



Pre-Apprentice Information for Contractors

- ✓ Hiring Procedure Checklist
- ✓ Memorandum of Understanding
 - ✓ Information Sheet
- ✓ Physical/Drug Screening Info
- ✓ MN Department of Labor Unlicensed Card Info & Application
 - ✓ Monthly Evaluation Form

Minneapolis Electrical JATC
13100 Frankfort Parkway NE St Michael MN 55376 · www.mplsjatc.org
Phone: 763-497-0072 Fax: 763-497-0076 Email: office@mplsjatc.org

Minneapolis Electrical JATC

Pre-Apprentice Hiring Procedure

1. **JATC Application:** Before starting work, the individual must have a current application on file with the JATC. If they don't have a current application on file, they must apply online at www.mplsjatc.org for one of the following programs:
 - a. Metro Apprentice – \$40 application fee. This is an application for the full 5 year Inside Wireman Apprenticeship Program and includes an online application form, required document uploads, and an Aptitude Test. Individuals completing all steps of the application will be ranked on our eligibility list for possible hiring.
 - b. Pre-Apprentice – No cost. This is an application for pre-apprenticeship work only and includes an online application form. Individuals selecting this option can choose to apply for the full apprenticeship at a later date of their choosing and can include the work experience gained through pre-apprenticeship on their future application.
2. **Pre-Apprentice Information Sheet:** The contractor must submit a Pre-Apprentice Information Sheet to the JATC, either by email (office@mplsjatc.org) or fax (763-497-0076). The form is available on our website under the Contractors tab in the menu bar.
3. **Physical & Drug Test:** The pre-apprentice must have a physical and drug exam prior to going to work. The contractor is responsible for all costs of the exam, however the JATC shall be authorized to receive the results and must receive them before the pre-apprentice can be referred out to work. If the pre-apprentice is indentured to the Minneapolis Electrical JATC Apprenticeship program while employed, the current contractor may submit an invoice to the JATC for reimbursement of the exam.
4. **Unlicensed Registration Card:** The pre-apprentice must have a current unlicensed registration card through the State of Minnesota Department of Labor and Industry (DLI). The pre-apprentice is responsible for applying and paying for an unlicensed registration card through the DLI's website.

After completion of the above requirements:

The JATC will process a job assignment, send it to the 292 Hiring Hall, and notify the contractor when the request has been completed. It is the responsibility of the contractor to notify the pre-apprentice that the job assignment has been sent to the Hiring Hall for pick-up. *Note: The pre-apprentice will be required to join the union and pay for initiation fees and union dues. The cost may vary depending on the union's quarterly billing cycle.*

The pre-apprentice is cleared to report to the contractor after all the above requirements have been met. The contractor must notify Local Union 292 & JATC of any termination. *Note: The pre-apprentice is an un-indentured employee, therefore, if assigned to a prevailing wage project, shall be paid at journeyman rate.*

Be advised, if you have 50 or more full-time employees and meet the requirements of an applicable large employer (ALE) under the Affordable Care Act (ACA), you are responsible for offering or providing Healthcare for pre-apprentices and any other full-time individuals in your company you may not be currently offering healthcare coverage to as discussed in the Affordable Care Act.

MEMORANDUM OF UNDERSTANDING PRE-APPRENTICE PROGRAM

May 2021

This Memorandum of Understanding is an amendment to the Inside Agreement between IBEW Local 292 and the Minneapolis Chapter, NECA. It shall take effect upon ratification and shall remain in effect through April 30, 2024. It shall continue in effect until the Inside Agreement is terminated or a successor agreement takes effect.

Employers may only hire Pre-Apprentices when there are no Apprentices available for work or when necessary to meet customer required workforce goals. When employers hire Pre-Apprentices, they shall come from the JATC's applicant or approved lists to work under this Memorandum. The first person on the job shall be a journeyman; the second person can be a Pre-Apprentice or an Apprentice. Each shop can employ one more Pre-Apprentice than the number of Apprentices employed. To be eligible to use the pre-apprentice program, an employer must employ apprentices, when available.

