

Electrical Training Institute of Indianapolis

Traditional Inside Apprenticeship Program Rules and Policies

1. General Apprenticeship Rules:

- a. The Training Center is a smoke and vape device-free facility. Smoking and the use of vape devices are only permitted for use outside doors # 2 & 3 while maintaining a distance of at least 8' away from the identified entrances and should never occur near the front entrance of the school.
- b. Only trade-representable and respectable attire shall be worn while at the Training Center. Flip-flops, tank tops, shorts, any personal property bearing offensive or vulgar displays, and excessively muddy work boots (from being on jobsites) are NOT to be worn in the building.
- c. If an apprentice has any classroom or jobsite problems, it is the responsibility of the apprentice to contact the Training Director and make their problem known.
- d. No firearms or weapons (excluding pocketknives) are allowed in the building.
- e. Cell phones and personal electronic devices including laptops, smartwatches, and tablets are **NOT** permitted within the building unless authorized by an instructor or Training Director.
 - i. Failure to comply with this policy will result in an individual apprentice being dismissed for the remainder of the class, counted absent for the entire session, and 0% recorded for all grades earned on assessments occurring during that class.

2. General Apprentice Requirements:

- a. All incoming apprentices must successfully complete the Work Ready Orientation as directed.
- b. Unless directly excused by the Training Director, all incoming apprentices must successfully complete the Math Refresher course prior to the start of their apprenticeship classes.
- c. All apprentices shall complete Harassment Awareness training on an annual basis.
- d. All apprentices must sign a Scholarship Loan Agreement each calendar year to remain in the program.
- e. All apprentices shall maintain a valid driver's license with reliable, insured transportation means.
- f. Apprentices are responsible for keeping their personal information on file up to date. Failure to comply with this requirement will result in penalties per the sole discretion of the Training Director.
- g. Apprentices must come prepared for class with all class-related materials including writing utensils, notebooks, textbooks, and calculator for all theory-based courses and the identified hand tools for all hands-on class periods. The Electrical Training Institute will **NOT** loan items to unprepared apprentices.
- h. All homework assignments will be due no later than 11:59 pm on the Sunday night prior to the next class session they attend...regardless of whether it is the regularly scheduled or a rescheduled class date.

3. General Participation Policy:

a. General Attendance Policy

- i. All apprentices are expected to be alert and fully participative in all apprenticeship-related training and activities. Failure to stay actively involved in these settings may result in being removed from the classroom and counted absent for the time the apprentice has been removed.
- ii. For each instance of being tardy or leaving class prematurely, 1/2% per hour missed will be deducted from the apprentice's semester grade and all values will be rounded to the next hour increment.
- iii. If an apprentice is absent from an in-person class, they will need to submit the reason for the absence on the *Absence Excuse Form* within 48 hours of missing class. The determination of whether the absence is excused or unexcused will be based on the supplemental information provided by the apprentice providing clarity on the reason for the absence and the final determination will be at the sole discretion of the Training Director per the *Excused Absence Policy*, which is available to all apprentices for review.
- iv. Both excused and unexcused missed class hours shall be made up by either attending remediation sessions, performing a community service project, or completing work activities here at the Training Center for each hour missed, the determination of which shall be made at the sole discretion of the Training Director and/or Committee.
- v. If the absence has been deemed unexcused, 1/2% per hour missed will be deducted from the apprentice's final semester grade resulting in a 4% deduction for an unexcused missed class day.
- vi. Extenuating circumstances may allow for requesting a leave of absence per the guidelines as set forth by the Family Medical Leave Act and apprentices should contact the Training Director for further discussion.

