



# Pre-Apprentice Information for Contractors

- ✓ Hiring Procedure Checklist
- ✓ Memorandum of Understanding
  - ✓ Information Sheet
- ✓ Physical/Drug Screening Info
- ✓ MN Department of Labor Unlicensed Card Info & Application
  - ✓ Monthly Evaluation Form

**Minneapolis Electrical JATC**  
13100 Frankfort Parkway NE St Michael MN 55376 · [www.mplsjatc.org](http://www.mplsjatc.org)  
Phone: 763-497-0072 Fax: 763-497-0076 Email: [office@mplsjatc.org](mailto:office@mplsjatc.org)

# Minneapolis Electrical JATC

## Pre-Apprentice Hiring Procedure

1. **JATC Application:** Before starting work, the individual must have an open/active application on file with the JATC. If the candidate does not have an active application on file with the JATC, they must open an Apprenticeship Application online at [www.mplsjatc.org](http://www.mplsjatc.org). The application requires a \$40 application fee.
  - a. Pre-apprentices may begin working prior to completing the application, but their application must be completed within 30 days from the date it was opened.
  - b. The application process includes an online application form, a separate login for the GAN Human Resources Personal Experience Form with required document uploads, and the GAN Human Resources Aptitude Test.
  - c. Individuals completing all steps of the application will be ranked on our eligibility list for possible hiring into the JATC's 5 year Inside Wireman Apprenticeship Program.
2. **Pre-Apprentice Information Sheet:** The contractor must submit a Pre-Apprentice Information Sheet to the JATC by email [office@mplsjatc.org](mailto:office@mplsjatc.org). The form is available on our website under the Contractors tab in the menu bar.
3. **Physical & Drug Test:** 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 and must receive them before the pre-apprentice can be referred out to work. 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. **Unlicensed Registration Card:** The pre-apprentice must have a current unlicensed registration card through the State of Minnesota Department of Labor and Industry (DLI). The pre-apprentice is responsible for applying and paying for an unlicensed registration card through the DLI's website.

### 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. *Note: 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. The contractor must notify Local Union 292 & JATC of any termination. *Note: The pre-apprentice is an un-indentured employee, therefore, if assigned to a prevailing wage project, shall be paid at journeyman rate.*

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

# MEMORANDUM OF UNDERSTANDING PRE-APPRENTICE PROGRAM

May 2021

This Memorandum of Understanding is an amendment to the Inside Agreement between IBEW Local 292 and the Minneapolis Chapter, NECA. It shall take effect upon ratification and shall remain in effect through April 30, 2024. It shall continue in effect until the Inside Agreement is terminated or a successor agreement takes effect.

Employers may only hire Pre-Apprentices when there are no Apprentices available for work or when necessary to meet customer required workforce goals. When employers hire Pre-Apprentices, they shall come from the JATC's applicant or approved lists to work under this Memorandum. The first person on the job shall be a journeyman; the second person can be a Pre-Apprentice or an Apprentice. Each shop can employ one more Pre-Apprentice than the number of Apprentices employed. To be eligible to use the pre-apprentice program, an employer must employ apprentices, when available.

Pre-Apprentices may work up to eighteen (18) months from first date of hire as a Pre-Apprentice at 40% of Journeyman rate of pay, plus NEBF. Any Pre-Apprentice terminated for cause twice will be terminated from the Pre-Apprentice program. When 5% or more of the total number of Apprentices in the metro apprenticeship program are on the out of work list and who are eligible to go to work, Pre-Apprentices shall be laid off before Apprentices. The exception to this policy shall be when the Pre-Apprentices are needed to meet required workforce goals.

Pre-Apprentices shall only enter the apprenticeship program through the normal JATC interview process. Pre-Apprentices shall have the opportunity to improve their interview score by interviewing each quarter while in the program. The Pre-Apprentice must request this re-interview. Contractors shall fill out every 2 months, evaluations on all Pre-Apprentices and submit them to the JATC within ten (10) days of the end of the month. If evaluations are not received on an every other month basis, the employer may lose their ability to employ Pre-Apprentices for up to a 12-month period, as decided by the Labor Management Committee (LMC). The Pre-Apprentice and the Contractor are responsible for insuring this occurs.

