

NPC Electrical Apprenticeship

Chairman: Richard McGrew

Co-chairman: James Gilliam

Qualification Checklist & Letter of Eligibility

Applicant Name _____

Applicant Number _____

Hourly Wage \$ _____

Qualification Checklist*

*Attach photocopy to this document

- Age*
 - Applicant must be 18 years of age or older (Driver's License)

- Education*
 - Applicant must provide a high school diploma, GED, or DD-214

- Physical
 - Applicants must be physically capable of performing essential functions of the NPC Electrical Apprenticeship with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Procedure

Checklist

- Applicant provided a list of possible electrical employers

- Applicant has reviewed the apprenticeship standards

Applicant has met the above requirements for the NPC Electrical Apprenticeship according to the Department of Labor Apprenticeship Standards and is hereby eligible to enter the electrical apprenticeship program upon verification of employment with approved electrical contractor.

Applicant has reviewed the apprenticeship standards and has been provided a list of possible electrical employers. Applicant agrees and understands the guidelines stated above.

Applicant Signature _____ Date _____

I (We) herewith submit this statement of Intent-to-Hire for the applicant named above. We intend and expect to be able to employ this person for the duration of their apprenticeship, contingent on satisfactory performance and unless circumstances of the trade beyond our control make it necessary to suspend our training and employment of this applicant.

Hire Date _____

Company Signature _____ Date _____

Applicant does not meet above requirements or has failed to show proof of program requirements

Administrative Signature _____ Date _____

APPLICATION FOR APPRENTICE ELECTRICIAN LICENSE

DO NOT FAX OR SEND COPIES

PLEASE TYPE OR PRINT. BE SURE TO COMPLETE ALL SECTIONS. SEND \$10.00 LICENSE FEE WITH APPLICATION MADE PAYABLE TO THE ARKANSAS DEPARTMENT OF LABOR.

INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL BE RETURNED FOR COMPLETION OR CLARIFICATION.

*****FOR SCHOOL USE ONLY*****

- NEW APPRENTICE
 - TRANSFER STUDENT LICENSE NUMBER _____
 - REINSTATE STUDENT LICENSE NUMBER _____
- APPRENTICE'S RAPIDS NUMBER _____

THIS SECTION TO BE COMPLETED BY APPRENTICE:

1. NAME (Last, First, Middle): _____
2. STREET ADDRESS _____
3. CITY _____ COUNTY _____ STATE: ____ ZIP: _____
4. HOME/CELL PHONE: _____ EMAIL ADDRESS: _____
5. SOCIAL SECURITY NUMBER: _____ - _____ - _____

Arkansas Code Annotated § 17-1-104 (Repl. 2001) requires the Electrical Division to transfer name, address, and social security number information on applicants to the Office of Child Support Enforcement. Social security numbers shall otherwise be maintained in a confidential manner as

6. CURRENT EMPLOYER: NAME: _____
ADDRESS: _____
CITY: _____ STATE: ____ ZIP: _____
PHONE: (_____) _____

I HEREBY STATE THAT THE INFORMATION CONTAINED IN THIS APPLICATION, TO THE BEST OF MY KNOWLEDGE, IS TRUE AND CORRECT. I AGREE TO ABIDE BY ALL RULES AND REGULATIONS OF THE ARKANSAS BOARD OF ELECTRICAL EXAMINERS.

Date Signature of Applicant

It is understood that National Apprenticeship Standards will govern this Apprenticeship and that it is subject to registration with the United States Department of Labor, Office of Apprenticeship and the Arkansas Department of Labor. The employer agrees to make every reasonable effort to keep the apprentice employed and to assist him/her in related study and instruction.

SIGNATURE: _____ DATE: _____
Employer

THIS AREA FOR STATE USE ONLY

APPRENTICE NUMBER: _____

PREVIOUS APPRENTICE LICENSE #: _____

**BEFORE REGISTRATION IS COMPLETE. THIS SECTION MUST
BE COMPLETED BY THE TRAINING COMMITTEE:**

1. APPRENTICE NAME: _____

2. SCHOOL NAME: NPC Apprenticeship Program

3. PROGRAM NUMBER: Class # 120 & LEA# 26-70-400

4. ADDRESS: 101 College Drive

5. CITY: Hot Springs STATE: AR ZIP: 71913

6. SCHOOL CONTACT TELEPHONE NUMBER: 501-760-4135 or 501-760-4349

7. SCHOOL CONTACT PERSON: Leane Hardin or Kelli Albrecht

8. Register Apprentice as (Circle one): Commercial Residential Industrial Maint. Air Conditioning

9. AGREEMENT:

This is to certify that this applicant has entered into an apprenticeship agreement with the above named school and the U.S. Department of Labor, Office of Apprenticeship for the purpose of learning the trade of electrician. It is also to certify that all required forms have been completed and entered into the RAPIDS system of the U.S. Department of Labor, Office of Apprenticeship for the purpose of registering this applicant with that agency.

