

Table of Contents

- Section 1: Minimum Apprenticeship Qualifications
- Section 2: Additional Apprenticeship Program Entry Requirements
- Section 3: Post-Acceptance Apprenticeship Program Registration Requirements
- Section 4: General Apprenticeship Rules
- Section 5: Drug Testing Policy
- Section 6: General Attendance Policy
- Section 7: Safety-Related Class Policy
- Section 8: Asynchronous Learning (AL) Class Policy
- Section 9: Non-Class Related Activities Policy
- Section 10: *Electrical Training ALLIANCE* Learning Management System (LMS) Policy
- Section 11: *Electrical Training Institute* Learning Management System (LMS) Policy
- Section 12: Tutoring Policy
- Section 13: Individual Education Plan (IEP) Policy
- Section 14: Grading Policy
- Section 15: Apprenticeship Advancement
- Section 16: Semester & Course Fees
- Section 17: *Ivy Tech Community College* Associate's Degree Requirements
- Section 18: *IBEW Local Union #481* Training Course Requirements
- Section 19: Process for GI Bill Monthly Submissions
- Section 20: Monthly Jobsite Evaluations
- Section 21: Infractions and Penalties
- Section 22: Traveling Apprentice Policy
- Section 23: Outgoing Transferring Apprentice Policy
- Section 24: Incoming Transferring Apprentice Policy
- Section 25: Organized Apprentice Policy
- Section 26: Returning Apprentice Policy
- Section 27: Construction Electrician (CE) Upgrade Policy

1. Minimum Apprenticeship Qualifications:

- a. As found within the *Apprenticeship Standards* registered with the United States *Department of Labor*, all potential apprentices must meet the following minimum qualifications:
 - i. Though an application may be submitted and an applicant accepted within the apprenticeship program at the age of seventeen (17), an apprentice must be at least 18 years of age prior to being registered with the *Department of Labor* and thus employed to learn an apprenticeable occupation
 - ii. There is an educational requirement for a high school diploma, a Certificate of High School Equivalency (e.g. GED), or have a two-year Associate Degree (or its equivalent) or higher. If the High School Equivalency education was obtained outside of the United States, the applicant will be required to provide appropriate documentation
 - iii. Each applicant must submit a verified transcript which indicates they have successfully completed one full year of high school algebra (or its equivalent) with a grade of “C” or better, one semester of post-high school algebra (e.g. Adult Education, Continuing Education, Community College, etc.) with a grade of “C” or better, or successful completion of the *Electrical Training ALLIANCE*'s online *Tech Math* course
 - iv. There is a physical requirement to climb and work from ladders, scaffolds, poles, and towers of various heights, push, pull, crawl, crouch, and work in confined spaces such as attics, manholes, and crawlspaces, lift 25–50 pound objects on a fairly consistent schedule, and use various hand and power-assisted tools to install conduit, wiring, fixtures, devices, and electrical apparatus within commercial, industrial, and residential buildings
 - v. Each applicant will be required to take the *Aptitude Test* prepared by the *Electrical Training ALLIANCE* and must receive a minimum passing score of “4”
 - vi. A valid driver's license is required and must be provided for verification upon request
 - vii. Each applicant must be able to work legally in the United States and provide a valid social security number. The JATC will not seek to verify authorization to work in the U.S. since that is the responsibility of the employers during on-the-job training, but if the JATC learns that an applicant is not eligible to work and will not be eligible at the time of registration, the JATC may terminate the application
 - viii. Each applicant must be capable of completing all requirements of the apprenticeship program and performing the work required of an electrical worker, with or without reasonable accommodation, including being able and willing to:
 1. Safely perform or learn to safely perform the essential functions of the job
 2. Get to and from work at job sites anywhere within the geographical jurisdiction of this apprenticeship program
 3. Attend and successfully pass all related instruction
 4. Understand and follow all rules and policies as approved by the JATC
 5. Read, hear, speak, and understand instructions and warnings in English

2. Additional Apprenticeship Program Entry Requirements:

- a. As identified in the exception found in *Section 1, a, v, 1*, those applicants who qualify either *Direct Interview* or *Direct Entry* methods as found within the *Apprenticeship Standards* may not be required to achieve a passing score on the *Aptitude Test* for continued consideration within the program and will have the *Aptitude Test* fee waived for their initial scheduled session
 - i. Failure to successfully complete the *Aptitude Test* as originally scheduled will result in the applicant being re-scheduled for a forthcoming *Aptitude Test* session and required to submit the \$35.00 fee for the *Aptitude Test*
 - ii. Failure to successfully complete the *Aptitude Test* when scheduled for the second time will result in immediate dismissal from consideration for the apprenticeship program
- b. In addition to the mandatory requirement to maintain a valid driver's license as found in *Section 1, a, vi*, all apprentices shall have reliable, insured transportation means to meet the requirements found in *Section 1, a, viii, 2*, and failure to meet this requirement may result in dismissal from the apprenticeship program
- c. In addition to the mandatory requirement for an apprentice to read, hear, speak, and understand instructions and warnings in English as found in *Section 1, a, viii, 5*, if an applicant has self-identified or is found to lack proficiency with the English language, they will be required to complete the *Knowledge Assessment for English* as completed through our partners at *Ivy Tech Community College*
 - i. Those individuals who score 70 or above on the *Knowledge Assessment* will be allowed to continue pursuing an opportunity in the apprenticeship program
 - ii. Those individuals who score less than 70 on the *Knowledge Assessment* will be required to meet one of the following requirements prior to further consideration for the apprenticeship program:
 1. Complete the *ESOL Placement Test* and the required *ESOL: English for Speakers of Other Languages* courses through our partners at *Ivy Tech Community College*, the cost of which will be the sole responsibility of the applicant. At the completion of the course(s), the applicant will need to score 70 or above on the previously mentioned *Knowledge Assessment for English* to continue pursuing an opportunity within the apprenticeship program
 2. Achieve 61 on the *TOEFL: Test of English as a Foreign Language* exam as completed at a *Prometric* testing center. Official results must be hand-delivered to the Training Center within 24 hours of completing the exam
 3. Achieve 52 in the 4-skill test on the *MET: Michigan English Test* exam as completed at a *Prometric* testing center. Official results must be hand-delivered to the Training Center within 24 hours of completing the exam
 - iii. Failure to meet the requirements as identified above within 60 days of notice will result in immediate dismissal from further consideration for the apprenticeship program
- d. Applicants accepted into the apprenticeship program must successfully submit to a drug screening prior to being placed out to work. See *Section 5* for requirements of the *Electrical Training Institute's Drug Testing Policy*
- e. All applicants must have a completed *TradeSchool* application on file including those who qualify for either *Direct Interview* or *Direct Entry* methods as found within the *Apprenticeship Standards*, potentially organized applicants, and all incoming transferring apprentices
- f. Applicants who are currently (or have ever been) an initiated member (CE/CW) or a registered apprentice of another IBEW Local Union **MUST** first contact our office staff prior to submitting an application and failing to do so may result in the offer of apprenticeship being rescinded

