

## APPRENTICESHIP



This notice is to inform you that the Area 1 Inside Electrical JATC anticipates opening for applications for the following trade:

**License: General Journeyman Electrician**  
**Dot# 824-261-010                      MA# 1046**

<b>Opening date for accepting applications:</b>	<b>March 5, 2019</b>
<b>Closing date for accepting applications:</b>	<b>November 19, 2019</b>

Northwest Institute of Electrical Technology  
6915 NE 42nd Avenue  
Portland, Oregon 97218  
(503) 459-4056  
[www.nwelectricaltech.com](http://www.nwelectricaltech.com)

**TESTING WILL BE AVAILABLE BEGINNING FEBRUARY 4, 2019. NO TESTING ON WEDNESDAY'S.**

The Area 1 Inside Electrical JATC does not discriminate on the basis of race, color, religion, gender, sexual orientation, marital status, age, national origin/ancestry, disability, family relationship or any other protected status in accordance with applicable law. The Area 1 Inside Electrical JATC commitment to nondiscrimination applies all aspects of the operation of the apprenticeship and training program.

All documents are required at the time of application. No additional information can be added after the application has been submitted to the JATC Office.

### **Minimum Program Requirements**

Must be at least 18 years of age at the time of indenturing into the program

High school graduate with a 2.0 GPA (C average) from a school accredited by a State Education Agency. All transcripts are required to be officially sealed by the educational facility and un-opened for consideration

**OR:** have a qualifying GED: Score 2300, if achieved after January 1, 2002, but before January 1, 2014;  
Score 600 if achieved after January 1, 2014.

**OR:** Should the high school GPA fall below the requirement, the applicant may provide an official transcript from an accredited college indicating general education courses (Writing, English, Math, History, etc.) with a 2.0 "C" or better to be averaged with the low high school score.

**Women and Minorities are encouraged to apply.**

**The Area 1 Inside Electrical JATC is an approved participant in the Montgomery GI Bill through the Veterans Affairs Department**

This program is registered with the Oregon State Apprenticeship & Training Council  
And is reciprocal to the Department of Labor & Industries (WA)

## Math Requirement

A minimum grade of “C” (2.0) or better for one full year of high school algebra. All transcripts are required to be officially sealed by the educational facility, stamped “official” and un-opened for consideration

**OR:** equivalent college algebra course – All transcripts are required to be officially sealed by the educational facility and un-opened for consideration

**OR:** current math qualifier test administered through the JATC at the Institute of Electrical Technology, obtaining a score of 150 or better. \$20.00 non-refundable testing fee applies. Math qualifier tests have a 90-minute time limit and must be pre-scheduled by the JATC office. No walk-ins will be accepted. Only the tester is allowed in the testing center. Calculators will be provided. All cell phones, translators or personal calculators are prohibited from the testing center.

**OR:** if submitting a GED taken after 1/1/14, a minimum score of 150 on the Math portion of the test

**And:** applicants must provide at the time of application a successfully passed Accuplacer Math Placement test, administered through the JATC at its Training Center at 6915 NE 42<sup>nd</sup> Avenue, Portland, OR 97218. A non-refundable testing fee of \$10.00 (cash) or \$12.00 (debit/credit) will be collected each time the test is administered. The Accuplacer test is 12 questions in length, and successful testers must obtain a score of 9 correct answers or more to reach the mandatory “C” (2.0) criteria. No other tests will be accepted. Each tester will have a maximum 45 minute time frame in which to complete the exam. Testers will receive the results of their exam upon completion. No calculators, no cell phones, no translators or not -testing individuals will be allowed in the testing center. Accuplacer Math Placement tests will be administered Monday through Thursday with the exception of “closed dates” indicated on this announcement with the first test at 9:00 AM and the last test beginning at 3:00 PM, each session beginning at the top of the hour (9:00, 10:00, etc.). This is not required of individuals who can provide documentation of successful completion of a full year high school algebra course or equivalent was completed in the previous 12 months.

### **Testing will not be available on the following dates:**

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#### **NO TESTS ADMINISTERED ON WEDNESDAY’S**

Thursday, April 11, 2019,      Monday, May 27, 2019  
June 10, 11, 13, 2019      July 1, 2, 4, 2019  
September 2, 23, 24, 26, 2019

No testing scheduled beginning November 20, 2019, until the announced opening for applications in 2020

No foreign transcripts will be accepted for minimum qualification purposes. Should the applicant be a graduate of a foreign nation/country, he/she will be required to make an appointment through the JATC staff to sit for a computerized GED Practice test obtaining scores showing that the tester has obtained a score of 150 or more in each portion of the practice GED. Only the tester may be in the room while the test is being administered. No cell phones will be allowed during the test. Appointments for the exam can be made by calling 503-459-4056. A non-refundable testing fee of \$35.00 must be submitted in advance to the JATC before the test can be administered. Please note that a score of 150 or better on the math portion of the Practice GED, administered through the JATC office, will qualify as the requirement for the math placement test. This test may take up to 8 hours to complete and must all be completed in the same testing session.