Pre-Apprentices must pass the JATC's pre-employment screening (drug; physical; and optimum essential functions of the trade test). The costs of all pre-employment screenings and registrations will be paid by the employer. The employer can bill the JATC for these costs upon the Pre-Apprentice entering the apprenticeship program.

Hours worked as a Pre-Apprentice may not count toward credit for the apprenticeship program unless approved by the JATC. If approved by the JATC credit review subcommittee, work hours shall be divided equally and credited at the end of each of the first two periods of their apprenticeship.

The number of Pre-Apprentices allowable in the Pre-Apprenticeship Program shall be up to a maximum of one hundred and twenty (120).

**RATIOS**

The following job ratios will apply:


The ratio of unlicensed to licensed Journeymen shall be that allowed by Article II, Section 2.12 of the Inside Agreement. Each job can employ one (1) more Pre-Apprentice than the number of Apprentices employed up to three (3) Pre-Apprentices. Additionally, one (1) more Pre-Apprentice may be added for each 12 licensed Journeymen on the job.

Pre-Apprentices shall be allowed to work on prevailing wage projects as Building Minnesota Apprentices and must comply with the Build Minnesota ratios standards when doing so.

Any violation or dispute over the terms of this Memorandum shall be dealt with in accordance with the grievance procedures contained in the Inside Agreement.

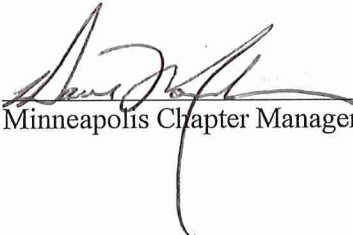
Should any provision of this Memorandum be declared illegal by any court of competent jurisdiction, such provision shall immediately become null and void leaving the remaining terms in full force and effect.

The Inside Agreement shall cover items not found in this Memorandum.

  
IBEW 292 President                      5-20-22  
DATE

  
Minneapolis Chapter, NECA President                      5/20/2022  
DATE

  
IBEW 292 Business Manager                      5/20/22  
DATE

  
Minneapolis Chapter Manager                      5/20/2022  
DATE

# MINNEAPOLIS ELECTRICAL JATC PRE-APPRENTICE INFORMATION SHEET

## CONTRACTOR INFO

Date: \_\_\_\_\_ Contractor: \_\_\_\_\_

Pre-Apprentice Type (must choose only one):  METRO  12-COUNTY  RESIDENTIAL  SOLAR

Anticipated Start Date: \_\_\_\_\_ Notes (optional): \_\_\_\_\_

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## PRE-APPRENTICE INFO

Full Name (Last, First & Middle): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_

Do you currently hold any electrical license?  YES  NO

If yes, what type? \_\_\_\_\_

Are you currently in the military or a veteran?  YES - ACTIVE  YES - RESERVES  YES - VETERAN  NO

If yes, what branch? \_\_\_\_\_

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## FOR JATC USE ONLY

- JATC APPLICATION ON FILE
- DRUG TEST RESULTS RECEIVED
- PHYSICAL RESULTS RECEIVED
- REFERRAL SENT TO HIRING HALL

# JATC PRE-EMPLOYMENT MEDICAL SCREENING

When scheduling your appointment, please relay the following information  
Pre-Employment Drug Screen or Physical & Drug Screen for the Minneapolis Electrical JATC

**MINNESOTA OCCUPATIONAL HEALTH: 651-968-5300**

[www.mohonline.com](http://www.mohonline.com)

## Clinic Locations and Hours

*Our QR codes will direct your google maps right to our clinics!  
Just simply point your smart-phone camera to the location you would like to go to.*



### Shakopee

4360 12th Ave E  
Shakopee, MN 55379  
Phone: 651-968-5300



### Eagan

1400 Corporate Center Curve, #200  
Eagan, MN 55121  
Phone: 651-968-5300



### St. Paul

1661 St. Anthony Ave, 2nd Fl  
St. Paul, MN 55104  
Phone: 651-968-5300



### Blaine/Coon Rapids

600 Coon Rapids Blvd NW  
Coon Rapids, MN 55433  
Phone: 651-968-5300



### Woodbury (Summit Orthopedics)

4123 Radio Dr  
Woodbury, MN 55129  
Phone: 651-968-5300

Mon – Fri .....7:00AM to 4:00PM  
Sat & Sun .....Closed

**MIDWEST OCCUPATIONAL MEDICINE: 320-251-9675**

## Clinic Location and Hours

### St Cloud – South Campus

1301 33<sup>rd</sup> St S  
St Cloud, MN 56301  
Phone: 320-251-9675

Tues, Thurs & Fri .....7:00AM to 5:00PM  
Mon & Wed .....7:00AM to 5:30PM  
Sat & Sun .....Closed

*The contractor is responsible for the invoice. A copy of the results must be forwarded to the JATC.*



## Referral Authorization Form

Bring this form and a photo ID to your appointment.

