TABLE OF CONTENTS

1. Letter of introduction
2. Apprentice grant funding
3. NCAEC certificate of Apprenticeship program registration
4. NCAEC four year lesson plan
5. NCAEC Apprenticeship program development timeline
6. NCAEC Apprenticeship program registration procedure
7. Apprenticeship NC and NCAEC member Contractor employer agreement
8. Community College based NCAEC Apprenticeship program registration forms
9. Contractor based IN-HOUSE NCAEC Apprenticeship program registration forms
10. Apprenticeship NC / NC Community College system standards
11. Apprenticeship NC & NCAEC Apprenticeship minimum wage statement
12. Apprenticeship NC / NCAEC Apprenticeship program competency checklist
13. NC Board of Examiners unlimited licensed electricians age report
14. Apprenticeship NC regional consultant map
15. Cost of the NCAEC Apprenticeship program
16. Certificate of competition examples, USDOL, NC Community College
THANK YOU FOR YOUR INTEREST IN THE NCAEC APPRENTICESHIP PROGRAM

The NCAEC BOD and Apprenticeship committee, has developed a four year APPRENTICESHIP PROGRAM for the NCAEC membership. The NCAEC APPRENTICESHIP PROGRAM has been registered with APPRENTICESHIP NC. The NCAEC APPRENTICESHIP PROGRAM is a Hybrid program, based on the MIKE HOLT ENTERPRISE four-year lesson plan. The intent of the Hybrid Mike Holt lesson plan is to educate and train the NCAEC Apprentice in the skills the Apprentice is most likely to need to be prepared to perform his daily tasks and to be most productive in the first two years of the four-year program. While we recognize that historically most Apprentices do not complete the course past the second year, we encourage our NCAEC Contractor members to reach out to their Apprentices and promote the benefits of completing the Apprenticeship program.

The NCAEC APPRENTICESHIP Program is a REGISTERED, HYBRID program with APPRENTICESHIP NC. APPRENTICESHIP NC requires a combination of 144 hours of classroom study and “ON THE JOB LEARNING”. Completing the 84 hours of classroom study the first year as well as the 10 hour OSHA 10 course and 50 hours of on the job learning, will complete the first year. Years 2 – 4 will require 84 hours of classroom and 60 hours of on the job learning.

Each year will require the completion of the competency checklist, see TAB 12, to confirm the Apprentice has successfully completed the on the job learning portion of the course.

The NCAEC APPRENTICESHIP program is intended to have a single lesson plan that will be taught in two venues:

1. CONTRACTOR BASED ---NCAEC contractor member agrees to follow the guidelines of the NCAEC APPRENTICESHIP curriculum. The NCAEC APPRENTICESHIP program is based on the MIKE HOLT ENTERPRISE apprenticeship textbooks and guidelines. Each NCAEC contractor member agrees to have their in-house apprenticeship program taught by a qualified instructor. As long as the in-house apprenticeship program follows the NCAEC APPRENTICESHIP PROGRAM guidelines, the NCAEC contractors’ in-house program will meet the requirements as set forth by APPRENTICESHIP NC and will maintain the status as a registered and qualified apprenticeship program.

A. SEE ATTACHED FORMS FOR REGISTRATION AND COMPLIANCE FOR THE NCAEC APPRENTICESHIP PROGRAM AND APPRENTICESHIP NC.
   a. TABS 7— Employer agreement
   b. TAB 9 -- Contractor in-house APPRENTICESHIP NC registration form
2. COMMUNITY COLLEGE BASED – NCAEC has established a relationship with the NC COMMUNITY COLLEGE system and APPRENTICESHIP NC, to provide the opportunity for a local NCAEC division to establish a local apprenticeship program supported by the local NCAEC DIVISION and their local Community College. The NCAEC APPRENTICESHIP PROGRAM should be supported by the local Community College Continuing Education department. Any group of NCAEC members, typically a local division, that does not have the ability to provide their own in-house apprenticeship program may use the NC COMMUNITY COLLEGE network to manage the NCAEC APPRENTICESHIP PROGRAM. The procedure for establishing a local apprenticeship program is as follows.
A. Advise the NCAEC office of your intent to establish a local or regional apprenticeship program utilizing the local or regional NC Community College in your area.
B. Refer to TAB 5 in this handbook for guidance.
C. See the attached forms for registration and compliance for the NC Community College based NCAEC APPRENTICESHIP PROGRAM AND APPRENTICESHIP NC.
   a. TAB 7— Employer agreement
   b. Tab 8 --- NC COMMUNITY COLLEGE REQUIRED FORMS
   c. TAB 10 --- APPRENTICESHIP NC Standards
   d. Tab 11 -- NCAEC Wage guidelines
   e. 12 -- Electrician competency checklist

Please refer to each of the TABS in this handbook for additional instructions and information.

Thank you for considering the NCAEC APPRENTICESHIP PROGRAM.
Please review the following letter of introduction from the Director of Apprentice NC, Kathryn Castelloes.

As we have learned from our experiences in Guilford County, working with the local Guilford County Community College, GTCC, our apprentices can qualify for grant funds as provided by the USDOL for apprentices.

In years past, each apprentice may have qualified for up to $1,000.00 in grant funding. Moving into 2020 that is not the case.

In 2020 the potential USDOL grant funds that may be available will be limited to offsetting the cost of tuition only.

Moving into 2020 I would encourage each NCAEC division that is developing a new NCAEC Apprenticeship Program, to work with the local Community College and community to seek out additional funding to offset the expense of participating in the NCAEC Apprenticeship program. Depending on how your local Community College chooses to manage the funds, and where your funding may come from, the funds may be used to purchase all the necessary books and tools needed by the Apprentice.

Funding is necessary to assist to offset the cost of participating in the NCAEC Apprenticeship program. Funding is needed for the following.

A. TUITION
B. BOOKS
   1. MIKE HOLT TEXTBOOKS
   2. OSHA 10 BOOK AND COURSE
   3. NEC 2020 CODE BOOK
C. SUPPLIES AND MATERIAL
   1. APPRENTICE TOOL KIT

Please discuss the options with your Community College administration
TAB 2
December 4, 2019

Good Morning/Afternoon,

In preparation for the 2020 Spring Semester, the North Carolina Community Colleges’ ApprenticeshipNC Program has identified U.S. Department of Labor, Apprenticeship State Expansion Grant funds to support curriculum tuition fees and continuing education registration fees for registered apprentices. Through these grant funds, we are not allowed to support Pre-Apprenticeship Programs. All requests must be part of the student’s Related Education/Instruction as defined within their Registered Apprenticeship.

This Education Assistance Program supports the following industry sectors:

- Advanced Manufacturing
- Hospitality
- Construction
- Information Technology
- Energy
- Logistics
- Healthcare
- Public Safety

Requests for funds to support education assistance are limited to a lifetime maximum of $3,000 per apprentice. Funds can only be used to cover the actual cost of registration fees for continuing education and tuition fees for curriculum courses. Associated fees (i.e. lab fees, books, and supplies) related to the course will not be covered by this grant.

Requests for curriculum courses must be submitted by January 10, 2020. Applications received after this date will not be accepted. Requests for continuing education courses are due within 5 business days of the course start date. Applications received after this timeline will not be accepted.

Funds are limited; therefore, applications will be reviewed on a first come first serve basis. In order to expedite the process, we will no longer be accepting handwritten applications. All applications must be typed in order to be reviewed and submitted electronically.

Invoices for apprentice expenses must be received within 30 days of the date class begins, or the funds will be retracted and reallocated.

Before applying, please review your program or contact your Apprenticeship Consultant to ensure that the Related Education/Instruction referenced for the apprentice is current. If the classes on the application do not match the Related Education/Instruction, the application will not be accepted.

Regards,

Kathryn P. Castelloes  
ApprenticeshipNC Director
# Application for Education Assistance

## Registered Apprentice or Registered Pre-Apprentice Information

<table>
<thead>
<tr>
<th>Full Name of Scholarship Applicant</th>
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<tbody>
<tr>
<td>Apprentice or Pre-Apprentice ID</td>
<td></td>
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<td>Email</td>
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<td>Phone</td>
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<td>Address</td>
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<tr>
<td>City</td>
<td>State</td>
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## Registered Apprenticeship or Registered Pre-Apprenticeship Program Information

<table>
<thead>
<tr>
<th>Select One</th>
<th>_____ Registered Apprenticeship</th>
<th>_____ Registered Pre-Apprenticeship</th>
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<td>Company Name</td>
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<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
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</tbody>
</table>

### Industry Sector

Select Appropriate Industry Sector

- Advanced Manufacturing
- Energy
- Hospitality
- Logistics
- Construction
- Healthcare
- Information Technology
- Public Safety

Apprentice/Pre-Apprentice is enrolled in: Community College

## Education Assistance Grant Award Information

<table>
<thead>
<tr>
<th>Course Number(s) &amp; Name(s)</th>
<th>Award Request Amount</th>
<th>Start Date</th>
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*All sections and fields of the Application for Education Assistance Grant must be completed
*Applications must be received at least two weeks prior to the first day of the class
*Applicants must be registered as an Apprentice or Pre-Apprentice in one of the following industry sectors: Advanced Manufacturing, Construction, Energy, Healthcare, Hospitality, Information Technology, Logistics, or Public Safety
Education Assistance grants may be utilized to support tuition for Curriculum classes and registration fees for Continuing Education courses. Curriculum and Continuing Education applications may also include text books, supplies, materials, and testing fees. All text books, supplies and materials, and testing fees must be required in the course syllabus and purchased through the Community College campus store. No other expenses are allowed through this grant.
TAB 3
CERTIFICATE OF APPRENTICESHIP PROGRAM REGISTRATION

NC ASSOCIATION OF ELECTRICAL CONTRACTORS

Has Met the Requirements for Provisional Registration of an Apprenticeship Training Program
As Prescribed by the Regulations of the North Carolina Community College System

Effective the 18th day of October, 2018

[Signatures]
ApprenticeshipNC Director
NC Community College System President
The following lesson plan is required to be USED by both IN-HOUSE programs as well as COMMUNITY COLLEGE BASED programs. Additional details for each classroom session to follow.

