



Associated Builders and Contractors

Electrical Apprenticeship Training Program Handbook

The training programs, courses, descriptions and frequency of courses, regulations and fees described in this handbook are effective until otherwise notified. This publication and its provisions are not in any way a contract between the student and Associated Builders and Contractors. ABC of Indiana Apprenticeship Trust and the Kentuckiana Construction Education Foundation Trust reserve the right to revise any section of this handbook at any time.

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ABC KENTUCKY EDUCATION TEAM

Director of Training Mike Bauerla	Office: (502) 400-2035 mike@abcindianakentucky.org
Apprenticeship Administrator Holly Baker	Office: (270) 843-1866 holly@abcindianakentucky.org
Site Coordinator Lexington Willie Howard	Office: (502) 400-2035 willie@abcindianakentucky.org
Administrative Assistant Hallie Baker	Office (270)843-1866 hallie@abcindianakentucky.org

ABC KENTUCKY COUNCIL MANAGERS

Council Manager Louisville Francesca Curry	Office: (502) 400-2031 fran@abcindianakentucky.org
Council Manager Lexington Anita Campbell	Office: (859) 231-8453 anita@abcindianakentucky.org
Council Manager Bowling Green Anita Campbell	Office: (270)843-1866 anita@abcindianakentucky.org

VINCENNES UNIVERSITY (DEGREE TRACK)

(Indiana Students Only)

Director of Apprenticeship

Jennifer Bozek

ABC Headquarters (Indianapolis)

(317) 849-5983

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INTRODUCTION

Associated Builders and Contractors (ABC) is a not for profit, national association of general contractors, subcontractors, suppliers and associates who believe in the merit shop philosophy. ABC is the voice of the merit shop in the construction industry.

ABC believes that work opportunities should be made available to all people, regardless of race, color, creed, sex or national origin and supports programs to that end.

Equal 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. ABC 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 (CFR), part 30, as amended.

MISSION

The mission of the ABC education trusts is to Develop tomorrow's craft professionals through high-impact learning experiences in a dynamic and engaging educational environment.

ACCREDITATIONS

The Apprenticeship program is approved by the U.S Federal Department of Labor, Office of Apprenticeship in Indiana, and by the Kentucky Labor cabinet.

ABC has an articulation agreement with Vincennes University (VU) whereby Indiana apprentices earn college credit for their apprenticeship training. As part of the Indiana (**only**) apprenticeship program, students who complete general education classes through VU are awarded an Associate of Science in Career/Technology. See Appendix A (page 19) for details.

ENROLLMENT REQUIREMENTS

Applicants must meet the following minimum requirements to qualify for enrollment in the program:

- be at least 16 years of age and provide verification of age;
- provide an office copy of a high school diploma or G.E.D.;
- Be physically capable of performing the essential functions of the apprenticeship program;
- Submit a completed and signed official application;
- Students interested in applying their VA benefits to their ABC training can find more information in Appendix D (page 20).

The recruitment, selection, and training of apprentices during their apprenticeship program shall be without discrimination because of race, color, religion, national origin, gender or any other classification protected by law. As the training sponsor, ABC's Apprenticeship Trusts 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, as amended.

TERMS OF APPRENTICESHIP AND PROGRAM COMPLETION

The term of training for Electrical Apprentices is a 4-year program that require apprentices to complete a minimum of 216 hours of academic learning, and 2,000 hours of documented “On-The-Job Training” each training year.

An apprentice has not completed the ABC program until he/she has completed all levels of classroom training. The U.S. Department of Labor Certificate of Completion and the KY Labor Cabinet Certificate are earned by completing ABC’s required levels of training and submitting the required hours of On-The-Job Training, which must be submitted monthly and approved by the apprentice’s designated work supervisor. Students may request a copy of their transcript at the end of each level.

For more information on the appropriate process for submitting On-The-Job Training hours, please see Appendix B (page 19) for details.

WEEKLY SCHEDULE

- The school year will be based on 36 scheduled class sessions.
- Class sessions are to be 3 hours, 5:30 pm – 8:30 pm.
- Class levels may vary from site to site or online, but typically will be:
 - Level 1: Monday
 - Level 2: Tuesday
 - Level 3: Wednesday
 - Level 4: Thursday
- A Student Calendar will be issued the first day of school and posted on the website indicating all holidays, breaks, and any planned deviation from the weekly class session schedule.