- b. In-Person Class Attendance
 - i. Regardless of whether the absence has been excused, the absent apprentice will need to complete all assigned homework lessons as originally directed and coordinate with their instructor(s) to finalize a date and time when the missed assessments may be completed prior to the apprentice's next scheduled class.
 - ii. An apprentice will only be allowed 1 excused absence (up to 8 hours) per semester and all additional absences will be deemed unexcused, regardless of the reason for the absence.
 - iii. If an apprentice misses more than 16 hours in the same semester, they may be mandated to appear before the Committee (at the discretion of the Training Director) and will be required to re-attempt the current semester or may be dropped from the apprenticeship program entirely.
 - iv. In the event an apprentice needs to reschedule a class date due to a foreseeable conflict with their previously scheduled class date, they will need to submit the reasons for the rescheduled class on the *Class Change Form* a minimum of 14 days prior to the rescheduled class date.
 - v. No more than two *Class Change Forms* may be submitted per semester.
- c. Virtual Instructor-Led Training (VILT) Class Attendance
 - i. Regardless of whether the absence has been excused, the absent apprentice will need to access the material through the class recording prior to the apprentice's next scheduled class.
 - ii. An apprentice will only be allowed 1 excused absence (up to 4 hours) per semester and all additional absences will be deemed unexcused, regardless of the reason for the absence.
 - iii. If an apprentice misses more than 8 total hours in the same semester, they may be mandated to appear before the Committee (at the discretion of the Training Director) and will be required to re-attempt the current semester or may be dropped from the apprenticeship program entirely.
 - iv. Any apprentice failing to complete all periodic knowledge checks in a timely manner or found to be missing for either the beginning or ending attendance shall be recorded as absent and/or tardy and deductions from their course grade will be made as identified per the *Rules & Policies*.
- d. Computer-Mediated Learning (CML) & Asynchronous Learning Class Attendance
 - i. All CML courses will have an identified start date and end date, between which ALL assignments must be successfully completed.
 - ii. If an apprentice fails to complete all assigned CML courses by the identified end date, they may be mandated to appear before the Committee (at the discretion of the Training Director) and will be required to re-attempt the courses or may be dropped from the apprenticeship program entirely.
 - iii. Those apprentices who are struggling with any aspect of their assigned CML courses are encouraged to contact their CML instructor during the identified office hours or attend tutoring sessions for further clarification on the assigned CML coursework.
- e. Safety-Related Class Attendance
 - i. All apprentices must successfully complete First Aid/CPR courses as directed. Failure to complete this requirement as scheduled will result in the apprentice paying a rescheduling fee of \$70.00 for the next available First Aid/CPR course in which the apprentice will be re-rostered, 1/2% per hour missed will be deducted from the apprentice's final semester grade resulting in a 2% deduction for an unexcused absence in the First Aid/CPR course, and if not completed in a timely manner, **may** result in an apprentice being held from further advancement.
 - 1. If an apprentice needs to be re-rostered in a different class due to a foreseeable conflict with their previously scheduled class, they will need to submit the reasons for rescheduling on the *Class Change Form* a minimum of 14 days prior to the start of the originally scheduled class, which must be authorized at the sole discretion of the Training Director.
 - ii. All apprentices must successfully complete OSHA 30-Hour course as directed. Failure to complete this requirement as scheduled **will** result in an apprentice being held from further advancement.
- f. Non-Class Related Activities Attendance
 - i. All apprentices must successfully attend all non-class related activities as directed. Failure to complete these requirements as scheduled will result in the apprentice being re-scheduled for a future date to complete the requirement and 1/2% per hour missed will be deducted from the apprentice's final semester grade resulting in a 4% deduction for an unexcused absence.
 - 1. If an apprentice needs to be re-scheduled for a different date due to a foreseeable conflict with their previously scheduled date, they will need to submit the reasons for rescheduling on the *Class Change Form* a minimum of 14 days prior to the originally scheduled date, which must be authorized at the sole discretion of the Training Director.

4. Tutoring:

- a. Though all apprentices are welcome to attend, any apprentice that falls below a 75% GPA at any time during the semester will be recommended to attend tutoring, which is held every Tuesday evening from 4:30 pm to 8:30 pm at the Training Center.
- b. Attendance will be taken during tutoring sessions for tracking those apprentices making the effort to improve their standing but no points deductions for absences and tardiness will be made from the apprentice's final semester grade.
- c. For those apprentices attending tutoring sessions, class-specific supplemental study materials will be made available to those apprentices in attendance, if applicable.
- d. Review and applicable practicing of hands-on related activities may be completed during tutoring sessions with the prior approval from the specific instructor responsible for delivering the hands-on related instruction to the apprentice during their normally scheduled class sessions.
 - i. Any apprentice choosing to utilize the tutoring session for hands-on practice, must first check-in with the tutoring coordinator, be efficient and purposeful with their usage of school-issued materials and tools, and shall **NOT** energize any circuits and/or equipment within the building.

5. Apprenticeship Advancement:

- a. To advance to the next semester, an apprentice must have achieved a minimum of 75% in **each** of the two registered courses of their current curriculum level after attendance-related deductions are made.
- b. Any apprentice who has finished a semester without achieving a minimum of 75% in one of their two registered courses of their current curriculum level but has only shown slight deficiencies in one of the two previously registered courses, **may** be promoted to the next semester but will be required to successfully complete the deficient registered course per the direction of the Training Director.
- c. Any apprentice who has finished a semester without achieving a minimum of 75% in **either** of their two registered courses of their current curriculum level and/or has shown severe deficiencies in either one or both of their previously registered courses, **must** see the Committee and will be required to either re-attempt the previous semester or may be dropped from the apprenticeship program entirely.
- d. Any apprentice who has previously repeated a registered course and then fails any subsequent registered course **must** see the Committee for the second infraction and **may** be dropped from the apprenticeship program entirely.
- e. To advance to the next pay period, the apprentice must have achieved a minimum of 75% in **each** registered course of their current classification level, accrued the minimum required on the job training hours as reported by the contractor, and no outstanding delinquencies on jobsite evaluations.
- f. Any apprentice that receives a 90% or higher in **each** registered course in a semester will receive their apprenticeship curriculum books and the applicable LMS fees for the following semester free of charge.
 - i. This policy will NOT cover the costs of the First Aid/CPR course or any Ivy Tech Community College fees, if applicable.

