



# ELECTRICAL JOINT TRAINING COMMITTEE



# Apprentice Handbook



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# About The Electrical Joint Training Committee

## Our Vision

is to offer the finest trades training possible, to support national standards, and ensure a strong electrical industry.

## Committee Structure & Board Members

The Electrical Joint Training Committee (EJTC) is comprised of five union Directors from the International Brotherhood of Electrical Workers (IBEW) Local 213, four contractor Directors from the Electrical Contractors Association of British Columbia (ECA of BC), and one contractor Director from the Marine Employers. The Directors provide their services on a voluntary basis without remuneration.

-  **IBEW Local 213**      The IBEW Local 213 is responsible for organizing in their jurisdiction, for collective bargaining, and for representing their members in matters arising out of employer/employee relationships.
-  **ECA of BC**      The ECA of BC is a province-wide organization working for the advancement of the electrical contracting industry.

**The EJTC** is the training and apprenticeship arm of the unionized electrical sector in the Metro Vancouver, Fraser Valley, Okanagan, Sunshine Coast and Powell River regions of BC. Governed by a joint board representing the IBEW Local 213, the ECA of BC, and the BC Shipbuilding sector, the EJTC is a leader in apprenticeship, training and innovation. We take pride in the quality of our programs, delivery of training, management of over 1,200 apprentices, and our state of the art training facility.

**The IBEW Local 213** is a BC based union local with more than 6,500 members. It is part of an international union with more than 860,000 members. The IBEW 213 negotiates with electrical contractors and other employers to set wages and working conditions for IBEW members. It also works with employers to create safe worksites and advance the interests of women and other under-represented groups.



# EJTC Staff & Contacts

**ELECTRICAL JOINT TRAINING COMMITTEE**  
1405 Broadway Street, Port Coquitlam, BC V3C 6L6  
604-571-6540  
Mon - Fri 8:30 AM - 4:30PM  
[www.ejtc.org](http://www.ejtc.org)

- ◊ **APPRENTICE ADMINISTRATORS**  
*Contact for all inquiries related to your apprenticeship i.e. technical training, hours, term advancements, etc.*
  - \* Erin Searle      [apprentice@ejtc.org](mailto:apprentice@ejtc.org)    604-571-6530    *For technical training*
  - \* Shannon Zahara    [ejtc@ejtc.org](mailto:ejtc@ejtc.org)      604-571-6529    *For hours & term advancements*
  
- ◊ **INTAKE ADMINISTRATORS**  
*Contact for all general inquiries & Job Ready Dispatch (JRD) Training*
  - \* Daniela DeNobrega    [info@ejtc.org](mailto:info@ejtc.org)      604-571-6540
  - \* Melissa Gross      [info@ejtc.org](mailto:info@ejtc.org)      604-571-6540
  
- ◊ **OFFICE SUPPORT ADMINISTRATOR**
  - \* Blaire West      [apprentice@ejtc.org](mailto:apprentice@ejtc.org)    604-571-6540
  
- ◊ **ELTT ADMINISTRATOR**  
*Contact for all inquiries related to our Entry Level Trades Training (ELTT) program.*
  - \* Tara Williams      [programs@ejtc.org](mailto:programs@ejtc.org)    604-571-6523
  
- ◊ **FINANCIAL ADMINISTRATOR**
  - \* Sophie Bordeu
  
- ◊ **PROGRAM LEAD**
  - \* Rosa Riordan
  
- ◊ **MANAGING DIRECTOR**
  - \* Phil Davis
  
- ◊ **IBEW 213 OFFICE**  
[info@ibew213.org](mailto:info@ibew213.org)      604-571-6500
  
- ◊ **ELECTRICAL WORKERS' WELFARE PLAN OFFICE**  
[info@213benefits.org](mailto:info@213benefits.org)    604-571-6545



## Important Note

This handbook outlines the policies and procedures of the EJTC, as well as the responsibilities of an EJTC apprentice. Please ensure you are familiar with its contents, as this information plays a key role in the success of your career.



# PREAMBLE

## Apprentice Classification

The duties of an Apprentice Electrician are outlined in the IBEW Inside Electrical Workers Collective Agreement, Article IV, sections 405 and 406.

## Employer

The Electrical Joint Training Committee (EJTC) is your ‘Sponsor Employer’ for your Electrical Apprenticeship with SkilledTradesBC.

The Contractor to which you are dispatched is considered your employer.

Please note that if your apprenticeship with the IBEW 213/EJTC is terminated, your dispatch clearance is no longer valid, and you will be pulled from the jobsite.

## Inside Electrical Workers Collective Agreement

The Inside Electrical Workers Collective Agreement outlines wages, working conditions, and responsibilities of all parties involved.

For any questions regarding the Collective Agreement, union membership or potential grievances, please contact the union office directly at 604-571-6500 or [info@ibew213.org](mailto:info@ibew213.org).

A full list of contacts can be found on the union website here: [www.ibew213.org/eboard-details/business-office-reps/22162](http://www.ibew213.org/eboard-details/business-office-reps/22162)

## Unsafe Work

By law, employers are prohibited from penalizing workers for raising a health & safety issue.

Everyone has the right to a safe work environment. As a worker, you have the right to refuse unsafe work.

If you have reasonable cause to believe that performing a work process or using a tool or machine puts you or someone else at risk, you must not perform the job or task. You must immediately notify your supervisor or employer, who will then take the appropriate steps to determine if the work is unsafe and to remedy the solution.

For more information on your rights, and the reporting process, please go to [www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities](http://www.worksafebc.com/en/health-safety/create-manage/rights-responsibilities)



# PREAMBLE



## Apprentice Tools

Per the Inside Electrical Workers Collective Agreement, Article V, Section 509 (a):

Journey and Apprentice Electricians shall provide themselves with the following minimum tools:

- Klein 44200 or equivalent (**box cutter style knives are banned on all worksites**)
- Pliers, 7" or 8" (cutting side)
- Hammer
- Pliers 8" (diagonal)
- Tinsnips
- Pencil
- Square
- Pliers (gas)
- Key Hole Saw
- Wire Strippers (Ideal #45120 or equivalent)
- Twenty-five foot (25') rule
- Screwdrivers
- Crescent Wrenches to 10"
- Allen Wrenches (3/16, 7/32, 1/4, 5/16, 3/8)
- Level
- Hacksaw
- Nutdriver 7/16"
- Needle Nose pliers
- Appropriate Tool Pouch, or tool box on Industrial project

## Union Meetings

Union meetings are the best way to stay up to date on what is happening within the union, get information on any upcoming bargaining, and to give input on any current issues or events.

