

MINNESOTA STANDARDS OF APPRENTICESHIP

for

Electrical Training Network of Minnesota

3100 Humboldt Ave South
Minneapolis, MN 55408-2588
(612) 827-6117

for the occupation of

CLASS “A” Journeyworker Electrician - 8,000 hours

in

Minnesota

Approved by

MINNESOTA DEPARTMENT OF LABOR & INDUSTRY
APPRENTICESHIP DIVISION

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Attachments incorporated and referenced herein:

- Trade Schedule for Journeyworker Electricians
- Work Process Schedule/Work Experience Schedule
- Affirmative Action Plan
- Affirmative Action Plan Analysis Goals and Timetables
- Related Classroom Instruction Outline
- Safety Training & Workers’ Compensation Certification
- Ratio of Apprentices to Journeyworker
- Information for Subscribing Employers & Employer Agreement
- Membership of Apprenticeship Committee

For reference only:
Sample Documents

DISCLAIMERS:

ETN does not guarantee that acceptance in this registered program will meet specific requirements for prevailing wage purposes. Businesses need to seek professional advice from a qualified attorney to determine if they comply with the specific rules and requirements when doing prevailing wage projects.

The liability of ETN and the ETN Apprenticeship Committee is limited solely to the administration requirements set forth in these Standards. ETN shall not be responsible for any loss, cost or damage by employer or registered Apprentice due to any action taken by the Apprenticeship Division of the Minnesota Department of Labor & Industry to invalidate or deregister these standards.

Participation in this program is not a guarantee of ongoing or future employment for apprentices. ETN MN is not licensed to provide an employment agency function and is unable to provide that service.

All employers and employees applying to use ETN shall sign this policy and agree to abide by it and to comply with all of the intent and provisions contained in the ETN of MN Apprentice Standards and related policies and procedures.

1. DEFINITIONS

“Accepted Employer” means a contractor who employs apprentices under these apprenticeship standards, who is accepted into the program, and who has signed an Employer Accepted Employer Agreement.

“Apprentice” means a person at least 18 years of age who has entered into an apprenticeship agreement with ETN, which apprenticeship agreement provides for not less than 2,000 hours of reasonably continuous employment per year for the apprentice and for his or her participation in an approved program of training through employment and through education in related and supplemental subjects.

“Apprenticeship Agreement” means a written agreement (on a form prescribed by the commissioner) between the ETN and the apprentice and approved by the Apprenticeship Division of the Minnesota Department of Labor & Industry (DLI), St. Paul, Minnesota.

“Apprenticeship Training Committee” means the committee that will be established by the ETN, the Electrical Training Network of Minnesota, and charged with operation of the program.

“Approval Agency” or **“Registration Agency”** means the Apprenticeship Division of the Minnesota Department of Labor & Industry.

“Director” shall mean the Director of the Apprenticeship Division of the Minnesota Department of Labor & Industry, Department of Labor & Industry.

“Elected Chair” of the Apprenticeship Training Committee shall mean the elected chair of the ETN apprentice training committee.

“Journeyworker” shall mean an electrician with either a journeyworker or master electrician licenses as granted by the Minnesota Department of Labor & Industry.

“Sponsor” means the Electrical Training Network of Minnesota (ETN), whose jurisdictional area covers the State of Minnesota.

“**Standards**” means this entire standard of apprenticeship, with attachments, including these definitions. These standards are set up as “Group Nonjoint” standards.

“**Supervisor of Apprentices**” means the individual designated by the sponsor to perform the duties described in Section 3.2.

2. POLICY

It is ETN’s policy to comply and promote apprenticeship in the electrical industry in Minnesota. ETN and its associated members will not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, marital status, familial status, physical or mental disability, receipt of public assistance, or age in the recruitment, selection, employment, and training of apprentices. ETN will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under the Code of Federal Regulations, Title 29, Part 30, and under the Minnesota Plan for Equal Employment Opportunity in Apprenticeship as well as other applicable laws and regulations.

3. PROGRAM ADMINISTRATION

3.1 ETN’s Apprenticeship Training Committee Responsibilities

The Apprenticeship Training Committee:

The Apprenticeship Committee will be established by the ETN. It is responsible for the development, administration, and supervision of these standards. The committee shall have a chairperson. The Committee may designate an employee of the Minnesota Electrical Association to oversee the program, including all monitoring progress of apprenticeship and compliance by both accepted employers and apprentices.

Duties of the ETN or its Apprenticeship Training Committee:

1. To establish minimum standards of education and experience required of apprentices, review apprenticeship activities in accordance with these standards, and when appropriate, establish such additional provisions governing the program’s procedures as may be necessary.
2. To approve all member employer applications.
3. To select apprentices as outlined in this program.
4. To ensure that apprentices are under written apprenticeship agreements and to timely submit these agreements to the appropriate registration agency for registration.
5. To establish minimum standards of related instruction and on-the-job training/work processes required of apprentices and to make a good faith effort to assist apprentices in meeting such standards.
6. To meet with sufficient regularity, either in person or electronically, to ensure adequate supervision of the program but no less than once per quarter, to review apprentices’ and program’s progress, and to recommend improvements to the program.
7. To certify that apprentices have successfully completed their apprenticeship program.
8. To hear and attempt to resolve complaints arising under apprenticeship agreements.

