

**AMERICAN LINE BUILDERS AREA
JOINT APPRENTICESHIP AND TRAINING COMMITTEE**

**GENERAL POLICY STATEMENT AND
APPRENTICE RULES AND REGULATIONS
FOR SUBSTATION TECHNICIANS**

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FOREWORD

This General Policy Statement has been established in compliance with Section III-S of the National Apprenticeship and Training Standards for the Outside Electrical Contracting Industry.

The ALBAT Committee will seek qualified applicants for training as apprentice substation technicians on a non-discriminatory basis and in accordance with the Area Training Agreement between the American Line Builders Chapter, NECA or any other applicable NECA Chapter and Signatory IBEW Local Unions of the Fourth and Sixth Districts.

Article I. APPLICATIONS FOR APPRENTICE TRAINING

Sec. 1.01 Applications will be available to any person expressing an interest in the ALBAT Program.

Sec. 1.02 Applications are available online at www.albat.org except for signatory IBEW Local Union 17.

Sec. 1.03 Applicants must be a minimum of 18 years of age, a high school graduate or have a General Equivalency Diploma, show evidence of successful completion of: one full credit of high school algebra with a passing grade, or one post high school algebra course (e.g. Adult Education, Continuing Education, Community College, etc.) with a passing grade, or provide evidence of having successfully complete the NJATC On-Line Tech Math Course, have a valid Class A Commercial Driver's License Permit and be physically and mentally able to perform the work of the trade.

Article II. APPLICATION FEE

Sec. 2.01 A \$25.00 application fee is required for any completed application form returned to our office for processing.

Article III. ENTRANCE REQUIREMENTS

Sec. 3.01 All applicants must be a minimum of 18 years of age.

Sec. 3.02 All applicants must be a high school graduate or have a passing score on a GED exam.

Sec. 3.03 All applicants must show proof of a valid Class A Commercial Driver's License Permit. License or permit must include air brakes.

Sec. 3.04 Where the Qualification for Apprenticeship requires that the applicant or individual "sit for" the aptitude test, Program Sponsors should seek to have the test administered to all newly registered apprentices in a timely manner but in no case more than 60 days from the date on which they were officially offered an apprenticeship opportunity.

Sec. 3.05 Applicants must be physically and mentally able to perform the work of the trade. Selected applicants may be required to provide evidence of fitness. If deemed necessary, the ALBAT Program reserves the right to require the applicant to take a physical at the Program's expense.

Article IV. SELECTION OF APPRENTICES

Sec. 4.01 The selection of apprentices will be made in accordance with the procedure adopted by the Area Joint Apprenticeship and Training Committee and registered with the Department of Labor.

Sec. 4.02 The selection of apprentices shall be made on a nondiscriminatory basis and pursuant to applicable laws.

Sec. 4.03 Applicants meeting the minimum requirements set forth in Section VIII of the Training Standards shall be interviewed for apprenticeship. Applicants who do not meet or comply with the minimum requirements will be notified in writing.

Sec. 4.04 Applicants who do meet all minimum requirements will be interviewed and graded in accordance with the Selection Procedure. After each interview by the Subcommittee, the results of the completed Rating Forms will be compiled and averaged in the ALBAT office.

Sec. 4.05 Selection for entrance into the Program will be made in order of ranking. In event of a tie, selection will be made by the pending interview date.