GRADING

For any apprentice who is not meeting the academic requirements, the apprentice may meet with the Director of Training and Instructor to determine an appropriate course of action.

Students must earn a minimum course grade of 70% or higher to pass the course and advance to the next level of study or to graduate from ABC. The final course grade is calculated by averaging the first and second semester grades.

Grading Scale:

- A 90-100%
- B 80-89%
- C 70-79%

STUDENT / APPRENTICE RESPONSIBILITIES

The educational program and related on-the-job learning experiences provide the student with opportunities to acquire the knowledge and skills necessary to become a skilled craft professional. Students will not earn credentials and certificates until all modules are completed at the standards described below. It is the student's responsibility to initiate any request for assistance to meet these requirements.

Students must:

- Attend class and be punctual (see attendance policy page 11.)
- Cooperate and communicate with Instructors and ABC staff.
- Practice safe working procedures at all times.
- Use appropriate personal protective equipment (PPE.)

To earn credentials and certificates, students must:

- Pass all tests/exams with a score of 70% or higher; and
- Meet all performance requirements as required by the Program Syllabi and Director/Instructor.

TESTING OUT OF LEVELS

A student or employer may request approval for a student to test out of Level 1 and/or Level 2. That said, it is worth noting that students typically have a less than 10% chance of successfully testing out of these levels. There is a \$100 fee for each level of written testing.

Test Out Guidelines

- The employer must make the request for the student to test out of the levels listed above;
- The Director of Training will provide the test date and time to the student and employer;
- The student must pass all exams with an average score of 70% or higher;
- The time limit for the written test is 4 hours.
- The Director may also require Performance demonstrations for proof of field knowledge.

ATTENDANCE POLICY

ABSENCE

- Apprentices are allowed **(4)** class session absences **per semester** (total of 8 per school year) for use at their discretion (i.e. family emergency, personal illness, etc.). These hours include both classroom and homework hours or a combination of the two. **This time will not be required to be made up. However, all missed work must be made up.**
 - Apprentices who miss more than the allowed amount of session absences will be notified via email or text. Students have 48 hours to respond (should the absence be related to work or considered excused, as defined below).
 - Students may appeal this decision and can request to be heard in front of the Director of Training.
- **Excused Absences:**
 - Military Duty, Jury Duty, or Maternity/Paternity leave are not subject to this attendance policy. Make-up time may be required and must be documented by the Instructor.

Face-to-Face Class Sessions versus E Learning School

Face-to-Face Classes

Students who are enrolled in **Face-to-Face Class Sessions** are required to attend those Sessions. Students are **NOT** allowed to “flip flop” back and forth between Online Classes and Face-to-Face Class Sessions.

Students are NOT allowed to “call in” to be absent from a Face-to-Face Class Session and just do the Online Assignment for that week and receive credit for attendance for a Face-to-Face Class Session. If you are not in the classroom at the Training Facility for the Class Session – you are ABSENT.

E Learning Classes

E Learning students must conduct their learning as follows:

Virtual Classroom Learning

Complete Online Assignments by their due date. Assignments are released on Mondays and are due the following Mondays. If the assignment is submitted after the due date only HALF credit is received and the student is counted as ABSENT for that class session. The policy regarding absences for these students will be the same as described previously for regular Face-to-Face Class Students.

Performance Based Learning Requirements

E Learning Students are required to complete specific Performance Based Assessments. Demonstration of actual trade related skills are required to provide proof of skill retainment. ALL of these will need to be completed by the end of the school year in order to advance or complete the program. The E Learning School Instructor will coordinate scheduling of sessions to conduct these sessions. Students who are not able to attend a Lab Session due to distance from one of our Facilities, can complete these tasks on a job site or at a company Facility and have a Supervisor witness and confirm completion.

Employer Mandated Work Absences

An apprentice is allowed (2) class session mandated work absences **per semester**.

For each class missed, the employer must be complete the appropriate form and submit it to the local apprenticeship coordinator. Copies of this form can be requested from the Instructor.

Tardiness

- Apprentices are required to sign-in every class.
- A student who fails to sign this sheet within 30 minutes of the start of class will be deemed absent.
- Students are to communicate directly with the instructor if they anticipate being tardy, to prevent being marked absent.
- In the event the instructor is tardy or absent, students must wait at the facility for 15 minutes. After which the class session is assumed to be canceled.

Closings/Delays

In the event of severe weather, a closing/delay announcement will be made by email/text by 3:00 p.m. that day. All class cancellations must be made up or can be waived by the Director of Training – at his discretion.

