STANDARDS OF APPRENTICESHIP

developed by

E LIGHT ELECTRIC SERVICES, INC.
ENGLEWOOD, COLORADO

For the trade of
ELECTRICIAN

DEVELOPED IN COOPERATION WITH THE
BUREAU OF APPRENTICESHIP AND TRAINING
U.S. DEPARTMENT OF LABOR

Registered as part of the National Apprenticeship Program in accordance with basic Standards of
Apprenticeship established by the Secretary of Labor

BY:____________________________________
Louis H. Nagel, State Director
BUREAU OF APPRENTICESHIP AND TRAINING

DATE:___November 23, 2015_________________
AIMS NO. __CO-003-009981______________
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**ATTACHMENTS:**

- TRADE SCHEDULE(S)
- APPRENTICESHIP AGREEMENT (SAMPLE)
FOREWORD

Experience has demonstrated that the most practical and sound method of preparing workers for employment in skilled occupations is through planned apprenticeship—a training concept which provides for employment and training under actual job conditions supervised by skilled craft workers and at wages commensurate with the Apprentice’s skill. In addition, the Apprentice’s knowledge and understanding of the occupation is enhanced through participation in approved courses of related and supplemental instruction.

The Sponsor recognizes this need for continuous training to maintain the high level of skill and competence demanded by this industry. Further, recognizing that the responsibility for training rests with those in industry who are the benefactors of a skilled workforce, the Sponsor has formulated and adopted these Apprenticeship Standards for the training of Apprentices in this industry.

These standards shall provide the basis for a comprehensive program of on-the-job training and classroom job-related education leading to the graduation of fully qualified electricians.
DEFINITIONS

**SPONSOR**: E Light Electric Services, Inc., Englewood, Colorado

**STANDARDS or STANDARDS OF APPRENTICESHIP**: Shall mean this entire document, including the attached “Trade Schedule(s)” and other attachments hereto.

**APPRENTICE**: Shall mean a person meeting the qualifications described in Section II of these Standards who has entered into a written Apprenticeship Agreement providing for learning and acquiring the skills of a recognized occupation under the provisions of these Standards.

**APPRENTICESHIP AGREEMENT**: This term, which is synonymous with the “Indenture” as sometimes used, shall mean the written document between the Apprentice and the Sponsor setting forth the responsibilities and obligations of both with respect to the Apprentice’s employment and training under these Standards.

**REGISTRATION AGENCY**: Shall mean the Office of Apprenticeship, U.S. Department of Labor.

**GENDER CLAUSE**: Any reference to either the male or female gender in these Standards is intended to include both genders and is not to be considered as a limitation on either sex. The term journeyman(men) within these Standards shall be considered a performance level and not a gender term.
I. **PURPOSE**
A. To encourage careful selection of persons entering the trade with due regard to health, physical fitness, aptitude, attitudes, and physical characteristics.
B. To provide an approved plan of training which will equip such persons for profitable employment demands.
C. To relate the future supply of skilled workers to probable employment demands.
D. To assure that the employer may obtain the services of proficient workers.
E. To provide the public with the highest possible grade of products and service in conformity with approved practices of safety and skilled craftsmanship.

II. **QUALIFICATIONS FOR AND SELECTION OF APPRENTICES**
A. **Qualifications:** Applicants accepted and registered as Apprentices shall meet the following basic qualifications:
   1. **Age:** Shall be at least 18 years of age.
   2. **Physical:** Shall be physically capable of performing the essential functions of the occupation without endangering the health and safety of themselves and/or fellow workers.
   3. **Aptitudes:** Shall possess the basic aptitudes essential for acquiring the skills and proficiency of the trade.
   4. **Education:** Shall possess sufficient educational knowledge to satisfactorily complete the on-the-job and related technical instruction. A high school diploma or GED equivalency is recommended.
B. **Selection:**

1. **Pledge:** “The recruitment, selection, employment, and training of Apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex.” The Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29, Code of Federal Regulations, Part 30, as amended.

If five (5) or more Apprentices are currently employed, or expect to be employed in the near future, the Program Sponsor will submit for approval a written Selection Procedure and Affirmative Action Plan in conformity with the above regulations.

