

TELECOMMUNICATIONS INSTALLER-TECHNICIAN APPRENTICESHIP

APPLICANT INFORMATION



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CAREFULLY.

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THE CLEVELAND TELECOMMUNICATIONS INSTALLER-TECHNICIAN APPRENTICESHIP PROGRAM

The terms Telecommunications (Video, Voice, and Data) Installer-Technician and Craftsmanship, as used in this booklet, are meant to define a recognized level of competency and include both male and female.

The sciences of electricity telecommunications are constantly changing and expanding at an ever increasing rate. From their inception, the electrical and telecommunications industries have kept pace with new technologies and are now part of the largest industries in the United States. These ever-evolving changes include new innovative technologies in the telecommunications and data transmission fields. This rapid expansion means that the Telecommunications Installer-Technician must be given sound basic training in the knowledge of the trade, supplemented by sufficient instruction in the theories of electrical and telecommunications sciences. These rapid changes effect commercial and industrial projects, as well as the residential market. Intelligent wiring systems and more sophisticated control platforms dictate a growing and expanding need for the development of a telecommunication apprenticeship program that focuses specifically on telecommunication, video, voice, sound, and data type installations and operations – inclusive of all related codes and standards.

The telecommunication trade is unique in that it is mechanical, technical and professional. In order to meet industry demands in an ever evolving technological environment, the telecommunication industry must select individuals who have the aptitude to learn and develop the knowledge, skills and abilities necessary to proficiently perform the individual job tasks associated with the work processes of the trade. The industry must select and train individuals who will diligently work and study to stay abreast of current and future emerging technologies.

The Telecommunications Industry, by its very nature, places a high degree of personal responsibility on each individual. While supervision is most often provided on the job, the Installer-Technician is constantly called upon to make decisions concerning proper performance methodology.

Today's telecommunications installations are very complex and highly sophisticated. Faulty installations often prove to be extremely expensive and hazardous. Much of the complex wiring involved in the work is hidden from view when the job is completed; any defect in this hidden work can cause serious damage and prove to be extremely costly. The well-trained telecommunications worker takes pride in the appearance of his or her work, and the technical correctness and structural soundness of the installed telecommunications circuits and systems.

The Joint Apprenticeship and Training Committee (JATC), representing the parties to the local Collective Bargaining Agreement (CBA) - The National Electrical Contractors Association (NECA) and the International Brotherhood of Electrical Workers (IBEW) - has dedicated its time to develop an efficient training program so the Telecommunications (Video, Voice, & Data) Installer-Technician apprentice can, through a systematic program of schooling and on-the-job training, become a well-qualified Installer-Technician. The degree of success the JATC has in its operation will depend entirely upon the willingness of all local parties of the telecommunication industry to cooperate in this joint activity. Quality training remains a high priority with the IBEW and NECA.

All functions of the JATC shall be on the basis of a nonprofit endeavor. The JATC has adopted and promotes nationally developed Apprenticeship Standards and Curricula to insure quality apprenticeship and training for the industry in the best interest of the apprentice, management, labor, the customer and the public.

The work of Telecommunications Installer-Technician can be divided into broad categories such as new construction, remodeling, maintenance, and repair. While the jobs differ, the mental and physical skills that are acquired in a properly designed and administered training program prepare the telecommunications worker for this entire range of work. During a career as a Telecommunications Installer-Technician, a person will likely be involved in many different types of jobs presenting many new and different challenges, working with his or her hands as well as with their mind. Much of the work involves installation, assembling, testing, repairing, and layout of telecommunications equipment and apparatus used for voice, video, data, and many types of control systems. Due to the nature of the work, good math and reading skills are essential. The trade, at times, requires considerable physical effort for lifting, carrying materials, ladders, and tools, and climbing ladders and scaffolds. Copies of the job description are available on request.

The Telecommunications Installer-Technician Apprenticeship Program of the Cleveland Electrical Joint Apprenticeship and Training Committee (CEJATC) is sponsored by IBEW Local 38 and the Greater Cleveland Chapter of NECA. It is a three-year program consisting of on-the-job training with contractors signatory to Local 38 and related instruction at the IBEW/NECA Training Center in Valley View, Ohio. The apprenticeship program is registered with the U. S. Department of Labor, Bureau of Apprenticeship and Training, and the Ohio State Apprenticeship Council. We are affiliated with the National Joint Apprenticeship and Training Committee for the Electrical Industry.

The three-year apprenticeship is divided into six periods. Advancement in period, and its commensurate increase in pay rate, is based on satisfying the previous period's requirements for on-the-job training hours, on-the-job performance, and related instruction. Pay rates for apprentices are based on percentage of the Installer-Technician's rate of pay, starting at 55 percent in the first period, then increasing each period up to 90 percent in the sixth period. The current starting pay rate is \$13.92 per hour. (This rate is subject to change dependent on changes in collective bargaining agreement.) A comprehensive benefit package that includes health care and pension covers the apprentice once he or she becomes eligible.

Upon completion of the apprenticeship the apprentice will have received a minimum of 4800 hours on-the-job training and 480 hours of related training at the Training Center. Apprentices are concurrently enrolled in the Associate of Technical Studies at Northwest State Community College. A Certificate of Completion of Apprenticeship is issued by the State of Ohio recognizing the Program Graduate as a Journeyperson Telecommunications Installer-Technician. College credit is also awarded for successful completion of course work.

