

AREA 1 INSIDE ELECTRICAL APPRENTICESHIP APPLICATION ANNOUNCEMENT



2025 Requirements & Application Process

Area 1 JATC shall 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 18 years old or older. Area 1 JATC shall take affirmative action to provide equal opportunity in apprenticeship and shall operate the apprenticeship program as required under this Plan and Title 29 CFR, part 30

1. Submit all required documents in person
2. Wait to receive your ranking letter, which will assign your position for the current ranking session.
3. Advance to the "Ready for Employment" (RFE) List
4. Begin seeking employment with approved training agents (electrical contractors)
5. Secure employment and attend orientation with the JATC
6. Enroll and begin school in the upcoming academic year.

This notice is to inform you that the Area 1 Inside Electrical JATC anticipates opening for applications for the following trade:

License: General Journeyman Electrician
DOT # 824-261-010 **MA#1046**

Area 1 Inside Electrical JATC
6915 NE 42nd Avenue
Portland Oregon 97218
(503) 459-4056
[www. Area1jatc.us](http://www.Area1jatc.us)

Opening Date for Accepting Applications: February 10th, 2025

Closing Date for Accepting Applications: October 30th, 2025

Process to Apply

How to Apply:

- Applications are available in person only at the JATC administrative office, located at:
6915 NE 42nd Avenue, Portland, OR 97218

Application Process:

- Before applying, applicants must provide their name, gender, and ethnicity, which will be recorded in the Applicant Log for the State of Oregon.
- Each application will be assigned a unique log number that corresponds to the application number for tracking purposes.
- Following the Committee's review, applicants will receive a letter notifying them of their score and placement.
- Applicants deemed ineligible based on their submitted documentation will be notified by letter no later than the dates outlined above.
- All appeals to ranking and placement must be submitted in writing to the Executive Director within 30 days of the notification letter's date. Appeals submitted via phone will not be accepted under any circumstances.
- Please note that information regarding the status of an application will only be disclosed to the applicant. This includes maintaining confidentiality from parents, spouses, domestic partners, employers, or any other third parties.



MINIMUM PROGRAM REQUIREMENTS FOR APPLYING

- **Must Be at least 18 years of age at time of orientation**
- **High School Graduate with a 2.0 GPA from a school accredited by a State Education Agency**
 - All Transcripts are required to be officially sealed by the education facility and unopened to be eligible.
 - Transcripts can also be electronically sent **directly** to info@area1jtc.us from the educational facility
 - Foreign Transcripts will not be considered for the application process
 - Penn Foster transcripts will not be accepted as part of the application process
- **Qualifying GED Completion with Scores as follows:**
 - 2002-2013 = 2300+ pts
 - 2014-present = 600+ pts
- **Low GPA High School Student May:**
 - Take GED Test at JATC in 4 CORE subjects obtaining scores greater than 150 per subject

MATH QUALIFICATION REQUIREMENT:

Applicants must meet one of the following criteria to qualify

1. High School Algebra

- Completion of one full year of high school algebra with a minimum grade of "C" (2.0) or better.
- Transcripts must be officially sealed by the issuing educational facility and remain unopened for consideration.

2. Equivalent College Algebra Course

- Completion of a college-level algebra course.
- Transcripts must be officially sealed by the issuing educational facility and remain unopened for consideration.

3. GED Math Qualifier Test

- **Achieve a score of 150 or higher on the GED math qualifier test administered through JATC**
- A \$25.00 non-refundable testing fee applies.
- Tests are limited to 90 minutes and must be pre-scheduled through the JATC office. Walk-ins will not be accepted.
- Only the tester is allowed in the testing center. Calculators will be provided. Personal calculators, cell phones, and translators are prohibited.

4. GED Math Score

- For GEDs taken after January 1, 2014: minimum score of 150
- For GEDs taken between 2002 and 2013: minimum score of 410

SEE NEXT PAGE FOR MATH REQUIREMENTS



ADDITIONAL MATH REQUIREMENT

Accuplacer Math Placement Test Requirement

Applicants who have successfully completed the math minimum requirements (high school or GED) but did so more than 12 months ago are required to take and pass the Accuplacer Math Placement Test, administered by the JATC, at or before the time of application.

- **Testing Fee:** A \$20.00 non-refundable fee will be collected for each test attempt.
- **Test Details:**
 - The test consists of 12 questions.
 - A minimum score of 9 correct answers is required to pass.
 - Testers will have a maximum of 45 minutes to complete the exam.
 - Results will be provided immediately upon completion.
- **Testing Rules:**
 - Calculators, cell phones, translators, and non-testing individuals are prohibited in the testing center.
- **Schedule:**
 - Accuplacer tests are administered on Tuesdays and Thursdays during application periods.
 - The first session begins at 9:00 AM, and the last session starts at 3:00 PM.
 - Tests are conducted on top of each hour, and applicants must adhere to the scheduled times.