DROP/WITHDRAWAL

Apprentices who miss more than the allowed of class and/or homework in a semester and make no effort to make it up will be dropped from the class. Students may make an appeal to the Director of Training to reinstate their enrollment in their class. Until they are reinstated, students are not allowed to continue attending class. The instructor will be notified of the student's status.

- The apprentice, employer, instructor, and Director of Training will receive a drop notice via email;
 - If the absence was an Employer Mandated absence, the employer may submit the form at this time to ensure the student continues in the class, otherwise;
- If the absence was not employer mandated, the student may request to appeal to the Director of Training.
- Until the Director of Training can determine if the student will continue with class, the student is not allowed to attend class. Should the Director of Training honor the appeal, the student and employer will need to coordinate all make-up work and class time with the instructor.

RULES OF STUDENT CONDUCT

Academic Dishonesty Policy/Statement. Honesty is non-negotiable in any environment but lies at the heart of ABC's training program where apprentices and instructors co-create an atmosphere conducive to learning, understanding, creating, and exploring. Academic dishonesty may take many forms. These forms include:

- Cheating – using unauthorized assistance, materials, or study aids in any academic exercise e.g. technology-use of cell phone during exams.
- Plagiarism – using the words or ideas of another without appropriate acknowledgment.
- Fabrication – falsifying or inventing information or data.
- Deception – misrepresenting work or academic records
- Facilitating Academic Dishonesty – intentionally assisting another
- Counterfeiting and altering – copying or altering, in any way, records, documents or identification forms used or maintained by the apprenticeship program is cause for dismissal from the program.

Any academic honesty breach will be subject to disciplinary action. The instructor is to notify the Apprenticeship Coordinator of the circumstances and if any punitive action is taken. The apprentice has the right to appeal the instructor's decision according to the Grievance Procedure (see page 18).

The alternatives for action by the instructor may include but are not limited to: assigning a failing grade for the assignment or course or requiring the student's withdrawal from the course.

The apprentice will also be referred to the local Apprenticeship Committee, which will determine appropriate disciplinary action in keeping with procedures and rules listed in this student handbook.

Theft of Property. Any student caught stealing the personal property of ABC, fellow students, instructors or employees of ABC will be treated as a violation of apprenticeship rules and the offender will not only be dismissed from the program but may also be prosecuted.

Substance Abuse. Apprentices shall not be under the influence of alcohol or illegal drugs, and shall not be in possession of or sell, distribute, or transfer any illegal or unauthorized drug or substance, whether on their person, in their vehicles, at any job site, employer's place of business, ABC office or while representing the ABC program, in any of the classrooms, workshops or parking areas which are for regular or temporary use by the apprenticeship program. An illegal or unauthorized drug or substance includes look-alike and/or synthetic drugs.

Any apprentice or group of apprentices found in possession, use, transportation, and/or sale of the above-mentioned drugs and/or substances will be subject to disciplinary action up to and including immediate dismissal from the apprenticeship program. An apprentice may take prescribed drugs to class if the drugs are contained in the original dispenser in their name and within one year of the prescription date.

Vandalism. The destruction or mutilation of ABC property is prohibited. Such action may result in restitution and/or other disciplinary measures. **Abusive Language.** Written or spoken language that is offensive, obscene, or vulgar may be subject to timely and appropriate disciplinary action.

Firearms. ABC does not permit firearms in the facility. Those who are permitted to carry firearms are required to leave them in their vehicles while at ABC.

Harassment. ABC is a zero-tolerance facility. ABC will not tolerate harassment or intimidation of students, instructors, or staff on any basis prohibited by law, including race, color, sex, age, religion, national origin, handicap, disability, marital status, or veteran status. Moreover, any suggestions made to any student or instructor of a sexual nature will be cause for discipline according to the discipline policy. Examples include but are not limited to: unwelcome sexual jokes, profane symbols, language, emails, texting, videos, cartoons, pictures, comments, touching or whistling.

Any incident of harassment should be reported immediately to the local apprenticeship coordinator, who will remove the student from class immediately. The apprentice may appear before the apprenticeship committee if they wish to return to class.

Food and Drink. Students are allowed to eat during class (so long as it is permitted by the instructor). Food must be discrete and reasonable; drinks must have lids.