9. To arrange for the administration of tests for determining the apprentice's progress in craft manipulative skills and technical knowledge.
10. To provide apprentices with occupational safety and health education and training as an integrated part of apprenticeship instruction.
11. To notify the registration agency of all new apprenticeship applications, credit granted, suspensions with appropriate explanation, reinstatements with appropriate explanation, extensions with appropriate explanation, cancellations with appropriate explanation, attempts by apprentices to pass the journeyworker examination administered by the Minnesota Department of Labor & Industry and completions of apprenticeship agreements.
12. To maintain a record of each apprentice's application, education, experience and progress in on-the-job training/work processes and in related classroom instruction at the ETN's Office, 3100 Humboldt Avenue South, Minneapolis, MN 55408.
13. To monitor participation rates of minorities and women in the apprenticeship program in accordance with the affirmative action plan, and to annually review the affirmative action plan's success and update the plan when necessary in accordance with the MN plan for Equal Employment Opportunity in Apprenticeship.
14. To keep adequate records of applicants, apprentices, affirmative action plan, and the program for a period time in accordance with MN Plan for Equal Employment Opportunity in Apprenticeship.
15. To supervise all the provisions of these standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed and cooperating with public and private agencies which can be of assistance by obtaining publicity to develop public support of apprenticeship and by regularly communicating with all parties concerned, including apprentices and employers.
16. To inform the Apprentice and their Accepted Employer when a wage increase is due. A copy of the letter/communication will be kept on file at the ETN office, and it will be verified when the quarterly wage verification report is received at the ETN office. Disputes regarding wages will be resolved by the Apprenticeship Training Committee.
17. To determine the criteria for an acceptance into the program of employers, including, but not limited to, determining the contracting license with the MN Department of Labor & Industry and meet the criteria as a responsible contractor. Additionally, require those contractors who have not been previously enrolled in this program to demonstrate sufficient commitment to the program through waiting periods and all other criteria as the ETN deems necessary.
18. To maintain apprenticeship records, including acceptance, rejection, progress, and completion records for each apprentice for a period of five years following the last action related to the subject apprentice. Records will be maintained at ETN's Office, 3100 Humboldt Avenue South, Minneapolis, MN 55408.

3.2 Accepted Employer Responsibilities:

1. Comply with all standards included herein, including the affirmative action program and provide documentation of all anti-discrimination policies. If the employer conducts affirmative action outreach activities, the employer shall notify ETN and provide documentation (if any) of actions taken.

2. The employer shall be responsible for the on-the-job training of the apprentice. Apprentices shall be under the direct supervision of a journeyworker or master to whom they are assigned. The supervisor of the apprentice(s) designated by the employer shall, with the advice and assistance of the Apprenticeship Training Committee, be responsible for:
 - a. the apprentice's work assignments;
 - b. ensuring the apprentice is working under the supervision of a skilled journeyworker,
 - c. evaluation of work performance, and
 - d. providing safety training.

No apprentice shall be allowed to work without journeyworker or master supervision.

3. Notify ETN of any attempts and successful completions of the State journeyworker examination taken by any apprentice in the ETN program.
4. Notify ETN of any change in status of an apprentice, including a leave of absence, layoff, and separation.
5. Comply with apprentice/journeyworker ratios at all time to provide appropriate on-the-job training and comply with applicable supervision statutes.
6. Provide safe working conditions and equipment for the safety of journeyworkers and apprentices.
7. The employer shall be responsible for providing workers' compensation insurance coverage and providing safety training.
8. Comply with all wage schedules as described below:

Wage Increase Requirements: Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker base wage rate for a term of 8000 hours¹ as follows:

First 2000 hours	=	40 percent of journeyworker's rate
2001 hours to 3500 hours	=	50 percent of journeyworker's rate
3501 hours to 5000 hours	=	60 percent of journeyworker's rate
5001 hours to 6500 hours	=	70 percent of journeyworker's rate
6501 hours to 8000 hours	=	83 percent of journeyworker's rate

9. Provide ETN with quarterly wage reports on a timely basis.
10. Provide ETN a monthly time card to log and track the Apprentice work hours. Cards shall be turned in by the 10th of the following month. Verification of time worked will be supervised by the Accepted Employer and/or the supervising journeyworker or master. ETN will verify the hours worked to the hours paid on a quarterly basis (per employer agreement to provide Apprentice payroll records on a quarterly basis).

¹ All hours applied to training time shall be straight (non-overtime) hours. Apprentices and employers shall exclude all overtime hours from apprenticeship training.

11. Provide all necessary documentation to ETN to comply with these standards, including documents reflecting the apprentice's hire, solicitation into the program, wage rate compliance, and disciplinary actions (if any).
12. Remain an electrical contractor in good standing, fully licensed and bonded by the Minnesota Department of Labor & Industry.

3.3 Apprentice Responsibilities

1. Apprentices employed in this program shall meet the necessary requirements of the program and the reasonable expectations of their respective employer. Apprentices are expected to be punctual and regular in attendance and to endeavor to the best of their ability to perfect the required skills in the electrical trade.
2. Apprentices shall provide all necessary paperwork, including timecards, to ETN of MN on a monthly basis to ensure compliance with training schedules and the job processes. Apprentices shall also provide a waiver to release training pass/fail grades to their respective employer and the Minnesota Department of Labor and Industry.

4. AFFIRMATIVE ACTION PLAN

If the ETN enrolls five (5) or more apprentices, the Sponsor will adopt an affirmative action plan in accordance with Title 29 of the Code of Federal Regulations, Part 30 and the MN Plan for Equal Employment Opportunity in Apprenticeship. ETN has adopted such a plan.

5. QUALIFICATIONS OF APPRENTICES

Applicants for apprenticeship must:

1. Be at least 18 years of age and must be qualified to perform the work of the electrical trade.²
2. Be able to legally work in the United States.
3. Have either a high school diploma or a (GED) Certificate of Equivalency.
4. Be able to provide documents verifying requirements for 1, 2, and 3.

Accepted employers shall be responsible for all determinations of apprentices eligible to participate in the ETN program.

6. APPRENTICESHIP AGREEMENT

The apprentice shall sign the properly filled out apprenticeship agreement, which agreement must also be signed by the sponsor and employer. ETN will submit the agreement for approval to the Apprenticeship Division of the Minnesota Department of Labor & Industry. The apprenticeship agreement must contain a clause making these standards a part of the agreement. The approval agency will furnish approved copies of the agreement to:

1. Apprentice;
2. Sponsor;

² As the ETN program involves construction and building projects, all apprentices must be over the age of 18.

