



# Associated Electrical Contractors Local Union 57 Joint Apprenticeship Program

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## PROGRAM DESCRIPTION

### General Information

Applications for the apprenticeship program sponsored by the Associated Electrical Contractors Local 57 Joint Apprenticeship Committee are accepted Monday through Friday (except on holidays) between 7:00 a.m. and 4:00 p.m. at the Associated Electrical Contractors Local 57 Apprenticeship Program's administrative offices. These offices are located at 8300 Valcour, Affton, MO 63123. The telephone number is (314) 457-9245.

### Selection Information

To apply to the program, all applicants must present documentation (picture I.D.) showing they are 18 years of age or older. All applicants are encouraged to visit the Coordinator to seek assistance in developing leads with signatory contractors. (Job descriptions are available upon request.) To schedule an appointment, please call (314) 457-9245.

All applicants are responsible for securing their own job with a signatory contractor. Those who find employment as an *electrician apprentice* with a signatory contractor must return to school with the following:

- a letter of intent to hire from the contractor on company stationery;
- a processing fee (\$33.00) cash, check, or money order (\$23.00 will be applied to work permit if indentured as scheduled);
- a social security card and a drivers license and/or picture identification; and
- the ability to produce a **negative substance abuse** test...which is a program requirement prior to being indentured. (Any applicant failing the substance abuse test will be notified and those failing may not request a re-test for 60-days and must cover associated expenses.)

(Some contractors may require newly hired employees to take a physical examination, occupational analysis testing, and/or additional drug testing prior to admitting an apprentice on the jobsite.)

All successful applicants with letters of intent are required to *read and properly fill out* the following documents prior to being indentured into the apprenticeship program:

- the Administrative Policy Statement Rules and Definitions;
- the Scholarship Loan Agreement;
- the Beck Decision;
- the Union Membership Packet; and
- the Apprenticeship Agreement.

All successful applicants will be registered with the United States Department of Labor's Office of Apprenticeship as an indentured electrician apprentice, at which time; will be scheduled in approximately 30 days for a 40-hour training session at the Nelson-Mulligan Carpenters' Training Center and he/she will receive a work permit and then report to the jobsite.

Within approximately 90 days, electrician apprentices will be scheduled into a 40-hour training session at Ranken Technical College located at 4431 Finney Avenue, St. Louis, MO 63113. [Electrician apprentices must be registered with the United States Department of Labor's Office of Apprenticeship and obtain 800 on-the-job learning hours (in the field) plus earn two prescribed units (in school) in order to be eligible to advance to their next apprentice term status].

Electrician apprentices will not be rescheduled into future classes and **must** attend their first scheduled school session. Thereafter, if an apprentice misses a scheduled school session, for qualified reasons only, he/she will be put on probation and **must** attend his/her next scheduled school session or be suspended from the apprenticeship program for non-performance.

**Apprentices must produce the following documentation or face being placed inactive in the program:**

**Prior to their six-month anniversary date of indenture:**

- ✓ Applied Math Level 5 and Reading for Information Level 5 on WorkKeys Assessments;
- ✓ Minimum score of 40 (computer-based) on the TOEFL (if English is not your first language);
- ✓ Provide a copy of his/her social security card;

**Prior to their one-year anniversary date of indenture:**

- ✓ Recognized High School Diploma or GED or complete the WorkKeys 3<sup>rd</sup> Way Option (if eligible);

**Prior to their third-year anniversary date of indenture:**

- ✓ First Aid / CPR

**Prior to their fourth-year anniversary date of indenture:**

- ✓ Community Service

## ***UNITS***

Each apprentice will be introduced to a mixture of classroom and shop training by attending school for one week training sessions approximately every three months (20 days per school year = 160 hours of training per year; United States Department of Labor's Office of Apprenticeship requires a minimum of 144 training hours per year). These classes run for 8 hours per day 5 days a week, excluding holidays. During these training sessions, apprentices are paid a small educational grant to help offset travel expenses related to full-time training. Several evening and weekend classes are offered throughout the year also. Raises are based on the accumulation of 800 on-the-job learning hours and the completion of approximately two units per term (depending on the term) in school. Of these units mentioned above, a given number and type may be mandatory in order to receive a raise. Journey-level status is obtained by earning a total of 20 units (of which 18 are prescribed), 8000 on-the-job learning hours, and completion of the WorkKeys Locating Information Assessment with a Level 5 or better before exiting the program. In recognition, apprentices will receive the National ACT Career Readiness Certificate to add to their professional portfolio.

## ***Safety & Specialty Skill Training***

Upon completion of ninth term, apprentices may not be required to attend daytime training. Unless informed otherwise, from this point forward, each apprentice will be responsible for scheduling his/her own training session(s). Most of this training will be offered in the evenings and on Saturdays. (Refer to The Cutting Edge for current course offerings). On occasion these courses may be offered during daytime training hours.

## ***Changes in Status***

ALL inactive files remain in storage for five years and are then destroyed. Applicants and/or apprentices wishing to return on active status must notify the school, in writing, within the five year time period.

ALL applicants and/or apprentices must notify the school, in writing, of any change in personal information (i.e. address, phone number, etc.). This also applies to applicants or apprentices seeking inactive status.

## ***Unemployed Apprentices***

Apprentices that have already attended a scheduled school session and that are currently in good standing may schedule elective classes to work on additional units during other school sessions. Out-of-work apprentices and applicants are encouraged to contact the Coordinator for career guidance. To schedule an appointment, please call (314) 457-9245.

## ***Nondiscrimination Policy***

The Carpenters' Joint Training Fund of St. Louis admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to students at its school. It does not discriminate on the basis of race, color or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**References** - Job descriptions for the various types of electrician are available upon request from the school's Main Office Secretary. If you are interested in finding out more about the electrician trade or apprenticeships refer to the U.S. Department of Labor's *Occupational Handbook* in your local library.