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Standards of Apprenticeship (Overview)

Registered Apprentices attend classroom training (on-line or in-person) a minimum of one evening per week while working full time as an electrical apprentice for a CenTex IEC 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.

II. EQUAL OPPORTUNITY 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.

IV. QUALIFICATIONS FOR APPRENTICESHIP

- Apprentices must be at least 18 years of age
- High School Graduate or GED
- Male Applicants between ages 18 and 26 must be registered with Selective Service
- Must provide 2 forms of identification (one photo)
- If Veteran – Must provide a copy of their separation form DD214
- 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 be able to obtain Electrical Apprentice License from Texas Dept. of Licensing & Regulations (TDLR)

VI. APPRENTICESHIP AGREEMENT

All Apprentices must sign an Apprenticeship Agreement which contains the terms and conditions in the Apprenticeship Standards.

VII. WORKER RATIOS

The ratio of Journeymen to Apprentices shall be 1 Journeyman or Master Electrician to 2 apprentices.

On a job site, one apprentice

- 1) One Apprentice may be in any period of training in the program and will be under the direct supervision of a Journeyman or Master Electrician;
- 2) A second 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 or Master Electrician.

VIII. 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.

IX. 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.

X. 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 the fourth year of classroom related instruction will have apprenticeship extended until required hours are completed.

XI. 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 hours worked and the appropriate period of related instruction.

XIII. 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.

XIV. 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.

XV. SAFETY AND HEALTH TRAINING

All apprentices shall receive instruction in safe and healthful work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Standards (OSHA).

XVI. SUPERVISION OF APPRENTICES

During the entire term of Apprenticeship, the student (Apprentice) is under the jurisdiction of the IEC, CenTex Chapter 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 is to be required to constantly observe an Apprentice. Supervision shall not be of such a nature that prevents the development of responsibility and initiative.

XIX. 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.

XXIII. COMPLAINTS

Any complaints shall be directed to: Executive Director, IEC CenTex Chapter.

XXIV. 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 a more complete on-job-training experience.

XXV. RESPONSIBILITIES OF THE APPRENTICE

The Apprentice shall abide by the Standards of Apprenticeship, the Apprentice Agreement, the Apprenticeship Handbook 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 you are 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 (Apprenticeship Handbook) and shall sign an acknowledgement receipt of same. This procedure shall be followed whenever revisions or modifications are made to the rules and policies.