STANDARDS OF APPRENTICESHIP FOR

FLORIDA ELECTRICAL APPRENTICESHIP & TRAINING, INC. GNJ

FL-008870020

REGISTERED BY

FLORIDA DEPARTMENT OF EDUCATION
DIVISION OF CAREER AND ADULT EDUCATION – APPRENTICESHIP
Standards of Apprenticeship

for

<table>
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<tr>
<th>Occupation / Trade</th>
<th>Term of Training in Hours</th>
<th>NAICS Code</th>
<th>DOT Code</th>
<th>RAPIDS Code (4 digit trade #)</th>
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<td>824.261-010</td>
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PROGRAM SPONSOR

FLORIDA ELECTRICAL APPRENTICESHIP & TRAINING, INC. GNI

JURISDICTIONAL AREA

LAKE, ORANGE, OSCEOLA, POLK, SEMINOLE & VOLUSIA
(counties)

Time Based Program: Yes  
Competency Based Program: Yes  
Hybrid Program: Yes  
VA Approval Requested: Yes  
Vocational Education Linkage: Yes
PROGRAM NAME: Florida Electrical Apprenticeship & Training, Inc. GNJ
ADDRESS: P.O. Box 592949, Orlando, FL 32859-2949

Florida Electrical Apprenticeship & Training, Inc.
Board of Directors and Program Committee

Noble Thomas, President
Bright Future Electric, LLC
1/15/19

Dave Sheets, Secretary
Tri-City Electrical Contractors, Inc.
1/15/19

Earl Lomas, Vice President
Terry’s Electric, Inc.
1/15/19

Craig Bloethner, Treasurer
Territo Electric
1/15/19

OTHER MEMBERS

Joe Bernard
A & B Electric Company, Inc.

Blake Ferguson
Royal Electric

Greg Evans
Tri-City Electrical Contractors, Inc.

Steve Thompson
Bright Future Electric, LLC

SIGNATURE AUTHORITIES
FOR COMMITTEE: Stephen A. Pirolli* - Frank Ramos** - Robert Tidwell***

*Stephen A. Pirolli (Signature-Date) 1/15/19
**Frank Ramos (Signature-Date) 01-15-19
***Robert Tidwell (Signature-Date) 1/15/19

Affiliation: Florida Electrical Apprenticeship & Training, Inc.

Titles: Program Director* - Assistant Program Director** - Program Coordinator***

[Revised 12/6/18]

REVIEWED BY:

Steven H. Lindas
Apprenticeship Training Representative

1/15/19

APPROVED

REGISTERED

FLORIDA DEPARTMENT OF EDUCATION
DIVISION OF CAREER & ADULT EDUCATION-APPRENTICESHIP

1/31/19

Authorized Official - Registration Agency

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DEFINITIONS

1. **Gender Reference** - all references in these standards to the male gender are used for convenience only and shall be construed to include both male and female.

2. **Apprentice** - means a person at least 17 years of age who is engaged in learning a recognized skilled trade through actual work experience under the supervision of journeymen, which training should be combined with properly-coordinated studies of related technical and supplementary subjects, and who has entered into a written agreement, hereafter called an apprentice agreement, with a registered apprenticeship sponsor who may be either an employer, an association of employers, or a local joint apprenticeship committee. 6A-23.002(1) FAC

3. **Apprenticeship Agreement** - means a written agreement between an apprentice and either his participating employer or an apprenticeship committee acting as agent for participating employer(s), which contains the terms and conditions of the employment and training of the apprentice. 6A-23.002(2) FAC

4. **Apprenticeship Committee** - means those persons designated by the sponsor to administer the program. 6A-23.002(14) FAC

5. **Apprenticeship Representative** - is an individual representative of the Florida Department of Education, properly authorized to act on behalf of the Department in matters concerning apprenticeship, preapprenticeship, and on-the-job training. 6A-23.002 (4) FAC

6. **Apprenticeship Standards** - means the minimum requirements established uniformly for each craft under which an apprenticeship program is administered and includes standards of admission, training goals, training objectives, curriculum outlines, and objective standards to measure successful completion of the apprenticeship program and shall mean this entire document, including these definitions. 6A-23.002 (5) FAC

7. **Journeymenworker** - means a person working in an apprenticeable occupation who has successfully completed a registered apprenticeship program or who has worked the number of years required by established industry practices for the particular trade or occupation. Use of the term may also refer to a mentor, technician, specialist or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training. As defined in Chapter 6A-23, F.A.C., journeyworker applies to ratios, wage surveys and qualified apprenticeship trainers. The term “journeyworker” is synonymous with “journeyman” as defined in Section 446.021(4), F.S. 6A-23.002 (12) FAC