3. Employer; and
4. Veterans Administration (if applicable).

7. CREDIT FOR PREVIOUS EXPERIENCE

Credit may be awarded for previous experience and/or training which is applicable to training program requirements at the discretion of the accepted employer. If credit is awarded, the apprentice shall be advanced in the graduated wage schedule accordingly.

8. JOB PROCESS SCHEDULE

The apprentice must be given work experience and instruction according to the applicable job processes schedule in the apprenticeship program registered with the Apprenticeship Division of the Minnesota Department of Labor & Industry, which must be attached to the individual apprenticeship agreement.

1. Training experience need not be in the exact order as listed in the schedule.
2. Eighty percent adherence to the schedule will be considered adequate provided the full training term is accounted for.

Refer to attachment that provides the breakdown (A-Y).

9. WAGE SCHEDULE

In the absence of a collective bargaining agreement, each accepted employer will determine the journeyworker wage for the county in which the employer is located, using either a state or federal prevailing wage determination for that trade, whichever is most current, as the wage used to establish the apprentice wage rate. The beginning rate must be at least the federal or state minimum wage rate, whichever is higher in the locality the accepted employer operates. The accepted employer shall provide the wage rate and schedule prior to the apprentice entrance into the program, which will be then included as an attachment to the apprentice agreement. If the apprentice is working on a government project, funded in part with federal funds, the apprentice must be paid a portion of the federal journeyworker rate as required by the governmental body.

10. SAFETY TRAINING/WORKERS' COMPENSATION CERTIFICATION

The safety training schedule must provide for a minimum of 50 hours during the apprenticeship term in safe work practices. Workers' compensation certification all apprentices are properly insured during their apprenticeship training program. The employer shall be responsible for providing such insurance coverage and providing safety training as may be required by the Apprenticeship Division of the Minnesota Department of Labor & Industry.

11. RELATED INSTRUCTION

During each year of the apprenticeship term, a minimum of 144 hours of related instruction is required. Failure on the part of the apprentice to fulfill their related instruction requirement will be sufficient cause for cancellation of the apprenticeship agreement and result in termination of the apprentice from the registered apprenticeship program.

12. HOURS OF WORK

Working hours for apprentices must be the same as for journeyworkers in the electrical trade. Time spent in related instruction cannot be considered as hours of work as required by the job process schedule.

13. COMPLETION OF APPRENTICESHIP

A. Successful completion of this apprenticeship program is obtained by: (1) meeting all the requirements to take the State Licensing examination as described by Minnesota Statutes Chapter 326B and (2) passing the State Licensing exam administered by the Minnesota Department of Labor & Industry (3) and attainment of an Electrical License.

If an apprentice fails to meet all the requirements to take the exam or fails the journeyworker exam, the apprentice may remain in the program at the discretion of the accepted employer and ETN. The Apprentice is required to comply with these standards and continue to complete 144 hours of instruction until the apprentice is released from the program. Additionally, the employer shall meet with the apprentice to create a plan based on overall performance and in an effort to allow the apprentice to successfully pass the journeyworker exam.

Upon successful completion of the apprenticeship term and related training requirements, ETN will make a recommendation for completion. The Apprenticeship Division of the Minnesota Department of Labor & Industry will issue to the apprentice a certificate of completion of apprenticeship.

B. If an apprentice voluntarily separates from employment, the apprenticeship agreement shall be cancelled. If the apprentice desires to “re-enroll” in the program following a separation, the apprentice must enter into a new apprenticeship agreement and be given credit for on-the-job (OJT) work hours attained during the previous agreement.

C. If an apprentice is separated from employment due to a decision of the employer (i.e. layoff and/or termination for any other reason), the apprentice may continue with some training aspects of the program, but the on-the-job training shall cease until the apprentice regains employment with an accepted employer. Credit may be given for on-the-job training provided by a non-accepted employer at the discretion of the accepted employer.

14. MODIFICATION OF PROGRAM

Modifications or amendments to this program or adoptions or changes to these Standards must be submitted in writing to the Department of Labor & Industry’s Apprenticeship Director for approval. Any modification cannot, at the time of modification, affect apprenticeship agreements then in effect without the consent of all parties to the agreement. The sponsor may withdraw from the program by submitting a written request to the approval agency. The approval agency may cancel the standards of apprenticeship for good and sufficient reason, including violation of these standards.

15. PROBATIONARY PERIOD

Each apprentice shall be subject to a 500-hour probationary period following their enrollment in the program. This period shall not extend beyond four months. During the probationary period, the Director may terminate the apprenticeship agreement at the written request of ETN, the Accepted Employer, or Apprentice. After the conclusion of the probationary period, the apprenticeship agreement may be

terminated by the Director by mutual agreement of all the parties thereto, or terminated by the Director for good and sufficient cause.

16. PROCEDURE FOR ADJUDICATING DIFFERENCES AND COMPLAINTS

The ETN or its Apprenticeship Training Committee will have full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer and the apprentice, except as described in this section and the regulations. Should there be a tie in any voting by the Apprenticeship Training Committee, the then acting Chairperson of the ETN Board shall cast the tie breaking vote.

The name and the address of the appropriate authority to receive, process and to make disposition of complaints is: Judi Rubin, Apprentice Coordinator, Minnesota Electrical Association, Inc., 3100 Humboldt Avenue South, Minneapolis, MN 55408. A copy of these complaint procedures shall be made available to all apprentices and apprentice applicants.

Complaints Regarding Standards or Agreement:

Any controversy or differences arising under an apprenticeship agreement or these Standards, other than complaints regarding discrimination (see Minn. Stat. Section 178.09), may be presented to the Apprenticeship Training Committee in writing describing the incident that is the basis for the complaint. The Apprenticeship Training Committee shall make such rulings, as it deems necessary in each individual case within 30 days of receiving the written notification or if extenuating circumstances exist (within the discretion of the Apprenticeship Training Committee) as soon as practicable. Complaints that cannot be resolved locally may be submitted by an apprentice or his/her representative to the Registration Agency. Direct such complaints to: Minnesota Department of Labor & Industry, Apprenticeship Division of the Minnesota Department of Labor & Industry, 443 Lafayette Road N., St. Paul, MN 55155.

