



TELECOMMUNICATIONS INSTALLER-TECHNICIAN APPRENTICESHIP INFORMATION

SPONSORED BY THE
JOINT APPRENTICESHIP AND TRAINING COMMITTEE
FOR THE ELECTRICAL INDUSTRY



IN COOPERATION WITH
LOCAL UNION #24, INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS
and
MARYLAND CHAPTER, NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION

SPECIFICS

TERM: On-the job training - 3 years (4,800 hours minimum)
Related Instruction - 160 hours per year minimum
Starting Wage - \$12.62 per hour
Current Installer-Technician Rate - \$21.03 per hour
Fringe Benefits - Hospitalization, Pensions and Annuity
No cost for school

QUALIFICATIONS

To qualify for oral interview an applicant must meet the following basic requirements unless he/she has a minimum of 4,800 hours of substantiated telecommunication (VDV) work experience.

AGE: Must be at least 18 years old by December 31 of the year of acceptance

EDUCATION REQUIREMENTS: High School Graduate or G.E.D. (**proof required**)
Minimum of one year of high school Algebra or post secondary Algebra with a passing grade (**TRANSCRIPTS MUST BE PROVIDED BY APPLICANT IN A SEALED ENVELOPE FROM THE SCHOOL**)

PHYSICAL REQUIREMENTS: Physically Fit
Applicants selected for the program will be required to take a chemical urinalysis test,

TRANSPORTATION REQUIREMENTS: Applicants must possess and maintain a valid driver's license
Apprentices are responsible for providing their own transportation

APTITUDE TEST: Upon meeting all above qualifications, Applicants are required to obtain a qualifying score of "4" or higher, using the electrical trade's aptitude test developed and validated by the [American Institutes for Research](#). At the time of testing a \$25.00 NON-REFUNDABLE processing fee, payable by money order or cashiers check only, will be required. NO CASH, PERSONAL CHECK, OR CREDIT CARD. Applicants will be notified of scheduled test date.

APPLICATIONS

AVAILABILITY: Year-round Monday through Friday, except major holidays, 9:30 a.m. to 4:30 p.m.
All applicants **must apply in person. Applications can not leave the office.**

LOCATION

TELEPHONE: (410) 247-3313
ADDRESS: 2699 W. Patapsco Ave. Baltimore, Maryland 21230
DIRECTOR: David W. Norfolk
TRAINING COORDINATOR Neil E. Wilford, Jr.

*****SPEAKER AND FILM AVAILABLE UPON REQUEST*****

THIS PROGRAM HAS BEEN APPROVED BY THE BUREAU OF APPRENTICESHIP, UNITED STATES DEPARTMENT OF LABOR AND THE MARYLAND APPRENTICESHIP AND TRAINING COUNCIL.

"THE RECRUITMENT, SELECTION, EMPLOYMENT AND TRAINING OF APPRENTICES DURING THEIR APPRENTICESHIP, SHALL BE WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE OR SEX." THE PROGRAM SPONSOR WILL TAKE AFFIRMATIVE ACTION TO PROVIDE EQUAL OPPORTUNITY IN APPRENTICESHIP AND WILL OPERATE THE APPRENTICESHIP PROGRAM AS REQUIRED UNDER CODE 29 OF FEDERAL REGULATIONS, PART 30.

TELECOMMUNICATION (VDV) APPRENTICE APPLICANT INSTRUCTION SHEET

ALL APPLICANTS MUST MEET ALL THE BASIC REQUIREMENTS (LISTED UNDER "A") WHEN THE APPLICANT FILLS OUT THE APPLICATION UNLESS THE APPLICANT CAN SUBSTANTIATE A MINIMUM OF 4,800 HOURS OF TELECOMMUNICATION (VDV) WORK EXPERIENCE.

A. BASIC REQUIREMENTS

1. You must be at least 18 years of age by December 31st of the year of acceptance into the program.
2. You must be a fully accredited high school graduate or a G.E.D. Minimum of one year of high school Algebra or post-secondary Algebra with a passing grade.. A copy of your high school transcript or G.E.D. is required.

B. UPON MEETING THE BASIC QUALIFICATIONS LISTED ABOVE, THE FOLLOWING STEPS (LISTED UNDER "B") MUST BE FOLLOWED TO MEET THE REMAINING REQUISITES TO BE ELIGIBLE FOR INTERVIEW. **NOTE:** ALL REQUIREMENTS AND QUALIFICATIONS MUST BE MET AND ALL SUBMITTALS MUST BE RECEIVED IN THE COMMITTEE'S OFFICE NO LATER THAN **60 DAYS** FROM THE DATE OF YOUR APPLICATION IF YOU WISH TO BE CONSIDERED FOR AN INTERVIEW.