As well, apprentices need to regularly attend union meetings as part of the eligibility requirements for the Technical Training & Textbook Reimbursement Bursaries (see *'Financial Supports'* for more information).

A full calendar showing union meetings and events can be found on the IBEW 213 website at: [www.ibew213.org/events/unit-meetings-events-calendar/22169](http://www.ibew213.org/events/unit-meetings-events-calendar/22169)

For further information, please contact the union office directly.



**ELECTRICAL JOINT  
TRAINING COMMITTEE**

# EJTC

## Guidelines & Policies

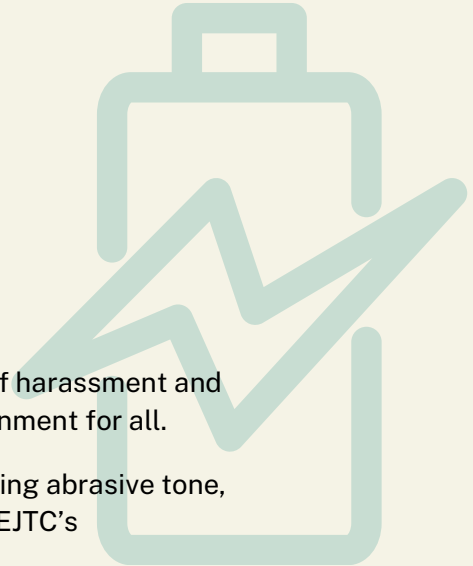


# EJTC GUIDELINES & POLICES

## HARASSMENT

The EJTC has a zero-tolerance policy on any type of harassment and is committed to providing a safe and secure environment for all.

Harassment of any kind towards EJTC staff, including abrasive tone, language, or emails will result in the review of the EJTC's sponsorship of the apprentice.



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## MEETINGS

An apprentice may meet with the Managing Director, Phil Davis, in person or over the phone to discuss their apprenticeship or EJTC policies at any point in their apprenticeship. Please contact the EJTC office to arrange a meeting with the Managing Director.

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## WORK EXPERIENCE REPORT

The work experience report (WER) is a requirement during your on-the-job training. It is the responsibility of the apprentice to submit their signed WER by the date provided.

**Going over your WER form with your Chargehand, Journey, or Site Supervisor is an excellent opportunity for you to review your work experience and performance with your direct supervisor.**

If you are unemployed or in technical training when the report is due, the WER must still be submitted. Please note 'In TT' or 'Laid off' where the report would normally be signed.

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## SPONSORSHIP

SkilledTradesBC recognizes the Electrical Joint Training Committee as your sponsor. We are responsible for supporting and overseeing your apprenticeship journey.

Please do not remove us as your sponsor unless you are leaving the IBEW 213/EJTC to pursue your apprenticeship elsewhere.

Contact an Apprentice Administrator for any assistance regarding your sponsorship.

# EJTC GUIDELINES & POLICES

## VOLUNTARY TERMINATION

If you are leaving the EJTC for any reason, please send written notice to [ejtc@ejtc.org](mailto:ejtc@ejtc.org). Include your decision to leave and your last date of work.

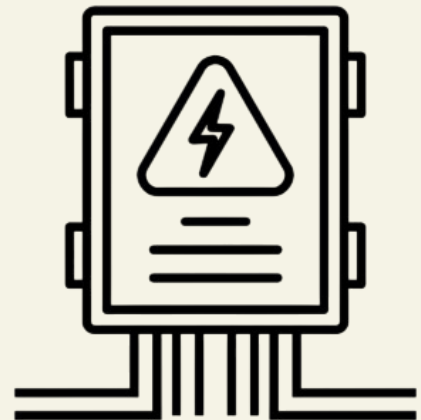
If you ever wish to return to your apprenticeship with the IBEW 213/EJTC, you will need to fill out a new application form and write a letter requesting reinstatement into the apprenticeship program. Tell us why you left and why you would like to rejoin. Your request will be reviewed by the Managing Director.

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## LEAVE OF ABSENCE

If you plan to take leave from your apprenticeship, please let the EJTC know. If the leave will be longer than six months, you may be asked to meet with the Managing Director. In some situations, your apprenticeship may be paused or closed, depending on the circumstances.

**It is important for the EJTC and IBEW 213 to know when you are taking any length of time off work. If we do not receive hours for you without any notice and you are either still showing as working with an employer, or not bidding for calls, it will be assumed that you have withdrawn from the Union.**





# EJTC GUIDELINES & POLICES

## APPRENTICESHIP TERM & SIGN OFF

An apprenticeship with the EJTC is 9,000 hours - approximately 5 years in length.

To meet the requirements to be signed off as a Journeyman by the EJTC, an apprentice must have achieved 9,000 hours. This 9,000 hour total includes in-house credit granted for the successful completion of technical training:

**900 hours for Foundations**  
**300 hours for Level 2**  
**300 hours for Level 3**  
**300 hours for Level 4/IP**  
**1800 HOURS TOTAL**

OR

**300 hours for Level 1**  
**300 hours for Level 2**  
**300 hours for Level 3**  
**300 hours for Level 4 /IP**  
**1200 HOURS TOTAL**

**In-house credit hours are not recorded on your SkilledTradesBC transcripts.  
SkilledTradesBC does not recognize credit granted**

*Apprentices must pass both level 4 and the IP exam to receive the 300 hours credit for 4<sup>th</sup> year.*

Once an apprentice has accomplished all levels of schooling and the IP exam, and has completed the required 9,000 hours, the EJTC will complete the Recommendation for Certification and send it to SkilledTradesBC informing them of their new Journeyman status.

There are no exceptions to the hour requirement.



## I've met the EJTC's requirements for sign-off. Now what?

Once you have met the EJTC/IBEW Local 213 Journeyman sign-off requirements, the EJTC will complete and sign the Recommendation for Certification (RFC) form and submit it to SkilledTradesBC with your completion date.

We will also notify the union and benefits offices as well as your contractor of your new status.

About 6–8 weeks later, we will receive your certificates and wallet cards from SkilledTradesBC. After they are signed and processed, they will be mailed to the address we have on file.

*Congratulations!*

**You are now  
eligible for JP  
upgrading courses!**  
[ejtc.org/journeypersons](http://ejtc.org/journeypersons)

# EJTC GUIDELINES & POLICES



## TECHNICAL TRAINING

### Institutions

Technical training is arranged by the EJTC and takes place at the BCIT Burnaby campus or the EJTC Training Centre. Apprentices are not to schedule their own technical training unless a specific arrangement has been made by the EJTC.