Pre-Apprentices may work up to eighteen (18) months from first date of hire as a Pre-Apprentice at 40% of Journeyman rate of pay, plus NEBF. Any Pre-Apprentice terminated for cause twice will be terminated from the Pre-Apprentice program. When 5% or more of the total number of Apprentices in the metro apprenticeship program are on the out of work list and who are eligible to go to work, Pre-Apprentices shall be laid off before Apprentices. The exception to this policy shall be when the Pre-Apprentices are needed to meet required workforce goals.

Pre-Apprentices shall only enter the apprenticeship program through the normal JATC interview process. Pre-Apprentices shall have the opportunity to improve their interview score by interviewing each quarter while in the program. The Pre-Apprentice must request this re-interview. Contractors shall fill out every 2 months, evaluations on all Pre-Apprentices and submit them to the JATC within ten (10) days of the end of the month. If evaluations are not received on an every other month basis, the employer may lose their ability to employ Pre-Apprentices for up to a 12-month period, as decided by the Labor Management Committee (LMC). The Pre-Apprentice and the Contractor are responsible for insuring this occurs.

Pre-Apprentices must pass the JATC's pre-employment screening (drug; physical; and optimum essential functions of the trade test). The costs of all pre-employment screenings and registrations will be paid by the employer. The employer can bill the JATC for these costs upon the Pre-Apprentice entering the apprenticeship program.

Hours worked as a Pre-Apprentice may not count toward credit for the apprenticeship program unless approved by the JATC. If approved by the JATC credit review subcommittee, work hours shall be divided equally and credited at the end of each of the first two periods of their apprenticeship.

The number of Pre-Apprentices allowable in the Pre-Apprenticeship Program shall be up to a maximum of one hundred and twenty (120).

RATIOS

The following job ratios will apply:


The ratio of unlicensed to licensed Journeymen shall be that allowed by Article II, Section 2.12 of the Inside Agreement. Each job can employ one (1) more Pre-Apprentice than the number of Apprentices employed up to three (3) Pre-Apprentices. Additionally, one (1) more Pre-Apprentice may be added for each 12 licensed Journeymen on the job.

Pre-Apprentices shall be allowed to work on prevailing wage projects as Building Minnesota Apprentices and must comply with the Build Minnesota ratios standards when doing so.

Any violation or dispute over the terms of this Memorandum shall be dealt with in accordance with the grievance procedures contained in the Inside Agreement.

Should any provision of this Memorandum be declared illegal by any court of competent jurisdiction, such provision shall immediately become null and void leaving the remaining terms in full force and effect.

The Inside Agreement shall cover items not found in this Memorandum.

 5-20-22
IBEW 292 President DATE

 5/20/2022
Minneapolis Chapter, NECA President DATE

 5/20/22
IBEW 292 Business Manager DATE

 5/20/2022
Minneapolis Chapter Manager DATE

MINNEAPOLIS ELECTRICAL JATC

PRE-APPRENTICE INFORMATION SHEET

CONTRACTOR INFO

Date: _____ Contractor: _____

Pre-Apprentice Type (must choose only one): ☐ METRO ☐ 12-COUNTY ☐ RESIDENTIAL ☐ SOLAR

Anticipated Start Date: _____ Notes (optional): _____

PRE-APPRENTICE INFO

Full Name (Last, First & Middle): _____

Date of Birth: _____ Social Security Number: _____

Street Address: _____

City: _____ County: _____ State: _____ Zip: _____

Cell Number: _____ Email: _____

Do you currently hold any electrical license? ☐ YES ☐ NO

If yes, what type? _____

Are you currently in the military or a veteran? ☐ YES - ACTIVE ☐ YES - RESERVES ☐ YES - VETERAN ☐ NO

If yes, what branch? _____

FOR JATC USE ONLY

- ☐ JATC APPLICATION ON FILE
- ☐ DRUG TEST RESULTS RECEIVED
- ☐ PHYSICAL RESULTS RECEIVED
- ☐ REFERRAL SENT TO HIRING HALL

JATC PRE-EMPLOYMENT MEDICAL SCREENING

When scheduling your appointment, please relay the following information
Pre-Employment Drug Screen or Physical & Drug Screen for the Minneapolis Electrical JATC

