



870-534-2672

Anderson Electric of Pine Bluff, Inc.
Electrical Apprenticeship Program of Pine Bluff

- 2006 -

Apprentice / Employer
Guide Book

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Mission Statement

The purpose of A E Apprenticeship Program, Pine Bluff, is to offer quality education in the Electrical Field to all Apprentices.

To provide quality education to all apprentices in the area that desire to take advantage of such an opportunity. To instill a positive attitude toward the learning process while providing apprentices with the opportunity to achieve their goals.

INTRODUCTION

The Anderson Electric Apprenticeship Program offers quality apprenticeship training, management education and journeyman upgrading opportunities to the construction industry of Arkansas.

The information contained in the following pages is designed to provide employers with registration instructions, program policies and forms needed during the academic year. A committee member will be available to employers and apprentices at any time to discuss questions or problems that may arise.

To be a registered program with the Federal Bureau of Apprenticeship and Training, and accredited with the National Center for Construction Education and Research, there are numerous reports and standards we must maintain.

We are looking forward to working with you this school year. Let us know how we can help you as an employer and you as an apprentice.

Darrell Anderson
Master Electrician
Teacher / Administrator

Mindy Woolley
Anderson Electric
Secretary

Pam Brown
AR. River ESC
Member

Emily Cothran
Anderson Electric
Member

Sandy Anderson
Anderson Electric
Chairperson

Ruth Ann Norton
PBNB
Co. Chairperson

Leon Albritton
Master Electrician
Teacher / Member

Wally Hunt
Jefferson County OES
Teacher / Member

How to Enter the Anderson Electric of P.B., Inc. Apprenticeship Training Program

As we all know the construction industry always needs skilled labor, and the best-trained people always have the best opportunities. We will combine classroom education with practical, hands-on job experience, resulting in craftsmen who are ready to excel in the electrical construction career.

If you are not familiar with the program, we want to outline the role of the three parties in apprenticeship training, the apprentice, the employer and the school.

1. The Apprentice:

Enrollment - If an individual decides to enroll in the program, contact us for the enrollment form. There is no registration date, as ALL apprentices have to be enrolled in school so registration is on going through out the year. Although, if you have been registered for a past semester you must pre-register with the school before each semester. The length of this program is (4) four years (576 Class Hours) and 8,000 OJT hours, then you must pass the journeyman test before being released.

Job - An apprentice should select a construction trade for training as in this case electrical. After choosing this field of interest, their next goal is to obtain employment as an electrical apprentice. Once hired, the apprentices will accrue and document "on the job training hours" (OJT's) that, with completed classroom work, count toward regular salary increases and completion in the program. To become a participant in the apprenticeship program, the apprentice and employer must sign an agreement approved by the U.S. Department of Labor. This agreement sets up a schedule of salary increases (usually 5% every six months) based on classroom work and completed OJT hours.

Special Conditions -

Student Only - An individual may choose to enroll in our classroom curriculum, but not participate in the full apprenticeship training. School cost are the same as for an apprentice, but they will be classified as a "student".

Transfers - Apprentices may enroll in our program as a transfer from another program or from college-related classes. We'll need a copy of their transcript.

Veterans - Veterans may be eligible for funding for school. We have the paper work in the office that you will need to complete.

Enrollment without a Job - Individuals may begin a school year without a job, but they will be responsible for school costs. This will only be for that

semester, as you are looking for a job in the electrical field. (You must have the OJT hours to complete the program.)

II. The Employer

The employer of an apprentice needs workers who will demonstrate a commitment to the company's and the industry's future. Employers have certain responsibilities regarding training. Briefly, these include signing an agreement by the U.S. Dept. of Labor to participate in the program, and documenting OJT hours performed by the apprentice. The apprentice will be placed on a salary advancement schedule that reflects participation in the program.

Employers should also take special efforts to allow their apprentices to attend each night of school. Their assistance in designing a work schedule that enables the apprentice to attend classed one night a week is critical to completion of the program.

It is also the law that every apprentice is enrolled in and attending an apprentice program.

Employers may choose to pay for some, or all, of the cost of the apprentice's tuition; otherwise, the apprentice is responsible for school cost.

III. The School

Our school year generally follows the traditional school year with a break in the summer. Classes begin in August and conclude by late May. A semester is July /August to December and January to late May.

Our training program standards are registered and approved by the U.S. Department of Labor. The program is open to anyone regardless of race, color, creed, sex, age, or national origin.

