**Minneapolis Electrical JATC**

**Contractor Procedure Sheet**

**Pre-Apprentice**

1. The pre-apprentice must have a current apprenticeship application on file with the JATC.
2. Apply in person at the JATC, 13100 Frankfort Parkway NE, St Michael MN 55376 and pay a $25.00 application fee. The JATC will supply an application package.

**OR**

1. Complete application request form and submit to the JATC by fax to 763-497-0076 or email to office[@mplsjatc.org](mailto:dkieffer@mplsjatc.org) with a $25.00 application fee payable by credit card. The JATC will mail an application package.
2. The contractor must supply the JATC with a Pre-Apprentice Information sheet, either by fillable PDF or fax, and will be slotted into the pre-apprentice availability list. ***Note: There are 4 types of pre-apprentices (Metro, 12 County, Residential & Solar). Please use the information sheet based on the type hired.***
3. The pre-apprentice must have a physical and drug test prior to going to work. The Contractor is responsible for all costs associated with the exam. The JATC shall be authorized to receive results.

*If the pre-apprentice is indentured to the Minneapolis Electrical Apprenticeship program, the Contractor may submit an invoice to the JATC for reimbursement of the exam.*

1. The pre-apprentice must have a current unlicensed registration card through the State of Minnesota Department of Labor and Industry. The pre-apprentice is responsible for applying and paying for an unlicensed registration card.
2. Upon notification by the Contractor to the JATC that applicant has fulfilled all requirements, the JATC will process a job assignment for the pre-apprentice, which will be sent to the 292 Hiring Hall.
3. The pre-apprentice must report to the 292 Office to join the union and pay for the initiation fees and union dues. The cost may vary depending on the union’s quarterly billing cycle.
4. The pre-apprentice shall report to the contractor after all of the above requirements have been met.
5. The pre-apprentice may work up to a maximum of 2,000 hours (at the 1st period pay scale plus NEBF, with 3% working dues deducted from gross wages). Upon completion of 2,000 hours without rejection for cause by the JATC, they shall be placed in the Apprenticeship Program. All hours worked as a pre-apprentice shall count toward prior work experience credit if approved by the JATC. Pre-apprentices may enter the Apprenticeship Program, prior to completing 2,000 hours if they are selected through the normal application/interview process. The JATC shall determine which period they will be placed in upon commencement of their apprenticeship.
6. The pre-apprentice is an un-indentured employee, therefore, if assigned to a prevailing wage project, shall be paid at journeyman rate, unless indentured as a Building MN Apprentice. Contact Building MN at Sandberg Consulting 651-260-3432 for information.
7. Contractor must notify Local Union 292 & JATC of any termination.
8. All forms are available on our website: [www.mplsjatc.org](http://www.mplsjatc.org) under the Contractor tab.