2. **Maintenance of Records:** “Records relating to the recruitment, selection, employment and training, and any other information relevant to the operation of the program shall be maintained for five (5) years. The records shall permit identification of minority and female (minority and non-minority) participants. The records will be made available on request to the Office of Apprenticeship, U.S. Department of Labor, or other authorized representative.”

III. **APPRENTICESHIP AGREEMENT**

Each Apprentice, and his or her parent or guardian, if he or she is a minor, shall be covered by a written Apprenticeship Agreement, signed by the Sponsor and the Apprentice. Such Agreement shall contain a statement making the terms and conditions of these Standards a part of the Agreement, as if expressly written therein. A copy of each Agreement shall be furnished to the Apprentice, to the Sponsor, and to the Registration Agency (upon request).

The Registration Agency will be advised promptly of the execution of each Apprenticeship Agreement and will be given all the information required for registering the Apprentice. (See attached Sample Apprenticeship Agreement.)
IV. **RATIO OF APPRENTICES TO JOURNEYMEN**

Only that number of Apprentices will be employed as can be given proper supervision and training and can be assured of reasonable opportunity for employment on the completion of the apprenticeship.

The Sponsor and/or worksite ratio shall be as stated on the applicable “Trade Schedule” attached to and made a part of these Standards.

V. **TERM OF APPRENTICESHIP**

The term of apprenticeship shall be a period of reasonably continuous employment, including the probationary period, as stated on the applicable “Trade Schedule” attached to and made a part of these Standards; plus the required hours per year of related instruction. In the event the Apprentices are required to work overtime, they shall receive credit on the term of apprenticeship for only the actual hours worked, although their pay may be calculated at overtime rates.

The Apprentice’s progress in each phase of apprenticeship may be determined on an actual hour basis. Therefore, an Apprentice who, by unusual aptitude or past education and/or practical experience, achieves the desired level in a phase of the apprenticeship in less than the time designated may be advanced to the next phase. The determination of such advancement is the responsibility of the Sponsor.

VI. **PROBATIONARY PERIOD**

The first year of employment for the Apprentice, after signing the Apprenticeship Agreement, shall be a probationary period. During this probationary period, either party may terminate the Apprenticeship Agreement without stated cause, with written notice to the Apprentice and after a reasonable opportunity for corrective action.

The Registration Agency shall be advised promptly of all cancellations and terminations of Apprenticeship Agreements, whether during or after the Probationary Period.
VII. **HOURS OF WORK**

Apprentices will be employed under the supervision of a competent journeyman at all times, and the hours of work and other conditions shall be the same as for journeymen within the Sponsor’s workforce doing comparable work.

VIII. **APPRENTICE WAGE SCHEDULE**

Apprentices shall be paid a progressively increasing schedule of wages for each hour spent on the job during their apprenticeship based on the acquisition of increased skill and competence as the training progresses.

The wage schedule for each trade covered in these Standards is stated on the applicable “Trade Schedule” attached to these Standards. At no time will the starting wage rate be less than that required by any minimum wage law which may be legally applicable.

IX. **CREDIT FOR PREVIOUS EXPERIENCE**

All persons now employed by the Sponsor as Apprentices will be placed under these Apprenticeship Standards, and their Agreements will be registered with the Registration Agency. Apprentices may be given credit for documented previous experience for the time they have served as such under a verbal or written agreement, whether previously employed by the Sponsor or elsewhere. Apprentices receiving credit for previous experience will be paid the wage rate of the period to which such credit advances them.

X. **WORK EXPERIENCE**

The Apprentices shall be given work experience and training in the trade to assure them the skill and proficiency which characterize a qualified journeyman within the industry. Such on-the-job training shall be carried on under the direction and guidance of a qualified journeyman in the trade. The Schedule of Work Experience for each trade covered in these Standards is the applicable “Trade Schedule” attached to and forming a part of these Standards.
XI. RELATED INSTRUCTION

All Apprentices shall be required to attend classes in subjects related to the trade as part of their Apprenticeship Agreement. One hundred forty-four (144) hours per year is recommended. These classes may be given during or outside the regular working hours, depending upon available facilities. All time spent in such classes after regular working hours shall not be considered as hours of work. If required to attend classes during the regular working hours, the Apprentices shall be compensated at their regular hourly rate. If, for any reason, classroom instruction is not available, the related training may be conducted by means of correspondence, home study, or employer-sponsored courses upon approval of the Registration Agency.

