

**REVISED
STANDARDS OF APPRENTICESHIP**

DEVELOPED BY

**Fulmer Electrical Training
Conway, AR**

FOR THE OCCUPATION OF

Electrician

O*NET-SOC CODE: 47-2111.00

RAPIDS CODE: 0159

APPROVED BY

**U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**



Steven D. Opitz, Regional Director

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The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. 50 and Title 29, CFR parts 29 and 30. Every effort has been made to ensure that the information in these apprenticeship standards is accurate and up-to-date.

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FOREWORD

These Fulmer Electrical Training apprenticeship standards have as their objective, the training of electricians skilled in all phases of the industry. The sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these standards of apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.

DEFINITIONS

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the standards of apprenticeship who has signed an apprenticeship agreement with the local sponsor providing for training and related instruction under these standards, and who is registered with the registration agency.

APPRENTICE ELECTRONIC REGISTRATION (AER): Is an electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides program sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the sponsor setting forth the responsibilities and obligations of all parties to the apprenticeship agreement with respect to the apprentice's employment and training under these standards. Each apprenticeship agreement must be registered with the registration agency.

APPRENTICESHIP COMMITTEE (COMMITTEE): Apprenticeship Committee (Committee) means those persons designated by the sponsor to act as an agent for the sponsor in the administration of the program. A committee may be either joint or non joint as follows:

- (1) A joint committee is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).
- (2) A non-joint committee which may also be known as a unilateral or group non-joint (may include workers) committee has employer representatives but does not have a bone fide collective bargaining agent as a participant.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The Certificate of Completion of Apprenticeship issued by the registration agency to those registered apprentices certified and documented as successfully completing the apprentice training requirements outlined in these standards of apprenticeship.

ELECTRONIC MEDIA: Media that utilize electronics or electromechanical energy for the end user (audience) to access the content; and includes, but is not limited to, electronic storage media, transmission media, the Internet, extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

EMPLOYER: Means any person or organization employing an apprentice whether or not such person or organization is a party to an apprenticeship agreement with the apprentice.

JOB CORPS CENTERS: Any of the Federally-funded Job Corps Centers throughout the U.S. and Puerto Rico. Job Corps annually serves approximately 65,000 youth and young adults between 16-24 years of age. Sponsors who wish to hire Job Corps graduates trained in any occupation covered under these standards, and who meets the minimum qualifications for apprenticeship, may do so via the Direct Entry provision described in Appendix D Selection Procedures.

JOURNEYWORKER: A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation. (Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.)

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, State, and local levels.

ON-THE-JOB LEARNING (OJL): Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

PROGRAM SPONSOR: The sponsor in whose name the standards of apprenticeship will be registered, and which will have the full responsibility for administration and operation of the apprenticeship program.

PROVISIONAL REGISTRATION: Means the one-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the registration agency, as provided for in the criteria describe in §29.3 (g) and (h).

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS): The Federal system which provides for the automated collection, retention, updating, retrieval and summarization of information related to apprentices and apprenticeship programs.

REGISTRATION AGENCY: Means the U.S. Department of Labor, Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices; providing technical assistance; conducting reviews for compliance with Title 29, CFR parts 29 and 30 and quality assurance assessments.

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the registration agency.

STANDARDS OF APPRENTICESHIP: This entire document including all appendices and attachments hereto, and any future modifications or additions approved by the registration agency.

SUPERVISOR OF APPRENTICE(S): An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

TIME-BASED OCCUPATION: The time-based approach measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

TRANSFER: A shift of apprenticeship agreement from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committee or program sponsor

YOUTHBUILD U.S.A.: YouthBuild is a youth and community development program that simultaneously addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In YouthBuild programs, low-income young people ages 16-24 work toward their GED or high school diploma, learn job skills and serve their communities by building affordable housing, and transform their own lives and roles in society.

SECTION I – PROGRAM ADMINISTRATION

Program sponsors, at their discretion, may establish an Apprenticeship Training Committee (ATC) to carry out the responsibilities and duties required of a program sponsor as described in these standards of apprenticeship. While the Office of Apprenticeship recommends that program sponsors utilize the services of an ATC, a sponsor may also elect to administer the program without the services of an ATC. Fulmer Electrical Training has elected to administer the apprenticeship program without the services of an ATC and assumes full responsibility for the administration of the program.

Responsibilities of Sponsor:

- A. The selection of apprentices as outlined in this program.
- B. Ensure that apprentices are under written apprenticeship agreements and register the local apprenticeship standards and agreements with the appropriate registration agency.
- C. Review and recommend apprenticeship activities in accordance with this program.
- D. Establish the minimum standards of education and experience required of apprentices.
- E. Periodically review the records and progress of each apprentice in training and recommend improvement or modification in training schedules, schooling and other training activities.
- F. Determine the quality and quantity of experience on the job which apprentices should have and to make every effort toward their obtaining it.
- G. Hear and resolve all complaints of violation of apprenticeship agreements.
- H. Arrange tests or evaluations for determining the apprentice's progress in manipulative skills and technical knowledge.
- I. Maintain a record of all apprentices, showing their education, experience, and progress in learning the occupation.
- J. Determine the physical fitness of qualified applicants to perform the work of the occupation that may require a medical examination prior to their employment as apprentices.
- K. Advise apprentices on the need for accident prevention and provide instruction with respect to safety in the workplace.

- L. Certify that apprentices have successfully completed their apprenticeship program.
- M. Notify the appropriate registration agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions and cancellations with explanation of causes and notice of completions of apprenticeship agreements.
- N. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed by cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned; apprentices, employers and journeyworkers.
- O. Provide apprentices with a copy of the written rules and policies and the apprentice will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the rules and policies.

SECTION II - EQUAL OPPORTUNITY PLEDGE – Title 29 CFR 29.5(b)(21) and 30.3(b)

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations (CFR), part 30, as amended.

SECTION III - AFFIRMATIVE ACTION PLAN – Title 29 CFR 29.5(21) and 30.4

If the sponsor employs five or more apprentices, the sponsor will adopt an affirmative action plan and selection procedures as required under Title 29, CFR part 30. It will be attached as Appendix C.

SECTION IV- QUALIFICATIONS FOR APPRENTICESHIP – Title 29 CFR 29.5(b)(10)

Applicants will meet the following minimum qualifications:

A. Age

Apprentices must not be less than 17 years of age.

B. Education

A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

SECTION V - SELECTION OF APPRENTICES – Title 29 CFR 30.5

Selection into the apprenticeship program will be in accordance with the selection procedures made a part of these standards (Appendix D).

