



Electrical Trainee Institutional Catalog 2017

9856 Business Park Drive, Sacramento, CA 95827
916-332-3332 www.i-tap.com
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Name of the Institution: **Independent Training & Apprenticeship Program (I-TAP)**

Physical Address: 9856 Business Park Drive
Sacramento, CA 95827

Mailing Address: 9856 Business Park Drive
Sacramento, CA 95827

Telephone Number: (916) 332-3332

Fax Number: (916) 332-2191

Accredited Agencies: California Division of Industrial Relations Electrician Certification Unit
US Department of Labor - Office of Apprenticeship

Mission Statement:

The primary mission is to provide individuals with the educational tools to obtain and maintain employment as commercial electricians thereby enriching and improving the lives of students and their families.

Institution History:

I-TAP was incorporated in 2003 as a federally approved apprenticeship program for electricians. During the initial years, I-TAP developed and worked directly with contractors to provide training in the traditional apprenticeship formats. As the training and certification requirements for electricians in California changed, I-TAP underwent changes to become a state approved trainee program. In January 2007 I-TAP received its approval. Originally trainees and apprentices continued to receive the education in the standard apprenticeship format that took 5+ years to complete. In 2012 I-TAP, in an attempt to meet the ever changing needs of employers, began offering the two program formats, the standard apprenticeship and our 26 week commercial electrician trainee program. The curriculum taught is the same, however with the 26 week format students are able to complete their education more quickly and begin working in the industry at higher wages than their Avocational Commercial Electrician Trainee counterpart. The 26 week program also provides more hands on learning to offset the lack of field experience.

School Governing Body, Administrators and Faculty

- Owner
Independent Training & Apprenticeship Program (Nonprofit California Corporation)

- Board of Directors
Mr. Norman Nutter – Chairman of the Board
Ms. Carolyn Nutter – Member
Mr. Carl Martinez - Member

- Administrative Officials
Ms. Carolyn Nutter – Training Director/Veterans Affairs Certifying Official
Mr. Bob Adams – Financial Aid

- Instructors: Commercial Electrician
Mr. Carl Martinez – Chief Instructor
Mr. Kyle Kirk – Instructor

Instructional Facilities

The school's physical address is located at 9856 Business Park Drive, Sacramento CA 95827. The school consists of approximately 14,000 square feet of classrooms, labs and offices on one floor specifically designed for our school. There are 4 separate classrooms (one teacher per classroom) with a maximum capacity of 20 students each, and teaching equipment sufficient to meet educational needs.

Entrance Requirements

I-TAP students must meet the following minimum admission requirements

- Be at least 18 years of age
- Have a high school diploma or GED equivalent.
- Pass I-TAP math exam with 70% or better
- Take I-TAP colorblind exam
- Able to lift 50lbs with or without reasonable accommodations

Policies

Enrollment Procedures

Students may enroll at the school with the Training Director or Financial Aid administrator. Although it is not a requirement, it is highly encouraged that all students schedule a tour to ensure they have a complete understanding of the program. Registration in the program consists of signing the training agreement and making a \$100 non-refundable deposit. Once that is done, students can work to complete the financial requirements through private funding, grants, and/or loans. Prior to the start of class all students will be expected to pass the math exam. If students do not pass the math exam on the first attempt, tutoring sessions can be scheduled and a student can reattempt the test. The Financial Aid administrator will also try to assist each student in understanding the general support services available to all community members, such as County Assistance and possible grants via WIOA, California Training Benefits, Veterans Affairs, Department of Rehabilitation, and in house loans and grants (occupational grant). The school's Financial Aid administrator tries to be aware of all services available to students, such as housing and counseling, but in fact operates as a resource with the clear understanding that he/she does not know all of the options available to each student at any given time.

I-TAP and all of its staff will not at any point discriminate based on sex, race, ethnic origin or religion.

Students with Special Needs

The institution will make every reasonable effort to accommodate students with special needs.

Prior Credit Evaluation Policy

Students can request advance placement. I-TAP will inquire about previous education and training, request all records for evaluation and grant credit accordingly. Depending on documentation students (ie transcripts from other ECCC approved schools) will be required to take advance placement tests

and complete lab evaluations. Credit will be given only to those that can prove through documentation or testing an understanding of the materials.