8. **Jurisdiction** - means the specific geographical area for which a particular program is registered. 446.021(11) FS

9. **On-the-Job-Training** - (OJT) - means supervised trade-specific employment. OJT becomes a monitoring responsibility of the sponsor. OJT training providers must be participating employers. 6A-23.002 (15)

10. **Participating Employer** - means a business entity which: (a) is actively engaged by and through its own employees in the actual work of the occupation being apprenticed; (b) employs, hires and pays the wages of the apprentice and the journeyworker serving as qualified training personnel training the apprentice; (c) evaluates the apprentice, and (d) is signatory party to a collective bargaining agreement or signatory to a participating employer agreement with the program sponsor which will be registered with the Registration Agency in the Department. 6A-23.002(16) FAC

11. **Registration Agency** - the term “Department” and “Registration Agency” are synonymous and shall mean the, Division of Career and Adult Education - Apprenticeship, Florida Department of Education. 6A-23.002(3) and 6A-23.004(2) (p) FAC
12. **Sponsor** - means any person, association, committee, or organization operating an apprenticeship program and in whose name or title the program is or is to be registered, irrespective of whether such entity is an employer. 6A-23.002(21) FAC

**CONFORMANCE WITH STATE AND FEDERAL LAWS**

No section of these standards shall be construed to permit violation of any law or regulation of the State of Florida or the United States. This program shall adhere to all local, state and federal laws pertaining to apprenticeship, which include but may not be limited to - Chapter 446, Florida Statutes; Chapter 6A-23, Florida Administrative Code; Title 29 Code of Federal Regulations, Part 29; and Title 29 Code of Federal Regulations, Part 30.

**REGISTRATION OF APPRENTICESHIP PROGRAM**

These standards shall be submitted to the Servicing Representative in the area to review and forward to the Registration Agency for approval and registration. Upon approval by the Registration Officer, the apprenticeship program shall be issued a Certificate of Registration, which shall remain in effect; subject to the Apprenticeship Committee’s adherence to the conditions of these rules. Prospective apprentices will be given the opportunity to read these standards before they sign the Apprenticeship Agreement.

An apprenticeship program may be registered in one or more occupations simultaneously or individually with the provision that the program sponsor shall, within one (1) year of registration, be actively training apprentices on the job in each occupation for which registration is granted. Each occupation for which a program sponsor holds registration shall be subject to cancellation if no active training of apprentices has occurred within one (1) year. 6A-23.003 FAC

**Section I  COMPOSITION OF THE COMMITTEE**

The apprenticeship committee shall be composed of 8 member representatives of the participating employers who comprise the Board of Directors of Florida Electrical Apprenticeship & Training, Inc. The committee shall include a President, Vice President, Treasurer and a Secretary. The Committee shall meet no less than ten times a year and as often as necessary to conduct business. The committee shall determine such matters as a quorum, and the time and place of regular and special meetings.

**Section II  DUTIES OF THE COMMITTEE**

1) Screen and select applicants for apprenticeship.
2) Maintain all records for a period of at least five (5) years.
3) Determine credit to be granted (if any) to applicants for previous experience or education, according to policy stated in this document.
4) Enter into apprenticeship agreements between the apprentice and the committee as program sponsor and to submit these agreements to the Apprenticeship Representative of the Registration Agency for registration.
5) Maintain a record of each apprentice's training progress on-the-job and in related classroom instruction.
6) Review regular progress reports for apprentices and recommend such actions as appropriate.
7) Arrange tests for determining the apprentice's progress in manipulative skills and technical knowledge.

8) Notify the Registration Agency of any other apprentice actions including registrations, reinstatements, cancellations, and repeat periods.

9) Notify the Registration Agency when apprentices have satisfactorily completed their apprenticeship and to request the issuance of a Certificate of Completion to such apprentices.

10) Provide for continuous employment of apprentices insofar as possible.

11) Secure, if applicable, Participating Employer agreements from designated employers and notify the Registration Agency by copy.

12) Hear and adjust complaints of violations, and make rulings as deemed necessary.

13) Recommend such changes in the program as are deemed necessary to improve effectiveness and efficiency.

14) Notify the Registration Agency's Apprenticeship Representative of all apprenticeship committee meetings and make available, upon request, the official minutes of such meetings.

15) Provide apprenticeship records for review, upon request of the Apprenticeship Representative.

