

Unlicensed Registration Work Experience Documentation

When you are renewing your Unlicensed Registration each year, you should submit a "Work Experience Verification Form" with your renewal or shortly after renewing. By doing this, the State will be able to maintain accurate records for you and will be able to approve your application to take the license exam a lot quicker.

Please make sure you are submitting the correct work experience verification form. If you registered as an unlicensed electrician "RE" or unlicensed power limited technician "RT" you should be submitting the appropriate form. However, it's important for you to know:

- The work experience verification form you choose to submit must reflect the type of work that you were performing regardless of the type of unlicensed registration that you possess.
- You may submit the "Electrical Work Experience Verification Form" OR the "Power Limited Technician Work Experience Form" for either type of registration (RE or RT). The verification form is not dependent upon the type of registration that you possess, but is dependent upon the type of work you were performing.
- The "Responsible Person" signing your work experience verification form must be:
 1. The responsible licensed Master Electrician for the "Electrical Work Experience Verification Form".
 2. The responsible licensed Power Limited Technician or Master Electrician for the "Power Limited Technician Work Experience Verification Form".

*****Note: The responsible licensed person is the licensed individual responsible for the contractor's license.**

Please refer to the "Question and Answer Box" article in this newsletter for more information.

The work experience verification forms can be found on the State's website at www.doli.state.mn.us. Click on "Construction Codes and Licensing" on the blue bar toward the top of the screen. Click on "Forms: Licensing", then select "Personal electrical license-master, journeyman, maintenance, and unlicensed. You can then choose the correct form to verify the type of work you were doing.

If you, as a registered unlicensed individual send your work experience verification form to the State every year when renewing, you can view your hours on the State's website through the "license look up". By doing this you will know exactly how many hours the department has accepted towards credit needed to take the license exam.

Question and Answer Box



Question: I just joined the union and got registered as unlicensed with the State. I didn't know about the unlicensed registration requirement until now, but I have prior work experience. I want to take the license exam. What can I do to get credit for my experience so I can take the test?

Answer: If your work experience was prior to January 1, 2009, you may be able to get credit for your hours by submitting the appropriate documentation. However, the requirement to register as unlicensed became effective December 2008 so any work experience after that will not be granted by the State if you were not registered as unlicensed. Also, if you let your unlicensed registration lapse, you will not receive credit for the portion of hours that your registration was expired.

Question: I needed to renew my unlicensed registration (or Power Limited Technician license) and pay the fee online. The system would not let me pay to renew until I checked that box that asked me if I had taken continuing education, so I checked the box. What happens if I didn't actually take the class yet?

Answer: The State can actually fine you up to \$1,000 for checking this box when you have not completed the required continuing education. In addition, they will send you a letter or email giving you 10 days to complete the continuing education course. During this time, you may be shown as expired. If your unlicensed registration or power limited technician license is expired and the State cards you on the job, you may be fined up to \$10,000. This fine can apply to you, your licensed supervisor and your contractor.

Question: I was an apprentice and want to take the license exam. Can I get my hours from the JATC?

Answer: No. Our JATC only has hours submitted from your apprenticeship timecards. We were not responsible for your payroll. The hours need to be verified by your contractor so payroll hours are being documented. However, if you are having difficulty getting response from a contractor, you can contact your IBEW Local Union Benefits Office for this information. You are able to submit a letter from the benefits office, issued on their letterhead, documenting hours. You still need to have your work experience verification form signed by the responsible licensed individual.



From Dave's Desk

Please remember that apprentices are participating in an On-The-Job training program.

As Journey workers and Technicians, it is our responsibility to ensure that apprentices receive quality field training. Please take the time to explain what you are doing and more importantly why you are doing it.

At the JATC, our focus is to introduce new concepts and theories through interactive lecture and hands on practical application labs. When the apprentice properly applies those concepts and theories in the field, that's the true measure of learning. Apprentices need your supervision, guidance and expertise, to accomplish this. Without it they are almost guaranteed to fail.

We are all instructors, only our classrooms are different.

Have a safe and
Happy Holiday



PLT License Test Prep Class

If you've been approved to take the license exam, you will benefit from taking our test prep class. **You MUST be approved by the State to take the license exam before taking this class.** You can apply online through the State's website of www.dli.mn.gov. Make sure you attach all the appropriate documentation needed for approval. Once you have been approved by the State, you have a maximum of 1 year to test. If you don't test within that timeframe, you will need reapply and receive approval again.

For best test results, you should schedule your test within 3 weeks after completing our course.

The fee for this course is \$125.00. You will need the NEC 2017 Code Book. You are not required to purchase this book from us, but will need it for class. The cost for this book is \$95 if you purchase from us.

This class will be held in Fridley from 5:00 p.m. to 9:00 p.m. on **February 5th, 12th, 19th and 26th**. This is a 16 hour class with homework assignments. **To get the most out of this class, plan to attend all 16 hours.**

Come to class prepared: approved by the State to take the license exam, alert and ready to learn. REGISTER EARLY and let us know if you need a Code book!