I-TAP will provide transcript documentation to students requesting advance placement at other schools. The institution however, will not be involved the determination of credit granted at other schools, it is strictly up to the receiving institution to determine credit granted. I-TAP does not have any articulation agreements with other schools.

Attendance Policy

Students are expected to be present 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.

Students will sign in and out of class each day. The instructor will verify the time in and out to ensure proper recording.

For the 26 week program attendance will be evaluated at the end of the second, fourth, and sixth month the training director will collect sign in sheets to verify student attendance. If at the end of the first evaluation students have less than 85% attendance they will be placed on probation and given an attendance correction plan. This plan, if followed, will ensure they are at 85% by the end of the term. If, at the second evaluation students on an attendance correction plan have not met the expectations they will be removed from the program, unless it is mathematically possible to achieve 85% by the end of the term and the individual is receiving a passing grade in the course, and they are showing signs of improved attendance records, and based upon the recommendation of the instructor that the individual student will be successful in the trade. Only the Training Director has the authority to remove or keep an individual in the program based on attendance. If, at the third and final evaluation students are at less than 85% attendance, they will not receive a certificate of completion and will not graduate the program regardless of their grade in the classroom.

If the students arrives late or leaves early, those hours missed will be deducted from the attendance percentage.

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 only be allowed to make up missed work if the absence from class is considered excused. This work must be completed within one week of the absence. An absence is only considered excused for things such as doctors' appointments and court related appointments. Those absences must be documented or they will not be counted as an excused absence. Students and family members who cannot provide such documentation will not be allowed to make up the work.

Absence regardless of excused or not excused will negatively impact the graduation attendance percentage.

Leave of Absence

The institution does not grant leave of absences.

Grading Policy

I-TAP Instructors will award points for homework, class participation and quizzes on a daily basis. The following maximum point range is possible:

- 10 total points possible for each reading quiz
- 20 total points possible for each chapter test.
- 10-20 total points per lab depending on difficulty.
- 120 total points possible for the mid unit test
- 180 total points possible for the unit final exam

Students must maintain an average grade of 70% or better to receive a certificate of completion. Students are evaluated at the end of every unit (approximately 2-3 weeks). All units are calculated individually and averaged together for the students' grade (A: 90%-100%, B: 80%-89%, C: 70%-79%, D: 60%-69%, F: 59% and below).

If the student's grade does not meet the 70% or better grade students will be given a warning. If student does not show a trend of improvement they will be placed on probation during which they will be counseled individually to assist them through the course. If after one month probation the student does not show progress they may be terminated from the program. The student can avoid termination if they can show competency in the subject matter by completion of the hands on lab.

If student feels they are being unfairly graded, they can appeal the decision in writing to the Training Director. The Training Director, with the assistance of a subject matter instructor (not the students current instructor), will evaluate the students concerns. The decision of the Training Director will be final.

Scoring is calculated as follows:

Scoring System as follows for quizzes, chapter test, and midterm/final:

- For students to receive full credit for the question they must provide both the correct answer and the correct code reference (when applicable).
- Students will receive 50% credit if the answer to the question is correct however, the code reference is not correct.
- If student answers the question incorrectly and they provide the correct complete code reference they will receive 50% credit
- If the question and the code reference are wrong, students will receive 0 credit for the question.

Testing Procedure:

- Students will test be given 2.4 minutes per question to be consistent with the California Certification exam time limits
- Students will not be allowed to have anything on their desks aside from a code book, a blank piece of paper, and a calculator (students may not use a cell phone as a calculator).
- Students may ask the instructor questions regarding the terminology during the exam.
- Once student turns in his or her test, there will be no changes made to the students' answers.
- If a question on the exam needs review, a curriculum correction form should be submitted.

Scoring System for Lab work

- To receive full credit students must correctly complete all of the following with little to no assistance as appropriate to their experience in the industry.
 - o Correctly complete a wire diagram prior to the start of work.
 - o Correctly complete a plan diagram prior to the start of work.
 - o Correctly complete a material list prior to the start of work.
 - o Correctly pull ALL lab parts to prevent multiple trips back and forth to the material carts.
 - o Correctly wire the lab board.

Grades will only be released to the individual student and/or as required for financial aid purposes, unless otherwise authorized in writing by the student prior to release.

I-TAP does not guarantee employment in the industry.