1st Year

OSHA 10 – IN-HOUSE PROGRAM - may be taught in-house by qualified instructor. COMMUNITY COLLEGE BASED PROGRAM will require apprentice to take this course online.

Week
1 - 2: Tools introduction - having examples or student’s own tools used in classroom setting (their choice on how they want to approach this segment). Refer to Article 90 page 7 of Mike Holt Year One book.

3 - 5: Materials introduction, same as above.

6: Review/Test.

7 - 9: Conduit Bending - having benders and conduits for students. Reference Articles 342 – pg. 217, 344 – pg. 221, 358 – pg. 241 in Mike Holt’s Year One book. There are many ways to approach this, it depends on each student’s knowledge of bending. Each instructor will find his best starting point. The instructor should start with the very basics and build from there.

10 – 11: Grounding Article 250 pg. 89 in Mike Holt’s Year One book.

12: Review/Test.

13 - 14: Box calculations - both modules will reference Article 314 in Mike Holt’s Year One book pg. 165. How the Instructor uses the book and his personal knowledge of bending is up to each Instructor.

15 - 16: Mike Holt’s Meter Book - comes with Year 1 package. Again, it’s up to Instructor to determine how to best use the book along with classroom interaction. This is a typical area where the Apprenticeship committee needs to assist the instructor to acquire meters and potentially manufacturers assistance with training.

17 - 18: Terminations: Mike Holt’s Year One book - Article 110 pg. 57. See above for how to approach this module.
19: Review/Test.

20 - 25: NEC Chapter 3 - NEC code book. Instructor again chooses what material needs to be covered, depending on student’s area of work, residential, commercial or Industrial.


Also, The instructor will need to mix in the General Knowledge and Best Practices in each Module of the lesson plan, as is considered appropriate.

28: Review/Test.

Testing for the in-house and community college-based programs will be based on the MIKE HOLT guideline for testing. Each instructor for the IN-HOUSE programs will develop a test based on what was taught in the classroom. Community College Based programs will follow the test procedures as established by the NCAEC office.

STUDY HOURS ASSIGNMENT TO COMPLY WITH APPRENTICESHİPO NC REQUIREMENT

1. ON-LINE --- 10 HRS, OSHA 10
2. CLASSROOM --- 84 HRS
3. OJT – 50 HRS
   A. BOX CALCULATIONS – 6 HRS
   B. ENCLOSURES AND SUPPORT – 6 HRS
   C. INTRODUCTION TO TOOLS --- 7 HRS
   D. INTRODUCTION TO MATERIALS --- 7 HRS
   E. BEST PRACTICES --- 12 HRS
   F. GENERAL ELECTRICAL KNOWLEDGE – 12 HRS
4. TOTAL 144 HOURS
The Following lesson plan is required to be USED by both IN-HOUSE programs as well as Community College Based Programs.
Additional details for each classroom session to follow.

2nd Year

Week:
1 - 2: Working space about Electrical Equipment (Article 110.26 NEC and Chapter 1 Mike Holt page 73 2nd yearbook).

3: Review and Test

4 – 6: Identification of Terminals and Neutral Conductor (Article 200.6 NEC and Chapter 2 Mike Holt page 93 2nd Yearbook.

7: Review and Test

8 - 9: Protection of wiring methods (Chapter 3 NEC and Chapter 3 Mike Holt pages 327 thru 338 2nd yearbook)

10: Review and Test

11 - 12: Outlet box requirements (Article 314 NEC and Chapter 3 Mike Holt pages 379 thru 394 2nd yearbook

13: Review and Test

14 - 16: Installations of Cables (Article 320, 330, and 334 NEC and Chapter 3 Mike Holt pages 401 thru 409 2nd yearbook)

17: Review and Test

18: Requirement for EMT Conduit (Article 358 NEC and Chapter 3 Mike Holt pages 469 thru 373 2nd yearbook)

19: Requirement for Rigid Metal Conduit (Article 344 NEC and Chapter 3 Mike Holt pages 440 thru 444 2nd yearbook)

20: Requirement for PVC Conduit (Article 352 NEC and Chapter 3 Mike Holt pages 458 thru 463 2 yearbook)
21: Review and Test

22 – 23: Requirement for Switches (Article 404 NEC and Chapter 4 Mike Holt pages 539 thru 544 2nd yearbook)

24: Review and Test

25 – 26: Requirements for Receptacles (Article 406 NEC and Chapter 4 Mike Holt pages 527 thru 537 2nd yearbook)

27: Review and Test

28: Best Practices

STUDY HOURS ASSIGNMENT TO COMPLY WITH APPRENTICESHIP OF NC REQUIREMENTS

1. Classroom --- 84 hours
2. OJT --- 60 hours
   A. Outlet and Junction Boxes (10 hours)
   B. A/C cable (8 hours)
   C. M/C cable (4 Hours)
   D. N/M cable (4 hours)
   E. EMT Conduit (14 hours)
   F. Rigid Conduit (10 hours)
   G. PVC Conduit (10 hours)
3. TOTAL 144 HOURS
The Following lesson plan is required to be used by both IN-HOUSE programs as well as Community College Based Programs. Additional details for each classroom session to follow.

**3rd Year**

Week:
1 - 5: Hazardous Locations (Article 501 NEC and Mike Holt pages 103 thru 117 3\textsuperscript{rd} yearbook).
6: Review and Test
7– 8: Hazardous Locations (Article 502 NEC and Mike Holt pages 119 thru 128 3\textsuperscript{rd} Yearbook.
9: Review and Test
10 - 11: Hazardous Locations (Article 503 NEC and Mike Holt pages 129 thru 133 3\textsuperscript{rd} yearbook)
12: Review and Test
13: Commercial Garages (Article 511 NEC and Mike Holt pages 135 thru 138 3\textsuperscript{rd} yearbook)
14: Review and Test
15 – 19: Health Care Facilities (Article 517 NEC and Mike Holt pages 148 thru 152 3\textsuperscript{rd} yearbook)
20: Review and Test
21 - 22: Elevators (Article 620 NEC and Mike Holt pages 227 thru 231 3\textsuperscript{rd} yearbook)
23: Review and Test
24: Fire Pumps (Article 695 NEC and Mike Holt pages 287 thru 293 3\textsuperscript{rd} yearbook)
25: Review and Test
26 – 27: Emergency Systems (Article 700 & 701 NEC and Mike Holt pages 315 thru 326 3rd yearbook)

28: Review and Test

STUDY HOURS ASSIGNMENT TO COMPLY WITH APPRENTICESHIP OF NC REQUIREMENTS

1. Classroom --- 84 hours
2. OJT --- 60 hours
   A. Outlet and Junction Boxes (12 hours)
   B. EMT Conduit (12 hours)
   C. Rigid Conduit (12 hours)
   D. PVC Conduit (6 hours)
   E. Generators (6 hours)
   F. Hazardous Areas (12 hours)

3. TOTAL 144 HOURS
The Following lesson plan is required to be USED by both IN-HOUSE programs as well as Community College Based Programs.
Additional details for each classroom session to follow.

4th Year

Week:
1 - 4: Raceway and Box Calculations (NEC and Unit 5 Mike Holt pages 187 thru 217 4th yearbook).
5: Review and Test
6 – 10: Conductor Sizing and Protection (NEC and Unit 6 Mike Holt pages 243 thru 273 4th Yearbook.
11: Review and Test
12 - 17: Motor and A/C Calculations (NEC and Unit 7 Mike Holt pages 301 thru 328 4th yearbook)
18: Review and Test
19 - 20: Neutral Calculation (Article 220 NEC and Unit 10 Mike Holt pages 462 4th yearbook
21: Review and Test
22 - 26: Transformer Calculations (Article 450 NEC and Unit 12 Mike Holt pages 540 thru 554 4nd yearbook)
27: Review and Test
28: Best Practices

STUDY HOURS ASSIGNMENT TO COMPLY WITH APPRENTICESHIP OF NC REQUIREMENTS

1. Classroom --- 84 hours
2. OJT --- 60 hours
A. Outlet and Junction Boxes (14 hours)
B. Conductor Sizing (14 hours)
C. Motors (22 hours)
D. Transformer (10 hours)

3. TOTAL 144 HOURS
NCAEC APPRENTICESHIP PROGRAM STARTUP TIMELINE

To allow for a reasonable amount of time to perform all of the required organization necessary in establishing a successful Apprenticeship Program at your local Community College, it is necessary to organize the people that will become the Apprenticeship committee and assign responsibilities and tasks. A reasonable timetable for organization and execution of the plan is THREE MONTHS.

STEP 1. A local NCAEC Division needs to decide if they are committed to support a NC COMMUNITY COLLEGE based Apprenticeship program.

STEP 2. The local NCAEC division needs to select an Apprenticeship Chairman to lead the charge to establish an apprenticeship program with the local Community College.

STEP 3. The Apprenticeship Chair needs to reach out to the local Community College to determine if there is local support for the apprenticeship program. Start with the Apprenticeship director and the director of continuing Education. Each Community College may operate differently and assign responsibilities differently from other Colleges. Find your champion.

STEP 4. Invite local division NCAEC APPRENTICESHIP CHAIRS to meet with the local Community College leadership, to discuss
the partnership between NCAEC and the Community College, to support the NCAEC APPRENTICESHIP PROGRAM.

You may be 4-6 weeks into your process at this time, depending on the availability of the committee members and access to the Community College administration.

