

Independent Training & Apprenticeship Program

Supplemental Electrical Trainee Institutional Catalog

March 2020 – Until Further Notice

Coronavirus Properness and Prevention Guidelines

In the wake of the coronavirus pandemic, schools have had to dramatically shift how they operate. As your chosen school and an essential institution for Electrical training, we made reasonable accommodations to ensure students' safety and academic progression during this difficult times.



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Admission Policies and Procedures Amendments

Entrance Requirements

Entrance requirements have not been changed.

I-TAP students must meet the following minimum admission requirements

- Be at least 17 years of age
- Have a high school diploma or GED equivalent* or pass the ability to benefit test (minimum score English 200, Math 210)
- Pass I-TAP math exam with 70% or better
- Take I-TAP colorblind exam
- Able to lift 50 lbs with or without reasonable accommodations.
- Ability to read and write English at the level of a graduate of an American high school.

*Foreign Diplomas or Transcript: The school will accept a foreign diploma or transcript, however the diploma or transcript must be equivalent to a U.S. high school diploma and must be translated into English by a certified translator and evaluated by a credentialed evaluation service. All costs associated with translation and evaluation are the responsibility of the student.

Enrollment Procedures

- A perspective student may complete enrollment and campus tour are given by appointment only
- Perspective student's Math and Color test are given by appointment only
- Perspective students have the option for Virtual Tours and informational session with Admissions Advisor.

*** All Visitors must complete the COVID-19 health screen at the front desk. If a visitor has a fever, they will not be allowed to enter the rest of the building. Upon entrance to the building all visitors must wear a mask.

Instructional Information

Course Objectives

Commercial Electrician

The objective of the commercial electrician course is to provide students with the education required to be employable as commercial electrician trainees. Upon completion of the curriculum students will have earned an California Electrical Trainee Card, as well as be eligible to take the California General Certification Exam, however they will not be considered "certified" unless they have also completed 8,000 hours of on-the-job experience.

Commercial Electrician Trainee (Avocational Program)

The objective of the Avocational Commercial Electrician Trainee courses is to provide the individuals already working as electricians with the state mandated schooling. If students take all 10 courses and complete 8,000 hours of on-the-job experience they will have completed the whole general electrician curriculum as approved by the State of California. Upon completion, they will be eligible to take the California General Certification Exam and be journeylevel electricians

California General Certification Exam

All certification exams must be approved and administered by the State of California. I-TAP will assist students apply for the exam, however have no ability to approve. In order to qualify for the exam an applicant must have either completed 8,000 hours of on-the-job experience, be licensed in another state, or have completed an approved curriculum. Costs associated with the exam are the responsibility of the student and are approximately \$200.00. More information regarding applying for the exam, and fees can be found at <http://www.dir.ca.gov/dlse/ECU/ElectricalTrade.html>.

Schedule per Program Amendments

26 Week Commercial Electrician Trainee

- Program's time frame has stayed the same - 26 weeks 900 hours
- Class will continue to be from Monday through Friday 7:00 am – 3:30 pm.
- Students will be required to switch between physically being present in the classroom and through our Virtual Classroom (Zoom) - test days will be shorter. Approximately 35 hours per week.
- New cohort are still begins regularly scheduled, contact the institution for the next available start.

Avocational Commercial Electrician Trainee

- Program's time frame has stayed the same - 10 individual 2 week course. Classes must be taken sequentially, unless otherwise approved by the Training Director. Each course receives 80 hours of education towards the 150 hour state requirement.
- Class will continue to be from Tuesday through Monday (2 weeks total) 7:00 am – 3:30 pm.
- Students will be required to switch between physically being present in the classroom and through our Virtual Classroom (Zoom) Approximately 8 hours of instruction per day for a total of 40 hours per week.
- New cohort begins approximately 4 times per year, contact the institution for the next available start.