MINNESOTA OCCUPATIONAL HEALTH: 651-968-5300

www.mohonline.com

Clinic Locations and Hours

*Our QR codes will direct your google maps right to our clinics!
Just simply point your smart-phone camera to the location you would like to go to.*



Shakopee

4360 12th Ave E
Shakopee, MN 55379
Phone: 651-968-5300
Fax: 651-730-3551



Eagan

1400 Corporate Center Curve, #200
Eagan, MN 55121
Phone: 651-968-5300
Fax: 651-686-4026



St. Paul

1661 St. Anthony Ave, 2nd Fl
St. Paul, MN 55104
Phone: 651-968-5300
Fax: 651-646-0205



Blaine

10230 Baltimore St, #300
Blaine, MN 55449
Phone: 651-968-5300
Fax: 651-730-3516

Blaine Location – Drug Screening ONLY

Mon – Fri7:30AM to 4:00PM
Sat & SunClosed

MIDWEST OCCUPATIONAL MEDICINE: 320-251-9675

Clinic Locations and Hours

St Cloud – South Campus

1301 33rd St S
St Cloud, MN 56301
Phone: 320-251-9675
Fax: 320-252-2702

St Cloud – Northwest Campus

251 County Rd 120
St Cloud, MN 56303
Phone: 320-202-8949
Fax: 320-202-0756

Tues, Thurs & Fri7:00AM to 5:00PM
Mon & Wed7:00AM to 5:30PM
Sat & SunClosed

The contractor is responsible for the invoice. A copy of the results must be forwarded to the JATC.



Referral Authorization Form

Bring this form and a photo ID to your appointment.

To schedule an appointment please email your requested date & time to mohscheduling@mohonline.com or call (651) 968-5300.

Today's Date ____/____/____

Clinic locations and hours: Monday – Friday 7:00 a.m. to 4:00 p.m.

Select clinic:	<input type="checkbox"/> Shakopee	4360 12 th Ave E.,	Shakopee MN 55379
	<input type="checkbox"/> Eagan	1400 Corporate Center Curve, 2 nd Floor	Eagan MN 55121
	<input type="checkbox"/> St Paul	1661 St Anthony Ave., 2 nd Floor	St Paul, MN 55104
	<input type="checkbox"/> Blaine	10230 Baltimore St NE	Blaine, MN 55449

Employee name: _____ Date of birth: ____/____/____

Appointment date: ____/____/____ Appointment time: ____/____/____

Employer: _____ Address: _____

As a representative of the employer indicated above, I authorize Minnesota Occupational Health (MOH) or Summit OrthoQUICK (after hours) to examine and treat as necessary, the individual bearing this form, and accept financial responsibility for this service.

Employer Contact Name & Number: _____

Reason for visit (select all that apply):