## **Process to Apply**

Applications will be provided to all interested individuals through the JATC administrative office located at the Northwest Institute of Electrical Technology at 6915 NE 42 Avenue, Portland, Oregon 97218. Applications are not available by mail or electronically.

Prior to receiving an application, each applicant's name, gender, and ethnicity will be entered on the Applicant Log. The staff will identify all applications by a log number corresponding to the application number

Applications will be accepted on the following dates:

- March 5, 12, 19, 2019 - Between the hours of 10:00 AM & 3:00 PM
- April 2, 9, 16, 23, 30 2019 - Between the hours of 10:00 AM & 3:00 PM
- May 7, 14, 21, 2019 - Between the hours of 10:00 AM & 3:00 PM

All applications received between March 5, 2019, and May 21, 2019, will be scored and ranked with all applicants being notified in writing on or before June 15, 2019, as to their placement on the ranked list or explanations for ineligibility.

- June 4, 18, 25, 2019- Between the hours of 10:00 AM & 3:00 PM
- July 9, 16, 23, 30, 2019 - Between the hours of 10:00 AM & 3:00 PM
- August 6, 13, 2019 -Between the hours of 10:00 AM & 3:00 PM

All applications received between June 4, 2019, and August 13, 2019, will be scored and ranked with all applicants being notified in writing on or before September 10, 2019, as to their placement on the ranked list or explanations for ineligibility.

- September 10, 17, 2019, - Between the hours of 10:00 AM & 3:00 PM
- October 1, 9, 15, 22, 29, 2019,- Between the hours of 10:00 AM & 4:00 PM
- November 5, 12, 19, 2019, - Between the hours of 10:00 AM & 4:00 PM

All applications received between September 10, 2019, and November 19, 2019, will be scored and ranked with all applicants being notified in writing on or before December 12, 2019, as to their placement on the ranked list or explanations for ineligibility.

a. The JATC will review applications as described above

- Upon the Committee's review, applicants will be notified by letter of score and placement
- Individuals found to be ineligible based upon submitted documentation will be notified by letter on or before the dates described above

Challenges to ranking and placement must be submitted in writing to the Committee within 30 days of the date of Notification Letter. No challenges will be accepted over the phone.

Information regarding the status of an application will not be given to any individual other than the applicant. (I.e., mothers, fathers, spouses, domestic partners, employers, etc.)

## **Geographical Area**

Oregon counties: Multnomah, Washington, Clackamas, Columbia, Hood River, Wasco, and part of Yamhill north of Section T4S Washington State counties: Clark, Klickitat, Skamania, Cowlitz, and Pacific

## **Employment**

8,000 hours on-the-job training is required for COMPLETION of the program

**WAGES**

The average wage for journeymen employed by participating employers is \$38.38 per hour as of January 1, 2019 (the journeyman wage will be modified on January 1, 2020)

**SELECTION**

Applicants will be scored and ranked

**RANKING PROCESS**

Applicants are ranked by a point system based on submitted documentation. Ranked applicants are placed on a list according to their ranked scores.

**TRADE SCHOOLS**

Trade school experience will be considered for points based on submitted transcripts showing a grade “C” or above.

**ELECTRICAL, CONSTRUCTION, AND ELECTRICAL SUPPLIER EXPERIENCE**

Work experience in these fields must be documented on company letterhead and signed by an official of the company. Letters must include dates of hire/termination, a brief description of work performed, and ***total hours work***. Resumes and paystubs are not proof of experience. Applicants cannot self-verify their previous experience.

**REFERENCES**

A maximum of ten letters of recommendation or reference is allowed. These must be signed letters from co-workers, professional relationships, clergy, civic organizations, past employer’s current employers, teachers, etc. Form (duplicate) letters and lists of names will not be counted.

**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.).

**High School Diploma**

GPA of 3.5 and above	15 points	<b>MAXIMUM 15 Points</b>
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**10 points maximum per class category**

Algebra I	Drafting	Blueprint Reading
Algebra II	National Electric Code	Electrical-related classes
Geometry	Electronics classes	Military-related (electrical)
Trigonometry I	Integer Math	OSHA 10 (full course) NOT A CERTIFICATE
Safety (full course) NOT A CERTIFICATE		

The best class term or semester for the above classes will be used; the same class cannot be counted twice.

