

Pre-Apprentice Program Information





KANSAS CITY
**ELECTRICAL JOINT APPRENTICESHIP AND
TRAINING COMMITTEE**
303 E. 103rd Terrace, Kansas City, MO 64114-4798
(816) 942-3242



ATTENTION ALL PRE-APPRENTICE APPLICANTS:

- ✓ Pre-apprentices are **not** indentured apprentices in the Kansas City Electrical Joint Apprenticeship and Training Center and may therefore be subject to different policies and procedures.
- ✓ You will be sent for a CISAP (drug screening) test **before** you are sent out to work. IBEW Local Union 124 and the Kansas City chapter of the National Electrical Contractors Association (NECA) are committed to a drug-free workplace. You are subject to random testing any time while employed as a pre-apprentice. Failure to meet the requirements of the substance abuse policy can and will result in consequences up to and including termination from the pre-apprenticeship program (see Article XIX).
- ✓ If you possess an OSHA 10 or OSHA 30 card, please present it to the Training Center so that someone can make a copy for your file. You will need to present it to your employer as well.
- ✓ Be prepared to present your employer two forms of identification (driver's license and social security card or birth certificate and/or passport).
- ✓ Bring a voided check or account number and routing number for direct deposit to your employer the first day (most employers require this).
- ✓ You **must have** and wear proper work attire (jeans, boots, etc.) to your first day and every day thereafter. **ABSOLUTELY NO FLIP FLOPS OR SANDALS.** Please bring work tools as required.
- ✓ You must report to work **on time.**



International Brotherhood of Electrical Workers
Local Union No. 124

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Equal Employment Opportunity Pledge

The Kansas City Electrical Joint Apprenticeship and Training Center 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 years or older. The Kansas City Electrical Joint Apprenticeship and Training Center 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.

Sincerely,

The Board of Directors
Kansas City Electrical Joint Apprenticeship and Training Center



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Pre-Apprentice

Program Details

Once accepted, a pre-apprentice will be placed at a job with one of our contractors and will be expected to provide their own tools (see the last page of this packet). Pre-apprentices receive raises based on hours worked and may be required to attend classes. Pre-apprentices receive competitive wages and benefits, including employee-only health care after they become eligible. They become eligible for benefits beginning the first day of the month after 500 hours on the job. After becoming eligible, coverage extends through the end of the following month when laid off.

Members of this program must apply for one of the apprenticeships offered at the JATC by the time they have reached 1,500 hours of on-the-job training. By 2,000 hours, they must qualify for an apprenticeship by passing the aptitude test. Pre-apprentices that do not meet these requirements will be removed from the program and may or may not be reclassified into another program.

Any pre-apprentice with 4,000 hours of on-the-job training will be indentured into an apprenticeship. On-the-job training hours accrued in the Pre-Apprentice program do not count toward the training hours required to complete an indentured apprenticeship.

Type of Work

Trained Journeyman Inside Wiremen perform installation and maintenance for commercial office buildings and industrial complexes, including petrochemical, pulp and paper plants, oil refineries, power houses, retail stores, hospitals, and manufacturing plants. Types of work include:

- Planning and initiating projects
- Electrical power and lighting systems
- Power distribution and metering systems
- Motor control and programmable logic controllers (PLCs)
- Building automation systems
- Energy management systems
- Packaging systems, manufacturing systems and refining systems
- Backup power generation systems
- Uninterruptible power supply systems

In the course of this work Inside Wiremen use many different kinds of tools, ranging from simple hand tools (such as pliers, screwdrivers and cable-cutters) to power assisted tools (like electric drills and cable pullers). They occasionally operate heavy equipment such as trenchers and aerial lifts.



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Our Mission

It is the Kansas City Joint Apprenticeship and Training Center's Mission to provide the highly skilled workforce necessary to meet customer needs and ensure job satisfaction for electrical workers. The International Brotherhood of Electrical Workers (IBEW) and National Electrical Contractors Association (NECA) join together to sponsor the most rigorous and respected apprenticeship training programs.



IBEW

The International Brotherhood of Electrical Workers is the largest electrical union in the world. It represents workers' rights in all areas of the electrical and telecommunications industries. The JATC works in close partnership with IBEW Local Union 124 in Kansas City, Missouri.



NECA

The National Electrical Contractors Association represents union electrical contractors who perform quality work on time and on budget, guarantee their installations, and take an interest in ensuring quality compensation for their employees.

Contact Info

Phone: (816) 942-3242
Fax: (816) 942-0854
Email: jatc@kcjatc124.org
Address: 303 E. 103rd Terrace
Kansas City MO 64114

Office Hours

Monday	8:00 AM - 4:30 PM
Tuesday	8:00 AM - 4:30 PM
Wednesday	8:00 AM - 4:30 PM
Thursday	8:00 AM - 4:30 PM
Friday	8:00 AM - 4:30 PM
Saturday	Closed
Sunday	Closed



Holidays

We are closed the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve



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PRE-APPRENTICE TOOL LIST

REQUIRED TOOLS

- Tool Pouch
- Belt (Suitable for tool pouch)
- Pencil
- Pocket Knife
- Flashlight
- Padlock for Lockout/Tagout
- Channel Lock Pliers – 2 Pair, #420 or equivalent (Grooved, not slip joint type)
- 9" Side Cutting Pliers
- 3/16" x 4" Screw Driver
- 1/4" x 6" Screw Driver
- #2 Phillips Screw Driver
- #3 Phillips Screw Driver
- Electrician's/Claw Hammer – fiberglass handle preferred
- Hacksaw Frame with blade storage
- Torpedo Level, 9" Magnetic
- 6' Wooden Folding Rule (Inside Reading)
- 2-Lead Non-Adjustable Voltage Tester

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- Crescent Wrench, 10" adjustable
 - 7" or 8" Diagonal Side Cutting Pliers
 - 6" Long Nosed Pliers (Needle Nose)
 - Chalk Line
 - Tool box or tool bag large enough to hold all tools

***** Pre-Apprentices with less than 2000 hours on the job training shall only be required to provide tools above the line. *****

Buy a good set of AMERICAN MADE tools.