Electrical Training Institute

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ANDRE GROCOX
TRAINING DIRECTOR

NOTICE OF APPRENTICESHIP OPPORTUNITY

FOR THE POSITION OF INSTALLER TECHNICIAN (TELECOM) APPRENTICE

The *Electrical Training Institute of Indianapolis* (also known as the *Indianapolis Electrical JATC*) is currently accepting applications for those interested in being considered for the next installer technician apprenticeship class. Applications are accepted online at www.eti-indy.org or if you prefer to apply in-person, applications can be submitted Monday through Friday from 8:00 am to 4:30 pm at the *Electrical Training Institute of Indianapolis*, located at 1751 South Lawndale Avenue, Indianapolis, IN 46241.

Applicants will be charged a $50.00 application fee payable by Visa, MasterCard, or Discover only through the online portal. If you prefer to pay by check or money order, you may do so at the Training Center. **No cash will be accepted!**

To meet the minimum qualifications for apprenticeship, applicants must be a minimum of 17 years of age at the time of application and be a high school graduate, GED recipient or if graduation is expected by the end of the school year for those applicants still enrolled in high school.

All applications are submitted through *Trade School*, our database for tracking applicants and those ultimately accepted into the apprenticeship program. If an applicant has never applied previously, they must first click on the "create account" link to begin the process of creating a user account within *Trade School* before beginning the submission of an application. This allows us to verify we do NOT already have an account on file for the applicant. Please allow 24-48 hours for our staff to confirm the account and applicants will be notified via email on the approval of their user account within our system. If you have previously applied for our program and already have a *TradeSchool* user account, please select the "reset password" option.

After the $50.00 application fee has been paid, an applicant will have 30 days to finalize their application prior to the session expiring. Should the application not be completed within the 30 days, the applicant will be required to re-submit the $50.00 application fee.

The applicant will then need to complete the application process by providing us with digital uploads or physical copies of the following: A copy of their high school diploma, or GED certificate, a copy of their valid driver's license, and an official high school transcript which shows completion of at least one year of high school algebra with the grade of "C" or better. All transcripts MUST be either mailed to us directly from the school in a sealed letterhead envelope at 1751 South Lawndale Avenue, Indianapolis, IN 46241 or sent to us electronically through the online records portal, *Parchment*, found at www.parchment.com, or another similar electronic delivery portal.

In the event an applicant does not meet the algebra requirement as referenced above, they may contact our office staff for information on potentially meeting this requirement by completing our approved online self-paced technical math course. However, the cost of this course and accompanying textbook will be the responsibility of the applicant.

After completing the entire application process, those applicants who are found to meet our qualifications for application will then be sent a link to complete our Personal Experience Form (PEF), which identifies point totals for past educational and work experience…including military service. The applicant will have 14 days to complete the PEF, after which time our staff will then verify the validity of the PEF completed by the applicant. After successful completion of the PEF, applicants will be scheduled for an in-person Aptitude Test, which will be held here at the Training Center as identified in the email sent by our staff. Failure to attend the Aptitude Test session will result in a score of 0 being recorded for the session as there will be no "make-up" sessions scheduled for those who fail to appear.

Once the Aptitude Test has been completed, a composite score (including point allotments for the PEF, Aptitude Test, and applicable letters of recommendation for each applicant) will be generated for each applicant, all of which who will then be placed on a ranked list of applicants from the top score achieved to the lowest score recorded. Those individuals at the top of the list will then be scheduled for an in-person interview with our apprenticeship selection committee, who ultimately decide which applicants are included within our apprenticeship program. Those individuals not selected for an in-person interview will then be instructed to begin the application process again where a new application fee will be required. For all questions regarding the application process, please contact Faith Smith at (317) 270-5282.

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex or age other than the applicant must be at least 17 years to apply and 18 years of age at the time of an indentured offer. The *Electrical Training Institute of Indianapolis* does not, and will not, discriminate against a qualified individual with a disability because of the disability of such an individual. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under applicable law and lawful regulations issued there under.

Applicants who meet all basic requirements will be placed on a ranked list by the *Electrical Training Institute of Indianapolis* and the number of apprentices being granted an in-person interview will be determined by the JATC committee. Those selected for in-person interviews will be based on the order of their final ranking on the ranked list.

Qualifications: Must have a high school diploma or GED certificate (accredited) and proof of one year of high school algebra with the letter grade of "C" or better. Lower age limit:18 years old. Upper age limit: none.

Requirements: Applicants must meet all requirements listed above for consideration within the apprenticeship program.

Program length: 3-year program consisting of 6,000 hours of on-the-job training and 480 hours of classroom contact, where the first 1,500 hours of on-the-job training will serve as the probationary period.

Degree: After completing the 3-year program, apprentices will have the opportunity to earn an Associate's Degree of Applied Science from Ivy Tech Community College.

Wages: The starting wage for an apprentice after being accepted into the apprenticeship program is **$22.10** per hour (plus benefits) and the graduates of the apprenticeship program currently earn **$40.20** per hour (plus benefits).

As an apprentice in this program, you may be required to report for on-the-job training assignments anywhere within the employment jurisdiction of the Electrical Training Institute, which includes the following Indiana counties: **Bartholomew, Boone, Decatur, Hamilton, Hancock, Hendricks, Jennings, Johnson, Madison, Marion, Montgomery, Morgan, Putnam, Ripley, Rush,** and **Shelby.**

Our program is very competitive for the number of people applying versus the number of openings available and applicants who may be interviewed on an as-needed basis. As our office will notify applicants by written correspondence with the time and date of their potential interview, it shall be the applicant's responsibility to keep the office of the *Electrical Training Institute of Indianapolis* informed of any changes in their basic contact information including physical address, email address, and telephone number.

NOTE: Pre-apprenticeship work opportunities may be available while you are trying to be accepted into the installer technician apprenticeship program. The starting wage is currently **$21.90** per hour with employee health insurance benefits (after a qualification period.) A pre-hire negative drug screen and proof of a valid driver's license are both required before being placed with one of the electrical contractors that employ our applicants and apprentices.