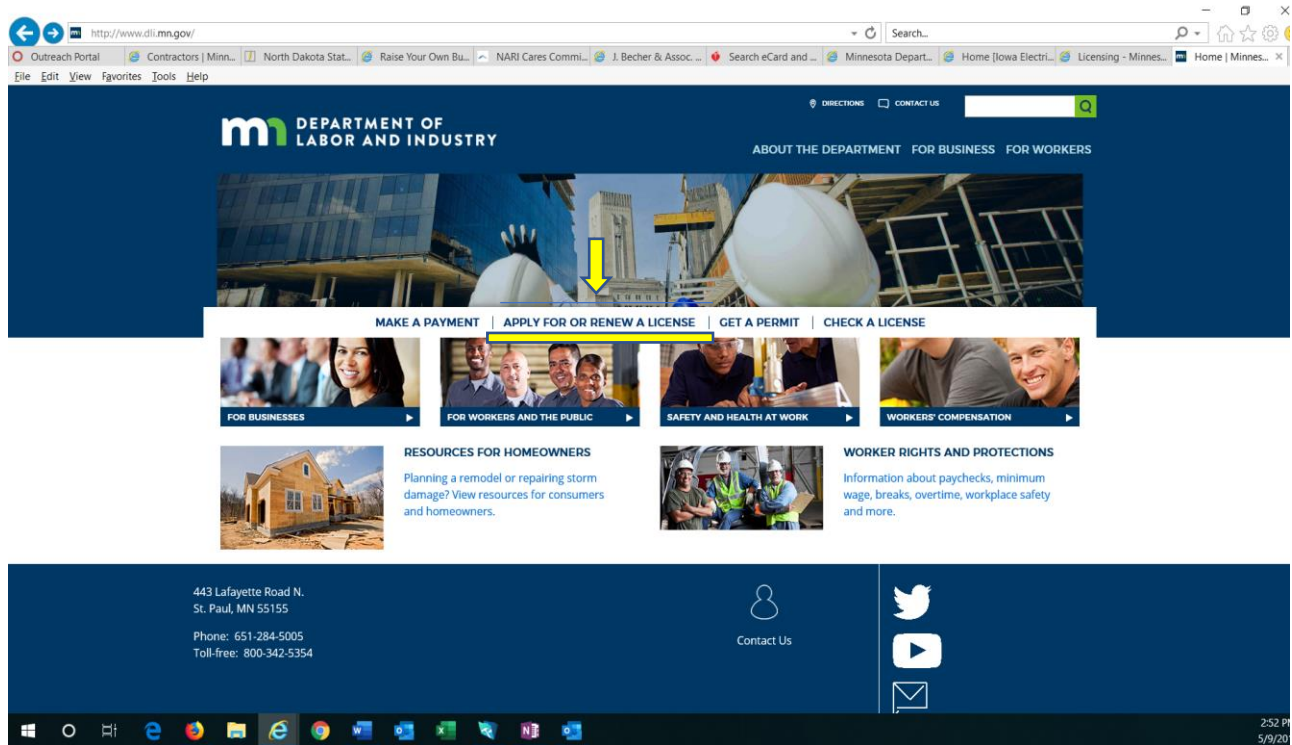
☐ Pre-apprentice physical (call to schedule)

Minnesota Dept of Labor & Industry

Unlicensed Registration Card Application

www.dli.mn.gov

APPLY FOR OR RENEW A LICENSE (Center of Page)



New license, exam, reciprocity, or registration application



PERSONAL/BUSINESS LICENSE, RECIPROCITY OR REGISTRATION APPLICATION/RENEWAL

The Minnesota Department of Labor and Industry (DLI), Construction Codes and Licensing Division (CCLD), encourages initial (new) applications, license payments and renewal applications to be submitted online. **Business (contractor) new license applications and renewals must be accompanied by completed application forms, which can be uploaded during the online application process or mailed to DLI.** Business license applications and renewals cannot be processed until all required forms have been reviewed and approved by DLI staff. All license forms can be found at <http://www.dli.mn.gov/business/get-licenses-and-permits/forms-licensing-insurance-bonds-certificates>

LICENSE, RECIPROCITY, REGISTRATION AND EXAM FEES ARE NONREFUNDABLE

Please select one of the following:



- [New license, exam, reciprocity, or registration application](#)
- [License exam scheduling](#) (after receiving exam qualification notice from DLI)
- [Initial license fee payment](#) (after passing examination or qualifying for reciprocity)
- [Renewal of personal license, business license, or unlicensed individual registration](#)
- [Independent Contractor \(IR\) registration renewal information](#)



Select ELECTRICAL

Select REGISTERED UNLICENSED ELECTRICIAN

Outreach Portal Contractors | Min... North Dakota St... Raise Your Own... NARI Cares Com... J. Becher & Asso... Search eCard an... Minnesota Depa... Home [Iowa Ele... Licensing

Edit View Favorites Tools Help

NEW LICENSE, EXAM, RECIPROCITY, OR REGISTRATION APPLICATION


Select one of the following disciplines and then a license, certificate, or registration type that you wish to apply for.