For those interested in a BCIT satellite campus, reach out to an Apprentice Administrator to confirm availability.

- ***Any apprentice attending technical training at a BCIT satellite campus will first need to secure a criminal record check before they can be registered at BCIT.***

Apprentices may attend other public institutions in lieu of BCIT. Public institutions electrical class schedules can be found at [tradetrainingbc.ca](http://tradetrainingbc.ca).

- ***Any courses scheduled at alternative institutions must be approved by the EJTC.***

### Scheduling

Apprentices are given tentative technical training dates at the time they are indentured by the EJTC.

Technical training is arranged by hours. Apprentices typically attend schooling after reaching certain points in their apprenticeship: roughly 2,700 hours for level 2, 5,000 hours for level 3, and 7,000 hours for level 4.

Booking training early is not encouraged. Contractors rely on apprentices to return from each training level with the right knowledge and experience. Scheduling sessions too close together can make it harder to meet these expectations. Back-to-back technical training sessions are not permitted.

When a training session opens, seats are assigned by hours - apprentices with higher hours receive higher priority.



**Regular classes are now available at both the BCIT main campus and the EJTC Training Centre, with occasional sessions offered at KPU.**

**Be sure to share your preferred location so we can support the best training experience for you.**

**All changes to technical training assignments must be requested and approved by the EJTC.**


# EJTC GUIDELINES & POLICES



## TECHNICAL TRAINING

### Scheduling Cont'd

Apprentices will be notified that they have been scheduled for schooling by email. If a registration notice is received and you cannot attend technical training at that time, please contact an Apprenticeship Administrator immediately to discuss rescheduling your schooling.

-  **Attendance at scheduled technical training and timely responses to EJTC communications are required. Ignoring either could affect your standing in the apprenticeship program.**

**If you are located in the Okanagan, you are required to schedule your own technical training. Please contact an Apprentice Administrator for guidance.**

### Tuition Fees

All technical training tuition fees will be payable to the EJTC. The EJTC will issue an invoice for the full tuition amount by email, and the fees can be paid online directly through this invoice.

Tuition fees will be due 8 - 10 weeks before the class start date.

Tuition refunds are per the individual institution's refund policies.



**Missing the tuition deadline will result in removal from class and a mandatory meeting with the Managing Director.**

### APPLYING FOR EI?

*(See 'Financial Supports' for more information)*

- Complete an application on WorkBC Apprentice Services Financial Supports online platform.
- This will generate your **EI REFERENCE CODE**.
- Apply for technical training EI through Service Canada with this reference code

### APPLYING FOR A CANADA APPRENTICE LOAN?

*(See 'Financial Supports' for more information)*

1. You must provide proof in the form of a screenshot showing that the CAL application has been received.
2. You must pay a \$250 non-refundable deposit by the tuition deadline.
3. You must pay the remaining tuition balance once the loan money has been received.

*CAL money will be allocated to apprentices during the first week of technical training*

# EJTC GUIDELINES & POLICES

## TECHNICAL TRAINING

### Failure & Withdrawals

If an apprentice fails a level of technical training, the IP exam, or withdraws from a session with no justifiable cause, their wage rate will be frozen at their current rate, and they will not receive the 300 hours in-house credit.

#### First & Second Failures

An apprentice who fails a level of technical training will be contacted to arrange rescheduling of the level as soon as possible.

If need be, the apprentice will be referred to different learning support programs if they indicate that assistance is required.

Please contact an Apprentice Administrator for more information on available learning supports for apprentices.

#### Third Failure

If an apprentice fails school three times over the course of their apprenticeship with the EJTC, their apprenticeship will be up for termination by appeal.

The apprentice may appeal this decision at the next available Joint Training Committee meeting.

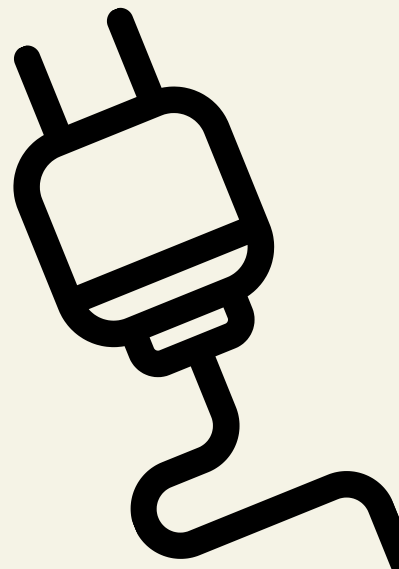
An Apprentice Administrator will help guide you through this process.

**Three failures does not mean an automatic termination.  
Every case will be reviewed on an individual basis.**

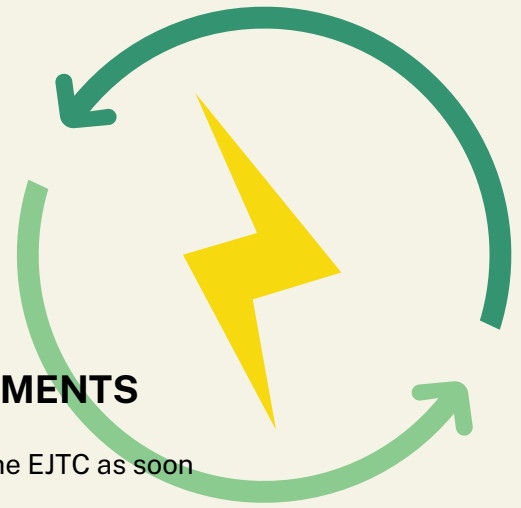
### Technical Training vs. Term Advancement Policy

The following outlines technical training in relation to term advancements:

- ⦿ Wage rate not to exceed **3<sup>rd</sup> term** until **Level 1** completed
- ⦿ Wage rate not to exceed **5<sup>th</sup> term** until **Level 2** completed
- ⦿ Wage rate not to exceed **7<sup>th</sup> term** until **Level 3** completed



# EJTC GUIDELINES & POLICES



## HOURS & TERM ADVANCEMENTS

- ▶ Hours are submitted to SkilledTradesBC by the EJTC as soon as they are received.
- ▶ There will normally be a 2-3 month delay in hours received (e.g., in April 2025, the EJTC will have received hours for all apprentices to the end of February 2025).
- ▶ All contractors have a cut-off date by which they must submit hours worked to the Health & Welfare office. The cut-off date is usually mid-month for the previous month, so it is common that hours submitted to SkilledTradesBC may not match your actual paystubs.
  - ▶ Hours that do not make the mid-month cut-off date should be pushed to the next months hours.

