
- *Post its Equal Opportunity Pledge on its website and bulletin boards, and through electronic media, to ensure that it is accessible to all apprentices and apprenticeship applicants;*
- *Conduct orientation information sessions for new apprentices, and periodic information sessions for apprentices, JATC staff, instructors and the JATC;*

- *Provide the EEO/AA Plan to the leadership of the Local Union and NECA Chapter; and,*
- **Provide copies of the EEO Pledge and other information to participating employers for their employees who are connected with the administration or operation of the apprenticeship program.**

IV. Anti-Harassment Training

As part of its efforts, the JATC will provide periodic anti-harassment training for all apprentices, JATC staff, instructors, and Committee members. This training must be attended in-person or be completed via interactive online training. The training must communicate, at minimum, the following: (a) that harassing conduct will not be tolerated; (b) the definition of harassment and the types of conduct that constitute unlawful harassment on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, and disability; and, (c) the right to file a harassment complaint.

The JATC will also take steps, in consultation with the Local NECA Chapter, to ensure that all individuals connected with the administration or operation of the apprenticeship program will receive similar anti-harassment training, including all supervisors and Journeyworkers who work with apprentices.

V. Universal Outreach and Recruitment

The JATC will implement measures to ensure that its outreach and recruitment efforts for apprentices extend to all persons available for apprenticeship within the sponsor's relevant recruitment area without regard to race, color, religion, national origin, sex (pregnancy, gender identity), sexual orientation, age (40 or older), genetic information, or disability. These actions are identified in Appendix C.

VI. Non-Discrimination and Equal Employment Opportunity

The JATC does not, and will not, discriminate against an apprentice or applicant, or any other participants in JATC programs and services, on the basis of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, age (40 or older), genetic information, or disability with regard to any aspect of its apprenticeship programs, including but not limited to recruitment, outreach, and selection procedures, grading, assessment, and advancement; on-the-job opportunities and assignments; rates of pay; imposition of penalties or other disciplinary action and termination; and, any other benefit, term, condition, or privilege associated with apprenticeship.

VII. Selection of Apprentices

The JATC's procedures for selection of apprentices are included in its Standards and Selection Procedures described in Appendix A.

The JATC has reviewed its apprentice selection methods and has determined that they meet the following requirements:

- *Compliance with the Uniform Guidelines on Employee Selection Procedures ("UGESP") and 29 C.F.R. Part 30, including the requirements to evaluate the impact of the selection procedures on race, sex, and ethnic groups (Hispanic or Latino/non-Hispanic or Latino); to demonstrate job-relatedness and business necessity for those procedures that may result in adverse impact in accordance with the requirements of UGESP; and to annually review its processes.*

- *The selection procedures are uniformly and consistently applied to all applicants and apprentices.*
- *The selection procedures comply with Title I of the ADA and the EEOC's implementing regulations at 29 C.F.R. Part 1630.*
- *The selection procedures are facially neutral in terms of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, and disability.*
- *The selection procedures do not screen out or tend to screen out individuals with disabilities or classes of individuals with disabilities on the basis of disability. To the extent this does occur, the standard, test, and other selection criteria, are job related for the position in question and are consistent with business necessity.*

VIII. Prohibition of Harassment

The JATC does not tolerate conduct, whether intentional or unintentional or verbal or physical, that results in harassment of an individual or group, or that creates an intimidating, hostile, or offensive work and training environment, on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, disability, or other protected characteristics.

The JATC has developed and implemented procedures to prevent and address harassment of apprentices, including the following activities:

- Communicate to all individuals involved with the Apprenticeship Program that harassing conduct will not be tolerated.
- Provide anti-harassment training to all apprentices, JATC staff, and Committee members, and work with participating Employers to ensure that similar training is provided to all of their employees who have dealings with or supervisor apprentices.
- Make all facilities and apprenticeship activities available without regard to any protected characteristic; and,
- Establish and implement procedures for investigating and resolving complaints of harassment.