Discipline
Select BOILER
Select BUILDING OFFICIALS
Select CE ADMINISTRATION
Select CONTRACTOR REGISTRATION
Select ELECTRICAL
Select ELEVATOR
Select HIGH PRESSURE PIPING
Select MANUFACTURED STRUCTURES
Select MECHANICAL BONDS
Select PLUMBING
Select RESIDENTIAL CONTRACTORS
Select WATER CONDITIONING

License/Certificate/Registration class
Select CLASS A ELECTRICAL CONTRACTOR
Select CLASS B ELECTRICAL CONTRACTOR
Select INSTALLER B
Select JOURNEYWORKER A ELECTRICIAN
Select LINEMAN
Select MAINTENANCE ELECTRICIAN
Select MASTER A ELECTRICIAN
Select POWER LIMITED TECHNICIAN
Select REGISTERED EMPLOYER ELECTRICAL
Select REGISTERED UNLICENSED ELECTRICIAN
Select REGISTERED UNLICENSED POWER LIMITED TECHNICIAN
Select SATELLITE SYSTEM CONTRACTOR
Select SATELLITE SYSTEM INSTALLER

NEXT, NEXT

Dakota ... Raise Your Ow... NARI Cares Co... J. Becher & Ass... Search eCard a... Minnesota De... Home [Iowa El... Licensing - Min... Li

 **DEPARTMENT OF
LABOR AND INDUSTRY**

ABOUT THE DEPARTMENT FOR BUSINESS FOR WORKERS

NEW LICENSE, EXAM, RECIPROCITY, OR REGISTRATION APPLICATION

REGISTERED UNLICENSED ELECTRICIAN APPLICATION

Application fee: \$14.00

Requirements

MUST BE 17 YEARS OLD TO APPLY

Applicants are required to provide additional documentation when completing this application. The form package that must be included with this application is available here: [ALL FORMS](#)

Registration

Unlicensed individuals shall not perform electrical work required to be performed by a licensed individual unless the unlicensed individual is first registered with the Minnesota Dept. of Labor and Industry (DLI) as an unlicensed individual.

Supervision

Once registered, the unlicensed individual shall not perform electrical work required to be performed by a licensed individual unless the work is performed under the direct supervision of an individual actually licensed to perform such work. The same employer must employ both the unlicensed individual and the licensed individual supervising the unlicensed individual. A licensed electrician may directly supervise no more than 2 unlicensed individuals, or in the case of technology circuits or systems, no more than 3 unlicensed individuals. Unlicensed individuals shall not supervise the performance of electrical work or make assignments of electrical work to unlicensed individuals.

Exam Qualification

After January 1, 2008, work experience hours required to test for the Journeyman A exam, Elevator Constructor exam, Maintenance Electrician exam, and Power Limited Technician exam will only be accepted or recognized if earned while registered as an unlicensed individual. Verified hours worked before January 1, 2008 will continue to be recognized and accepted.

Period of Issuance:

One year, expiring on the last day of the month annually after the initial issuance, and renewable thereafter.

Statutes:

Minn. Stats. [326B.33](#)

Rules:


MINNESOTA RULES [3800.3520](#)

Previous Next



New Applicant

Next



ABOUT THE DEPARTMENTFOR BUSINESSFOR WORKERS

NEW LICENSE, EXAM, RECIPROCITY, OR REGISTRATION APPLICATION

REGISTERED UNLICENSED ELECTRICIAN APPLICATION

If you have ever held or applied for a license, certificate or registration with the Minnesota Department of Labor and Industry's Construction Codes and Licensing Division, enter your Social Security number (SSN) or your previous license number.

If you are submitting an application to CCLD for the first time select "New Applicant" and click the "Next" button.

DATA PRACTICES NOTICE

The information you provide on this application will be used to determine if you meet the licensure/bonding requirements. Before a licensure/bond certificate is issued to you, M.S. § 270C.72, subd. 4, requires you to provide your social security number. The other information is required to process your application. Failure to provide the requested information may delay the processing of your application or may be grounds for denying your application. Under M.S. § 13.41, the information that you provide on this application, except for your name, and address is private data while the application is pending. Disclosure of this information to others may occur as authorized or required by law, including the Attorney General's Office, the Department of Revenue, the Department of Human Services, and/or for the purpose of verification and investigation. Once you are licensed/bonded, the information (except for your social security number) becomes public data and will be part of the agency's permanent records.