To schedule an appointment please email your requested date & time to [mohscheduling@mohonline.com](mailto:mohscheduling@mohonline.com) or call (651) 968-5300.

Today's Date \_\_\_/\_\_\_/\_\_\_

**Clinic locations and hours:** Monday – Friday 7:00 a.m. to 4:00 p.m.

Select clinic:	<input type="checkbox"/> Shakopee	4360 12 <sup>th</sup> Ave E	Shakopee MN 55379
	<input type="checkbox"/> Eagan	1400 Corporate Center Curve, 2 <sup>nd</sup> Fl	Eagan MN 55121
	<input type="checkbox"/> St Paul	1661 St Anthony Ave, 2 <sup>nd</sup> Fl	St Paul, MN 55104
	<input type="checkbox"/> Blaine/Coon Rapids	10230 Baltimore St NE	Blaine, MN 55449
	<input type="checkbox"/> Woodbury	4123 Radio Dr	Woodbury, MN 55129

Employee name: \_\_\_\_\_ Date of birth: \_\_\_/\_\_\_/\_\_\_

Appointment date: \_\_\_/\_\_\_/\_\_\_ Appointment time: \_\_\_/\_\_\_/\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

As a representative of the employer indicated above, I authorize Minnesota Occupational Health (MOH) or Summit OrthoQUICK (after hours) to examine and treat as necessary, the individual bearing this form, and accept financial responsibility for this service.

Employer Contact Name & Number: \_\_\_\_\_

Reason for visit (select all that apply):

Pre-apprentice physical (call to schedule)

# Minnesota Dept of Labor & Industry

## Unlicensed Registration Card Application

[www.dli.mn.gov](http://www.dli.mn.gov)

**APPLY FOR OR RENEW A LICENSE (Center of Page)**

The screenshot shows the homepage of the Minnesota Department of Labor and Industry. The navigation bar includes 'ABOUT THE DEPARTMENT', 'FOR BUSINESS', and 'FOR WORKERS'. The main content area features a large banner with a yellow arrow pointing to the 'APPLY FOR OR RENEW A LICENSE' link. Below the banner are several service tiles: 'FOR BUSINESSES', 'FOR WORKERS AND THE PUBLIC', 'SAFETY AND HEALTH AT WORK', and 'WORKERS' COMPENSATION'. There are also sections for 'RESOURCES FOR HOMEOWNERS' and 'WORKER RIGHTS AND PROTECTIONS'. The footer contains contact information and social media icons.

## **New license, exam, reciprocity, or registration application**

**m** DEPARTMENT OF  
LABOR AND INDUSTRY

ABOUT THE DEPARTMENT FOR BUSINESS FOR WORKERS

### PERSONAL/BUSINESS LICENSE, RECIPROCITY OR REGISTRATION APPLICATION/RENEWAL

The Minnesota Department of Labor and Industry (DLI), Construction Codes and Licensing Division (CCLD), encourages initial (new) applications, license payments and renewal applications to be submitted online. **Business (contractor) new license applications and renewals must be accompanied by completed application forms, which can be uploaded during the online application process or mailed to DLI.** Business license applications and renewals cannot be processed until all required forms have been reviewed and approved by DLI staff. All license forms can be found at <http://www.dli.mn.gov/business/get-licenses-and-permits/forms-licensing-insurance-bonds-certificates>

**LICENSE, RECIPROCITY, REGISTRATION AND EXAM FEES ARE NONREFUNDABLE**

Please select one of the following:



- [New license, exam, reciprocity, or registration application](#)
- [License exam scheduling](#) (after receiving exam qualification notice from DLI)
- [Initial license fee payment](#) (after passing examination or qualifying for reciprocity)
- [Renewal of personal license, business license, or unlicensed individual registration](#)
- [Independent Contractor \(IR\) registration renewal information](#)





# Select ELECTRICAL

## Select REGISTERED UNLICENSED ELECTRICIAN

Outreach Portal | Contractors | Min... | North Dakota St... | Raise Your Own... | NARI Cares Com... | J. Becher & Asso... | Search eCard an... | Minnesota Depa... | Home [Iowa Ele... | Licensing

Edit View Favorites Tools Help

### NEW LICENSE, EXAM, RECIPROCIITY, OR REGISTRATION APPLICATION

Select one of the following disciplines and then a license, certificate, or registration type that you wish to apply for.

