

RULES AND REGULATIONS OF **OTC ELECTRICAL APPRENTICESHIP**

INTRODUCTION

The following procedures of the Apprenticeship Program covering the employment and training of apprentices in the trade have been agreed to by the OTC Electrical Apprenticeship Program, LLC (OTCEAP) registered with the Bureau of Apprenticeship and Training under its standards of apprenticeship.

OTCEAP is a (minimum) four-year program consisting of on-the-job training (Minimum 8000 hours) and related class instruction (Minimum 576 hours). Classes meet per the attached schedule at ASU Three Rivers (ASUTR).

TUITION

Tuition for the 2023/2024 school year is \$720.00 which covers the cost of school and any books the apprentice will need for the year. **With the exception of FIRST AND SECOND YEAR, their 2023 NEC code book are required but not provided.** Payment arrangements for school are as follows:

- Self-Pay Apprentices - \$453.00 due on or before the first night class begins for the first semester. \$267.00 on or before the last night class for the first semester.
FEES ARE NON-REFUNDABLE
- Companies - \$720.00 per apprentice (slot) due on or before the first night class begins. If an employer has paid for a slot and the apprentice is terminated during the school year, the employer may use that slot for a future apprentice in the same school year. The new apprentice will be required to purchase new books, (IF THE EMPLOYER HAS NOT GOT THE BOOKS BACK FROM THE OLD APPRENTICE AND THEY ARE NOT THE CORRECT YEAR). Payment should be submitted to: OTCEAP, LLC, P.O. Box 1279, Malvern, AR 72104. **FEES ARE NON-REFUNDABLE**
- Apprentice's Arkansas Electrical Apprentice License will be provided for the year. Any fees required over the \$10.00 license fee will be payable by the apprentice.

PRE-REQUISITE

Apprentice must have a high school diploma, GED, or will be required to actively attend GED classes at ASUTR. The same rules apply to GED classes as to Apprenticeship classes. Apprentice must be employed by and work under the supervision of a Licensed Arkansas Electrician with a company recognized by the Arkansas Board of Electrical Examiners as able to do electrical contracting in the State of Arkansas.

ATTENDANCE POLICY

Apprentices must attend a minimum of 144 hours per school year and satisfactorily complete (**PASS WITH A 70% AVERAGE**) related instruction to obtain credit for the class.

- Any Apprentice missing (3) three days per semester will be dropped from the program with no refund. And the forfeiture of any hours. The decision to drop an apprentice from the program due to absences is at the sole discretion of the OTCEAP Committee.
 - Attendance will be taken at the beginning of each class. Failure to sign in will be recorded as an absence. **Signing in for someone else will be grounds for termination from the program and barred from attending OTCEAP in the future.**
 - Excessive tardiness will not be condoned; however, the committee recognizes that arriving late is often better than missing the entire class. Therefore, the committee urges apprentices to come to school late instead of missing the entire class. Habitual tardiness will be counted as absences. An apprentice who is habitually more than 15 minutes late will lose an hour of class time or the amount of time they miss whichever is greater. After (3) three tardies, (1) class absence is recorded.
 - Any apprentice who leaves school prior to the dismissal time will forfeiture of the time they are not in class.
- Class date(s) and time are listed on the attached schedule. Working overtime or traveling to and from jobsite(s) is not an excuse for not attending or being tardy to class. Employers are required to allow an apprentice ample travel time from the jobsite. **If your employee cannot be in class on these days because of a work-related absence, your office is required to contact Jim Burbridge as soon as possible BEFORE the start of class and follow up with a hard copy (email, fax, or letter). The apprentice will still be charged with an absence (attendance policy applies).**
- For the (2023-2024) school year there are 80 hours per semester or 160 hours per school year scheduled.
 - THERE ARE NO SNOW DAYS OR WEATHER-RELATED ABSENCES. These absences will NOT be made up. Any days missed due to weather will be subtracted from the 160 hours.
 - Inclement Weather Policy – ASUTR will inform local radio stations (usually by 7:00 a.m.) whether classes will be held. If ASUTR holds classes, the apprenticeship classes will be held. Students are encouraged to go online and register with ASUTR's emergency notification system at the following link: <http://www.asutr.edu> and click on campus information. In the drop-down box, click on campus alert system, then click on student. **READ THE WHOLE PAGE BEFORE YOU CLICK ANYTHING.**
- OTCEAP is pleased to offer an option for apprentices working out of town temporarily. Apprentices will be allowed to attend a school closer to the area they are working that offers an apprenticeship program **as long as that school agrees** to allow the apprentice to attend. This is only for (2) two to (3) three weeks at a time. The following applies:

