

# Minneapolis Electrical JATC

## Pre-Apprentice Hiring Procedure

1. The Pre-Apprentice must have a current apprenticeship application on file with the JATC.
  - a. Apply on-line at [www.mplsjatc.org](http://www.mplsjatc.org). Application fee is \$25.
2. The contractor must submit a Pre-Apprentice Information Sheet to the JATC, either by email ([office@mplsjatc.org](mailto:office@mplsjatc.org)) or fax (763-497-0076). *Note: There are 4 types of pre-apprentices (Metro, 12-County, Residential, Solar). Use the information sheet based on the type hired.*
3. 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.  
*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. 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.

### 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.

**\*\***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.

Contractor must notify Local Union 292 & JATC of any termination.

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 offer healthcare coverage to as discussed in the Affordable Care Act.

**Note:** The pre-apprentice is an un-indentured employee, therefore, if assigned to a prevailing wage project, shall be paid at journeyman rate.