1. You will be required to sign an Acknowledgement Receipt indicating that you have received the following information: Application and Applicant's Instruction Sheet. **NOTE:** All applications must be completed at the time when the applicant signs the Acknowledgement Receipt. **THE APPLICATION IS NOT TO BE TAKEN OUT OF THE OFFICE.**
2. **Veterans** must supply a copy of DD-214 Veterans Service Discharge Papers.
3. You must supply your **Social Security** number.
4. Each applicant who meets all of the above requirements or substantiates 4,800 hours of Telecommunication (VDV) work experience will be notified of a definite time, date and place to appear for an **interview** by the Committee. Apprentices will be selected in the order of their ranking, resulting from the rating of interviewers.
5. **Upon showing of satisfactory evidence, advance standing or credit for previously acquired Telecommunication (VDV) trade experience can be requested on the application or at the interview but before signing the Apprenticeship Agreement.**
6. All accredited marks and/or grades obtained by the applicant for classes attended other than high school should also be forwarded to the Committee's Office for consideration.
7. It is the applicant's obligation to inform the Committee's Office immediately of any **change of address and telephone number.**
8. Applicants accepted into the program will be required to take a chemical urinalysis test.

INFORMATION FOR APPLICANTS
FOR APPRENTICESHIP IN THE
TELECOMMUNICATION (VDV) INDUSTRY

The Joint Apprenticeship and Training Committee for the Electrical Industry of Baltimore and vicinity, with offices at 2699 West Patapsco Avenue, Baltimore, Maryland 21230 is a Joint Labor Management Committee that has appointed a Sub-Committee for the purpose of recruiting, selecting and training Apprentices for the Telecommunication Industry and the upgrading of Installer Technician. This Committee is composed of members from the National Electrical Contractors Association, and Local Union No. 24 of the International Brotherhood of Electrical Workers. These two organizations oversee the operation of the Apprenticeship Program and supervise the on-the-job training.

The Apprenticeship Program is based on a three -year curriculum. An Apprentice must receive 4,800 hours of on-the-job training and 480 hours of classroom instruction. There can be no guarantee that you will be working at all times because this is the nature of construction work.

During the three-year period you must attend three years of evening classes. Absenteeism and lateness is not tolerated by the Committee. An Apprentice is required to pass all of the subject matter given in any one period before they will be permitted to pass on to the next year of apprenticeship. Receiving a failing grade, below 75, in any test may be cause for an appearance before the Committee. The Committee may take disciplinary action for violation of rules, usually in the form of delayed incremental pay increases, but may find cause to drop the Apprentice from the program.

While working for one of the signed contractors, you will receive a wage based on a certain percentage of the Installer Technician rate starting in the 1st period and each period thereafter. There are a total of six periods (each period consists of six (6) months).. The Apprentice will receive a wage increase every period, but this increase or any future increase may be delayed by the Committee if the Apprentice is not progressing in the program, as they should.

You must be a high school graduate or have a GED with a minimum background in math of one year of Algebra with a passing grade. A transcript of your high school grades will be required. A chemical urinalysis test will be required only if accepted into the program.

If you meet all the qualifications, the Sub-Committee will interview you and then rate you according to the selection procedure registered with the U.S. Department of Labor, Bureau of Apprenticeship and Training, and the Maryland Apprenticeship and Training Council.

Interviewed applicants with the highest ratings will receive preference to enter the program. Interviewed applicants not selected will remain on a two year waiting list and may qualify for a second interview after one year from the date of their initial interview providing they can show that they have satisfactorily completed additional education and/or related training, in the electrical construction field, obtaining a minimum of one thousand hours of on-the-job training.

(Over)

Before going to work as an Apprentice, you will be required to sign indenture papers, purchase school books, which we make available to you, and obtain the necessary tools. Most of these books and tools will be used throughout your training. You will, however, be required throughout your training to purchase supplemental books and tools for your course of study and training.

During your first year as an Apprentice you will be on probation. After your probation period, you will be expected to become a member of the Local Union. At that time you will pay a \$25.00 Initiation Fee into the Local Union and a \$2.00 Enrollment Fee to the Electrical Workers Benefit Fund, plus quarterly dues . You will, from your first day of work, pay working assessments in the amount of one and one half percent (1.5%) of your gross pay. This will be your total cost in the Apprenticeship Program,.

If you have any questions concerning the curriculum or other aspects of the program, the Training Director/Training Coordinator will be glad to answer these inquiries for you at (410) 247-3313.