3. Post-Acceptance Apprenticeship Program Registration Requirements:

- a. Once an apprentice has been notified of their selection for the apprenticeship program, they will be scheduled for *GE175 Apprenticeship Registration* within 30 days of being accepted into the apprenticeship program where they will be required to complete the following forms:
 - i. Acknowledge electronic receipt of the *Apprenticeship Standards* (made available upon submission of an application) and physical receipt at the time of registration
 - ii. *Form 671 United States Department of Labor Program Registration and Apprenticeship Agreement* for enrollment within the *RAPIDS* database
 - iii. Acknowledge electronic receipt of the *Apprenticeship Handbook* (issued upon submission of an application) and physical receipt at the time of registration
 - iv. *Electrical Training Institute Emergency Contact Form*
 - v. *Scholarship Loan Agreement*
 1. Additionally, all apprentices must sign a *Scholarship Loan Agreement* each calendar year to remain in the apprenticeship program
 - vi. *Chemical Substance Abuse Policy Acknowledgement Form*
 - vii. *Apprentice Attendance Policy Acknowledgement Form*
 - viii. *Ivy Tech Community College Application for Admission*
 - ix. *Ivy Tech Community College Curriculum Release Form*
- b. After successful completion of the *GE175 Apprenticeship Registration* session, apprentices will be rostered for the *GE180 Work Ready Orientation (WRO)*, which all incoming apprentices must successfully complete as directed. Apprentices will acknowledge this mandatory requirement and receipt of their class dates at the *GE175 Apprenticeship Registration* session
 - i. While full attendance is a mandatory requirement of our *WRO*, accommodation for absences will ONLY be made for those members of the armed forces where military obligations will interfere with their participation and shall not be more than one of the consecutive Saturday sessions
 - ii. Failure to successfully complete *WRO* as originally rostered will result in the apprentice being re-rostered for a forthcoming *WRO*, thus delaying the continuation of their apprenticeship courses
 - iii. Failure to successfully complete *WRO* when rostered for the second time will result in immediate dismissal from the apprenticeship program
- c. Apprentices will be rostered for the *GE190 Math Refresher (MR)* course, which all incoming apprentices must either successfully complete as directed or meet the requirements for exemption. Apprentices will acknowledge this mandatory requirement and receipt of their class dates at the *GE175 Apprenticeship Registration* session
 - i. Unless directly excused by the Training Director, all incoming apprentices must successfully complete the *MR* course prior to the start of their apprenticeship classes
 - ii. Apprentices will be offered an opportunity to test out of the *MR* course by completing an assessment on the third day of their *WRO* session and will only be excused if they achieve 90% or higher on the assessment.

- iii. Those apprentices required to complete the *MR* course must achieve 75% or higher after deductions for attendance-related issues to pass the course
- iv. Failure to successfully complete the *MR* course as originally scheduled will result in the apprentice being rostered for a forthcoming *MR* course, thus delaying the continuation of their apprenticeship courses, or possibly dismissed from the apprenticeship program
- v. Failure to successfully complete the *MR* when rostered for the second time will result in immediate dismissal from the apprenticeship program

4. General Apprenticeship Rules:

- a. Apprentices must create and maintain a *TradeSchool* account, through which our program will communicate course dates, and all other relevant apprenticeship-related information to apprentices through the use of text messaging and email correspondence
 - i. Apprentices are responsible for keeping their personal information including their physical address and phone number on their *TradeSchool* account up to date. Changes made to the email address we have on file may only be completed by the Training Center staff
 - 1. Updating an apprentice's information within *TradeSchool* does not update this information with *IBEW Local Union #481, EWBTf, Quality Connection*, or the apprentice's contractor. Please confirm all changes with each of those entities
 - ii. Failure to comply with this requirement may result in penalties at the sole discretion of the Training Director including possible dismissal from the apprenticeship program
- b. The Training Center is a smoke and vape device-free facility. Smoking and the use of vape devices are only permitted for use outside while maintaining a distance of at least 8' away from the identified entrances and should never occur near the front entrance of the school
- c. Only trade-representable and respectable attire shall be worn while at the Training Center. Flip-flops, open-toed shoes, house slippers, mules, tank tops, shorts, any personal property bearing offensive or vulgar displays, and excessively muddy work boots (from being on jobsites) shall **NOT** be worn while participating in school-related functions
 - i. Those apprentices found to be non-compliant will be immediately dismissed from school-related functions and counted as absent until they return to class having corrected the issue for which they were dismissed
- d. 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
 - i. Those apprentices found to be non-compliant will be immediately dismissed from school-related functions and counted as absent until they return to class having corrected the issue for which they were dismissed
- e. 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 dismissed from class and being counted absent for the time the apprentice has been removed
- f. No firearms or weapons (excluding pocketknives) are allowed in the building
- g. While cell phones and personal electronic devices including laptops, smartwatches, and tablets are permitted within the building, these devices **MUST** never be used while there is an open and active assessment being completed and should only be used during breaks and lunch or when authorized by an instructor or the Training Director. However, portable speakers, headphones, earbuds, and smart eyewear are **NOT** allowed to be used in the Training Center