The JATC expects its employees, apprentices, and Employers and their employees, to treat each other with respect and dignity. Discriminatory harassment not only hurts the immediate victim but can result in a general atmosphere in which the purpose of the apprenticeship and training program is undermined.

All managers, supervisors, instructors, employees, and apprentices have a responsibility to maintain an environment free of unlawful harassment. JATC employees or apprentices who engage in such conduct will be disciplined, up to and including termination of employment or from the program. Employers who engage in such conduct against apprentices, or who permit their employees to do so, may be denied access to apprentices.

Unlawful discriminatory harassment is defined as unwelcome and unsolicited conduct when:

- Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; submission to or reject of such conduct is used as the basis for employment decisions affecting the individual; or,
- Such conduct has the purpose of effect or unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of conduct that may be discriminatory harassment if based upon protected characteristics include:

- Epithets, slurs, negative stereotyping, or threatening intimidating or hostile acts that relate to an individual's characteristics;
- Graphic, abusive, degrading, intimidating, or offensive jokes, comments, remarks, or gestures directed at an individual.
- Physical contact or intimidation against an individual;
- Teasing, tricks, gossip, workplace slights;
- Display of pictures, posters, graffiti, objects, or other materials; or,
- Other conduct intended to harass, intimidate, or retaliate against an individual or group based on protected characteristics.

Complaints of harassment should be made under the Complaint Procedures in Part I 28.6.

IX. Reasonable Accommodation Because of Religion

Under Title VII, the prohibition on discrimination based upon religion includes the obligation to make reasonable accommodations for religious beliefs or practices unless the accommodation would impose an undue hardship. The definition of "undue hardship" for religious accommodations is imposing a more than a *de minimus* burden on the Employer, program, or others.

Apprentices who believe they need a modification or adjustment of any JATC Rules and Policies or other aspects of the apprenticeship because of their religious practices and beliefs should make the request in writing to the EEO/AA Coordinator. If the request involves on-the-job training or an Employer, the request must also be made to that Employer. In some cases, documentation may be needed. Certain requests may require review and approval by the JATC. The ability to accommodate absences from mandatory classes may be limited by the JATC's absence policy and the availability of make-up classes.

X. Retaliation Prohibited

The JATC will not tolerate any form of intimidation, coercion, threats, adverse actions, or other forms of retaliation against an applicant or apprentice who has: (i) made an internal or external complaint of discrimination or harassment on the basis of protected characteristics or other alleged violation of this EEO/AAP or applicable federal, state, or local equal opportunity law, or otherwise opposed any unlawful discriminatory practices; (ii) furnished information to, or assisted or participated in any manner, in any investigation, compliance review, proceeding, or hearing under these policies or under any federal, state, or local equal opportunity law; or, (iii) otherwise exercised any rights and privileges under this EEO/AA Plan, 29 C.F.R. Part 30 or any federal, state, or local equal opportunity law. These are collectively "protected activities".

All persons contacted in the course of an investigation will be advised that they and other individuals involved in a complaint are entitled to be treated in a professional and respectful manner, and that any retaliation or reprisal against an individual based upon protected activities is prohibited and could result in discipline up to, and including, termination of employment or discharge from the program.

Complaints of retaliation should be made under the Complaint Procedures in Section XVI.

XI. Employer Responsibilities

Employers who provide on-the-job training to apprentices in this program are expected to work cooperatively with the JATC on EEO matters and this EEO/AA Plan. IBEW-NECA apprenticeship programs have always worked cooperatively with contractors and the Local Union to prevent and address discrimination and harassment of apprentices on the job. DOL regulations under 29 C.F.R. Part 30 impose obligations on JATCs concerning on-the-job discrimination and harassment. The JATC will develop new processes, in consultation with the Local NECA Chapter and the Local Union, to address these issues.

