

APPLICATIONS PROCESS
Area III Inside Electrical JATC (MA-3019) – Apprenticeship

MINIMUM QUALIFICATIONS:

- Shall be at least eighteen (18) years of age at the time of acceptance into the program and provide picture ID proving age.
- High school graduate with GPA of 2.0 ‘C’ **OR** a GED Equivalency Certificate with a total standard score of 235 **OR** should the high school GPA fall below the requirement, the applicant may provide an official transcript from an accredited college with at least 12 credit hours, indicating general education courses (Writing, English, Math, history, etc.) with a 2.0 ‘C’ or better. These will be used along with the low high school score. A copy of the high school transcript, whether completed or not to help establish GPA and/or determine application scores.
- Math requirement: one year of high school algebra or equivalent with a grade average of ‘C’. The equivalent may be one term of college algebra (Math 60/65) with a 2.0 ‘C’ or better

If the Algebra course listed on your transcripts was labeled something else (IE: MATH 2), a letter from the school indicating that the class is equivalent to Algebra will be required. The letter must be signed and on official school letterhead.

NOTE: All beginning apprentices will be **“required” to place at or above entry into Math-60** (Lane Community College) on the math placement test. Beginning Apprentice cannot start Related Training classes until this requirement is met.

- Furnish "Official" copies of transcripts - high school or GED test scores and/or post high school transcript(s).

NOTE: A valid driver’s license may be required upon obtaining employment. Some employers may also require substance abuse testing.

THE FOLLOWING IS USED TO DETERMINE A RANKING SCORE FOR PLACEMENT (Possible 330 points)

All classes submitted for review must have transcripts and a passing grade to be considered in the ranking process. These classes include, but are not limited to:

Algebra II	Blueprint Reading	Wood Shop	Electrical Related
Geometry	Drafting	Welding	National Electrical Code
Trigonometry	Carpentry	Integer math	CAD Classes

Pre-apprenticeship Programs and/or Trade Schools – Certificate of Completion and Transcript is required.

Electrical Construction, Construction and Electrical Supplier Experience – This experience needs to be documented on company letterhead signed by the employer.

ALL documents in a foreign language must be officially translated in the above format, indicating the amount and type of experience. Please be specific. **ALL DOCUMENTS** that are unreadable or unclear to the AREA III Committee will not be credited.

Notes:

(1) Successful completion of one year of high school algebra with a “C” or better is required or the following equivalent: a college algebra course equivalent to high school algebra (IE Math 65 or higher) with a grade of “C” or better. If the required course work was completed more than five (5) years prior to application, the applicant will also be required to document current math skills prior to being scored and ranked and prior to being eligible for employment.

Area III Inside Electrician JATC MA-3019

Exceptions to Standard Program Selection

EXCEPTIONS

1. **Current Apprentice (Transfer)**

Active apprentices who have completed their probationary period and are in good standing in a registered inside electrician apprenticeship program will be permitted to transfer to the Area III Inside Electrical JATC program. Their names will be placed at the bottom of the out of work apprentice list in order of date receipt of application.

2. **Experienced Apprentice**

Experienced apprentices who gained a minimum of 2,000 hours of on-the-job experience and 144 hours of related training experience in a registered inside electrician program, within the last 5 years, shall be permitted to enter this program and pick up their training where they left off instead of entering as beginning apprentices providing they meet the current minimum qualifications and have not been terminated from an apprenticeship program for cause. Experienced apprentices who qualify will be placed at the top of the ranked pool of eligibles.

3. **New Training Agent**

If an employer has not participated in the training of an apprentice under ORS Chapter 660 for at least two years prior to seeking entry or re-entry into the apprenticeship program, the employer may select as his/her initial apprentices, without going to the pool, those bona fide employees who have been on his/her payroll for at least three months and 300 paid work hours prior to the employer's application for an apprentice and who meet the minimum qualifications for entry into the program. Once the initial selection of apprentices has been made, the employer is thereafter restricted to a selection from applicants in the pool of eligibles.

6. **Employer Selection**

An employer who has been a Registered Training Agent with the sponsor and who has participated in the training of Area III Apprentices for a Minimum period of two (2) years shall, at the discretion of the sponsor, be allowed to promote to the position of Apprentice, those full time employees who have been in their employ for a minimum of five hundred (500) hours, meet the minimum qualifications, and make application during the open enrollment period. In order to utilize this exception, the employer MUST have employed at least one (1) applicant from the current year's pool of eligibles.