Step 5. If the local Community College is willing to support the NCAEC APPRENTICESHIP program through their Continuing Education department, the local NCAEC Division can move forward developing the program. At this point, the Community College will need to establish a CLASS ID for the apprenticeship course. Once the CLASS ID has been established, you can move forward completing the necessary forms for enrollment and registration with Apprenticeship NC. The course ID must be submitted to APPRENTICESHIP NC.

It may take TWO WEEKS to get the CLASS ID # assigned.

You are 6-8 weeks into the process now.

STEP 6. Find an instructor. While the Community College may have an acceptable instructor, the College may need assistance from your division to find an instructor.

STEP 7. Recruiting. At this point, you should know that the local NCAEC Division supports the apprenticeship program, and the local Community College is supporting the program. At this
point the Community College has assigned a CLASS ID for the Apprenticeship course. Now we need Apprentices to register.

It is extremely important that the forms for registration with the Community College and Apprenticeship NC be completed in a timely manner. Please refer to TABS 6,7 & 8 for guidance.

STEP 8. The local NCAEC Division must establish the necessary committees to manage the Apprenticeship Program.

   A. CHAIRMAN
   B. TOOLS AND MATERIAL
   C. RECRUITMENT
   D. LESSON PLAN SUPPORT

Step 7. Timeline for Getting Started

   A. RECRUITMENT 4 WEEKS
   B. APPRENTICE REGISTRATION 2 WEEKS
   C. TIME REQUIRED FOR APPRENTICESHIP NC TO COMPLETE THEIR PAPERWORK ON ALL APPRENTICES SUBMITTED TO PARTICIPATE IN THE PROGRAM, 3-5 WEEKS.
   D. TIME REQUIRED FOR THE COMMUNITY COLLEGE TO COMPLETE THE APPRENTICE REGISTRATION, 2-3 WEEKS
   E. TIME REQUIRED TO ALLOW USDOL TO APPROVE THE USDOL EDUCATION ASSISTANCE GRANT FOR EACH APPRENTICE, 3-4 WEEKS.
   F. TIME REQUIRED FOR THE APPRENTICESHIP COMMITTEE TO SCHEDULE THE MATERIAL AND TOOLS, GUEST
You are now approximately 9-11 weeks into the process. Please keep in mind that recruiting Apprentices for your program should have started the day your NCAEC division agreed to develop an Apprenticeship program.

STEP 8. Now that you have registered your Apprentices and the Community College has assigned an instructor to the course, you are almost ready to begin class. Discuss a start date for the first class with your Community College champion. Keep in mind that the Continuing Education group at the local Community College does not have to follow the same enrollment schedule as the Associate degree courses. The course cannot start before the Community College has been told by APPRENTICESHIP NC, that the Apprentices have been funded by the USDOL grant funds.

Do not start the class without funding.

It is reasonable to expect the timeline to complete the entire organization of the Apprenticeship Program to take 12 + weeks.
TAB 6
REGISTRATION PROCEDURE:

IN-HOUSE
1. Each employer must sign the employer agreement. Return to NCAEC office, SEE TAB #7.
2. Each apprentice must complete the APPRENTICESHIP NC REGISTRATION DOCUMENTS. Return to NCAEC office, SEE TAB #9.

COMMUNITY COLLEGE BASED PROGRAM
1. Each division supporting a Community College-based APPRENTICESHIP program must do the following:
   a. Establish an APPRENTICESHIP committee consisting of recruitment, tools and material, instruction and Community College relations, sub committees.
   b. Establish a relationship with the local Community College continuing Education Director.

2. Each employer must sign the employer agreement. Return to NCAEC office, SEE TAB #7.
3. Each apprentice must complete the APPRENTICESHIP NC REGISTRATION DOCUMENTS. Return to NCAEC office, SEE TAB #8. See Apprenticeship agreement and Education Assistance forms.
4. Each apprentice must register with their specific Community College that is managing the NCAEC APPRENTICESHIP PROGRAM under the CONTINUING EDUCATION department. See the example for GTCC registration form under TAB 8. Each community College may mange this process differently.
5. Each apprentice must complete the Education assistance form. This form should be returned to the NCAEC office. The NCAEC office will forward these applications to APPRENTICESHIP NC for processing. This form is under TAB 8. The USDOL has grant funds available from year to year to assist with apprenticeship programs in the construction industry. Funds may be available based on eligibility of the program and Apprentice as well as the availability of funds from the USDOL budget. Grant funds are intended to be used to offset the cost of tuition and books and required materials for the apprentice. The funds are provided by USDOL through APPRENTICESHIP NC to your local Community College. Each Community College manages the availability of the funds for the Apprentice. Each Community College may decide what the funds
can be used for. Please communicate with your Community College to discuss these USDOL grant funds.
EMPLOYER AGREEMENT

The Employer Agreement form is required by APPRENTICESHIP NC.

This form is required for all NCAEC contractor employers participating in the NCAEC APPRENTICESHIP program, so to allow the NCAEC APPRENTICESHIP PROGRAM to be recognized for the full participation of active Apprentices in the NCAEC APPRENTICESHIP PROGRAM.

Contractors managing their individual in-house apprentice programs using the NCAEC APPRENTICESHIP PROGRAM lesson plan and who are in compliance with the APPRENTICESHIP NC guidelines as well as contractors who have Apprentices enrolled in one of the Community College based programs, must complete this form.
Employer Agreement

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the Program Sponsor. Employer Name agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Program Sponsor established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them and do hereby request certification to train apprentices under the provisions of these Standards with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Program Sponsor or Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journey worker and guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work.

This form must be signed and returned to the Program Sponsor/Address no later than the first day of class for the apprenticeship to become effective.

Signed: __________________________ Date: __________
Print Name: __________________________________________
Title: __________________________________________

Name of Company: __________________________________________
Address: __________________________________________
City/State/Zip Code: __________________________
Phone Number: (____) __________________________
Fax: (____) __________________________
Email: __________________________________________

Occupation: __________________________________________
Journey worker Wage: $ __________________________
Total Workforce: __________________________________________
Total Certified Workforce: ________ Females: ________ Minority: ________
Total Apprentices Employed: ________

Reviewed and Approved by: __________________________ Date: __________
Sponsor Signature: __________________________

NC Community College System /ApprenticeshipNC
Signed: __________________________ Date: __________
Title: __________________________
COMMUNITY COLLEGE BASED APPRENTICESHIP REGISTRATION FORMS

The following forms must be completed and returned to the NCAEC for processing.

The GTCC registration form in this section is considered an EXAMPLE of the form required by each Community College needed to register each Apprentice at the local community college.

Each Community College will assign a COURSE ID or CLASS ID, that designates the NCAEC APPRENTICESHIP PROGRAM lesson plan as a Community College program. While the class is intended to be the NCAEC APPRENTICESHIP PROGRAM, others may register to take the course. Students enrolled to take the course as an available course at the Community College will not qualify for education assistance or be Apprenticed under our registered Apprenticeship program with APPRENTICESHIP NC. Only employed Apprentices sponsored by a NCAEC member contractor are considered Apprentices.

This practice may vary from one Community college to another.
DOCUMENTS REQUIRED FOR A COMMUNITY COLLEGE BASED NCAEC APPRENTICESHIP PROGRAM

1. APPRENTICESHIP AGREEMENT --- This form is required to be signed by all Apprentices enrolling into a Community College based NCAEC APPRENTICESHIP PROGRAM. This document registers the apprentice with APPRENTICESHIP NC.

2. EDUCATION ASSISTANCE --- This form is required to be signed by all Apprentices enrolling into a Community College based NCAEC APPRENTICESHIP PROGRAM. This document registers the apprentice to be eligible for education assistance grants from USDOL.

3. COMMUNITY COLLEGE REGISTRATION FORM – Each community college may manage the registration of the Apprentice into the community College course differently. Ever Apprentice will be enrolled into a continuing education curriculum based on the guidelines of the NCAEC APPRENTICESHIP PROGRAM. The apprentice must be enrolled at a Community College to receive the USDOL grant funds as they are available.

4. See Employer agreement from TAB 7

5. Community College registration, using GTCC as an example.
Continuing Education Registration Form

GTCC
Guilford Technical Community College

Post Office Box 309, Jamestown, NC 27282
336-334-4822

IMPORTANT: Please print clearly, respond to all questions completely, and sign registration form. Incomplete or unsigned Registration Forms cannot be processed.

Course: NCAEC Apprentice 1
Number (Code):  
Title:  
Location:  
Date: Begin / End  
Fee: $ N/A

Course:  
Number (Code):  
Title:  
Location:  
Date: Begin / End  
Fee: $  

How did you hear about this course? Please select only one of the selections below:

d □ Advertisement  
□ Live and Learn Catalog  
□ Corporate Contact  
□ GTCC Website  
□ Recruitment Activities  
□ Referral  
□ Other  

Social Security #:  
□ Used for reporting purposes only

Name:  
Last:  
First:  
Middle:  
Address:  
Street, P.O. Box, Route  
City:  
State:  
Zip Code:  
County of Residence:  
Date of Birth:  
Month:  
Day:  
Year:  

E-mail Address:  
Home/Cell Phone:  

Sex: □ 1. Female  □ 2. Male

Ethnicity: □ 1. Hispanic/Latino  
□ 2. Non Hispanic/Latino
Race: □ 1. American/Alaska Native  
□ 2. Asian  
□ 3. Black or African American  
□ 4. Hawaiian or Pacific Islander  
□ 5. White  
□ 6. Other

The highest education level that best describes you:

0 □ 1 2 3 4 5 6 7 8 9 10 □
□ 11 (Highest Grade Completed – Not High School Graduate)  
□ 12 (High School Graduate)  
□ GED or High School Equivalency  
□ 13 Adult High School Diploma  
□ Vocational Diploma  
□ Associate Degree  
□ Bachelor’s Degree  
□ Master’s Degree or Higher

Employment: □ Full-Time (FT)  
□ Part-Time (PT)  
□ Unemployed – Not Seeking (UN)  
□ Unemployed – Seeking (US)  
□ Inmate

Employer:  
Business Phone:  

Employer’s Address:  

Please check one: I certify that I am at least 18 years old and not enrolled in public school □ or I am under 18 and have provided a Minor Release Form to the Continuing Registration Office □

Payment:  
Total Fee: $  
Total Payment: $  
Check one: □ Check  
□ Money Order  
□ Master Card  
□ Visa

*Make check payable to: GTCC

Card Holder’s Name:  
Card Holder’s Signature:  
Card Number:  
Exp. (MM / YY)  
CSC Code  

BY MY SIGNATURE, I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT.