Employers are expected to establish their own policies against discrimination, harassment, and retaliation, including procedures for filing, investigating, and resolving of complaints. Employers should understand that under federal, state, and local anti-discrimination laws, they may be responsible for harassment of apprentices by their supervisory employees and under some circumstances, by co-workers. The failure of an Employer to take appropriate action regarding an apprentice's complaint of discrimination, harassment, or retaliation on the job may result in the contractor being denied access to apprentices in the program.

XII. Americans with Disabilities Act Compliance

The JATC is committed to compliance with the requirements of the ADA and other laws protecting persons with disabilities. The JATC will not discriminate against qualified applicants or persons with disabilities in its application, testing, selection, or training opportunities. Reasonable accommodations will be provided unless they would impose an undue hardship or result in a fundamental alteration of the program.

The JATC is also committed to helping apprentices with disabilities in dealing with Employers that provide on-the-job training. Apprentices who believe they have been subjected to discrimination or denied reasonable accommodation by an Employer should bring the matter to the attention of the EEO/AA Coordinator.

XIII. Mentoring and Other Support for Apprentices

The JATC acknowledges DOL's concerns that in many industries, including the construction industry, women, minorities, and individuals with disabilities have a higher drop-out or termination rate than others. The JATC recognizes that these traditionally underrepresented groups, as well as others who lack experience with unionized apprenticeship, the building trades, or the electrical construction industry; often struggle in their first year. The JATC will seek to address these concerns through the following activities:

Tracking and monitoring retention rates for women, minorities, and individuals with disabilities, as well as those without prior experience with unionized apprenticeship, the building trades, or the electrical industry;

Mentoring programs involving instructors, senior apprentices, journeymen, and/or other apprentices;

Consideration of other best practices for retention in the unionized electrical industry and building trades; and,

Other actions described Affirmative Action Plan.

XIV. Other Participants in JATC Programs

The JATC is committed to the principles of non-discrimination in all programs and activities of the JATC. The JATC may, consistent with DOL OA and ERISA requirements, engage in certain activities where there are participants other than apprentices or applicants for apprenticeship. Examples may include training programs that are open to Journeyworkers, Employers and their employees involved in apprenticeship, and Pre-Apprenticeship programs. When the JATC directly conducts or oversees any such programs or activities, it will not discriminate on the basis of Protected Characteristics and follow, where applicable, the following provisions of these EEO Policies and Procedures: Sec. F, Non-Discrimination; Sec. H, Harassment; Sec. I, Reasonable Accommodation and Religion; Sec. J, Retaliation; Sec. L, ADA, and Sec. Q(1) Internal Complaint Procedures.

Participants in these programs and activities may or may not be protected under federal or state EEO laws. Nothing in this EEO/AA Plan should be interpreted as waiving any rights of the JATC or creating any enforceable obligations not imposed by law.

XV. Targeted Outreach, Recruitment and Retention

The JATC will undertake action-oriented programs, including targeted outreach, recruitment, and retention activities, designed to correct any problem areas it may identify as a result of the review of its processes and any finding of underutilization of minorities, women, Hispanics or Latinos, and individuals with disabilities, as a result of the analysis.

The JATC makes a good faith effort to increase each year the recruitment, selection, and retention of individuals who are minorities, females, Hispanic or Latino, or individuals with disabilities until its Affirmative Action goals are met. The JATC will engage in the affirmative action activities described in the Affirmative Action Plan (Appendix C).

XVI. Complaint Procedures

A. Internal Complaints

1. All apprentices and applicants for apprenticeship have a right to and are encouraged to report any form of alleged discrimination or harassment that they may encounter in the administration or operation of this apprenticeship program on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, disability, or other protected characteristics, or retaliation for protected activity. This includes any complaints of discrimination, harassment, or retaliation by the JATC, its staff or instructors, or other apprentices, whether in class, on-the-job or otherwise; or that occurs on-the-job by contractors, Journeyworkers, or others.
2. JATC instructors and staff are expected to promptly report to the EEO/AA Coordinator any incident that they observe or learn of that may involve discrimination, harassment, or retaliation in violation of this EEO/AA Plan. Instructors should also act promptly to stop and reprimand any discrimination or harassment that they may observe.
3. All apprentices are encouraged to report to the EEO/AA Coordinator any incident that they observe or learn of that may involve discrimination, harassment, or retaliation of fellow apprentices in violation of this EEO/AA Plan, whether occurring during related instruction or on-the-job.