Student Progress Policy

Student progress will be monitored on a monthly basis. In order to show satisfactory academic progress students must demonstrate the following

- Students must have a cumulative grade average of 70% or greater.
- Students must have an 85% or greater attendance as defined by the clock hours achieved divided by the clocks hours attempted

When student falls below expectation on either the qualitative or quantitative evaluation the student will meet with the Chief Instructor or Training Director for review. During this review, the Chief Instructor or Training Director will determine the issue and work to correct with the student. A progress plan will be put in place to assist the student back on track to making satisfactory academic progress. At this time the student will be placed on warning. The student will remain on warning until they are at or above the standards above.

If the student is trending worse, the student will at that time be placed on probation. The student on probation will have one review cycle to improve their grades and/or attendance, or they may be terminated from the program. If at any time it is determined that the student is unable to achieve an accumulative GPA of 70% or better or an attendance of 85% or better the student will be moved to the next cohort or terminated from the program. If pushing the student to the next cohort will make the program time more than 150% of the original program, the student will be terminated.

Requirements for Completion

- Students must maintain a GPA of 70% or greater.
- Students must have an attendance percentage of 85% or greater.
- Students must have made all tuition payments or have other financial agreements in place.

Placement of Graduates

The institution will make every effort to assist in placement of graduates, however we do not guarantee employment in the industry. To help facilitate this process we provide resume assistance, and mock interviews to prepare students for their introduction into the industry. The institution often receives calls from contractors looking for trainees, that information of who is hiring is then disseminated to students nearing the end of their program who have met the graduation requirements.

Conduct in Class

Students' will at all times conduct themselves in such a manner that is not disruptive or disturbing to others at the school site, the surrounding businesses, or individuals working near the school site. No verbal or physical harassment will be tolerated.

Any student harassing another student, business, or individual at the school site will be dismissed from class and assessed an unexcused absence. Students may return to class the next day and will meet with the Training Director to discuss the reasons surrounding the dismissal from class.

The use of cell phones and other electronic devices shall not be used during instructional time. Students are expected to turn all electronics off and may only take calls if it is an emergency.

The use and possession of illegal substances or alcohol is prohibited, any student suspected of being under the influence of an illegal substance or alcohol will have to immediately submit to a drug/alcohol test. If the test is positive, the student will be expelled from the program unless they agree to a drug/alcohol program in accordance with section X of the program rules and regulations.

Plagiarism and Copyright Policy

All rights are reserved. All materials created by I-TAP are copyrighted and may not be recorded, copied, or transcribed in whole or in part without the express written consent of the Training Director. Any materials created by outside publishers are also to be considered copyrighted and shall not be copied or transcribed in whole or in part without the express written consent of the publisher. Your attendance at I-TAP, in class or seminar, or employment at I-TAP constitutes your acknowledgement and agreement with these provisions.

Violators will be punished to the full extent of the law.

Cancellation and Refund Policy

26 Week Commercial Electrician

- Students will be considered enrolled until I-TAP receives a request for withdrawal in writing regardless of whether the student is attending class. The students will be considered withdrawn on the date I-TAP receives the written request. If a refund is due, refunds will be made within 45 days of the withdrawal.
- If I-TAP cancels the class prior to the start of the scheduled class date, 100% of tuition and fees collected will be refunded to the student. The refund will be made within 45 days of the planned start date.
- If an enrolled student withdraws before or on the first day of class, the student will receive a refund of 100% of the tuition and fees, less a \$100 processing fee.
- If a student enrolls prior to visiting the facility, students will have three days to withdraw without penalty following a tour of the facilities. The tour will be available at the request of the student.

Requests for a tour must be requested at the time of enrollment or student waives the right to a full refund.

- For students who withdraw after the first day of the scheduled class the student will be refunded as follows:
 - During the first week of the program, students will be refunded the full tuition less 10% or \$1,000, whichever provides the student with a larger refund.

After the first week of the program and until the first 50% of the program, students will be refunded a pro rata portion of the tuition less 10% of the unearned tuition (see example below).

After the first 50% of the program, students will receive no refund.

Example:

Number of weeks attended	<u>8 Weeks</u>	=	30.8%
Number of weeks in program			26 Weeks
Pro Rata portion completed based on 8 weeks			30.8%
30.8% of tuition (\$16,500)			\$5,082.00
10% of unearned tuition (\$11,418)			\$1,141.80
Total Owed to Institution			\$6,223.80
Total to be refunded (if applicable)			\$10,276.20

Procedures for Processing a Complaint

A complaint must be filed in writing with the Training Director. Complaints must include the following information: name, phone number, and email of the person filing the complaint. It must also include the names and location of the incident and names of all people involved (including witnesses) and a detailed description of the complaint. The Training Director has, at their sole discretion, the right to rule on the decision and will do everything possible to resolve the issue within 10 business days.