SIGNATURE _____ DATE: _____
Committee or School official

WHEN COMPLETED, SEND ALL DOCUMENTATION TO:

**Arkansas Department of Labor
Electrical Division
10421 West Markham
Little Rock, AR 72205-2190
(501) 682-4548**



APPRENTICE REGISTRATION – SECTION II

OMB No. 1205-0223 Expires: 06/30/2018

Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29

PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.

1. Name (Last, First, Middle) and Address (No., Street, City, State, Zip Code, Telephone Number)		*Social Security Number - -	Answer Both A and B (Voluntary) (Definitions on reverse)	5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran
2. Date of Birth (Mo., Day, Yr.)	3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female		4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	6. Education Level (Mark one) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate or Greater <input type="checkbox"/> Post Secondary or Technical Training
7a. Employment Status (Mark one) <input type="checkbox"/> New Employee <input type="checkbox"/> Existing Employee		7b. Career Connection (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Pre-Apprenticeship <input type="checkbox"/> Technical Training School <input type="checkbox"/> Military Veterans <input type="checkbox"/> Job Corps <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Career Center Referral <input type="checkbox"/> School-to-Registered Apprenticeship		
8. Signature of Apprentice Date		9. Signature of Parent/Guardian (if minor) Date		

PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.

1. Sponsor Program No. AR001020048		2a. Occupation (The work processes listed in the standards are part of this agreement). Elec		2b. Occupation Code: 2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Sponsor Name and Address (No. Street, City, County, State, Zip Code) NPC Apprenticeship Program 101 College Drive Hot Springs, AR 71913		3. Occupation Training Approach (Mark one) 3a. <input type="checkbox"/> Time-Based 3b. <input type="checkbox"/> Competency-Based 3c. <input type="checkbox"/> Hybrid	4. Term (Hrs., Mos., Yrs.)	5. Probationary Period (Hrs., Mos., Yrs.)	
9a. Related Instruction (Number of Hours Per Year) 160		9b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input checked="" type="checkbox"/> Will Not Be Paid		9c. Related Training Instruction Source	
10a. Pre-Apprenticeship Hourly Wage \$ <u>8.50</u>		10b. Apprentice's Entry Hourly Wage \$ <u>9.00</u>		10c. Journeyworker's Hourly Wage \$ <u>18.00</u>	

10d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.	Period 1	2	3	4	5	6	7	8	9	10
	6	6	6	6	6	6	6	6		
10e. Wage Rate (Mark one) % <input checked="" type="checkbox"/> or \$ <input type="checkbox"/>	50%	55%	60%	65%	70%	75%	80%	85%		

11. Signature of Sponsor's Representative(s) Date Signed	13. Name and Address of Sponsor Designee to Receive Complaints (If applicable) NPC Apprenticeship Program 101 College Drive Hot Springs, AR 71913 501-760-4135
12. Signature of Sponsor's Representative(s) Date Signed	

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

1. Registration Agency and Address	2. Signature (Registration Agency)	3. Date Registered
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4. Apprentice Identification Number (Definition on reverse):

**NPC Electrical Apprenticeship
101 College Drive
Hot Springs, AR 71913**

APPRENTICE APPLICATION # _____

Date: _____

Name: _____ **Date of Birth:** _____
 Last First MI

Address: _____
 Street City State Zip Code

Home Phone # _____ **Cell Phone #** _____

Email Address: _____

Sex: ___ Male: ___ Female

Race: (check one or more)

- | | |
|---|---------------------|
| ___ American Indian of Alaska Native | ___ Asian |
| ___ Black or African American | ___ White/Caucasian |
| ___ Native Hawaiian or other Pacific Islander | |

Ethnic Group: (check one)

- ___ Hispanic or Latino ___ Non-Hispanic or Latino

Have you attended an apprenticeship program? No Yes

If Yes, number of hours or semesters: _____

Name of Program _____

State Electrical License Number: _____ Expiration Date: _____

Are you a veteran ___ Yes ___ No

Veterans must furnish a copy of their DD-214 for verification.