6. Textbooks & LMS Fees:

- a. Apprentices are required to pay for their textbooks and applicable LMS fees no later than one full day **prior** to their first day of class using the online bookstore, found on the Training Center's website.
- b. If an apprentice needs to pay by either check or money order (cash is NOT accepted), payments shall be hand delivered to the Training Center during normal business hours at least one full day **prior** to the apprentice's first day of class.
- c. If an apprentice cannot pay for their books as identified above, the Hoosier United Credit Union offers a program where apprentices may receive a short-term loan for up to \$500.00 repayable in five monthly installments at 5% interest. Please contact the Hoosier United Credit Union for more information.
- d. Failure to provide payment for textbooks and LMS fees one full day prior to the first day of class for each semester or supplemental session will result in penalties per the discretion of the Training Director.
- e. Promissory notes may be offered to those apprentices facing difficult financial situations but all requests for individual payment plans must be approved by the Training Director and made in advance of the date the payment is due.

7. Process for G.I. Bill Monthly Submissions:

- a. Those apprentices who are veterans of the armed forces and are accessing available funds owed to them through the G.I. Bill, must submit their hourly documentation paperwork directly to their contractor starting the 1st day of the following month utilizing the *Work Process Form*.
- b. Once the Training Center staff has received the *Work Process Form* back from the contractor, the Training Center staff will submit the monthly work hours reported to the VA on behalf of the apprentice.
- c. The apprentice will be solely responsible for the proper and timely submission of this paperwork and the Training Center will not be held responsible for any delays caused by the contractor for which the apprentice is employed.

8. Monthly Jobsite Evaluations:
 - a. Jobsite evaluations are to be turned into the apprentice's Journeyman and/or Foreman on the 1st day of the following month and must be physically delivered to the Training Center by the 15th day of the following month.
 - b. If the jobsite evaluation has not been received by the 15th day of the following month, the apprentice's contractor will be contacted, notifying them of the need to immediately dismiss the apprentice from the jobsite, without pay.
 - c. Upon being successfully contacted for non-compliance, the apprentice shall report directly to the Training Center for further instruction and once all requirements have been satisfied, apprentices may only return to work as determined by the Training Director.

9. Ivy Tech Associate Degree Requirements:
 - a. Apprentices must complete the mandatory Ivy Tech Community College (ITCC) faculty-led courses to receive their degree at the completion of the apprenticeship and must adhere to the ITCC Rules & Policies when completing the courses listed below.
 - b. If an apprentice fails to successfully complete an Ivy Tech course as directed, the apprentice **must** pay a rescheduling fee of \$100.00 for the next available Ivy Tech course in which the apprentice will be re-rostered, and if not completed in a timely manner, **may** result in an apprentice being held from further advancement.
 - c. An apprentice's previous collegiate experience may exempt them from the following three courses.
 - i. Personal Finance Class* (16 hours) – Occurs in the Second Year, First Semester
 - ii. Technical Writing* (40 hours) – Occurs in the Second Year, Second Semester
 - iii. Human Relations* (40 hours) – Occurs in the Third Year, First Semester
 - d. All apprentices will be required to complete the following course, regardless of previous experience.
 - i. History of Organized Labor (40 hours) – Occurs in the Fourth Year, First Semester

10. Infractions and penalties:
 - a. Any apprentice terminated from an employer for either unsatisfactory attendance or cause must see the Committee before returning to work and **may** be dropped from the program. In the event the apprentice is allowed to continue in the program, their next pay raise and each subsequent pay raise will be delayed by six months. A third occurrence of termination will result in immediate dismissal from the program.
 - b. Any apprentice who has been laid off three times in a rolling twelve-month period must appear before the Committee before returning to work and **may** be dropped from the program.
 - c. Any apprentice caught falsifying documents, involved in any acts of aggression, violence, theft, and/or vandalism either on the jobsite or at the Training Center, or found to be involved with any acts considered detrimental to the educational integrity of this program, will be pulled from work, and **must** see the Committee for disciplinary action, where the penalty **may** result in dismissal from the program.
 - d. If an apprentice shows signs of possible impairment while participating in classroom activities or any other apprenticeship-related activities, they will be assessed by a staff member who has completed reasonable suspicion training and if applicable, escorted to the nearest drug testing site immediately.
 - i. Once the testing has been completed, the apprentice will be removed from both classroom and apprenticeship-related activities until the results of the test are known.
 - ii. If they were found to be impaired, an apprentice must see the Committee for disciplinary action, where the penalty **may** result in dismissal from the program.
 - e. Any apprentice that fails to report for a required Committee meeting has effectively quit the program.
 - f. Apprentices have two weeks from receipt of an official notice sent through certified mail and/or email to appeal any decision made by the Committee, who will then review the appeal at the next scheduled meeting and notify the apprentice of the outcome after completing the full review of said appeal.

I have read and understand the *Rules and Policies* of the Electrical Training Institute of Indianapolis.

Printed Name _____ Signature _____ Date _____