**Please contact AE Apprenticeship office at 870-534-2672
with any questions regarding the program.**

How to Register an Apprentice for School

The following forms must be complete for registration in the AE Apprenticeship program.

- **Registration Form/Application**
- **U.S. Department of Labor B.A.T. Form**
- **Apprentice OJT Report (Monthly)**

Note: Please type or print all forms to ensure correct information.

Registration Sheet

Location/City: _____ Date: _____

Electrical "Year Level" _____

Name _____
 First Middle Last

Address: _____

Phone Number: _____ Birthdate: _____

Cell Number: _____ Work Number: _____

Social Security Number: _____

In Case of Emergency Notify : _____

Relationship: _____ Phone Number: _____

Employer Information

Employer Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

Contact/Supervisor Name: _____

Please Check One

Apprentice Pays: _____ Employer Pays: _____

I understand that I am responsible for payment.

Authorized Signature: _____

BAT's

APPRENTICE LICENSE APPLICATION

THIS APPLICATION MUST BE FILLED OUT COMPLETELY AND RETURNED TO:

**ARKANSAS BOARD OF ELECTRICAL EXAMINERS
ARKANSAS DEPARTMENT OF LABOR
10421 West Markham, Little Rock, AR 72205-2190
Phone: 501-682-4549 Fax: 501-682-1765 TRS: 800-285-1131
<http://www.arkansas.gov/labor/divisions>**

Date _____

Name _____ Age _____ Date of Birth _____
Last First Middle

Residence Address _____
Street City State Zip Code

Mailing Address _____
Street City State Zip Code

Social Security # _____ County _____

Home Phone # (_____) _____ Other Phone # (_____) _____

Apprentice Program Name _____

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 required by this statute.

Have you previously made application for examination with this Board? No Yes, Date: _____

Have you ever held an electrician's license? No Yes, If so, where _____ License # _____
(submit photocopy)

License type and level _____ Original issue date _____ Valid until _____

Have you attended an apprenticeship school? No Yes If Yes, number of semesters _____

If Yes, where? _____

Apprenticeship Registration/License Number _____

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

APPLICATION FOR APPRENTICE ELECTRICIAN LICENSE

PLEASE TYPE OR PRINT. BE SURE TO COMPLETE ALL SECTIONS. DO NOT FAX OR SEND COPIES. 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

Renewal License Number _____

Reinstate License Number _____

THIS SECTION TO BE COMPLETED BY APPRENTICE:

1. NAME:(Last, First, Middle) _____
2. STREET ADDRESS: _____
3. CITY _____ COUNTY _____ STATE: ____ ZIP: _____
4. HOME PHONE: (____) _____ WORK PHONE: (____) _____
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 required by this statute.

6. PREVIOUS REGISTRATION? YES _____ NO _____ LICENSE # _____
7. 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 Arkansas Office of the United States Department of Labor/Bureau of Apprenticeship and Training 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. The apprentice agrees to make every effort to complete his/her training, which includes related training, or study, according to "OPERATIONAL GUIDELINES FOR APPRENTICE ELECTRICIAN TRAINING".

SIGNATURE: _____ DATE: _____
Employer

THIS AREA FOR STATE USE ONLY

APPRENTICE NUMBER: EA- _____

THIS SECTION TO BE COMPLETED BY TRAINING COMMITTEE:

THIS SECTION MUST BE COMPLETED BEFORE REGISTRATION IS COMPLETE.

1. APPRENTICE NAME: _____
2. SCHOOL NAME: _____
3. ADDRESS: _____
4. CITY: _____ STATE: _____ ZIP: _____
5. SCHOOL CONTACT TELEPHONE NUMBER: _____
6. SCHOOL CONTACT PERSON: _____
7. Register Apprentice as (Circle one): Commercial Residential Industrial Maint. Air Conditioning
8. 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 (BAT) for the purpose of learning the trade of electrician. It is also to certify that all required forms have been completed and sent to the U.S. Department of Labor (BAT) for the purpose of registering this applicant with that agency.

SIGNATURE: _____ DATE: _____
Committee or School official

The local committee has evaluated the applicants education and electrical experience and has recommended experience credit of _____ classroom hours.

NOTE: Experience credit will not be given without documentation of work experience. Documented experience must be attached to this application before the local or State Apprentice Committee will approve any past credit work. The State Apprenticeship Committee will make the final determination of credit.

FOR STATE ELECTRICAL APPRENTICESHIP COMMITTEE USE ONLY

The State Electrical Apprenticeship Committee Approves _____ hours experience credit.