4. All applicants for apprenticeship and all apprentices will be provided with written note of their right to file a discrimination complaint and the procedures for doing so. Apprentices are not required to use this internal complaint procedure before filing a formal complaint with outside agencies, and filing an internal complaint does not limit an apprentice's rights to use other complaint procedures.
5. All complaints regarding discrimination or harassment should be submitted to the EEO/AA Coordinator or an individual designated by the EEO/AA Coordinator or the Training Director. Complaints may be made in writing or orally, and anonymous complaints will be accepted. A complaint of harassment may be made by someone who is not the target of harassment. Complaints should be filed as soon as possible after the alleged discrimination in order to allow prompt investigation. Complaints that are made more than 180 days after the date of the alleged discrimination may be accepted for good cause.
6. Complaints of discrimination, harassment, or retaliation will be fully investigated. Complaints and information obtained in the course of an investigation will be treated as confidential to the extent consistent with the JATC's obligations under this EEO/AA Plan. The investigation process may vary based upon the nature of the complaint. For example, when alleged harassment occurs on the job, the JATC will typically notify the Employer, which will typically have the right and duty to investigate and take appropriate action. Employers are expected to notify the JATC when an incident on the job involves apprentices.
7. Any JATC employee or apprentice found to have committed an act of discrimination, harassment, or retaliation will be immediately disciplined. The nature of the discipline imposed will depend on the nature and severity of the misconduct and other factors, up to termination of employment or termination of apprentices from the program.

B. External Complaints

Any apprentice or applicant for apprenticeship who believes that he or she has been or is being discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability, with regard to apprenticeship, or who believes he or she has been retaliated against, may, personally or through an authorized representative, file a written complaint with the DOE, EEOC, state or local fair employment practices agency, and/or the state apprenticeship bureau. The JATC has posted and distributed the DOE Notice describing "Your Right to Equal Opportunity" and included this notice on its website. A copy is attached as Exhibit A. The details of other rights are included in the Standards and the Rules and Policies.

XVII. Invitation to Self-Identify

The JATC is required under federal regulations to analyze its recruitment, selection, and retention as part of its Affirmative Action Plan (See Appendix C). To assist in this process the JATC will invite applicants and apprentices to voluntarily self-identify their gender, race, ethnicity, and disability using the form set out in Appendix D. This will be done at the time and manner permitted by 29 C.F.R. Part 30. The JATC will not compel or coerce any individual to self-identify. All information on self-identification will be kept confidential and used only for statistical analysis and reporting under the EEO/AA Plan. The JATC may also inquire whether an individual who discloses a disability requires any reasonable accommodations to participate in the apprenticeship program.

The JATC invites applicants and apprentices with disabilities to self-identify by using the appropriate

forms as follows:

- When an applicant applies or is considered for apprenticeship, the JATC will provide the applicant with a voluntary form at the same time that it invites the applicant to self-identify with respect to other characteristics.
- At any time after acceptance into the apprenticeship program, but before the individual begins the program, the JATC will provide a copy of the form to each new apprentice.
- The JATC will annually notify all apprentices of their ability to voluntarily self-identify as a person with a disability.
- The JATC will post a copy of the “Voluntary Self-Identification of Disability” form on its intranet in the event an apprentice’s status changes and the apprentice would like to self-identify.

The JATC will also note in its records that an apprentice is an individual with a disability when: (i) the disability is obvious; or (ii) when an applicant or apprentice requests accommodation for a physical or mental impairment that meets the definition of a disability under the ADA. Unless the JATC receives information from an apprentice that a disability has ended, the JATC will continue to include in its records that the person has a disability.

