

TEMPLATE



STANDARDS OF APPRENTICESHIP

FOR

SPONSOR INFORMATION:	
NAME:	Electrical Training Network of Minnesota
STREET ADDRESS:	3100 Humboldt Ave. S.
CITY, STATE, ZIP:	Mpls, MN 55408
COUNTY:	Hennepin
CONTACT NAME:	Clara Albert
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FOR THE OCCUPATION(S) OF:

OCCUPATION:	Electrician
--------------------	-------------

OFFICE USE ONLY:	
STANDARD NUMBER:	
DATE APPROVED:	

FORM EFFECTIVE 03/2019
Apprenticeship Division
Minnesota Department of Labor & Industry
443 Lafayette Road N, St. Paul, MN 55155
dli.state.mn/appr
651-284-5090
dli.state.mn/appr
651-284-5090

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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 of 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.

Section 1. DEFINITIONS

1. **Accepted Employer.** A contractor who employs apprentices under these apprenticeship standards, who is accepted into the program, and who has signed an Employer Accepted Employer Agreement.
2. **Apprentice.** A person at least 18 years of age who has entered into an apprenticeship agreement with ETN, meets the qualifications in the Standards of Apprenticeship, has signed an Apprenticeship Agreement, and is registered and employed to learn an apprenticeable trade or occupation in a registered apprenticeship program under Minnesota Statutes Chapter 178. The 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.
3. **Apprenticeship Advisory Board.** “Apprenticeship Advisory Board” or “board” means the Apprenticeship Advisory Board established under Minnesota Statute 178.02 and the State Apprenticeship Council as defined in Code of Federal Regulations, title 29, section 29.2.
4. **Apprenticeship Training Committee.** The committee that will be established by the ETN, the Electrical Training Network of Minnesota, and charged with operation of the program.
5. **Apprenticeship Program.** A program registered under Minnesota Statute Chapter 178 that includes standards containing all terms and conditions for the qualification, recruitment, selection, employment and training of apprentices.
6. **Commissioner.** “Commissioner” means the commissioner of labor and industry or his/her duly designated representative employed by the department.
7. **Department.** “Department” means the Minnesota Department of Labor and Industry.
8. **Director.** “Director” means the person who oversees the activities of the Apprenticeship and Labor Standards business units.
9. **Division.** “Division” means the department’s Labor Standards and Apprenticeship Division.
10. **Elected Chair.** Of the Apprenticeship Training Committee shall mean the elected chair of the ETN apprentice training committee.
11. **Journeyworker.** “Journey worker” means a person who has attained a level of skill, abilities, and competencies recognized within an industry as having mastered the skills and competencies required for the trade or occupation.
12. **Registered apprenticeship agreement.** “Registered apprenticeship agreement” or “apprenticeship agreement” means a written agreement, complying with Minnesota Statutes Chapter 178 between the division, sponsor, and apprentice, and, if the apprentice is a minor, the minor’s parent or guardian, which contains the terms and conditions of the employment and training of the apprentice.
13. **Related instruction.** “Related instruction” means 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 trade or occupation, or industrial courses or,

when of equivalent value, by correspondence, electronic media, or other forms of self-study approved by the commissioner.

- 14. Sponsor.** “Sponsor” is The Electrical Training Network of Minnesota., the entity responsible for operating the apprenticeship program and in whose name the program is or is to be registered or approved.
- 15. Standards.** This entire standard of apprenticeship, with attachments, including these definitions. These standards are set up as “Group Nonjoint” standards.
- 16. Supervisor of Apprentices.** The individual designated by the sponsor to perform the duties described.

Section 2. REGISTRATION OF APPRENTICESHIP PROGRAMS

2-1 Application.

To apply for the registration of an apprenticeship program, a sponsor shall submit a completed application to the division on a form provided by the commissioner, which shall include standards of apprenticeship. Sponsors may submit standards provided by the division that comply with C.F.R. 29.5 and Minnesota Statute Ch.178 for approval.

2-2 Provisional Approval.

The Division shall grant a provisional approval period of one year to an applicant demonstrating that the standards submitted meet the requirements. The Division may review each program granted provisional approval for quality and for conformity with requirements at any time, but not less than biannually, during the provisional approval period.

- a) A program that conforms to the requirements of Minnesota Statute Ch.178 may be approved, or may continue to be provisionally approved through the first full training cycle.
- b) A program not in operation or not conforming to the requirements of this chapter during the provisional approval period shall be deregistered.

The Division shall inform the applicant of the results of its review in writing at least 30 days prior to the expiration of the provisional approval period.

2-3 Review.

The Division shall review all programs for quality and for conformity of Minnesota Statutes Chapter 178 at the end of the first full training cycle. Subsequent review of a registered program must be conducted at least annually. Programs not in operation or not conforming to this chapter at the time of review may be recommended for deregistration.