Chairman

Date

WHEN COMPLETED, SEND ALL DOCUMENTATION TO:

**Arkansas Department of Labor
Electrical Division
10421 West Markham
Little Rock, AR 72205-2190
(501) 682-4549**

Program Registration and
Apprenticeship Agreement
Office of Apprenticeship Training,
Employer and Labor Services (OATELS)

U.S. Department of Labor
Employment and Training Administration



APPRENTICE REGISTRATION-SECTION II

OMB No. 1205-0223 Expires: 10/31/2008

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 Bureau of Apprenticeship and Training or the recognized State Apprenticeship Agency shown below. (Item 22)

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 30.3, 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 29.6

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) | | *Social Security Number (Voluntary - See reverse) | | Answer Both A and B (Voluntary) (Definitions on reverse) | | 5. Veteran Status (Mark one) | |
| | | | | 4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input checked="" type="checkbox"/> Not Hispanic or Latino | | <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran | |
| | | | | b. Race (Mark one or more) <input type="checkbox"/> Am. Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White | | 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 <input type="checkbox"/> Post Secondary or Technical Training | |
| 2. Date of Birth (Mo., Day, Yr.) | | 3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female | | | | | |

7. Career Linkage or Direct Entry (Mark one) (Instructions on reverse)

None Adult Youth HUD/STEP-UP School-to-Registered-Apprenticeship
 Incumbent Worker Job Corps Dislocated Worker Direct Entry

8. Signature of Apprentice _____ Date _____

9. Signature of Parent/Guardian (if minor) _____ Date _____

PART B: TO BE COMPLETED BY SPONSOR

10. Sponsor Program No. # 07-055

Sponsor Name and Address (No. Street, City, County, State, Zip Code)
Anderson Electric of Pine Bluff, Inc.
P.O. Box 2615
Pine Bluff, AR 71613-2615

11a. Trade/Occupation (The work processes listed in the standards are part of this agreement).
Electrical

| | | |
|---|--|---|
| 11b. Occupation Code | 12. Term (Hrs., Mos., Yrs.) 4 Yrs. | 13. Probationary Period (Hrs., Mos., Yrs.) 3 Mos. |
| 14. Credit for Previous Experience (Hrs., Mos., Yrs.) | 15. Term Remaining (Hrs., Mos., Yrs.) | 16. Date Apprenticeship Begins |

17a. Related Instruction (Number of Hours Per Year)

17b. Apprentice Wages for Related Instruction
 Will Be Paid
 Will Not Be Paid

17c. Related Training Instruction Source

18. Wages: (Instructions on reverse)

18a. Pre-Apprenticeship Hourly Wage \$ _____ 18b. Journeyworker's Hourly Wage \$ _____ 18c. Apprentice's Entry Hourly Wage \$ _____

| | | | | | | | | | | |
|---|----------|--------|--------|--------|--------|--------|--------|--------|---|----|
| 18d. Term (Hrs., Mos., Yrs.) | Period 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | 6 mos. | 6 mos. | 6 mos. | 6 mos. | 6 mos. | 6 mos. | 6 mos. | 6 mos. | | |
| 18e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/> | 50 | 55 | 60 | 70 | 75 | 80 | 85 | 90 | | |

19. Signature of Sponsor's Representative(s) _____ Date Signed _____

20. Signature of Sponsor's Representative(s) _____ Date Signed _____

21. Name and Address of Sponsor Designee to Receive Complaints (If applicable)

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

22. Registration Agency and Address _____

23. Signature (Registration Agency) _____

24. Date Registered _____

25. Apprentice Identification Number (Definition on reverse):

ELECTRICAL APPRENTICE OJT REPORT

Apprentice Name _____ Month _____ Year _____

The following is a schedule of major work Processes for the Electrical program as extracted from the STANDARDS OF APPRENTICESHIP. The apprentice shall be trained in accordance with, but not limited to the schedule listed below. The training need not be in order listed, nor the hours continuous.

| <u>WORK PROCESS</u> | <u>OJT HOURS</u> |
|---|------------------|
| I. Preliminary Work.....600 hours | _____ |
| II. Residential rough wiring.....1,000 hours | _____ |
| III. Commercial rough wiring.....1,500 hours | _____ |
| IV. Residential finish work.....1,000 hours | _____ |
| V. Commercial finish work.....500 hours | _____ |
| VI. Lighting and Service installation.....2,000 hours | _____ |
| VII. Trouble shooting1,000 hours | _____ |
| VIII. Motor installation and control.....400 hours | _____ |
| TOTAL HOURS THIS MONTH | _____ |

Comments on Work Performance _____

Signature of Apprentice _____

Signature of Employer _____

Company Name _____

Instructions for Apprentice Agreement B.A.T. Form

Please **PRINT** or **TYPE** information on form. If the information is not readable or is not completely filled out the U.S. Department of Labor will reject the form. Please check over the form after you have typed in the information to make sure all boxes are filled in.