16) In general, be responsible for the successful operation of the program and the welfare of the apprentices by performing the duties listed herein.

Section III RESPONSIBILITIES OF THE APPRENTICE

1) Work faithfully and diligently at the occupation.

2) Complete promptly and carefully all lessons, assignments and school tests required by the committee.

3) Protect the property of the employer.

4) Respect and comply with all rules, regulations and policies of the employer affecting their employment.

5) Keep adequate records of work experience and related instruction as required by the committee and submit properly completed records to the committee in a timely manner.

Section IV SUPERVISION OF APPRENTICES AND HOURS OF WORK

Apprentices when engaged in on-the-job training shall be under the direct supervision of a journeyworker.

The hours of work for apprentices shall be the same as those for journeyworkers in the occupation covered by these standards and in conformity with State and Federal Laws. In assigning work to apprentices, however, due consideration shall be given to the variety of operations necessary to develop their occupational skills.

Overtime will not interfere with the apprentice's attendance in related technical instruction. 6A-23.004(1) FAC
Section V WORK PROCESS

The employer agrees to provide the apprentice adequately supervised instruction and work experience of which a record will be kept and periodically evaluated, in accordance with the work process outline.

Work experience will be provided in approximately the number of hours shown, but not necessarily in the order shown on Page 13, 6A-23.004(2) (c) FAC

Section VI TERM OF APPREntICESHIP

The term of apprenticeship shall be 8000 hours, approximately 48 months, of continuous on the job employment (including the probationary period). Hours for related instruction are excluded from those in OJT. 6A-23.004(2) (b) FAC

Section VII RELATED INSTRUCTION

Apprentices employed under these standards shall be required to complete a minimum of 186 hours each year of supplemental instruction in technical subjects related to the occupation.

In case of failure, without due cause, on the part of the apprentices to fulfill their obligations as to school attendance and conduct, the committee shall take necessary disciplinary action. If an apprentice is required to work out-of-town and cannot attend class at their regular location the Participating Employer (PE) may request that the apprentice continue their related technical training through electronic media under the following conditions: * The PE will provide a computer & Internet access. * The apprentice must take at least two consecutive class nights and no more than 33% (10 class nights) via the Internet in a term. * Sponsor must be notified by the PE in writing, five business days prior to the apprentice leaving for the temporary work location. * The apprentice must view the lesson within five days of it being posted or they will be marked absent from the class. * The apprentice must submit any required homework within five days of it being posted or they will receive a 0% grade for that assignment. * The PE must provide a supervisor to proctor any quizzes that must be taken while not in the regular classroom. * Mid-term & final exams will only be given in the regular classroom, during regular classroom hours or at the sponsors office between 8am and 5pm. * Construction Basics, Motor Control or the Structured Cabling class may not be taken via the electronic media. The instructor teaching the related technical instruction will oversee the apprentices using electronic media.

A related instruction outline for the occupation(s) will be defined by the sponsor and outlined as part of these standards on Page 14, 6A-23.004(2) (d) FAC

Related Instruction Delivery Method (mark only one):

☐ Sponsor’s Classroom
☒ Vocational Education Classroom
☐ Correspondence Course
☐ Employer’s Shop
☐ Community College Classroom
☐ Other (i.e. Electronic Media, etc)

Related Instruction Provider Type (select all that apply):

☒ Sponsor
☐ Vocational School
☐ Correspondence Course
☐ Technical School
☐ Community College
☒ Web Based
☐ Other (specify) Cengage Learning/Delmar

Related Instruction hours are provided (mark only one):

☐ During Work Hours
☒ During Non-Work Hours
☐ During Work & Non-Work Hours

Are Wages Paid to the Apprentice During Related Technical Instruction? ☐ Yes ☒ No

Address where related instruction classes occur:

Orange Technical College Mid Florida Campus 2900 W. Oak Ridge Rd., Orlando, FL 32809
Seminole State College 100 Weldon Blvd., Sanford, FL 32773
Orange Technical College Westside Campus 951 E. Story Rd., Winter Garden, FL 34787
Orange Technical College Winter Park Campus 901 W. Webster Ave, Winter Park, FL 32789
[Revised 2/23/17]
Section VIII  APPRENTICE WAGE SCHEDULE

No apprentice shall receive an hourly wage that is less than the period of training in which he is serving. The employer agrees to pay not less than the following wage rate to the apprentice during each period of apprenticeship. Wage rates are required to be expressed in percent of journeyworker's wage, and may not be less than 35% of the journeyworker's rate during the first period or less than 75% in the last period. In no event shall the apprentice wage rate be less than the minimum wage prescribed by Federal or State Law.

