



# **IEC – FT. WORTH/TARRANT COUNTY CHAPTER**

## **STANDARDS OF APPRENTICESHIP** **OVERVIEW**

**Apprentices attend school a minimum of one evening per week while working full time as an electrical apprentice for an IEC, Ft. Worth/Tarrant County Chapter Contractor member**

**I. EMPLOYER: The Electrical Contractor is the Apprentice's Employer who agrees to allow the Apprentice to work under such conditions as shall result in normal development and advancement and shall require the Apprentice to make satisfactory progress in both on-the-job and related instruction.**

**The recruitment, selection, employment and training of Apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin or sex.**

### **II. QUALIFICATIONS FOR APPRENTICESHIP:**

- **Apprentices must be at least 18 years of age**
- **High School Graduate or GED**
- **Male Applicants between 18 and 26 must be registered with Selective Service or provide**
- **Proof of Exemption**
- **Must provide 2 forms of identification (one photo)**
- **If Veteran – Must provide DD214**
- **Letter of Previous Experience – If applicable**
- **Must be Physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others**
- **Must complete and pass Drug Test for IEC, Ft. Worth/Tarrant County**
- **Must be able to obtain Electrical Apprentice License from Texas Dept. of Licensing & Regulations (TDLR)**

**III. APPRENTICESHIP AGREEMENT:** All Apprentices must sign an Apprenticeship Agreement which contains the terms and conditions in the Apprenticeship Standards.

**IV. RATIO'S:** The ratio of Journeymen to Apprentices shall be 1 Journeyman to 2 apprentices. On a job site, one apprentice

- 1) May be in any period of training in the program and will be under the direct supervision of a journeyman electrician; a second
- 2) Apprentice who has successfully completed 5000 hours of on-job-training and the appropriate period of related and supplemental instruction may be permitted to perform work under the indirect supervision of the same Journeyman.

**V. TERM OF PROGRAM:**

The term of Apprenticeship is four years consisting of a minimum of 8000 hours of on-job-training and a minimum of 576 classroom related instruction.

**VI. PROBATIONARY PERIOD:**

All registered apprentices will serve an initial probationary period of 2000 hours. During the probationary period, the Apprentice or the IEC Apprenticeship Committee may terminate the agreement without stated cause by notifying the other party in writing.

**VII. HOURS OF WORK:**

The hours of work and the conditions associated therewith shall be the same as those of the journey workers, except that no apprentice shall be allowed , except in case of emergency, to work overtime if it interferes with attendance in classroom related instruction. Apprentices not completing the required number of hours worked (min. 8000 hours) by the end of fourth year of classroom related instruction will have apprenticeship extended until required hours are completed.

**VIII. WAGE PROGRESSION:**

Apprentices shall be paid a progressively increasing schedule of wages and fringe benefits, if any, during their apprenticeship based on the acquisition of increased skill, competence on the job and in related and supplemental instruction. Increases will be based on satisfactory completion of both hours worked and the appropriate period of related instruction.

**IX. WORK EXPERIENCE:**

Apprentices will receive on-the-job training in phases of the electrical trade necessary to develop the skill and proficiency of a journeyman electrician.

## **X. RELATED AND SUPPLEMENTAL INSTRUCTION:**

During each period of training, each apprentice is required to attend classes in subjects related to the job. There is a minimum of 144 hours of classroom related instruction per year the apprentice is required to attend. Apprentices shall not be paid for hours attending and supplemental instruction. Safety practices shall be incorporated in materials presented in the classroom.

## **XI. SUPERVISION OF APPRENTICES:**

During the entire term of Apprenticeship, the student (Apprentice) is under the jurisdiction of the IEC, Ft. Worth/Tarrant County Apprenticeship Committee. The Employer shall assign the Apprentice to a designated person to be responsible for the supervision of the apprentice's on-job-training. An Apprentice is to be under the supervision of a Journeyman electrician at all times. This does not imply the Apprentice must always be in sight of the Journeyman electrician, or the Journeyman electrician be required to constantly observe an Apprentice. Supervision shall not be of such a nature that prevents the development of responsibility and initiative.

## **XII. CERTIFICATE OF COMPLETION:**

Upon satisfactory completion of the requirements of the Apprenticeship Program as established in the Standards of Apprenticeship, the Committee shall so certify that a Certificate of Completion be awarded the Apprentice.

## **XIII. COMPLAINTS:**

Any complaints shall be directed to: Executive Director, IEC Ft. Worth/Tarrant County.

## **XIV. TRANSFER OF TRAINING OBLIGATION:**

Subject to consent of Apprentice, the Committee may transfer an apprentice from one employer to another in an effort to provide continuous employment and to assure the apprentice more complete on-job-training experience.

## **XV. RESPONSIBILITIES OF THE APPRENTICE:**

The Apprentice shall abide by the Standards of Apprenticeship, the Apprentice Agreement and ALL OTHER POLICIES AND PROCEDURES, including any amendments, the Committee has made known. The following highlight some of the responsibilities of Apprentices:

1. Perform diligently and faithfully the work of the trade and other pertinent duties assigned by the Apprenticeship Committee and the Employer in accordance with the provisions of the Standards.
2. Respect the property of the employer, the classroom related instruction site, and abide by the working rules and regulations of the employer and the Apprentice Committee.

- 3. Attend and satisfactorily complete the required hours in on-job-training and in classroom related and supplemental instruction in subjects related to the trade as provided under these Standards.**
- 4. Maintain and make available such records of work experience and training received on the job and in related and supplementary instruction as may be required by the Apprentice Committee.**
- 5. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.**
- 6. Work for the employer to whom assigned to the completion of apprenticeship, Unless reassigned to another employer or the Agreement is terminated by the Apprenticeship Committee.**
- 7. The Apprentice shall be provided with a copy of the written rules and policies and shall sign an acknowledgement receipt of same. This procedure shall be followed whenever revisions or modifications are made to the rules and policies.**