The amount of time to be devoted to each subject and the sequence they are to follow will depend upon the type of work being performed by the Apprentice on the jobsite. Instruction shall be so coordinated with the work on the jobsite that the Apprentice and the Sponsor will receive the maximum benefits from such instruction.

Failure on the part of the Apprentices to fulfill their obligation as to the related training studies and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their Apprenticeship Agreement.

XII. SAFETY AND HEALTH TRAINING

The Sponsor shall instruct the Apprentice in safe and healthful work practices and shall ensure that the Apprentice is training in facilities and other environments that are in compliance with either the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or State Standards that have been found to be at least as effective as the Federal Standards.

XIII. SUPERVISION OF APPRENTICES

The Sponsor shall designate a person who shall be known as the Supervisor of Apprentices. It shall be the Supervisor’s responsibility to assign the Apprentice work in accordance with the predetermined schedule of work processes.
XIV. **PERIODIC EXAMINATION**

Before each period of advancement, or at any other time when conditions may warrant, the Sponsor or an authorized representative may examine the Apprentices to determine whether they have made satisfactory progress. If the Apprentices’ related training or work progress is found unsatisfactory, they may be permitted to continue in a probationary status, or be required to repeat a process or series of processes in which they are deficient, before advancing to the next wage classification.

Should it be found that the Apprentice does not have the ability or desire to continue the training to become a qualified journeyman, the Supervisor should recommend to the Sponsor that the agreement be terminated. Such a finding shall be deemed adequate cause for the cancellation of the Apprenticeship Agreement. The Registration Agency shall be notified in writing of any such cancellation.

XV. **CONTINUITY OF EMPLOYMENT**

The Sponsor intends and expects to give the Apprentice continuous employment. The Sponsor reserves the right, however, to suspend Apprentices whenever conditions of business make it necessary. If an Apprentice is suspended because of lack of work, an opportunity will be given for reinstatement before any other person is employed as an Apprentice.

XVI. **MAINTENANCE OF RECORDS**

The Sponsor shall maintain complete records on each Apprentice, covering all details of their selection and apprenticeship, including OJT reports, attendance, and written progress in related instruction.

The Sponsor will also maintain complete records of the selection process applied to each applicant for apprenticeship for at least five (5) years from the date of the application.

XVII. **CERTIFICATE OF COMPLETION**

Upon satisfactory completion of the requirements of the apprenticeship as established herein, the Sponsor shall certify in writing the name of the completing Apprentice to the Registration Agency and recommend that a Certificate of Completion of Apprenticeship be awarded to the Apprentice.
XVIII. **NOTICE TO REGISTRATION AGENCY**

The Registration Agency shall be notified promptly of all new Apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, cancellations, and completions.

XIX. **CONSULTANTS**

Advice and assistance in the successful operation of this Apprenticeship Program will be available at any time, upon request by the Sponsor, from representatives of the U.S. Department of Labor, Office of Apprenticeship.

XX. **REGISTRATION OF STANDARDS**

These Standards of Apprenticeship will, upon adoption by the Sponsor, be promptly registered with, and copies thereof filed with, the Registration Agency.

The Sponsor reserves the right to discontinue at any time the Apprenticeship Program as set forth herein, including any modifications or amendments thereto. The Registration Agency shall be notified promptly of any decision to cancel the Program.

Deregistration of the Apprenticeship Program may be effected by the Registration Agency for failure of the Sponsor to abide by the provisions herein.

XXI. **AMENDMENTS OR MODIFICATIONS**

These Standards of Apprenticeship may be amended at any time by the Sponsor, provided that no amendment or modification adopted shall alter any Apprenticeship Agreement in force at the time of such change without the consent of the Apprentice involved, and provided further that such amendment shall be submitted to the Registration Agency for registration prior to being placed into effect. A copy of each amendment adopted will also be furnished to each Apprentice employed by the Sponsor.
XXII. **ADJUSTING DIFFERENCES**

Apprentices are encouraged to take up individual problems or grievances with their supervisor and/or the designated persons administering this program. Either the Sponsor or the Apprentice may request advice and assistance from the Registration Agency on problems or in adjusting any differences that may arise during the term of apprenticeship.