Fill out information in boxes 11 to 21.

11. Requires **SIGNATURE** of the Employer, Please sign below the # 11 Line.
12. Name and Address of Employer.
13. Apprentice Name, Address, and Social Security Number.
14. Date of Birth
15. Sex - Male or Female
16. Were you in a Youth Apprenticeship program?
17. Race
18. Veteran Status
19. Education
20. Requires Apprentice **Signature**.
21. Requires a Parent signature if you are a minor.

Mail the Apprenticeship agreement (B.A.T.) form and the Apprenticeship Application form to:

**A E Apprenticeship Program
P. O. Box 2615
Pine Bluff, AR. 71613-2615**

Or you can drop it off at:

**Anderson Electric
3030 South Midland Park Drive
Pine Bluff, AR. 71603**

How the Program Works:

Tuition:

Tuition **MUST** be paid in full before the start of classes. **NO** apprentice will be allowed to attend classes unless tuition payments have been arranged. Failure to complete payments on tuition is caused for immediate dismissal from the apprenticeship program. The Committee recognizes that some employers may pay the apprentices' tuition. However, it is ultimately the apprentices' responsibility to make sure that said payment is made.

Apprenticeship Agreement:

An apprenticeship Agreement is a document signed by the apprentice, the employer, the administrative director of AE Apprenticeship Program, and the state director of B.A.T. This document contains:

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

Previous Work Experience:

Credit for previous work experience will be granted after the Electrical Education Committee and agreement of the employer have evaluated documentation. Apprentices who receive credit for previous experience shall be paid the rate appropriate to the level to which such credit advances them.

Veterans:

Veteran's assistance is available to those who qualify under federal acts. Information can be obtained from the Department of Veteran Affairs. AE Apprenticeship Program has this information in the office and would be happy to help you with this.

- *Form DD214 Must be submitted before AE Apprenticeship will consider
- *processing Veterans request for benefits.
- *Once you have received your Certificate of Eligibility bring a copy to AE
- *Apprenticeship Office to start processing your paid benefits for school
- *Processing for benefits takes 8-12 weeks

- *Work and school performance must be satisfactory
- *Failure of veterans to comply with the above may result in loss of eligibility for further assistance

Apprenticeship Card:

Each apprentice will be given an Apprenticeship Card with his/her EA number, name & address on it. This card must be on the Apprentice's person while working at ALL times. This will verify the apprentice is an active participation in the apprenticeship program. If you do not have your Apprenticeship Card with you, you may be ask to leave the job site and your employer may be find.

Related Instruction:

This is normally a four-year program consisting of on-the-job-training (OJT) and related class instruction. Classes meet August through May, either one or two nights a week.

The apprentices must attend and satisfactorily complete a minimum of 144 hours per year for each year of training.

After two (2) absences the apprentice and his/her employer will be notified. After three (3) absences the apprentice will 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. Failure of the apprentice to follow the recommendations of the Committee may subject the apprentice to be dismissed from the program.

Options of the Committee

1. Dismissal from program with no refund
2. Setting back apprentice 6 months
3. Student must pay instructor to make up classes at regular instructors pay level.
4. Student assigned make up work as set forth by instructor.
5. Student put on 6 months probation and if called before Committee again he/she will receive a more severe action as deemed necessary by the Committee

**If the committee deems it necessary, it may take an action not listed above.

Work Processes:

The OJT work processes outlined in the Standards of Apprenticeship are the major areas to be covered. However, your on-the-job-training are not exclusive to just these areas.

The apprentice and employer should fill work process forms out monthly. OJT reports are due by the 10th of the following month (Example: August is due by

September 10th) During the months the apprentice is not in class, the apprentice is responsible for submitting these reports to: 3030 South Midland Park Pine Bluff, AR. 71603 in person or by mail. Only actual hours worked will be counted. Overtime cannot be added as time and a half.