### Missing Hours

When hours are uploaded to SkilledTradesBC, there have been circumstances where they may not be submitted, despite being in the queue. Please notify the EJTC if you find that you are missing any hours on your transcripts and it will be rectified as soon as possible.

### Non-Union Hours

Any non-union hours worked as a Construction Electrician apprentice may be submitted by the EJTC to SkilledTradesBC on your behalf. Please send any documentation you have to [ejtc@ejtc.org](mailto:ejtc@ejtc.org) for review. A record of employment (ROE) is preferable.

### Out-of-Jurisdiction Hours

If you are working out of local 213's jurisdiction, the EJTC will **not** receive your hours. In this circumstance, it is the responsibility of the apprentice to submit their paystubs regularly to [ejtc@ejtc.org](mailto:ejtc@ejtc.org) to ensure hours are being properly recorded, and you are not missing out on term advancements and technical training.


# EJTC GUIDELINES & POLICES

## HOURS & TERM ADVANCEMENTS

### Terms

Apprentice wage rates, or terms, are calculated based on both hours and completed technical training (see *Technical Training vs. Term Advancement Policy*).

There are 900 hours (approximately 6 months of full-time work) between every term.



Pre-App 1 (45%)	0 - 900 Hours
Pre-App 2 (50%)	901 - 1800 Hours
1st Term	1801 - 2700 Hours
2nd Term	2701 - 3600 Hours
3rd Term	3601 - 4500 Hours
4th Term	4501 - 5400 Hours
5th Term	5401 - 6300 Hours
6th Term	6301 - 7200 Hours
7th Term	7201 - 8000 Hours
8th Term	8001 - 9000 Hours
Journeyman	9000 Hours

See previous page for information on how hours are received. **Please note that we will never have an exact hour total. All calculations are based on hours received and estimations of hours not yet received.**

### Term Advancement Review

When apprentice files are added into the EJTC database, a term advancement review date is assigned using their current hours and projected full-time hours.

A weekly list is produced from all scheduled review dates, and an Apprentice Administrator reviews each apprentice's status, training, current hours and estimated hours still outstanding.

*All files are up for review approximately 3 weeks before the actual advancement date to allow for proper notice to your contractor*

# EJTC GUIDELINES & POLICES



## HOURS & TERM ADVANCEMENTS

### Term Advancement

*The actual date of your advancement will always be the same as the date you were hired.*

*e.g., you were hired on March 15, therefore your term advancements will always fall on the 15<sup>th</sup> of the month.*

If an apprentice meets the requirements, they will be advanced to the next term. The EJTC will update the union office with the new wage rate and send the contractor a term advancement notice.

The apprentice will also receive a copy of the notice by email, along with a blank Work Experience Report (WER).

Please review the term advancement notice to ensure that it contains the correct information.

**If your wage rate does not change within 30 days of the term advancement date, please contact your contractor's payroll office. If there are any further issues, please have them reach out directly to the EJTC office.**

When a file has been approved for advancement, the Apprentice Administrator will then calculate the hours required to reach the next wage rate and schedule the next review date accordingly.

### Term Advancement Rescheduling

If an apprentice does not meet the requirements, their review date will be rescheduled to a time when they are expected to meet them.

### Term Advancements & Technical Training

If an apprentice is up for review during technical training, and the advancement is dependent on the 300 hours credit that will be granted upon successful completion, the EJTC will need to wait for the final marks from SkilledTradesBC before moving forward with the term advancement review. This can take 3-5 weeks.

In the case that a passing mark is received, the advancement date will be backdated to the last day of technical training.

# EJTC GUIDELINES & POLICES

## HOURS & TERM ADVANCEMENTS

### Frozen Wages

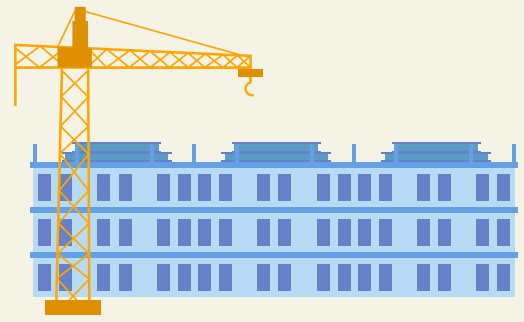
If an apprentice's wage rate is frozen for any reason, and they meet the requirements to have their wage unfrozen, their term will be advanced as of the date they passed the level of technical training or the IP exam.

In some cases, the advancement may be by more than one term, depending on how many hours were earned while the apprentice's wage was frozen.

### Wage Rates

For information on the rates of pay for each term, see page 19, '**Wage Rates**', or the IBEW Inside Electrical Workers Collective Agreement.





# EJTC GUIDELINES & POLICES

## TRADE QUALIFIER PROGRAM

SkilledTradesBC has implemented a new program for those who wish to challenge a certification exam/trade. Those entering into this program are signing up as **Trade Qualifiers**.

To apply, you must be able to show proof of a minimum of 9000 working hours in the trade.

If an application is approved by SkilledTradesBC, a Trade Qualifier will have 4 attempts to write and pass the IP exam in a 24 month period.

### Current EJTC apprentices who wish to become a Trade Qualifier must:

1. Provide their acceptance letter from SkilledTradesBC showing the date they entered the program
2. Select the EJTC as their Release of Information contact with SkilledTradesBC
3. Inform the EJTC of any scheduled IP exam dates

### Trade Qualifier Wage Rate

The wage rate for Trade Qualifiers is 6<sup>th</sup> term. Apprentices will be frozen at this wage rate until they pass the exam or exit the Trade Qualifier Program.

*If an apprentice's wage is currently at a higher rate, they will be frozen at that rate.*

### After 24 Months and/or 4 Failed Exam Attempts

If a Trade Qualifier has not passed the exam in the allotted 24 month period, or has failed all 4 exam attempts, they will be set up for a meeting with the Managing Director and re-registered as an apprentice with SkilledTradesBC with the EJTC as their sponsor.

Per SkilledTradesBC guidelines, they will automatically be placed in level 4. The apprentice will need to attend level 4 technical training and pass the IP exam to receive their Certificates of Qualification and Apprenticeship.