XVIII. Recordkeeping

As part of its EEO/AA obligations the JATC must collect and maintain records, including but not limited to records relating to:

- Selection for apprenticeship, including applications, tests and test results, interview notes, bases for selection or rejection, and any other records required to be maintained under the Uniform Requirements on Employee Selection Procedures (“UGESP”); requirements of Section 30.3, Equal Opportunity Standards;
- The invitation to self-identify as an individual with a disability;
- Information relative to the operation of the apprenticeship program, including but not limited to job assignments in all components of the occupation, promotion, demotion, transfer, layoff, termination, rates of pay, other forms of compensation, conditions of work, hours of work, hours of training provided;
- Any other records relevant to EEO complaints filed with the Registration Agency or with other enforcement agencies;
- Requests for reasonable accommodation; and
- Any other records pertinent to a determination of compliance with 29 C.F.R. Part 30, including those required by 29 C.F.R. §§ 30.5, 30.6, 30.7, 30.8, 30.9, and 30.11.

DOL regulations require that for any record the JATC maintains pursuant to this part, the JATC must be able to identify the race, sex, ethnicity (Hispanic or Latino/non-Hispanic or Latino) and, when known, disability status of each apprentice, and where possible, the race, sex, ethnicity, and disability status of each applicant to apprenticeship, and to supply this information upon request to the Registration Agency. Although DOL prefers voluntary self-identification as the method of collecting information regarding race, gender, ethnicity, and disability, DOL permits other methods to be used, including information provided in post-selection, employment records, or visual observation, if there

is a factual basis (such as visual observation of gender or obvious physical disabilities; requests for accommodations; or complaints or comments by the applicant or apprentice disclosing race, gender, ethnicity or disability). The JATC will not guess or assume the gender, race, ethnicity, or disability of an applicant or apprentice.

All required records shall be maintained in accordance with law. The JATC will permit access to the Registration Agency during normal business hours to its places of business for the purpose of conducting EEO compliance reviews and complaint investigations and inspecting, copying such books, accounts, and records, including electronic records, and any other material the Registration Agency deems relevant to the matter under investigation and pertinent to compliance.

XIX. Internal Review of Program Processes and Effectiveness

As required by 29 C.F.R. Part 30, the JATC engages in an annual review to ensure that it is operating the apprenticeship program free from discrimination based on race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, and disability. This review is a careful, thorough, and systematic review of all aspects of the apprenticeship program at the program industry and occupation level, including, but not limited to: Qualifications for apprenticeship; Application and selection procedures; wages; outreach and recruitment activities; advancement opportunities; promotions; work assignments; job performance; rotations among all work processes of the occupation; disciplinary actions; handling of requests for reasonable accommodations; the program's accessibility to individuals with disabilities, including access to the use of information; and communication technologies.

Following this review, the JATC will include a description of its review as part of the Affirmative Action Plan in Appendix C. The updated report should be part of the AAP.

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Appendix G

Supplemental Definitions

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Supplemental Definitions

The following definitions supplement those in the Reference Guide for Apprenticeship Sponsors and apply to terms and acronyms commonly used throughout the Standards and appendices. They are intended to be consistent with the definitions in 29 CFR Parts 29 and 30.

ACE. American Council on Education.

APPRENTICE. Any individual meeting the qualifications described in the Standards of Apprenticeship who has signed an Apprenticeship Agreement with the JATC providing training and related instruction under these Standards, and who is registered with the Registration Agency.

APPRENTICESHIP AGREEMENT. The written agreement between the apprentice and the JATC setting forth the responsibilities and obligations regarding the Apprentice's employment and training under these Standards. Each Apprenticeship Agreement must be registered with the Registration Agency.

APPRENTICESHIP COMMITTEE (or COMMITTEE). Those persons appointed by the IBEW Local Union and the NECA Chapter to administer the apprenticeship program. The joint committee is composed of an equal number of representatives of the IBEW Local Union and NECA Chapter. Committee Members are also Trustees.