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<tr>
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<th>Percent of Journeyworker’s Rate</th>
<th>Apprentice’s Hourly $ Rate</th>
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<tr>
<td>0000-1000 hrs.</td>
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<tr>
<td>1001-2000 hrs.</td>
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<td>2001-3000 hrs.</td>
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<td>3001-4000 hrs.</td>
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<th>Percent of Journeyworker’s Rate</th>
<th>Apprentice’s Hourly $ Rate</th>
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<td>5001-6000 hrs.</td>
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<td>6001-7000 hrs.</td>
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<td>7001-8000 hrs.</td>
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Journeyworker Hourly Wage Rate $22.00, as of 1/7/2019, work week is 40 hours.

A wage survey of all active and/or current Participating Employers has been completed on the above date to arrive at the established journeyworker hourly rate listed above. The journeyworker hourly wage rate shall be reviewed and adjusted annually. 6A-23.004(2) (e) FAC

[Revised 12/5/18].

Section IX  APPRENTICE RECORDS

Records of the apprentice's on-the-job work experience and related instruction shall be kept and maintained by the committee. This information shall be furnished by the apprentice from his work record.

An examination of apprentices may be given at such time as determined by the committee. In these examinations, consideration shall be given to school attendance, progress and the daily employment record of the apprentice.

All records regarding each and every apprentice shall be presented for review when requested by the Registration Agency or its authorized representative(s). 6A-23.004(2) (f) FAC
Section X       **RATIO OF APPRENTICES**

The ratio of apprentices to journeymen consistent with proper supervision, training, safety, and continuity of employment or applicable provisions in collective bargaining agreements, but in a ratio of not more than one (1) apprentice to the participating employer in each apprenticeable occupation, and two (2) apprentices for every three (3) journeymen thereafter. It shall be the responsibility of the apprenticeship committee/sponsor to ensure that the allowable ratio of apprentices to journeymen is consistently maintained in the program as a whole, by each participating employer, and on the job site. **6A-23.004(2)(g) FAC**

Section XI  **PROBATIONARY PERIOD**

Apprentices employed under these standards shall be subject to a probationary period during the first 2000 hours of the apprenticeship program, which can not exceed twenty-five percent of the length of the program or one (1) year, which ever is shorter. During the probationary period, the Apprenticeship Agreement may be terminated by either party of the agreement upon written notice to the Registration Agency without stated cause. The probationary period must be reasonable in relation to the full apprenticeship term; with full credit for such period toward completion of apprenticeship. **6A-23.004(2)(h,s) FAC**

Section XII **SAFETY**

The Apprentice shall be provided safety training both on the job site and in related technical instruction. The Participating Employer shall instruct the Apprentice in safe and healthful work practices and shall ensure that the Apprentice is trained in facilities and other environments that are in compliance with the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or state standards that have been found to be at least as effective. **6A-23.004(i) FAC**

Section XIII **QUALIFICATIONS OF AN APPRENTICE**

Applicants for apprenticeship shall possess the following minimum qualifications, which are directly job related:

1. At least 18 years of age. Or at least 17 years of age if a high school graduate who has completed a registered youth or pre-apprenticeship program in the construction industry.

2. Physically capable of performing the work of the trade.

**6A-23.004(j) FAC**

Section XIV **APPRENTICESHIP AGREEMENT**

The Apprentice and the Sponsor shall sign an Apprenticeship Agreement which shall set forth the terms and conditions of employment, indicate what credit is to be granted for previous experience, if any, and shall meet the requirements of and be registered with the Registration Agency.
Every Apprenticeship Agreement entered into shall contain a clause making the terms and conditions of these standards a part of the Apprenticeship Agreement. 6A-23.004(2)(k) FAC

Section XV  CREDIT FOR PREVIOUS EXPERIENCE

Credit for previous experience, training, skills or aptitude in the occupation may be allowed, such credit to be stated on the Apprenticeship Agreement. Apprentices who receive credit for previous experience or training shall be paid, upon entrance, the wage rate of the period to which such credit advances them.

The Registration Agency recognizes that the program Sponsor has authority to establish procedures for granting credit to Apprentices for previous work and/or training experience. However, to ensure consistency among program sponsors in awarding credits, the Registration Agency requires that these procedures include the following basic requirements:

A. No more than fifty percent of the apprenticeship program duration can be awarded to an Apprentice, i.e., number of months credited to an Apprentice for prior work and/or training experience, unless the Apprentice is transferring from another registered apprenticeship program in a related trade.