XXIII. **COMPLAINT PROCEDURE**

Any Apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the U.S. Department of Labor. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Program Sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards.

XXIV. **SEXUAL HARASSMENT**

It shall be the policy of this Sponsor to prohibit sexual harassment in the workplace. As defined by the Equal Employment Opportunity Commission: Sexual harassment is the unwelcome or unsolicited verbal, physical, or sexual conduct that is made a term or condition of employment, is used as a basis of employment or advancement decisions, or has the effect of unreasonably interfering with work or creating an intimidating, hostile, or offensive work environment.

The Sponsor will take whatever actions are necessary to preclude incidents of sexual harassment from occurring so that all Apprentices are afforded the opportunity to work in environment free from unsolicited, unwelcome, sexual overtones.
All Apprentices are expected to support the efforts of the Sponsor by fostering an open and friendly work environment, yet one free of inappropriate pressures for all members of the workforce.

Complaints of sexual harassment in the workplace may be filed and processed under Title 29, CFR Part 30, and the procedures set forth in Section XXIII of these Standards.

XXV.  **CONFORMANCE WITH STATE AND FEDERAL LAWS**

No section of these Standards of Apprenticeship shall be construed as permitting violation of any Law of the State of Colorado or of the United States.

XXVI. **OFFICIAL ADOPTION OF STANDARDS**

The foregoing Standards of Apprenticeship are hereby officially adopted this 23rd day of November, 2015.

E Light Electric Services, Inc.

____________________________________

William P. Bicket

Director of Education
This trade schedule supplement is attached to and a part of the Apprenticeship and Training Standards for the **Electrician**.

1. **TERM OF APPRENTICESHIP (Section V)**
   
The term of apprenticeship shall be a period of 8000 hours of reasonably continuous employment and training on the job, supplemented by the required hours of related technical instruction.

2. **RATIO OF APPRENTICES TO JOURNEYMEN (Section IV)**
   
   One (1) apprentice may be employed in each shop department, and/or jobsite employing a qualified journeyman, and one (1) additional apprentice for each three (3) additional journeymen regularly employed.

3. **APPRENTICE WAGE SCHEDULE (Section VIII)**
   
   Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyman wage rate, as follows:

   - 1st period-(1000 hours) – 52%
   - 2nd period-(1000 hours) – 55%
   - 3rd period-(1000 hours) – 59%
   - 4th period-(1000 hours) – 63%
   - 5th period-(1000 hours) – 68%
   - 6th period-(1000 hours) – 73%
   - 7th period-(1000 hours) – 78%
   - 8th period-(1000 hours) – 84%

   Current Journeyman Wage Rate $26.50 per hour

4. **SCHEDULE OF WORK EXPERIENCE (Section X)**
   
   (See attached Trade Schedule)

5. **SCHEDULE OF RELATED INSTRUCTION (Section XI)**
   
   (See attached Course Outline)
# SCHEDULE OF WORK EXPERIENCE (SECTION X)

**ELECTRICIAN**  
**DOT# 824.261-010**

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<th>On-the-Job Training</th>
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<td>B. Residential Rough Wiring</td>
<td>1250</td>
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<tr>
<td>C. Residential Finish Work</td>
<td>750</td>
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<tr>
<td>D. Commercial Rough Wiring</td>
<td>1250</td>
</tr>
<tr>
<td>E. Commercial Finish Work</td>
<td>750</td>
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<tr>
<td>F. Industrial Lighting and Service Installation</td>
<td>2000</td>
</tr>
<tr>
<td>G. Troubleshooting</td>
<td>1000</td>
</tr>
<tr>
<td>H. Motor Installation and Control</td>
<td>400</td>
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<tr>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>8000</strong></td>
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The following is a course outline of the related instruction in theory and technical subjects for apprentices. The courses will be received through the following methods:

Classroom/Home Study – Under the supervision of the program sponsor. Sponsor will conduct four 2-hour classes on site twice each month for 9 months. The remainder of the related instruction will be home study.

Testing – Under the supervision of the program sponsor.