- 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
- h. Any acts of vandalism including writing on the walls in classrooms, restrooms, and hands-on lab spaces, improper use of equipment and tools, graffiti, applying stickers, and general defacing of any property belonging to the *Electrical Training Institute* will **NOT** be tolerated
 - 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
- i. All apprentices shall complete *Harassment Awareness* training during *WRO* and periodically if needed as determined solely by the Training Director
- j. 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
- k. Extenuating circumstances may allow for requesting a leave of absence (LOA) according to the guidelines set forth by the *Family Medical Leave Act (FMLA)*. Please contact the Training Director for further discussion **PRIOR** to contacting medical personnel for evaluation
 - i. Leaves of absence may be granted exclusively by the Training Director for the temporary removal from school-related requirements only, work-related requirements only, or both school and work-related requirements
 - ii. Any leave of absence which exceeds 180 days and is not specific to a military commitment will result in dismissal from the apprenticeship and the former apprentice will be required to re-apply once the individual has been cleared to return and can meet the full expectations of the apprenticeship program. If re-accepted, the apprentice will return to their specific classification and term when the leave of absence was authorized
 - iii. Any apprentices found to be on leave of absence which were self-identified and approved by their employer without prior authorization from the Training Director will be terminated by their contractor for job abandonment and required to appear before the committee and may result in immediate dismissal from the program
 - iv. Any apprentices on leave of absence from only school-related activities shall not be allowed to continue working if they have failed to return to school-related activities at the start of the next semester of apprenticeship classes following their leave
 - v. Any apprentices on a leave of absence from only work-related activities shall not be promoted to the next semester of apprenticeship classes until after they have returned to work-related activities

5. **Drug Testing Policy:**

- a. All apprentices are required to successfully pass a drug screening urinalysis test both prior to initially being dispatched out to work with a contractor and as identified within the program requirements of the *Quality Connection (QC)* program or any site-specific testing protocols
- b. If an apprentice fails a drug test, the following corrective actions must be taken:
 - i. Apprentices are required to self-report the failure (or refusal) of any drug test result completed as a condition of their employment directly to the Training Director immediately
 - ii. If applicable, the apprentice must contact *DISA* regarding the required steps of the *IU Health* Employee Assistance Program (EAP) process, as defined by *QC*

- iii. If applicable, schedule a meeting with an approved counselor through the *IU Health EAP*
- iv. Complete the identified course of action for treatment as prescribed by the Medical Review Officer (MRO)
- v. Complete a return-to-duty (RTD) drug test. Please note this test cannot be submitted any sooner than 14 days from the date of the initial failed drug test
 - 1. Please note failing an RTD drug test WILL be recorded as another drug test failure
- vi. Apprentices will be required to complete (and pay for) all identified random drug tests as prescribed within the 12 months following submission of a successful RTD drug test
- c. Should an apprentice fail a 2nd drug test at any point during their apprenticeship, the same corrective actions identified above must be met once again. Additionally, the apprenticeship committee will also be notified of the 2nd violation, and the apprentice may be dismissed from the apprenticeship program for the 2nd violation
- d. Should an apprentice fail a 3rd drug test at any point while connected with the apprenticeship (including all time spent in an unregistered role such as an Electrician Helper, Construction Electrician, Indiana Plan Trainee, or Technician Assistant), the apprentice will be immediately dismissed from the apprenticeship program

6. General Attendance Policy:

- a. 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.
- b. If an apprentice is absent from any class, they will need to submit the reason for the absence on the *Absence Excuse Form* within 48 hours of missing class which **MUST** be accompanied by supplementary proof of the reason for missing class, if applicable, and all *Absence Excuse Forms* submitted without this additional information will be automatically denied
- c. The determination of whether the absence is excused or unexcused will be at the sole discretion of the Training Director and the only allowable excused absences shall include:
 - i. Due to personal illness which requires immediate medical attention
 - 1. To be excused, apprentices must provide proof of medical appointments through either an in-person office visit or an online health provider, and either medical attention must have been sought and provided during the missed apprenticeship class hours, or doctor's orders have excused the apprentice from the date and time of their missed apprenticeship class day
 - ii. While in medical quarantine under the direction of a county or city health officer
 - 1. To be excused, apprentices must provide proof of either positive contagious test results or doctor's orders which necessitates the quarantine, and the specific missed class day must fall within the requirements of the quarantine timeline
 - iii. Attending the funeral services of a member of the apprentice's immediate family
 - 1. To be excused, apprentices must provide an obituary or visitation announcement which clearly identifies the apprentice's relationship to the deceased and the allowable tolerance of an absence due to a funeral shall be no longer than three days, which must include the specific missed apprenticeship class day
 - iv. Unplanned illness or emergency medical appointment of either a child for whom the apprentice is the custodial parent or significant other for whom the apprentice is the lone caretaker
 - 1. To be excused, apprentices must provide proof of medical attention sought through an in-person office visit, and either medical attention must have been sought and provided during the missed apprenticeship class hours, or doctor's orders have conflicted with their missed apprenticeship class day. This will not include pre-planned medical, dental, optometric, or chiropractic appointments