If an apprentice is tardy two (2) months in submitting their monthly OJT work process sheets, the apprentice will be placed on academic probation for 30 days and come before the Committee to explain the reason for this violation of apprenticeship rules and regulation. Failure to comply with the above will give cause for the Committee to dismiss student from the apprenticeship program.

An apprentice who terminates his/her employment with their employer **MUST** notify administrative director within ten (10) days in person or in writing to determine their eligibility to continue in the program. Failure to report employment changes could result in OJT credit not being accepted by the Committee.

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

- The hours of the apprentice shall be the same as those of a journeyman I trade.
- No apprentice shall work overtime when it interferes with his or her related classroom activities, except in the case of an emergency. The administrative director shall be notified in writing of the emergency and the nature thereof.
- The apprentice must be prepared to furnish his or her own hand tools as recommended by the Committee.

The apprentice shall be advised of the great need for preventing accidents. He/She shall be given instruction with respect to accident prevention and safe construction methods. They shall be taught that accident prevention is very largely a matter of education, vigilance and cooperation and that they should strive at all times to conduct themselves in their work in such a manner as to insure their own safety and that of fellow workers.

Grading:

An apprentice is graded on subject matter while in class. Each employer receives transcripts of apprentice's progress at the end of each semester. (If requested by the employer and the apprentice has signed a consent form) A minimum passing grade is 70%. Apprentice must pass the written and performance exam's before credit is given.

Apprentices may retest in which a passing grade is not received. The instructor will schedule a retesting, allowing at least 48 hours between tests. (The apprentices will be responsible for the instructor's hourly fee) Retesting on performance evaluations will be scheduled at the instructor's discretion. (Also at the apprentice's expenses)

Advancement:

When related classroom instruction is conducted after normal working hours, the apprentice will not be paid the 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 the required school hours, grades and OJT hours are completed.

Apprentices must satisfactorily complete the required number of hours as outlined below:

| | |
|-------------|-----------|
| Electrician | 8000 hrs. |
|-------------|-----------|

Wage Scale:

The apprentice wages shall be paid in a progressively increasing schedule, based on the percentage and defined in the Apprenticeship Agreement. That is, as an apprentice works in the trade and accumulates his hour on the job these hours (in 1,000 hour increments) will advance his/her pay by a present percentage along with school hours and grades (exception: the employer is permitted at his discretion to refrain from the scheduled increase if remedial action is necessary). The basis for the wage scale is the average journeyman's wage and employer at the time of beginning of apprenticeship.

The Apprenticeship Agreements will contain the appropriate number of hours of on-the-job-training required.

All apprentices shall be subject to a probationary period not to exceed 500 hours. During this time, the apprenticeship agreement may be canceled by either party to the agreement without formality.

The following shall receive copies of the Apprenticeship Agreement:

- The Apprentice
- The Employer
- AE Apprenticeship School (sponsor file)
- Bureau of Apprenticeship & Training
- Veterans Administration (If a Vet applying for benefits)

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 and all required learning matters have been covered.
3. Completion of required school hours.
4. Completion with a passing grade of any other related instruction deemed necessary is the Committee.
5. Electricians must take and successfully pass the journeyman-licensing test in their respective trades or remain an apprentice until successful passage of such tests.

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

Standards of Conduct:

Required Student Behavior-

Teachers may dismiss from class any student creating a disturbance and/or interfering in any way with his conducting of the class. The Committee can only permit attendance by this student of future classes.

The Committee and the teachers will not tolerate disturbance while students are on the premises where related instruction is being conducted. Violation of the above is cause for immediate dismissal from the apprenticeship program.

This program is operated in cooperation with Anderson Electric of Pine Bluff whose buildings apprentices are attending classes. We recognize that Anderson Electric has to maintain these premises and has certain rules and regulations that must be observed. You should familiarize yourself with these rules and abide.

The use, transportation and / or sale of drugs, alcohol or firearms by apprentices in or around class are prohibited. Any apprentice violating the above rule will be immediately dismissed from the apprenticeship program.

Current Name and Address:

The apprentice must notify the administrative director in writing within 10 days of any change in his/her phone number or change of address.

Complaint Procedure:

Any apprentice may request a meeting with the Apprenticeship Committee to discuss any grievance(s) concerning his/her training. However, the apprentice must put grievance(s) in writing and affix their signature hereto.

Emergency Closings:

Bad Weather - The school will abide by the local public school. **PLEASE LISTEN TO THE NEWS.** Classroom Cancellation - Do to teacher illness or uncontrollable conditions, class may be canceled. The school will attempt to contact each apprentice. **It is a must that the school has a telephone number you can be reached at.**

In case bad weather (snow, ice, etc.) Please call 870-534-2672 to see if school will be dismissed. If the local school holds classes, the apprentice classes will be held.