17. SELECTION OF APPRENTICES

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, creed, religion, national origin, sex, sexual orientation, marital status, familial status, physical or mental disability, receipt of public assistance, or age. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under MN Plan for Equal Employment Opportunity in Apprenticeship. Selection procedures found in the MN Plan for Equal Opportunity in Apprenticeship, Section 5, Selection of Apprentices, provides options employers may choose for selection of apprentices.

The ETN chooses selection procedure #3, selection from pool of current employees from member employers.

Apprentices will be included provided they have met all requirements of the member employer, which may include post-offer of employment drug testing.

Selection Procedure: Each eligible employer seeking to enroll apprentices will have on file with the ETN a signed Employer Agreement that allows the member employer to participate in the ETN Registered Apprenticeship program.

1. The employer shall select apprentice applicants from its own list of individuals who meet the entrance requirements of the program as set forth in Section 5. The employer shall notify ETN of all interested apprenticeship candidates.

2. The employer shall notify ETN of the intent to hire the person(s) chosen to become apprentice(s) and by which criteria the apprentice was selected (i.e. previous performance, commitment to career, skills, general qualifications, etc.)
3. The employer will complete, with the ETN Apprentice Coordinator's assistance, the apprenticeship agreement. Once completed, ETN will then forward the agreement with all required signatures to the Apprenticeship Division of the Minnesota Department of Labor & Industry for processing.
4. The employers will not discriminate on the recruitment, selection, employment, and training of apprentices because of race, color, creed, religion, national origin, sex, sexual orientation, marital status, familial status, physical or mental disability, receipt of public assistance, or age.

18. REGISTRATION. CANCELLATION AND DEREGISTRATION

These standards upon adoption by the ETN will be submitted to the Registration Agency for approval. Such approval will be required before implementation of the program.

ETN 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 program. Deregistration of the Apprenticeship Program may be initiated by the Registration Agency. Within fifteen (15) days of cancellation or deregistration of the Apprenticeship Program, ETN will notify each apprentice of the cancellation and the effect of same. The notification will conform to the requirements of Title 29 of the Code of Federal Regulations, Part 29.

19. MODIFICATIONS

These standards may be modified at any time if deemed necessary. The Apprenticeship Division of the Minnesota Department of Labor & Industry shall be advised of any and all modifications. Modifications shall not alter any apprenticeship agreement in force without the consent of all parties concerned.

20. COMPLIANCE WITH MINNESOTA PLAN FOR EQUAL EMPLOYMENT OPPORTUNITY IN APPRENTICESHIP

The provisions of the apprenticeship program must comply with Part 5200 of the Minnesota Rules and must include an approved equal opportunity pledge.

21. LIABILITY LIMITATION

The liability of ETN and the ETN Apprenticeship Committee are limited solely to ETN's failure to comply with the terms and conditions set forth herein to administer these Standards. ETN shall not be responsible for any loss, cost or damage by employer due to any action by the Apprenticeship Division of the Minnesota Department of Labor & Industry of the Department of Labor & Industry invalidating or deregistering these standards.

Sponsor:

Signature of Sponsor Judith A. Rubin Title President

Name of Sponsor Judith A. Rubin Date 6-17-15

Sponsor Address 3100 Humboldt Ave. S. Minneapolis, MN 55408

APPROVED: APPRENTICESHIP DIVISION OF THE MINNESOTA DEPARTMENT OF LABOR & INDUSTRY

Director Approval [Signature] Date 06/17/15

Effective Date 06/17/15

ATTACHMENT #1
TRADE SCHEDULE FOR: JOURNEYWORKER ELECTRICIAN

This trade schedule is attached to and a part of the Apprenticeship Standards for the above identified occupation. This sequence of Related Classroom Instruction is competency based and will be offered as:

1. traditional classroom training or
2. independent study, which may include:
 - a. Internet-learning,
 - b. video telecast and
 - c. CD-ROM.

1. TERM OF APPRENTICESHIP

The term of the occupation shall be 4 years with an OJT attainment of 8000 hours supplemented by the required hours of related technical instruction. Credit may be given for vocational training or previous experience at the discretion of the ETN Apprenticeship Committee. Completion of the apprenticeship will be determined per Section 13.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

The Ratio of Apprentices to Journeyworkers:

The approved variance by the Director of the Apprenticeship Division of the Minnesota Department of Labor & Industry is ratio of two (2) apprentices to one (1) journey worker.

3. SCHEDULE OF WORK EXPERIENCE (See attached *Work Processes/Work Experience Schedule*)

Apprenticeship Committees may add to the work processes prior to submitting these Standards to the appropriate Registration Agency for approval.

4. SCHEDULE OF RELATED INSTRUCTION (See attached *Related Classroom Instruction Outline*)

Curriculum is based on Industry Standardized applications of current construction practices in the referenced occupation and is skill-based including a system for assessment. The assessment will include task objectives, procedures, review materials, and competency-based performance tests. Curriculum is designed to be completed in levels of instruction as indicated in the outline. The levels of instruction are designed to reflect a commonly accepted progression of instruction consistent with a continuous growth and understanding of the craft and attainment of the related craft skills. Levels comprise successive tiers of instruction and meet the minimum apprenticeship, training, employer, and labor services requirement for classroom- related training.

WORK PROCESS/WORK EXPERIENCE SCHEDULE OF HOURS

This instruction and experience shall include the following operations but not necessarily in the listed sequence. Time spent on specific operations need not be continuous. A variation of 20% plus or minus in the listed work process shall meet with approval, provided the total of 8,000 hours are accounted for.