- v. Jury duty as required by applicable local, state, and federal law*
 - 1. To be excused, apprentices must provide proof of personally addressed summons and shall only be excused if the submission of a *Class Change* form is NOT a viable option. *Please note jury duty requirements should only necessitate an apprentice being recorded as tardy (which would be excused) in lieu of an entire missed apprenticeship class day

- vi. Personal court appearance when ordered to appear as a defendant, plaintiff, or witness*
 - 1. To be excused, apprentices must provide proof of personally addressed court-issued summons and shall only be excused if the submission of a *Class Change* form is NOT a viable option. *Please note most court appearances should only necessitate an apprentice being recorded as a tardy (which would be excused) in lieu of an entire missed apprenticeship class day

- vii. In addition, absences may be excused for justifiable personal reasons beyond those listed above. For the purposes of the following list, excuses must be submitted in writing and sent to the Training Director for consideration of the following potential reasons for an absence:
 - 1. An appearance in court (other than referenced above)
 - 2. Attendance at a funeral service (other than referenced above)
 - 3. Observance of a religious holiday, religious ceremony, or attendance at religious functions and retreats
 - a. Please note attendance at religious events shall not exceed eight (8) hours per semester
 - 4. Attendance at an industry-mandated or employment-requested conference or training session
 - 5. Other applicable reasons per the sole discretion of the Training Director

- d. Submission of an *Absence Excuse Form* does not automatically guarantee the absence will be excused and the determination of whether the absence is excused or unexcused will be at the sole discretion of the Training Director

- e. If the absence has been deemed unexcused, 1/2% per hour missed will be deducted from the apprentice's final semester grade as follows:
 - i. For 10 session, 8-hour day classes, an unexcused absence will result in a 2% deduction recorded for both the AM and PM session of the class
 - ii. For 5 session, 8-hour day classes, an unexcused absence will result in a 4% deduction
 - iii. For 10 session, 4-hour day classes, an unexcused absence will result in a 2% deduction
 - iv. For 8 session, 4-hour night classes, an unexcused absence will result in a 2% deduction
 - v. For *Math Refresher* class, an unexcused absence will result in a 1.5% deduction

- f. Regardless of whether the absence has been excused, the absent apprentice **MUST** complete all assigned homework lessons as originally directed and is solely responsible for contacting their specific instructor(s) to coordinate when the missed assessments may be completed during either the next regularly scheduled tutoring session or another agreed upon time but **MUST** be completed prior to the apprentice's next scheduled class...No exceptions!

- g. Both excused and unexcused missed class hours shall be made up by either performing a community service project or completing work activities here at the Training Center for each hour missed at the sole discretion of the Training Director and/or committee

- h. Apprentices excessively absent from class will be pulled from the remainder of their classes and either instructed to re-attempt the course the following semester or mandated to appear before the committee (at the discretion of the Training Director), which may result in immediate dismissal from the apprenticeship program, after the following number of recorded instances:

- i. For 10 session, 8-hour day classes, after 2 absences (excused or unexcused)
 - 1. No more than 16 cumulative hours of class missed
 - ii. For 5 session, 8-hour day classes, after 1 absence (excused or unexcused)
 - 1. No more than 8 cumulative hours of class missed
 - iii. For 10 session, 4-hour day classes, after 2 absences (excused or unexcused)
 - 1. No more than 8 cumulative hours of class missed
 - iv. For 8 session, 4-hour night classes, after 2 absences (excused or unexcused)
 - 1. No more than 2 absences or 8 cumulative hours of class missed per course
 - 2. No more than 4 absences or 16 cumulative hours of class missed within a module
 - v. For *Math Refresher* classes, after 2 total absences (excused or unexcused)
 - 1. No more than 6 cumulative hours of class missed
- i. For each instance of being tardy or leaving prematurely, 1/2% per hour missed will be deducted from the apprentice's specific course grade and all values will be rounded to the next hour increment.
 - j. Apprentices who are tardy or leave class prematurely on an excessive basis will be pulled from the remainder of their classes and may be instructed to appear before the committee at the sole discretion of the Training Director after the following number of recorded instances:
 - i. For 10 session, 8-hour day classes, upon four instances of being tardy or leaving early
 - ii. For 5 session, 8-hour day classes, upon two instances of being tardy or leaving early
 - iii. For 10 session, 4-hour day classes, upon four instances of being tardy or leaving early
 - iv. For 8 session, 4-hour night classes, upon two instances of being tardy or leaving early
 - v. For *Math Refresher* classes, upon three instances of being tardy or leaving early
 - k. The Training Director reserves the right to address habitual violators of the attendance policy on a case-by-case basis by pulling the apprentice from the remainder of their classes and mandating them to appear before the committee, which may result in immediate dismissal from the apprenticeship program
 - l. When applicable, if 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 but there shall be no more than two *Class Change Forms* submitted per semester
 - i. The rescheduled class **MUST** be on the same course content week interval as the class in conflict and all requests will be confirmed by the Training Center staff for accuracy upon submission.