Sec. 4.06 Applicants who can meet the following will be qualified for direct interview: verify (by providing undisputable documenting evidence) that they have worked a minimum of three-hundred (3,500) hours specifically in the electrical line construction industry (work experience must include climbing and other occupational related work applicable to that of a Journey worker Lineman or Line apprentice), may submit a written Industry recommendation; verify (by providing undisputable documenting evidence) that they have successfully completed an NJATC approved Line College/Line School Program focusing on the electrical line construction industry (must include climbing and other trade related experience applicable to that of a Lineman or Line apprentice); an honorably discharged military veteran (as well as Inactive Ready Reserve, Active Reserve and National Guardsman) who completed military technical training and participated in a registered apprenticeship, or completed military technical school in a recognized apprenticeship occupation during their military service applicable to the electrical construction industry (as determined by the AJATC), and can document a minimum of two (2) years of military experience in the military technical occupation (must apply within five (5) years from military technical occupation experience); verify that they have completed a structured pre-apprenticeship training program meeting minimum requirements established by the NJATC and recognized by the AJATC and sponsored by community outreach groups, or by the IBEW, NECA, or by the AJATC and sponsored by community outreach groups, or by the IBEW, NECA, or by the Local, State, Regional or National Building trades programs, or by the AJATC.

Sec. 4.07 Applicants previously connected with the trade shall be required to provide satisfactory information in order to permit the Subcommittee to determine the appropriate period of apprenticeship in which to place the applicant. All credit for previous experience will be determined by the interviewing Subcommittee at the time of the interview.

Sec. 4.08 When an applicant is selected and has satisfactorily completed an Introductory Training school as prescribed by the Area Joint Committee, the applicant will be assigned as an apprentice substation technician and his/her apprenticeship agreement registered with the Department of Labor. Completion of a preparatory boot camp is required of all apprentices.

Sec. 4.09 Apprentices are required to secure a Class A Commercial Driver's License and Department of Transportation Medical Card within 60 days* from their first job assignment or as determined by each subcommittee and maintain the same for the duration of their apprenticeship. Failure to comply will result in suspension or termination as determined by the Subcommittee.

**180 days for Virginia Area Programs*

Article V. REPORTS

Sec. 5.01 Employers shall report actual hours worked by the apprentice and wage per hour to the ALBAT office by the tenth of the month - for the preceding month. Forms are to be supplied by ALBAT.

Sec. 5.02 A copy of accident reports involving apprentices shall be forwarded to the ALBAT office by the employer.

Sec. 5.03 Employers shall promptly report to the ALBAT office the lay off or discharge of an apprentice and the reason.

Sec. 5.04 Evaluation reports, provided by ALBAT through the ALBAT website, are to be completed and signed by the employer and returned by the apprentice to the ALBAT office on the tenth of each month for the preceding month.

Sec. 5.05 Business Managers shall forward a copy of all apprentice assignments to the ALBAT office.

Article VI. MATERIAL FEES

- Sec. 6.01 In accordance with Article II., Section III of the Area Training Agreement, each apprentice will pay for all related instruction material issued to him/her.
- Sec. 6.02 Course material payments may be made in three installments or as prescribed by the Subcommittee.
- Sec. 6.03 The total cost of the course material will be designated by the Area Joint Committee.
- Sec. 6.04 All related course material will be purchased through the Director's office, upon receipt of the prescribed payment.

Article VII. INSTRUCTORS

- Sec. 7.01 All instruction will be given by an Instructor whose knowledge, experience and ability to teach shall be carefully examined.
- Sec. 7.02 Instructors shall be selected by the Director of ALBAT, subject to review by the ALBAT Committee.
- Sec. 7.03 Instructor wages shall be established by the ALBAT Committee.
- Sec. 7.04 Area part-time Instructors are required to submit an Instructor's Class Attendance and Study Unit and Test Report, immediately following each class session to the ALBAT office.
- Sec. 7.05 Area part-time Instructors and classes may be discontinued from service as deemed necessary by the Director.
- Sec. 7.06 Instructors at the ALBAT Introductory Training school are employed as required by the Director.