This class is not open to the general public

NICET Test Prep

We are offering a NICET test prep class at our Fridley location on **Wednesday, January 31st** from 8:00 a.m. to 4:30 p.m. This is an 8 hour class.

If you are attempting to achieve NICET Fire Alarm Certification, this is a training opportunity you won't want to miss!

You need the 2013 NFPA 72 and 2011 NEC code books. If NICET changes the book requirements, we will notify you. Register **early** by calling our office at 763-571-5922 or through our website at www.statewidelea.org.

This class is not open to the general public

Networking / CCTV

Are you looking to take a computer fundamentals course so you can qualify for promotion? Well then we have some exciting news about this class! Our Networking / CCTV class meets this qualification for promotion!

This 20 hour class has been approved by BICSI for 20 hours of continuing education credits for the renewal of your BICSI certification and by the State of Minnesota for 16 hours of continuing education credits for your Power Limited Technician license renewal.

This class includes: Basic computer networking and networked CCTV systems, including DVR's; and will be held from 5:00 p.m. to 9:00 p.m. on **March 21st, 22nd, 26th, 28th and 29th**. The dates may change slightly due to instructor schedule however; you will be notified if there are any changes.

Class size for this course allows for a maximum of 14 students due to the size of our computer lab. No exceptions can be made as we are limited by the size of our computer lab - so please register early!

Principles of RF Communications

This 20 hour class has been approved by BICSI for 20 hours continuing education credit for the renewal of your BICSI certification and by the State of Minnesota for 16 hours toward the renewal of your Power Limited Technician license.

This course includes: Radio frequency fundamentals, principles of transmission, reception, antennas, signal levels, distribution, and system testing of broadband and MATV systems and will be held on **April 2nd, 4th, 9th, 11th and 16th** from 5:00 p.m. to 9:00 p.m. The dates may change slightly due to instructor schedule however; you will be notified if there are any changes to this schedule. You must attend all dates to receive State or BICSI credit.

New Course Available

We have a new continuing education class available for you!

It's "Code for Limited Energy". This course has been approved by the State as an 8 hour course. I believe everyone in our industry will benefit from this class.

Due to budgetary constraints, we will require a minimum of 10 participants registered for all continuing education classes. If we don't have the required minimum registered within 2 days of the start of class, unfortunately, we will need to cancel the class. Should this happen, we will notify you.

Please register for classes early. You can take your continuing education at any time. Be proactive, don't wait until the last couple of months prior to expiration of your license or unlicensed registration. We try to have a number of options available for you every month.

Although you may be tempted to take a continuing education class in your area of expertise, **you will enjoy the class and learn more if you sign up for something that challenges you. The State will not grant you credit for taking two of the same 8 hour classes within one renewal period. Keep this in mind when registering.**

PLT License Continuing Education Classes

The classes listed below are approved for license renewal continuing education credits. All class eligibility and fees are posted on our website at www.statewidelea.org.

Continuing Education 8 hour Class Schedule:

Fridley

Evening class from 5:00 p.m. to 9:00 p.m.
Fire Alarm January 15th & 17th
Fiber Optics January 22nd & 24th
Security Systems February 13th & 15th
Significant changes to
2017 NEC February 19th & 21st
Access Control March 6th & 8th
Fire Alarm April 16th & 18th

Weekday Day class from 8:00 a.m. to 4:30 p.m.:

Fire Alarm January 10th
NICET Test Prep January 31st
Access Control February 14th
Security Systems March 14th
Significant changes to
2017 NEC April 11th

Saturday class from 8:00 a.m. to 4:30 p.m.:

Raceway Installation February 10th
Code for Limited Energy March 10th
Raceway Installation April 7th

Duluth & Rochester

Scheduled upon request.

Future Class

We are developing an 8 hour networking course that is expected to be completed and available some time after April. This will be a basic course, however there has been numerous requests for this class.

Thank you for feedback. Your feedback is how we can gauge interest in any particular area.

Unlicensed Registration Continuing Education Classes

Unlicensed Registration renewal requires you to complete a minimum of 2 hours NEC continuing education before your renewal will be processed. The following is a list of dates that meet this requirement.

Fridley (from 5:00 p.m. to 7:00 p.m.)

January 15th March 19th
February 13th April 16th

Duluth & Rochester

Scheduled upon request.

Please register early. You will be called within 2 days prior to class date confirming your registration.

College or Apprenticeship?

When debating college versus apprenticeship, you may want to consider the following information:

4 Year College

Earnings while attending
\$0

Average Starting Salary
\$49,785 *time.com

Student Debt
\$37,172 *debt.org

Limited Energy Apprenticeship

Earnings while attending (3 yrs)
\$119,266

Average Starting Salary
\$59,920

Student Debt
\$0

Apprenticeship is a great way to earn while you learn both in the classroom and on the job!

Website Links

Minnesota Department of Labor and Industry
www.doli.state.mn.us

IBEW Local Union 110
www.ibew110.org

IBEW Local Union 292
www.ibew292.org

IBEW Local Union 343
www.ibewlocal343.org

IBEW Local 242 and 294
www.ibew.org

Statewide Limited Energy JATC
www.statewidelea.org