Student Signature:  
Date:  

FOR OFFICIAL USE ONLY

Colleague ID Number:  
Term:  

Revised 6/2014
Apprenticeship Agreement

The program Sponsor and the Apprentice, Pre-Apprentice, Master Craftsman, or On-The-Job Learner agree to the terms of the Program Standards as amended, incorporated as part of this Registration Agreement.

<table>
<thead>
<tr>
<th>Program #: 29076</th>
<th>Phone: (336)854-8354</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor: NC Association of Electrical Contractors</td>
<td></td>
</tr>
<tr>
<td>Supervisor: Terry Cromer</td>
<td></td>
</tr>
<tr>
<td>Address: 3707 Alliance Dr. Greensboro, NC 27407</td>
<td></td>
</tr>
</tbody>
</table>

Social Security Number: **SPONSOR CALL TO PROVIDE**

Apprentice: **PLEASE PRINT CLEARLY, CHECK ALL THAT APPLY**

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<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
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<tr>
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<td>High School Student</td>
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<table>
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<td>Female</td>
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<tr>
<td>Asian</td>
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<tr>
<td>Indian</td>
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<td>Other</td>
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<tr>
<th>Wages Paid During RI Training:</th>
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<tbody>
<tr>
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<table>
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<tr>
<th>ApprenticeshipNC</th>
<th>200 West Jones Street</th>
<th>5001 Mail Service Center</th>
<th>Raleigh, NC 27699-5001</th>
<th>P - (919) 807-7100</th>
<th><a href="mailto:apprenticeshipnc@nccommunitycolleges.edu">apprenticeshipnc@nccommunitycolleges.edu</a></th>
</tr>
</thead>
</table>

The information provided in this section is for Equal Employment Opportunity Commission (EEOC) purposes. To comply with Federal and State laws, we must provide equal opportunity to qualified people. Providing this information is voluntary, will be held strictly private and is not considered when evaluating your Registration Application. You are considered to have a disability for a physical, mental impairment, or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

☐ No  ☐ Yes  ☐ I don’t wish to answer

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, disability, creed or political affiliation. The Sponsor will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and North Carolina law.

<table>
<thead>
<tr>
<th>Date Training Begins:</th>
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<th>Expected Date of Completion:</th>
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<table>
<thead>
<tr>
<th>Apprentice Occupation Title: Sponsor to Provide</th>
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<tbody>
<tr>
<td>ELECTRICIAN</td>
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</table>

Apprentice ID: WILL BE ASSIGNED BY CONSULTANT

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<tr>
<th>OJT/Hours Required</th>
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<th>OJT/Credit for Previous Work Experience</th>
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<th>RI/Hours Required</th>
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<th>RI/Hours Remaining</th>
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<thead>
<tr>
<th>Signature of Participant:</th>
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<tr>
<td>(Parent/Guardian, if under 18)</td>
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<td>Date:</td>
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<tr>
<th>Signature of Sponsor or Representative:</th>
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<tr>
<td>Title:</td>
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<tr>
<td>Date:</td>
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<tr>
<th>Signature of Apprentice Consultant:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wanda Ramos-McPherson</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>
This Apprenticeship Agreement is made in accordance with the Sponsor’s approved and registered Standards of Apprenticeship, as amended, between Apprentice and Sponsor. The attached Apprenticeship Registration Application and the Standards of Apprenticeship, as amended, are fully incorporated herein by reference. This Apprenticeship Agreement, the attached Apprenticeship Registration Application and the Standards of Apprenticeship, as amended, are the full agreement between the Parties and hereinafter referred to as the “Agreement”.

Termination of the Agreement shall be effective only when requested and approved in writing in accordance with the Standards of Apprenticeship, as amended.

The Sponsor will:

- Place and train the Apprentice in the trade specified above.
- Abide by the Standards of Apprenticeship, as amended.
- Make available for the Apprentice’s review during normal business hours at the location where the Apprentice is located a copy of the Standards of Apprenticeship, as amended.
- Advise the Apprentice in writing of proposed revisions to the Standards, at least two weeks before the revisions are to be submitted to ApprenticeshipNC for approval and registration.
- Accept and duly consider the Apprentice’s written comments on proposed revisions to the Standards; however, if Apprentice does not submit written comments within one week of submission to ApprenticeshipNC, Apprentice’s comments may not be considered by ApprenticeshipNC and may not become part of the proposed revisions.

The Apprentice will:

- Perform the work in said trade, faithfully and diligently, throughout the apprenticeship.
- Attest to having read the Standards of Apprenticeship, as amended.
- Abide by the provisions of the Standards and all subsequent revisions to the Standards that are submitted, approved, and registered in accordance with the review process.
- Waive his rights under 20 U.S.C. § 1232g (b). so that an educational agency or institution may disclose the Apprentice’s grades and attendance records to the Sponsor, and ApprenticeshipNC without the participant’s further permission. Release of the Apprentice’s grades and attendance records is done so that the Sponsor and ApprenticeshipNC may evaluate the Apprentice’s progress and administer the apprenticeship program.

<table>
<thead>
<tr>
<th>Signature of Apprentice:</th>
<th>Signature of Sponsor:</th>
<th>Signature of Apprenticeship Consultant:</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Wanda Ramos-McPherson</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Print Name:</th>
<th>Title:</th>
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<th>Date:</th>
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</tbody>
</table>

Director’s Approval:

_________________________  ■ Previous Credit  ■ Waiver  Date: ___________

Page 2 of 2
CONTRACTOR BASED IN-HOUSE
APPRENTICESHIP PROGRAM

The document in this section, TAB 9 is required to be completed for each Apprentice enrolled in the contractors in-house program, so to register all Apprentices enrolled in the NCAEC APPRENTICESHIP PROGRAM with APPRENTICESHIP NC.
Apprenticeship Agreement

The program Sponsor and the Apprentice, Pre-Apprentice, Master Craftsman, or On-The-Job Learner agree to the terms of the Program Standards as amended, incorporated as part of this Registration Agreement

| Program #: | 29076 | Phone: (336)854-8354 |
| Sponsor: | NC Association of Electrical Contractors |
| Supervisor: | Terry Cromer |
| Address: | 3707 Alliance Dr. Greensboro, NC 27407 |

| Participating Employer/School |
| Name: | Contact: |
| Address: | Phone: |
| Email: |

Social Security Number: **SPONSOR CALL TO PROVIDE**

Apprentice: **PLEASE PRINT CLEARLY, CHECK ALL THAT APPLY**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
<td></td>
</tr>
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<table>
<thead>
<tr>
<th>Date of Birth:</th>
<th>Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highest Educational:</td>
<td>Veteran:</td>
</tr>
<tr>
<td>High School Graduate</td>
<td>YES</td>
</tr>
<tr>
<td>High School Student</td>
<td>YES</td>
</tr>
<tr>
<td>G.E.D.</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

Gender: | Male | Female |
| Race: | White | Black | Hispanic | Asian | Indian | Other |

Wages Paid During RI Training:

| YES | NO | Undetermined |
| Date Training Begins: | Expected Date of Completion: |
| Apprentice Occupation Title: Sponsor to Provide |  |
| ELECTRICIAN | |
| Apprentice ID: WILL BE ASSIGNED BY CONSULTANT | |

<table>
<thead>
<tr>
<th>OJT/Hours Required</th>
<th>OJT/Credit for Previous Work Experience</th>
<th>OJT/Hours Remaining</th>
<th>RI/Hours Required</th>
<th>RI/Credit for Previous Work Experience</th>
<th>RI/Hours Remaining</th>
</tr>
</thead>
</table>

| Signature of Participant: | Signature of Sponsor or Representative: |
| (Parent/Guardian, if under 18) | Title: |

| Signature of Apprentice Consultant: |
| Wanda Ramos-McPherson |

Date: | Date: | Date: |
This Apprenticeship Agreement is made in accordance with the Sponsor’s approved and registered Standards of Apprenticeship, as amended, between Apprentice and Sponsor. The attached Apprenticeship Registration Application and the Standards of Apprenticeship, as amended, are fully incorporated herein by reference. This Apprenticeship Agreement, the attached Apprenticeship Registration Application and the Standards of Apprenticeship, as amended, are the full agreement between the Parties and hereinafter referred to as the “Agreement”.

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Signature of Apprentice: ____________________________
Signature of Sponsor: ____________________________
Signature of Apprenticeship Consultant: Wanda Ramos-McPherson

Print Name: ____________________________
Title: ____________________________
Date: ____________________________

Previous Credit: ☐
Waiver: ☐
Date: ____________________________
TAB 10
The following document has been prepared by APPRENTICESHIP NC in relationship with the NC COMMUNITY COLLEGE system.

This document applies to both Contractor based IN-HOUSE apprenticeship programs as well as the COMMUNITY COLLEGE based program for the NCAEC APPRENTICESHIP PROGRAM.

While the entire document is important, there are several sections of this document that need to be reviewed carefully.