Driver's License #: _____ **State:** _____
(Have available, we will need to make a copy)

Social Security #: _____

Educational Information

Type of School	Name and Location	Years Completed	Graduation or GED Date	Trade related course
High School				
College, Technical or Trade School				
Professional School				
Apprenticeship Program				
Other				

Attach a copy of your high school diploma or GED; include a copy of your high school transcript. Attach a copy of any post-secondary institutions, including apprenticeship programs you have attended in the past.

Previous Work Experience:

Do you have any previous experience in the electrical trade? Yes No

If yes, number of years: _____

Previous Electrical Work Experience:

(Attach additional pages if necessary to list electrical experience)

How did you learn about this apprenticeship program? _____

I hereby state that the information contained in this application, to the best of my knowledge is true and accurate.

Signature

Date

<p>NPCC use only:</p> <p>Date application received:</p> <p>Received by:</p>

NPC Electrical Apprenticeship

Chairman: Richard McGrew

Co-chairman: James Gilliam

Tuition and Book Fees Form

PLEASE PRINT

Date: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

E-mail: _____

Semester Fees:

I accept responsibility of paying my tuition in the amount of \$225 per semester (\$450 a school year) in the event my contractor does not pay. The course book is included in tuition price.

Signature: _____

NPC Electrical Apprenticeship

Chairman: Richard McGrew

Co-chairman: James Gilliam

RELEASE OF INFORMATION FORM

Date: _____

I, _____, give National Park College
(Student Name)
the authority to acquire any and all information regarding my apprenticeship background.

Student Signature: _____

Appendix E

EMPLOYER ACCEPTANCE AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the NPC Apprenticeship Committee and agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Sponsor established under these Apprenticeship Standards. We have been furnished a copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Sponsor or Registration Agency.

- On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journeyworker and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work.
- Employer will provide OJT certification monthly to apprentice
- Employer will follow wage guidelines as set forth below:

ELECTRICAL APPRENTICE WAGE SCHEDULE

Current Journeyman Wage Rate \$18.00

1 st	6 Months -- 50 percent--\$9.00	5 th	6 Months -- 70 percent--\$12.60
2 nd	6 Months -- 55 percent--\$9.90	6 th	6 Months -- 75 percent--\$13.50
3 rd	6 Months -- 60 percent--\$10.80	7 th	6 Months -- 80 percent--\$14.40
4 th	6 Months -- 65 percent--\$11.70	8 th	6 Months -- 85 percent--\$15.30

The recruitment, selection, employment, and training of the apprentices shall be without discrimination because of race, color, sex, religion, national origin, age, handicap/disability, or other unlawful factors in employment practices or admission or treatment of students. The NPC Apprenticeship Program will operate the apprenticeship program as required by the Title 29 of the Code of Federal Regulations, Part 30.

Printed Student Name: _____

Company: _____

Title: _____

Signed: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

AGREEMENT

I have been furnished a true copy and have read, and had all questions answered, and understand the rules and regulations of the NPC Electrical Apprenticeship Committee.

I understand that I am ultimately the responsible person as far as payment of tuition and fees are concerned.

I agree that if my fees and tuition are not paid in full that I shall receive no credit for time in school.

I understand that a no refund policy exists and do not expect any should I drop out of school.

I also understand that if my fees are not paid in full, that such methods as are deemed necessary to collect such fees may be employed.

PLEASE PRINT NAME: _____

SIGNED: _____

DATE: _____

TRADE: _____

APPRENTICE YEAR: _____

CURRENT ADDRESS: _____

TELEPHONE NUMBER: (Home) _____ (Cell) _____

EMPLOYER: _____

NPC Electrical Apprenticeship Program RULES AND REGULATIONS

Approved By NPCEA Committee on July 2012

Revised July 2012

RULES AND REGULATIONS OF NPC ELECTRICAL APPRENTICESHIP

INTRODUCTION

The following procedures of apprenticeship covering the employment and training of apprentices in the trades have been agreed to by the NPC Electrical Apprenticeship Program and registered with the Bureau of Apprenticeship Training under its standards of apprenticeship.