7. Safety-Related Class Policy:

- a. When applicable, apprentices must successfully complete First Aid/CPR courses as directed and failure to complete this requirement as scheduled may result in an apprentice being held from further advancement within the apprenticeship program
 - i. 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 date

- ii. Failure to complete the First Aid/CPR course as directed will require the apprentice to contact the administrative staff to be re-rostered for a forthcoming class session
- b. When applicable, apprentices must successfully complete an online *OSHA 30-Hour* course as directed and failure to complete this requirement as scheduled will result in an apprentice being held from further advancement within the apprenticeship program

8. **Asynchronous Learning (AL) Class Policy:**

- a. If applicable, apprentices may elect to complete coursework through the *Asynchronous Learning (AL)* course option, which is 100% online. These courses will have pre-identified open and close dates scheduled for each lesson, between which all course-related requirements must be successfully completed including homework lessons and knowledge checks
- b. The *AL* courses will have pre-identified *Massive Quiz Events (MQE)* scheduled during which all assessments for the *AL* course will be completed. In the event an apprentice cannot attend these events, an *MQE Reschedule Form* needs to be submitted for the absence and the missed assessments **MUST** be completed during the next available tutoring session
 - i. If the apprentice's absence at the *MQE* is deemed unexcused, 2% will be deducted from the apprentice's final semester grade for each instance of being absent
- c. Those apprentices who are struggling with any aspect of their assigned *AL* courses are encouraged to contact their *AL* instructor during the identified office hours or attend tutoring sessions for further clarification on the assigned *AL* coursework
- d. If an apprentice elects to complete coursework through the *AL* course option, they must complete the entire course utilizing the *AL* format and will not be allowed to return to the traditional synchronous version of the same class during an active semester
- e. If an apprentice fails to successfully complete all assigned *AL* course requirements as identified, they may be mandated to appear before the committee (at the discretion of the Training Director) and will be required to re-attempt the course via the traditional synchronous method next semester or may be dropped from the apprenticeship program entirely

9. **Non-Class Related Activities Policy:**

- a. When applicable, apprentices must successfully attend all non-class related activities as directed and failure to complete this requirement as scheduled may result in an apprentice being held from further advancement within the apprenticeship program
 - i. 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

10. **Electrical Training ALLIANCE Learning Management System (LMS) Policy:**

- a. All LMS homework assignments must be completed through Pro Tech Skills Institute (PTSI), which is the *Electrical Training ALLIANCE's* Learning Management System (LMS)
- b. All lessons shall be completed no later than 11:59 pm on Sunday night prior to the next class session attended by the apprentice regardless of whether it is the regularly scheduled or a rescheduled class date
- c. Any late or incomplete homework will be assigned a 0% score...No exceptions!

- d. Students may make multiple attempts at completing the lessons to better improve your knowledge of the specific information presented but the first attempt will be used for the grade on the assignment
- e. It is an apprentice's responsibility to have online access to complete their assigned homework
- f. If an apprentice experiences technical difficulties, they must inform their instructor immediately of the issue to receive any assistance that might be possible. Though all attempts will be made to remedy the situation, no guarantee of resolution shall be made or implied by said instructor

11. **Electrical Training Institute Learning Management System (LMS) Policy:**

- a. All classroom related documents including the syllabus, in-class handouts, worksheets and such can be found on the *Electrical Training Institute's* Learning Management System (LMS)
- b. If applicable, LMS activities and assessments must be completed through the *Electrical Training Institute's* online portal
- c. If activities and assessments are required for a grade as identified on the grading rubric, all activities and assessments shall be completed no later than 11:59 pm on Sunday night prior to the next class session attended by the apprentice regardless of whether it is the regularly scheduled or a rescheduled class date
- d. Any late or incomplete lessons will be assigned a 0% score...No exceptions!
- e. Be advised that students have an identified maximum time limit for completing the activity or assessment and time begins as soon as the activity or assessment is opened, which differs from the *Electrical Training ALLIANCE's* LMS
- f. It is your responsibility to have online access to complete these requirements by the due dates
- g. It is imperative that the apprentice understands the supplementary online materials are provided as a resource to evaluate and/or enhance the student's basic comprehension of the subject matter and shall not be misconstrued as direct representations of baseline content required for success on the in-class assessments and activities which will be used to determine the apprentice's overall success for the semester

12. **Tutoring Policy:**

- a. Though all apprentices are welcome to attend, apprentices that fall below a 75% GPA at any time during the semester will be notified via email of the recommendation to attend tutoring, which is held on applicable Tuesday evenings 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 practice of hands-on related activities may be completed during tutoring sessions with 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 **MUST** not energize any circuits and/or equipment within the building

13. Individual Education Plan (IEP) Policy:

- a. If an apprentice believes they require accommodation for a learning disability, they must contact the Training Director for further guidance
- b. Apprentices will be required to complete an IEP assessment through our partners at *Ivy Tech Community College* and are solely responsible for scheduling this assessment with them
- c. Any apprentice with an IEP on file shall coordinate efforts directly with their instructor to ensure the accommodations found within their specific IEP are met for all assessments

14. Grading Policy:

- a. All point values available for a given exercise, assessment or other class specific requirement will be allotted as identified per the grading rubric provided for the specific class and all point values awarded for a given exercise or requirement will be at the sole discretion of the instructor's evaluation of performed work
- b. Though every attempt will be made to provide identified assessments as scheduled per the grading rubric, all assessments and corresponding rubric values may be changed and/or altered at the sole discretion of the instructor
- c. An apprentice will be granted access to *iGradePlus*, where course grades are entered for assessments throughout a given course or semester. Any discrepancies found within the gradebook shall be addressed immediately with your specific instructor
- d. Final grades will be registered within the *TradeSchool* database upon the completion of an identified course and apprentices shall be made aware the grades reflected in *iGradePlus* will not reflect point deductions for tardiness and absences from class