B. All credit granted of more than 1000 hours of on the job training will require an evaluation method which, at a minimum, shall incorporate the following:

1. Consideration of time worked in the specific occupation, or in a related occupation; and

2. Consideration of wages earned by the incoming Apprentice.

C. Program sponsors must maintain documentation as to how credit was granted to an Apprentice for a period of five (5) years. Documentation must be made available to the Registration Agency upon request.

D. Individuals who receive credit toward the completion of an apprenticeship program must enter a related instructional program at a level commensurate with the amount of credit awarded. Before an Apprentice who was awarded credit for prior work and/or training experience can receive an Apprenticeship Completion Certificate from the State of Florida, he shall be required to demonstrate a mastery of the same instructional material as those apprentices who have completed the entire training program.

E. All program sponsors who want to award credit to an apprentice for a registered apprenticeship program must develop and include procedures for meeting the standards of that program and have these available for review.

Exceptions to the above policy may be granted when requested by a program sponsor and a determination is made by the Registration Agency that such exception does not undermine the quality of apprenticeship training and favors the welfare of the Apprentice. 6A-23.004(2) (l) FAC

Section XVI  TRANSFER OF APPRENTICES

It shall be the duty and responsibility of the Apprenticeship Committee to provide, insofar as possible, continuous employment for all apprentices. Where it is impossible for one employer to provide the diversity of experience necessary to give the apprentice total training experience in the various branches of the occupation, or where the employer's business is of such character as not to permit reasonable continuous employment over the entire period of apprenticeship, the Apprenticeship Committee shall
have authority to transfer the Apprentice to another Participating Employer, who shall assume all the terms and conditions of these standards and the Apprentice must receive full credit for satisfactory time and training earned.

Should an Apprentice be transferred from one registered apprenticeship program to another, the Apprentice must be provided a transcript of his completed related technical instruction as well as his completed on-the-job training from the originating Sponsor. The transfer of the Apprentice must be to the same occupation. The Apprentice must be cancelled from his originating Sponsor’s program and a new Apprenticeship Agreement must be executed between the Apprentice and the subsequent program sponsor and registered with the Registration Agency. 6A-23.004(2) (m) FAC

Section XVII ASSURANCE OF QUALIFIED TRAINING PERSONNEL

Every apprenticeship instructor providing related technical instruction to apprentices must meet the Florida Department of Education’s requirements for a career-technical instructor per Section 1012.55 F.S., or be a subject matter expert, which is an individual who is recognized within an industry as having expertise in a specific occupation, as demonstrated by being a journeyworker, or by holding the licensure or certification required in the given occupation; and have training in teaching techniques and adult learning styles, which may occur before or after the apprenticeship instructor has started to provide the related technical instruction. 6A-23.004(2) (n) FAC

Section XVIII CERTIFICATE OF COMPLETION OF APPRENTICESHIP

Upon satisfactory completion by an Apprentice, of their term of apprenticeship, the Apprenticeship Committee will request from the Registration Agency, through the Servicing Representative, that a Certificate of Completion of Apprenticeship be awarded. 6A-23.004(2) (o) FAC

Section XIX MODIFICATION OF STANDARDS

These standards may be modified or amended at any time by action of the Apprenticeship Committee upon approval of the Registration Agency. Such amendments shall be promptly submitted to the Servicing Representative for review and shall not alter apprenticeship agreements in effect at the time of such change without the express consent of all parties to such agreement. 6A-23.003(7); FAC 6A-23.004(2) (q) FAC

Section XX PROGRAM CANCELLATION AND DeregISTRATION

Cancellation of this program may be effected upon the voluntary action of the Sponsor by requesting such a cancellation in writing from the Registration Agency.

Deregistration of this program shall be upon written notice by the Registration Agency to the Sponsor, stating cause and instituting formal deregistration proceedings in accordance with the provisions of Chapter 6A-23.006 Florida Administrative Code.

In either event, the Sponsor shall notify the apprentices within fifteen (15) business days of the effective date of the event that will deprive the apprentices of their individual registration. 6A-23.006 FAC
Section XXI  NOTIFICATION

The Registration Agency shall be notified through the Servicing Representative of all actions affecting apprentices, such as new indentures, suspensions, cancellations, completions, and other actions as reflected on the Apprentice Action Reporting Form. 6A-23.004(2) (r) FAC

Section XXII  ADJUSTING DIFFERENCES

In case of dissatisfaction by the Participating Employer or the Apprentice, either party has the right and privilege of appeal to the Apprenticeship Committee for such corrective action and adjustment of such matters as come within these standards. The Apprenticeship 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. The Registration Agency is available to receive, investigate and resolve any complaints the Apprentice has about the apprentice training program in which the Apprentice is registered.