Article VIII. AREA SUBCOMMITTEE MEETINGS

- Sec. 8.01 Area Subcommittees will normally meet quarterly. Additional meetings may be scheduled as necessary by the Director or Chairman of the Committee.
- Sec. 8.02 All actions of the Subcommittee shall be in accordance with the rules, regulations and policies of the ALBAT Committee.
- Sec. 8.03 Minutes will be kept of all meetings by the Subcommittee Secretary, who will forward a copy of the same to the ALBAT office, following each meeting.
- Sec. 8.04 Minutes of all Subcommittee meetings will be made available to all ALBAT Committee members, but must be maintained in strict confidence in order to protect all parties of interest, as prescribed by the ALBAT Committee.

Article IX. JOURNEYMAN AND INDUSTRY-RELATED TRAINING

- Sec. 9.01 Journeyman and industry-related training may be offered where there is a demonstrated need and interest for such courses.
- Sec. 9.02 The Director's office will be responsible for maintaining all records relating to the course including attendance and performance records.
- Sec. 9.03 The Director of ALBAT shall establish, when necessary, a fee for the training courses which will be sufficient to cover the costs of books and materials, subject to the approval of the Area Joint Committee.
- Sec. 9.04 Certificates of Completion, where appropriate, will be presented to those who successfully complete the training courses.

Article X. MILITARY SERVICE

Sec. 10.01 An apprentice who enters the military service shall notify the ALBAT office. The ALBAT Director, upon receipt of such notice, shall place the apprentice on inactive status.

Sec. 10.02 The apprentice shall request reinstatement as an apprentice within 90 days of his/her discharge by notifying the ALBAT office that he/she is available for training.

Sec. 10.03 Veterans Assistance Allowance is available for ALBAT apprentices while participating in the Program.

Article XI. POLICY CHANGE AND ADMINISTRATION

Sec. 11.01 This Policy Statement and Apprentice Rules and Regulations are subject to revision at any time, by the ALBAT Area Joint Committee, to comply with the Standards and appropriate laws governing apprenticeship programs.

Sec. 11.02 The ALBAT Committee, through the Director, shall expect all parties to the related labor agreements to adhere to the Area Training Agreement, the Standards, the Selection Procedure, and the Affirmative Action Plan of the Program.

Sec. 11.03 The Director is authorized to require such reports and to adopt procedures deemed necessary to effectively carry out Committee Policy and the Apprentice Rules and Regulations.

Sec. 11.04 All apprentices are required to read and familiarize themselves with this Policy Statement and abide by the Rules and Regulations of the ALBAT Program.

Article XII. SCHOLARSHIP LOAN AGREEMENT

Sec. 12.01 All applicants selected for the Program will be required to enter into a Scholarship Loan Agreement. This agreement will require the apprentice to repay the Committee for the costs of the apprenticeship training if the apprentice should quit or be terminated during the apprenticeship or if the apprentice does not remain employed under a collective bargaining agreement that contains an IBEW/NECA outside training trust fund language for at least three years after completing the apprenticeship.

Article XIII. INTRODUCTORY TRAINING

Sec. 13.01 The Introductory Training school program will basically cover the familiarization and care of tools and equipment, general safety precautions, knot tying, first aid and CPR, OSHA 10-Hour Construction Outreach Course, and any additional related topics.

Sec. 13.02 Tools necessary to perform the work of apprentice substation technicians will be available for use at the Introductory Training school. When assigned to a contractor, each apprentice will be required to have his/her own personal tools.

Sec. 13.03 Recommended Tool List for an apprentice substation technician:

- 1 Hammer
- 1 Adjustable Wrench 10" or larger
- 1 6' Folding Ruler (non-conductive)
- 1 Screw Driver
- 1 Skinning Knife

All tools must meet acceptable industry standards and safety regulations.

Sec. 13.04 After successfully completing the Introductory Training school, the apprentice will then be assigned to a contractor to begin his/her on-the-job training.

Sec. 13.05 Applicants who do not appear for Introductory Training will be rejected and must reapply for the ALBAT Program if still interested. If an applicant is unable to attend his/her scheduled Introductory Training session and submits a written, reasonable and valid excuse prior to his/her scheduled Introductory Training session, the Director, at his discretion, may reschedule the applicant for Introductory Training, reject the applicant from the ALBAT Program, or require the applicant to appear before the Subcommittee for reconsideration.