<u>DIVISION OF WORK</u>	<u>HOURS</u>
A) PROJECT LAYOUT AND PLANNING Reading and interpreting blueprints and specifications; Coordination between crafts, engineers, and architects; Layout feeders, risers, and branch circuits.	200
B) UNDERGROUND INSTALLATIONS Trenching and ditch digging; Direct burial; Installing PVC/Rigid conduit; Installing grounding electrode systems.	300
C) THINWALL CONDUIT RACEWAY SYSTEMS Fastening and supporting devices; Conduit fabrication; Installation of conduit, fittings, and boxes.	1,200
D) RIGID CONDUIT RACEWAY SYSTEMS Fastening and supporting devices; Bender setup; Conduit fabrication; Installation of conduit, fittings, and boxes.	800
E) INSTALLING SERVICES, SWITCHBOARD, AND PANELS Mounting devices; Breaker installation; Terminations	500
F) FLOOR DUCT INSTALLATION Transit/grade establishment; Installing duct and fittings; Core drilling and outlet installation.	200
G) MOTOR CONTROL CENTER INSTALLATION Rigging and mounting; Terminating feeders, branch circuits, and control wiring.	100
H) INSTALLING, SPLICING, AND TERMINATING WIRES AND CABLE Establishing temporary power; Feeders and branch circuits; Control wiring; Splice, taps, and terminations.	1,200
I) CABLE TRAY INSTALLATION Fabrication; Installing support devices; Installing cable tray and covers.	150
J) LIGHTING SYSTEM INSTALLATION Installing outlet boxes and conductors; Installing fixtures; Control devices.	1,000
K) TESTING AND TROUBLESHOOTING Feeders, motors, and branch circuits; Checking circuit continuity; Identifying fault current to ground; Meggering and hi potting; Certifying system operation; Repair and maintenance; Ground verification.	100
L) FIRE ALARM INSTALLATION Blueprint and specification interpretation; Layout and circuit installation; Control panel and device installation; Programming and testing.	250
M) MOTOR INSTALLATION Rigging and setting; Alignment: Circuiting and terminations; Testing.	400

N) CONTROL SYSTEM INSTALLATION	200
Blueprint and specification interpretation; Layout and circuit installation; Distribution control.	
O) INSTALLING AND PROGRAMMING	100
Programmable logic controllers; Module installation; Control wiring and devices; Programming.	
P) INSTALLING INSTRUMENTATION AND PROCESS CONTROL SYSTEMS	250
Blueprint and specification interpretation; Layout and installation; Calibration.	
Q) SECURITY SYSTEM INSTALLATION	100
Blueprint and specification interpretation; Layout; Box and circuit installation; Terminations; Testing.	
R) INSTALLING SOUND AND COMMUNICATION SYSTEMS	150
Blueprint and specification interpretation; Layout; Conduit and box installation; Installing panels and network devices; Circuit installation; Termination and testing.	
S) INSTALLING AND TERMINATING TRANSFORMERS	100
Rigging and mounting; Primary and secondary termination; Testing and troubleshooting.	
T) INSTALLING FIBER OPTIC CABLE	100
Equipment layout; Installing cable; Polishing and terminating; Testing and verifying.	
U) ALTERNATIVE ENERGY SOURCES (SOLOR, WIND, FUEL, CELL, ETC.	100
Blueprint and specification interpretation; Layout and installation; Testing, verifying, and troubleshooting.	
V) WELDING AND BRAZING	50
Machine setup; Fabrication; Welding, grinding, and finishing.	
W) SERVICE AND TROUBLESHOOTING	150
Testing, analysis, and repair of: Motors, transformers, electrical devices, electronic devices, magnetic devices. Lighting and power circuits, equipment and machinery, control circuits, and devices.	
X) MATERIAL HANDLING AND PRE-FABRICATION	100
Material/equipment awareness; Fabricating for field installation.	
Y) SAFETY AWARENESS & OTHER SPECIALIZED AREAS	
200	

TOTAL MINIMUM HOURS OF ON THE JOB TRAINING 8,000

A variation of 20% plus or minus in the above listed work process shall meet with approval, provided the total of 8000 hours is accounted for.

ATTACHMENT #3
AFFIRMATIVE ACTION PLAN

SECTION I - INTRODUCTION

The Program Sponsor enters this Affirmative Action Plan with good faith for the purpose of promoting equality of opportunity into its registered apprenticeship program. The Program Sponsor seeks to increase the recruitment of qualified minorities and women for possible selection into the apprenticeship program in the event minorities and women are underutilized in the apprenticeship program. The Program Sponsor hereby adopts the following nondiscriminatory pledge and Affirmative Action Plan. Any changes made by the Apprenticeship Training Committee shall become part of this written plan, once approved by the registration agency.

SECTION II - EQUAL OPPORTUNITY PLEDGE

The Apprenticeship Training Committee 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, creed, religion, national origin, sex, sexual orientation, marital status, familial status, physical or mental disability, receipt of public assistance, or age. 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 and the MN Plan for Equal Employment Opportunity in Apprenticeship.

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 Program 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 ETN jurisdictional area. Once the labor force is determined, the Program Sponsor can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the registration agency, using the Affirmative Action Plan Analysis Worksheet and Goals and Timetables attached.

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The Program Sponsor affirmative action plan includes the following selected 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 selected, the Program Sponsor shall set forth the specific steps they intend to take under each identified effort. The Program Sponsor will activities in order to enable it to meet its obligation under Title 29, CFR Part 30.

A. An announcement of apprenticeship openings shall be disseminated 30 days in advance of the earliest date for application at each interval of application, or for year-round open application at least semi-annually to the following agencies/organizations:

- Registration Agency
- Women's Organizations/Centers
- Local Schools
- Employment Service Centers

- One Stop Centers
- Vocational Education Schools
- Organizations/Centers (which can effectively reach minorities and women)
- Newspapers (which are circulated in the minority community and among women)

The announcement shall include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the Program Sponsor equal opportunity policy. Applications will be taken for no less than a two (2) week period.