2-4 Program modification.

To apply for modification of or change to a registered program, a sponsor shall submit a written request for modification to the Division. The Division shall approve or disapprove a modification request within 90 days from the date of receipt. If approved, the modification or change must be recorded and acknowledged within 90 days of its approval as an amendment to the registered program. If not approved, the Division shall notify the sponsor in writing of the disapproval and the reason for the disapproval. The Division may provide technical assistance to the sponsor seeking to modify or change a registered program.

2-5 Notice.

When an application is submitted by an employer or employers' association, and where the standards, collective bargaining agreement, or other instrument provides for the participation by a union in any manner in the operation of the substantive matters of the apprenticeship program, and the participation is exercised, a written statement specifying that the union is in agreement or has no objection to the registration is required. Where no union participation is evidenced and practiced, the employer or employer's association shall simultaneously furnish to the union, if any, which functions as the collective bargaining agent of the employees to be trained, a copy of its application for registration and the apprenticeship program. The commissioner shall provide a reasonable time of not less than 30 days nor more than 60 days for receipt of union comments, if any, before final action on the application for registration is taken. Union comments must be submitted to the Division during the time period specified by the commissioner.

2-6 Certificate of Registration.

Upon registration of a program, the commissioner shall issue a certificate of registration to the sponsor. Within 30 days after the certificate is mailed or otherwise delivered to the sponsor, the sponsor must submit to the commissioner a copy of at least one executed apprenticeship agreement.

2-7 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.

2-8 Policy Requirement.

It is the policy of the employer and sponsor that the recruitment, selection, employment, and training of apprentices during their apprenticeship must be without discrimination due to race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability. The employer and sponsor must take affirmative action to provide equal opportunity in apprenticeship and must operate the apprenticeship program as required under the Code of Federal Regulations, title 29, part 30, and under the Minnesota Plan for equal opportunity in apprenticeship.

2-9 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.

Section 3. STANDARDS OF APPRENTICESHIP

3-1 Federal Uniformity.

Each program must have an organized, written plan of program standards embodying the terms and conditions of employment, training and supervision of one or more apprentices in an apprenticeable trade or occupation, that is subscribed to by a sponsor an employer who has undertaken to carry out the apprentice training program. The program standards must contain the provisions that address each item identified in the Code of Federal Regulations, title 29, part 29, section 29.5(b). An apprenticeable trade or occupation is defined in 29 CFR 29, section 29.4.

3-2 Related Instruction.

Program provides a minimum of 144 hours of related instruction is required in each training cycle. Time spent in related instruction is not considered hours of work as required by the job process schedule. Every apprenticeship instructor must meet the Department of Education's requirements for a vocational-technical instructor or be a subject matter expert, which is an individual such as a journeyworker who is recognized within the industry as having expertise in a specific trade or occupation. (Attachment #1)

3-3 Safety Instruction.

Program provides 50 hours minimum of related safety instruction is required during the term of apprenticeship.

3-4 Workers Compensation Certification.

Certification of compliance with MN Workers Compensation Laws is required to ensure the apprentices are properly insured during their apprenticeship training program. (Attachment #3)

3-5 Job Process Schedule.

Each apprentice must be given work experience and instruction according to the applicable job process schedule. Training experience need not be in the exact order as listed in the job process schedule. (Attachment #5)

3-6 Ratios.

If the apprentice is covered by a collective bargaining agreement, the employer must follow the provisions of the collective bargaining agreement regarding the maximum number of apprentices to be employed at the work site for each journeyworker employed at the same work site. In the absence of a collective bargaining agreement, for the purposes of direct supervision and safety and instruction of the apprentice, the ratio shall be:

- a) One apprentice for the first journeyworker employed at the work site plus one apprentice for each additional three journeyworkers employed at the work site;
- b) The work site ratio utilized by the majority of registered apprenticeship agreements in the same trade or occupation; or
- c) A program specific ratio that has been approved by the Apprenticeship Advisory Board.

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.
(Attachment #4)

3-7 Graduated Schedule of Wages.

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.

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 hours 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

3-8 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.

3-9 Dispute Resolution.

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: Jamie Quenzer, 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. Complaints must be made in writing within 60 days of the events giving rise to the complaint and must set forth the specific matters complained together with relevant facts and circumstances. Copies of pertinent documents and correspondence must accompany 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.

3-10 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. Completion of the apprenticeship will be determined as outlined below.

The term of apprenticeship may be measured either through:

- ☒ The time based approach, which requires completion of at least 2000 work hours of on-the-job training.
- ☐ The competency-based approach, which requires the attainment of competency.
- ☐ The hybrid approach, which is a blend of the time based and competency-based approaches.

