



Florida Electrical Apprenticeship Assoc., Inc.
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Enrollment for September 2015 Apprenticeship Classes

FEAA is now accepting applications for fall 2015 enrollment. If you have employees, who have expressed an interest in the program, and you are willing to sponsor, or if you feel that you currently have an employee who would benefit from additional training, please have them contact our office Monday-Thursday to set up an appointment to complete an application. **Tuition will be \$450.00 per apprentice, per year, starting in September, 2015.**

They must bring the following documents with them for the interview process:

Drivers License

Social Security Card

High School diploma or GED

Any documentation to verify prior time in trade

If you are looking for an electrician or a helper, please contact us as we have students enroll with us though-out the year that are seeking employment in the electrical trade.

Wage Survey

Please take the time to complete the enclosed wage survey. You may fax back to us at 561-697-8728. After we get the results back the State of Florida we will mail the contractors the new wage scale. The current wage scale is also available on our website at www.feaa.net for your reference at any time.

Congratulations again to our apprentices that have graduated and those that have been promoted. We would also like to extend our sincerest thanks to all of the contractors and organizations that helped make our 2015 graduation successful. The donations and time set forth on behalf of the students and FEAA is much appreciated. We look forward to another year of hard work and dedication from our apprentices as well as our sponsoring contractors. We could not do this without you!

Work Records

Please remind your apprentices to continue to fill out their monthly work records throughout the summer months. These work records will be due no later than the 2nd class night back to school.

There have been changes made to our program this past year regarding absences and work records. Please read over and review the following sections as it pertains to FEAA and the State of Florida Standards of Apprenticeship. Should you have any questions or concerns regarding the matter, please don't hesitate to contact our office to discuss.

Absences:

Attached is the calendar for the upcoming school year. The apprentices are allowed a maximum of 7 absences throughout the entire 2015-2016 year. The standards set forth by the State of Florida for apprenticeship require students to be in the classroom setting a **minimum of 144 hours** regardless of their current grade.

The following are the procedures FEAA currently follows regarding absences:

- If a class will be missed it is the responsibility of the student to call the absence into the FEAA office.
- If a student calls out of class and it is test night, they have 2 weeks to make the test up. After two weeks they will receive a zero. All make up tests will be taken at the FEAA office by appointment only.
- If a class is missed and the student *does not* call the office, he or she will receive a zero for the test and will not be able to make up any work given that night.
- Once the student reaches 5 absences, they will be sent a warning letter; a copy to the contractor.
- Once the student goes over the 7 absences, they will be below the 144 hour minimum and therefore will have to be released from the program. Again, this is regardless of their grade.

As we would like to see all students succeed, once the absences have exceeded the allowed amount, we are bound by the State Standards of Apprenticeship which clearly states a **minimum of 144 classroom hours** per apprenticeship year.

Work Records

Work records are another part of the criteria of apprenticeship. We **cannot** complete a student without their curriculum being completed as well as their completion of **8000 hours and 48 months of OJT** (on-job-training).

- The OJT is calculated and collected from the information the student gives to us on their monthly work record.
- Work records are to be turned in monthly.
- This record is to be completed and signed by the apprentice and their current foreman or supervisor.
- Work records are to be turned into their instructor **no later than the 2nd class night of the following month.**
- If work records **are not** turned in by the due date, the student will receive **10 points** off of their monthly grade.
- Notation will be added to the student's grade-sheet when the 10 point deduction occurs.
- The 10 points is **NOT** added back to the grade once the record is received.
- Work records need to be filled out in their entirety and signed or it will be returned to the student and credit will not be given until the work record is corrected.
- As absence is, work records are also a **requirement** of apprenticeship and therefore a mandatory component to complete the program.