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 Program Sponsor equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the program sponsor, Apprenticeship Committee'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 apprenticeship; where appropriate and feasible, such programs shall provide for pre-testing experience and training. In initiating and conducting these programs, the sponsors may be required to work with other sponsors and appropriate community organizations. The Sponsor shall also initiate programs to prepare women and encourage women to enter traditionally male programs.

F. Utilizing journeyworkers to assist in the implementation of affirmative action in the apprenticeship program.

G. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.

H. Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during the apprenticeship shall be without discrimination because of race, color, creed, religion, national origin, sex, sexual orientation, marital status, familial status, physical or mental disability, receipt of public assistance, or age (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc., use of present minority and female apprentices and journeyworker as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions)

(Identify Other Action)

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

In accordance with the MN Plan for Equal Employment Opportunity in, the Program Sponsor will make an annual review of its Affirmative Action Plan, including its overall effectiveness, and institute any reasonable modifications to goals, timetables and outreach and recruitment efforts. The review shall analyze the affirmative action steps taken by the Apprenticeship Training Committee for outreach and recruitment, selection, employment, and training. All changes to the Affirmative Action Plan must be submitted to the registration agency for registration. The Apprenticeship Training Committee 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 annually and updated where necessary.

SECTION VI - OFFICIAL ADOPTION

The ETN hereby officially adopts this Affirmative Action Plan on this 17th day of June


SIGNATURE of Sponsor (TITLE)

Judith A. Rubin
PRINTED NAME

Affirmative Action Plan Analysis Worksheet and Goals and Timetables

Small Comp. Availability by Department/Organizational Unit

Department name: Apprenticeship Program
Date of Workforce Information: 4/28/2015

Company Name: Electrical Training Network of Minnesota
Address: 3100 Humboldt Ave. South
Minneapolis, MN 55408-2588

Job Title(s)	Job Group	Wage Rate or Salary Range	Total Employees	Employees by Sex		Employees by Minority Status*											Total Minority Employees	
				Total Male Employees	Total Female Employees	Male Minority Employees						Female Minority Employees						
						AI/AN	A	B	H	NH/OP	M	AI/AN	A	B	H	NH/OP		M
Apprentice Electrician	6		24	24	0	0	0	1	1	0	3	0	0	0	0	0	0	5
																		0
																		0
Totals			24	24	0	0	0	1	1	0	3	0	0	0	0	0	0	5

*AI/AN=American Indian/Alaskan Native; A=Asian; B=Black or African American; H=Hispanic or Latino; NH/OP=Native Hawaiian or Other Pacific Islander; M=people who identify as more than one race (Count each person only once. For example, if a man identifies as being American Indian and Black, count him in the "M" column under "Minority Male". Do not count him as one Black man and one American Indian man.)

Small Company Availability/Utilization/Underutilization Analysis & Annual Goals

Worksheet for comparing incumbency to availability and setting goals to correct underutilization--small companies only.

Company name: Electrical Training Network of Minnesota

	A	B		C			D		E			
	Total Employees in Company	Utilization		Women		Number Under- utilized	Annual % Goal	Utilization		Minorities		Annual % Goal
		Number	%	%	Number			Number	%	%	Number	
Small Company	24	0	0.0	3.34		0		5	20.8	4.24	1	0

F	
Source of Availability Percentages	
Small Company	MN Department of Human Rights Composite Availability Worksheet

Follow the instructions below to complete this worksheet

A	Type in the total number of employees in your company.
B	Type in the total number of women in your company.
C	Insert the availability percentage for women. For instructions, see the Minnesota Department of Human Rights' <i>How to Develop an Affirmative Action Plan</i> manual for instructions.
D	Type in the total number of minorities in your company.
E	Insert the availability percentage for minorities. For instructions, see the Minnesota Department of Human Rights' <i>How to Develop an Affirmative Action Plan</i> manual located on our website at mn.gov/mdhr .
F	Type in the source of the availability percentages used.

Minnesota Department of Human Rights

Composite Availability Worksheet

Worksheet for calculating average external availability percentages for a job group, weighted by the relative sizes of the job titles within the group.

Company name: Electrical Training Network of Minnesota

Job Group: 6 - Skilled Laborers

A Job Titles	B Occupation Code Used	C Number of employees in job title	D Women		E Minorities	
			% Available <i>(census data)</i>	Weighted % <i>(C x D)</i>	% Available <i>(census data)</i>	Weighted % <i>(C x E)</i>
Electrician	soc 47-2111	24	3.34	80.16	4.24	101.76
				0		0
				0		0
				0		0
				0		0
				0		0
Totals		24		80.16		101.76

F

G

H

Labor Area (county, metropolitan area, state, or other source of statistics)
Affirmative Action Statistics Data Packet - Minnesota

Job Group Availability		
Women <i>(G ÷ F)</i>		Minorities <i>(H ÷ F)</i>
3.34		4.24

Use the percentages above right to complete the 2 Factor Availability Analysis and/or the Job Group Availability/Utilization/ Underutilization and Goals Analysis. Include this worksheet with your AAP.

