



**WELCOME**

**INDEPENDENT ELECTRICAL  
CONTRACTORS**

**2023 ANNUAL  
OA MEETING**



# WELCOME

Paul Lingo

Training Director



# REGISTER

Terri Reynolds  
Compliance Manager



# INTRODUCTION: THE 3 R'S

- 1. Register** – State Electrical Board (must be done within 30 days of hire)  
Apprentices can now **register themselves** prior to employment with an electrical contractor. <https://www.colorado.gov/pacific/dora/electrical>
- 2. Register** – OA (Office of Apprenticeship)  
Apprentice **must be OA registered** to work on a Davis Bacon site (if not they must be paid journeyman wages). IECRM is the sponsor of the OA program. IECRM conducts the processing of applications for the apprentice.
- 3. Register** – IECRM apprenticeship program  
To be in compliance with the OA program, **apprentices must be registered in the related instruction** through the IECRM apprenticeship training program. Since IECRM is the sponsor **you must be registered with our apprenticeship program**. If at any time you decide to attend another program we will have to drop you from the OA program.



## REQUIREMENTS TO BE OA REGISTERED

- Contractor must be OA registered and in good standing with Membership in IECRM
- Apprentice must be OA registered
- Must be either enrolled in classes, or enrolled in the next enrollment period at IECRM
- Apprentice ***MUST*** enter their OJT Hours ***monthly*** into *Flashpoint*, the employer will then go in and approve those hours, once this is done the hours will be recorded and locked. (If this is not done monthly the apprentice will be canceled out of the OA program)



## OA CONTRACTOR RESPONSIBILITIES

- Apprentice must be enrolled in classes at IECRM at the time of being OA registered or by the next open enrollment period
- Must sign up and be a participant of the regular OA interviews (as often as possible). Please notify Terri at [terri@iecrm.org](mailto:terri@iecrm.org) at least 24 hours ahead of time if you can not make your scheduled time so that I can get a replacement. Depending on how many people we have on the OA Calendar will determine how many interviewers that will be needed. The interviewer can be anyone from your company.
- Is responsible for notifying IECRM via IECRM transmittal form of any employment changes of the OA apprentice



## OA CONTRACTOR RESPONSIBILITIES

- Abide by all the requirements of the Standards of Apprenticeship
- End of the year will be required to complete the OA Skilled Workforce Summary and return to IECRM by 1<sup>st</sup> week of January
- Please check your OA Certificate for accuracy and that everyone is on the certificate that should be, please let us know when someone should no longer be on the list.





## **OA APPRENTICE RESPONSIBILITY**

- Attend classes weekly and on time
- Monthly OJT hours are to be entered into Flashpoint with all hours including overtime. If not you will be given a incomplete and will not be able to go to the next semester until they are submitted and up to date.
- Complete all OA paperwork sent to you and email back by the requested date. (Make sure to sign both forms)
- Follow all rules and guidelines of the Student Handbook
- Make up any missed classes/quizzes through Educadium





# OA REGISTRATION PROCESS

- Schedule an Application/Interview Appointment:
  - Email/Call Terri at 303-858-4081, [terri@iecrm.org](mailto:terri@iecrm.org) Normally 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays every month, the schedule may differ in peak months or holidays
  - Application/Interview Time: Approximately two (2) hours
- If they have *not* already taken the math assessment they will take it at this time
- Apprentice must provide two forms of ID:
  - Colorado valid Driver's License, and any of the following:
  - Social Security card
  - Passport
  - Birth Certificate



**IECRM**



## **SPECIAL OA REGISTRATION**

- Schedule an exclusive OA day for your company if you are going to register 5 or more apprentices
- Two (2) Interviewers must be provided by the contractor
- Plan ahead – Our busy season months are July through October
- Special OA's do not release Contractor from participating in the regular schedule OA.
- Interviews must be completed by the schedule OA. Please email them to Terri before schedule date;
- All OA paperwork must be in by the requested due date. Otherwise they will not be put on the OA Calendar.



# CHANGES TO THE OA PROCESS

- We will be reaching out to contractors for participation in the interview process a week before the schedule OA. I will let you know how many interviewers are needed depending on participation.
- Special OA's will need to have interviews and paperwork to me prior to the scheduled OA.
- It is the apprentice's/contractor's responsibility to track the paperwork. An email is sent to contractor when paperwork is not received.



# OA APPRENTICE STATUS REPORTING

- Send apprentice transmittal memorandum form to notify IECRM of any changes with your apprentice(s): Please complete the entire form!
  - Termination
  - Layoffs
  - Quitting job
  - Injury/illness/death
- **This does not drop the apprentices(s) from school**
- To drop from classes:  
Email Training Manager (Annette Gauna at [Annette@iecrm.org](mailto:Annette@iecrm.org)) to request a refund. If employment ends for any reason outside of the refund dates, the student is then entitled to remain in school until the end of the semester.



## IMPORTANT INFO REGARDING OA INTERVIEWS

- If you are not able to attend your scheduled interview day, please notify Terri immediately so that arrangements can be made to replace you.
- **Never** recruit apprentices that are currently working for other electrical contractors.
- Please rate the apprentices according to his/her questions, this is very important as it places the individual on the hire list accordingly.
- If your paperwork is not submitted by the scheduled due date you will not be added to the OA calendar. You will go on the calendar once paperwork is completed.



