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To: Sound & Communication Industry

From: Terry Monroe, Training Director  
Northern California Sound & Communication JATC

Date: November 23, 2020

Re: Skilled & Trained Workforce

A California State law for public work projects requires a percentage of construction workers working for an electrical contractor to have completed an apprenticeship program.

There are many Sound and Communication members that have been working in the industry for many years that have not completed an apprenticeship program. In order for a contractor to fulfill this requirement, their employee may be required to complete the Skilled and Trained Workforce Program (SaTW).

This program will allow a qualifying IBEW member to receive a certificate of completion of the Sound and Communication Apprenticeship from the State of California (DAS).

**Time Frame** - When an IBEW member has been registered for the SaTW Program, they will also be registered with the California Division of Apprenticeship Standards (DAS). The DAS requires a minimum of six (6) months from the time you are registered before receiving a certificate of completion.

However, the IBEW member may complete the skills required before the six (6) month period has elapsed. The SaTW Program is self-paced, allowing the IBEW member to move freely within the course as time permits. This course consists of modules that relate to each skill required to be completed in order to receive a Certificate of Completion. Each module includes information and lessons needed to successfully pass each skill. These lessons may include reading material, videos and practice questions.

**Complete Skills** - At the end of each module, there will be a Skill Assessment Exam that pertains to that skill. The IBEW member must complete this assessment exam with a score of 70% or higher to successfully complete that skill. Some skills such as Harassment Prevention and OSHA-10 will have their own completion requirements.

After *all* skills are successfully completed and the 6-month time period has elapsed, the IBEW member will be eligible to receive a Certificate of Completion from the state of California Division of Apprenticeship Standards.



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IBEW members will be able to apply to the SaTW Program via the NorCal S&C JATC website on December 1<sup>st</sup>, 2020.

We have enclosed a S&TW program outline for your reference.

Yours for the Committee,

A handwritten signature in black ink that reads "Terry Manuel".

Training Director  
Northern California Sound and Communication  
Joint Apprenticeship and Training Committee

## Skilled and Trained Workforce Program Outline

### 1. Apply

- a. Apply Online by visiting <https://www.norcal-jatc.com>
- b. Meet all of the minimum requirements for direct entry as an SaTW apprentice
  - i. 18 years of age
  - ii. Possess a valid driver's license
  - iii. Provide 5200 hours of verifiable industry related experience
  - iv. Provide a written industry recommendation (from Employer or Local Union)
  - v. Complete Online Application

### 2. Aptitude Exam (In-Person)

- a. Take electrical industry's aptitude test consisting of reading comprehension and mathematics

### 3. Orientation (In-Person, After Aptitude Exam)

- a. SaTW Program Overview
- b. Learning Management System Overview
- c. Assessment Exams

### 4. Skills Covered (Online)

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|--|---|
| a. Harassment Prevention                     | o. Fire Alarm Essentials  |
| b. OSHA-10                                   | p. Paging Systems/Emergency<br>Communication/Mass<br>Notification |
| c. Safety                                    | q. Closed Antenna Systems<br>(CATV)                               |
| d. Structured Cabling Essentials             | r. Distributed Antenna Systems<br>(DAS)                           |
| e. Grounding & Bonding                       | s. Networking   |
| f. TIA/EIA Standards                         | t. Network Video/Closed Circuit<br>Television (CCTV)              |
| g. Fiber Optics                              | u. Intrusion Systems  |
| h. National Electrical<br>Code/Building Code | v. Access Control Systems   |
| i. LEED/Title 24                             | w. Blueprint Reading  |
| j. DC Theory                                 | x. Audio Visual Essentials  |
| k. AC Theory                                 |   |
| l. Master Clocks                             |   |
| m. Nurse Call                                |   |
| n. Computer Literacy                         |   |

### 5. Division of Apprenticeship Standards (DAS) Certificate

- a. Once the SaTW student completes all of the skills required, the JATC will request a certificate of completion from the DAS (6 Month Program Minimum)