If the student is not satisfied with the decision of the Training Director, they can appeal the complaint in writing to the Board of Directors within 5 days of the Training Directors ruling. The Board of Directors at their discretion may employ an outside investigator if necessary. The Board of Directors will rule on the complaint in writing within 30 days. The decision of the Board will be final.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement within the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Student File Access:

Students must request access to their file in writing to the Training Director. The Training Director will either approve or deny access to the file. Students will be allowed to review their file with appropriate supervision. Some information may be redacted in accordance with State and Federal regulations relating to student files.

Intoxicants

The possession of illegal drugs or alcohol on the school property is strictly prohibited. Legal authorities will be called to respond to anyone in possession of illegal substances.

Any student suspected of being under the influence of a controlled substance will be required to submit to a drug/alcohol test within two hours and shall not be allowed to return to class that day. The absence will be considered unexcused due to the disruptive influence on the classroom

Any student that tests positive will be given the opportunity to participate, at his/her own expense, in a drug/alcohol rehabilitation program. Any student testing positive will be expelled from the program unless he/she participates in a drug/alcohol rehabilitation program. After enrolling in the program the student will be suspended until the rehabilitation program is completed. This action is in lieu of

expulsion from the training program. The student will be required to show proof of satisfactory completion of the rehabilitation program and must submit to random testing for duration of the program. Expulsion from the program will not relieve the trainee of the tuition responsibility. All tuition will still be due and no refund will be issued.

If the student feels the test is a false positive, a student can request a retesting of the same sample at his/her own expense.

A student testing negative will be credited with an excused absence for the day. If a discipline problem caused the need to test for controlled substances, the student may be referred to the Disciplinary Committee.

Unlawful Discrimination and/or Harassment

The Apprenticeship and Training Committee (ATC) is committed to prohibiting unlawful sexual harassment and other unlawful harassment related to race, religion, creed, color, national origin, ancestry, sexual orientation, disability, medical condition, marital status, age, or other basis protected by federal, state, or local law. This policy applies to all persons involved in this training program, including I-TAP Staff, Supervisors, Instructors, and Students. Unlawful harassment in any form, including verbal, physical, and visual conduct, threats, demands, or retaliation will not be tolerated by the ATC while the trainee is participating in this program.

Definition of Harassment

Harassment because of sex, race, religion, ancestry, disability, age or any other protected basis includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures
- Physical conduct such as assault (unwanted touching), blocking normal movement, or interfering with schoolwork.
- Threats and demands to submit to sexual requests in order to stay in the program or avoid some other loss, and offers of benefits in return for sexual favors
- Retaliation for having reported or threatened to report harassment
- Harassment that impairs your ability to perform schoolwork or emotional well being while in school violates this policy

Complaint Procedure

If a student believes that they, or someone they know, has been or are being harassed while involved in this program, the student should use the following procedure to register a complaint.

- A student is required to report any incidents of harassment immediately, so the appropriate corrective and remedial action can be taken.
- Please address your complaint to the Training Coordinator in writing and within 24 hours of the occurrence whenever possible. Your complaint should include the details of the incident(s), the name(s) of the individual(s) involved, and the names of all witnesses. The Training Coordinator will investigate and attempt to settle the complaint.

- If you are not satisfied with the result or if you wish to submit a written complaint directly to the ATC Committee, you may do so. The ATC may employ an outside investigator to conduct the investigation and report the findings to the ATC.

If the ATC determines that prohibited harassment or discrimination has occurred, the ATC will take corrective and remedial action commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. The ATC will not retaliate against a student for filing a complaint and will not knowingly permit retaliation by others. If you are subjected to retaliation, report the incident in writing immediately to the ATC.

Depending on jurisdiction, the Federal Equal Employment Opportunity Commission and/or the California Department of Fair Employment and Housing may investigate and prosecute complaints of harassment or discrimination. If you believe you have been harassed, discriminated against, or retaliated against, you may file a complaint directly with any of these agencies. The nearest agency office is listed in the telephone directory. The ATC will not retaliate against trainees for filing a complaint with, or otherwise participating in, an investigation or hearing conducted by any of these agencies.