1. DEFINITIONS, TERMS AND COMPONENTS. This section is extremely beneficial to better understand the basis of our Apprenticeship program.
2. SECTIONS 5, 6, 7 & 8. Please review these sections so to best understand the responsibilities of the Contractor sponsor, the Apprentice as well as the responsibilities of the skilled trainer for on the job training.
3. Section 9. NCAEC pledge to support EEO.
4. SECTION 12. While we are starting our initial program from a zero experience basis, the NCAEC APPRENTICESHIP PROGRAM will develop the means to accept previous work experience and training as acceptable training for compliance of the standards and suitable for credits to meet the requirements of the modified hybrid Apprentice program #29076, as set forth by APPRENTICESHIP NC.
5. SECTION 13. WAGES, please refer to section 13 of the NCAEC APPRENTICESHIP PROGRAM handbook.
North Carolina Apprenticeship Standards  
Sponsored By:  
NC Association of Electrical Contractors  
3707 Alliance Dr.  
Greensboro, NC 27407

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Occupation Code</th>
<th>Type of Training (Time Based, Competency Based, or Hybrid)</th>
</tr>
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<tbody>
<tr>
<td>Electrician</td>
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<td>Hybrid</td>
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</table>

I agree and understand the contents of this document:

**Terry Cromer**  
Program Supervisor  
1-7-2019  
Date

Program Number: 29076  
Effective Date of Registration: October 18, 2018  
Effective Date of Revision:
Contents

Definitions, Terms and Components ................................................................. 3
Section 1 – Foreword ......................................................................................... 6
Section 2 – Provisional Registration ................................................................. 6
Section 3 – Purpose ........................................................................................... 6
Section 4 – Duties and Responsibilities of the Apprentice .............................. 7
Section 5 – Duties and Responsibilities of the Program Sponsor .................. 7
Section 6 – Duties and Responsibilities of the Journeyworker ....................... 8
Section 7 – Ratio of Journeyworker to Apprentice ........................................ 8
Section 8 – Applicant Qualifications ................................................................ 9
Section 9 – Equal Employment Opportunity in Apprenticeship .................... 9
Section 10 – Apprenticeship Agreement .......................................................... 10
Section 11 – Probationary Period ................................................................... 11
Section 12 – Credit for Prior Work Experience or Related Education .......... 11
Section 13 – Wages .......................................................................................... 12
Section 14 – Hours of Work ............................................................................. 12
Section 15 – Safety and Health Training ....................................................... 12
Section 16 – Amendments or Modifications ............................................... 12
Section 17 – Adjustment of Differences and Complaint Procedure .............. 132
Section 18 – Identification of the Registration Agency ................................. 13
Section 19 – Notice to Registration Agency of Agreements ........................... 14
Section 20 – Department of Veteran Affairs ................................................. 14
Section 21 – Consultants ............................................................................... 14
Section 22 – Program Deregistration ............................................................. 14
Section 23 – Conformance with Federal Laws and Regulations .................... 14
Section 24 – Contact Information for Complaint Procedure ....................... 15
Attachments ..................................................................................................... 16
Definitions, Terms and Components

**Apprentice** – A person meeting the qualifications, who has entered into a written Apprenticeship Agreement providing for learning and acquisition of skills required to become fully-trained in the named occupation as described under the provisions of these Standards.

**Apprenticeship Agreement** – Each Apprentice and authorized official of the Program Sponsor must sign an Apprenticeship Agreement that is provided by the Registration Agency. The purpose of the Agreement is to outline the terms and conditions of the Apprenticeship Program and the responsibilities of all parties to the Agreement.

**Apprenticeship Committee** – A committee that can be established by the program sponsor to administer and enforce these Apprenticeship Standards.

**Apprentice Electronic Registration (AER)** – An electronic tool, provided by the North Carolina Community College System Office, ApprenticeshipNC, which allows for instantaneous transmission of Apprentice data to the Registration Agency. It provides the Program Sponsor with electronic access for the administration and review of program data.

**Apprentice to Fully Skilled Ratio** – A ratio is established to ensure that adequate skilled personnel are available to assist in the training and supervision of Apprentices on the job.

**Apprentice Wage Progression** – A progressive schedule of wages is paid to Apprentices consistent with the level of skill acquired and satisfactory completion of the work experience or competencies and job-related education requirements.

**Amendments or Modifications** – Programs can be modified as needed. The Program Sponsor or Apprenticeship Committee will continually monitor the Apprenticeship Program for quality, efficiency, and compliance with the Standards of Apprenticeship, and the Program’s effectiveness in meeting industry needs.

**Cancellation** – The termination of the registration of a program at the request of the sponsor or termination of an Apprenticeship Agreement. Written notification of the action to the Registration Agency is needed for the cancellation of either the Program or the Agreement.


**Competency** – The attainment of manual, mechanical or technical skills and knowledge, as specified by occupational standards and demonstrated by appropriate written and hands-on proficiency measurements.

**Complaint Procedure** – The Program Sponsor will develop a procedure for addressing complaints concerning the operation and administration of the Apprenticeship Program and will identify a contact person to receive any complaints. The procedure notifies
Apprentices and applicants of their rights to pursue closure of an issue through an appropriate party.

**Completion Rate** – The percentage of an Apprenticeship cohort who receive a certificate of Apprenticeship completion within one year of the projected completion date. An Apprenticeship cohort is the group of individual Apprentices registered to a specific program during a one-year time frame, except that a cohort does not include the Apprentices whose Apprenticeship Agreement has been cancelled during the probationary period.

**Credit for Prior Experience** – The Program Sponsor may recognize previous related occupational experience, education, training and skills that applicants have acquired and grant such applicants credit toward completion.

**Equal Employment Opportunity Pledge** – A statement of commitment that the Apprenticeship Program will be conducted in conformity with all applicable Federal, State and local EEO/Affirmative Action laws, regulations, rules and adopted plans.

**Job Related Education (JRE)** - An organized and systematic form of instruction designed to provide the Apprentice with knowledge of the theoretical and technical subjects related to the occupation. Such instruction may be given in a classroom, through occupation or industrial courses, by correspondence courses of equivalent value, through electronic media, or through other forms of self-study approved by the Registration Agency.

**Journeyworker/Fully Skilled** – A fully qualified worker in an Apprenticeable occupation who has attained a level of skill, abilities and competencies recognized within an industry for the 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 job-related education.

**NCAC** – North Carolina Administrative Code

**On-the-Job Learning (formerly called On-the-Job Training or OJT)** – A detailed outline of the work functions, tasks, or competencies that each Apprentice will perform, with the number of hours of training for each task. On-the-Job learning can be delivered and measured through a traditional time-based approach; a competency-based approach premised on the attainment of demonstrated, observable and measurable competencies; or through a “hybrid” approach which is a combination of time-based parameters and the meeting of articulated performance-based competencies. Each occupation is designated according to the method of training.
Probationary Period – The defined period of time during which either party to the Apprenticeship Agreement may terminate the Apprenticeship Agreement. The Probationary Period is intended to provide an opportunity for the Apprentice to ensure the type of work is to their liking, and for the Program Sponsor to determine whether the Apprentice has the aptitude for the work.

Program Sponsor – NC Association of Electrical Contractors

Provisional Registration – The one-year initial provisional approval of newly registered programs that meet the required standards of program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency.

Registration Agency - The North Carolina Community College System Office, ApprenticeshipNC, 200 West Jones St., Raleigh, NC 27603.

Registration - The recognition by the Director and the recording with the Registration Agency of an Apprenticeship Program or Apprenticeship Agreement signifying that the program or agreement complies with the rules, requirements, criteria, and standards of the N.C. Apprenticeship Act (N.C. General Statutes § Chapter 115D) and the administrative rules (Title 4, NCAC Subchapter 22.0204(b)).

Revision – Any substantive modification or change of the Standards of Apprenticeship or of an Apprenticeship Agreement.

Standards of Apprenticeship - Shall mean this entire document, including any attachments.

Term of Apprenticeship – The term of Apprenticeship for the occupation(s) covered by these Standards of Apprenticeship will be expressed in terms of hours, months or years of work experience or achieved competencies. In addition, the program identifies the number of hours of job-related education per year during the term of Apprenticeship.

State Approving Agency – The authority for approving veterans to use their G.I. educational benefits in an approved Apprenticeship/OJT program. The State Approving Agency for Apprenticeship and OJT Training programs is the North Carolina Community College System Office, ApprenticeshipNC.
NC Association of Electrical Contractors Apprenticeship Program

Section 1 – Foreword

Experience has demonstrated that a practical and sound method of preparing workers for employment in skilled occupations is through formalized Apprenticeship – a training concept which provides for employment and training under actual job conditions supervised by skilled professionals and at wages commensurate with the Apprentice's skill. In addition, the Apprentice's knowledge and understanding of the occupation is enhanced through participation in approved courses of related and supplemental education.

It is the desire of NC Association of Electrical Contractors to cooperate with the North Carolina Community College System Office and the U.S. Department of Labor in the training of Apprentices and to assure the Apprentices that, if they diligently apply themselves, they will be afforded an opportunity to become skilled professionals in the occupation.

Section 2 – Provisional Registration

Pursuant to Title 4, NCAC Subchapter 22.0205(g), all new programs registered after December 1, 2010, receive provisional registration approval for one (1) year. At the end of the first year, the Division will evaluate the program for compliance and the program may either receive full recognition, continue in provisional status through the first full training cycle, or be recommended for deregistration procedures if not in operation or not conforming to the regulations during the provisional approval period. A comprehensive review includes determining if Apprentices are receiving: (1) on-the-job learning in all phases of the occupation, (2) scheduled wage increases consistent with the registered standards, and (3) job related education through appropriate curriculum and delivery systems. The review will also include determining whether the Program Sponsor is submitting new registrations, cancellations, and completions as required by the N.C. Apprenticeship Act (N.C. General Statutes § Chapter 115D) and the administrative rules (Title 4, NCAC Subchapter 22.0205).

