

★ **IMPORTANT PLEASE READ!** ★



 **INFORMATION SHEET FOR REAPPLYING
SUBSTATION PROGRAM**

If you are interested in reapplying and it has been less than two years from the date of your last interview, you will need to complete the following:

- ◆ SUBMIT A COMPLETED APPLICATION AND ALL REQUIRED STEPS.
(Once your application has been completed and submitted correctly online, an automated receipt will be emailed to you to confirm your online application was submitted)
- ◆ UPLOAD A COPY OF YOUR COMMERCIAL DRIVER'S LICENSE
- ◆ UPLOAD VERIFICATION OF YOUR UPGRADE.

Upgrade Requirements for Reapplying

1. Must be at least 6 months from the date of your last interview.
2. Must have a valid unrestricted **Commercial** Driver's License.
3. Must provide at least one Post Interview Upgrade.

The following is acceptable:

- a) Must provide documentation confirming you have worked a minimum of 1,000 hours of on-the-job training experience post-interview as a groundman, substation technician, fabricator, fabricator technician or other like classification with one of the following:
 - a) A printout of dispatch hours provided by an IBEW local union-must include name, hours worked, classification and dates. You must include a copy of your union ticket.
 - b) A letter from the Company in which experience was gained, on their official letterhead, stating name, hours worked, classification, and dates.
 - c) Copies of payroll stubs which state classification and hours worked.

Or

- b) Have successfully completed an ETA approved Line School/Training Program consisting of at least 400 hours, focusing on the electrical line construction trade (must include trade-related experience applicable to that of a Substation Technician or Substation Technician Trainee). This documentation must be comprised of OFFICIAL Transcripts and copies of completion certificate(s).

Please note: Applicant files remain in the office for a period of 5 years from the date of your last interview. If it has been over 5 years, you must submit a complete new application that includes the minimum requirements and all applicable documentation.

A completed application, meeting the reapply requirements, consists of the following:

1. A completed online Application for Apprenticeship.
2. Provide evidence of having a valid unrestricted Commercial Driver's License by providing a copy of the License.
3. Provide documentation of your upgrade from the list above.

ONCE PROCESSED, A LETTER WILL BE SENT TO YOU CONFIRMING YOUR APPLICATION HAS BEEN PROCESSED AND ITS STATUS. **YOU WILL THEN BE REQUIRED TO SIT FOR AND PASS AN APTITUDE TEST. IF YOU DO NOT PASS THE APTITUDE TEST, YOU WILL NOT BE SCHEDULED FOR AN INTERVIEW AND YOUR APPLICATION WILL BE CLOSED.** APTITUDE TESTS ARE SCHEDULED IN THE ORDER *COMPLETED APPLICATIONS ARE RECEIVED. APPLICANTS WHO QUALIFY FOR A DIRECT INTERVIEW WILL HAVE PRIORITY. AFTER PASSING YOUR APTITUDE TEST, YOU WILL BE SCHEDULED FOR AN INTERVIEW.

(*COMPLETED APPLICATIONS ARE THOSE THAT HAVE BEEN CORRECTLY SUBMITTED ONLINE WITH ALL THE REQUIRED DOCUMENTATION UPLOADED).

**If your address or phone number changes, make sure to update your account profile so we have your current contact information.*

**THANK YOU FOR YOUR INTEREST IN OUR SUBSTATION
APPRENTICESHIP PROGRAM!**