Student Services

The institution provides students with the following services

- Financial Aid
- Entrance exam tutoring
- Counseling
- Resume writing
- Job Placements preparation

The institution does not provide any assistance with housing.

Instruction

Institution Schedule

Training is offered Monday through Friday from 7:00am to 3:30 pm. School is closed for the following holidays: Presidents Day, Independence Day, Memorial Day, Thanksgiving and the Friday after Thanksgiving, and the days including and between Christmas and New Year's.

Detailed Instructional Schedule per Program

26 Week Commercial Electrician Trainee

- 26 weeks;
- Monday through Friday 7:00 am – 3:30 pm.
- 8 hours per each day, test days will be shorter. approximately 35 hours per week
- New cohort begins regularly, contact the institution for the next available start.

Avocational Commercial Electrician Trainee

- 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.
- Classes are Tuesday through Monday (2 weeks total) 7:00 am – 3:30 pm
- 8 hours of instruction per day for a total of 40 hours per week
- New cohort begins approximately 4 times per year.

Course Fees

26 Week Commercial Electrician Trainee

- Tuition \$16,500.00 (includes \$100 non-refundable deposit and all books and supplies associated with the course and lab work)

Avocational Commercial Electrician Program Trainee

- Tuition table is available as part of the Avocational registration documents. Tuition varies by course registered and payment plan selected.
- Books are not included as part of the tuition for the Avocational program.

Tools for both Programs

- All Students will need to own 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. All Vocational (26-week) Students must own all tools from the entire list by the 20th week of the 26-week program. Tools are not available for purchase from the institution.

Payment Methods

- The institution will accept money in the form of Cash, Check, Visa, and Mastercard.
- Money paid to the institution on behalf of the students from outside agencies will be directly applied to the students balance
- In house loan will be repaid via monthly installments to begin following graduation. The terms (interest and principal) of the loan are outlined in the loan documentation.
- Students will be notified of delinquent payments via statements mailed or emailed. If students do not reply timely, the account will be turned over to a collection agency.

Course Objectives

26 Week Commercial Electrician Trainee

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 of on the job experience.

Avocational Commercial Electrician Trainee

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 of work hours 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 state exam and be journeylevel electricians

Course Requirements

26 Week Commercial Electrician Trainee

The commercial electrician program is a 26 week, 900 hours and covers all the required topics as outlined by the California Division of Industrial Relations Electrician Certification Unit. Approximately 35% of the time spent in class will be in a lab environment. It is essential to the success of the students that they participate in hands on labs to gain real world experience.

Approximation of Hours per subject covered (in no particular order)

Basic Electrical Theory and Ohm's Law	100
Lighting/Lighting Control	80
Power	80
Motor Control	100
Fire Alarm/Logic Based Systems	40
Low Voltage/Communication	20
Residential Wiring	20
Safety	40
National Electric Code	100
<u>Lab Hours</u>	<u>320</u>
Total Hours	900

Avocational Commercial Electrician Trainee

The Avocational commercial electrician trainee courses cover all the required topics as outlined by the California Division of Industrial Relations Electrician Certification Unit. Approximately 30% of the time spent in class will be in a lab environment. It is essential to the success of the students that they receive a complete hands on exposure.

Avocational Commercial Electrician Trainee Course Listing (80 hours each course)

- Commercial Electrician Trainee 1.1
- Commercial Electrician Trainee 1.2
- Commercial Electrician Trainee 2.1
- Commercial Electrician Trainee 2.2
- Commercial Electrician Trainee 3.1
- Commercial Electrician Trainee 3.2
- Commercial Electrician Trainee 4.1
- Commercial Electrician Trainee 4.2
- Commercial Electrician Trainee 5.1
- Commercial Electrician Trainee 5.2

Subjects covered throughout all 10 courses (in no particular order)

Basic Electrical Theory and Ohm's Law
Lighting/Lighting Control
Power
Motor Control
Fire Alarm/Logic Based Systems
Low Voltage/Communication
Residential Wiring

Safety
National Electric Code

Independent Training & Apprenticeship Program
9856 Business Park Drive
Sacramento, CA 95827

I have received a copy of the Institutional Catalog, which contains the rules, regulations, course completion requirements, and the costs for the specific course in which I have enrolled.

Print Name: _____

Signature: _____ Date: _____

Enrolled by: _____