15. Apprenticeship Advancement:

- a. To advance to the next semester or module, an apprentice must have achieved a minimum of 75% in their registered courses of their current curriculum term after attendance-related deductions are made
- b. Any apprentice who has finished a semester or module without achieving a minimum of 75% in their registered courses of their current curriculum term but has only shown slight deficiencies in one of their previously registered courses, may be promoted to the next semester but will be required to also successfully complete the deficient registered course per the direction of the Training Director
- c. Any apprentice who has finished a semester or module without achieving a minimum of 75% in any of their registered courses of their current curriculum level and/or has shown severe deficiencies in those courses, may be required to either re-attempt the failed courses or may be dismissed from the apprenticeship program entirely
- d. Any apprentice who has previously failed a registered course and then fails the subsequent attempt of the same course will be dismissed from the apprenticeship program immediately
- e. Any apprentice who has previously failed any two registered courses and then fails a third course will be dismissed from the apprenticeship program immediately
- f. 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 have no outstanding delinquencies on jobsite evaluations per the requirements of the apprenticeship program advancement matrix

- g. Any apprentice that receives 90% or higher in each registered course within a semester or module will receive their apprenticeship curriculum books and the applicable LMS fees for the following semester free of charge

16. Semester & Course Fees:

- a. Apprentices are required to pay for their applicable semester fees no later than one full week prior to the apprentice's 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), all payments shall be hand delivered to the Training Center during normal business hours at least one full week prior to the apprentice's first day of class
- c. Failure to make payment as identified above will result in an apprentice being pulled from their classes and re-rostered for class the following semester
- d. Failure to make payment as identified above in a subsequent semester will result in an apprentice being dismissed from the apprenticeship program immediately
- e. Effective immediately, promissory notes will no longer be offered...No exceptions!

17. Ivy Tech Community College Associate's Degree Requirements:

- a. When directed, apprentices must complete the identified *Ivy Tech Community College* faculty-led online courses with a letter grade of C or better (on *Ivy Tech's* grading scale) to receive their Associate's Degree at the completion of the apprenticeship
- b. Apprentices must adhere to the *Ivy Tech Community College* Rules & Policies when completing the courses listed below
- c. As these courses are delivered online, the *Ivy Tech Community College* instructor will email the self-enrollment information for the upcoming course no later than Thursday evening before the class content becomes accessible on the forthcoming Saturday morning
- d. If applicable, an apprentice's previous advanced high school coursework or collegiate experience may exempt them from the following three courses:
 - i. *Personal Finance Class* (approximately 16 classroom contact hours)
 - ii. *Technical Writing* (approximately 40 classroom contact hours)
 - iii. *Human Relations* (approximately 40 classroom contact hours)
- e. Regardless of previous credits, apprentices will be required to complete the following course:
 - i. *History of Organized Labor* (approximately 40 classroom contact hours)
- f. If an apprentice needs to be re-rostered in a different course 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 course date and will be rostered for the next scheduled course
- g. Failure to complete the *Ivy Tech Community College* course as directed will result in the apprentice failing the class which may impact the ability for the apprentice to be issued an *Associate's Degree* upon completion of the apprenticeship program
- h. For those apprentices choosing to re-attempt a failed course, the apprentice is solely required to contact the Training Center staff to be included on the roster for a forthcoming course and will be solely responsible for any *Ivy Tech Community College* course fees, if applicable

- i. Apprentices who submit Artificial Intelligence (AI) generated work as their own will be in violation of the academic integrity expectations of the *Electrical Training Institute* as found within *Section 21* of the *Apprenticeship Handbook*

18. IBEW Local Union #481 Training Course Requirements:

- a. When directed, apprentices must complete the identified *IBEW Local Union #481* in-person courses prior to the completion of the apprenticeship
- b. These courses are delivered in-person by *IBEW* representatives at the offices of *IBEW Local Union #481*, which is located at 1828 North Meridian Street, Indianapolis, IN
- c. Apprentices will be required to complete the following three courses:
 - i. *COMET Training* (approximately 4 classroom contact hours)
 - ii. *Constitution, Contracts, and By-Laws Training* (approximately 4 classroom contact hours)
 - iii. *Code of Excellence Training* (approximately 4 classroom contact hours)
- d. If an apprentice needs to be re-rostered in a different session due to a foreseeable conflict with their previously scheduled session, 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 session date and will be rostered for the next scheduled session
- e. Failure to complete the *IBEW Local Union #481* courses as scheduled will result in an apprentice being rescheduled for the missed class in the forthcoming semester

19. Process for GI Bill Monthly Submissions:

- a. Those apprentices who are veterans of the Armed Forces and are accessing available funds through the GI Bill, must submit their *Work Process Form* directly to VAbenefits@eti-indy.org starting the 1st day of the following month
- b. Once the Training Center staff has received the *Work Process Form*, our staff will submit the monthly work hours reported to the VA no later than the 20th of the following month
- 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

20. Monthly Jobsite Evaluations:

- a. Jobsite Evaluations shall be submitted monthly and serve to identify the strengths and weaknesses of an apprentice's field performance while completing the on-the-job training (OJT) requirement of the apprenticeship program
- b. Jobsite Evaluations should be submitted to the apprentice's evaluator(s) on or near the 1st day of the following month. Evaluators shall only include the journeyman, and/or supervisor
- c. Advanced standing apprentices and Construction Electricians (CEs) shall not be authorized to evaluate an apprentice's performance and/or sign an apprentice's Jobsite Evaluation. If the apprentice encounters this issue, please contact the Training Director immediately
- d. Once completed and signed, all Jobsite Evaluations are to be physically delivered to the Training Center by the 15th day of the following month. For example, Jobsite Evaluations for the month of October shall be delivered to the Training Center no later than November 15th
- e. If the Jobsite Evaluation has not been received by the 15th day of the following month, the Training Director will notify delinquent apprentices via email, informing them of the missing

document. At this time a grace period will be extended with an identified date and time, and the missing Jobsite Evaluation must be received prior to the identified date and time