Sec. 13.06 Applicants who quit Introductory Training and wish to return must submit a written request for reconsideration. The applicant may have to appear before the Subcommittee, at which time, the Subcommittee, at its discretion, may reject the applicant or re-grade the applicant for the stand-by list.

Sec. 13.07 Applicants who are injured at Introductory Training and cannot continue may be rescheduled for completion based on the recommendation of the instructors and Subcommittee approval. If the instructors do not recommend that an injured applicant be allowed to return, the applicant must submit a written request and must appear before the Subcommittee for further consideration or rejection.

Article XIV. TRAINING ASSIGNMENTS AND EMPLOYMENT

Sec. 14.01 Apprentice job assignments within a Subcommittee area will be made by the applicable assignment office upon notification by the Subcommittee and/or Director. A copy of the assignment shall be forwarded to the Director's office.

Sec. 14.02 Apprentices shall be paid in accordance with their classification and the percentage of Journeyman Rate stipulated in the local labor agreement.

Sec. 14.03 Apprentices who are laid off due to reduction in work force must notify the ALBAT office and report promptly to their Local Union Business Manager for reassignment. The Business Manager will notify the ALBAT office of such reassignments. The assignment will be subject to review by the Subcommittee at its next regular meeting.

Sec. 14.04 Apprentices are not permitted to terminate their services with an employer without approval of the Subcommittee and/or Director's office.

Sec. 14.05 Apprentices who are fired from, quit, or refuse a job assignment are subject to suspension by the Director as he deems necessary, pending review by the Subcommittee at its next regularly scheduled Subcommittee meeting.

Sec. 14.06 A suspended apprentice shall have his/her employment terminated and will not be eligible for assignment to another job assignment until he/she has been reinstated by the Subcommittee.

Article XV. REASSIGNMENTS AND TRANSFERS

Sec. 15.01 Upon notice by the Subcommittee and/or the Director's office, an apprentice must accept assignment and/or rotation of employment to obtain the diversified training necessary for completion of the ALBAT Program.

Sec. 15.02 Upon recommendation by the Area Subcommittee, an employer will as soon as possible, but within 30 days, transfer an apprentice substation technician to a specified type of work (notification by the ALBAT office). Should the employer be unable to effect the transfer within the 30-day limit, the employer is requested to notify the Local Union representative involved and the ALBAT office.

Sec. 15.03 Upon notification by the employer that they are unable to effect the transfer, the Local Union representative and/or Director will transfer the apprentice to another employer with the specified work, at the first available opportunity.

Sec. 15.04 Should this transfer not be effected, the matter will be considered at the next regularly scheduled Subcommittee meeting.

Sec. 15.05 Apprentices shall not leave the jurisdiction of the Subcommittee without approval by the Subcommittee and/or Director's office. Transfers from the Local Union and/or Subcommittee area will be handled as follows:

Approval for such transfer must be approved by the Subcommittee and/or the ALBAT Director.

The ALBAT Director shall handle the transfer from one Local Union or Subcommittee area to another.

The "home" Subcommittee and/or ALBAT Director must approve the return of an apprentice to his/her "home" Subcommittee area.

If an apprentice is instructed to return to his/her "home" Subcommittee area, the ALBAT Director shall handle the transfer after giving all of the employers involved a five-day notice of the pending transfer to the "home" Subcommittee area.

Sec. 15.06 In some cases, the Director may arrange and authorize employment in another apprentice program's area.

Article XVI. PROBATIONARY PERIOD AND DISCIPLINARY ACTION

Sec. 16.01 The first 1,750 hours of employment after the signing of the agreement shall be a probationary period. During this period, the apprenticeship agreement may be canceled by either party without the formality of a hearing.