If an apprentice is ill and cannot come to Class:

The apprentice is expected to contact his/her instructor for outside make-up assignments to keep up with the class, if he/she is physically able. If make-up work is not completed, the apprentice will have to repeat the school year.

- Attendance will be taken at the beginning of each class. Apprentices are required to sign in and out of classes. Failure to sign will be recorded as an absence and treated accordingly. (Note time in and time out if late or leaving class early)
- 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 later instead of missing the entire night. Three (3) tardies will equal one (1) absence.
- Failure to attend and satisfactorily complete hours of related instruction (144) is cause for dismissal from the apprenticeship program by B.A.T. as the registration agency and/or agencies and/or the Committee in such instances.
- Any apprentice who leaves school without authorization prior to the regular scheduled dismissal, will have a double absence charged against them, and will be an extremely difficult time showing cause why they should not be expelled at such time as they are called before the Committee for the attendance problem.

Transferring to Alternate Class Locations:

If an apprentice is moving to an area where another Apprenticeship school exists they must attend that school to remain in the program.

The Apprentice must submit Classroom Transfer Request at least 48 hours prior to attending class in alternate location.

Working overtime or distance traveled to and from worksites are NOT valid excuses for not attending classes. Employers are required to allow an apprentice ample travel time from the job site.

Definitions

1. Employer - individual contractor or firm employing apprentices under these apprenticeship standards.
2. Registration Agency - the Bureau of Apprenticeship and Training, U.S. Department of Labor, or where applicable, a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training.
3. Apprentice - a person who is employed under an apprenticeship agreement to learn a skilled trade covered by these standards.
4. Sponsored Applicant - an individual who is gainfully employed by a subscribing employer.
5. The Sponsor - any personal, association, committee, or organization operating an apprenticeship program.
6. Apprenticeship Agreement - a written agreement between the committee and the apprenticeship (and if a minor, the parent or guardian). The agreement shall be approved by the apprenticeship committee, signed by the chairperson of the committee or a designated agent, and registered with the registration agency. The apprenticeship agreement shall contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein.
7. The Committee - the apprenticeship committee appointed by the local sponsor to administer this program.

The Apprenticeship Committee

The apprenticeship committee shall be responsible for the administration and supervision of these standards and shall act as the employer's agent.

The apprenticeship committee shall establish such additional rules and regulations governing its administrative procedure as may be necessary.

Duties of the Apprenticeship Committee

1. To screen and select qualified applicants for apprenticeship in accordance with the attached Affirmative Action Plan and Selection Procedures and to refer such applicants to employers.
2. To place apprentices under written apprenticeship agreement.
3. To establish minimum standards of related instruction and on the job training required of apprentices and to see that these are adhered to both on the job and in the classroom.
4. To approve apprenticeship agreements between the apprentice and committee and to submit these agreements to the appropriation registration agency for registration.
5. To hear and adjust all complaints of violations of apprenticeship agreements.
6. To arrange tests for determining the apprentice's progress in manipulative skills and technical knowledge.
7. To provide for continuous employment of apprentices as far as possible.
8. To maintain a record of each apprentice's training progress on the job and in related instruction.

A E Apprenticeship Standards

1. Employer shall mean an individual contractor or firm employing apprentices under these apprenticeship standards.
2. Registration Agency Shall mean the Bureau of Apprenticeship and Training, U. S. Department of Labor, or where applicable, a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training.
3. Apprentice shall mean a person who is employed under an apprenticeship agreement to learn a skilled trade covered by these standards.
4. Sponsored Applicant shall mean an individual who is gainfully employed by a subscribing employer.
5. The Sponsor shall mean any person, association, committee, or organization operating an apprenticeship program, and in whose name the program is registered or approved (or is to be).
6. Apprenticeship Agreement shall mean a written agreement between the committee and the apprenticeship (and if a minor, the parent or guardian). The agreement shall be approved by the apprenticeship committee, signed by the chairperson of the committee or a designated agent, and registered with the registration agency. The apprenticeship agreement shall contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein.
7. The Committee shall mean the apprenticeship committee appointed by the local sponsor to administer this program.

The Apprenticeship Committee

The apprenticeship committee shall be responsible for the administration and supervision of these standards and shall act as the employer's agent. It shall have a chairperson and a recording secretary.