SECTION VI - APPRENTICESHIP AGREEMENT – Title 29 CFR 29.3(d) and (e) and 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written apprenticeship agreement (Appendix B) signed by the sponsor and the apprentice and approved by and registered with the registration agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. A copy of each apprenticeship agreement will be furnished to the apprentice, the sponsor, the registration agency, and the employer. An additional copy will be provided to the Veteran's State Approving Agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the apprenticeship agreement, each selected applicant will be given an opportunity to read and review these standards, the sponsor's written rules and policies and the apprenticeship agreement.

The registration agency will be advised within forty-five (45) days of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice.

SECTION VII - RATIO OF APPRENTICES TO JOURNEYWORKERS – Title 29 CFR 29.5(b)(7)

A numeric ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, the ratio of apprentices to journeyworkers will be one (1) apprentice to one (1) journeyworker on the job site.

SECTION VIII - TERM OF APPRENTICESHIP – Title 29 CFR 29.5(b)(2)

The term of the occupation will be four (4) years with an (OJL) attainment of 8000 hours supplemented by the required hours of related instruction as stated on the Work Process Schedule and Related Instruction Outline (Appendix A). Full credit will be given for the probationary period.

SECTION IX - PROBATIONARY PERIOD – Title 29 CFR 29.5(b)(8), (b)(20)

All applicants selected for apprenticeship will serve a probationary period of no more than 2000 hours or one (1) year of OJL, whichever is shorter.

During the probationary period either the apprentice or the sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period the apprenticeship agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the sponsor will provide written notice to the apprentice and to the registration agency of the final action taken.

SECTION X - HOURS OF WORK

Apprentices will generally work the same hours as journeyworkers, except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until the required number of hours of training are accrued.

SECTION XI - APPRENTICE WAGE PROGRESSION – Title 29 CFR 29.5(b)(5)

Apprentices will be paid a progressively increasing schedule of wages during their apprenticeship based on the acquisition of increased skill and competence on-the-job and in related instruction. Before an apprentice is advanced to the next segment of training or to journeyworker status, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in their OJL and in related instruction courses. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and related instruction records and reports.

The progressive wage schedule will be an increasing percentage of the journeyworker wage rate. The percentages that will be applied to the applicable journeyworker rate are shown on the attached work process schedule and related instruction outline (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law which may be applicable.

SECTION XII - CREDIT FOR PREVIOUS EXPERIENCE – Title 29 CFR 29.5(b)(12) and 30.4(c)(8)

The sponsor may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the sponsor must submit the request at the time of application and furnish such records, affidavits, and any other documentation and substantial evidence to substantiate the claim. Applicants requesting such credit who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the sponsor during the probationary period when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The registration agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

The granting of advanced standing will be uniformly applied to all apprentices.

SECTION XIII - WORK EXPERIENCE – Title 29 CFR 29.5(b)(3) and 30.8

During the apprenticeship the apprentice will receive such OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJL will be under the direction and guidance of the supervisor of the apprentice(s).

SECTION XIV - RELATED INSTRUCTION – Title 29 CFR 29.5(b)(4)

During each segment of training each apprentice is required to participate in coursework related to the job as outlined in appendix A. The recommended term of apprenticeship will include no less than 144 hours of related instruction for the electrician for each year of the apprenticeship. Apprentices agree to take such courses as the sponsor deems advisable. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns or areas having no vocational school or other schools that can furnish related instruction; the apprentice may be required to take an alternate form of instruction that meets the approval of the sponsor and the registration agency.

Apprentices will not be paid for hours spent attending related instruction classes.

Any apprentice who is absent from related instruction classes, unless officially excused, will satisfactorily complete all course work missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction (or OJL) without due cause, the sponsor will take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on-the-job. The sponsor will monitor and document the apprentice's progress in related instruction classes.

The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. If applicable, when possible, the sponsor may require the instructors to attend the State of Arkansas, Department of Career Education approved Train-The-Trainer workshops.

SECTION XV. - SAFETY AND HEALTH TRAINING – Title 29 CFR 29.5(b)(9)

All apprentices will receive instruction in safe and healthful work practices both on-the-job and in related instruction that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, dated December 29, 1970, and subsequent amendments to that law, or state standards that have been found to be at least as effective as the federal standards

Apprentices will 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 to ensure their own safety and that of their fellow workers.

SECTION XVI - SUPERVISION OF APPRENTICES – Title 29 CFR 29.5(b)(14)

The sponsor will be responsible for the training of the apprentice on the job. Apprentices will be under the general supervision of the sponsor and under the direct supervision of the journeyworker to whom they are assigned. The supervisor of apprentice(s) designated by the employer will be responsible for the apprentice's work assignments, and will ensure the apprentice is working under the supervision of a skilled journeyworker, evaluation of work performance, and completion and submittal of progress reports to the sponsor.

No apprentice will be allowed to work without direct journeyworker supervision.

SECTION XVII - RECORDS AND EXAMINATIONS – Title 29 CFR 29.5(b)(6)

Each apprentice may be responsible for maintaining a record of his/her work experience/training on-the-job and in related instruction and for having this record verified by his/her supervisor at the end of each week. The apprentice will authorize an effective release of their completed related instruction records from the local school authorities to the sponsor. The record cards and all data, written records of progress evaluations, corrective and final actions pertaining to the apprenticeship, will be maintained by and will be the property of the sponsor. This record will be included in each apprentice's record file maintained by the sponsor.

Before each period of advancement, or at any other time when conditions warrant, the Sponsor will evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the sponsor may determine whether the apprentice will continue in a probationary status, or require the apprentice to repeat a process or series of processes before advancing to the next wage classification. In such cases, the sponsor will initiate a performance improvement plan with the apprentice.

Should it be found that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the apprenticeship agreement.

SECTION XVIII - MAINTENANCE OF RECORDS – Title 29 CFR 29.5(b)(23)

The sponsor will maintain for a period of five (5) years from the date of last action, all records relating to apprentice applications (whether selected or not), the employment and training of apprentices, and any other information relevant to the operation of the program. This includes, but is not limited to, records on the recruitment, application and selection of apprentices, and records on the apprentice's job assignments, promotions, demotions, layoffs, terminations, rate of pay, or other forms of compensation, hours of work and training, evaluations, and other relevant data. The records will permit identification of minority and female (minority and non-minority) participants. These records will be made available on request to the registration agency.

SECTION XIX. - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – Title 29 CFR 29.5(b)(15)

Upon satisfactory completion of the requirements of the apprenticeship program as established in these standards, the sponsor will so certify in writing to the registration agency and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice(s). Such requests will be accompanied by the appropriate documentation for both the OJL and the related instruction as may be required by the registration agency.