WHAT, WHEN, WHERE

NPC Electrical Apprenticeship is normally a four-year program consisting of on-the-job training and related class instruction. Classes meet one night a week for four hours at National Park College.

CLASSROOM INSTRUCTION/ATTENDANCE POLICY

Apprentices must attend and satisfactorily complete a minimum of 144 hours per year of related training and abide by the rules and regulations listed below.

Attendance will be taken at the beginning of each class. **Apprentices are required to sign in, even if late for class and sign out at the end of class. Failure to sign in or out will be recorded as an absence and treated accordingly.**

Apprentices may miss 1 class per 40 hours of school with a maximum of 2 classes missed in one semester and still complete the required a year.

After each absence the apprentice's employer will be notified.

If an apprentice is absent because of illness or because the absence is work related, the apprentice or employer should call to notify the apprenticeship coordinator. *When appropriate a doctor's excuse may be required for illness absences.*

The absence may be excused after verification and the apprentice will be allowed to make-up tests that he/she may have missed. All other absences will be considered unexcused.

An apprentice who is more than 15 minutes late to class will be considered tardy and lose one hour of class time. *Three tardy occurrences will count as one unexcused absence.*

For absences beyond the allowance, the student will be fined \$3.00 per classroom hour missed. This fee must be paid prior to the next class attended or the student will be dropped from the program.

Apprentices may schedule make-up classes through the apprenticeship coordinator for \$50 per contact hour missed. (For example – 3 hours missed = \$150).

Any apprentice who leaves school prior to the dismissal time must sign out and notify the instructor. If a student does not sign out and/or leaves for an unexcused reason, he/she will have a double absence charged against them.

Absence, lateness, or poor classroom work will result in contact being made by the apprenticeship coordinator to the apprentice's employer.

After three (3) unexcused absences in one semester, the apprentice shall be called before the committee to explain his/her actions. At that time the committee may take one or more of the following actions that they deem appropriate. Procedures of the committee are as follows:

1. Apprentice may be put on six (6) months' probation and subjected to additional discipline if called before the committee again.
2. The committee may deduct 72 classroom hours from an apprentice who has five (5) or more unexcused absences.
3. The committee may deduct 144 classroom hours from an apprentice who has accumulated more than ten (10) unexcused absences.
4. **The committee can drop the apprentice from the program.**
5. Failure of the apprentice to follow the recommendations of the committee may subject the apprentice to be dismissed from the program with no refund.

Excessive lateness cannot be condoned; however the committee recognizes that arriving late is often better than missing the entire night. Therefore, the committee urges apprentices to come to school late instead of missing the entire night. **Three tardy occurrences will equal one unexcused absence.**

THE NPC ELECTRICAL APPRENTICESHIP COMMITTEE RESERVES THE RIGHT TO TAKE ADDITIONAL ACTIONS NOT LISTED IN THESE RULES AND REGULATIONS IF IT IS DEEMED NECESSARY.

REQUIRED APPRENTICE BEHAVIOR

Teachers may dismiss from class any apprentice creating a disturbance and/or interfering, in any way with his/her conducting of the class.

Disturbances of any nature will not be tolerated while apprentices are on the premises where related instruction is being conducted.

If an apprentice is dismissed from class, the apprenticeship committee must convene to determine if the apprentice will be allowed to return.

This program is operated in cooperation with National Park College. Therefore, apprentices must abide by the rules and regulations of the college that include:

1. No alcohol or drugs allowed on campus.
2. No food or drink inside classrooms.
3. ***NO tobacco, including smokeless tobacco products, may be used on campus.***
4. No loitering around vehicles.

The use, transportation and/or sale of drugs or alcohol by apprentices in class or on the premises of the related instruction are prohibited.

Any apprentice who is terminated by their employer for either drug use or alcohol consumption shall be terminated from the apprenticeship program.

Any apprentice violating the above rules will be immediately dismissed from the apprenticeship program.

GRADING

An apprentice is graded on subject matter and his/her attitude while in class. Each employer receives copies of his/her apprentice's grades at the end of each semester. A minimum passing grades is 70%. Failing or incomplete grades require that material be redone or completed before a passing grade or credit will be given. *Each student will be reviewed by the committee before they are allowed to progress to the next year and may be required by the committee to repeat. If a student is held back by the committee for a second time, they will be dropped from the program.*

Fees

All fees must be paid in full *before the start of the third class*. No apprentice will be allowed to attend classes unless all fees are paid. The apprenticeship committee recognizes that some employers may pay the apprentice's tuition. However, it is ultimately the apprentice's responsibility to make sure that said payment is made.