Discipline
Select BOILER
Select BUILDING OFFICIALS
Select CE ADMINISTRATION
Select CONTRACTOR REGISTRATION
Select <b>ELECTRICAL</b>
Select ELEVATOR
Select HIGH PRESSURE PIPING
Select MANUFACTURED STRUCTURES
Select MECHANICAL BONDS
Select PLUMBING
Select RESIDENTIAL CONTRACTORS
Select WATER CONDITIONING

License/Certificate/Registration class
Select CLASS A ELECTRICAL CONTRACTOR
Select CLASS B ELECTRICAL CONTRACTOR
Select INSTALLER B
Select JOURNEYWORKER A ELECTRICIAN
Select LINEMAN
Select MAINTENANCE ELECTRICIAN
Select MASTER A ELECTRICIAN
Select POWER LIMITED TECHNICIAN
Select REGISTERED EMPLOYER ELECTRICAL
Select <b>REGISTERED UNLICENSED ELECTRICIAN</b>
Select REGISTERED UNLICENSED POWER LIMITED TECHNICIAN
Select SATELLITE SYSTEM CONTRACTOR
Select SATELLITE SYSTEM INSTALLER

## NEXT, NEXT

### NEW LICENSE, EXAM, RECIPROCIITY, OR REGISTRATION APPLICATION

REGISTERED UNLICENSED ELECTRICIAN APPLICATION  
Application fee: \$14.00

**Requirements**

**MUST BE 17 YEARS OLD TO APPLY**

Applicants are required to provide additional documentation when completing this application. The form package that must be included with this application is available here: [ALL FORMS](#)

**Registration**  
Unlicensed individuals shall not perform electrical work required to be performed by a licensed individual unless the unlicensed individual is first registered with the Minnesota Dept. of Labor and Industry (DLI) as an unlicensed individual.

**Supervision**  
Once registered, the unlicensed individual shall not perform electrical work required to be performed by a licensed individual unless the work is performed under the direct supervision of an individual actually licensed to perform such work. The same employer must employ both the unlicensed individual and the licensed individual supervising the unlicensed individual. A licensed electrician may directly supervise no more than 2 unlicensed individuals, or in the case of technology circuits or systems, no more than 3 unlicensed individuals. Unlicensed individuals shall not supervise the performance of electrical work or make assignments of electrical work to unlicensed individuals.

**Exam Qualification**  
After January 1, 2008, work experience hours required to test for the Journeyman A exam, Elevator Constructor exam, Maintenance Electrician exam, and Power Limited Technician exam will only be accepted or recognized if earned while registered as an unlicensed individual. Verified hours worked before January 1, 2008 will continue to be recognized and accepted.

**Period of Issuance:**  
One year, expiring on the last day of the month annually after the initial issuance, and renewable thereafter.

**Statutes:**  
Minn. Stats. [326B.33](#)

**Rules:**  
MINNESOTA RULES [3800.3520](#)

Previous Next



# New Applicant

## Next

**m** DEPARTMENT OF LABOR AND INDUSTRY

ABOUT THE DEPARTMENT FOR BUSINESS FOR WORKERS

### NEW LICENSE, EXAM, RECIPROCITY, OR REGISTRATION APPLICATION

REGISTERED UNLICENSED ELECTRICIAN APPLICATION

If you have ever held or applied for a license, certificate or registration with the Minnesota Department of Labor and Industry's Construction Codes and Licensing Division, enter your Social Security number (SSN) or your previous license number.

If you are submitting an application to CCLD for the first time select "New Applicant" and click the "Next" button.