Previous application/license

Social Security Number

AND

Last name

You must enter a last name with the social security number.


OR

License

New applicant

☐ New Applicant (I have not applied for or held a license or registration with the MN Dept. of Labor and Industry)

PreviousNext




Complete Requested Information

Save this information...

Next

Follow remainder of prompts to make payment



ABOUT THE DEPARTMENTFOR BUSINESSFOR WORKERS

NEW LICENSE, EXAM, RECIPROCITY, OR REGISTRATION APPLICATION

REGISTERED UNLICENSED ELECTRICIAN APPLICATION

License/Certificate/Registration holder

First name *

Middle name

Last name *

Suffix

Title

Birth date *

Social Security number *

Email address *

Mailing address

Address (line 1) *

Address (line 2)

City

State

ZIP code *

You must be able to receive mail at this address. This address will be posted publicly on the department's license lookup.

A post office box can be used as a mailing address.

Physical address

Address (line 1)

Address (line 2)

City

State

ZIP code

Enter a physical address for this license, certificate or registration if the address is different from the mailing address. A post office box cannot be used as your physical address.

Phone number (public)


Fax number

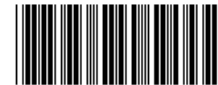
Cell phone number

Save this information...

PreviousNext

* indicates required field





CC0502

Mailing Address:
PO Box 64217
St. Paul, MN 55164-0217

E-mail: dli.license@state.mn.us
Web Site: www.dli.mn.gov/
Telephone: (651) 284-5031

Unlicensed Individual - Electrical Registration Application / Renewal

**PAID APPLICATION FEE IS NOT REFUNDABLE
CASH IS NOT ACCEPTED BY MAIL OR WALK-IN**

☐ Electrician (RE) ☐ Power Limited Technician (RT)

**MAKE CHECK OR MONEY ORDER PAYABLE TO:
MINNESOTA DEPARTMENT OF LABOR & INDUSTRY**

SPACE IN BOX FOR OFFICE USE ONLY

SELECT YOUR FORM OF REGISTRATION:	
<input type="checkbox"/> New Registration	\$14.00
<input type="checkbox"/> Renew Registration (not expired)	\$19.00
<input type="checkbox"/> Renew Registration (expired includes late fee)	\$24.00
<input type="checkbox"/> Reinstate Registration	\$24.00
(expired over 12 month includes late fee)	

Account Number	632432	STK	B42ELELIC
Check Number	Amount Paid		
<input type="checkbox"/> PCK <input type="checkbox"/> CCK <input type="checkbox"/> MO	DLI Deposit Date		
NOTICE: Pursuant to Minnesota Statute § 604.113, checks returned for non-payment will be charged a \$30 service charge and may subject the issuer to additional civil penalties.			

If you are or were registered as an unlicensed individual for elevator work, provide your registration number.	REGISTRATION NUMBER
--	----------------------------

**PRINT IN INK OR TYPE
MAKE A COPY OF THIS APPLICATION FOR YOUR RECORDS**

APPLICATION NUMBER:

NEW REGISTRATION

Individuals performing elevator work without a Minnesota elevator license must be registered as an unlicensed individual. Select New Registration if you have never been previously registered as an unlicensed individual.

RENEW REGISTRATION

Individuals who have a registration that is current or has been expired for less than 12 months may renew the registration. Renewing a registration prevents the loss of accrued work experience.

A late fee of \$5.00 is required for late renewals (received after expiration).

REINSTATE REGISTRATION

Unlicensed individuals performing electrical work may reinstate a registration that has been expired for more than 12 months. Accrued work experience during the unregistered period is lost and may not be applied toward licensure.