Section 3 – Purpose

1. To encourage careful selection of persons entering the profession with due regard to aptitude and attitudes.

2. To provide an approved plan of training intended to equip such persons for profitable employment demands.
3. To assure that the Program Sponsor may obtain the services of highly skilled professionals.

4. To provide the public with the highest possible service in conformity with approved practices of safety and skilled professionalism.

Section 4 – Duties and Responsibilities of the Apprentice

1. Upon reading these Standards and signing the Apprenticeship Agreement, each Apprentice shall be regarded as having voluntarily accepted all the responsibilities and obligations commonly recognized as a part of such Apprenticeship and such others as may be assigned to the Apprentice by the Committee and/or Program Sponsor as a means of facilitating the administration of the Apprenticeship Program.

2. Each Apprentice shall be responsible to fulfill the obligations of related education as set forth by the Program Sponsor and for maintaining an accurate record of all hours spent in training on-the-job.

3. Apprentices must develop safe working habits and conduct oneself at all times in a creditable, ethical manner.

Section 5 – Duties and Responsibilities of the Program Sponsor

1. Operate the Apprenticeship Program in accordance with these Standards of Apprenticeship and inform those affected by the program of its provisions.

2. Maintain the necessary facilities to assure effective training in all aspects of the profession.

3. Assure Apprentices are under the supervision of qualified journeyworker/fully skilled personnel.

4. Exercise precaution for the health and safety of Apprentices in the workplace at all times.

5. Provide a positive learning environment and encourage training at all levels.

6. Provide fair and equitable treatment for all Apprentices.

7. Provide the foundation for the Apprenticeship training and the continuum for transferring the skills on to future Apprentices.
8. Notify the Registration Agency of any change in status of Apprentices, including cancellation, suspension, extension of training, and completion of Apprenticeship.

9. Designate a program administrator to act on behalf of the Sponsor in the administration of the Apprenticeship Program; and submit the name and title of the program administrator to the Registration Agency.

10. Document competencies and/or certifications of Apprentice instructors/trainers.

11. Maintain all records of the apprenticeship program, including payroll records, for a period of five (5) years in accordance with Title 4, NCAC Subchapter 22.0202. The records will be made available on request to the Office of Apprenticeship, U.S. Department of Labor, North Carolina Community College System Office, or other authorized representative.

Section 6 – Duties and Responsibilities of the Journeyworker

1. Supervise Apprentices while they are performing the work of the occupation. The closeness of supervision will depend on the work location, work being performed, and the skill of the Apprentice.

2. Evaluate both on-the-job and job-related education during Apprentices’ term of Apprenticeship at intervals specified in the Schedule of Wages. If the on the job learning or job-related education training is found unsatisfactory, the Apprenticeship Agreement may be terminated or extended to allow the Apprentice to repeat segment(s) of the On-the-Job Learning outline or specific job-related education courses.

3. Take the appropriate action to notify the Registration Agency within forty-five (45) days of any action that may be necessary relative to the Apprentices’ training, i.e., completion, extension, cancellation.

Section 7 – Ratio of Journeyworker to Apprentice

1. At each work site and within each occupation covered by these standards, there shall be at least one journeyworker employed for every two Apprentices employed.

2. In order to assure proper supervision and safety for Apprentices working in the construction trades or for Apprentices under the age of 18, the ratio of Apprentices to journeyworkers shall not exceed a one to one ratio.

NOTE to the sponsor: The State of North Carolina requires (1) a two-to-one ratio; or (2) for the construction trades or Apprentices under the age of 18 the ratio shall be one-to-one; or (3) the ratio provided by a bargaining agreement that applies to that work-site or to the same trade in the nearest area covered by such an agreement. In no case will
the North Carolina Community College System Office, ApprenticeshipNC, approve a ratio that, in its determination, does not ensure adequate program quality and safety.

Section 8 – Applicant Qualifications

To be considered for Apprenticeship training, each applicant must meet the following requirements:

1. High school completer, high school graduate, or successfully completed an equivalency examination.
2. Legal working age as required by law, except where a higher minimum age is otherwise prescribed by sponsor.
3. Not be fully trained or qualified in the occupation for which they wish to be trained.
4. Physically capable to perform the work of the occupation.
5. Possess such speaking, reading and comprehension abilities as may be essential for understanding instructions applicable to the occupation.
6. An employee of the sponsor or a participating employer.

NOTE to the sponsor: The qualifications for applying to the program must be based solely on the skills and other requirements of the occupation, and must be discernable through a fair, objective screening process.

Section 9 – Equal Employment Opportunity in Apprenticeship

1. Pledge: "NC Association of Electrical Contractors will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 year old or older."

NC Association of Electrical Contractors 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.

The Program Sponsor shall not discriminate against a qualified individual with a disability because of the disability of such individual. The Program Sponsor will provide reasonable accommodation to individuals as required by federal, state, or local disability law.
Applicants shall be selected for the program strictly on the basis of qualifications for work in the Apprentice occupation, using criteria that permit objective review and assessment.

All apprentices under the program will be provided the same training and instruction and will in all respects be treated the same under the program.

Applicants for Apprentice positions shall be in accordance with competitive procedures of the Sponsor of these Apprenticeship Standards. If applicable, selection shall be made in accordance with the program’s affirmative action goals and objectives.

2. Maintenance of Records: In addition to the records required to be maintained under Section 5(11) of this document, records relating to the recruitment, selection, employment and training, and any other information relevant to the operation of the program shall be maintained for five (5) years in accordance with Title 4, NCAC Subchapter 22.0610. The records shall permit identification of minority and female (minority and non-minority) participants. The records will be made available on request to the Office of Apprenticeship, U.S. Department of Labor, North Carolina Community College System Office, or other authorized representative.

3. Affirmative Action Plan: If the program registers five (5) or more Apprentices, it shall institute a formal, written plan for equal employment opportunity and affirmative action, and shall submit the plan to the North Carolina Community College System Office, ApprenticeshipNC, for its approval, as required by the laws and regulations of the United States and North Carolina (see Title 4, NCAC Subchapter 22 Section .0204(b), .0603(a), .0607(a)). NC Association of Electrical Contractors has an Affirmative Action Plan that applies to both apprentices and non-apprentices. The Affirmative Action Plan is on file and can be made available to the consultant upon request.

Section 10 – Apprenticeship Agreement

1. Each Apprentice shall be covered by a written Apprenticeship Agreement meeting the requirements of N.C. General Statutes Chapter § Chapter 115D -7 and Title 4, NCAC Subchapter 22.0208, signed by the Program Sponsor and Apprentice. If the Apprentice is under 18 years of age, the Apprentice’s parent or legal guardian must also sign. The Apprenticeship Agreement shall be forwarded to the Registration Agency for registration approval.

2. The Apprenticeship Agreement shall contain a statement making the terms and conditions of these Standards a part of the Agreement, as if expressly written therein. A copy of each Agreement shall be furnished to the Program Sponsor, Apprentice, and the Local Apprenticeship Committee (if applicable).
3. Pursuant to Title 4, NCAC Subchapter 22.0202(a)(12), if the Program Sponsor is unable to fulfill its obligation under the agreement, it may, with the approval of the Director, transfer such agreement to any other employer, provided that the participant consents and that such other employer agrees to assume the obligations of said training agreement. If such a transfer occurs, the following provisions shall be met:

A. The apprentice shall be provided a transcript of related instruction and on-the-job learning;

B. The transfer shall be to the same occupation; and,

C. A new apprenticeship agreement shall be executed.

Section 11 – Probationary Period

The Sponsor will establish a probationary period for the Apprentice(s) in accordance with Title 4, NCAC Subchapter 22.0202 that is reasonable in relation to the full Apprenticeship term, with full credit given for such period toward completion of Apprentice training. The probationary period cannot exceed twenty-five percent (25%) of the length of the program, or one (1) year, whichever is shorter.

Section 12 - Credit for Prior Work Experience or Related Education

1. Prior Work Experience:
   A. Apprentices may be given credit for documented previous experience for the time they have served as such under a verbal or written agreement, whether the work experience was with the Program Sponsor or elsewhere.

   B. The amount of credit will be determined for each work process in which the Apprentice has demonstrated skill and be based on the approximate number of training hours designated for those work processes.

2. Prior Related Education:
   A. Credit may be given for previously completed related instruction.

   B. The credit will be documented and maintained by the sponsor.
Section 13 – Wages

Apprentices will be paid the appropriate wage rate as set forth in the attached Schedule of Wages, reflecting their advancement through the Apprenticeship Program. The Schedule of Wages is progressive, with initial placement depending upon credit granted by the sponsor for previously developed occupational skills. The sponsor will approve or deny wage advancement thereafter upon review of the Apprentice's evaluations. In the event that the Apprentice is a veteran or eligible person, wages will not be less than wages paid to non-veterans in the same training position.

Section 14 – Hours of Work

1. The normal work schedule of Apprentices will be the same as for skilled workers in the occupation. Overtime will be in accordance with the same procedures used for skilled workers, and shall be in accordance with applicable Federal and State laws.

2. Hours of work for Apprentices who are minors under 18 years of age will be in accordance with Federal and State laws governing child labor.

Section 15 – Safety and Health Training

NC Association of Electrical Contractors shall instruct the Apprentice in safe and healthful work practices and shall ensure that the Apprentice is training in facilities and other environments that are in compliance with the occupational safety and health regulations enforced by the N.C. Department of Labor, Occupational Safety and Health Division.

Section 16 – Amendments or Modifications

1. The Apprenticeship Standards or the Apprenticeship Agreement may be revised at any time by the Program Sponsor by submitting a written request to ApprenticeshipNC.