The procedure for the selection of an apprentice class consists of: (1) completing the application process, including obtaining a qualifying score on the aptitude test, (2) the interview, after obtaining a qualifying score on the aptitude test or providing undisputable documented evidence of two thousand, four hundred hours of telecommunications experience, (3) establishing the scores of those who are interviewed and placement on the list of applicants eligible for selection, and finally (4) the selection of apprentices. Selected applicants are assigned to contractors for on-the-job training and receive related instruction at the IBEW/NECA Training Center.

The following are minimum qualifications for selection into the program:

1. At least 18 years of age.
2. High school graduate, have a GED, or have an associate or higher degree.
3. One full year of high school algebra or a post-high school algebra equivalent with a passing grade. Pre-algebra or the like are not acceptable. This requirement also pertains to applicants with a GED.
4. Have a qualifying score on the electrical trade's aptitude test developed and validated by the American Institutes for Research. Applicants are scheduled for the aptitude test upon receipt of *all* required documentation and the processing fee.
5. Have a valid driver's license and reliable transportation to get to any point within the Program's geographical jurisdiction at any time. The jurisdiction is all of Cuyahoga County and the townships of Bainbridge, Chester, and Russell in Geauga County, and Columbia in Lorain County.
6. Must be physically able to perform electrical construction work.
7. Have the legal right to work in the United States

Applicants with *bona fide* telecommunications training and work experience may qualify for an oral interview solely by providing undisputable documented evidence verifying a minimum of two thousand, four hundred (2400) hours in the trade. Ask for the information sheet listing the requirements.

Individuals with military technical training and a MOS applicable to the electrical construction trade and can document a minimum of two years military experience in that MOS will qualify for an oral interview to be considered with other qualified applicants.

The Committee will interview only those who *complete the application process within 60 days and receive a qualifying score on the aptitude test.* The process consists of:

- Filling out an application form at the Training Center on the scheduled monthly application day. A sequential application number is assigned at that time and instructions on how to complete the process are given.
- Providing proof of high school graduation (a copy of the diploma or a letter directly from the high school verifying graduation), proof of graduation with an associate degree or higher from a state or nationally accredited institution, or GED.
- Having official high school, college, and GED transcripts verifying meeting the educational requirements sent *directly* to the Training Center from the educational institution by the designated deadline. Transcripts or copies of transcripts submitted by the applicant will not be accepted. This also applies to transcripts from post high school institutions such as technical/vocational schools, colleges, and universities. GED transcripts must be sent directly from the Ohio Department of Education or the issuing authority of other states or the military. Supporting high school transcripts must also be submitted for applicants with GED's. However, copies of certificates for adult education courses and the like (excluding those related to the algebra requirement) will be accepted from the applicant. A copy of Form DD214 must be submitted as proof of any related military training. Transcripts received before an application form is filled out are not accepted and will be returned.
- Proof of being at least 18 years of age (or 17 years *and* a high school graduate). A birth certificate or other official document with proof of birth date is required. (A list of acceptable documents is provided.)
- Processing fee paid by money order by the designated deadline. Money orders are the only accepted method of payment for fees. The processing fee is \$40. The processing fee is forfeited if the all required documentation is not submitted by the designated deadline.
- Achieving a qualifying score on the electrical trade's aptitude test developed and validated by the American Institutes for Research. Testing will be arranged by the CEJATC. **This test can only be taken once within a six month period for all IBEW/NECA related programs.** If you have taken the test for any other IBEW/NECA Program within the last six months, please notify this program of that fact; we will obtain the score and apply it to your application. Failure to do so may result in permanent disqualification

All documents become the property of the CEJATC and cannot be returned. Transcripts, documentation, or fees received after the deadline stated on the Application Process Checklist will be returned.

IMPORTANT: The order by which qualified applicants are interviewed is determined by (1) the date that *all* parts of the application process are completed and (2) application number. Therefore, submitting all transcripts, documentation, and fees promptly is very important. It is advisable to call to check on the status of your application at least two weeks before your designated deadline to verify receipt of documentation and processing fee by the Training Center.

Selection of entrants to the Apprenticeship Program is made on qualification alone without regard to race, creed, gender, age, color, or national origin.

The candidates selected for the Apprenticeship are determined by interview score, starting with the highest composite interview score. The Industry's needs determine the number of apprentices accepted into the Program at that time. **Interviewed applicants will remain on an active list, subject for selection, for a period of two (2) years from the date of the interview.**

All who are selected to enter the apprenticeship are screened for substance abuse before indenture and assignment for on-the-job training.

Apprentices have two financial obligations: tuition and book fees. Tuition is \$110 per semester, payable in full at the beginning of each semester. Book fees vary with the year of apprenticeship (\$500-\$800) with the First Year usually being the highest due to the largest complement of books purchased in that year.

Complete copies of the Registered Standards, Affirmative Action Plan, and Selection Procedure are available for review on request. Copies of the *Telecommunications Installer-Technician Job Description* are also available on request.

NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS

The Cleveland Electrical Joint Apprenticeship and Training Committee admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan program, and other school administered programs.

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