Documentation – The program sponsor must maintain an unofficial transcript on all apprentices. They must be available for review upon request, and they must be reported (by mail or fax) to USDOL/OA twice a year, at the end of each semester.

TEXT BOOK REFERENCE

A. Wheels of Learning: Electrical Curriculum
   NCCER Core Curriculum (72.5 hours)

Published by:
Prentice Hall Publishers
200 Old Tappan Road
Old Tappan NJ 97675
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<tr>
<td>A. 00101-00 – Basic Safety</td>
<td>(NCCER Core)</td>
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<tr>
<td>B. 00102-00 – Basic Math</td>
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<tr>
<td>C. 00103-00 – Intro to Hand Tools</td>
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<tr>
<td>D. 00104-00 – Intro to Power Tools</td>
<td>(NCCER Core)</td>
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<td>E. 00105-00 – Intro to Blueprints</td>
<td>(NCCER Core)</td>
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<tr>
<td>F. 00106-00- Basic Rigging</td>
<td>(NCCER Core)</td>
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<td>G. 26101-00 – Electrical Safety</td>
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<td>H. 26102-00 – Hand Bending</td>
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<td>I. 26103-00 – Fasteners and Anchors</td>
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<td>J. 26104-00 – Electrical Theory One</td>
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<td>K. 26105-00 – Electrical Theory Two</td>
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<tr>
<td>L. 26106-00 – Electrical Test Equipment</td>
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<tr>
<td>M. 26107-00 – Intro to the NEC</td>
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<tr>
<td>N. 26108-00 – Raceways, Boxes and Fittings</td>
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<tr>
<td>O. 26109-00 – Conductors</td>
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<tr>
<td>P. 26110-00 – Intro to Electrical Blueprints</td>
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<tr>
<td>Q. 26111-00 – Wiring: Commercial and Industrial</td>
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<td>R. 26112-00 – Wiring: Residential</td>
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<table>
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<tr>
<th>Second year:</th>
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<tr>
<td>A. 26201-00 – Alternating Current</td>
<td></td>
</tr>
<tr>
<td>B. 26202-00 – Motors: Theory and Application</td>
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<tr>
<td>C. 26203-00 – Grounding</td>
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<tr>
<td>D. 26204-00 – Conduit Bending</td>
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<tr>
<td>E. 26205-00 – Boxes and Fittings</td>
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<td>F. 26206-00 – Conductor Installations</td>
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<td>G. 26207-00 – Cable Tray</td>
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<td>H. 26208-00 – Conductor Terminations and Splices</td>
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<td>I. 26209-00 – Installation of Electrical Services</td>
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<tr>
<td>J. 26210-00 – Circuit Breakers and Fuses</td>
<td></td>
</tr>
<tr>
<td>K. 26211-00 – Contactors and Relays</td>
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<td>L. 26212-00 – Electric Lighting</td>
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Third year: 175 hours
A. 26301-00 – Load Calculations – branch Circuits
B. 26302-00 – Conductor Selection and Calculations
C. 26303-00 – Overcurrent Protection
D. 26304-00 – Raceway, Box and Fitting Fill Requirements
E. 26305-00 – Wiring Devices
F. 26306-00 – Distribution Equipment
G. 26307-00 – Distribution System Transformers
H. 26308-00 – Lamps, Ballasts and Components
I. 26309-00 – Motor Calculations
J. 26310-00 – Motor Maintenance, Part One
K. 26311-00 – Motor Controls
L. 26312-00 – Electricity in HVAC Systems
M. 26313-00 – Hazardous Locations

Fourth year: 165 hours
A. 26401-00 – Load Calculations – Feeder and Services
B. 26402-00 – Practical Applications of Lighting
C. 26403-00 – Standby and Emergency Systems
D. 26404-00 – Basic Electronic Theory
E. 26405-00 – Fire Alarm Systems
F. 26406-00 – Specialty Transformers
G. 26407-00 – Advanced Controls
H. 26408-00 – HVAC Controls
I. 26409-00 – Welding Machines
J. 26410-00 – Heat Tracing and Freeze Protection
K. 26411-00 – Motor Maintenance, Part Two
L. 26412-00 – High Voltage Terminations/Splices

TOTAL 672.5 HOURS
QUALIFICATIONS AND SELECTION PROCEDURES

ADOPTED BY

E LIGHT ELECTRIC SERVICES, INC.