- f. If the Jobsite Evaluation has not been received by the end of the grace period, the apprentice's contractor will be contacted, notifying them of the need to immediately dismiss the apprentice from the jobsite without pay due to non-compliance
- g. 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 activities at the sole discretion of the Training Director
- h. The Training Director reserves the right to address any apprentice who habitually fails to meet the requirements of properly submitting monthly jobsite evaluations on a case-by-case basis, which may result in being pulled from the remainder of their classes and mandated to appear before the committee, where they may be dismissed from the apprenticeship program entirely
- i. Any apprentice caught falsifying Jobsite Evaluations will be pulled from work, and must see the committee for disciplinary action, where the penalty may result in dismissal from the program

21. Infractions and Penalties:

- a. Any apprentice terminated from an employer for either unsatisfactory attendance or cause must appear before the committee before returning to work and may result in immediate dismissal 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 1,000 OJT/OJL hours. 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 dismissed from the program
- c. Any apprentice found to be involved with any of the following acts considered detrimental to the integrity and reputation of this apprenticeship program either while on the jobsite or at the Training Center, will be pulled from work, and must see the committee for disciplinary action, where the penalty may result in immediate dismissal from the program:
 - i. Undermining the educational integrity of this program by either cheating, recording and/or videoing homework lessons and classroom lectures, or sharing passwords, homework results, and answers on assessments
 - ii. Falsifying documents including jobsite evaluations, timesheets, and GI Bill documentation
 - iii. Harassment, intimidation, bullying, aggression, violence, and threats of violence
 - iv. Theft including participative involvement with removing and/or wrongfully accepting (or possessing) scrap metals, tools, material, etc. which are not rightfully yours to possess
 - v. Behavior/language of an abusive and/or grossly disrespectful nature, to include careless horseplay that results in intended or unintended injury
 - vi. Destructive vandalism which may include writing on the walls in classrooms, restrooms, and hands-on lab spaces, improper use of equipment and tools, graffiti, applying stickers, and general defacing of property which does not belong to you
- 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 and will be sent a *Quit Card* by the Training Center staff which must be completed and returned to de-register the apprentice with the *Department of Labor*
- f. Apprentices have 14 days after receipt of an official notice sent through certified mail and/or email to submit an appeal on any decision made by the Training Director and/or committee, who will then review the submitted written appeal at the next scheduled meeting
 - i. Under no circumstances shall an apprentice be permitted to attend the appeal in person
 - ii. The Training Director will then notify the apprentice of the outcome after completing the full review of said appeal

22. Traveling Apprentice Policy:

- a. Registered apprentices of the *Electrical Training Institute* who are pursuing work opportunities within another jurisdiction shall meet the requirements of employment for the specific contractor and jobsite within the governance of that specific IBEW Local Union and the associated JATC through which they are being employed.
 - i. Apprentices will face the same disciplinary actions associated with our program for actions and events while working elsewhere including dismissal from the apprenticeship program due to either being terminated or failing to meet the expectations of employment
- b. Registered apprentices of other IBEW Local Unions who are pursuing work opportunities within our jurisdiction shall meet the minimum requirements in accordance with the policies and procedures found within the *Apprenticeship Standards*, this *Apprenticeship Handbook*, and the following additional parameters:
 - i. All traveling apprentice referrals originate and are dispatched accordingly from the *Electrical Training Institute* and apprentices shall meet the requirements of the position as identified within this *Apprenticeship Handbook* prior to being dispatched out to work
 - ii. If the opportunity for employment is accepted, the traveling apprentice shall commit to the work assignment for a minimum of 30 workdays even if open calls within the home jurisdiction should become available
 - iii. For all reasons other than a potential reduction in force as decided by the contractor, should an apprentice fail to remain employed through the 30-day minimum, it is the expectation of our committee that an apprentice would face the same disciplinary action in their home local as within our program, including dismissal from the apprenticeship program due to either being terminated or failing to meet the expectations of employment

23. Outgoing Transferring Apprentice Policy:

- a. All outgoing apprenticeship transfers will be in accordance with the policies and procedures found within the *Apprenticeship Standards*
- b. Outgoing apprenticeship transfer requests for active apprentices within our program who are actively registered with the *Department of Labor (DOL)* must meet the following requirements:

- i. An apprentice may only submit a transfer request once during their apprenticeship and the request shall not be made either before being classified as a Term 2 apprentice or after being classified as a Term 4 apprentice or above
 - ii. The apprentice shall submit the *Outgoing Transfer Request Form*, which shall be presented at the next regularly scheduled apprenticeship committee meeting
- c. Once the transfer request has been heard, the Training Director will notify the individual of the apprenticeship committee's decision
 - i. If the transfer request is approved, the apprentice will be authorized to locate an apprenticeship willing to accept them as an apprentice, but classification and placement will be at the sole discretion of the accepting program
- d. Once the transferring apprentice has identified the apprenticeship program willing to accept them as an apprentice, our staff will forward the following information from the individual's current apprenticeship file to the identified apprenticeship program:
 - i. A copy of the individual's original apprenticeship application
 - ii. Confirmation of the individual's *Aptitude Test* scores
 - iii. A list of the individual's past and current courses and grades achieved
 - iv. Copies of all jobsite evaluations submitted during their apprenticeship
- e. Once the transfer has been approved, we will only accept confirmation of the approved transfer request from the Training Director of the accepting apprenticeship program and our staff will work with both *TradeSchool* and the *Electrical Training ALLIANCE* personnel to have the apprentice's entire file transferred to their new apprenticeship program