The Apprentice and his Participating Employer shall be notified by the Sponsor within five (5) business days of the date of any proposed adverse action, with stated opportunity to the apprentice during such period for corrective action. 6A-23.004(2) (t, u) FAC

Section XXIII  MAINTENANCE OF RECORDS

All records pertaining to the administration, selection, employment and training of apprentices shall be kept for not less than five (5) years from the date of departure from or completion of the program. The maintenance of private sector apprenticeship program records shall be the sole responsibility of the Sponsor / Apprenticeship Committee and are to be kept at the following address, which is a facility that allows and provides governmental access for auditing purposes as outlined in Ch. 119 F.S. (Florida Public Records Law): 6A-23.004(2) (v) FAC

F.E.A.T. offices at Mid Florida Tech
2900 W. Oak Ridge Road, Bldg. 1600
Orlando, FL 32809

Section XXIV  LISTING OF PARTICIPATING EMPLOYERS

Each Employer wishing to participate in this registered apprenticeship program shall sign a Participating Employer’s Agreement with the Sponsor, unless otherwise provided for in a collective bargaining agreement and in so doing, will accept the requirements of the program standards. The Program Sponsor shall provide an executed copy of the signed Participating Employer’s Agreement to the Registration Agency and the cancellation thereof. 6A-23.004(2) (w) FAC

See Addendum A
Section XXV  **FUNDING**

Each participating employer will contribute an equitable amount to the funding of the program as set by the Apprenticeship Committee. 6A-23.004(2) (x) FAC

Section XXVI  **EQUAL EMPLOYMENT OPPORTUNITY PLEDGE**

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30. 6A-23.004(2) (y) FAC

Section XXVII  **AFFIRMATIVE ACTION**

The Apprenticeship Committee enters this program with the understanding that it will be sincere in making a good faith effort to increase and maintain the number of minority and female apprentices necessary to at least equal the percentage of minorities and females in the area. This program consists of affirmative acts that may be altered and supplemented as experience indicates. The Apprenticeship Committee shall provide equal opportunity in apprenticeship for those indentured to or seeking entrance into this apprenticeship program for the purpose of learning the occupation.

To provide equal opportunities in the recruitment, selection, employment, training and advancement of minority and female apprentices, the committee agrees to make the following affirmative action commitments:

1. Disseminate information concerning the nature of apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the committee. Such information shall be disseminated at least 30 days in advance of the earliest date for application at each interval. Information will be disseminated to government employment service offices, local schools, women's centers, outreach programs, principal minority groups, women's organizations and community organizations which can effectively reach minorities and women. This information shall also be published in newspapers which are circulated in the minority community and among women as well as the general areas in which the program sponsor operates. Copies of this information shall be sent to the Registration Agency field office that services the respective program.

2. When possible, participate in workshops conducted by employment service agencies for the purpose of familiarizing schools, and the employment service with apprenticeship training and its current opportunities.

3. Cooperate with local school boards and vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.

4. Encourage the establishments and utilization of pre-apprenticeship, preparatory trade training, or other programs, designed to afford related work experience or to prepare candidates for apprenticeship, the committee shall make appropriate provision in its Affirmative Action Plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.

5. Utilize present minority and female apprentices and journeyworkers to assist in the implementation of the programs Affirmative Action Plan.

6. Grant advance standing or credit on the basis of previously acquired experience, training, skills or aptitude for all applicants equally.
7. Engage in such other activities, when identified, that may further the entry of minorities and/or females into apprenticeship. Title 29 CFR Part 30, 6A-23.004(2) (y) FAC

Section XXVIII  

**SELECTION PROCEDURE**

The committee shall select apprentices from the qualified applicants as follows: 6A-23.004(2)(y)(2)

1) Applicants for Apprenticeship must apply to the GNJ Sponsor Committee.

2) Applicants are screened by the GNJ Sponsor Committee on the basis of selection criteria approved by the Registration Agency.

3) Applicants who meet the screening requirements and are accepted by the GNJ Sponsor Committee as eligible for apprenticeship, are then referred to signatory participating employers who are hiring.