2. All revisions must be approved by ApprenticeshipNC prior to implementation.

3. A copy of each revision adopted shall be furnished to each Apprentice employed by the Program Sponsor.
Section 17 – Adjustment of Differences and Complaint Procedure

1. Discrimination Complaints

A. In accordance with Title 4, NCAC Subchapter 22.0602, any Apprentice or applicant for Apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to Apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an Apprenticeship Program, may personally or through an authorized representative, file a complaint with the Director of the North Carolina Community College System Office, ApprenticeshipNC.

B. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the complainant and the Sponsor, and a brief description of the circumstances of the failure to apply the equal opportunity standards.

2. Non-Discrimination Complaints

A. In accordance with Title 4, NCAC Subchapter 22.0500, any controversy or difference arising under an Apprenticeship Agreement that is not covered by Section 18(1), above, which cannot be adjusted locally and which is not covered by a collective bargaining agreement, may be submitted by an Apprentice, or his/her authorized representative, to the Director of the North Carolina Community College System Office, ApprenticeshipNC, for review. Matters covered by a collective bargaining agreement are not subject to such review.

B. The complaint must be filed within 180 days of the incident or circumstances complained of or within 60 days of the final local decision, whichever is later. The complaint shall be in writing and shall be signed by the complainant or their authorized representative. It must set forth the specific matter(s) complained of together with a brief statement of the facts and be accompanied by copies of pertinent documents and correspondence.

Section 18 – Identification of the Registration Agency

The North Carolina Community College System Office, ApprenticeshipNC, is the State Agency to register programs for Federal purposes. It functions under the authority of the N.C. Apprenticeship Act (N.C. General Statutes § Chapter 115D) and the administrative rules (Title 4, NCAC Subchapter 22). State approval of Apprenticeship Programs and other training programs is authorized by Executive Order of the governor of the State of North Carolina for VA purposes only.
ApprenticeshipNC promotes, develops, registers and assists in the operation of registered Apprenticeship and other training programs. The goal of the Apprenticeship is to benefit the State's workers, employers, and economic development.

ApprenticeshipNC effectively provides North Carolina with qualified and trained workers to meet the skilled workforce needs of the state by expanding opportunities for workers through Apprenticeships. Furthermore, Apprenticeship develops and promotes Apprenticeship Programs throughout the state, and registers, monitors and certifies all Apprenticeship Programs.

Section 19 – Notice to Registration Agency of Agreements

The Program Sponsor or its designated Committee shall promptly notify the Registration Agency of all new Apprentices to be registered and credit granted to Apprentices, if any; suspensions for any reason; reinstatements; extensions; cancellations; and any requests for Certificates of Completion.

Section 20 – Department of Veteran Affairs

The Program Sponsor agrees to notify the Registration Agency and the U.S. Department of Veterans Affairs when an Apprentice receiving veteran training benefits is paid an amount equal to or more than the Journeyworker rate specified in the Wage Progression Schedule when applicable. The Program Sponsor will notify the U.S. Department of Veterans Affairs when the Apprentice cancels or completes training. If any Apprentices are or have been recipients of veterans training benefits during their Apprenticeship training under these Standards, the sponsor will make these records available to representatives of the U.S. Department of Veterans Affairs. If the potential Apprentice is already fully trained either by the sponsor or with a previous employer, the Apprentice is not eligible to receive VA benefits.

Section 21 – Consultants

Advice and assistance in the successful operation of this Apprenticeship Program will be available at any time, upon request by the Sponsor, from representatives of the North Carolina Community College System Office, ApprenticeshipNC.

Section 22 – Program Deregistration

1. These Apprenticeship Standards will, upon adoption by NC Association of Electrical Contractors, be submitted to the Registration Agency for approval. Such approval will be required before implementation of the Apprenticeship Program.
2. **NC Association of Electrical Contractors** reserves the right to discontinue at any time the Program set forth herein. The Registration Agency shall be notified promptly of any decision to cancel the Apprenticeship Program.

3. Deregistration of these Standards of Apprenticeship may be initiated by the Registration Agency for failure of the Program Sponsor to abide by the provisions herein.

**Section 23 – Conformance with Federal Laws and Regulations**

No Section of these Standards of Apprenticeship shall be construed as permitting violation of any Federal or State Law or Regulation.

**Section 24 – Contact Information for Complaint Procedure**

The contact information for the appropriate individual who has the authority under this program to receive, process, and make disposition of complaints is:

**Name:** Terry Cromer, Executive Director  
**Address:** 3707 Alliance Dr., Greensboro, NC 27407  
**Telephone Number:** (336) 854-8354  
**Email Address:** terry@ncaec.us
Attachments

Attachment I: Job Training Outline, Education Outline, and Wage Progression Schedule

IA – Electrician
1. On-the-Job Learning
2. Job Related Education
3. Wage Progression

IIB – Committee (Board Members)
1. Board Members List Attached

IIC – Participating Employer Partners/Members
1. Members List Attached

BECO
2124 Surratt Dr., High Point, NC 27263
Layne Ros
(336) 889-3477
hr@becoinc.com

Bryant Durham Electric Co
P.O. Box 2597, Durham, NC 27715
James Beasley
919-383-2526
jeb@bryantdurham.com

DISCCA
P.O. 19824, Greensboro, NC 27419
Jerome Dixon
336-299-7070
jdixon@discca.com

Electrical Technologies, Inc.
120 Electric Ave., Burlington, NC 27215
Rachel Hughes
(336) 578-7274
rachellh@etiteam.com
POPs Electric, LLC  
111 Pomona Dr., Suite A, Greensboro, NC 27407  
Gregory Rachal  
(336) 389-9600  
popselectricllc@gmail.com

Varner Electric  
1006 Clinton Ave., High Point, NC 27260  
Rich Varner  
(336) 887-6686  
rvarner@varnerelectric.com
TAB 11
NCAEC APPRENTICESHIP MINIMUM WAGE

Please note that the NCAEC office along with our APPRENTICESHIP NC consultant, have established a guideline of minimum wages for our sponsored Apprentices, participating in the NCAEC APPRENTICESHIP PROGRAM.

Please refer to TAB 10  APPRENTICESHIP NC STANDARDS, section 13 for additional information.
ApprenticeshipNC Program Request Form

Sponsor: NC Association of Electrical Contractors
Mailing Address: 3707 Alliance Dr.
Address: Greensboro, NC 27407
Location: Greensboro
Telephone: (336)854-8354
FAX Number: (336)854-7148
Email Address: terry@ncaec.us
Program Number: 29076
Program Category: Apprenticeship
Program Type: GROUP NOT JOINT
VA Approved: Yes
Supervisor of Program: Terry Cromer

Occupation

<table>
<thead>
<tr>
<th>DOT Number</th>
<th>Term</th>
<th># of Jymn</th>
<th>Quota</th>
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<tbody>
<tr>
<td>47-211100</td>
<td>8000</td>
<td>25</td>
<td>50</td>
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Wage Scale

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<tr>
<th>Journeymen</th>
<th>(1) 2000</th>
<th>(2) 2000</th>
<th>(3) 2000</th>
<th>(4) 2000</th>
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<tr>
<td>20</td>
<td>10</td>
<td>14</td>
<td>16</td>
<td>18</td>
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Notes: New Program, association is adding members as partner employers.

By: [Signature] Date: 2/15/2019
Title: Executive Director

Consultant Signature: [Signature] Date: 12/21/18

Approved

ApprenticeshipNC
North Carolina Community College System
200 W. Jones St., 5001 Mail Service Center
Raleigh, NC 27699-4301
Phone: 919-807-7175
apprenticeshipNC@nccommunitycolleges.edu

Consultant Signature: [Signature] Date: 02/15/2019
**Program:** 29076  
**Occupation:** 47-.211.100  
**Wage Area:** 1  
**Rate Date:** 10/18/2018  
**Journeyman Rate:** 20

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<th>Time</th>
<th>Rate</th>
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<tr>
<td>1</td>
<td>10</td>
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<tr>
<td>2</td>
<td>14</td>
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<td>3</td>
<td>16</td>
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<td>18</td>
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</table>
APPRENTICESHIP COMPETENCY CHECKLIST

So to be in compliance with the APPRENTICESHIP NC standards and guidelines of our modified hybrid Apprenticeship program, each sponsoring NCAEC member contractor must assure APPRENTICESHIP NC that certain training sessions for specific skill sets, and designated hours of on the job training have been completed.

This form must be completed by the end of each year of the specific year one through year four, of participation in the NCAEC APPRENTICESHIP PROGRAM.