SECTION XX - NOTICE TO REGISTRATION AGENCY – Title 29 CFR 29.3(2)(d) and (e) and 29.5(b)(19)

The registration agency will be notified within forty-five (45) days of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, modifications, completions, cancellations, and terminations of apprenticeship agreements and causes.

SECTION XXI - CANCELLATION AND DEREGISTRATION – Title 29 CFR 29.5(b)(18)

These standards will, upon adoption by the sponsor be submitted to the registration agency for approval. Such approval will be acquired before implementation of the program.

Fulmer Electrical Training reserves the right to discontinue at any time the apprenticeship program set forth herein. The registration agency will be notified promptly in writing of any decision to cancel the program.

Deregistration of these standards may be initiated by the registration agency for failure of the sponsor to abide by the provisions herein. Such deregistration will be in accordance with the registration agency's regulations and procedures.

Within fifteen (15) days of cancellation of the apprenticeship program (whether voluntary or involuntary), the sponsor will notify each apprentice of the cancellation and the effect of same. This notification will conform to the requirements of Title 29, CFR part 29.7.

SECTION XXII - AMENDMENTS OR MODIFICATIONS – Title 29 CFR 29.5(b)(18)

These standards may be amended or modified at any time by the sponsor provided that no amendment or modification adopted will alter any apprenticeship agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the registration agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

SECTION XXIII. - ADJUSTING DIFFERENCES/COMPLAINT PROCEDURE – Title 29 CFR 29.5(b)(22) and 30(11)

The sponsor will have full authority to supervise the enforcement of these standards. Its decision will be final and binding on the employer, the sponsor, and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:

Title 29 CFR 29.7(k)

The sponsor will hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered apprenticeship standards, for which written notification is received within fifteen (15) days of violations. The sponsor will make such rulings as it deems necessary in each individual case and within thirty (30) days of receiving the written notification. Either party to the apprenticeship agreement may consult with the registration agency for an interpretation of any provision of these standards over which differences occur. The name and address of the appropriate authority to receive, process and make disposition of complaints is: Charles Fulmer, 18 Indian Head Drive, Conway, and AR. 72032, (501)-796-8925.

Title 29 CFR 30.11

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to

his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the registration agency.

The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

The complaint must be filed not later than one hundred eighty (180) days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the registration agency must occur within the time limitation stated above or thirty (30) days from the final decision of such review body, whichever is later. The time may be extended by the registration agency for good cause shown.

Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.

The sponsor will provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION XXIV - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION - Title 29 CFR 29.5(13)

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committee or program sponsors, and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the program sponsor;
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

If the sponsor is unable to fulfill his/her training obligation due to lack of work or failure to conform to these standards the sponsor will make every effort to refer the apprentice with his/her consent to another employer, registration agency or American Job Center for placement into another registered apprenticeship program. This will provide the apprentice an opportunity for continuous employment and completion of their apprenticeship program. The apprentice must receive credit from the new employer for the training already satisfactorily completed.

SECTION XXV - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these standards formulated by the sponsor and signed an apprenticeship agreement with the sponsor agree to all the terms and conditions contained therein and agree to abide by the sponsor's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the sponsor may deem necessary to become a skilled electrician.

In signing the apprenticeship agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the sponsor and the employer in accordance with the provisions of these standards.
- B. Respect the property of the employer and abide by the working rules and regulations of the employer.
- C. Attend and satisfactorily complete the required hours in the OJL and in related instruction in subjects related to the occupation as provided under these standards.
- D. Maintain and make available such records of work experience and training received on-the-job and in related instruction as may be required by the sponsor.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
- F. Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the apprenticeship agreement is terminated by the sponsor.

SECTION XXVI - TECHNICAL ASSISTANCE

Technical assistance such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools may be requested to advise the sponsor.

The sponsor is encouraged to invite representatives from industry, education, business, private and/or public agencies to provide consultation and advice for the successful operation of their training program.

SECTION XXVII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS:

The Fulmer Electrical Training hereby adopts these standards of apprenticeship on this 28th Day of September 2012.



Signature of Sponsor & Title

Charles Fulmer

Printed Name

Signature of Sponsor & Title

Printed Name

Appendix A

WORK PROCESS SCHEDULE

Occupation Title: Electrician
O*NET-SOC CODE:47-2111.00 RAPIDS CODE: 0159

This schedule is attached to and a part of these standards for the above identified occupation.

1. TERM OF APPRENTICESHIP

The term of the occupation shall be four (4) years with an OJL attainment of 8000 hours supplemented by the required hours of related instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

A numeric ratio of apprentices to journeyworkers consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship; the ratio of apprentices to journeyworkers will be one (1) apprentice to one (1) journeyworker on the job site.

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate. The current journey level wage rate is \$15.00 per hour.

1 st	1000 OJL hours + 72 RTI hours = 50%
2 nd	1000 OJL hours + 72 RTI hours = 55%
3 rd	1000 OJL hours + 72 RTI hours = 60%
4 th	1000 OJL hours + 72 RTI hours = 65%
5 th	1000 OJL hours + 72 RTI hours = 70%
6 th	1000 OJL hours + 72 RTI hours = 75%
7 th	1000 OJL hours + 72 RTI hours = 80%
8 th	1000 OJL hours + 72 RTI hours = 85%

4. SCHEDULE OF WORK EXPERIENCE (See attached Work Process Schedule)

The sponsor may modify the work processes to meet local needs prior to submitting these standards to the appropriate registration agency for approval.