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:

- a) Apprentice;
- b) Sponsor;
- c) Employer

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.

3-11 Credit for Previous Experience.

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

3-12 Training Cycle.

The training cycle for related instruction must be designated in hours, days, or months for each individual trade or occupation included in the standards.

3-13 Responsibilities of the Apprentice.

An apprentice employed under the program standards shall agree to be punctual and regular in attendance, and to endeavor to the best of the apprentice's ability to perfect the required skills for the trade or occupation.

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.

3-14 Coordination of Apprentices.

The sponsor shall designate a qualified individual as a coordinator of apprentices who shall:

- a) Maintain an adequate record of progress in training each apprentice.
- b) Be responsible for assuring that the requirements of the applicable learning program are met during the prescribed training term.
- c) Perform other duties as may be assigned by the sponsor relative to the development and operation of an effective program of apprenticeship.

3-15 Maintenance of Records.

The sponsor shall keep and maintain records of each apprentice's progress records on an ongoing basis from the beginning to the completion of an apprenticeship. These progress records must be kept on the sponsor's premises and must be accessible to all authorized personnel of the Division of Apprenticeship. Under the Minnesota Plan for equal opportunity in apprenticeship, it is also the obligation of the sponsor to maintain records pertaining to individual applicants for apprenticeship whether selected or rejected for five years and be made available upon request to authorized personnel of the Division of Apprenticeship. These records must be maintained in a manner that permits the identification of minority and female participants. The Division of Apprenticeship must be notified of the current address where records are kept and the person responsible for the records.

Name of the person responsible for record keeping and coordination of apprentices:

3-16 Certificate of Completion of Apprenticeship.

Upon successful completion of the apprenticeship term and the related training requirements, and upon appropriate written recommendation by the sponsor, the Division must issue to the apprentice a certificate of completion of apprenticeship.

3-17 Compliance with Minnesota Plan for Equal Employment Opportunity in Apprenticeship.

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 (Attachment #6).

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

3-18 Hours of Work.

The maximum number of hours of work per week shall not exceed either the number prescribed by law or the customary regular number of hours per week for the employees of the company by which the apprentice is employed. Time spent in related and supplemental instruction for any apprentice shall not be included in the maximum number of hours per workweek.

3-19 Overtime.

An apprentice may be allowed to work overtime provided that the overtime work does not conflict with related instruction course attendance. All time in excess of the number of hours of work per week as specified in the apprenticeship agreement shall be considered overtime. For overtime the apprentice's rate of pay shall be increased by the same percentage as the journeyworker rate of pay for overtime is increased in the same industry or establishment.

3-20 Journeyworker wage rate.

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.

3-21 Qualifications of Apprentices.

- a) Applicants for apprenticeship must be at least 18 years of age.
- b) Be able to legally work in the United States.
- c) Be able to provide documents verifying requirements for (a) and (b).

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

3-22 Termination, Cancellation or Transfer of Apprenticeship Agreements.

Written notice. The Division of Apprenticeship must be notified in writing within 45 days by the sponsor of all terminations, cancellations, or transfer to apprenticeship agreements. All terminations shall be approved by the Division.

3-23 Director to Approve Apprenticeship Agreements.

Every apprenticeship agreement is subject to approval by the Director and shall be signed by the committee, the employer, an association of employers, or an organization of employees, and by the apprentice.

3-24 Apprenticeship Committees and Programs (if applicable).

Establishment of committees. Apprenticeship committees may be established by the Director to supervise the operation of apprenticeship programs. Establishment of a committee may be considered justified if either of the following conditions is met:

- a) When the employers and employees in a trade or trades are parties to a collective bargaining agreement requiring joint participation in program operation; or
- b) When five or more apprentices are enrolled under a program.
- c) The total number of members on a committee may range from four to twelve.
- d) In joint participation there shall be equal representation of employers and employees.
- e) Members shall be selected by the group or groups they represent subject to approval by the Director.
- f) A committee may have as one of its employee representatives, an active apprentice of record provided that the apprentice has completed a minimum of 6,000 hours of an apprenticeship term or has entered the fourth year of a term.
- g) Adoption of apprenticeship committee rules or changes must be submitted to the Director in writing for approval.
- h) The sponsor shall provide the names and addresses of the joint committee members listed according to representative groups. This list shall also indicate the secretary and chairperson of the committee and the jurisdictional area covered by the committee. (Attachment #8)

Follow the duties outlined in Apprenticeship Training Committees Responsibilities (Attachment #9)

Section 4. Signature Page

Clara Albert
Signature of Sponsor
Executive Director
Title

Clara Albert
Please Print Name
6/19/2020
Date

Union Representative (if applicable) N/A

Signature

Title

Name of Union

Date

Address of Union

APPROVED:

Director of Apprenticeship State of Minnesota

05/04/2021
Approval Date

05/04/2021
Effective Date

ATTACHMENT #1: Related Technical Instruction

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

1. Online traditional classroom training or
2. independent study, which may include:
 - a. Internet-learning,
 - b. Video telecast

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.