**Grade per high school semester**

A	2.5 points
B	1.5 points
C	0.5 points
P	1.0 point

**Grade per college semester**

A	5.0 points
B	3.0 points
C	1.0 point
P	2.0 points

Military credit per electrical certificate 1 point

**MAXIMUM 55 Points**

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<b>Shop classes</b>	10 points maximum	
High school construction classes	15 points maximum	
<b>MAXIMUM 25 Points</b>		
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<b><u>Trade School</u></b>		
Electrical construction–related	10 points per semester credit or equivalent	(30 points maximum)
Construction-related	5 points per semester credit or equivalent	(20 points maximum)
<b>MAXIMUM 50 points</b>		
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<b><u>Experience</u></b>		
Electrical construction experience	3 points per month	(40 points maximum)
Construction-related experience	1 point per month	(25 points maximum)
Electrical supplier experience	1 point per month	(15 points maximum)
<i>One month of experience is defined as 150 OJT hours</i>		
<b><u>Letters of Reference</u></b>	<b>1 point each</b>	<b>MAXIMUM 10</b>
		<b>TOTAL MAXIMUM SCORE: 195 POINTS</b>

**All applicant information is required at the time of application.  
No documents may be added after the application is submitted**

**The Committee works from the following four lists:**

1. Did Not Qualify List (DNQ)  
Applicants placed on this list did not meet the minimum qualifications and will be notified by a letter stating the reasons for failing to qualify, the requirements for admission, and appeal rights available.
2. The pool of Eligibility List (POE)  
This list is for applicants who have met all of the qualifications as described in the opening announcement. However, they will not be eligible to be scored, ranked, and placed in employment until they:
  - Have passed the math placement test within the last 12 months, or
  - Have passed a year of high school /or a term of college Algebra I or equivalent within the last 12 months
3. Ranked List of eligible applicants  
This is a list of applicants who have met all of the qualifications, including math placement test and have been scored. Applicants are ranked from highest to lowest based on points.
4. Ready for Employment List (RFE)  
When the current RFE list allows, the top 20 applicants from the Ranked Pool of Eligibles List will be placed in the RFE list. As applicants are hired off this list, the next group of applicants from the Ranked list will be added once the RFE list is down to 10 names.  
  
Applicants will be removed from the RFE list for the following reasons:
  1. Hired
  2. Third refusal to work
    - a. includes applicants not returning calls from potential employers
  3. Disconnected phone number
  4. Returned mail
  5. Applicant request for removal

**WAGE SCALE:**

The guaranteed wage for apprentices employed by participating employers is based on the average Journeyman wage of \$38.38 per hour (as of January 1, 2019). Advancement is based on hours worked (1000 hours per period) and schooling completed. Re-rates are scheduled for July 1, and January 1 of each year. (Wage scale will be modified on January 1, 2020)

<b><u>Apprentice period</u></b>	<b><u>% of Journey Scale</u></b>	<b><u>Minimum hourly rate</u></b>
1st Period	40%	\$15.36
2nd Period	50%	\$19.19
3rd Period	55%	\$21.11
4th Period	60%	\$23.03
5th Period	65%	\$24.95
6th Period	70%	\$26.87
7th Period	75%	\$28.79
8th Period	80%	\$30.71

**FREQUENTLY ASKED QUESTIONS****How does the Apprenticeship Program work?**

*Once you are hired as an apprentice, you will be expected to maintain full-time employment and attend classes.*

**Where is the school, and how often do I attend?**

*Classes are held at the Inside Electrical Area 1 JATC facility which is located at the Northwest Institute of Electrical Technology at 6915 NE 42 Avenue in Portland, Oregon. Regularly scheduled classes are one evening per week from 6:00 pm to 10:00 pm during the school year. You will also be required to attend occasional labs.*

**How much does the school cost?**

*As of September 1, 2018, tuition costs approximately \$280.00 quarterly, plus books and lab fees. You will also receive college credit from Clackamas Community College. (4 qtr. per year )*

**Where will I work?**

*Our apprentices may only work for Approved Training Agents. Training Agents are licensed electrical contractors in the area who hire and train our apprentices. Once you are on the Ready for Employment list, the staff will provide you with a list of approved contractors.*

**What is “on-the-job” training?**

*On-the-job training is earning while you learn. You will work under the direct supervision of a licensed Journeyman Electrician to learn your trade while also attending evening classes.*

**How much will I earn?**

*Starting wage for a Period 1 Apprentice is \$15.36 per hr. as of January 1, 2019. Regular re-rates are earned as you progress through your classes and accumulate on-the-job hours.*

Revised January 2019