5. SCHEDULE OF RELATED INSTRUCTION (See attached Related Instruction Outline)

Appendix A

WORK PROCESS SCHEDULE

Occupation Title: Electrician

O*NET-SOC CODE:47-2111.00

RAPIDS CODE: 0159

The following is a schedule of major processes for the electrical program as extracted from the standards of apprenticeship. The apprentices 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>HOURS</u>
Preliminary Work -----	600 hours
Residential rough wiring -----	1,000 hours
Commercial rough wiring -----	1,500 hours
Residential finish work-----	1,000 hours
Commercial Finish work-----	500 hours
Lighting and Services installation-----	2,000 hours
Trouble shooting-----	1,000 hours
Motor installation and controls-----	400 hours
Total-----	8,000 hours

Appendix A

RELATED TRAINING SCHEDULE

Occupation Title: Electrician
O*NET-SOC CODE:47-2111.00 RAPIDS CODE: 0159

Year 1

First Semester

Introduction

1. Safety
 2. Introduction to the National Electrical Code
 3. Electrical calculations 1
 4. Electrical calculations 2
 5. Basic conduit bending
 6. Advanced conduit bending
- Block Exam

Wiring

7. Wiring methods and temporary wiring
8. Conductors for general wiring 1
9. Conductors for general wiring 2
10. Wiring with cable
11. Non-Flexible conduit and tubing

Second Semester

Wiring (continues)

12. Surface raceways and wireways
 13. Flexible conduit, cabinets, and gutters
 14. Boxes, conduit bodies, and fittings
 15. General installation requirements
 16. Electrical installations and plans
- Block Exam

DC Electricity

17. Basic electricity
 18. Series circuits
 19. Parallel circuits
 20. Combination circuits
 21. Measuring instruments
 22. Wire tables
- Block Exam
23. Residential wiring – general requirements
 24. Residential wiring – planning

Year 2

First Semester

Safety

1. Safety

AC Electricity

2. Basics of AC circuits
3. Inductance
4. Capacitance
5. RLC circuits
6. Three-Phase circuits

Block Exam

Branch Circuits and Feeders

7. NEC® definitions & grounding conductors
8. Branch circuits, NEC Article 210, Parts I & II
9. Branch circuits and feeders
10. Branch circuit, feeder and service calculations I

Second Semester

Branch Circuits and feeders (continued)

11. Branch circuit, feeder and service calculations II
12. Load calculations, & outside circuit feeders (NEC® Articles 220 and 225)
13. Blueprint Reading

Block Exam

Grounding and Bonding

14. Introduction to grounding
15. Equipment grounding and bonding
16. Article 250

Block Exam

Transformer Theory

17. Single-Phase transformers
18. Three-Phase transformers
19. Transformer applications
20. Residential wiring-planning
21. Residential wiring-implementation

Appendixes

AC circuit review 1

AC circuit review 2

Plan Interpretation

Final Exam

Year 3

First Semester

1. Electrical safety
2. Service equipment (NEC® Article 230, parts V and VII)

Services/overcurrent protection

3. Service conductors
4. Bonding, grounding, and fault current
5. Overcurrent protection (NEC® Article 240, Parts I and II)
6. Overcurrent protection (NEC® Article 230, Parts III – IX)
Block Exam

GFP/Switching/Cords

7. Ground-fault protection
8. Switches
9. Switchboards and panelboards
10. Flexible cords, cables, and fixture wires
Block Exam

Appendix T transparencies for First Semester

Second Semester

Plan Interpretation

11. Plan interpretation 1
12. Plan interpretation 2

Lighting, appliances, and electric heating

13. Lighting fundamentals
14. Lighting equipment and receptacles
15. Appliances
16. Electric heating
Block Exam

Electric Mechanical Equipment

17. Power distribution and monitoring systems
18. DC Motors, generators, and controls
19. Motor circuits – NEC® Article 430
20. Air Conditioning/Refrigeration, miscellaneous
Block Exam

Year 4

First Semester

Safety and Leadership

1. **Safety**

Basic motors and controls

2. **Single-phase motors**
 3. **Motors maintenance and installation**
 4. **Basic motor control**
 5. **Controllers, relays and timers**
- Block Exam**

Electrical Apparatus

6. **Three-phase motors & generators**
 7. **Three-phase, motor controls**
 8. **Motor acceleration & deceleration**
 9. **Special motors**
- Block Exam**
10. **Hazardous locations 1**

Second Semester

Special Locations

11. **Leadership skills**
 12. **Hazardous locations 2**
 13. **Hazardous locations 3**
 14. **Hazardous locations 4**
- Block Exam**

Power Limited Systems

15. **Agricultural wiring**
16. **Class 2 & 3 circuits**
17. **Basic electronics**
18. **HVAC controls**
19. **Basic fire alarms**

Special Installations

20. **Special installations**

Final exam

Appendix B
Sample ETA-671 Apprenticeship Agreement

Program Registration and
Apprenticeship Agreement
Office of Apprenticeship

U.S. Department of Labor
Employment and Training Administration



APPRENTICE REGISTRATION-SECTION II

OMB No. 1205-0223 Expires: 01/31/2012

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 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, 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		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	
4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino		b. Race (Mark one or more) <input type="checkbox"/> American 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			
7. Career Linkage or Direct Entry (Mark one) (Instructions on reverse) <input type="checkbox"/> Dislocated Worker <input type="checkbox"/> YouthBuild		<input type="checkbox"/> Trade Adjustment Assistance <input type="checkbox"/> HUD/STEP-UP		<input type="checkbox"/> None <input type="checkbox"/> Incumbent Worker <input type="checkbox"/> Job Corps <input type="checkbox"/> School-to-Registered Apprenticeship <input type="checkbox"/> Adult <input type="checkbox"/> Youth	
8. Signature of Apprentice		Date	9. Signature of Parent/Guardian (if minor)		Date

PART B: SPONSOR:

10. Sponsor Program No.		11a. Trade/Occupation (The work processes listed in the standards are part of this agreement).			
Sponsor Name and Address (No. Street, City, County, State, Zip Code)		11b. Occupation Code		12. Term (Hrs., Mos., Yrs.)	13. Probationary Period (Hrs., Mos., Yrs.)
				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 <input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid		17c. Related Training Instruction Source		

18. Wages: (Instructions on reverse)

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

Check Box	Period 1	2	3	4	5	6	7	8	9	10
18d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.										
18e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>										

19. Signature of Sponsor's Representative(s)		Date Signed	21. Name and Address of Sponsor Designee to Receive Complaints (If applicable)
20. Signature of Sponsor's Representative(s)		Date Signed	

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):		

Item 4.a. Definitions:

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Item 4.b. Definitions:

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Item 7. Instructions:

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry apply. Enter "Incumbent Worker" if the individual before becoming an apprentice was currently employed full-time by the sponsor or entities participating in the apprenticeship program (Military). Career linkage includes participation in programs that provided employment, training and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration (U.S. DOL/ETA) to states and local communities.

Adult. Also includes individuals participating in Native American Programs, and/or Migrant and Seasonal Farmworker Programs.

Youth. Includes Youth ages 16-21 years, and other concentrated Youth programs in designated areas.

Dislocated Worker. Includes an individual that has been terminated or laid off and is unlikely to return to the industry or occupation. It also includes a displaced homemaker who has been providing unpaid services to family members in the home, is no longer supported, and is unemployed or underemployed.

Trade Adjustment Assistance. Includes trade-affected workers who have become unemployed as a result of increased imports or shifts in production out of the United States.