COURSE	LOCATION	HOURS/CREDIT
Electrical Association Apprenticeship Training Course	Online – Webinar	144/Year

Related training of at least 144 hours annually for all apprentices under this program will contain the following topics:

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	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
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ATTACHMENT #2: Safety Training

The undersigned sponsor will provide safety training of at least fifty (50) hours during the term of apprenticeship 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 the trade | 10 hours |
| 4. Proper Operation of Machines and Equipment | 10 hours |
| 5. Knowledge and Understanding of Unsafe Operations, Conditions and Acts | 10 hours |

TOTAL - 50 hours

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

ATTACHMENT #3: Workers' Compensation Certification

ETN ensures workers compensation insurance is held by each contractor prior to acceptance into the ETN of MN program and renewed on an annual basis.

CERTIFICATION OF COMPLIANCE WITH MN WORKERS' COMPENSATION LAWS

Name of Policy Holder _____

Workers Compensation
Insurance Company Name _____

Full Policy Number _____

Dates of Policy Period Coverage _____ through _____
Start Date Ending Date

ATTACHMENT #4: Ratio of Apprentices to Journeyworkers



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 journey worker 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: Robert 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

ATTACHMENT #5: 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 (SOLAR, 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
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Skill training need not be in the exact order as above. For purposes of statewide program consistency and training, 20% of the hours identified may be substituted with the sponsor specific processes at any time. The remaining 80% of the hours would be taught to the apprentice during the training program.

ATTACHMENT #6: 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

Discrimination prohibited. It is unlawful for a sponsor (or an employers within the sponsored program) of a registered apprenticeship program to discriminate against an apprentice or applicant for apprenticeship on the basis of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability with regard to: (i) Recruitment, outreach, and selection procedures; (ii) Hiring and/or placement, upgrading, periodic advancement, promotion, demotion, transfer, layoff, termination, right of return from layoff, and rehiring; (iii) Rotation among work processes; (iv) Imposition of penalties or other disciplinary action; (v) Rates of pay or any other form of compensation and changes in compensation; (vi) Conditions of work; (vii) Hours of work and hours of training provided; (viii) Job assignments; (ix) Leaves of absence, sick leave, or any other leave; and (x) Any other benefit, term, condition, or privilege associated with 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, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability (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)

ATTACHMENT #7: Selection Procedure

Selection Procedure:

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability. 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.

Selection procedures must conform to one of the four options under the Minnesota Plan for Equal Employment in Apprenticeship. Check the selection procedure that applies and provide an attachment describing the procedure.

1. Selection on the basis of rank from a pool of eligible applicants _____
2. Random selection from a pool of eligible applicants _____
3. Selection from a pool of current employees X
4. Alternative selection method _____

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. 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, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability.

ATTACHMENT #8: Apprenticeship Training Committee

Electrical Training Network of Minnesota

(NAME OF SPONSOR)

APPRENTICESHIP TRAINING COMMITTEE

Committee Members:

Kate Bischoff, Thrive

Jason Seanger, Melrose Electric

Dan Olson, Olson and Sons Electric

Jackie Daley, Daley Electric

Staff Liaisons:

Jamie Quenzer, Electrical Association

Michelle Dreier, Electrical Association

Clara Albert, Electrical Association

Indicate the Chairperson and Secretary of the Committee:
Chairperson: Kate Bischoff
Secretary: Jason Seanger

Provide the Jurisdictional area covered by the Apprenticeship Training Committee:

Minnesota

ATTACHMENT #9: 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. The ETN office reviews completion of apprentices work reports and corresponding hours as received at the ETN office. The ETN offices will verify wages on a quarterly basis to ensure compliance with wage scale. 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 all 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.

ATTACHMENT #10: Accepted 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-job 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 (50 hours over course of 4 years).

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
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 work report and wage verification to log and track the Apprentice work hours. Work Reports 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 and wage rate with the employer on a quarterly basis. Apprentices and employers are responsible for submitting correct wage rates on the monthly work reports.
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 (available for Registration Agency to request)
- Copy to Employer

ATTACHMENT #11: Employer and Apprentice Acceptance

The undersigned hereby acknowledges the following:

1. I have received a copy of the ETN of MN Standards
2. I have read, understood and agree to comply to the ETN of MN Standards
3. I have received a copy of the Policies set forth for the ETN of MN program
4. I have read, understood and agree to comply the Policies outlined for the program

Dated: _____

Printed or Typed Name: _____

Signature: _____

Company: _____

Role (Employer/Apprentice): _____