YEAR ROUND OPENING
SELECTION METHOD 4 – ALTERNATIVE SELECTION

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

APPROVED BY: __________________________________________

Louis H. Nagel, State Director
Office of Apprenticeship
DATE APPROVED: ___November 23, 2015___

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR, Part 60-3) or Title 29 CFR, Part 30.
SECTION I. – MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications:

A. **Age**

   Shall be at least 18 years of age.

B. **Education**

   A high school diploma or GED equivalency required. Applicant must provide an official transcript for high school and post high education and training. All GED records must be submitted if applicable and requested.

C. **Physical**

   Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

D. **Military Experience**

   Applicants must submit a DD-214 to verify military training and/or experience if they are veteran and wish to receive consideration for such training/experience.
SECTION II. – APPLICATION PROCEDURES

A. Applications will be accepted throughout the year. All persons requesting an application will have one made available upon signing the applicant log.

B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.

C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the Sponsor.

D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver’s license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.

E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.

F. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for an interview.

SECTION III. – SELECTION PROCEDURES

A. The program sponsor shall use selection method number four – alternative selection.

B. The Sponsor will schedule the interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents must be notified of the date, time, and place to appear for an interview.

C. The interviewer(s) will rate each applicant during the interview on each of the factors on the applicant rating form taking into account the information on the application and required documents.
D. After completing the interview and evaluation of the applicants, the individual rating scores of the interviewer(s) will be added together and averaged to determine the applicant’s final rating.

E. Applicants will be placed on a Ranking List according to their scores at the evaluation session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.

F. As openings for the registration of new apprentices occur, the highest ranked applicant will be notified of selection by telephone. It will be the responsibility of the applicant to keep the Sponsor informed of their current mailing address and telephone number.

G. Selected applicants must respond to the notice of selection within forty-eight (48) hours of notice. If applicants cannot be reached by telephone, their names will be passed and notice sent to their address by “Certified Mail-Return Receipt Requested” to determine if the applicants are still interested. If no response is received in ten (10) working days from the written notice, the applicant’s name will be removed from the list. Only one certified notice will be mailed.

H. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period that were on the ranking list will be required to reapply.

I. During the two-year period, applicants who feel that their qualifications have improved since their original rating may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.

J. The Program Sponsor may admit minority and/or women applicants, meeting the minimum basic qualifications, directly to the program without regard to normal selection procedures whenever they determine such action is necessary to meet their affirmative action obligations, and there are no minorities and women on the current ranking list.

K. Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The Sponsor will evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, or sex.
L. Veterans who completed military technical training school and participated in a registered apprenticeship program while in the military may be given direct entry into the apprenticeship program. The Sponsor will evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The Sponsor will determine what training requirement they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of veterans will be done without regard to race, color, religion, national origin, or sex.

SECTION IV. – COMPLAINT PROCEDURE

A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant’s election, with the private review body established by the Sponsor.

B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the Sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

D. Complaints of harassment in the apprenticeship program may be filed and processed under Title 29, CFR Part 30, and the procedures as set forth above.

E. The Sponsor will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.
SECTION V. – MAINTENANCE OF RECORDS

The Sponsor will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at 29 CFR Part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

Each Sponsor must retain a statement of its Affirmative Action Plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of 29 CFR 30.4. Each Sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in 29 CFR 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation ambition, and willingness to accept direction which are part of the total judgment. Records will be maintained for 5 years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.
SECTION VI. – OFFICIAL ADOPTION OF SELECTION PROCEDURES

E Light Electrical Services, Inc. hereby officially adopts these Selection Procedures on this 23rd day of September 2015.

