

# INFORMATION FOR APPLICANTS



## INSIDE WIREMAN & TELECOMMUNICATIONS APPRENTICESHIPS





## Apprenticeship Applications

Apprenticeship applications are accepted once a month on the first Wednesday of the month from 12:00 PM to 6:00 PM. Application forms are only available at the Training Center during this time.

All individuals interested in joining the Inside Wireman or Telecommunications Apprenticeships must come to the Training Center at 303 E. 103rd Terrace, Kansas City, MO 64114 to fill out an application. All applicants will be required to pay a \$25.00 application fee (non-refundable and no personal checks). Applicants have 30 days from the date of their application to turn in all required documentation. Once that time has lapsed, applicants will be expected to begin the process again (pay the \$25.00 fee and fill out the forms).

A pool of eligible applicants shall be created consisting of individuals who qualify and complete the interview process. To qualify for an oral interview an applicant must meet one of the following sets of requirements:

### Basic requirements:

- **Age:** Be at least 17 years of age. Applicants must be a minimum of 18 years old at the time of selection and indenture. Bring in your birth certificate or other official documentation of date of birth.
- **Education:** Provide proof of education. Applicant must bring in a diploma, GED or HISET with test scores, or proof of an Associate's Degree or higher.
- **Transcript:** Bring in transcripts for high school or college experience. The transcript must show the applicant has successfully completed at least one of the following with a passing grade: one full credit of high school algebra, one post-high school algebra course (e.g. adult education, continuing education or community college) or an online algebra or tech math course (such as the NJATC online Technical Math course at <http://www.njatc.utk.edu/>).
- **Aptitude Test:** Qualify for an interview by obtaining a passing score on the electrical trade's aptitude test developed and validated by the American Institutes for Research.
- **License:** Possess a valid driver's license.

## OR

### Work Experience:

- Provide proof of at least 4,000 substantiated electrical construction work hours. This can be substantiated by bringing in W-2s for prior years or bringing in the final paycheck stub for the years in question.
- Bring in your birth certificate or other official documentation of date of birth.

\*\*\*If currently or previously in the military, you must submit a DD-214 to verify your military training and show a release from active duty.\*\*\*

For more information, please contact the Training Center at (816) 942-3242.



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



**ATTENTION ALL APPRENTICES, CWs, AND PRE-APPRENTICES:**

- ✓ You will be sent for a CISAP (drug screening) test BEFORE you are sent out to work.
- ✓ 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).
- ✓ **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.**



## *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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## 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

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

The office is temporarily closed for our staff meetings from 2:00 - 3:00 PM each Monday.

## 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



## Journeyman Inside Wireman

### Program Details

Apprentices pay no tuition for their classes, but they are required to purchase their own tools and pay for their books each year. Book costs vary, but may range from around \$200.00 to \$700.00 for any given year. We offer a compensation package of generous hourly pay and benefits, including insurance coverage for the whole family once eligible. Raises can be expected annually, and are awarded upon completion of the school year and attainment of set milestones for on-the-job training hours.

### 5-year Systematic Program of Learning

Over the course of the five year Inside Wireman program, apprentices must acquire a wealth of technical knowledge and necessary skill via on-the-job training and classroom learning. After completing your Apprenticeship, you'll be trained in all aspects of the electrical trade. In addition, you'll have the option to receive 42 college credit hours from the Metropolitan Community Colleges toward an **Associate's Degree in Applied Science**.

### 8000 Hours of On-the-Job Training

Upon selection into the KCJATC Inside Wireman Apprenticeship, an Apprentice will be officially indentured with the Department of Labor and placed in a job with one of our signatory contractors. Work is generally expected to be full time (40 hours a week). Apprentices train on-the-job to proficiency in installation, maintenance and troubleshooting of various electrical systems under the guidance of Journeyman Inside Wiremen.

### 900 Hours of Related Study (minimum)

Apprentices will study theories relating to all tasks important to the trade. Classroom time helps reinforce skills learned during on-the-job training. The Apprenticeship school year runs August through June with a winter break for the holidays. Classes typically meet from 5:30 - 9:00 PM, with Apprentices required to attend one night a week. Class time is spent in lecture and hands-on lab formats, with homework due via our online training system. Apprentices will be expected to have internet access and a Windows-based computer with which to complete homework.