APPRENTICESHIP PROGRAM. The program administered under these Standards of Apprenticeship.

BOOT CAMP. An optional post-selection, pre-registration program used by some JATCs to determine if applicants possess the ability to learn and to perform the essential requirements of an electrical worker.

CANCELLATION. The termination of an apprenticeship agreement.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP. The Certificate of Completion of Apprenticeship issued by the *electrical training ALLIANCE* for the JATC to provide to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these Standards of Apprenticeship.

CEU. Continuing Education Units.

COLLECTIVE BARGAINING AGREEMENT (or CBA). The negotiated agreement between the Local Union and Local Chapter, or with signatory employers, that sets forth the terms and conditions of employment for apprentices during on-the-job training.

COMPETENCY. Competency means the attainment of manual or technical skills and knowledge, as specified by an occupational standard and demonstrated by an appropriate written and hands-on proficiency measurement as defined by the *electrical training ALLIANCE*.

COMPUTER-MEDIATED LEARNING. Computer-mediated learning (or CML) is an experiential learning method that utilizes gaming, video, self-paced, and feedback directly to the apprentice via knowledge checks.

CPR. Cardiopulmonary Resuscitation.

DIRECT ENTRY. A method of entry into the Apprenticeship Program permitted under these Standards under which qualifying applicants are directly admitted into the apprenticeship program. Each direct method of entry will have certain minimum requirements and post-offer, pre-registration selection requirements.

DIRECT INTERVIEW. A method of entry into the Apprenticeship Program permitted under these Standards under which qualifying applicants may be allowed to by-pass certain minimum requirements and go directly to oral interview. Each direct interview method of entry will have certain minimum requirements and post-offer, pre-registration selection requirements.

DOL. U.S. Department of Labor. Most references are to the Employment Training Administration, Office of Apprenticeship, but the term may be used to refer to other offices of the U.S. DOL.

EEO/AA Plan. The Equal Employment Opportunity Policies (Appendix F) and Affirmative Action Plan (Appendix E) adopted by the JATC that is part of these Standards, as they may be modified.

electrical training ALLIANCE. The national organization created by the IBEW and NECA, formerly known as the National Joint Apprenticeship Training Committee or the NJATC.

ELECTRONIC MEDIA. Media that utilizes electronics or electromechanical energy for the end user (audience) to access the content and includes, but is not limited to, electronic storage media, transmission media, the Internet, the extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

EMPLOYEE RETIREMENT INCOME SECURITY ACT or ERISA. A federal law, the Employee Retirement Income Security Act of 1974, as amended, that imposes requirements on various types of employee welfare and pension plans, including apprenticeship plans, and enforced by DOE.

EMPLOYER. Any person or organization employing an apprentice for on-the-job training as part of the Apprenticeship Program. Also sometimes referred to as a “Participating Employer” with the JATC, or as a “Contractor.”

FOA. Fiber Optics Association of America.

GED. General Educational Development Certificate.

HYBRID OCCUPATION. The hybrid approach measures the individual apprentice’s skill acquisition through a combination of specified minimum number of hours of *on-the-job-learning* and the successful demonstration of competency as described in a work process schedule and may include some related instruction.

IBEW. International Brotherhood of Electrical Workers.

INDUSTRY. The electrical construction industry in general, and in particular the IBEW-NECA segment of the industry.

INSTRUCTOR. An individual employed or used by a JATC to provide related instruction to apprentices.

INTERIM CREDENTIAL (CERTIFICATE OF TRAINING). Interim Credential means a credential issued by the Registration Agency, upon request of the appropriate sponsor, as a certification of competency attainment by an apprentice. Also used by the *electrical training ALLIANCE* to refer to the credential obtained through a curriculum for high school students, which is the equivalent of completion of the 1st Year Curriculum.