**IECRM**



# QUESTIONS







# BENEFITS FOR CONTRACTOR MEMBERS

- Borrowed Employee Program:
  - This is for contractors to loan workers for short term projects without having to hire someone. You can be a “loaner” or a “borrower” on the list. I have been sending emails to all contractors when I get a request for loaners. This makes it easier for the Contractors to work together. ***(Please do not recruit any apprentices that you receive from a contractor on the borrowed employee list)***
- Hire List:
  - When you hire from the Hire List the apprentice has already gone through the OA process. You just needs to contact the Compliance Manager, Terri Reynolds [Terri@iecrm.org](mailto:Terri@iecrm.org) to be register the apprentice for the OA Program. The most current list will be emailed to you. **\*Coming February:** Access Hire List from Flashpoint.
- Post a Job:  
<https://iecrm.org/member-resources/electrician-job-postings/>
- Room rentals are free to contractor during normal business hours (per availability)
  - Great Room, Classroom, Board Room
  - To reserve: Contact Lexi Wright at 303-853-4886 or email her at [Lexi@iecrm.org](mailto:Lexi@iecrm.org)





# HIRE LIST INFORMATION

- Updates are made as changes are made.
- Please notify Terri anytime you hire someone from the Hire List.
- Notify Terri when you have any issues with anyone on the list:
  - not returning your calls
  - not accepting a position
  - phone number is no longer working
  - already working with contractor



## **US Department of Labor (DOL) Requirements to become a Journeyman**

- In order to take the license exam to become a Journeyman electrician, apprentices must have a combination of 4 years of “on the job” training experience or 8,000 hours
- 288 Hours of classroom training
- To complete the OA program and get a certificate of completion from the DOL you will need to complete 576 hours of classroom training and 8000 hours of apprentice on the job training



## **OA SKILLED WORKFORCE SUMMARY**

Report of Employer Skilled Workforce Form:

1. As provided in the Standards of Apprenticeship, the ratio of Apprentices to Journeymen employed Journeyman Wages (wage survey)
2. Apprentice Wage Minimums: Eight periods starting at 35% and ending at 70%
3. Please include your Fringe Benefits as part of the Employer Acceptance Agreement



**2023**

# **JOURNEYMAN WAGE RATE**

**JW WAGE RATE \$32.97**

**APPRENTICE WAGES** (*must be at least minimum wage of \$13.65  
or \$17.67 for City & County of Denver*):

0 – 1000 HOURS = 35%

1000 – 2000 HOURS = 40%

2000 – 3000 HOURS = 45%

3000 – 4000 HOURS = 50%

4000 – 5000 HOURS = 55%

5000 – 6000 HOURS = 60%

6000 – 7000 HOURS = 65%

7000 – 8000 HOURS = 70%



# QUESTIONS





# **VA BENEFITS, CONTINUING ED. & EEOC**

Annette Gauna  
Training Manager





# VA BENEFITS

- IECRM is the sponsor for the Veteran Affairs.
- All VA forms must be signed by an authorized representative, **not** an employer.
- VA Benefits requests cannot be submitted without the completion of the **monthly OJT reports**.
- All VA questions can be addressed by IECRM Training Manager Annette Gauna at [Annette@iecrm.org](mailto:Annette@iecrm.org) or (303) 848-2495.





# NEW CONTINUING EDUCATION REQUIREMENTS

- Before renewal in September 2023, [all licensed electricians](#) will have to complete 24 hours of continuing education.
- IECRM is now listed on DORA website as a continuing education approved provider and the following classes have been approved:
  - Grounding & Bonding
  - Wiring Methods
  - Theory & Calculations
  - Code Changes
  - License Preparation Course

Further license requirement information is located on the DORA website:

[https://www.Colorado.gov/pacific/dora/Electrical\\_CE](https://www.Colorado.gov/pacific/dora/Electrical_CE)



# EEOC REGULATIONS

The U.S. Department of Labor has in place an Equal Employment Opportunity (EEO) regulation for Registered Apprenticeship Programs (29 CFR Subtitle A Part 30).

## **US DOL Goals:**

- Help businesses reach a larger and more diverse pool of workers.
- When all qualified individuals, including women, minorities, and individuals with disabilities, have the opportunity to become apprentices, we tap into broader potential and open new career pathways for job seekers who may not know of this industry and its opportunities.



# EEOC REGULATIONS

## IECRM Requirements:

- Provide EEOC training and resources to contractors and apprentices
- Maintain documentation of shared training and resources
- Fact sheet for those who manage, train and mentor apprentices
  - <https://www.apprenticeship.gov/sites/default/files/unlawful-harassment-in-apprenticeship-fact-sheet.pdf>



# EEOC REGULATIONS

- Equal Employment Opportunity in Apprenticeship
  - Standards EEO Pledge Addendum
- US DOL Anti Harassment Training Resources
  - <https://www.apprenticeship.gov/eo/sponsors/prevent-harassment>
- Introduction to Unlawful Harassment in Apprenticeship Programs
  - Five Minute Video:  
<https://player.vimeo.com/video/229598294>
  - PowerPoint:  
<https://www.apprenticeship.gov/sites/default/files/unlawful-harassment-training-presentation.pdf>



**Building an inclusive environment by recruiting, retaining, and recognizing a diversity of people, range of interests, experiences, values, and cultural richness that define our country, industry, and the IECRM community.**

IECRM supports these EEOC requirements:

- Empower individuals with knowledge and awareness of opportunities as they are recruited into the industry.
- Empower companies in building a culture and environment that retains employees.



# Adams County Workforce Center

Grants and funding opportunities are available for the contractor and apprentices through the Adams County Workforce Center or your local workforce center.

Apprentices can go to: [connectingcolorado.org](https://connectingcolorado.org)

Joel Parriott, Business Services Supervisor  
Adams County Workforce & Business Center  
Office: 720.523.2462



# QUESTIONS





HOW CAN WE BETTER SERVE  
YOU IN 2023?

[IECRM.org](https://www.iecrm.org)