______________________________
Perry Herrmann, CEO / President
AFFIRMATIVE ACTION PLAN

ADOPTED BY

E LIGHT ELECTRIC SERVICES, INC>

(YEAR ROUND OPENING)

SELECTION METHOD NO. 4

AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30
AMENDED MAY 12, 1978

DEVELOPED IN COOPERATION WITH THE
BUREAU OF APPRENTICESHIP AND TRAINING
U.S. DEPARTMENT OF LABOR

APPROVED BY:_____________________________________________________

STATE DIRECTOR
BUREAU OF APPRENTICESHIP AND TRAINING

DATE APPROVED:___________________________________________________
SECTION I – PREAMBLE

In order to conform with Title 29, Code of Federal Regulations (CFR) Part 30 – Equal Employment Opportunity in Apprenticeship, E Light Electrical Services, Inc., hereinafter referred to as Program Sponsor, hereby adopts the following nondiscriminatory pledge and Affirmative Action Plan. The Program Sponsor enters this Plan with good faith for the purpose of promoting equality of opportunity into is registered apprenticeship program.

This Plan is a supplement to the Apprenticeship Standards. It may be amended at a later date as experience dictates. Any changes made by the Program Sponsor shall become part of this written Plan, once approved by the Bureau of Apprenticeship and Training, U.S. Department of Labor.

SECTION II – EQUAL OPPORTUNITY PLEDGE

In compliance with Section 30.3(b) of Title 29, CFR Part 30, as amended May 12, 1978, the Program Sponsor commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their term of training, shall be without discrimination because of race, color, religion, national origin, or sex. The Program Sponsor will take affirmative action to provide equal opportunity in training and will operate the apprenticeship program as required under Title 29, CFR, Part 30, as amended.”

It shall be the policy of the Program Sponsor to prohibit sexual harassment in the workplace. As defined by the Equal Employment Opportunity Commission, sexual harassment is unwelcome or unsolicited verbal, physical, or sexual conduct that is made a term or advancement decision, or offensive work environment. The Program Sponsor will take whatever actions are necessary to preclude incidents of sexual harassment from occurring so that all apprentices are afforded the opportunity to work in an environment free from unsolicited, unwelcome, sexual overtones. All apprentices will be expected to support the efforts of the Programs Sponsor by fostering an open and friendly work environment that is free of inappropriate pressures for all members of the workforce.

SECTION III – AFFIRMATIVE ACTION PLAN

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the Program Sponsor pledges to the procedures and methods covered in Section IV. Affirmative Action also includes an analysis of the workforce in the areas in which this Plan operates at the time the Plan is executed. The purpose of the analysis is to determine the minority and female labor force in the Program Sponsor’s labor market area as provided by the Colorado Labor Market information Department.
Once the labor force is determined, the Program Sponsor can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Bureau of Apprenticeship and Training. If underutilization exists, the Program Sponsor will attach goals and timetables (Workforce Analysis Form) for the selection of minority and/or females (minority and non-minority) applicants into the apprenticeship program.

SECTION IV – OUTREACH AND POSITIVE RECRUITMENT

The Program Sponsor pledges to engage in various outreach and positive recruitment activities by employing the following approach:

An announcement of apprenticeship openings shall be disseminated semi-annually to the following agencies/organizations located in the area covered by the program:

- Bureau of Apprenticeship and Training State Office
- Minority Organizations
- Job Corps Center
- Local School Districts
- One Step Centers
- Vocational Education School
- Veterans Organizations

The announcement shall include the place of application, the minimum qualifications required, required documentation and/or tests, if applicable and the equal opportunity policy of the sponsor.

Applications will be accepted throughout the year.

The Program Sponsor will also undertake positive recruitment activities which include:

- Participate in high school career days and job fairs that are sponsored by local school districts, Job Service Centers, and any other community based organizations.
- Internally communicate the sponsor’s equal opportunity policy in order to foster understanding, acceptance, and support among supervisors and employees in order to aid the Program Sponsor in meeting its positive recruitment obligations.
- Engage in outreach with women and minority organizations for the positive recruitment and preparation of potential applicants
- Utilized journey workers to assist in the implementation of sponsor’s affirmative action program.
SECTION V – ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The program sponsor shall review its affirmative action plan, including goals and timetable, annually and make appropriate changes to the extent necessary to obtain maximum effectiveness.

SECTION VI – OFFICIAL ADOPTION

This Affirmative Action Plan is officially adopted by E Light Electric Services, Inc.

___________________________________
(SIGNATURE OF AUTHORIZED REPRESENTATIVE)

___________________________________
(PRINTED NAME)

___________________________________
(TITLE)

___________________________________
(DATE)