**DATA PRACTICES NOTICE**

The information you provide on this application will be used to determine if you meet the license/bonding requirements. Before a license/bond certificate is issued to you, M.S. § 270C.22, subd. 4, requires you to provide your social security number. The other information is required to process your application. Failure to provide the requested information may delay the processing of your application or may be grounds for denying your application. Under M.S. § 13.41, the information that you provide on this application, except for your name, and address is private data while the application is pending. Disclosure of this information to others may occur as authorized or required by law, including the Attorney General's Office, the Department of Revenue, the Department of Human Services, and/or for the purpose of verification and investigation. Once you are licensed/bonded, the information (except for your social security number) becomes public data and will be part of the agency's permanent records.

**Previous application/license**

Social Security Number  
AND  
Last name  
You must enter a last name with the social security number.

OR  
License

**New applicant**

**New Applicant** (I have not applied for or held a license or registration with the MN Dept. of Labor and Industry)

Previous Next

# Complete Requested Information

## Save this information...

## Next

# Follow remainder of prompts to make payment

**m** DEPARTMENT OF LABOR AND INDUSTRY

ABOUT THE DEPARTMENT FOR BUSINESS FOR WORKERS

### NEW LICENSE, EXAM, RECIPROCITY, OR REGISTRATION APPLICATION

REGISTERED UNLICENSED ELECTRICIAN APPLICATION

**License/Certificate/Registration holder**

First name \*  
Middle name  
Last name \*  
Suffix  
Title  
Birth date \*  
Social Security number \*  
Email address \*

**Mailing address**

Address (line 1) \*  
Address (line 2)  
City  
State  
ZIP code \*

**Physical address**

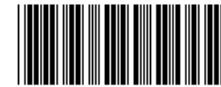
Address (line 1)  
Address (line 2)  
City  
State  
ZIP code

Phone number (public)  
Fax number  
Cell phone number

[Save this information](#)

\* indicates required field

Previous Next



CC0502

Mailing Address:  
 PO Box 64217  
 St. Paul, MN 55164-0217

E-mail: [dli.license@state.mn.us](mailto:dli.license@state.mn.us)  
 Web Site: [www.dli.mn.gov/](http://www.dli.mn.gov/)  
 Telephone: (651) 284-5031

## Unlicensed Individual - Electrical Registration Application / Renewal

**PAID APPLICATION FEE IS NOT REFUNDABLE  
 CASH IS NOT ACCEPTED BY MAIL OR WALK-IN**

Electrician (RE)    Power Limited Technician (RT)

**MAKE CHECK OR MONEY ORDER PAYABLE TO:  
 MINNESOTA DEPARTMENT OF LABOR & INDUSTRY**

SPACE IN BOX FOR OFFICE USE ONLY	
Account Number <b>632432</b>	STK <b>B42ELELIC</b>
Check Number	Amount Paid
<input type="checkbox"/> PCK <input type="checkbox"/> CCK <input type="checkbox"/> MO	DLI Deposit Date
<b>NOTICE:</b> Pursuant to Minnesota Statute § 604.113, checks returned for non-payment will be charged a \$30 service charge and may subject the issuer to additional civil penalties.	
APPLICATION NUMBER:	

**SELECT YOUR FORM OF REGISTRATION:**

New Registration                      \$14.00

Renew Registration (not expired)      \$19.00

Renew Registration (expired includes late fee)    \$24.00

Reinstate Registration                      \$24.00  
 (expired over 12 month includes late fee)

If you are or were registered as an unlicensed individual for elevator work, provide your registration number.

**REGISTRATION NUMBER**

**PRINT IN INK OR TYPE  
 MAKE A COPY OF THIS APPLICATION FOR YOUR RECORDS**

**NEW REGISTRATION**  
 Individuals performing elevator work without a Minnesota elevator license must be registered as an unlicensed individual. Select New Registration if you have never been previously registered as an unlicensed individual.

**RENEW REGISTRATION**  
 Individuals who have a registration that is current or has been expired for less than 12 months may renew the registration. Renewing a registration prevents the loss of accrued work experience.  
**A late fee of \$5.00 is required for late renewals (received after expiration).**

**REINSTATE REGISTRATION**  
 Unlicensed individuals performing electrical work may reinstate a registration that has been expired for more than 12 months. Accrued work experience during the unregistered period is lost and may not be applied toward licensure.