4) If the employer states in writing to the GNJ Sponsor Committee their intent to hire an eligible applicant referred, that applicant is indentured by the GNJ Sponsor Committee and hired by the employer.

Veterans and pre-apprentices will receive the same consideration. A list of participating employers will be kept current by the sponsor.
Section XXIX  TITLE 29 CFR PART 30, UTILIZATION ANALYSIS

Florida Electrical Apprenticeship & Training Inc., GNJ
(Name of Program)
Orlando, Florida
(City)(State)

Jurisdictional Area Covered by Program (counties): Lake, Orange, Osceola, Polk, Seminole & Volusia.

a)  

1. Total labor force: * 1,260,733  
2. Total minorities in labor force: * 261,453  
3. Total females in labor force: * 588,177  
4. Percentage of minorities: * 20.74%  
5. Percentage of females: * 46.65%  

* (Source of information compiled from the Agency for Workforce Innovation Labor Market Statistics 2000 Census.)

b) Under utilization Factors:

1. Total number of employers: 203  
2. Total of employers workforce in the trade: 6700  
3. Total journeyworkers employed by the employers in the craft: 2158  
4. Total minority journeyworkers employed by the employers in the craft: 539  
5. Total female journeyworkers employed by the employers in the craft: 57  
6. Total youth journeyworkers age 16-22 employed by the employers in the craft: 8  
7. Total apprentices: 255  
8. Total minority apprentices: 128  
9. Total female apprentices: 3  
10. Under utilization of minorities: 0%  
11. Under utilization of females: 22.16%  

c) Goals and Timetables:

1. Percentage of all future accessions to be minorities: 20.74%  
2. Percentage of all future accessions to be females: 23.33%
### WORK PROCESS OUTLINE

**OCCUPATION/TRADE:** Electrician  
**Occ. Code:** 47-2111.00

<table>
<thead>
<tr>
<th>Task</th>
<th>Approximate Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Meeting/on the Job</td>
<td>200</td>
</tr>
<tr>
<td>Material, Tool and Equipment set-up/break-down</td>
<td>125</td>
</tr>
<tr>
<td>Equipment Repair/Maintenance</td>
<td>75</td>
</tr>
<tr>
<td>Care of Tools/Equipment</td>
<td>50</td>
</tr>
<tr>
<td>Sitework/Underslab</td>
<td>550</td>
</tr>
<tr>
<td>Install Raceways</td>
<td>800</td>
</tr>
<tr>
<td>Pull Wire</td>
<td>700</td>
</tr>
<tr>
<td>Install Cable</td>
<td>700</td>
</tr>
<tr>
<td>Install/Maintain Temporary Power &amp; Equipment</td>
<td>200</td>
</tr>
<tr>
<td>Install Boxes/Equipment</td>
<td>400</td>
</tr>
<tr>
<td>Install Devices</td>
<td>1150</td>
</tr>
<tr>
<td>Install Fixtures</td>
<td>1150</td>
</tr>
<tr>
<td>Low Voltage Systems</td>
<td>300</td>
</tr>
<tr>
<td>Site Lighting</td>
<td>200</td>
</tr>
<tr>
<td>Follow Blueprints, Diagrams &amp; Specifications</td>
<td>350</td>
</tr>
<tr>
<td>Install/Connect Service Equipment (Panels)</td>
<td>400</td>
</tr>
<tr>
<td>Repair/Troubleshoot</td>
<td>300</td>
</tr>
<tr>
<td>Connect Motors, Equipment and Controls</td>
<td>350</td>
</tr>
</tbody>
</table>

**Total Work Experience Hours**  
8,000
RELATED INSTRUCTION OUTLINE

OCCUPATION/TRADE:  Electrician  Occ. Code: 47-2111.00

All Terms (Term is equal to half a year) will be concluded with a final exam prepared by F.E.A.T.

TERM 1  CONSTRUCTION BASICS
         93 CONTACT HOURS
1. Safety with electricity
2. Trade math
3. Introduction to electrical construction
4. Introduction to National Electrical Code
5. Conduit bending & wire pulling techniques
6. Conductor & cable identification
7. Tool safety & usage
8. First Aid
9. Cardiopulmonary resuscitation
10. OSHA
11. Material identification
12. Prints & specifications