Please refer to TAB 4 for guidance of the OJT requirements.
Electrician Competency Checklist

Company Name: North Carolina Association of Electrical Contractors  Program # 29076

<table>
<thead>
<tr>
<th>HYBRID MODEL: 6,400-8,000</th>
<th>Preliminary Work – 600 Hours</th>
<th>Apprentice Initials</th>
<th>Trainer Initials</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Learning the names and uses of the equipment in the trade, such as kind, size, and use of cable, wire, boxes, conduits, and fittings, switches, receptacles, service switches, cutouts, etc.</td>
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<tr>
<td></td>
<td>Learning names and uses of the various tools used in assembling this material, care of these tools, and other instructions necessary to familiarize the apprentice with the material and tools of the trade.</td>
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<tr>
<td>Safety</td>
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<tr>
<td>Residential and Commercial Rough Wiring – 2500 Hours</td>
<td>Apprentice Initials</td>
<td>Trainer Initials</td>
<td>Completion Date</td>
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<tr>
<td></td>
<td>Assisting in getting the material from stockroom.</td>
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<tr>
<td></td>
<td>Loading truck and unloading material and equipment on the job.</td>
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<tr>
<td></td>
<td>Laying out the various outlets, switches, receptacles, and other details of the job from blueprints or by direction of the Superintendent of construction.</td>
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<tr>
<td></td>
<td>Laying out the system with materials to be used, where they are to be placed, and other details as to how they shall be run.</td>
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<tr>
<td></td>
<td>Cutting wires, cables, conduit and raceway; threading and reaming conduit, boring and cutting chases under the direction of the journeyperson.</td>
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<tr>
<td></td>
<td>Installing various kinds of wires, cables and conduits in accordance with requirements.</td>
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<tr>
<td></td>
<td>Assisting journeyperson in pulling wires, attaching wires to fishtape, and keeping wires from kinds of abrasions.</td>
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<tr>
<td></td>
<td>Connecting conductors to switches, receptacles, or appliances with proper methods of splicing, soldering and typing.</td>
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<tr>
<td></td>
<td>Installing service switches or load center and subfeeders and fastening up these parts, running raceways and pulling in conductors under the direction of journeyperson electricians.</td>
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<tr>
<td></td>
<td>Assisting in preparing lists of materials used, including names, number of pieces, or number of feet, etc., for office records.</td>
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<tr>
<td></td>
<td>Loading unused material and cleaning up job area.</td>
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</tr>
<tr>
<td>Residential and Commercial Finish Work</td>
<td>- 1500 Hours</td>
<td>Apprentice Initials</td>
<td>Trainer Initials</td>
<td>Completion Date</td>
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<tr>
<td>---------------------------------------</td>
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<tr>
<td>Connecting and setting switches, receptacles, plates, etc.</td>
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<tr>
<td>Installing proper size and types of fuses for each circuit.</td>
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<tr>
<td>Installing and connecting various kinds of fixtures.</td>
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<tr>
<td>Tracing and polarity of conductors and devices.</td>
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<tr>
<td>Testing the circuit for grounds and shorts and locating and correcting job defects.</td>
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<tr>
<td>Assisting journeyperson in installing and completion of the National Board of Fire Underwriters and special local regulations-proper sizes of wires, services, conduits, etc.</td>
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<table>
<thead>
<tr>
<th>Industrial Lighting and Service Installation</th>
<th>- 2000 Hours</th>
<th>Apprentice Initials</th>
<th>Trainer Initials</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installing rigid conduit, electric metallic tubing BX armored cable wire molds on all types of heavy electrical equipment and major-size service entrance installation.</td>
<td></td>
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<tr>
<td>Wiring all types (gas, oil, stoker, etc.) of heating equipment.</td>
<td></td>
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<tr>
<td>Installing wiring and controls for air conditioning.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Troubleshooting</th>
<th>- 1000 Hours</th>
<th>Apprentice Initials</th>
<th>Trainer Initials</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repairing all kinds of electrical work.</td>
<td></td>
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<tr>
<td>Checking out trouble and making repairs under supervision of electrician.</td>
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</tr>
<tr>
<td>Checking out trouble and making repairs without supervision.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Motor Installation and Control</th>
<th>- 400 Hours</th>
<th>Apprentice Initials</th>
<th>Trainer Initials</th>
<th>Completion Date</th>
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</thead>
<tbody>
<tr>
<td>Installing overcurrent devices.</td>
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<tr>
<td>Checking for proper installation and rotation.</td>
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<tr>
<td>Installing replacement motors.</td>
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<tr>
<td>Analyzing motor circuits and trouble-shooting.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Installing emergency generators and controls.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installing pushbuttons, pilot lights, relays, timing devices, and interlocking controls.</td>
<td></td>
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</tbody>
</table>
TAB 13
NC UNLIMITED LICENSE BY AGE REPORT

The following report has been provided to NCAEC by the NC BOARD of EXAMINERS.

This report demonstrates to all of us the need to develop a program that will produce new licensed electricians.

The NCAEC APPRENTICESHIP PROGRAM has been developed to address the obvious need and demand for skilled electricians.
<table>
<thead>
<tr>
<th>License Year</th>
<th>Average Age of Licensee</th>
<th>Total Active Birth Dates</th>
<th>Total Age 18</th>
<th>Age 25</th>
<th>Age 30</th>
<th>Age 35</th>
<th>Age 40</th>
<th>Age 45</th>
<th>Age 50</th>
<th>Age 55</th>
<th>Age 60</th>
<th>Age 65</th>
<th>Age 70</th>
<th>Age 75</th>
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<td>2,057</td>
<td>2,457</td>
<td>2,394</td>
<td>2,109</td>
<td>1,449</td>
<td>810</td>
<td>356</td>
<td>199</td>
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<tr>
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<td>57</td>
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<td>1,540</td>
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<td>382</td>
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<td>1,744</td>
<td>2,213</td>
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<td>1,112</td>
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<td>1,174</td>
<td>769</td>
<td>90</td>
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<td>55</td>
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<td>794</td>
<td>1,074</td>
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<td>1,218</td>
<td>852</td>
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</table>
TAB 14
APPRENTICESHIP NC CONSULTANTS

The following map will show you the regional consultants from APPRENTICESHIP NC.

The APPRENTICESHIP NC consultant for NCAEC is Wanda Ramos-McPherson. Wanda will assist NCAEC with all communications with APPRENTICESHIP NC.

As you work with your local community College, they may choose to include the local regional consultant in your discussions. It may be advisable to know the local APPRENTICESHIP NC consultant, for nothing more than to let them know what NCAEC and the local Community College is doing.
COST OF PARTICATION IN THE NCAEC APPRENTICESHIP PROGRAM

The actual cost to participate in the NCAEC apprenticeship program may vary from region to region and Community Colleges to one another.

The cost of tuition at GTCC in Guilford County is $188.00
The OSHA 10 class is separate and additional to this tuition cost.
Cost of the OSHA 10 class will vary from College to College.
If USDOL tuition funds are available, the course tuition and OSHA 10 course may be funded by the USDOL grant. Work with you local Community College contacts to facilitate the appropriate access to grant funding.
MIKE HOLT ENTERPRISE
LESSON PLAN BOOKS AND RELATED
MATERIAL COST

CONTRACTOR IN-HOUSE PROGRAMS

The following cost of the Mike Holt lesson plan books will apply specifically to the Contractor in-house programs.

COMMUNITY COLLEGE BASED PROGRAMS

Mike Holt lesson plan books purchased through the Community College will have a higher cost.

It is intended that each Apprentice will receive a grant from the USDOL to support the cost of tuition, books and training aides such as tools. This grant opportunity changes from year to year. Please communicate with your Community College Apprenticeship Director on this grant opportunity.

Before proceeding to purchase books and other training material through the Community College, you must have an understanding that there will be grant funds to offset the cost of tuition, books and tools.

YEAR ONE:

APPRENTICE: -- YEAR ONE BOOK --- $165.00
INSTRUCTOR: -- YEAR ONE BOOK --- $165.00

WITH INSTRUCTIONAL DVD SET-- $380.00

YEAR TWO:

APPRENTICE: -- YEAR TWO BOOK --- $95.00
INSTRUCTOR: -- YEAR TWO BOOK --- $95.00

WITH INSTRUCTIONAL DVD SET-- $610.00
YEAR THREE:

APPRENTICE: -- YEAR THREE BOOK --- $210.00

INSTRUCTOR: -- YEAR THREE BOOK --- $210.00

WITH INSTRUCTIONAL DVD SET-- $1035.00

YEAR FOUR:

APPRENTICE: -- YEAR FOUR BOOK --- $155.00

INSTRUCTOR: -- YEAR FOUR BOOK --- $155.00

WITH INSTRUCTIONAL DVD SET-- $1045.00

Instructional material may be purchased from Mike Holt Enterprises through Sean Hutchings sean@mikeholt.com ph. 352-360-2620

ADDITIONAL BOOKS AND MATERIAL

1. OSHA 10 –
2. NEC 2020 CODE BOOK
3. APPRENTICE TOOL KIT, SEE ATTACHED FLYER
Special Tool pricing for GTCC Electrician Apprenticeship participants.

Tools can be purchased from the following NCAEC distribution affiliates:

Womack Electric Supply and Mayer Electric

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Brand</th>
<th>Part Number</th>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
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<tr>
<td>1</td>
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<td>92908</td>
<td>Apprentice Kit w/ Meter</td>
<td>113.53</td>
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<tr>
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<td>Klein</td>
<td>J1005</td>
<td>Crimps</td>
<td>29.12</td>
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<td>1</td>
<td>Klein</td>
<td>86225</td>
<td>25Ft Double Hook Magnetic Tape Measure</td>
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<td>SECTION TOOL POUCH</td>
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<td>Klein</td>
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<td>Apprentice kit</td>
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</tbody>
</table>
CERTIFICATE OF COMPLETION

Apprentices receive the State Certificate and DOL Journeyworker Credentials with a wallet card, at the end of the 4 year program.

It would be the responsibility of NCAEC to provide a certificate of competency for each year or level of Apprentice completed by each Apprentice.
The United States Department of Labor
Office of Apprenticeship
Certificate of Completion of Apprenticeship

This is to certify that
Alexandra Foley
has completed an apprenticeship for the occupation
Shift Supervisor
under the sponsorship of
CVS Health
in accordance with the basic standards of apprenticeship
established by the Secretary of Labor

4/4/2018
Date Completed

North Carolina Community College System
North Carolina Community College System
State of North Carolina

COMPLETION OF APPRENTICESHIP CERTIFICATE AWARDED TO

Victor Lawrence

In recognition of successful completion of the terms of apprenticeship in accordance with the laws and statutes of the State of North Carolina in the trade of

Mechatronics Technician

On this day, September 8, 2018, under the sponsorship of

Raleigh Durham Industries

Kathryn L. Castile
ApprenticeshipNC, Director

[Signature]

Sponsor

Peter Harris
NC Community College System, President

North Carolina Community College System