The information you as an individual provide in this application will be used by Department of Labor & Industry staff members to determine if you meet the Department's registration requirements. Minnesota Statute § 270C.72, Subd. 4, requires you to provide your social security number on this application. The other information is being requested for purposes of processing your application. With the exception of your Social Security, you are not legally required to supply the requested data on this application; however, failure to provide the requested information may delay the processing of your application or result in the denial of the same. Except for your name and designated address, the information you provide on this application is private data while the application is pending. Disclosure of this information to others may occur as authorized or required by law, including but not limited to the Attorney General's Office, the Department of Revenue, the Department of Human Services, upon court order, and/or for the purpose of verification and investigation. Once you are registered, the information you provide, other than your Social Security Number and non-designated address, becomes public data and may be released to anyone upon request.

**Your renewal can be processed today if you apply/renew online at <https://secure.doli.state.mn.us/license/intro.aspx>**

<b>SOCIAL SECURITY NUMBER</b>	<b>DATE OF BIRTH (MM/DD/YYYY)</b>	<b>AREA CODE &amp; PHONE NUMBER</b>	<b>E-MAIL ADDRESS</b>
<b>LEGAL LAST NAME</b>	<b>SUFFIX (JR, SR, II, III)</b>	<b>LEGAL FIRST NAME</b>	<b>LEGAL MIDDLE NAME</b>
<b>RESIDENTIAL ADDRESS</b>		<b>PUBLIC MAILING ADDRESS</b> (if different from residential address)	
<b>CITY NAME</b>	<b>STATE</b>	<b>ZIP CODE</b>	<b>CITY NAME                      STATE                      ZIP CODE</b>

Is the Residential address above a non-designated (private) address?       Yes    No      If **yes**, then you must provide a designated (Public) mailing address.

<b>APPLICANT SIGNATURE</b>	<b>DATE SIGNED (MM/DD/YYYY)</b>
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This material can be made available in different forms, such as large print, braille or on an audio.

**Minneapolis Joint Apprenticeship & Training Committee for the Electrical Industry**

13100 Frankfort Parkway · St. Michael, MN 55376 · Phone: 763-497-0072 · Fax: 763-497-0076 · [office@mplsjatc.org](mailto:office@mplsjatc.org)

**Pre-Apprentice Evaluation Form**

**Pre-Apprentice:** \_\_\_\_\_

**Month Ending (or Layoff Date):** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Foreman/Journeyman:** \_\_\_\_\_

Please complete and return to the JATC within 10 days. This information is confidential and shared with the apprentice to help them improve in the program. Please be open and honest. Indicate by marking the appropriate number under each heading.

**Productivity**

- 1. Gets Little Done
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Very Productive

**Accuracy of Work**

- 1. Careless with Many Errors
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Very Accurate

**Mechanical Aptitude**

- 1. Poor Workmanship
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Exceptional Ability

**Use of Working Time**

- 1. Wastes Time
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Very Efficient

**Use of Materials**

- 1. Wasteful with Material
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Exceptional Usage

**Handling of Tools & Equipment**

- 1. Careless and Rough
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Treats Equipment Well

**Observance of Safety**

- 1. Disregards Rules/Accident Prone
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Very Safe

**Understanding Verbal Instruction**

- 1. Misunderstands Frequently
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Always Understands Instructions

**Attitude Towards Supervisors**

- 1. Disrespectful, Uncooperative
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Respectful, Polite, Attentive

**Attitude Towards Co-Workers**

- 1. Disrespectful to Others
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Gets Along Well with Others

**Attendance**

- 1. Frequently Absent or Absent Without Notification
- 2. Absent 1-2 Times a Month (With or Without Notification)
- 3. Absent 1-2 Times Every 3 Months (With or Without Notification)
- 4. Absent 1-2 Times Every 6 Months (With or Without Notification)
- 5. Never Misses Any Time

**Tardiness**

- 1. Habitually Late
- 2. Late 1-2 Times a Month
- 3. Late 1-2 Times Every 3 Months
- 4. Late 1-2 Times Every 6 Months
- 5. Always on Time (5 minutes or Earlier)

**Personal Appearance**

- 1. Untidy, Sloppy, Dirty
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Neat, Clean, Professional

**Overall Ranking of Apprentice (at Current Level of Training)**

- 1. Unsatisfactory
- 2. Below Expectations
- 3. Performs as Expected
- 4. Exceeds Expectations
- 5. Exceptionally High

**Areas Needing Improvement:**

**Comments:**

**Foreman/Journeyman's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by Contractor:** \_\_\_\_\_