Job Corps. Youth ages 16-24 years usually receiving services in a residential setting.

School-to-Registered Apprenticeship. Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

YouthBuild. Program transferred from the U.S. Department of Housing and Urban Development (HUD) to U.S. DOL/ETA in September 2006. It assists youth ages 16-24 to obtain education and skill training and advance toward post-secondary education and career pathways in construction and other high growth, high demand occupations while building affordable housing in their communities.

HUD/STEP-UP. Developed in conjunction with the U.S. Department of Housing and Urban Development (HUD). The program provides the actual apprenticeship experience and the framework for moving into high-skill Registered Apprenticeship.

Direct Entry. A graduate from an accredited technical training school, Job Corps training program, Youth Build Program, or a participant in a military apprenticeship program, any of which training is specifically related to the occupation and incorporated in the Registered Apprenticeship standards. Also, fill in the name of the program.

Item 18. Wage Instructions:

18a. Pre-Apprentice hourly wage, sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

18b. Journeyworker's wage, sponsor enters wage per hour.

18c. Apprentice's entry hourly wage, (hourly dollar amount paid), sponsor enters this apprentice's entry hourly wage.

18d. Term, sponsor enters in each box the apprentice schedule of pay for each advancement period.

18e. Percent or dollar amount, sponsor marks one.

Note: 18b. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in item 18e. of this agreement.

18d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the on-the-job learning and the related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

18e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

Example - 3 YEAR APPRENTICESHIP PROGRAM

Term	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
hrs., mos., yrs.	1000 hrs.	1000 hrs.	1000 hrs.	1000 hrs.	1000 hrs.	1000 hrs.
%	55	60	65	70	80	90

Example - 4 YEAR APPRENTICESHIP PROGRAM

Term	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
hrs., mos., yrs.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.
%	50	55	60	65	70	75	80	90

Item 21. Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.6(k)).

Item 25. Definition: The Registered Apprenticeship Partners Information Data System (RAPIDS), formerly known as the Registered Apprenticeship Information System (RAIS), encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Program Assessment Rating Tool (2005) of the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5, to verify and certify to the U.S. Department of Labor, Employment Standards Administration, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration - Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Apprenticeship Information Management System (AIMS), which is now known as (RAPIDS) at the Office of Apprenticeship, U.S. Department of Labor. Data may be disclosed to a State Apprenticeship Council to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210. (Paperwork Reduction Project 1205-0223).

Appendix C

AFFIRMATIVE ACTION PLAN


ADOPTED BY

**Fulmer Electrical Training
Apprenticeship Program**

**AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30
AMENDED MAY 12, 1978**

**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

APPROVED BY:



REGISTRATION AGENCY

DATE APPROVED:

10/31/2012

SECTION I - INTRODUCTION

The sponsor enters this affirmative action plan (AAP) with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. The sponsor seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. The sponsor hereby adopts the following nondiscriminatory pledge and the AAP.

This AAP is a supplement to the apprenticeship standards. Any changes made by the sponsor will become part of this written AAP, once approved by the registration agency.

SECTION II - EQUAL OPPORTUNITY PLEDGE

The sponsor commits to the following equal opportunity pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.”

SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the sponsor pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women’s labor force in the sponsor’s labor market area. Once the labor force is determined, the sponsor can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the registration agency. (See attached Affirmative Action Plan Workforce Analysis Worksheet)

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The sponsor’s AAP includes the following “checked” outreach and positive recruitment efforts that would reasonably be expected to increase minority and women’s participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. Once those efforts have been checked, the sponsor will set forth the specific steps they intend to take under each identified effort. The sponsor will identify a significant number of activities in order to enable it to meet its obligation under Title 29, CFR part 30.4(c).

- A. An announcement of specific apprenticeship openings will be disseminated at least twice a year to the following agencies/organizations:
- Registration agency
 - Women's organizations/centers
 - Local schools
 - Employment service centers
 - American Job Centers
 - Vocational education schools
 - Other organizations/centers (which can effectively reach minorities and women)
 - Newspapers (which are circulated in the minority community and among women)

The announcement will include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the sponsor's equal opportunity policy. The period for accepting applications as established by the sponsor is: throughout the year.

- B. Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.
- C. Cooperation with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- D. Internal communication of the sponsor's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR part 30.
- E. Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs will provide for pre-testing experience and training. In initiating and conducting these programs, the sponsor may be required to work with other sponsors and appropriate community organizations. The sponsor will also initiate programs to prepare women and encourage women to enter traditionally male programs.
- F. Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship. The

sponsor will make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.

- G. X Utilizing journeyworkers to assist in the implementation of affirmative action in the apprenticeship program.
- H. X Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.
- I. Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc., use of present minority and women apprentices and journeyworkers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions).

(Identify Action:) Fulmer Electrical School currently partners with the American Job Center in Conway, Arkansas. Materials about the program are also mailed out to Veterans Reps, Arkansas Rehab centers, local colleges, faith based organizations here in the counties our employers work in, the American Indian Organization and the Central Arkansas Women's Services organization. Promote our program by attending local school board meetings, attending job fairs and visiting local high schools in our area. Additional information is mailed out to the journeyworkers about the program and our affirmative action program.

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The sponsor will make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the sponsor for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and affect that result from their affirmative action measures. The sponsor will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity(ies). All changes to the AAP must be submitted to the registration agency for approval. The sponsor will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the registration agency and updated where necessary.

SECTION VI - OFFICIAL ADOPTION

The *Fulmer Electrical Training* hereby officially adopts this Affirmative Action Plan on this 28th Day of 2012



SIGNATURE OF SPONSOR



PRINTED NAME

SIGNATURE OF SPONSOR

PRINTED NAME

Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.

AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

A. SPONSOR INFORMATION

Program Number:	(AR001060043)	
Name of Sponsor:	Fulmer Electrical Training (formerly Vilonia Electric)	
Address:	18 Indian Head Drive	
City/State/Zip Code:	Conway, AR 72032	
Contact Person:	Charles Fulmer	
Phone Number: 501-796-8925	FAX Number: 501-796-8925	
E-Mail Address:	necfulmer@windstream.net	

B. OCCUPATIONAL INFORMATION

Occupational Title: *	Electrician	
RAPIDS Code: 0159	O*NET/SOC Code:47-2111.00	
Type of selection method used: Alternative		
Labor Market Area description: Faulkner and White Counties Arkansas		

C. LABOR MARKET AREA DATA

Total Labor Force in Labor Market Area * 78,378		
Number of Women:	36154	46% of labor force
Number of Minorities:	5418	7% of labor force
Working Age Population in Labor Market Area * 78,378		
Number of Women:	36154	46% of labor force
Number of Minorities:	5418	7% of labor force
Apprentices in Particular Craft in Labor Market Area **53		
Number of Women:	0	0.0% of apprentices
Number of Minorities:	2	3.7% of apprentices
The General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in Program Sponsor's Labor Market Area. ***		
Number of Women:	36154	
Number of Minorities:	5418	

Resources for obtaining labor market information.

