

★ **IMPORTANT PLEASE READ!** ★



 **INFORMATION SHEET FOR SUBSTATION PROGRAM**

- ◆ COMPLETE ALL QUESTIONS ON THE ONLINE APPLICATION FORM.
- ◆ SUBMIT COMPLETED APPLICATION AND ALL REQUIRED DOCUMENTS.  
(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 VERIFICATION WITH YOUR ONLINE APPLICATION THAT YOU MEET ALL OF THE MINIMUM REQUIREMENTS LISTED BELOW.

**Requirements**

1. Must be a minimum of 18 years of age.
2. Must have acquired a High School diploma or G.E.D.
3. Must have a valid unrestricted **Commercial** Driver's License.
4. Needs to be willing to travel.

\*Our jurisdiction covers the states of California & Nevada. Apprentices are required to travel anywhere within those two states

**A completed application, meeting the minimum requirements, consists of the following:**

1. A completed online Application for Apprenticeship.
2. Official High School Transcripts (for all High Schools attended)  
**(Official high school transcripts can be obtained directly from your school-must be signed by a school official or electronic through Parchment or Scribbles-must be labeled official and include validation code.**  
**\*Official High School Transcripts are REQUIRED regardless of obtaining diploma or GED.**
3. High School Diploma or GED Certificate  
**(G.E.D. – Must submit a Certified copy of GED (Including an official transcript of GED TEST SCORES)**
4. Proof of age indicating that you are 18 years of age or older.  
(Copy of Commercial Driver's License is acceptable).
5. Provide evidence of having a valid unrestricted Commercial Driver's License by providing a copy of the License.
6. Name Change – If you have had a name change, please submit official documentation to verify the change (i.e. if the name on your application is different from your commercial driver's license or school transcripts).

\*All documents must be submitted in English. Any foreign documents must be translated to English by a notary.

**Items strongly recommended (not required) to include in your application:**

- Documentation of previous outside electrical work experience (if applicable).
- Completion certificate from a line school including official transcripts.
- Current First Aid/CPR card
- OSHA ET&D card
- Current Flagging/Traffic Control certification
- Industry-related certifications - i.e. Crane Operator, Heavy Equipment, etc.
- Or any other college or trade school transcripts, which you feel to be applicable.

**To qualify for a Direct Interview:**

Submit undisputable documentation to verify you qualify and have completed one or more of the following:

1) Have at least 1,750 hours of on-the-job training experience as a groundman, Substation technician, fabricator technician or other like classification.

The following is acceptable for verification:

- a) A printout of dispatch hours provided by an IBEW local union-must include name, hours worked, classification and dates. You must also include a copy of your union ticket.
- b) A letter from the Company in which experience was gained, on their official company letterhead, stating name, hours worked, classification, and dates.
- c) 3) Payroll stubs must state contractor name, classification and hours worked.

**and/or**

2) 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).

**and/or**

3) Are a Veteran, who was honorably discharged within the last 5 years, and can provide a copy of the DD-214 to verify military training.

**NOTE:** YOUR APPLICATION WILL NOT BE ACCEPTED IF IT IS NOT COMPLETELY FILLED OUT INCLUDING WORK HISTORY, OR YOU FAIL TO PROVIDE ANY OF THE REQUIRED DOCUMENTS LISTED IN ITEMS 1 THROUGH 6.

ALL QUESTIONS MUST BE COMPLETED IN ORDER TO SUBMIT YOUR ONLINE APPLICATION.

ONCE THE APPLICATION HAS BEEN PROCESSED, A LETTER WILL BE EMAILED TO YOU CONFIRMING YOUR APPLICATION HAS BEEN PROCESSED AND ITS STATUS. **YOU WILL THEN BE REQUIRED TO ATTEND AND PASS AN ETA APTITUDE TEST. IF YOU DO NOT PASS THE APTITUDE TEST, YOU WILL NOT BE ALLOWED TO CONTINUE ONTO THE NEXT STEP OF THE APPLICATION PROCESS 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.

**\*All applicants are required to take an aptitude test regardless of priority status.**

(\*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!**