- The apprentice or company will need to contact Jim Burbridge before the apprentice leaves to obtain a form the attending school will have to fill out. Schools are no longer allowing students just to show up for a class. We (OTCEAP) have to call the school and let them know the names and year of the student we are asking them to allow into their school.
- It is the apprentice's responsibility to have the instructor at the attending school to sign off on the form and initial each class attended. The state will verify from the school that the hours turned in are accurate.
- It is the responsibility of the apprentice or company to have the signed form turned in to OTCEAP before the 10th of the following month. Failure to have the signed form in by the 10th will cause time missed to be counted as absences (attendance policy applies).
- Apprentices are not monetarily compensated for attending OTCEAP.

REQUIREMENTS

Apprentice must have a calculator (**NOT A CELL PHONE**), pens and pencils with them for class; books will be given out in class. New second year students will be given 2023 codebooks during the year. **If a student comes to class without the required books, calculator, or writing utensils he will be sent home and counted absent (attendance policy applies).**

BEHAVIOR

An instructor may dismiss an apprentice for creating a disturbance and/or interfering in any way with the conduction of class. Disturbances of any nature will not be tolerated. Students that are dismissed from class for cause will not receive any credit for the class, will be charged with an absence, and could at the discretion of the committee be terminated from the program. Apprentice must have permission from the apprenticeship committee before attending the next class.

This program is operated in cooperation with the school system in whose buildings apprenticeship classes are held. OTCEAP recognizes the school system has to maintain these premises and has certain rules and regulation that must be observed. A complete list of rules and regulations can be found in the ASUTR student handbook available online. **It is the responsibility of each apprentice to read the online handbook.** Some of the rules you need to familiarize yourself with and abide by include but are not limited to the following:

1. **NO alcohol or drugs allowed on campus***
2. **NO CELL PHONES (including IPODS, IPADS, etc.) ALLOWED IN CLASS**
3. **NO Tobacco products are permitted on campus**
4. **No food or drinks (without screw on lids) allowed in the classroom**
5. **No loitering around vehicles**

6. **CLEAN your boots/shoes off BEFORE you come into the building/classroom, especially if you work on a muddy jobsite. OTCEAP suggests you keep a clean pair of shoes in your vehicle to wear in the building/classroom if your work shoes are muddy etc. You can and will be dismissed from class for tracking this into the classroom as the instructors are responsible for leaving the classroom clean.**

*The use, transportation and/or sale of drugs/alcohol by apprentices before or during class or on the premises of ASUTR is prohibited. Any apprentice violating the above rules will be immediately dismissed from the apprenticeship program and their employer will be notified. **Any apprentice who is terminated by their employer for either drug use or alcohol consumption shall be terminated from the apprenticeship program as well.**

GRADING/ADVANCEMENT

Apprentice must achieve an average grade of 70% or higher in order to advance to the next level of apprenticeship training. **Any apprentice failing to achieve a 70% or higher Semester grade will forfeit all credit hours for that semester and be required to repeat the level.** An apprentice is graded on subject matter and attitude while in class. Each employer receives copies of his/her apprentice's grades at the end of each semester. A failing or incomplete grade requires the material be redone or completed before a passing grade or credit will be given (this must be done before the end of the semester). **YOU WILL NOT RECEIVE CREDIT (HOURS) FOR THE SEMESTER IF YOU FAIL THE CLASS!!!**

Apprentices will be advanced to the next level when their grades, attendance, and OJT reports are satisfactory. If any problems arise that are not covered by these regulations, contact the apprenticeship Chairman Jim Burbridge at once so that a solution may be found.