* http://www.census.gov/hhes/www/eeoindex/page_c.html

** Data available from Registration Agency.

*** Program Sponsors may use any reasonable method for determining the general availability of minorities and women with the present or potential capacity for apprenticeship, including relying on the data recorded in Section C for "Total Labor Force", "Working Age Population", and "Apprentices in Particular Craft" to propose the entries for "The General Availability of Minorities and Women."

D-1 Total Number of Journey/Craft Workers Employed:	500	
Number of Women:	14	0.028% of work force
Number of Minorities:	22	0.044% of work force
D-2 Total Percentage of Apprentices or of Applicant Pool (depending on selection method used)		
Numerical percentage of Women apprentices or women in applicant pool:		%
Numerical percentage of Minority apprentices or minorities in applicant pool:		%

E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS

Source	Minority rate of participation	Female rate of participation
Registered Apprenticeship Partners Information Data System (RAPIDS): *	27.5%	2.2%
EEOC Occupational Employment Data: **	6.9%	3.4%

* Data available from Registration Agency

** <http://www.eeoc.gov/stats/jobpat/jobpat.html>

F. DETERMINATION OF UTILIZATION

Analysis	Yes	No
Minority Underutilization:	x	
Female Underutilization:	x	

G. SPONSOR'S GOALS:

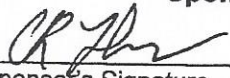
The program sponsor proposes and agrees to make a good faith effort to attain the goal of selecting 7 % minorities and 2% women during the next EEO Review cycle. These goals will not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be: 10

H. REGISTRATION AGENCY APPROVAL:

Sponsor

Registration Agency


Sponsor's Signature

Registration Agency Signature

Charles Falmer
Typed Name

Typed Name

Chairman
Title

Title

10-1-12
Date Signed

Date Signed

Instructions for preparing and completing this worksheet

The purpose of this workforce analysis worksheet is to establish a benchmark against which the demographic composition of the sponsor's apprenticeship program can be compared. The sponsor must separately determine the availability of minorities and women for each occupational title represented by the program. In determining availability, the sponsor must consider, at the very least, the factors identified at 29 CFR 30.4(e) in order to determine whether barriers to equal employment opportunity may exist with a particular occupational title.

Part A The Program Sponsor information section may be prepared by the sponsor representative or servicing Registration Agency Representative.

Part B Occupational information will be taken from the registered program standards, and may be prepared by the sponsor representative or servicing Registration Agency Representative. A Workforce Analysis Worksheet must be completed for each occupational title identified.

Part C Sponsors must use the most current and discrete statistical data available in determining availability estimates for the labor market area specified by the sponsor in Part B. Census data is one example of an appropriate source of statistical information. Other sources include data from local job service offices and data from colleges or other training institutions. Where possible, the Registration Agency has provided examples of appropriate sources of data.

For purposes of this section, the term "labor force" is defined to include both those individuals who are employed and those who are unemployed but looking for employment. The term "working age population" means persons ages 15 years and over whether or not they are currently in the labor force or looking for employment.

Part D The Program Sponsor must provide current workforce data as described in Part D. If the sponsor utilizes either Selection Method §30.5(b) (1) or (2), the data in D-2 will be reflective of the "pool" from which selections will be made. If the sponsor utilizes the Selection Method under §30.5(b) (3) or (4), the data in D-2 will be reflective of the current apprentices registered in the program.

Part E Additional Resource Data for consideration in establishing reasonable goals will be provided by the Registration Agency. This data will provide a snapshot of the national labor force for the given occupation title.

Part F Utilizing the data found in Parts C, D and E, the Program Sponsor is to determine if minorities and/or women are underutilized and must check the appropriate response.

Part G If the Program Sponsor's analysis determines that minorities and/or women are underutilized, the Sponsor, utilizing the resource data found in Parts C, D and E, will establish goals which are reasonable in consideration of the results which could be expected from its good faith efforts to make its overall affirmative action program successful. The Registration Agency will review and access the proposed goals and if found to be reasonable and attainable, will acknowledge receipt of the Sponsors goals for minorities and/or women.

Proposed goals for minorities and/or women that are lower than the current participation rate under the Program Sponsor will not be approved.

Appendix D

**QUALIFICATIONS AND SELECTION
PROCEDURES**

ADOPTED BY

**Fulmer Electrical Training
Apprenticeship Program**

**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

APPROVED BY: _____


REGISTRATION AGENCY

DATE APPROVED: _____

10/31/2012

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR, part 60-3) or 29 CFR part 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.

SECTION I. - MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications:

A. Age

Apprentices must not be less than 17 years of age.

B. Education

A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

SECTION II. - APPLICATION PROCEDURES

A. All persons requesting an application will have one made available after completing the Fulmer Electrical Training Applicant Request Form. Apprenticeship Applications will be available at the Fulmer Electrical School offices or from any employer having a current employer acceptance agreement with the Fulmer Electrical School.

◆ Application process at the Program Office

- ◆ Applicants requesting an apprenticeship application at the programs office will be provided a application request form and upon completion of the form the information will be logged on the programs application log.
- ◆ Applicant will be given an apprenticeship application and upon the application being verified as complete and insuring the applicant has met the minimum qualifications the applicant will be provided a numbered Letter of Eligibility, a list of all employers having a current signed employer acceptance agreement with the program and will be instructed to contact those employers for possible employment and placement into

the program. Applicant will also be provided with a blank Fulmer Electrical Training Intent-To-Hire letter which is to be completed and returned to the program office by the hiring participating employer.

- ♦ Applicants meeting the above criteria will be placed in the pool of qualified applicants. Upon request this pool of applicants will be made available to all employers with a current employer's acceptance agreement seeking to employ a new apprentice. Applicants will remain on the list in accordance with Section III, paragraph G of these procedures. Any applicant, who qualifies for direct entry under Section IV of these procedures, will be placed in the pool of eligible applicants and may be given preference in hiring.

- B. All applications will be identical in form and requirements. The application forms will be numbered and dated in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and sex identification and the progress by dates and final disposition of each application.

- C. Before completing the application, each applicant will be required to review the apprenticeship standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the Sponsor.

