Northwest Washington Electrical Industry
Joint Apprenticeship and Training Committee

306 Anderson Road, Mount Vernon, WA 98273
(360) 428-5080, fax: (360) 428-3374, email: applications@nwejatc.org

APPRENTICESHIP APPLICATION INFORMATION

Applicants must be residents of Chelan, Douglas, Grant, Island, Okanogan, San Juan, Skagit, Snohomish or Whatcom County in the State of Washington to be eligible to apply for our apprenticeships.

Application request forms will be available at the JATC Training Center (306 Anderson Road, Mt. Vernon, WA 98273) and at the offices of IBEW Local #191 at the Wenatchee Labor Temple (27 N. Chelan, Wenatchee, WA 98801) every weekday (excluding holidays) from 9:00 a.m. to noon and 1:00 p.m. to 4:00 p.m. They can also be downloaded from the Program Information page of the JATC website at http://www.nwejatc.org.

Applicants must then return the completed application request form, supplemental information form and application fee, in person or by mail, to the JATC Training Center, 306 Anderson Road, Mount Vernon, WA 98273 or by email to applications@nwejatc.org. Upon receipt of the properly completed forms and application fee of $50.00, the JATC will mail the applications to the applicant.

Applicants have sixty (60) days after returning their application request form to provide all transcripts and any other documentation required by the JATC.

APPLICANTS FOR ALL CLASSIFICATIONS MUST MEET THE FOLLOWING REQUIREMENTS:

1. Be physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
2. Be able to climb and work from ladders, scaffolds, poles and towers of various heights.
3. Be able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
4. Be able to read, hear and understand instructions and warnings.
5. Be able to get to and from work at job sites anywhere within the geographical area of the JATC.
6. Be able and willing to attend all related classroom training as required to complete their apprenticeship. Applicants for Inside Wireman apprenticeship, if selected, will need to have a laptop computer, with a currently supported version of Windows operating system to bring to classes, possess basic computer skills and must be able to access the internet while away from the JATC training center in order to be able to access and complete the web-based learning components of their classroom training.
7. Be able to read, write and speak the English language.

APPLICANTS FOR ALL CLASSIFICATIONS MUST PROVIDE THE FOLLOWING DOCUMENTATION:

1. Completed application form, accurately responding to all questions and items.
2. Proof of being at least 18 years of age.
3. Proof of residency in the geographic area - local mailing address.
4. Proof of being a high school graduate, or having a GED with a minimum score of 2,500 (250 under old testing method) or a High School Equivalency of 600 or higher or a two (2) year associates degree or higher.
5. Evidence of successful completion (with a “C” or better) of: at least one full credit of high school algebra, or one post-high school algebra course equivalent to one full credit of high school algebra (documented by official school transcripts) or current math placement results from a community college facility indicating a placement level beyond high school algebra (general math for Residential Wireman) or provide evidence of successfully completing the NJATC Online Tech Math Course. (Applicants whose school transcripts have different terminology other than algebra, such as integrated math, will need to provide a statement from their school stating that it is equivalent to algebra)

6. Official transcripts of all high school and post high school education. All GED records must be submitted if applicable. Paper copies of school transcripts must be in sealed envelopes from the school. APPLICANTS MUST NOT OPEN THE TRANSCRIPTS THEMSELVES. The JATC must break the seal on the envelope to ensure that the transcript is original and has not been altered. Applicants may also have the school fax transcripts to the JATC. Most high schools will do this, colleges are not as likely to fax. As long as the transcript has been sent directly from the high school or college, it will be considered official.

7. Valid driver’s license.

8. Documentation to verify legal working status, a condition of employment, as per I-9 requirements.

9. DD-214 to verify military training and/or experience if they are a veteran.

10. All applicants who provide documentation of meeting the above minimum qualifications will then be scheduled to sit for the Electrical Trade’s Aptitude Test. Applicants for Inside Wireman must receive a minimum score of 4 (on a scale of 0 to 9) on the Aptitude Test to qualify for an interview.

APITUDE TEST:
Once all of the documents have been turned in, and it has been determined that the applicant meets the minimum qualifications, they will be sent a letter stating they are scheduled for the next available aptitude test either at the JATC Training Center in Mount Vernon or at the offices of IBEW Local #191 in Wenatchee. The letter will indicate the date and time of the test. Applicants must give themselves ample travel time, as late applicants will not be admitted (under any circumstances) due to the fact this is a timed test.

The test checks general aptitude in the areas of algebra and reading comprehension. Sample test questions can be can viewed at http://www.electricaltrainingalliance.org/SamplePage on the Electrical Training Alliance website. When on this page, look for “Preparing for the Test” on the left side.

After taking the aptitude test, applicants will receive a letter regarding their test results. If a qualifying score was received, it will state that the applicant is scheduled for an interview before the JATC Committee, which will include the date and time of the interview. The interviews are usually scheduled every other month. If the applicant does not receive a qualifying score, the letter will state they can retest again six months from their original testing date.

EXCEPTIONS:
Applicants for Inside Wireman who can verify that they have worked a minimum of 4,000 hours at the electrical construction trade, or who have received an Associates Degree in the fields of Commercial or Industrial Electrical or Instrumentation, with an overall GPA of 2.0 or higher, issued
by a public Community or Technical College in the State of Washington, will not be required to meet the educational and testing requirements of 4, 5 and 10 above, but must sit for the aptitude test.

Applicants for Sound & Communication Technician who can verify that they have a minimum of 2,400 hours of limited energy / sound and communication work experience will not be required to meet the educational and testing requirements of 4 and 5. Applicants for Sound & Communication Technician who have completed a Jobs Corp training program in the occupation of telecommunications will not be required to meet the educational requirements of 4 and 5 above.

Applicants who are military veterans who have completed military technical training school in a Military Occupational Specialty (MOS) applicable to the electrical construction trade and can document at least 2 years of military experience in that MOS will not be required to meet the education requirements of 4, 5 and 10 above, but must sit for the aptitude test. (must apply within 5 years from MOS experience)

DOCUMENTATION OF PREVIOUS ELECTRICAL EXPERIENCE:

In order to prove previous electrical work experience to qualify for an exception, or to request credit towards their apprenticeship, applicants must submit documentation of their trainee hours information from the Electrical Section of the Washington State Department of Labor & Industries.

INTERVIEWS:

All applicants meeting the minimum requirements will be interviewed by the Committee, which will give them a numeric score based on their interview, education and work experience. Applicants will be asked a series of standard questions. After they leave, each Committee member will give them a numeric score. These scores are then averaged together for a composite score, which will determine the applicant's rank on the applicant holding list.

SELECTION:

Applicants will then be placed on the applicant holding list, ranked by score, for the occupation and area for which they have interviewed. The applicant holding list includes all applicants which have interviewed for that occupation in the previous two years.

Applicants will be offered apprenticeship off of the holding list, as needed to meet Industry needs, beginning with those with the highest score at the time of selection.

Applicants will remain on the holding list for a period of 2 years unless they are selected, or decline an offer, for apprenticeship, or request to be removed. After 2 years they will be dropped from the list. They may reapply after this, or after at least 90 days, if they qualify for re-interview by taking at least two post-secondary industry related classes or working at least 450 hours in the electrical construction industry.

All applicants offered apprenticeship must first pass a drug and alcohol screen test, paid for by the JATC, prior to being registered as an apprentice in the program. All applicants for Inside Wireman who are offered apprenticeship must also first pass a physical examination, paid for by the JATC, prior to being registered as an apprentice in the program. Applicants who fail either test will not be registered as apprentices and will be removed from the applicant holding list.