# Apprentice Wage Rates





# INSIDE ELECTRICAL WORKERS AGREEMENT

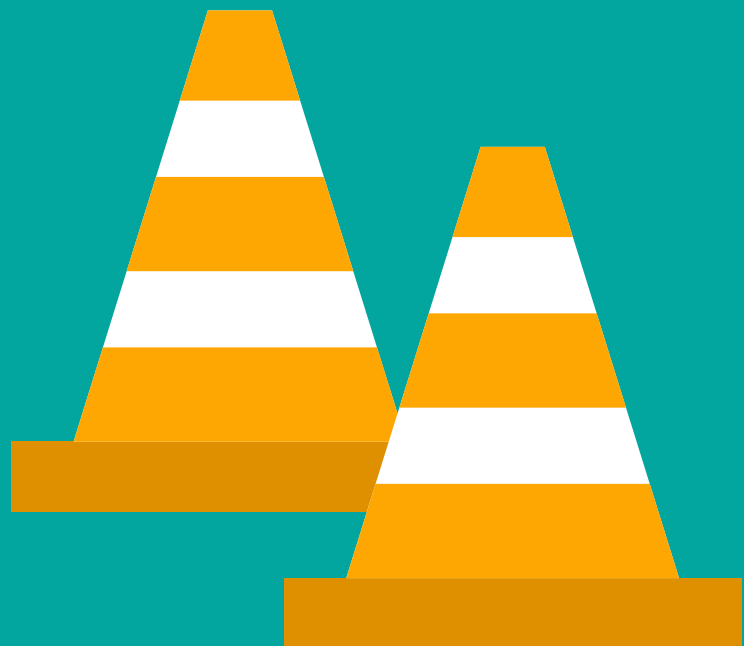
## CONSTRUCTION ELECTRICIAN WAGE RATES Effective May 31, 2026

Journeyman		\$51.46
General Chargehand	133% of Journeyman Rate	\$68.44
A Chargehand	123% of Journeyman Rate	\$63.30
B Chargehand	112% of Journeyman Rate	\$57.64
Cable Splicer Chargehand	120% of Journeyman Rate	\$61.75
Cable Splicer	112% of Journeyman Rate	\$57.64
Service Technician	112% of Journeyman Rate	\$57.64
Instrument Technician	100% of Journeyman Rate	\$51.46

Pre-Apprentice 1	45% of Journeyman Rate	\$23.16
Pre-Apprentice 2	50% of Journeyman Rate	\$25.73
1st Term	55% of Journeyman Rate	\$28.30
2nd Term	60% of Journeyman Rate	\$30.88
3rd Term	65% of Journeyman Rate	\$33.45
4th Term	70% of Journeyman Rate	\$36.02
5th Term	75% of Journeyman Rate	\$38.60
6th Term	80% of Journeyman Rate	\$41.17
7th Term	85% of Journeyman Rate	\$43.74
8th Term	90% of Journeyman Rate	\$46.31



# Dispatch Procedures



# DISPATCH PROCEDURES

## DISPATCH

### Job Clearance

EJTC apprentices will receive a **Job Clearance Slip** from the Union Dispatcher before going to a jobsite. This slip serves as the Union's authorization to report to a contractor.

**Please review your Dispatch Slip to ensure that you are being dispatched out to work at the correct wage rate!**

### Lay-Off

In the event of a lay-off for non-technical training reasons, an apprentice must notify the Union immediately to fill an **Out-of-Work Card** to ensure that their status is changed and they are placed on the Unemployed Apprentice List.

The date the Union is contacted will be considered the last day worked. The last day worked will determine the apprentice's place on the Unemployed Apprentice List.

**We will not know you have been laid off if you do not inform the Union. You cannot bid for jobs if your status is not changed to unemployed.**

### Out-of-Work Dues

Apprentices must pay out-of-work dues when they are unemployed or in technical training to keep their Union membership in good standing. Missing dues payments may result in having their membership with the IBEW 213 revoked, which also requires the EJTC to close the apprentice's file and end their sponsorship with SkilledTradesBC.

All apprentices must be active members of the IBEW 213 to remain registered with the Electrical Joint Training Committee.

**Dues can be paid at the  
IBEW 213 office in person,  
over the phone, or online at:**

**<https://members.ibew213.org/>**

# DISPATCH PROCEDURES

## DISPATCH

### Job Ready Dispatch

All members working under the Inside Electrical Workers Agreement are required to complete their Mobile Elevating Work Platform (MEWP), Fall Arrest, SiteReadyBC and WHMIS certification, and have a current Hearing Test card, in order to be dispatched to work.

- ▶ MEWP and Fall Arrest will be provided by the EJTC for members in Metro Vancouver.
- ▶ SiteReadyBC and WHMIS are available through the Dispatch office
- ▶ Hearing Tests continue to be provided at locations across the Lower Mainland. Up to date lists can be found through WorkSafeBC:  
[www.worksafebc.com/en/health-safety/hazards-exposures/noise/hearing-loss-prevention/hearing-test-facilities](http://www.worksafebc.com/en/health-safety/hazards-exposures/noise/hearing-loss-prevention/hearing-test-facilities)

Job Ready Dispatch (JRD) will centralize and standardize safety training for IBEW members working under the Inside Electrical Workers Agreement. Members will have access to their tickets through their member profile online and the IBEW 213 app.

Please visit the IBEW 213 website: [www.ibew213.org/news-details/webview/job-ready-dispatch-jrd/single/86521](http://www.ibew213.org/news-details/webview/job-ready-dispatch-jrd/single/86521) for more information on JRD and how to register for safety training.

**For more information, refer to the Job Ready Dispatch Letter of Understanding in your current collective agreement (page 62-64) or contact the IBEW 213 office.**

When booking, please ensure you are not billed for the hearing test. The facility should bill **WorkSafeBC Audio Testing, Account #389407**



# DISPATCH PROCEDURES

## DISPATCH

### Website Dispatch Procedure

Local 213 members can sign into the Dispatch system online to review the list of job requests and places bids for the jobs to which they would like to apply.

Members can login at <https://members.ibew213.org/> by using their IBEW 213 Membership Card Number as the **User ID** and their last name, plus the last 3 digits of their Social Insurance Number as their **Password**.

Only members in good standing who have registered with Local 213 Dispatch are eligible to use this system. If a member cannot login they should contact the Local 213 Union office during business hours at 604-571-6500.

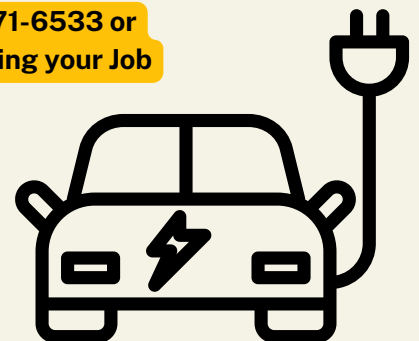
### Nightline Dispatch Procedure

Available calls will be recorded on the nightline, as well as on the website. It is your responsibility to notify Dispatch by leaving a clear, concise message on the Nightline at 604-571-6543 that you wish to take the clearance to a particular job.