Applications will be accepted on the following dates in 2025:

1st Ranking Session:

Month	Dates Open for Application
February	11 th , 13 th , 18 th , 20 th , 25 th , 27 th
March	4 th , 6 th , 11 th , 13 th , 18 th , 20 th , 25 th , 27 th
April	1 st , 3 rd , 8 th , 10 th , 15 th , 17 th , 22 nd , 24 th

Application Period: Feb. 3rd – April 24th

Scoring and Ranking: All applications submitted during this time will be evaluated and ranked

Notification: Applicants will receive mailed written notification by May 5th regarding their placement on the ranked list or an explanation of ineligibility.

2nd Ranking Session:

Month	Dates Open for Application
May	6 th , 8 th , 13 th , 15 th , 20 th , 22 nd , 27 th , 29 th
June	3 rd , 5 th , 10 th , 12 th , 17 th , 19 th , 24 th , 26 th
July	1 st , 3 rd , 8 th , 10 th , 15 th , 17 th , 22 nd , 24 th

Application Period: May 5th – July 24th

Scoring and Ranking: All applications submitted during this time will be evaluated and ranked

Notification: Applicants will receive mailed written notification by August 4th regarding their placement on the ranked list or an explanation of ineligibility.

3rd Ranking Session:

Month	Dates Open for Application
August	5 th , 7 th , 12 th , 14 th , 19 th , 21 st , 26 th , 28 th
September	2 nd , 4 th , 9 th , 11 th , 16 th , 18 th , 23 rd , 25 th , 30 th
October	2 nd , 7 th , 9 th , 14 th , 16 th , 21 st , 23 rd , 28 th , 30 th

Application Period: August 4th – October 30th

Scoring and Ranking: All applications submitted during this time will be evaluated and ranked

Notification: Applicants will receive mailed written notification by December 4th regarding their placement on the ranked list or an explanation of ineligibility.



Ranking Process

Applicants are evaluated through a structured point system based on the documentation they provide. Rankings are determined by these scores, and applicants are subsequently placed on a list in order of their standing.

Application Point System:

- Qualifying applications will be reviewed and scored based on the ranking point system (see attached). Points will only be awarded if the applicant provides written documentation, such as employer letters on company letterhead, DD-214 forms, course certificates, school transcripts, and similar supporting materials.

Trade Schools:

- Trade school experience will be evaluated for points based on official transcripts reflecting a grade of "C" or higher.

Electrical, Construction, and Electrical Supplier Experience:

- Work experience in these fields must be documented on an official company letterhead and signed by a company representative. The letter must include the dates of hire and termination, a brief description of the work performed, and the total hours worked. Please note that resumes and pay stubs do not constitute valid proof of experience, and applicants are not permitted to self-verify their prior experience.

References:

- A maximum of ten signed letters of recommendation or reference will be accepted. These letters must come from co-workers, professional contacts, clergy, civic organizations, past or current employers, teachers, or similar sources. Please note that form letters, duplicate letters, and lists of names will not be considered. Letters must be from non-family members.



DIRECT ENTRY OPPORTUNITIES

Scholarship Applicants:

- Scholarship applications are Due May 1st, 2025
- Refer to Math Requirements
- 18 years of age at time of Program Orientation
- High School Graduate or verification from educational facility that graduation status will be met before signing apprenticeship agreement
- Please see Scholarship applications for more details

Pre-Apprenticeship Graduate/Applicants:

- Pre-Apprenticeship graduates have the opportunity to apply for direct enrollment in the month of **July** with the following documents:
 - Transcripts from approved pre-apprenticeship
 - Letter of Good standing from pre-apprenticeship Director
 - Certificate of Completion from Pre-apprenticeship
 - Adhere to Minimum JATC requirements presented in registration announcement
- All pre-apprenticeship applicants will be evaluated in July and potentially brought in for an additional interview before acceptance into program



Point System Breakdown

Section Title	Points per Category	Description/Notes for Category	Maximum pts. per Category
High School Diploma	15 pts	GPA of 3.5 and above	15 pts
High School Classes	10 pts max per category	Algebra I, Algebra II, Geometry, Trigonometry, Drafting, National Electric Code, Electronics classes, Intermediate Math, Blueprint reading, Electrical-related class, Military-related (electrical), OSHA 10 (full course)	55 pts
		1. The best class term or semester for the above classes will be used; the same class cannot be counted twice	
College Courses	10 pts max per category	Algebra I, Algebra II, Geometry, Trigonometry, Drafting, National Electric Code, Electronics classes, Intermediate Math, Blueprint reading, Electrical-related class, Military-related (electrical), OSHA 10 (full course)	55 pts
		2. The best class term or semester for the above classes will be used; the same class cannot be counted twice	
Shop Classes	10 pts	Woodworking, metalworking, automotive, electrical	25 pts
High School Construction Classes	15 pts	Electrical, Plumbing, general construction, carpentry, welding and metal fabrication, blueprint reading and drafting, etc.	