DISCIPLINE

ABC training programs are classified as adult education; therefore, no discipline problems are anticipated. In the event that inappropriate behavior occurs, instructors will report such behavior immediately to the local apprenticeship coordinator who will then make the decision on the appropriate disciplinary action. If such action results in dismissal from the program, no refund or credit will be given. Please refer to page 15 for descriptions of unacceptable student conduct or violation of the training site/facility rules.

GRIEVANCE PROCEDURE

Any apprentice who believes that he/she has a justifiable grievance should follow the chain of command as listed below:

1. Instructor
2. Director of Training
3. Apprenticeship Administrator

APPENDIX A: VINCENNES UNIVERSITY ASSOCIATE DEGREE

INDIANA APPRENTICES ONLY

This program is designed specifically for Associated Builders and Contractors Association (ABC) apprentice students who are working to achieve Journeyman Level in the following trades: Carpentry, Electrical, EST, HVAC, Lineman, Pipefitting, Plumbing, and Sheet Metal. Trade through a U.S. Department of Labor, Office of Apprenticeship approved program and wish to fulfill the basic requirements for an Associate in Science Career/Tech Degree. In order to enroll in this program, the student must be enrolled in the ABC 4-year apprenticeship program that consists of a minimum of 576 hours of related classroom training and 8000 hours of on-the-job learning. This program is offered only at designated ABC Training sites.

Articulation Agreement

Through ABC's articulation agreement with Vincennes University, ABC apprentices in Indiana have the opportunity to earn an Associate Degree upon completion of all the apprenticeship program requirements. Each student must successfully complete and pass all apprenticeship classes, 8000 On-The-Job Learning/Training hours, and the Vincennes University Core Curriculum Requirements listed below.

University Core Curriculum (UCC) Requirements

The General Education Course List will be provided by Vincennes University and is subject to change.

NOTE: An Apprentice who wishes to pursue a Degree with Vincennes University may be required to pass additional testing to be eligible. This testing would be from the National Center for Construction Education and Research.

Graduation Requirements

- Students must earn a “C” or higher in all University Core Curriculum Requirements.
- Students must earn a “C” or higher in all ABC Apprenticeship levels of study.
- Complete and submit all 8000 OJL hours

Additional Information

- ALL Indiana apprentices are strongly encouraged to complete the VU associate degree (unless a previous accredited college degree has been earned).
- ABC of Indiana Apprentices pay no tuition to earn the degree.
- Textbooks are provided to individuals for the semester UCC courses.
- Each apprentice will take a VU placement test prior to taking his/her first VU class.
- Attendance is mandatory for all VU - UCC class sessions.

Students who provide official transcripts may be granted transfer credit (See VU Director for directions and details).

APPENDIX B: ON-THE-JOB TRAINING HOURS

All apprentices are to submit their hours earned each month. Member companies are expected to approve these hours each month. Self-pay students must submit their hours. All must provide a paper copy with their supervisor's signature. Forms for the OJT submittals are provided at each training site.

For questions regarding your OJT hours, please contact Holly Baker (contact information on page 2.)

APPENDIX C: ELECTRICAL LICENSE (KENTUCKY)

All apprentices are expected to have taken their Journeymen Level Electrical Licensing Exam by the end of the 4th Year School Year and before graduation. The cost for this exam is NOT included in the tuition fees.

Once you have successfully passed your licensing exam, you will need to contact Holly Baker (contact information page 2) and arrange for the necessary documents to be compiled for you to submit for your Electrical License. During your apprenticeship years it is strongly recommended you retain all work pay stubs and a backup record of OJT's.

It is of utmost importance that throughout your training you diligently submit your OJT Reports. Failure to do so will delay your eligibility to receive your license.

APPENDIX D: VA BENEFITS

For apprentices who wish to utilize their VA benefits for training, please complete the following steps:

- Contact the VA to receive a “Letter of Eligibility” and forward this letter to Holly Baker (holly@abcindianakentucky.org)
- ABC will complete the registration forms and return to the apprentice for review and a final signature
- Once complete documentation is received, ABC will submit the documents to the VA through the online portal.
- The VA will provide ABC the confirmation number for the apprentice, which is forwarded to the apprentice for their records.
- Once approved, the apprentice must send **a paper copy of their monthly OJT hours to Holly Baker within the first 5 business days of each month.**
 - o Anything received after this date may or may not be approved in a timely manner by the VA, so late submissions may result in late payments to the apprentice.
- ABC will submit all documentation through the online portal.
- A confirmation number will be issued for each submission. The apprentice will receive this number for their records.