Nightline registration is open between 4:30pm to 8:30am of the next business day.

If more than one member registers for a call, the member with the least amount of days worked will be contacted by Dispatch first. If Dispatch cannot confirm by telephone the following morning, the next registered member will be contacted. This allows for dispatching to be done in a timely manner.

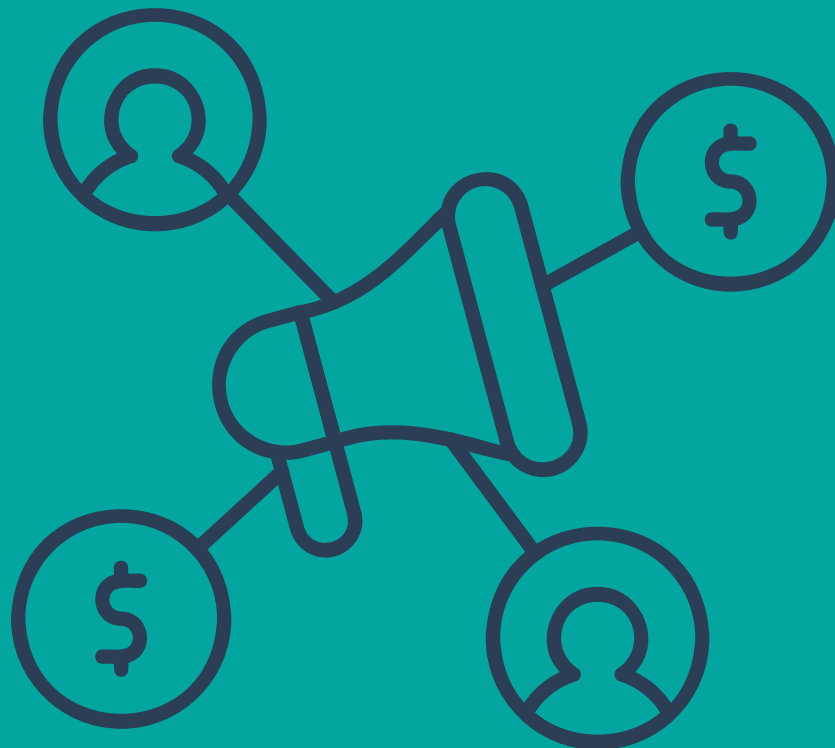
**Please contact the IBEW 213 Dispatch office at 604-571-6533 or [dispatch@ibew213.org](mailto:dispatch@ibew213.org) if you have any questions regarding your Job Clearance or dispatch procedures.**



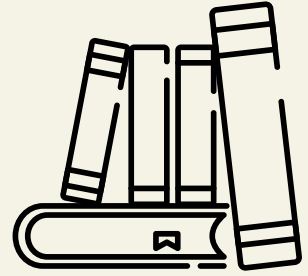


# Financial

## Supports



# FINANCIAL SUPPORTS



## TECHNICAL TRAINING BURSARY

IBEW 213 Apprentice members in good standing who are active and engaged in the Local and have successfully completed a term of technical training are eligible to receive a \$750 bursary.

One bursary is available for each term of technical training (i.e., level 2, level 3, level 4), for a total of **three bursaries** throughout your apprenticeship. Union activity and engagement is measured by Union meeting attendance.

In order to be eligible, you must have attended four (4) union meetings within the twelve (12) months preceding the successful completion of a term of technical training.

**Keep track of your meeting attendance. You will need to include meeting dates when you submit your bursary application. The dates provided will be verified with attendance records. Inaccurate or incorrect meeting attendance dates may result in denial of your bursary application.**

Union meetings include the monthly Unit meetings, as well as IBEW 213 Orientation/Initiation, and the Communications and Mentorship Matters classes offered through the EJTC. At this time, no other meetings, committee meetings, or volunteer activity qualify as Union Meetings for the purposes of the bursary

Visit [www.ibew213.org/news-details/webview/technical-training-bursary/single/50363](http://www.ibew213.org/news-details/webview/technical-training-bursary/single/50363) for the bursary application and more information.

Submit  
your bursary  
application and  
receipts within  
90 days  
of passing  
school

## TEXTBOOK REIMBURSEMENT BURSARY

IBEW 213 Apprentice members in good standing who have met the eligibility requirements of the Apprentice Technical Training Bursary are eligible for reimbursement of their **required** textbooks for each term of technical training.

Apprentice members are also eligible for reimbursement of one (1) Code Book per apprenticeship.

A full list of eligible textbooks, as well as more information on the bursaries can be found at [ibew213.org](http://ibew213.org) under the Resources tab.



**Keep copies of your textbook receipts!**

**They must be submitted with the bursary application form for reimbursement.**

# FINANCIAL SUPPORTS

## CANADA APPRENTICE LOAN

The Canada Apprentice Loan offers interest-free loans to help registered apprentices with the cost of their training.

Apprentices registered in a Red Seal trade apprenticeship can apply for interest-free loans of up to \$4,000 per period of technical training, for up to 5 periods of technical training.

<https://www.pca-cal.ca/en/Home>



## BC TRAINING TAX CREDITS

If you're a BC resident and enrolled in an eligible apprentice program, you can claim the completion tax credit for completing level 3 (\$2,000) or level 4 (\$2,500) for Red Seal or non-Red Seal training programs. An enhanced tax credit is also available if you're an eligible First Nations individual or an eligible person with a disability.

### Three Types of Training Tax Credits:

- Basic credit for the first two levels of **non-Red Seal** training programs
- Completion credit for level 3 or 4 for both Red Seal **and** non-Red Seal training programs
- Enhanced credit for Indigenous peoples and persons with disabilities.

<https://www2.gov.bc.ca/gov/content/taxes/income-taxes/corporate/credits/training/apprentice>

## TRADESPERSON'S TOOLS DEDUCTION

You may be able to deduct the cost of eligible tools that you bought in the past tax year to earn employment income as a tradesperson. This cost includes any GST and PST you paid.

<https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/tax-return/completing-a-tax-return/deductions-credits-expenses/line-22900-other-employment-expenses/employed-tradespersons-including-apprentice-mechanics.html>

# FINANCIAL SUPPORTS

## TUITION TAX CREDIT FOR EXAMINATION FEES

Examination fees paid to an **educational institution, professional association, provincial ministry** or other similar institution, to take an **occupation, trade** or **professional** examination that is required to obtain a professional status recognized by federal or provincial statute, or to be licensed as a tradesperson, to allow the student to practice the profession or trade in Canada, may be eligible for the tuition tax credit.