The apprenticeship committee shall meet once each month during the school year.

The apprenticeship committee shall establish such additional rules and regulations governing its administrative procedure as may be necessary.

Duties of the Apprenticeship Committee

1. To screen and select qualified applicants for apprenticeship in accordance with the attached Affirmative Action Plan and Selection Procedures and to refer such applicants to employers.
2. To place apprentices under written apprenticeship agreement.
3. To establish minimum standards of related instruction and on-the-job training required of apprentices and to see that these are adhered to both on the job and in the classroom.
4. To approve apprenticeship agreements between the apprentice and committee and to submit these agreements to the appropriate registration agency for registration.
5. To hear and adjust all complaints of violations of apprenticeship agreements. The employer of the apprentice may consult with the committee or the registration agency at any time for an interpretation of any provision of these standards over which differences may occur.
6. To arrange test for determining the apprentice's progress in manipulative skills and technical knowledge.
7. To provide for continuous employment of apprentices as far as possible.
8. To maintain a record of each apprentice's training progress on the job and in related instruction.
9. To make an annual report covering the work of the apprenticeship committee.

Supervision of Apprentices

During the term of apprenticeship, the apprentice shall be under the jurisdiction and control of the apprenticeship committee. The committee shall have the authority to protect the apprentice's welfare and also to instruct, direct, and discipline him or her at all times. Each employer shall designate a staff member (customarily a journeyperson) who shall be responsible for seeing that the apprentice is trained in all branches of the trade, including safety in the use of tools and equipment and in job conduct.

Policy

On the date these standards of apprenticeship are duly registered, it shall be the policy of each subscribing employer and the committee that all apprentices employed in the trades covered herein shall be governed by the terms of these standards.

Equal Opportunity in Apprenticeship

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex.

Minimum Qualifications for Apprenticeship Application

1. Applicants shall be at least 16 years of age.
2. They must have a dependable means of transportation to the employer's place of business and/or jobsite and to the place where classroom job-related instruction is conducted.
3. Additional qualifications may be required depending upon the particular craft or trade.

Sponsored Applicant

For those who are employed by the subscribing employer and who apply as an applicant into the approved apprenticeship program and have met the minimum qualifications for apprenticeship application as enumerated above in the standards, shall qualify for immediate registration into the program.

Application for Apprenticeship

Application for apprenticeship under these standards shall be filed with the apprenticeship committee on the application furnished by the committee. All applications must be filled out completely and signed by the applicant.

Apprenticeship Registration

The apprentice (and if a minor, the parent or guardian) shall sign an apprenticeship agreement, which shall be signed by the apprenticeship committee. Copies of the agreement will be furnished to the apprentice and/or the employer, the committee, the registration agency, and where applicable, the local Veterans Administration office.

Obligations of the Employer and Apprentice

The employer agrees that the apprentices will be assigned work under such conditions as will result in normal advancement. Apprentices will be required to make satisfactory progress in both on-the-job training and related technical studies. The employer also agrees that the apprentice will not be employed in a manner that may be considered to be in conflict with the standards. The apprentice agrees to serve such time and perform such on-the-job training, as well as complete classroom studies in technical and theoretical subjects related to the trade, as the committee may deem necessary to produce a skilled craftworker.

Probationary Period

All apprentice employed in conformity with these standards shall be subject to a probationary period not to exceed (1000) hours or six months after signing apprenticeship agreement. An apprentice who successfully completes the probationary period will be granted full credit for the 1000 hours toward completion of apprenticeship. During the probationary period, the apprenticeship agreement may be canceled by the apprentice or by the employer without stated cause.

After the probationary period, the agreement may be canceled at the request of the apprentice, or by the employer for good cause. When an employer terminates an apprentice who has completed the probationary period, the committee shall be immediately notified, giving the name of the apprentice, and the effective date of it.

Related Instruction

Apprentices registered under these standards are required each year to attend a minimum of 144 hours of technical and theoretical instruction or its equivalent in subjects related to their trade and shall be required to pass an examination in each subject before being granted a certificate of completion. Successful completion of competency testing (both written and performance exams) is also permitted to meet the requirement. Safety in the use of tools and equipment and on-the-job conduct shall be included in the related instruction curriculum.

Attendance at related instruction classed shall not be considered as hours worked when instruction is given outside of regular working hours, and apprentices shall not be paid for attending such related instruction classes, unless required by local or state law.