ADVANCEMENT

When related classroom instruction is conducted after normal working hours, the apprentice will not be paid his/her regular rate of pay for such attendance, nor shall such time be counted as hours worked for purposes of overtime computation. Apprentices will be advanced to the next level when their grades, attendance, and OJT reports are satisfactory. If any problems arise that are not covered by these regulations, contact the apprenticeship coordinator at once so that a solution may be found.

CLASS CANCELLATION

In case of class *cancellation*, the local schools will inform local radio and TV stations (*as soon as practical*) if conditions permit. If National Park College *cancels classes*, the apprentice classes will *not be held*.

JOB TRANSFERS

If an apprentice moves with his/her job to an area away from the school they should check for an apprenticeship program in that area. Apprentice should contact the apprenticeship coordinator to arrange temporary or permanent transfer.

ON THE JOB TRAINING

Apprentices must satisfactorily complete the required number of hours as outlined below: Electrician, Plumber, or Carpenter... 8000 hours.

The OJT training work processes outlined in the Standards of Apprenticeship are only the major areas to be covered; however on the job training is not inclusive of just these areas.

Work process forms will be turned in *monthly by the apprentice* to his/her instructor in the related instruction class. During the months the apprentice is not in class, the apprentice is responsible for submitting these reports to the apprenticeship coordinator's office in person or by mail. Only actual hours worked will be counted. Overtime cannot be added as time and one half.

If an apprentice is tardy two (2) months in submitting his/her monthly OJT reports, the apprentice may be placed on academic probation for 30 days and be called before the committee to explain the reason for this violation of the apprenticeship rules. Failure to comply with the above is cause for dismissal from the apprenticeship program.

An apprentice who terminates his/her employment with the designated employer **MUST** notify the instructor within 10 days to determine his/her eligibility to continue in the program. Failure to report employment changes could result in NPC credit not being accepted by the apprenticeship committee.

Should an apprentice who terminates his/her employment be unable to gain re-employment with a contractor and thus be unable to receive OJT training, he/she will not be allowed to graduate nor receive certification that he/she has completed the program until his/her period of non-employment is made up.

The hours of the apprentice shall be the same as those of a journeyman in the trade.

The apprentice must be prepared to furnish his/her own hand tools as recommended by the apprenticeship committee.

CURRENT NAME AND ADDRESS

The apprentice must notify the apprenticeship coordinator of NPC Electrical Apprenticeship in writing within ten (10) days of any change in his/her phone number or change of address.

APPRENTICESHIP AGREEMENT

An apprenticeship agreement is a document signed by the apprentice, the apprenticeship coordinator, and the state director of Bureau of Apprenticeship Training, which contains:

1. Credit for previous work experience
2. The wage scale to be paid during the term of apprenticeship
3. The number of related instruction hours in the classroom
4. Identification of indenturing employers
5. Length of time (term) to be apprenticed to the trade

COMPLAINT PROCEDURE

Any apprentice may request a meeting with the apprenticeship committee to discuss any grievance(s) concerning his/her training. However he/she must put his/her grievance(s) in writing and affix his/her signature hereto.

COMPLETED PROGRAM

An apprentice will be considered completed when he/she has satisfied the following requirements.

1. Submission of proof of OJT hours worked as required by his/her apprenticeship agreement.
2. Completing with a passing grade all required class work in related instruction.
3. Completion with a passing grade of any other related instruction deemed necessary by the apprenticeship committee.

Upon satisfactory completion of the apprenticeship program, the apprentice will be graduated and duly certified and will receive an approved certificate from the Bureau of Apprenticeship and Training of the U.S. Department of Labor and from the NPC Electrical Apprenticeship Committee attesting to completion of the program.

NOTICE OF NON-DISCRIMINATION

The NPC Electrical Apprenticeship Committee is committed to a policy of non-discrimination on the basis of race, age, sex, religion, color, national origin, creed, handicap, marital or parental status in admissions, educational programs or activities and employment, as specified by federal and state laws and regulations.

Inquiries may be addressed to the Apprenticeship Coordinator, National Park Community College, 101 College Drive, Hot Springs, AR 71913-3950 Phone 501-760-4135.