<https://www.canada.ca/en/revenue-agency/services/tax/individuals/topics/about-your-tax-return/tax-return/completing-a-tax-return/deductions-credits-expenses/line-32300-your-tuition-education-textbook-amounts/eligible-tuition-fees.html>

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## EMPLOYMENT INSURANCE/WorkBC APPRENTICE SERVICES

The Employment Program of British Columbia (EPBC) provides financial support to apprentices through a network of WorkBC Apprentice Services.

This support includes Employment Insurance (EI) benefits, which are typically income replacement, through Service Canada. It also includes support for basic living expenses, dependent care, daily commuting and more.

For more information on financial support through the EPBC, please contact WorkBC Apprentice Services at 1-844-428-4730.

<https://www.canada.ca/en/services/jobs/training/support-skilled-trades-apprentices/ei-apprentices.html>

WorkBC Apprentice Services assists eligible Apprentices registered with SkilledTradesBC with financial support to help them attend SkilledTradesBC-approved trades training.

<https://workbcapprenticeservices.ca/apprentice-services-information/>

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*For a more detailed list of financial supports for apprentices, including resources for women in the trades, contact the EJTC office or visit [ejtc.org](http://ejtc.org) under the Apprenticeship tab.*



# Appendix No. 1

## To the Inside Electrical Workers Agreement



# APPENDIX NO.1 TO THE INSIDE WORKERS ELECTRICAL AGREEMENT

## **ELECTRICAL CONSTRUCTION INDUSTRY JOINT APPRENTICESHIP AND JOURNEYPERSON RETRAINING COMMITTEE**

### **1.0 COMPOSITION**

- 1.1 Pursuant to Clause 401 and Clause 910 of the Inside Wiremen's Agreement to which this appendix is attached, an Electrical Construction Industry Joint Apprenticeship and Journeyperson Training Committee (the "EJTC" or "Committee") comprised of four Employer representatives and four Union representatives is established.
- 1.2 The marine sector of the electrical construction industry is represented by one additional management representative and one additional Union representative.
- 1.3 The representatives and/or their principals may appoint alternates. However, if a representative and his or her alternate attend the same meeting, the alternate is not eligible to vote.

### **2.0 FUNCTION**

- 2.1 The Committee will function in accordance with the provisions of the *Apprenticeship Act*, RSBC 1979, C.17, as amended (the "Act") and may make rules and regulations provided such rules and regulations do not conflict with the provisions of the Act or the terms of this appendix.

### **3.0 REMUNERATION**

- 3.1 The members of the Committee will provide their services on a voluntary basis without remuneration.

### **4.0 DEFINITIONS**

- 4.1 "Employer" means any employer party to or otherwise bound by the Inside Wiremen's Agreement or by a marine sector collective agreement.
- 4.2 "Registration Agency" means the provincial agency responsible for apprenticeship training, currently the Industrial Training Authority.
- 4.3 "Apprenticeship Agreement" means the contract of apprenticeship between the Committee and an Apprentice.
- 4.4 "Apprentice" means a person who is party to an Apprenticeship Agreement.

# APPENDIX NO.1 TO THE INSIDE WORKERS ELECTRICAL AGREEMENT

## 4.0 DEFINITIONS

- 4.5 “Period of Apprenticeship” means the period of apprenticeship specified in an Apprenticeship Agreement. Unless advanced standing is granted by the Training Director, in the interest of the Committee, and approved by the Registration Agency; the Period of Apprenticeship is specified in Article 10.0 herein.
- 4.6 “Training Director” means the person hired as the Training Director by the Committee.

## 5.0 DUTIES

The Committee will:

- 5.1 Comply with all the obligations of an employer under the Act.
- 5.2 Advise the Registration Agency about:
- (a) the need for Apprentices and facilities available for acquiring experience,
  - (b) complaints about violations of Apprenticeship Agreements,
  - (c) minimum standards of education and experience for Apprentices (and to pass on their qualifications),
  - (d) curriculum development for classroom training, and
  - (e) the best possible instructors.
- 5.3 Interview all applicants for apprenticeships, enter into Apprenticeship Agreements with applicants accepted for apprenticeships, and submit those Apprenticeship Agreements for registration to the director of the Registration Agency.
- 5.4 Determine the amount and nature of the work experience an Apprentice must acquire to complete his or her apprenticeship and try to ensure that s/he acquires this experience.
- 5.5 Arrange and/or develop tests for determining an Apprentice's progress.
- 5.6 Maintain a record for each Apprentice showing his or her related classroom training, work experience, and progress.
- 5.7 Obtain from an Apprentice's employer and/or foreman reports about the Apprentice's aptitude and progress, which will be incorporated in the Apprentice's record.

# APPENDIX NO.1 TO THE INSIDE WORKERS ELECTRICAL AGREEMENT

## 5.0 DUTIES

- 5.8 Publish an annual report covering the work of the Committee.
- 5.9 Develop programs for the education and advanced training of journeypersons and Apprentices.

## 6.0 POWERS

In addition any other powers given to the Committee in this appendix, it may:

- 6.1 Exercise all the rights of an employer under the *Act*.
- 6.2 Terminate Apprenticeship Agreements in accordance with this appendix or the provisions of the *Act*.
- 6.3 Recommend to the Registration Agency that an Apprentice's period of apprenticeship be extended or shortened.
- 6.4 Transfer an Apprentice from one Employer to another.

## 7.0 APPRENTICES

Apprentices will:

- 7.1 Make the best use of classroom and field training sponsored by the Committee for their benefit.
- 7.2 Keep the Committee informed of any changes of address or telephone numbers.
- 7.3 Keep any records of apprenticeship training required by the Committee.
- 7.4 Familiarize themselves with and abide by the rules of the Committee and its standards of apprenticeship.

## 8.0 APPLICANTS

- 8.1 Applicants for apprenticeship will be not less than seventeen (17) years of age, have a pronounced aptitude and interest in the craft, and be physically able to perform the required work.
- 8.2 Applicants for apprenticeship and Apprentices may be required to take a medical examination.
- 8.3 Applicants for apprenticeship will provide proof of their age.

# APPENDIX NO.1 TO THE INSIDE WORKERS ELECTRICAL AGREEMENT

## **9.0 ADVANCED STANDING**

- 9.1 With the approval of the Registration Agency, the Committee may grant advanced standing to an Apprentice by agreeing to a Period of Apprenticeship of less than 9000 hours and/or by waiving the requirement that an Apprentice complete all levels of classroom training. The Committee will only consider granting advanced standing to those Apprentices with previous experience in the trade or who have successfully completed and approved Entry Level Trades Training (“ELTT”) courses.
- 9.2 Advanced standing granted for successfully completing an approved ELTT course will consist of up to 900 hours of credit towards completion of a Period of Apprenticeship.