- D. Receipt of the properly completed application form, along with required supporting documents (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) will constitute the completed application.

- E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.

- F. Once an applicant has completed the application process and is notified that they are in the pool of eligible candidates for apprenticeship, the applicants completed file is placed along with the other qualified applicants files in the Equal Employment Opportunity Apprenticeship Pool (EEOAP), and that file will now be available for review by potential employers for the next two (2) years.

- G. Applicants will be furnished a list of all the employers who have acceptance agreements with the Fulmer Electrical Training along with a letter of introduction indicating they have met the minimum qualifications for entry into the program along with employer intent to hire form.

- ◆ Application process at participating employer locations:
 - ◆ Applicants requesting an apprenticeship application at employer locations will be provided with a Fulmer Electrical Training Application Request Form and upon completion of the form by the applicant, either the employer or the applicant will return the completed form to the Fulmer Electrical Training office and the information provided therein will be logged on the Fulmer Electrical Training Program applicant log.
 - ◆ The program office will confirm receipt of the Fulmer Electrical Training Applicant Request Form and either issue an application to the applicant, or authorize the employer to issue an apprenticeship application to the applicant.
 - ◆ When the apprenticeship application is considered complete it will be returned to the program office, for verification of eligibility. A numbered Letter of Eligibility will be furnished to the applicant or the employer. Upon receipt of the letter of eligibility from the Sponsor, the employer will at a minimum interview the applicant for placement into the apprenticeship program using the Fulmer Electrical Training standardized apprentice interview form. (This interview does not circumvent or replace an employment interview typically utilized by an employer).
 - ◆ If the applicant is hired by this employer, the employer will forward to the Fulmer Electrical Training office within two (2) working days of acceptance of employment the completed Fulmer Electrical Training interview form and completed intent to hire letter. Additionally the employer will ensure copies of all supporting documents required for inclusion into the applicants apprenticeship file (i.e. copy of driver's license, high school diploma and transcript, GED documentation) are forwarded to the Fulmer Electrical Training office within 30 days of placement.
 - ◆ If the applicant is not hired by the interviewing employer, the employer will return the completed Fulmer Electrical Training applicant packet to include the programs interview form to the sponsor within two working days. The employer will supply the applicant with the signed and numbered Letter of Eligibility and will refer the applicant back to the sponsor. The sponsor will provide a list of all participating employers affiliated with the program and will instruct the applicant to contact those employers for possible employment and placement into the Fulmer Electrical Training.

SECTION III. - SELECTION PROCEDURES

- A. All applicants that meet the minimum qualifications will be notified that they are eligible for the program and placed in a pool of eligible candidates. The applicants file will now be available for review by potential employers for the next two (2) years.
- B. Any employer with a current employer acceptance agreement may request to view the list of eligible candidates. If after reviewing the list a potential employer decides to interview a qualified applicant, the potential employer is given:
 - a. A copy of the applicant's file
 - b. A list of steps to follow for the potential employer whether the employer decides to hire the applicant or not.
 - c. A follow-up sheet to be returned to the Fulmer Electrical Training whether or not the potential employer intends to hire and register the applicant, and, if not, to include the reasons.
- C. The potential employer contacts, sets up, and conduct the interview according to the employer's company policy.
- D. After the applicant has been interviewed, the potential employer returns the interview follow-up sheet to the Fulmer Electrical Training office. If the potential employer decided to hire the applicant, the employer forwards a letter of intent to hire indicating the intended starting date of employment to the Fulmer Electrical Training. The applicants file is pulled from the pool of eligibles, the apprenticeship agreement is completed, the apprentice is notified when related classroom training begins, and the complete file is removed from the pool. If the potential employer has decided not to hire the applicant, the interview follow-up sheet is filed separately from the applicant's file, and the applicant's information remains in the file for other employers to review.
- E. Eligible applicants provided with a signed Letter of Eligibility will be given 90 calendar days to secure employment with one of the participating employers.
- F. If at the end of 90 calendar days the Fulmer Electrical Training has not been notified of employment with a participating employer, one attempt will be made to contact the applicant by telephone to verify continued interest. If applicant cannot be reached by telephone, one certified letter will be sent to the applicant notifying him/her that the 90 day allotted search for employment has expired. The letter will state that if the applicant is still interested in pursuing apprenticeship, they must contact the Fulmer Electrical Training office. If the applicant does not respond within 30 calendar days, he/she will be removed from the list of eligible applicants. They may reapply at any future date.
- G. Complete records shall be maintained in accordance with Title 29. Parts CFR 29.5(b)(22) and 30.8

SECTION IV. - DIRECT ENTRY

Sponsors who wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall only include those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsors will award credit for previous experience in accordance with Section XII of these standards, and will pay the apprentice(s) at the wage rate commensurate with their skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin or sex. The methods for direct entry shall include the following:

- A. Youth who complete a Job Corps training program in any occupation covered in these standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The sponsor will evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- B. Youth who complete a YouthBuild U.S.A. training program in any occupation covered in these standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the YouthBuild U.S.A. graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The sponsor will evaluate the YouthBuild U.S.A. training received for granting appropriate credit on the term of apprenticeship. Entry of YouthBuild U.S.A. graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- C. Military veterans who completed military technical training school and/or participated in a registered apprenticeship program or related craft while in the military in the occupations registered in the electrical trades may be given direct entry into the apprenticeship program. The Fulmer Electrical Training shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. Charles Fulmer will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

- D. Former inmates of Department of Justice - Bureau of Prisons (BOP) who have participated in or have successfully completed a specific BOP apprenticeship program, where the apprenticeship program sponsor agrees to admit such inmates without regard to race, color, religion, national origin, or sex and all individuals receive equal consideration. Sponsors agreeing to admit such individuals into apprenticeship must agree to do so without regard to present minimum qualifications, eligibility lists or the necessity of passing written apprenticeship entrance tests. **(Note: This is a method of direct entry into the apprenticeship program.)**
- E. An employee of a non-participating employer who becomes a new member employer of the sponsoring organization who does not qualify as a journeyworker when the employer becomes a member, will be evaluated by the sponsor in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. **(Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)**

SECTION V. - COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the registration agency or, at the apprentice or applicant's election, with the private review body established by the sponsor (if applicable).
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.
- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the sponsor to review such complaints, any referral of such complaint by the complainant to the registration agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the registration agency for good cause shown.
- D. Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.