JATC. Joint Apprenticeship and Training Committee or “Committee”. References to the “JATC” are to the local JATC created by the Local Union and the Local Chapter pursuant a CBA that includes the Category One, Standard Inside Apprenticeship Language from Article V of the IBEW-NECA pattern Inside Agreement.

JATT. Joint Apprenticeship Training Trust. The legal entity through which the local apprenticeship training fund exists, which was created by a Trust Agreement. Under ERISA the Board of Trustees of

the JATT is the “plan sponsor” that is generally responsible, as set forth in the Trust Agreement, for the administration of the plan.

JOURNEYWORKER (“JW”). A worker who has attained a level of skill, abilities, and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist, or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.) Formerly sometimes referred to as a “Journeyman.” The term has the same meaning as the term and positions formerly referred to in the Standards as a Journey-Level Worker, Qualified Electrical Worker (QEW), “Journeyman” or, in some programs, Lineman or Wireman.

LOCAL CHAPTER (or NECA Chapter). The NECA Chapter(s) involved in the creation of the JATC and JATT and is one of the settlors of the Trust.

LOCAL UNION (or IBEW Local). The IBEW Local(s) involved in the creation of the JATC and JATT and is one of the settlors of the Trust.

NECA. National Electrical Contractors Association.

NSAC. Nevada State Apprenticeship Council.

OA. U.S. Department of Labor, Office of Apprenticeship.

OJT. On-the-Job Training, which is used interchangeably throughout with On-the-Job Learning (OJL).

O*NET-SOC CODE. The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

OSHA. Occupational Safety and Health Administration

PARTY or PARTIES. Refers to the parties to the CBA, i.e. the Local Union and Local Chapter. Used in some provisions derived directly from the Standard Inside Apprenticeship Article V language.

PERIOD. As used in the Standards, a period of time before an apprentice completes a level of OJT hours and related instruction before advancing to the next level. A period may be shorter or longer than a year.

PROBATIONARY PERIOD. A 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. In no case shall the probationary period exceed 25% of the program length or one (1) year; whichever is shorter.

QUALIFIED ELECTRICAL WORKER (“QEW”). Used interchangeably with Journeyworker.

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (“RAPIDS”). The Federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

REGISTRATION AGENCY or RA. Means, depending on the state, the U.S. Department of Labor, Office of Apprenticeship, and/or the State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR Parts 29 and 30 and quality assurance assessments.

RELATED INSTRUCTION. An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, correspondence courses of equivalent value, online courses (see Computer-Mediated Learning) or other digital media or formats, or other forms of self-study approved by the Registration Agency.

SELECTION PROCEDURES. The Apprentice Selection Procedures that are part of these Standards.

SHOP. Designates the complement of workers who report daily to an Employer's designated place of business, e.g., the "service-truck" crew.

STANDARDS OF APPRENTICESHIP (or STANDARDS) This entire document, including the Selection Procedures and EEO/AA Plan.

STATE APPRENTICESHIP AGENCY or SAA. A state Bureau of Apprenticeship Training, or similar state agency, with authority over apprenticeship programs in that state.

SUPERVISOR. An individual designated by an Employer to supervise or have charge and direction of an apprentice during on-the-job training.

TIME-BASED OCCUPATION. The time-based approach measures skill acquisition through the individual apprentice's completion of at least 8,000 hours of on-the-job learning as described in a work process schedule.

TRANSFER. A shift of an apprentice's apprenticeship agreement from one JATC to another JATC.

TRUST AGREEMENT. The multi-employer plan trust agreement that created the JATT.

TRUSTEES or BOARD OF TRUSTEES. Those persons appointed by the IBEW Local Union and the NECA Chapter to administer the Joint Apprenticeship Training Trust. The JATT joint committee is composed of an equal number of representatives of the IBEW Local Union and NECA Chapter. The applicable Trust Agreement will typically say that the Trustees are solely responsible for the administration of the trust. Trustees are also Committee members.

TRUST FUND. A term sometimes used to refer to the JATT, where the funds are held.

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