## **10.0 TERMS AND PERIODS**

- 10.1 Unless advanced standing has been granted by the Committee and approved by the Registration Agency, a Period of Apprenticeship will consist of not less than 9000 hours of apprenticeship (including up to 1800 hours of pre-apprenticeship training, 6000 hours of apprenticeship training, and/or 1200 hours of classroom training) in not more than 60 consecutive months. The hours spent by an Apprentice in a level of classroom training will count towards completion of his or her Period of Apprenticeship only if s/he successfully completes that level.
- 10.2 If an Apprentice is unable to complete his or her Period of Apprenticeship because of lack of employment or illness or if s/he completes a Period of Apprenticeship without having gained sufficient exposure to all aspects of the trade, the Committee may recommend to the Registration Agency that his or her Period of Apprenticeship be extended.
- 10.3 For the purpose of determining wage schedule term advancements, a term of apprenticeship will consist of 900 hours. No Apprentice is entitled to advance to the next term unless the Committee determines s/he has successfully completed the previous term. An Apprentice who fails a level of classroom training will not be entitled to advance to the next term until s/he successfully completes the level of classroom training s/he failed.

# APPENDIX NO.1 TO THE INSIDE WORKERS ELECTRICAL AGREEMENT

## **11.0 PROBATION AND TERMINATION**

- 11.1 During the first 900 hours of an Apprentice's Period of Apprenticeship, s/he is on probation and his or her Apprenticeship Agreement may be terminated by the Committee for any reason.
- 11.2 For the remainder of an Apprentice's Period of Apprenticeship, his or her Apprenticeship Agreement may only be terminated by the Committee if s/he fails to satisfactorily complete a level of classroom training, refuses to agree to an extension of his or her Period of Apprenticeship recommended by the Committee, or proves unwilling or unable to correct performance deficiencies or to meet expectations or standards which have been brought to his or attention, in writing, by the Committee.
- 11.3 When the Committee terminates an Apprenticeship Agreement, the Training Director will notify the Union, the Employer, the Apprentice, and the Registration Agency in writing.

## **12.0 APPRENTICESHIP AGREEMENT**

- 12.1 The Apprenticeship Agreement will be signed by the Apprentice (and if the Apprentice is a minor, by his or her parent or guardian), and the Committee. All Apprenticeship Agreements will be approved by and registered with the Registration Agency.
- 12.2 Each applicant for an apprenticeship (and if the applicant is a minor, each parent or guardian), will be provided with a copy of this appendix and given an opportunity to read it before s/he signs an Apprenticeship Agreement.
- 12.3 Copies of each executed Apprenticeship Agreement will be given to the Apprentice, the Committee, and the Registration Agency.

## **13.0 RELATED CLASSROOM TRAINING**

- 13.1 Unless the Committee waives the requirement to do so by granting advanced standing, an Apprentice must attend and successfully complete all levels of classroom training.
- 13.2 Where an apprentice has apparently failed to fulfill his or her obligations with respect to classroom training, attendance, or deportment, the Training Director will place the facts before the Committee for its recommendation and decision.

# APPENDIX NO.1 TO THE INSIDE WORKERS ELECTRICAL AGREEMENT

## **14.0 PERIODIC EXAMINATION**

- 14.1 Prior to each term advancement and at any other time recommended by the Committee, the Training Director will review each apprenticeship.
- 14.2 In conducting these reviews, the Training Director may obtain and will consider the Apprentice's classroom training, attendance, reports, progress, aptitude, and employment records.
- 14.3 If the Training Director finds an Apprentice shows a lack of interest or is unlikely to have the ability to become a competent journeyman, s/he will place the facts before the Committee for its recommendation and decision.

## **15.0 WAGES AND WORKING CONDITIONS**

- 15.1 An Apprentice's wages and working conditions are established by the terms of the Inside Wiremen's Agreement or applicable marine sector collective agreement, and the Union and the Employer each agree to be bound by the Committee's decisions pursuant to which an Apprentice's term is designated, employment is transferred, and/or Apprenticeship Agreement is executed or terminated.

## **16.0 ADJUSTMENT OF DIFFERENCES**

- 16.1 An Employer, the Union, or an Apprentice may ask the Committee to settle any dispute regarding any matter arising from or covered by the provisions of this appendix.
- 16.2 An Employer, the Union, or an Apprentice affected by a decision of the Committee may appeal the decision to the Committee provided the appeal is made in writing within fourteen days of receipt of the decision.
- 16.3 Upon receipt of a timely written appeal, the Training Director will provide the Appellant with written reasons for the decision appealed from.
- 16.4 Within fourteen days of receipt of written reasons from the Training Director, the Appellant must provide the Training Director with written notice of his or her grounds for appeal and any request s/he may have for the production of relevant non-privileged documents.
- 16.5 Within fourteen days of the date the Training Director receives notice of an appeal, s/he will provide the Appellant with copies of the documents requested, information regarding the conduct of a hearing before the Committee and written notice of the place, date and time the Appellant will meet with the Committee.

# APPENDIX NO.1 TO THE INSIDE WORKERS ELECTRICAL AGREEMENT

## 16.0 ADJUSTMENT OF DIFFERENCES

- 16.6 The Appellant will attend at the hearing of the appeal.
- 16.7 Failure, without reasonable excuse, to comply with these requirements for initiating and prosecuting an appeal will, as the case may be, bar the bringing of an appeal or result in the dismissal of the appeal.

## 17.0 CERTIFICATE OF COMPLETION

- 17.1 Upon the successful completion of apprenticeship and upon the passing of an examination as the Committee may require, the Committee will recommend to the Registration Agency that the Apprentice be issued a Certificate of Completion of Apprenticeship, and the members of the Committee will attach their signatures thereto.

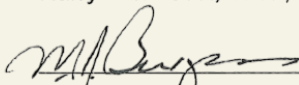
## 18.0 AMENDMENTS OF THE APPENDIX

- 18.1 Subject to approval by the Employer and Union, the Committee may amend this appendix for its betterment at any time.
- 18.2 Where the masculine is used in this appendix it is deemed to include the feminine.




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Harry Van Beest, Chair, EJTC



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Mike Burgess, CLRA




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Rick Dowling, IBEW Local 213

DEC. 14, 2005

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Date Signed



**OUR VISION** is to offer  
the finest trades training  
possible, to support  
national standards and  
ensure a strong  
electrical industry.