Ratio of Apprentices to Journeypersons/Master

Employers shall agree that only such number of Apprentices will be employed who can be given adequate training and supervision and a reasonable opportunity for employment in the trade to which apprenticed (NOTE: Arkansas Board of Electrical Examiners/Arkansas Department of Labor).

Hours of Work

The hours of work for apprentices and the conditions associated therewith shall be the same as those for journeyperson. The apprentice shall not be required to work such hours as would interfere with attendance at related instruction classes except in case of emergency. In each case, the committee shall be notified by the employer in writing of the emergency and

the nature thereof. This notice shall be on company stationery and signed by an officer of the company.

Wage of Apprentices

Apprentices shall be paid a progressively increasing schedule of wages consistent with skill performance and knowledge levels achieved. Apprentice's wages shall be based on a percentage of wages paid journeyman (NOTE: this percentage should be established by the local apprenticeship committee for their area).

In no event will an apprentice's entry rate fall below the Federal minimum wage as prescribed by the Fair Labor Standards Act.

Credit for Previous Experience

Apprentices who receive credit for previous experience shall be paid for the period to which such credit advances them.

Credit for previous experience will be granted after evaluation by the apprenticeship committee and a probationary period. Supporting documentation will be required.

Credit During the Term of Apprenticeship

Apprentices who demonstrate exceptional ability may be advanced ahead of their scheduled period of advancement in to the next period of their apprenticeship on approval of the apprenticeship committee.

Certification of Completion of Apprenticeship

Apprentices who successfully complete training shall be awarded a Certificate of Completion of Apprenticeship by the appropriate registration agency.

Safety

Safety in the use of tools and equipment and on-the-job conduct shall be stressed in related classes and on-the-job training throughout the terms of apprenticeship. Apprentices shall be provided with instruction in order to enable them to perform their work in a safe manner.

Sponsors are urged to encourage uniform and mandatory drug testing throughout the program in keeping with local policies and local and state laws.

The employer shall at all times exercise reasonable precaution for the health and safety of apprentices engaged in the performance of their work. The apprentice and the employer shall comply with all applicable provisions of

Federal, State, and municipal safety, health, and sanitation statutes and codes.

As a part of this training program, the apprenticeship supervisor and/or instructor shall provide competent training and instruction pertaining to safe work habits to keep the apprentice informed of the methods necessary to perform all phases of the work in a proper and safe manner.

Compliance Assurance

The sponsor of these standards of apprenticeship certify that they will operate this program in compliance with all applicable Federal, State and local laws and regulations.

The apprenticeship committee will maintain records, which will include program agreement, certificates of completion, and records on all apprentices. These records must be maintained for five years.

A E Apprenticeship Program

Apprentice - Employer

Statement of Responsibility

The statement below must be signed and returned to A E Apprenticeship Program before the Apprentice will be admitted to class.

I the Apprentice/Employer have read this manual and although I may not agree with all the regulations, I understand I must adhere to them while attending this program.

Apprentice Signature

Date

Employer Signature

Date

*This book of polices has been prepared for you so that you might fully understand the goals and practical operation of our program. Many of your questions and/or problems will be answered here.

**3030 South Midland Park Drive
P.O. Box 2615
Pine Bluff, AR. 71613-2615
Phone: 870-534-2672
Fax: 870-534-2459
sbanderson@cablelynx.com**

APPRENTICESHIP CONSENT FORM

I, _____ GIVE MY CONSENT

TO THE STATE APPRENTICESHIP OFFICE TO RELEASE ANY AND
ALL INFORMATION ON ME IN REGARDS TO THE APPRENTICESHIP
SCHOOL. TO:

ANDERSON ELECTRIC OF PINE BLUFF, INC.
A E APPRENTICESHIP PROGRAM
3030 SOUTH MIDLAND PARK DRIVE
P. O. Box 2615
PINE BLUFF, ARKANSAS 71613-2615
870-534-2672 870-534-2459 (FAX)

SIGNATURE

SOC. SEC NUMBER

ELECTRICAL APPRENTICESHIP NUMBER

Apprenticeship Consent Form

I, _____ GIVE MY CONSENT TO
Anderson Electric of Pine Bluff, Inc. Apprenticeship Program

TO RELEASE ANY AND ALL INFORMATION ON ME IN
REGARDS TO THE APPRENTICESHIP SCHOOL PROGRAM TO
THE STATE APPRENTICESHIP OFFICE AND MY EMPLOYERS.

Signature:

Printed Name:

Soc. Sec. Number: