



Ann Arbor Electrical JATC Est. 1946

Monday-Friday:

8-11:30 a.m. and 12:30-4:30 p.m.

Saturday and Sunday: CLOSED

**13400 Luick Dr
Chelsea MI, 48118
(734) 475-1180**



W.C.E.C.A.

Ann Arbor Electrical Joint Apprenticeship & Training Committee

13400 Luick Drive
Chelsea, Michigan 48118
(734) 475-1180 • Fax (734) 475-1209



LOCAL 252

APPLICATION PROCEDURE

INFORMATION SHEET:

Application Requirements:

1. Applicants MAY apply within 90 days of their 18th birthday. However, to continue with the aptitude test and personal interview, applicants MUST be a minimum of 18 years of age.
2. Applicants must possess and maintain a valid Driver's License.
3. Applicants must be a high school graduate or a G.E.D equivalent.
4. Applicants must have a full year's credit of algebra in high school (Algebra I and II), or one semester of college algebra with a passing grade.
5. Applicants must be in good health and physically capable of performing electrical construction work. You may be asked to take a physical exam and drug screening before beginning of employment.
6. Applicants applying to the Inside Wireman Program must be residents in the jurisdiction of IBEW Local #252 for a minimum of 12 months prior to application.
 - ALL of Washtenaw and ALL of Jackson County
 - Livingston County – **ONLY** Unadilla, Putnam, Hamburg and Green Oak Townships.
 - Ingham County – **ONLY** Onondaga, Leslie, Stockbridge and Bunker Hill Townships.

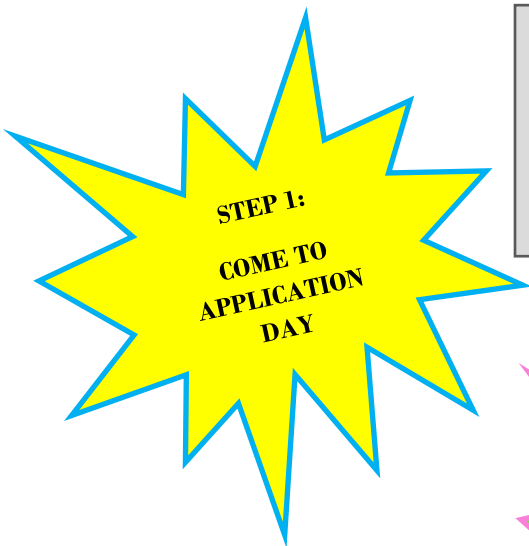
DOCUMENTS YOU **MUST** TURN IN:

We are not able to move onto the next step in the "Application Process" without ALL of these documents. You have **90 days** from your application date to turn in your documents.

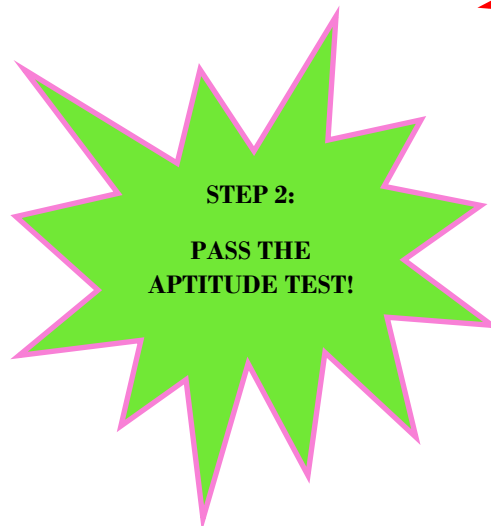
(No fax documents will be accepted) It must include:

- Completed "Application for Apprenticeship" – (this will be filled out with us ON your scheduled application day)
- Completed and notarized "Sworn Statement of Permanent Residence" (ONLY for Inside Wireman Program) – (you will receive this form on your scheduled application day)
- Official high school transcript with graduation date (and official G.E.D. results if applicable)
- Social Security Card
- Driver's License
- Resume

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
X			1	2	3	4 X
5 X	6	7	8	9	10	11 X
12 X	13 INSIDE/VDV INTERVIEWS	14 	15 SECOND Monday of the Month	16	17	18 X
19 X	20 APPLICATION DAY	21 	22 THIRD Monday of the Month	23	24	25 X
26 X	27 RESIDENTIAL INTERVIEWS	28 	29 LAST Monday of the Month	30	31	X



Monday-Friday:
8 to 11:30 a.m. and 12:30 to 4:30 p.m.
Saturday and Sunday:
CLOSED
Office Phone #: (734) 475-1180





W.C.E.C.A.

Ann Arbor Electrical Joint Apprenticeship & Training Committee

13400 Luick Drive
Chelsea, Michigan 48118
(734) 475-1180 • Fax (734) 475-1209



LOCAL 252

STEP (DAY) 1: APPLICATION DAY

- Applications are done on the third Monday of every month by appointment **ONLY**. Each session lasts around an hour and a half. Appointment slots are filled as applicants call our office. In other words, the next session doesn't open until the one before is full.
- When you call the JATC office, we will give you a specific time to come in. We recommend you show up to your appointment a few minutes early, as we will lock the doors right at the application time.
- This is just an informational meeting. Applicants will fill out the “Application for Apprenticeship” – one of the required documents you need. Any and all questions will be answered at this time. We recommend applicants bring as many of their required documents as possible **ON** their application day to speed up the process.

STEP (DAY) 2: APTITUDE TEST DAY

- You are **ONLY** eligible to take the aptitude test **AFTER** all of your documents are turned in!
- All applicants are required to take an aptitude test administered by the Ann Arbor Electrical J.A.T.C.
 - Aptitude tests are scheduled once we get enough applicants completed files.
 - The aptitude test will assess your basic algebra and reading comprehension skills. You **MUST** receive at least a 4 (0-9 scale) to pass the aptitude test. This is a test we strongly recommend you study for as it's not something you can just hope for the best with.
- More information about the aptitude test itself and ways to study for it, will be discussed on your scheduled application day.



W.C.E.C.A.

Ann Arbor Electrical Joint Apprenticeship & Training Committee

13400 Luick Drive
Chelsea, Michigan 48118
(734) 475-1180 • Fax (734) 475-1209



LOCAL 252

STEP (DAY) 3: INTERVIEW DAY

FINALLY, YOUR TIME TO SHINE !!

- You are **ONLY** eligible for an interview if you pass the aptitude test with a minimum score of 4. (0-9 scale)
- The Committee holds interviews once a month for each program. The Inside and Voice Data Video Programs share the same committee. The residential program has its own committee.
- Applicants will be notified with a time and a day for their interview(s) once they have been scheduled.
- The respective Training Committee will want to get to know you as an individual and understand your goals within our Local. They will ask you a series of questions that applicants **WILL** be expected to be prepared for.
- The **EXACT** interview questions that the committee asks are available at the JATC upon request. **YOU** may come in to write them down during office hours.

WE STRONGLY RECOMMEND YOU DO THIS !

RANKING LIST

- After you have your oral interview, applicants will be put on a corresponding ranking list based on their oral interview scores. Each program has its own ranking list list.
- When a contractor places a call for an apprentice, whoever is number 1 on the ranking list is who gets offered the position.

REINTERVIEWS:

We get many applications in each of our programs each year. Because of this, you may wish to do a reinterview to raise your score after your initial interview.

- In order for applicants to be eligible for a re-interview, applicants **MUST** provide documentation of official transcripts showing you have successfully completed two post-secondary trade related classes **OR** accumulated 450 hours of **DOCUMENTED** construction related work.



3 YEAR “RESIDENTIAL APPRENTICESHIP” PROGRAM:

You will be trained to work as a construction electrician on residential locations.

Apprentices work under the direct supervision of a qualified Residential Wireman doing electrical construction, renovation and maintenance on single family duplex residences, townhouses and apartment buildings.

4 YEAR “VOICE, DATE, VIDEO APPRENTICESHIP” PROGRAM:

You will be trained to work as a Tele/Data Technician on residential, commercial and industrial locations.

Apprentices work under the direct supervision of a qualified Installer/Tech doing Tele/Data installation and repair on office buildings, schools, hospitals, stores, apartment buildings, private homes, or any other location needed.



5 YEAR “INSIDE WIREMAN APPRENTICESHIP” PROGRAM:

You will be trained to work as a construction electrician on commercial and industrial locations.

You will work under a qualified journeyman electrician doing electrical construction, renovation and maintenance at manufacturing plants, office buildings, schools, hospitals, stores, apartment buildings, private homes, or any other location needed.





W.C.E.C.A.

Ann Arbor Electrical Joint Apprenticeship & Training Committee

13400 Luick Drive
Chelsea, Michigan 48118
(734) 475-1180 • Fax (734) 475-1209



LOCAL 252

JOB TASKS:

Your daily assignments in each program will vary, but may include such work as:

- digging trenches
- sweeping and hauling trash
- transporting and installing motors, motor control centers, transformers, switchgear, and other heavy equipment and material
- blueprint reading
- bending and installing conduit
- pulling wire (ranging from small control wiring to large heavy cable)
- pulling cable
- installing and maintaining smart house systems
- installing and wiring light fixtures, receptacles, and switches
- termination of motor control and process control wiring
- troubleshooting electrical equipment, wiring, and systems
- pulling and terminating high voltage cables
- installing and maintaining fire alarm, communications, and programmable control systems

WORKING CONDITIONS:

- The work in both programs is physically demanding and requires reasonable strength and agility.
- You may be required to work on ladders, platforms, scaffolding or even be in enclosed spaces.
- You must be willing to work in extreme weather conditions. Outdoor work can be very cold and wet. Indoor work is often hot, dirty, and noisy. Remember this is construction work.

TRANSPORTATION:

- You must have your own reliable transportation since your job location may change frequently. Public transportation will not suffice.



W.C.E.C.A.

Ann Arbor Electrical Joint Apprenticeship & Training Committee

13400 Luick Drive
Chelsea, Michigan 48118
(734) 475-1180 • Fax (734) 475-1209



LOCAL 252

CLASSROOM TRAINING:

You will be required to attend class **one 8-hour day** every two weeks for the **Inside program**,

OR **one 4-hour class** in the evening every week for the **Residential program and Voice, Data, Video program**.

- An annual tuition is required for all programs.
- The course material will include principal aspects of electrical theory, National Electrical Code requirements, and other related practical skills such as blueprint reading and conduit bending. Algebra and Trigonometry will be integral parts of the course material. If your background in mathematics is weak, you should take an appropriate class at one of the local community colleges. The importance of applied mathematics skills cannot be over emphasized.

In addition, adequate reading skills will be essential to your success in the program. If your reading comprehension is poor, the course material will be extremely difficult, if not impossible.

You must achieve passing grades in order to progress through the apprenticeship program; therefore it will be necessary to devote considerable personal time to homework and test preparation

EMPLOYER:

You will be assigned to, and employed by, an electrical contractor operating under the terms of a labor union contract negotiated with I.B.E.W. Local 252. Although every effort will be made to ensure that you are continuously employed throughout your apprenticeship, occasional unemployment is a fact of life in the construction trades.

You are not guaranteed a job

FREQUENTLY ASKED QUESTIONS:

How long do you stay on the ranking list?

2 years from your interview date.
Ex: If my interview is on Oct 14, 2023. It won't expire until Oct 14, 2025.

What happens if I don't pass the aptitude test?

No worries!
You're able to retake the test **HOWEVER**, you must wait 90 days before getting rescheduled. While you wait, this would be a good time to prepare for the next test.

What is on the aptitude test?

Basic algebra and reading comprehension.
You won't be tested on anything aptitude related.

What can I do to improve my knowledge?

AC/DC Theory and any code classes, any electrical math course and **ANY** electrical training will benefit you

I was just #23, why am I now #32 on the list?

We do interviews every month, meaning new applicants are **ALWAYS** getting on the ranking list.

Do I have to go through the "Application Day" again if I want to retake the test?

Yes, but you don't have to bring all of the documents. Only updated driver's license, updated resume, and Sworn Statement (Inside Only)



W.C.E.C.A.

Ann Arbor Electrical Joint Apprenticeship & Training Committee

13400 Luick Drive
Chelsea, Michigan 48118
(734) 475-1180 • Fax (734) 475-1209



LOCAL 252

SWORN STATEMENT OF PERMANENT RESIDENCE

State of Michigan

County of: Washtenaw - Livingston - Jackson - Ingham
(Circle One)

The affiant, _____
(TYPE OR PRINT NAME)

being first duly sworn, on oath deposes and says that he/she is now and for the 12 months prior to today's date has been a permanent resident of Washtenaw County, Jackson County, or Unadilla, Putnam, Hamburg, or Green Oak Townships in Livingston County, or Onondaga, Leslie Stockbridge, or Bunker Hill Townships of Ingham County.

Signed _____

Subscribed and sworn to me this _____ day of _____,
20____.

Notary Public