The information you as an individual provide in this application will be used by Department of Labor & Industry staff members to determine if you meet the Department's registration requirements. Minnesota Statute § 270C.72, Subd. 4, requires you to provide your social security number on this application. The other information is being requested for purposes of processing your application. With the exception of your Social Security, you are not legally required to supply the requested data on this application; however, failure to provide the requested information may delay the processing of your application or result in the denial of the same. Except for your name and designated address, the information you provide on this application is private data while the application is pending. Disclosure of this information to others may occur as authorized or required by law, including but not limited to the Attorney General's Office, the Department of Revenue, the Department of Human Services, upon court order, and/or for the purpose of verification and investigation. Once you are registered, the information you provide, other than your Social Security Number and non-designated address, becomes public data and may be released to anyone upon request.

Your renewal can be processed today if you apply/renew online at <https://secure.doli.state.mn.us/license/intro.aspx>

SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)	AREA CODE & PHONE NUMBER	E-MAIL ADDRESS
LEGAL LAST NAME	SUFFIX (JR, SR, II, III)	LEGAL FIRST NAME	LEGAL MIDDLE NAME
RESIDENTIAL ADDRESS		PUBLIC MAILING ADDRESS (if different from residential address)	
CITY NAME	STATE	ZIP CODE	CITY NAME STATE ZIP CODE

Is the Residential address above a non-designated (private) address?

☐ Yes ☐ No

If **yes**, then you must provide a designated (Public) mailing address.

APPLICANT SIGNATURE

DATE SIGNED (MM/DD/YYYY)

Minneapolis Joint Apprenticeship & Training Committee for the Electrical Industry

13100 Frankfort Parkway · St. Michael, MN 55376 · Phone: 763-497-0072 · Fax: 763-497-0076 · office@mplsjatc.org

Pre-Apprentice Evaluation Form

Pre-Apprentice: _____

Month Ending (or Layoff Date): _____

Employer: _____

Foreman/Journeyman: _____

Please complete and return to the JATC within 10 days. This information is confidential and shared with the apprentice to help them improve in the program. Please be open and honest. Indicate by marking the appropriate number under each heading.

Productivity

1. Gets Little Done
2. Below Average
3. Average
4. Above Average
5. Very Productive

Accuracy of Work

1. Careless with Many Errors
2. Below Average
3. Average
4. Above Average
5. Very Accurate

Mechanical Aptitude

1. Poor Workmanship
2. Below Average
3. Average
4. Above Average
5. Exceptional Ability

Use of Working Time

1. Wastes Time
2. Below Average
3. Average
4. Above Average
5. Very Efficient

Use of Materials

1. Wasteful with Material
2. Below Average
3. Average
4. Above Average
5. Exceptional Usage

Handling of Tools & Equipment

1. Careless and Rough
2. Below Average
3. Average
4. Above Average
5. Treats Equipment Well

Observance of Safety

1. Disregards Rules/Accident Prone
2. Below Average
3. Average
4. Above Average
5. Very Safe

Understanding Verbal Instruction

1. Misunderstands Frequently
2. Below Average
3. Average
4. Above Average
5. Always Understands Instructions

Attitude Towards Supervisors

1. Disrespectful, Uncooperative
2. Below Average
3. Average
4. Above Average
5. Respectful, Polite, Attentive

Attitude Towards Co-Workers

1. Disrespectful to Others
2. Below Average
3. Average
4. Above Average
5. Gets Along Well with Others

Attendance

1. Frequently Absent or Absent Without Notification
2. Absent 1-2 Times a Month (With or Without Notification)
3. Absent 1-2 Times Every 3 Months (With or Without Notification)
4. Absent 1-2 Times Every 6 Months (With or Without Notification)
5. Never Misses Any Time

Tardiness

1. Habitually Late
2. Late 1-2 Times a Month
3. Late 1-2 Times Every 3 Months
4. Late 1-2 Times Every 6 Months
5. Always on Time (5 minutes or Earlier)

Personal Appearance

1. Untidy, Sloppy, Dirty
2. Below Average
3. Average
4. Above Average
5. Neat, Clean, Professional

Overall Ranking of Apprentice (at Current Level of Training)

1. Unsatisfactory
2. Below Expectations
3. Performs as Expected
4. Exceeds Expectations
5. Exceptionally High

Areas Needing Improvement:

Comments:

Foreman/Journeyman's Signature: _____ **Date:** _____

Reviewed by Contractor: _____