JOB TRANSFERS

If an apprentice moves with his/her job to an area away from the school they should check with OTCEAP for an apprenticeship program in that area.

ON THE JOB TRAINING

Apprentices must satisfactorily complete 8000 hours as outlined below:

The OJT training work processes outlined in the Standards of Apprenticeship are only the major areas to be covered; however, the job training is not inclusive of just these areas.

Work process forms can be turned in monthly by the apprentice to their instructor or mailed to the OTCEAP Office; only actual hours worked will be counted (No Holiday or Vacation hours). Overtime cannot be added as time and a half. OJT Notarized Affidavits are required semiannually or when an apprentice leaves or changes their employer.

*****An apprentice is required to maintain a current apprentice license AND photo ID on their person at all times on the jobsite.**

An apprentice who terminates his/her employment with the designated employer **MUST** notify the instructor within 10 days to determine his/her eligibility to continue in the program. Failure to report employment changes could result in OJT credit not being accepted by the apprenticeship committee or the state.

Should an apprentice who terminates his/her employment be unable to gain employment with a contractor and thus be unable to receive OJT training, he/she will not be allowed to graduate nor receive certification that he/she has completed the program until his/her period of non-employment is made up.

The apprentice must be prepared to furnish his/her own hand tools as recommended by the apprenticeship committee.

CURRENT NAME, ADDRESS, PHONE, & EMAIL ADDRESS

The apprentice must notify OTCEAP LLC., in writing or email within ten (10) day of any change in his/her phone number, email address or change of address at **otceap@gmail.com**

APPRENTICESHIP AGREEMENT

An apprenticeship agreement is a document signed by the Employer, Apprentice, Apprenticeship Program Representative, and the State Director of Bureau of Apprenticeship Training, which contains: 1) Credit for previous work experience, 2) The wage scale to be paid during the term of apprenticeship, 3) The number of related instruction hours in the classroom, 4) Identification of indenturing employers, 6) Length of time (term) to be apprenticed to the trade.

COMPLAINT PROCEDURE

The apprentice may request a meeting with the apprenticeship committee to discuss any grievances concerning his/her training. However, he/she must put his/her grievance(s) in writing and affix his/her signature hereto.

COMPLETED PROGRAM

An apprentice will be considered completed when he/she has satisfied the following requirements:

- Submission of proof of OJT hours worked as required (8000 hours) by his/her apprenticeship agreement from signatory employers.
- Completing with a passing grade (70%) all required class work in related instruction
- A minimum of 576 classroom hours
- Have completed **FOUR CALENDAR YEARS** of instruction **AND FOUR CALENDAR YEARS of employment by an electrical contractor.**

- Submits and receives approval from the State to test.

NOTICE OF NON-DISCRIMINATION

The OTC Electrical Apprenticeship Committee is committed to a policy of non-discrimination on the basis of race, age, sex, religion, color, national origin, creed, handicap, martial or parental status in admissions, educational programs or activities and employment, as specified by federal and state laws and regulations. Inquires may be addressed to the Apprenticeship Chairman at the address listed.

CONTACT INFORMATION

Phone Numbers: OCTEAP Chairman, Jim Burbridge (501) 617-0683
 Ark Apprenticeship, Derrick Daniels (501)-682-1360
 Board of Electrical Examiners, (501)-682-4549

Address: OTCEAP, LLC
 P.O. Box 1279
 Malvern, AR 72104

- 1. Each apprentice must have a GMAIL email account. All correspondences will be through this account. Including but not limited to receiving class assignments, their electrical apprenticeship license, and all communication with the state.**