Course Material Requirements

- Students will need access to the Internet
- An active email address
- A computer with a Web camera

Tools for both Programs

- Students will need have a complete set of tools in order to be successfully employed in the industry as an electrician. Students will be provided a tool list if they have any questions on what is required. Tools are not available for purchase from the institution.

Attendance/Physical Presence in Campus Policy Amendments

Expectations:

- Students will still be required to maintain an 85% attendance

- Students are still expected to be present or online and ready to receive instruction from the start of class through the end of class each day. Students who are unable to meet this requirement must notify their instructors prior to the missed time. Instructors will provide their preferred method of notification (ie. phone call, text message, or email). Students will receive credit for the hours they are actually in class, if a student is late or leaves early those hours will be deducted from the day when the overall attendance calculation is completed. There is no grace period for tardy, students are only credited for the time they are actually present in the classroom.
- If a student misses more than 5 consecutive school days the student will automatically be considered withdrawn from the program. If a student chooses to re-enter the program, they will be scheduled in the next available class. They will be allowed to pick up where they left off and will not be required to retake the entire course assuming they have received a passing grade up to the point of withdrawal.
- Students will either sign in and out of class each day through our Daily Sign-In Sheets or Sign-in via our Virtual Classroom (Zoom) .The instructor will verify the time in and out to ensure proper recording.

Missed Work and Hours

- Students will be allowed to make-up work only if:
 - If a student has a fever, or if feeling ill, or has any symptoms of coronavirus (shortness of breath, fever, cough, etc.) they will not be permitted to come in the building until they have been 3 with no symptoms without assistance of medications, or a negative coronavirus test.
 - In the event someone in the student's household has tests positive for Coronavirus, student will not be permitted to come in the building until they have been 3 days with no symptoms without assistance of medications, or a negative coronavirus test.

** Please be advise make-up time may be outside of our regular schedule time for classes, this includes, weekends, early morning, evenings, etc. Make-up times would need to be schedule with Instructor.

Arrival and Departure

- When students enter the building, all students will need to complete the COVID-19 health screen at the front desk. If a student has a fever, they will not be allowed to enter the building.
- Students will need to wear a mask at all times.
- Students will be assigned to a group, and will only be allowed in the building on their scheduled group days. Groups will alternate according to the schedule posted by the instructor.
- Labs will continue to be socially distance with one student per lab board. Students in the TI lab space will be socially distanced as much as possible, following similar requirements consistent with the industry
- On testing days, the instructor can schedule a morning and afternoon testing sessions so there is no time advantage to one-group vs the other.

- The institution will provide hand sanitizers for use by all entering the building. Hand sanitizers will be available in each classroom, and at the front desk. Students, faculty, and staff are encouraged to wash hand regularly and use the hand sanitizer when washing hands is not an option.
- Students will disinfect their desks and workspaces at the end of each day.

Health Promotion Efforts

As you move forward with your educational goals, please keep in mind the following guidelines:

- Wash your Hands often with soap and water for at least 20 seconds, especially important to wash :
 - Before and after lunch
 - Before touching your face
 - After using the restroom
 - After leaving a public place/classroom/Lab area
 - After blowing your nose, coughing, or sneezing
 - After handling your cloth face covering
 - After touching your tools
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Remember to please always cover your mouth and nose with a cloth face cover when around others, especially when you are traveling between classroom, hallway, breakroom, and office areas.
- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Clean and disinfect frequent touched areas, such as your desk and workstation. Staff is disinfecting on a regular basic; however, we can all work together to prevent the spread.
**Remember to clean your desk at the end of the day and after lunch.
- Monitor your Health Daily, be alert for symptoms:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

**This list does not include all possible symptoms. CDC will continue to update this list as they learn more about COVID-19.

Communication Plan

In the event someone tests positive for Coronavirus, the institution will follow the guidelines from the California Department of Public Health and consult the current CDC guidelines to determine what additional cleaning protocols need to be followed. The class with the positive test will be notified, and encouraged to obtain testing. That class will return to a fully online program for not less than 14 calendar days.