Sec. 16.02 After the probationary period, the apprenticeship agreement will be canceled only after a formal hearing by the Subcommittee.

Sec. 16.03 Any apprentice failing to appear at a formal hearing as required may be terminated.

Sec. 16.04 Apprentices failing to abide by the Rules and Regulations of the ALBAT Program will be subject to any one or combination of the following disciplinary actions, as deemed necessary by the Subcommittee:

1. Appearance at the Subcommittee meeting for a formal hearing.
2. Delay in his/her promotion to higher classification and/or reduction of credited hours.
3. Suspension from the Program.
4. Termination from the Program.

Sec. 16.05 An apprentice has the right to appeal any Subcommittee decision in which the apprentice does not concur within 60 days from the date of the Subcommittee meeting. If, after review, the Subcommittee upholds its previous decision, the apprentice then has the right to appeal to the Area Joint Committee.

Article XVII. APPEAL PROCEDURE TO AREA JOINT COMMITTEE

Sec. 17.01 Any apprentice shall have the right to appeal a decision of the Subcommittee to the Area Joint Apprenticeship and Training Committee.

Sec. 17.02 The appeal must be submitted in writing to the Area Joint Committee within 90 days after notice of the Subcommittee's decision. The letter must state the reasons why the Area Joint Committee should reverse the decision of the Subcommittee.

Sec. 17.03 In the event that the Area Joint Committee believes that there is merit to the appeal, the Committee, at its discretion, may grant the apprentice a personal hearing, where the appeal will be reviewed and considered.

Sec. 17.04 The Area Joint Committee shall, within 30 days after the appeal is considered, issue a written statement as to the facts and its decision which shall be immediately forwarded to the apprentice and other parties of interest.

Article XVIII. ADVANCEMENT AND WAGES

Sec. 18.01 Apprentices will be eligible for promotion provided the following requirements are met:

1. Must have at least 1000 hours of satisfactory on-the-job training for each promotion.
2. Must have at least 6 months since last promotion date.
3. Satisfactory school attendance.
4. Satisfactory completion of the required amount of course material (books & tests).
5. Monthly Work Records submitted to the ALBAT office by the tenth of the month for the preceding month.
6. Course material and subsistence payments as outlined.
7. Satisfactory completion of the required related training.

Sec. 18.02 An apprentice's advancement and wages may be delayed for failing to comply with any of the requirements in Sec. 18.01.

ARTICLE XIX. ON-THE-JOB-TRAINING PROGRESSION SCHEDULE

Sec. 19.01 0 - 1000 HOURS/FIRST PERIOD

All applicants entering the Program are required to attend a three-week Introductory Training class (except as described in section 4.07). After completing Introductory Training, apprentices will be familiar with the following basic skills: climbing; knot tying; rigging; first aid and CPR; materials used in line construction; rubber protective equipment, such as rubber gloves, sleeves, hoses, etc.; and basic electrical theory. When assigned to an employer, an apprentice is allowed to climb and work on secondary voltages up to 500 volts. The apprentice should be provided or have access to rubber gloves and sleeves - to be used when necessary to work secondary up to 500 volts, setting of poles and working around equipment that could become energized. The apprentice should at all times work under direct supervision of a journeyman and be instructed in the safety rules and proper use and care of all tools. All starting apprentices should be allowed to climb steel structures but are not allowed to work within reach or falling distance of conductors energized at more than 500 volts.

Sec. 19.02 1000 - 2000 HOURS/SECOND PERIOD

The apprentice is allowed to perform all types of work on de-energized equipment to perfect his/her skills in working aloft. The apprentice should be continually instructed in the proper use of safety equipment as his/her crew encounters different working situations. The apprentice is, however, still limited to working on energized lines or equipment, only up to 500 volts, and not within reach or falling distance of conductors energized at more than 500 volts.