TERM 2  DIRECT CURRENT FUNDAMENTALS
         93 CONTACT HOURS
1. Sources of electrical energy
2. Voltage, current, resistance, power and energy
3. Static charges
4. Ohm's and Watt's Laws
5. Series, parallel and series-parallel circuits -- calculating circuit values
6. Resistance of conductors
7. Magnetism
8. Magnetic properties of circuits and devices
9. Internal functions of analog meters
10. Measuring voltage, amperage and resistance using analog and digital meters
11. Conduction in liquids
12. Conduction in gasses
13. Chemical energy of batteries
14. Principles of electromagnetism
15. DC generators
16. Mechanical motion from electrical energy
17. DC motor calculations
18. DC shunt and series motors
19. Manual starting rheostats and speed controllers
20. Automatic motor control
21. Electric heating and lighting

Total Hours: 186
TERM 3  RESIDENTIAL ELECTRIC WIRING
93 CONTACT HOURS

1. General information for electrical installations
2. Electrical symbols and outlets
3. Determination of number of circuits required
4. Conductor sizes and types
5. Switch control of lighting circuits
6. Lighting branch circuits
7. Box fill
8. Small appliance circuits
9. Conduits
10. Conduit fill
11. Ampacity reduction factors
12. Range calculations
13. Heat and smoke detection
14. Service entrance and equipment
15. Service entrance calculations
16. Remote control of lighting
17. Swimming pools, spas, and hot tubs
18. National Electrical Code (as applies to subject matter)

TERM 4  ALTERNATING CURRENT FUNDAMENTALS
93 CONTACT HOURS

1. Introduction to alternating current
2. Alternating current circuits containing resistance
3. Inductance in alternating current
4. Series circuits, resistance and impedance
5. Capacitors and capacitive reactance
6. Capacitors in alternating current circuits
7. Series circuits:
   a. Resistance
   b. Inductive reactance
   c. Capacitive reactance
8. AC parallel circuits
9. Series-parallel circuits
10. Three-phase systems
11. AC instruments and meters
12. Alternating current generators
13. Transformers
14. Transformer connections for three-phase circuitry
15. Special transformer applications
16. Three-phase motors
17. Controllers for three-phase motors
18. Single phase motors

Total Hours: 186
TERM 5 COMMERCIAL ELECTRIC WIRING
93 CONTACT HOURS

1. Building plans and specifications
2. The electric service
3. Branch circuits
4. Low-voltage remote control lighting
5. Switch control of lighting circuits
6. Appliance circuits
7. Heating and cooling systems
8. Special Systems:
   a. Surface mounted metal raceways
   b. Multi-outlet assemblies
   c. Communication circuits
   d. Floor outlets
9. Lamps and lighting
10. Motors
11. Emergency power systems
12. Overcurrent protection
13. Short-circuit calculation and coordination of overcurrent protection
14. Panelboard selection and installation
15. National Electrical Code (as applies to subject matter)

TERM 6 MOTOR CONTROL
93 CONTACT HOURS

1. Principles of Motor Control; Manual & Magnetic Starters
2. Symbols & Line Diagrams
3. Timing relays & Switches
4. Two & Three Wire Control Circuits/H-O-A Controls, P. B. Stations
5. Schematic Drawing
6. Interlocking Methods for Reversing Controls
7. Sequence Control/Solid-State Logic
8. Time-Delay Relays
9. Troubleshooting Procedures
10. Hands-On Wiring – Control Circuit Boards
11. Resistor-type & Autotransformer Starters
12. Jogging & Plugging
13. Electric & Electronic Braking
14. Direct, Pulley & Variable Frequency Drives
15. I.E.C. vs. N.E.M.A. Controls

Total Hours: 186
TERM 7  INDUSTRIAL ELECTRIC WIRING
          93 CONTACT HOURS
1. Industrial plans and site work
2. Unit sub-station
3. Feeder bus systems
4. Panelboards and sub-feeders
5. Trolley busways
6. Signaling systems
7. Motors and controllers
8. Special equipment
9. Ventilating and air conditioning
10. Systems protection: circuit breakers; fuses and ground fault
11. Lightning protection
12. Site lighting
13. Specifications
14. Hazardous locations
15. Journeyman Review

TERM 8  STRUCTURED CABLING
          93 CONTACT HOURS
1. Introduction to Premises Cabling and CCTV Systems
2. Safety
3. Copper Cables – Types and Characteristics
4. Networks
5. Commercial Standards and Codes
6. Cabling Specification and Low-Voltage Blueprints
7. Installation of Copper Cables
8. Installation of Fiber-Optic Cables
9. Certifying Cable Systems
10. Documentation of Premises Wiring
11. Residential Cabling Systems
12. Residential Standards and Codes

Total Hours: 186

Total Hours for Program: 744