HIGH SCHOOL CLASSES		COLLEGE CLASSES	
Grade per Semester	Point Available	Grade per Semester	Points Available
A	2.5	A	5.0
B	1.5	B	3.0
C	0.5	C	1.0
P	1.0	P	2.0

Section Title	Points per Category	Description/included classes/Notes for Category	Maximum pts. Per Category
Trade School	10 pts	Per semester credit or equivalent Electrical Construction-related (30 points max)	50 pts
	5 pts	Per semester credit or equivalent Construction-related (20 points max)	
Experience*	3 pts	Electrical construction experience (3 points per month)	40 pts
	1 pt	Construction-related experience (1 point per month)	25 pts
	1 pt	Electrical supplier experience (1 point per month)	15 pts
*One month of experience is defined at 150 OJT Hours.			
Letters of Reference	1 pt	Each letter must contain contact information and signature to qualify	10 pts



APPLICATIONS ARE A CLOSED APPLICATION PROCESS MEANING:

- **All information is required at the time of application.**
- **NO documentation may be added after the application is submitted**

The following Lists are the categories that applicants fit into after the ranking process has occurred:

- Did Not Qualify List (DNQ)
 - Applicants on this list did not meet the minimum qualifications. They will be notified by letter, which will detail the reasons for disqualification, the requirements for admission, and any applicable appeal rights.
- Pool of Eligibility List (POE)
 - This list includes applicants who have met all the qualifications outlined in the opening announcement but are not yet eligible to be scored, ranked, or placed in employment. To advance, they must:
 - Pass the math placement test within the last 12 months at the JATC.
 - Successfully complete high school or college Algebra I (or equivalent) within the last 12 months.
- Ranked List of Eligible Applicants
 - Applicants who meet all qualifications, including the math placement test, will be scored and placed on this list. Rankings are determined by points, with applicants listed from highest to lowest scores.
- Ready for Employment List (RFE)
 - The top 20 applicants from the Ranked Eligible Applicants will be placed on the RFE list. As applicants are hired from this list, additional applicants from the Ranked List will be added whenever the RFE list is reduced by 5 names.

Removal from the RFE List

Applicants will be removed from the RFE list for the following reasons:

- Hired
- Declining work opportunities three times, including failure to return calls from potential employers.
- Providing a disconnected phone number.
- Mail being returned as undeliverable.
- Applicant requests removal.
- 3 months of no employment



Frequently Asked Questions/About US

Location of Area I:

- Oregon counties: Multnomah, Washington, Clackamas, Columbia, Hood River, Wasco, and part of Yamhill north of Section T4S.
- Washington State counties: Clark, Klickitat, Skamania, Cowlitz, and Pacific

Hour Requirements to Complete Program:

- 8,000 hours on-the-job training
- 576 Hours of Classroom Related Training

Wage Schedule:

- The guaranteed wage for apprentices employed by participating employers is calculated as a percentage of the average Journeyman wage. Advancement in the program is determined by the completion of 1,000 on-the-job training hours per period and successful progress in required school hours.
- Wage adjustments (re-rates) are scheduled biannually, on January 1 and July 1 each year. Please note that the wage scale will be updated on January 1, 2025.

1. **How does the Apprenticeship Program work?**

Once hired as an apprentice, you will be required to maintain full-time employment with an approved training agent and attend evening classes.

2. **Where is the school, and how often do I attend?**

Classes are held at the Area I Inside Electrical JATC facility located at 6915 NE 42nd Avenue in Portland, Oregon, or our satellite facility at 1006 NE 146th Street, Vancouver, WA. Regularly scheduled classes occur one evening per week from 6:00 PM to 10:00 PM during the school year. Additionally, apprentices must attend occasional lab sessions as scheduled.

3. **Where will I work?**

Apprentices are employed exclusively by Approved Training Agents. These are licensed electrical contractors in the area who hire and train apprentices. Once you are placed on the Ready for Employment (RFE) list, the program staff will provide you with a directory of approved contractors.

4. **What is “on-the-job” training?**

On-the-job training allows you to earn while you learn. You will work under the direct supervision of a licensed Journeyman Electrician, gaining practical experience while attending evening classes to advance your skills and knowledge.

5. **How much will I earn?**

As of January 1, 2025, the starting wage for a Period 1 Apprentice is \$20.52 per hour. Apprentices are eligible for regular wage increases as they progress through their coursework and accumulate on-the-job training hours.