Sec. 19.03 2000 - 4000 HOURS/THIRD PERIOD – FOURTH PERIOD

The apprentice may begin to work on energized lines in excess of 500 volts, under the direct supervision of a journeyman, based on his/her progress and experience after the first two steps of the Program. However, the Subcommittee, at its discretion, based on each individual apprentice's progress on the job, may delay this progression. The apprentice's employer, foreman, and journeyman on the job will monitor the type of work the apprentice is allowed to do, in accordance with the apprentice's ability. The apprentice's progress on the job will be evaluated and reported to the ALBAT Subcommittee on forms provided by the ALBAT Program.

In the Sixth District of the IBEW, the apprentice is still restricted to working on voltages of up to 500 volts, unless special exemptions are made by the Subcommittee.

Sec. 19.04 4000 - 7000 HOURS/FIFTH PERIOD – SEVENTH PERIOD

The apprentice shall continue to work under the direct supervision of a journeyman to perform all types of work required of a journeyman. As the apprentice's skills improve, he/she should be given more responsibility in planning and laying out work, as his/her ability progresses. By the seventh period, the apprentice should be given the lead on selected jobs to develop his/her leadership ability. It is the practice of the ALBAT Joint Apprenticeship and Training Committee to rule that an apprentice be "promoted normally". This allows an apprentice to be promoted from step to step, provided the requirements listed in Sec. 18.01 are met, unless otherwise restricted by the Committee.

Sec. 19.05 This policy has been formulated and adopted by the American Line Builders Joint Apprenticeship and Training Committee as a guideline to all parties of interest who are involved in the on-the-job training of apprentice substation technicians. However, when apprentices are employed by a contractor in an area where the safety rules exceed or limit the voltages stated in this policy, the more stringent safety rules shall apply.

Article XX. FIELD AND CLASSROOM TRAINING

Sec. 20.01 Apprentices shall (at apprentice's expense) attend all field and/or classroom training as assigned.

Sec. 20.02 When field and/or classroom sessions are missed without approval of the Subcommittee and/or Director's office, an apprentice shall be subject to suspension from the Program or other action the Subcommittee may decide.

Sec. 20.03 When field and/or classroom sessions are missed the apprentice is required to submit a written excuse to the Director's office, stating the reasons for the absence.

Article XXI. UNIT ASSIGNMENTS AND EXAMS

Sec. 21.01 Apprentices are required to complete and return each unit of study to their instructors in accordance with the Promotion Schedule on the following page.

ALBAT PROGRAM – SUBSTATION TECHNICIAN PROMOTION SCHEDULE SUMMARY

This promotion schedule is summarized from the current Apprenticeship and Training Standards, and is intended to be used only as a guideline indicating the course material, accumulated hours, course material payments and related training required for promotion eligibility. It should be noted that failure to comply in any of the requirements set forth in the current Apprenticeship and Training Standards may be considered justifiable cause to delay a promotion.