12. **Veteran's Entry**

Veterans may apply to the program at any time if they meet the minimum qualifications of the program and if they are:

- a) Members of the Regular services who have been discharged from active duty service with a DD214 issued with the past 24 months indicating an Honorable Discharge;
- b) Members of the Selected Reserve or Individual Ready Reserve with a DD214 issued within the past 24 months; or
- c) Members of the Oregon National Guard with a DD214 issued within the past 24 months.

Individuals qualifying under this exception will be scored and placed at the top of the Ranked Pool of Eligibles.

15. **OTHER (Journeyman Electrician)**

The employing contractor may hire directly a journeyman electrician from another classification who exceeds the minimum qualifications and makes application during an open enrollment period.

1. Pool of Eligible Applicants:
 - a. Qualifying applications will be scored and ranked based on the point system detailed on the attached list. The applicant's points will be computed by the program administrator.
 - b. Qualified Applicants will be interviewed by a panel of three interested parties and scored based upon standardized questions. The combine application and interview score will determine the applicant's position in the ranked pool.
 - c. Once placed in a pool of eligible, applicants will be retained on the list for a period of two (2) years.
 - d. Individuals may be removed from the pool at an earlier date by their request, following their failure to respond to offers of employment, or for failing to return "Letters of Intent" (See Attached).
 - e. Pool Applicants who refuse two (2) offers of employment with separate employer candidates will lose their rank in the pool.
 - f. Pool Applicants who do not comply with the hiring process (contact timeframe/availability/contact info) may be removed from the list. If removed, the applicant will be returned to the list upon their "written" request once the issue resulting in removal is resolved.
2. Placement Process
 - a. Unemployed apprentices will be placed, as far as practical, prior to selecting new apprentices.
 - b. Individuals will be placed in order of their rank in the pool of eligible applicants.
 - c. Upon completion of the open enrollment period, the Area III JATC will establish the "Ready for employment" Pool.
 - d. An employer (registered Training Agent) may select an individual from the "ready for employment" pool by in ranked order by contacting the Area III JATC. Applicants may also petition employers for employment, but will still be placed in ranked order.
 - e. The employers' selection **must** come from the top of the "Ready for Employment pool" unless that pool applicant has previously refused employment or the employer rejects the applicant based upon a documented employability issue.
 - f. If an applicant does not meet the employability requirements of three (3) or more employers, the applicant must contact the administrator to determine if there are remedies available.

APPLICATION POINT SYSTEM

Qualifying applications will be reviewed and scored according to the following point system. Points will not be given unless the applicant provides written documentation (letters from employers on company letterhead, DD214, course certificates, school transcripts, etc.).

1. PUBLIC SERVICE (Americorp, Job Corp, Peace Corp, National Guard, Military Reserves)	5 Points (MAXIMUM 5 points)
2. MILITARY SERVICE (Honorable Discharge, DD-214 required)	5 Points per year of service (MAXIMUM 25 points)
3. EDUCATION	
BS/BA Degree	15 points
AS/AA Degree	10 points
Trade School (Approved by Area III JATC; Devry, ITT Tech. Etc.)	10 Points
High School Diploma (2.0 GPA or better required)	10 points
GED (230 score or better required)	5 points
Practice GED with at least 265	5 points
ASVAB with a AFQT =50+	5 points
SAT or ACT equivalent 980+	5 points
ACT (Work Keys) Career Readiness Certificate (Gold or higher)	10 Points
NCRC (5+ on all three exams)	
	(MAXIMUM 60 points)
4. PRE-APPRENTICESHIP CLASSES	
Residential Wiring	15 Points
Trade Skills Fundamentals (Complete "C" or better)	10 Points
Blueprint Reading I	5 Points
Blueprint Reading II	15 Points
Proof of CPR/First aid Certification	5 points
	(MAXIMUM 50 points)

The classes listed below can consist of High school or college level and will be given points based on the following:

The best class term or semester will be used. Ten points maximum for any single category. The same class cannot be counted twice.