### 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.



## Telecommunications Installer/Technician

### Program Details

Apprentices pay no tuition for their classes, but they are required to purchase their own tools and pay for their books each year. Book costs vary, but may range from around \$200.00 to \$700.00 for any given year. We offer a compensation package of generous hourly pay and benefits, including insurance coverage for the whole family once eligible. Raises can be expected annually, and are awarded upon completion of the school year and attainment of set milestones for on-the-job training hours.

### 4-year Systematic Program of Learning

Over the course of the four year Telecommunications program, apprentices must acquire a wealth of technical knowledge and necessary skill via on-the-job training and classroom learning. After completing our program, you'll be equipped to work with all kinds of low-voltage systems including fiber optic networks, fire and life safety systems, security installations and VDV technologies.

### 6,400 Hours of On-the-Job Training

Upon selection into the KCJATC Telecommunications Apprenticeship, an Apprentice will be officially indentured with the Department of Labor and placed in a job with one of our signatory contractors. Work is generally expected to be full time (40 hours a week). Apprentices train to proficiency in all skills required to install, maintain and troubleshoot various systems associated with voice, data and video systems under the guidance of Telecommunications Technicians.

### 720 Hour of Related Study (minimum)

Apprentices will study theories relating to all tasks important to the trade. Classroom time helps reinforce skills learned during on-the-job training. The Apprenticeship school year runs August through June with a winter break for the holidays. Classes typically meet from 5:30 - 9:00 PM, with Apprentices required to attend one night a week. Class time is spent in lecture and hands-on lab formats, with homework due via our online training system. Apprentices will be expected to have internet access and a Windows-based computer with which to complete homework.

### Types of Work

Our trained telecommunications systems installers perform installation and maintenance for all voice, data and video work in commercial office buildings and complexes, as well as industrial facilities. Work includes:

- Planning and initiating projects
- Telephone Systems
- Fiber Optic Networks
- Data Networks
- Fire Alarm Systems
- Nurses Call Systems
- CCTV Systems
- Security Systems

In the course of this work Telecommunications Technicians use many different kinds of tools, ranging from simple hand tools (such as screwdrivers and cable-cutters) to power assisted tools (like electric drills and screw guns). They occasionally operate heavy equipment such as trenchers.





## Earn college credit during your Apprenticeship



The KCJATC has an articulation agreement with the Metropolitan Community Colleges. Students who have completed the Inside Wireman Apprenticeship Program have the opportunity to complete an Associate's Degree in Applied Science in Industrial Technology. Students meeting the guidelines for this program will be responsible for successfully completing additional credit requirements outside the apprenticeship.

If we generate enough interest in this program, we'll be able to hold these additional classes at the Training Center. Contact us at (816) 942-3242 to take advantage of this unique opportunity to receive your Associate's Degree.

## Receive Your Associate's Degree in Applied Science

### General Education Requirements

Class Code	Description	Credits
ENGL 101	Composition and Reading I	3 Credits
HIST 120	American History to 1865 <b>or</b>	
HIST 121	American History from 1865 <b>or</b>	
POLS 135	Introduction to Political Science <b>or</b>	
POLS 136	Introduction to American National Politics <b>or</b>	
POLS 137	Introduction to State and Local Politics	3 Credits
SPDR 100	Fundamentals of Speech	3 Credits
MATH 103	Technical Mathematics I <b>and</b>	
MATH 104	Technical Mathematics II <b>or</b>	
MATH 120	College Algebra <b>and</b>	
MATH 130	Trigonometry	6 credits
Any course numbered 100 or higher from the following disciplines:		
ART, ANTH, ECON, ENGL, FOREIGN LANGUAGE, GEOG (except 104 or 110),		
HIST, HUMN, MSCM, MUSI, PHIL, POLS, PSYC, SIGN, SOSC, SOCI, SPDR		3-5 Credits

### Specific Program Requirements

Class Code	Description	Credits
CSIS 115	Introduction to Microcomputer Applications	3 Credits
	Inside Wireman Electrical Apprenticeship*	42 Credits
Total Credit Hours		63-65 Credits
*A federally approved inside wiring apprenticeship program that contains a minimum 750 hours of classroom instruction and 8,000 hours of on-the-job training for IBEW apprentices.		

### Articulation Agreement

- Receive 42 college credit hours from the Metropolitan Community Colleges upon completion of your five year apprenticeship.
- Associate's Degree hours may be transferred to Central Missouri State University toward a Bachelor's Degree in Technology with Construction Management emphasis.