- E. The sponsor will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION VI. - MAINTENANCE OF RECORDS

The sponsor will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at Title 29, CFR part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

Sponsor must retain a statement of its AAP for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR part 30.4. Sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR part 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records will be maintained for five (5) years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

SECTION VII. - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The Fulmer Electrical Training apprenticeship program hereby officially adopts these Selection Procedures on this 28th Day of September, 2012

SIGNATURE OF (SPONSOR)

PRINTED NAME

SIGNATURE OF (SPONSOR)

PRINTED NAME

Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.

SECTION VII. - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The Fulmer Electrical Training apprenticeship program hereby officially adopts these Selection Procedures on this 28th Day of September, 2012



SIGNATURE OF (SPONSOR)

Charles Fulmer

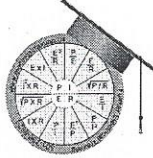
PRINTED NAME

SIGNATURE OF (SPONSOR)

PRINTED NAME

Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.

Application Request Form
Fulmer Electrical Training & Electrical School
18 Indianhead Dr., Conway, AR 72032
501/796-8925
necfulmer@windstream.net



Applicant Request Form

I request to be provided with and given an opportunity to complete an apprenticeship application for the Fulmer Electrical Training & Electrical School Apprenticeship Program and voluntarily provide the following information in consideration of this request.

Name: _____
(First, MI, Last name)

Date of Birth: _____
(MM/DD/YYYY)

Address: _____
(Number and Street, or P.O. Box, City, State, Zip)

Contact Phone Numbers:

Home: _____

Cell: _____

Other: _____

Email Address: (Optional) _____

Sex:

_____ Male _____ Female

Race: (check one or more)

_____ American Indian or Alaska Native _____ Asian

_____ Black or African American _____ White

_____ Native Hawaiian or other Pacific Islander

Ethnic Group: (check one)

_____ Hispanic or Latino _____ Non-Hispanic or Latino

(Applicant Signature)

Employer will immediately forward this form (fax or scanned copy) to the Fulmer Electrical Training & Electrical School at 18 Indianhead Drive, Conway, AR, 72032 (501/796-8925) upon receipt of completed form by any applicant. If you have any questions, please contact this office at (501/796-8925).

Fulmer Electrical Training
18 Indianhead Dr., Conway, AR 72032
501/796-8925
necfulmer@windstream.net

APPRENTICE APPLICATION #

Date _____

Name: _____ Date of Birth: _____
 Last First MI

Address: _____
 Street City State Zip Code

Home Phone # _____ Cell Phone# _____

Email Address: (optional) _____

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

In Case of Emergency, Notify: _____

Phone: _____ Relationship: _____

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.

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

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.

_____ Date

_____ Signature

Office Use Only:

Completed Application received: _____

Verification of Applicant's Age: ___ State issued driver license ___ Copy of Birth Certificate

Verification of Education: ___ Copy of High School Diploma ___ GED certificate

Date Applicant entered into pool of eligible candidates: _____

List of eligible employers furnished to applicant: _____

Receipt of Letter of Intent to hire: Date _____

Employer: _____

Fulmer Electrical Training
18 Indianhead Dr., Conway, AR 72032
501/796-8925
necfulmer@windstream.net

Eligibility Letter

Dear Employer:

This "Letter of Eligibility" will introduce _____ who has made application for the Fulmer Electrical Training & Electrical School Apprenticeship program and has met the minimum qualifications to enter into the program.

If you would like to consider this applicant for employment, please have a company representative complete the information below (company name, signature and date) and return this form to the (Fulmer Electrical Training & Electrical School) office at 18 Indianhead Drive, Conway, AR 72032. All of our apprentices will be registered with the U.S. Department of Labor, Office of Apprenticeship.

Please Note: upon receipt of a signed copy of this letter, the Fulmer Electrical Training & Electrical School will furnish to the requesting participating employer a copy of the applicant's file along with a follow-up interview form and a blank intent-to-hire form. The participating employer may set up, and conduct an interview according to the employer's company policy.

Sincerely,

Chairman, Fulmer Electrical Training & Electrical School

Following information to be completed by the employer representative:

Company Name: _____

Signature of Company Representative: _____

Date: _____

Fulmer Electrical Training
18 Indianhead Dr., Conway, AR 72032
501/796-8925
necfulmer@windstream.net

INTENT-TO-HIRE LETTER

I (We) herewith submit this Statement of Intent-to-Hire for the applicant named below and request that this applicant be referred to us for employment. Our work situation is such that we intend and expect to be able to employ this person on a continuous basis 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.

NAME OF APPLICANT: _____

NAME OF EMPLOYER: _____

CONTACT PERSON: _____

BUSINESS ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE: _____

FAX NO.: _____

REQUESTED START DATE: _____

Starting Hourly wage: _____

SIGNATURE AND TITLE OF AUTHORIZED EMPLOYER REPRESENTATIVE

DATE

Employer will sign and return this form to the (Fulmer Electrical Training & Electrical School) office at 18 Indianhead Drive, Conway, AR 72032 within two (2) working days of employment of this applicant. If you have any questions, please contact this office at (504/796-8925).

Fulmer Electrical Training
18 Indianhead Dr., Conway, AR 72032
501/796-8925
necfulmer@windstream.net

APPRENTICESHIP APPLICANT INTERVIEW/FOLLOW-UP FORM

Please complete and return within 2 days of the interview date. Fax or mail form to the (Fulmer Electrical Training & Electrical School, 18 Indianhead Drive, Conway, AR 72032 (501/796-8925))

Applicant's Name: _____

Date of Interview: _____

Company Name: _____

Interviewer: _____

The above named applicant was interviewed in accordance with our company policy and it is our intent to:

<input type="checkbox"/>	hire and register the above named applicant
<input type="checkbox"/>	hire, but not register the above named applicant
<input type="checkbox"/>	not hire the above named applicant at this time because:
<input type="checkbox"/>	no employment openings at this time
<input type="checkbox"/>	found other employment
<input type="checkbox"/>	did not show up for the interview
<input type="checkbox"/>	did not want to work for our company
<input type="checkbox"/>	other, please explain:

Signature of company representative

Date

Print name of company representative

Appendix E

EMPLOYER ACCEPTANCE AGREEMENT

ADOPTED BY

Fulmer Electrical School

**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

Appendix E

EMPLOYER ACCEPTANCE AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the Fulmer Electrical School 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 true 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. The employer further agrees to accept for employment apprentices who are selected and referred to him/her by the Apprenticeship Committee to the extent appropriate employment opportunities are available. The current minimum journeyman wage rate is \$_____.

Signed: _____ Date: _____
Title: _____

Name of Company:
Address:
City/State/Zip Code:
Phone Number:

Disposition:
Original –
Copies – Employer, and Registration Agency