Follow the instructions below to complete this worksheet

- | |
|---------------------------------------------------------------------------------------------------------------------------------------------------|
| A List each job title within this job group in cells in this column. |
| B Assign an occupation code from census information to each job title. |
| C Type in the number of employees in each job title. |
| D From 2010 census information, type in the availability of women corresponding to the occupation codes you've assigned to each job title. |
| E From 2010 census information, type in the availability of minorities corresponding to the |

Revised 8/2013

ATTACHMENT #4
ELECTRICIAN RELATED CLASSROOM INSTRUCTION

<p>Agricultural Wiring Air Conditioning/Refrigeration Appliances Article 250 Basic Electricity Basic Electronics Basic Fire Alarms Basic Motor Control Basics of AC Circuits Blueprint Reading Bonding, Grounding & Fault Current Boxes, Conduit Bodies, and Fittings Branch Circuits, Feeders, Service Calculations Capacitance Class II & III Circuits Combination Circuits Conductors for General Wiring Conduit Bending Controllers, Relays and Timers DC Motors, Generators, and Controls Electric Heating Electrical Calculations Electrical Installations and Plans Flex. Cords, Cables & Fixture Wires Flexible Conduit, Cabinets and Gutters General Installation Requirements Ground-Fault Protection Hazardous Locations HVAC Controls Inductance Intro to Grounding, System Grounding, Equipment Grounding and Bonding Introduction to the NEC Leadership Skills</p>	<p>Lighting Equipment and Receptacles Lighting Fundamentals Load Calculations, Outside Circuits & Feeders Measuring Instruments Motor Accelerations and Deceleration Motors Circuits Motors Maintenance and Installation NEC Def. and Grounded Conductors Non-Flexible Conduit and Tubing Overcurrent Protection Parallel Circuits Plan Interpretation Power Distr. & Monitoring Systems RLC Circuits Safety Series Circuits Service Conductors Service Equipment Single-Phase Motors Single-Phase Transformers Special Installations for a minimum of 576 hours of related training. Special Motors Surface Raceways and Wireways Switchboards and Panel boards Switches Three-Phase Circuits Three-Phase Motor Controls Three-Phase Motors and Generators Three-Phase Transformers Transformer Applications Wire Tables Wiring Methods, Temporary Wiring Wiring with Cable</p>
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ATTACHMENT #5
SAFETY TRAINING & WORKERS' COMPENSATION CERTIFICATION

The ETN Apprenticeship Program and each employer will require safety training of at least 50 hours for all apprentices under this program in the following manner:

1. Basic First Aid - 10 Hours
2. Housekeeping Practices - 10 Hours
3. Safe Practices with Tools of Trade - 10 Hours
4. Proper Operation of Machines and Equipment - 10 Hours
5. Knowledge and Understanding of Unsafe Operations, Conditions and Acts - 10 Hours
6. Other

TOTAL: 50 Hours

Training facilities and environment shall be maintained to assure a healthful and safe working environment.

CERTIFICATION OF COMPLIANCE WITH THE MN WORKERS' COMPENSATION LAW

- Name of Policy Holder _____
- Workers' Compensation Insurance Company Name _____
- Full Policy Number _____
- Dates of Coverage: _____ through _____
Starting Date Ending Date

ETN of MN Standards -Attachment One

Amendment 1-2-1

ORIGINAL

RATIO OF APPRENTICES TO JOURNEYWORKERS

The Ratio of Apprentices to Journeyworkers will be:

~~1 apprentice to 1 journeyworker for the first apprentice and 3 journeymen to 1 apprentice, thereafter.~~

See amendment 1- 2-1

AMENDED - 7/17/09

RATIO OF APPRENTICES TO JOURNEYWORKERS

The Ratio of Apprentices to Journeyworkers:

The approved variance is 2: 1. This allows the training of apprentices at a ratio of two (2) apprentices to one (1) journey worker.

APPROVED: SPONSOR

Signature of Sponsor: *Judith A. Rubin*

Date: July 17, 2009

Judith A. Rubin, President

Name of Sponsor: Electrical Training Network of MN

Sponsor Address: 3100 Humboldt Ave. S., Minneapolis, MN 55408

APPROVED: MINNESOTA APPRENTICESHIP ADVISORY BOARD

Director Approval: *Roslyn C. Wade*

Date: 8-5-09

Effective Date: 7/17/09

Electrical Training Network,
an Educational Trust Fund
c/o Minnesota Electrical Association, Inc.
3100 Humboldt Avenue South
Minneapolis, MN 55408-2588

Metro: 612-827-6117
Toll Free: 800-829-6117
Fax: 612-827-0920
Email: mea@visi.com
www.electricalassociation.com

EMPLOYER AGREEMENT

The undersigned employer hereby subscribes to all of the provisions of these Apprenticeship Standards formulated and registered by the ETN. Further, the employer agrees to assume the following responsibilities to enroll in the program:

1. Comply with all standards included herein, including the affirmative action program, and provide documentation of all anti-discrimination policies. If the employer conducts affirmative action outreach activities, the employer shall notify ETN and provide documentation (if any) of actions taken.
2. Conduct on-the-training of the apprentice. Apprentices shall be under the direct supervision of the journeyworker to whom they are assigned. The supervisor of the apprentice(s) designated by the employer shall, with the advice and assistance of the Apprenticeship Training Committee, be responsible for:
 - a. the apprentice's work assignments;
 - b. ensuring the apprentice is working under the supervision of a skilled journeyworker,
 - c. evaluation of work performance, and
 - d. providing safety training.

No apprentice shall be allowed to work without journeyworker supervision.

3. Notify ETN of any attempts and successful completions of the State journeyworker examination taken by any apprentice in the ETN program.
4. Notify ETN of any change in status of an apprentice, including a leave of absence, layoff, and separation.
5. Comply with apprentice/journeyworker or master ratios at all time to provide appropriate on-the-job training and comply with applicable supervision statutes.
6. Provide safe working conditions and equipment for the safety of journeyworkers and apprentices.
7. The employer shall be responsible for providing such workers' compensation insurance coverage and providing safety training.
8. Comply with all wage schedules as described below:

Wage Increase Requirements: Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate for a term of 8000 hours³ as follows:

First 2000 hours	=	40 percent of journeyworker's rate
2001 hours to 3500 hours	=	50 percent of journeyworker's rate
3501 hours to 5000 hours	=	60 percent of journeyworker's rate

³ All hours applied to training time shall be straight (non-overtime) hours. Apprentices and employers shall exclude all overtime hours from apprenticeship training.