5 points	A grade per grading period / Semester Credit or equivalent
3 points	B grade per grading period / Semester Credit or equivalent
1 point	C grade per grading period / Semester Credit or equivalent
1 point	Pass (No Letter Grade) 12 Contact hour minimum

Algebra I	Drafting
Algebra II	Blueprint Reading
Geometry	National Electric Code
Trigonometry	Electrical related
Integer Math	Electronics
Physics	Calculus

Military training related to the above can be awarded at 5 points per certificate

(MAXIMUM 50 POINTS)

Shop Classes ("C" or above)	5 points per year (MAXIMUM 15 points)
-----------------------------	--

Construction Classes ("C" or above)	5 points per year (MAXIMUM 15 points)
-------------------------------------	--

Trade School (Electrical)	10 points per certificate 200 Hour Minimum (MAXIMUM 30 points)
---------------------------	--

Construction related	5 points per certificate 200 Hour Minimum (MAXIMUM 20 points)
----------------------	---

1. EXPERIENCE

(Must be documented on Company Letter head and signed by a current Employee of the company)

Electrical construction experience	15 Points per 1500 Hours (MAXIMUM 30 points)
------------------------------------	---

Construction related experience	1 point 150 hours (MAXIMUM 15 Points)
---------------------------------	--

Electrical supplier/Trade Support experience	1 point per 150 hours (MAXIMUM 20 points)
--	---

Letters of References/Recommendation

State of Oregon "Registered" Training Agent	25 Points (MAXIMUM 25 points)
---	----------------------------------

Licensed Electrical Contractor	15 points (MAXIMUM 10 Points)
--------------------------------	----------------------------------

Any Employer/Reference (Non-Family)	1 Point Each (MAXIMUM 5 Points)
-------------------------------------	------------------------------------

MAXIMUM SCORE 385 POINTS

PLEASE SEE THE ATTACHED TABLE FOR A SPECIFIC POINT BREAKDOWN

APPLICANT RANKING CRITERIA (WORKSHEET)

Public Service: (Peace Corps, Vista, National Guard, Reserves) • Must include a Certificate of Service	5 points (Maximum of 5 Points)	
Military Service: Discharge) (Active Duty; Army, Navy, Air Force, Marines, Coast Guard) • Must Supply DD-214	5 Points Per Year of Service (Honorable (Maximum of 25 Points)	
Education: B.A. / A.A. 50+ (+50% Score) Readiness Scores) Must provide Original Transcripts, Diploma or certificate of completion	15 Points for a technical B.S. / 10 Points for a technical A.S. 10 Points for a Trade School 10 Points for H.S. Diploma 5 Points for a GED 5 Points for an ASVAB 5 Points for SAT / ACT ACT Work Keys Career Certificate 10 Points (5/5/5 (Maximum of 60 Points)	

Educational Background

The classes listed below can consist of High school or college level and will be given points based on the following:

- The best class term or semester will be used
- Ten points maximum for any single category.
- The same class cannot be counted twice.

5 points	A grade per grading period
3 points	B grade per grading period
1 point	C grade per grading period
1 point	Pass (No Letter Grade)

Algebra I	Drafting	Algebra II	Blueprint Reading
Geometry	National Electric Code	Trigonometry	Electrical related
Tech Writing	Electronics	Physics	Calculus

Military training related to the above can be awarded at 5 points per certificate

(Maximum of 50 Points)

Shop/Industrial Arts Classes

Shop class ("C" or above) -
(Maximum of 15 Points)

5 Points Per/Year

Trade School (Electrical)
(Maximum of 30 Points)

10 Points Per/Certificate

Construction Related School
(Maximum of 20 Points)

5 Points Per/Certificate

Prior Experience	Electrical construction experience	15 points per 1500 Hrs (MAXIMUM 30 points)	
	Construction related experience	1 point per 150 Hrs (MAXIMUM 15 Points)	
	Supplier/Trade Support experience	1 point per 150 Hrs (MAXIMUM 20 points)	
Letters of References/Recommendation	State of Oregon Training Agent (Current/Past employer)	25 points Each (MAXIMUM 25 points)	
	Licensed Electrical Contractor (Current/Past employer)	15 points Each (MAXIMUM 15 Points)	
	Any Employer/Reference	1 Point Each (MAXIMUM 5 Points)	
Pre-Apprenticeship	Electrical Trade Fundamentals		
“Residential Wiring” (LCC – APR 105) Points		15	
	CPR/First Aid certification	5 Points	
Trade Skills Fundamentals (LCC – APR 101)	Completion “C” or better	10 Points	
Blueprint Reading I	Completion “C” or better	5 Points	
Blueprint Reading II	Completion “C” or better	15 Points	
(Maximum 50 points)			
Driver’s License & Driving Record			
Valid Driver’s License		5 Points	
Current DMV Driving Record (No violations in past 3 years)		10 Points	
Total Points: (Maximum of 385 Points)			

Licensed in another Electrical Classification? License# _____
(Provide a Current Copy)