

APPRENTICESHIP

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

INSIDE ELECTRICIAN

License: General Journeyman Electrician

Dot# 824-261-010

MA# 1046

Opening date for accepting applications:

March 7, 2017

Closing date for accepting applications:

November 28, 2017

To apply, contact: **Northwest Institute of Electrical
Technology**
6915 NE 42nd Avenue
Portland, Oregon 97218
(503) 459-4056
www.nwelectricaltech.com



Minimum requirements for applicants:

Applicants shall be at least 18 years of age at the time of acceptance into the program and provide picture ID proving age at the time of acceptance into the program. Applications may be submitted before age 18

High school graduate with a GPA of 2.0 ("C") or a GED with a total minimum score of 2300 after December 31, 2001 or 230 before December 31, 2001¹

One (1) year of high school algebra or equivalent with a GPA of 2.0 ("C")

In addition, applicants must provide one of the following at the time of application;

ALEKS Math placement test with a documented score of 45 or better or the;

ACT Math placement test with a documented score of 21 or better or the;

Accuplacer Math placement test with a documented score of 109 or better in the Elementary Algebra portion of the test or have;

taken a math 65 or above class and passed with a 2.0 or better GPA within the previous 12 months of the application date. Absolutely no other types or form of math placement test will be accepted

Any persons reapplying to this program are required to submit a new math placement test as listed above. Previous test scores submitted are no longer valid as the program is no longer using the COMPASS test as a qualifier.

**AREA 1 INSIDE ELECTRICAL JATC DOES NOT DISCRIMINATE ON THE BASIS OF
RACE, COLOR, RELIGION, GENDER, OR ANY OTHER PROTECTED STATUS
ALL 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)

Process to Apply

1. Application process

- a. 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
- b. 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
- c. High school transcripts must be ***officially sealed*** by the educational facility with proof of graduation or ***original documentation of GED scores***
- d. Applicants with college credits must submit ***officially sealed*** college transcripts
- e. All foreign language documents must be ***officially translated*** into USA format and ***notarized*** by an established translation service.
- f. Each applicant is required to submit a math placement test, taken within 12 months of the application date, at the applicant's college of choice showing acceptable scores as follows:
ALEKS Math placement test with a documented score of 45 or better or the;
ACT Math placement test with a documented score of 22 or better or the;
Accuplacer Math placement test with a documented score of 109 or better in the Elementary Algebra portion of the test. test or have;
taken a math 65 or above class and passed with a 2.0 or better GPA within the previous 12 months of the application date.

Any persons reapplying to this program are required to submit a new math placement test as listed above. Previous test scores submitted are no longer valid as the program is no longer using the COMPASS Test as a qualifier.

- g. Applications will be accepted on the following dates:

- March 7, 14, 21, 28, 2017 Between the hours of 10:00 AM & 4:00 PM
- April 4, 11, 18, 25, 2017 - Between the hours of 10:00 AM & 4:00 PM
- May 2, 9, 16, 23, 2016 -Between the hours of 10:00 AM & 4:00 PM

All applications received between March 7, 2017 and May 23, 2017 will be scored and ranked with all applicants being notified in writing on or before June 15, 2017 as to their placement or for reasons of ineligibility.

- June 6, 13, 20, 27, 2017 - Between the hours of 10:00 AM & 3:00 PM
- July 11, 18, 25, 2017 - Between the hours of 10:00 AM & 3:00 PM
- August 1, 8, 15, 22, 29, 2017 -Between the hours of 10:00 AM & 3:00 PM

All applications received between June 6, 2017 and August 29, 2017 will be scored and ranked with all applicants being notified in writing on or before September 6, 2017.

- September 12, 19, 26, 2017 - Between the hours of 10:00 AM & 3:00 PM
- October 3, 10, 17, 24, 31, 2017 - Between the hours of 10:00 AM & 4:00 PM
- November 7, 14, 21, 28, 2017 - Between the hours of 10:00 AM & 4:00 PM

All applications received between September 12, 2017 and November 28, 2017 will be scored and ranked with all applicants being notified in writing on or before December 19, 2017 as to their placement or reasons for ineligibility.

h. The JATC will review applications on a quarterly basis 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

Wages³

The average wage for journeymen employed by participating employers is \$35.00 per hour as of January 1, 2017 (the journeyman wage will be modified on January 1, 2018)

Selection

Applicants will be scored and ranked

¹ 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.

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.

PRE-APPRENTICESHIP PROGRAMS AND TRADE SCHOOLS

Pre-apprenticeship and/or trade school experience will be considered for points based on submitted Certificates of Completion and 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.

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
GPA of 2.0 to 3.49	10 points

GED

2300 score or better	5.0 points (230 points for GED obtained before 12/31/01)
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MAXIMUM 15 Points

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	Calculus

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

Military credit per electrical certificate 1 point

Grade per college semester

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

MAXIMUM 55 Points

Shop classes	10 points maximum
High school construction classes	15 points maximum

MAXIMUM 25 Points

Pre-Apprenticeship/Preparatory Programs (Job Corps, B-Fit, Vista, AmeriCorps and similar state-approved programs). Points are awarded based upon class standing at the time of graduation.

Top 10% of class	30 points
Next 10% of class	20 points
Next 5% of class	15 points

Vista or AmeriCorps documented service completion:	15 points
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MAXIMUM 30 points

Trade School

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)

MAXIMUM 50 points

Experience

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)

One month of experience is defined as 150 OJT hours

MAXIMUM 40 points

Letters of Reference

1 point each

MAXIMUM 10

TOTAL MAXIMUM SCORE: 225 POINTS

**All applicant information is required at the time of application.
No documents may be added after 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. 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 high school /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 upon points.
4. Ready for Employment List (RFE)
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

² Only the above-listed Math placement tests with the above-listed minimum scores or better, received from an accredited college will be accepted as qualifiers for this program

³ Wage Schedule:

The minimum wage for apprentices employed by participating employers is based on the average Journeyman wage of \$35.00 per hour (as of January 1, 2017). Advancement is based upon 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, 2018)

<u>Apprentice period</u>	<u>% of Journey Scale</u>	<u>Minimum hourly rate</u>
1 st period	40%	\$ 14.00
2 nd period	50%	\$ 17.50
3 rd period	55%	\$ 19.25
4 th period	60%	\$ 21.00
5 th period	65%	\$ 22.75
6 th period	70%	\$ 24.50
7 th period	75%	\$ 26.25
8 th period	80%	\$ 28.00

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 normal school year. You will also be required to attend occasional labs.

How much does the school cost?

As of September 1, 2017, tuition costs approximately \$260.00 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 \$14.00 per hr. as of January 1, 2017. Regular re-rates are earned as you progress through your classes and accumulate on-the-job hours.

What other qualifications might be required?

Some employers may ask for a valid driver’s license.

Revised January 23, 2017