<u>CLASSIFICATION</u>	<u>COURSE MATERIAL</u>	<u>REQUIRED HOURS</u>	<u>COURSE MATERIAL PAYMENT</u>	<u>RELATED INSTRUCTION</u>
Begin as 1-6 Apprentice	None Required	None Required	1 st Payment Paid	In accordance with the current Apprenticeship and Training Standards
Promotion to 2-6 Apprentice	None Required	<ul style="list-style-type: none"> • 1000 Hours and six months since last promotion • Monthly Work Records Submitted 	None Required	In accordance with the current Apprenticeship and Training Standards
Promotion to 3-6 Apprentice	Workbooks through 1-3 Tests through 1-3	<ul style="list-style-type: none"> • 2000 Hours and six months since last promotion • Monthly Work Records Submitted 	None Required Notice included in promotion that 2 nd payment is now due	In accordance with the current Apprenticeship and Training Standards
Promotion to 4-6 Apprentice	Workbooks through 1-6 Test through 1-7	<ul style="list-style-type: none"> • 3000 Hours and six months since last promotion • Monthly Work Records Submitted 	2 nd Payment Paid	In accordance with the current Apprenticeship and Training Standards
Promotion to 5-6 Apprentice	Workbooks through 2-3 Tests through 2-3	<ul style="list-style-type: none"> • 4000 Hours and six months since last promotion • Monthly Work Records Submitted 	None Required Notice included in promotion that 3 rd payment is now due	In accordance with the current Apprenticeship and Training Standards
Promotion to 6-6 Apprentice	Workbooks through 2-6 Tests through 2-7	<ul style="list-style-type: none"> • 5000 Hours and six months since last promotion • Monthly Work Records Submitted 	3 rd Payment Paid	In accordance with the current Apprenticeship and Training Standards
Promotion to 7-6 Apprentice	Workbooks through 3-3 Tests through 3-3	<ul style="list-style-type: none"> • 6000 Hours and six months since last promotion • Monthly Work Records Submitted 	None Required	In accordance with the current Apprenticeship and Training Standards
Promotion to Journeyman	Workbooks through 3-6 Tests through 3-7	<ul style="list-style-type: none"> • 7000 Hours On-the-Job Training and six months since last promotion • Monthly Work Records Submitted 	None Required	*NCCCO Certification on a 17.5 ton or smaller and a 17.5 ton or larger including written and practical exam (*see below)

* Recommended for all apprentices. May be required for all apprentices indentured on or after January 1, 2007, as determined by each subcommittee. Not required for 876 Area Substation Subcommittee.

Updated 03/03/10

Sec. 21.02 An apprentice who is late in turning in a study unit will be subject to having advancement delayed and may be summoned to appear before the next Subcommittee meeting for disciplinary action.

Sec. 21.03 Any apprentice who receives an unsatisfactory evaluation on a study unit shall be required to re-study the assignment and receive a satisfactory evaluation by the instructor.

Sec. 21.04 Each apprentice shall take unit exams under the supervision of the instructor.

Sec. 21.05 A minimum grade of 75 percent is required for passing each test.

Sec. 21.06 Failure of an exam or failure to take scheduled exams could result in having his/her next advancement delayed.

Sec. 21.07 Two tests failed in succession may result in suspension from the Program or any other action the Subcommittee may decide.

Article XXII. APPRENTICE REPORTS

Sec. 22.01 The apprentice shall promptly notify the Director's office and the Local Union of any change of mailing address, telephone number and email address.

Sec. 22.02 The apprentice shall obtain and maintain a working email address for official ALBAT correspondence.

Sec. 22.03 The apprentice shall be responsible for entering Monthly Work Records Online by midnight eastern time on the tenth of each month for the preceding month. Monthly Work Records that are not submitted by the above deadline will not be counted toward your apprenticeship. Failure to submit a Monthly Work Record will result in delay of a promotion and/or disciplinary action as the Subcommittee may decide.

Sec. 22.04 Any apprentice who has had a lay off or change of employment will notify the ALBAT office immediately.

Sec. 22.05 The apprentice shall promptly file other such reports as may be required by the Subcommittee and/or the Director's office.

Article XXIII. COMPLETION

Sec. 23.01 Each apprentice shall have 7000 hours of on-the-job training in various phases of the industry. Recommended for all apprentices to have satisfactorily completed NCCCO certification on a 17.5 ton or smaller and a 17.5 ton or larger including written and practical exam.

Sec. 23.02 Apprentices are required to successfully complete a standard first aid course and CPR course to be eligible for advancement to Journeyman. First aid and CPR instruction will be given by a person who is recognized as a qualified instructor.

Sec. 23.03 Upon completion of the requirements of the ALBAT Program by an apprentice, the Director will notify the interested parties that he/she has been advanced to Journeyman status.

Sec. 23.04 The Director shall notify the National Joint Apprenticeship and Training Committee for the Electrical Industry and the United States Department of Labor, Office of Apprenticeship of all completions and will arrange for certificates of completion.