5001 hours to 6500 hours = 70 percent of journeyworker's rate

6501 hours to 8000 hours = 83 percent of journeyworker's rate

9. Provide ETN a monthly time card to log and track the Apprentice work hours. Cards shall be turned in by the 10th of the following month. Verification of time worked will be supervised by the Accepted Employer and/or the supervising journeyman. ETN of MN will verify the hours worked to the hours paid on a quarterly basis (per employer agreement to provide Apprentice payroll records on a quarterly basis).
10. Provide all necessary documentation to ETN to comply with these standards, including documents reflecting the apprentice's hire, solicitation into the program, wage rate compliance, notice of an apprentice's attempts to pass the journeyworker examination, and disciplinary actions (if any).
11. Remain an electrical contractor in good standing, fully licensed and bonded by the Minnesota Department of Labor & Industry.

The undersigned employer understands that a failure to comply with any of the above responsibilities may result in a termination from the ETN program at the discretion of the ETN Apprenticeship Committee.

Signed: _____ Date: _____

Title: _____

Name of Company: _____

Address: _____

City/State/Zip Code: _____

Phone Number: _____

Email Address: _____

This form must be signed and returned to ETN no later than the first day of class to ensure the employer's apprentices are eligible to participate in the classroom training provided by the sponsor this session.

Disposition of form:

- Original is retained by ETN
- Copy to Employer
- Copy to Registration Agency

MEMBERSHIP OF ETN APPRENTICESHIP COMMITTEE

Kenny Javens
Javens Electric
59170 Madison Ave
Mankato, MN 56001

Jason Seanger
Melrose Electric Inc
119 N 8th Ave West
Melrose, MN 56352

Steve Anderson
Venco Inc.
18995 Forest Blvd. N
PO Box 907
Forest Lake, MN 55025

Judi Rubin
3100 Humboldt Ave South
Minneapolis, MN 55408

SAMPLE DOCUMENTS

ANNOUNCEMENT:

ACCEPTED EMPLOYER is seeking applications from current employees for participation the Electrical Training Network of Minnesota (ETN) Apprenticeship Training Program. The program is open for current employees only.

The ETN Apprenticeship Program is designed for unlicensed electrical workers who desire to become licensed journeyworkers in the electrical industry in Minnesota. Following the laws and regulations regarding volunteer apprenticeship as governed by the Minnesota Department of Labor & Industry, the ETN provides 144 hours of electrical instruction for each of the four years of the program. Apprentices are supervised by journeyworkers or master electricians of accepted employers to receive appropriate on-the-job training.

If interested, current employees may apply to _____.

ETN and accepted employers will not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, marital status, familial status, physical or mental disability, receipt of public assistance, or age in the recruitment, selection, employment, and training of apprentices.

INTERVIEW QUESTIONS:

Why are you interested in becoming an electrical apprentice?

What do you consider important skills of an electrical journeyworker?

How do your skills compare to the skills you just listed?

The ETN program requires 144 hours of self-guided study using online training. Are you committed to completing such study?

After the term of an apprenticeship, apprentices are expected to complete the Minnesota Electrical Journeyworker examination. This is the only way to successfully complete the program. Are you committed to taking the exam at the end of the apprenticeship term?

ACCEPTANCE LETTER (from ACCEPTED EMPLOYER):

Dear XXX:

Congratulations! You have been selected to enter the Electrical Training Network of Minnesota Apprenticeship Program. This is an extraordinary opportunity for you to build a career as an electrician in Minnesota.

You will receive online study as well as on-the-job training with a licensed journeyworker with ACCEPTED EMPLOYER. At all times, your on-the-job will be supervised by the designed journeyworker.

You will also receive an Apprenticeship Agreement. This Agreement will outline the wage schedule from which you will be paid over the term of your apprenticeship and any fringe benefits you may be offered by ACCEPTED EMPLOYER.

Finally, your success in the ETN Program requires your cooperation and commitment. You will be required to complete forms for the program. Your failure to complete the responsibilities of an apprentice in the Program and complete the necessary paperwork may result in the termination of your apprenticeship. These are serious requirements.

Again, congratulations on your selection into the ETN Program. Over the coming weeks, you will receive more information. If you have any questions or concerns, please contact XXXX.

Sincerely,

XXX
ACCEPTED EMPLOYER

NOTIFICATION (from ACCEPTED EMPLOYER to ETN):

Dear ETN Administrator:

ACCEPTED EMPLOYER has received applications for electrical apprentices from the following individuals:

Based upon the following criteria, _____, _____, _____, _____, _____ have been selected:

- Previous job performance
- Work attitude
- Commitment to electrical career
- Experience
- Skills

_____, _____ have not been selected based upon _____. We will provide all information necessary to comply with ETN's Affirmative Action Plan in a subsequent letter.

Please forward all necessary information for each selected apprentice(s) to the apprentice's attention. The contact information is enclosed.

Sincerely,

XXX
ACCEPTED EMPLOYER

ACCEPTANCE LETTER (from ETN):

Dear Apprentice Candidate:

Congratulations! Electrical Training Network of Minnesota is pleased that you have been selected as an apprentice! You are at the start of a great career as an electrician.

Enclosed, please find a copy of the Apprenticeship Standards that you must review and agree to abide. These Standards govern your training through ETN.

Additionally, please find several documents you are required to complete:

1. Apprenticeship Agreement. This Agreement covers your commitment to the program and set forth your wages and benefits for the term of your apprenticeship.
2. Training Hours Log

These documents include instructions on how to complete them. The training hours log must be completed on an annual basis.

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

XXX
ETN

REJECTION LETTER (from Accepted Employer):

Dear XXX:

Thank you for your interested in the Electrical Training Network of Minnesota Apprenticeship Program. Unfortunately, you have not been selected for an apprenticeship at this time. We encourage you to apply again in the future.

Sincerely,

XXX

ACCEPTED EMPLOYER

REJECTION LETTER (from ETN):

Dear XXX:

Thank you for your interest in the Electrical Training Network of Minnesota Apprenticeship Program. Unfortunately, you have not been selected for an apprenticeship at this time. We encourage you to apply again in the future.

Sincerely,

XXX
ETN