24. Incoming Transferring Apprentice Policy:

- a. All incoming apprenticeship transfers will be in accordance with the policies and procedures as found within the *Apprenticeship Standards*
- b. Incoming apprenticeship transfer requests for those individuals from other *IBEW* local unions who are actively registered apprentices with either the *Department of Labor (DOL)* or their respective *State Apprenticeship Council (SAC)* must meet the following requirements:
 - i. All incoming transfer requests must first be presented to, and approved by, the individual's current apprenticeship committee prior to contacting our offices
 - ii. Once approved, we will only accept confirmation of the approved transfer request from the Training Director of the individual's current apprenticeship program
 - iii. Once we have received the transfer request approval, we will contact the individual requesting the transfer for submission of the *Incoming Transfer Request Form*, which shall be presented at the next regularly scheduled apprenticeship committee meeting
 - 1. Prior to the request being heard by our apprenticeship committee, our staff will request the following information from the individual's current apprenticeship file:
 - a. A copy of the individual's original apprenticeship application
 - b. Confirmation of the individual's *Aptitude Test* scores
 - c. A list of the individual's past and current courses and grades achieved
 - d. Copies of all jobsite evaluations submitted during their apprenticeship

- iv. Prior to the transfer request being heard by the committee, the incoming apprentice will be required to pay for and submit an application for the program
- c. Once the transfer request has been heard, the Training Director will notify the individual of the committee's decision
- d. If approved, the individual will be temporarily accepted within our apprenticeship program at their current apprenticeship term, but the appropriate classification will be determined after assessing an apprentice's abilities and industry-related experience before beginning classes
- e. The committee reserves the right to classify and place the incoming apprentice within our program where they will best find success, which may not be the same classification level as within their current program

25. Organized Apprentice Policy:

- a. Organized applicants pursuing an opportunity within the apprenticeship program shall meet all requirements of the apprenticeship program found within *Section 1 Minimum Apprenticeship Qualifications* and *Section 2 Additional Apprenticeship Program Entry Requirements*
- b. Failure to complete these requirements within the first 30 days after creation of the *TradeSchool* user account may result in immediate dismissal from consideration for the apprenticeship program
- c. Prior to acceptance, all organized applicants will be scheduled for an interview with the apprenticeship committee and prior to this meeting, the committee will request sufficient documentation, satisfactory to the committee, to demonstrate the applicant's previous experience within the electrical construction industry prior to being organized
- d. At any time during the probationary period, if an apprentice's performance on the jobsite or within the classroom does not reflect their current classification, the apprentice will be mandated to appear before the committee, and the apprentice may be relegated to a lower classification or dismissed from the apprenticeship program entirely

26. Returning Apprentice Policy:

- a. In the event an apprentice chooses to quit, leave, or is dismissed from the apprenticeship program, they may pursue re-admittance within the apprenticeship program as follows:
 - i. Re-application may be made no sooner than 12 months after the date of their dismissal
 - ii. Depending on how long it has been since the date of their dismissal, the applicant may need to re-submit their official transcripts with the new application
 - iii. If applicable, the applicant may need to achieve a passing score on the *Aptitude Test*
 - iv. If successful, the applicant will then be scheduled for an interview with the committee
 - v. If accepted, the applicant may be classified as a Term 1 apprentice or placed at an advanced standing based on previous experience, of which the determination is solely at the discretion of the committee

27. Construction Electrician (CE) Upgrade Policy:

- a. If a Construction Electrician (CE) chooses to pursue an opportunity within the apprenticeship program, the following parameters must be met:
 - i. Like all other applicants, the CE must submit an application through *TradeSchool*
 - ii. Like all other applicants, the CE must submit their official transcripts with the application

- iii. If applicable, they must achieve a passing score on the *Aptitude Test*
 - 1. If an applicant has met specific criteria per the *Apprenticeship Standards*, the requirement of achieving a passing score on the *Aptitude Test* may be waived at the discretion of the committee
 - iv. The CE will then be scheduled for an interview with the apprenticeship committee
 - v. If accepted, they will be classified as a Term 1 apprentice, and their hourly wage will be “red-lined” at their current rate of pay until the hourly wage of their apprenticeship classification period surpasses the previous “red-lined” wage in the future
- b. If a Construction Electrician (CE) chooses to pursue an opportunity within the parallel apprenticeship program, the following parameters must be met:
- i. Like all other applicants, the CE must submit an application through *TradeSchool*
 - ii. Like all other applicants, the CE must submit their official transcripts with the application
 - iii. If applicable, they must achieve a passing score on the *Aptitude Test*
 - 1. If an applicant has met specific criteria per the *Apprenticeship Standards*, the requirement of achieving a passing score on the *Aptitude Test* may be waived at the discretion of the committee
 - iv. If applicable, applicants will be scheduled for an interview with the committee and prior to this meeting, the committee will request sufficient documentation, satisfactory to the committee, to demonstrate the apprentice’s previous experience within the electrical construction industry prior to being accepted within the parallel apprenticeship program
 - 1. If accepted, they will be classified as a Term 4 apprentice and if their current rate of pay is in excess of that classification rate of pay, their hourly wage will be “red-lined” at their current rate of pay until the hourly wage of their apprenticeship classification period surpasses the previous “red-lined” wage in the future
 - v. If the applicant is a previously registered apprentice, they must meet or exceed the minimum delay requirements per the collective bargaining agreement, which identifies a former apprentice may not be admitted into the parallel program earlier than 24 months after the apprentice’s last scheduled cohort has successfully completed the apprenticeship program