

**REQUEST for PRIOR FIELD EXPERIENCE HOURS**  
**WECA ATC APPRENTICESHIP & TRAINING COMMITTEE**  
**apregistrar@goweca.com**

Apprentice Name: \_\_\_\_\_  
(Apprentice Name)

Employer: \_\_\_\_\_  
(Company Name)

License #(s): \_\_\_\_\_  
Contractor License Number(s)

Employee's Hired Date: \_\_\_\_\_ Hours Through Date: \_\_\_\_\_  
(Month/Day/Year) (Employment End Date or Day Before WECA Registration Date)

Hours Worked: \_\_\_\_\_  
(Total Hours)

A Newly-Registered Apprentice (NRA) may be granted credit for prior OJT hours worked in the trade ***Time Frame: An NRA has sixty (60) calendar days of their registration date*** to submit the required documents to WECA. The hours they are requesting credit for must be in the following work processes:

**COMMERCIAL PROGRAM WORK PROCESSES**

Planning & Initiating Project \_\_\_\_\_ Hours

Planning & Installing Branch Circuits \_\_\_\_\_ Hours

Establishing Power Distribution Panels \_\_\_\_\_ Hours

Trim, Finish & Hookup \_\_\_\_\_ Hours

Special Systems \_\_\_\_\_ Hours

Start-up, Testing & Troubleshooting \_\_\_\_\_ Hours

**TOTAL COMMERCIAL HOURS**

Company Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**For WECA Office Use Only**

Student ID# \_\_\_\_\_

Registration Date: \_\_\_\_\_

Program: \_\_\_\_\_

## **WECA Commercial Training Program Work Processes**

### **1 Planning and Initiating Project**

- a Establishing temporary power during construction.
- b Establishing grounding systems - i.e. ground rods, rings, ufer.
- c Can include slab & site work - exterior, surveying, digging, forming, pouring pole bases, transformers, pads and other poured in place concrete for electrical systems, excavation, rock crane work, grouting, racking, trenching, conduit placement, leveling and trench and backfill, pull lines and mandrel of all utility conduits.
- d Setting or pouring concrete vaults, manholes, pull boxes or transformer pads.
- e Material handling and management.
- f Blueprints / Layouts.
- g Establishing OSHA and customer safety requirements
- h Implementing conservation and recycling practices on a project

### **2 Planning and Installing Branch Circuits**

- a All underground and in slab raceways.
- b Raceways under 2" - includes all conduit under 2", cable, boxes, supports above ground (rough-in).
- c Wiring installing - includes branch wire.
- d Splicing/Terminating - installing, terminating all devices - i.e. receptacles and switches.

### **3 Establishing Power Distribution and Panels within Project**

- a Raceways 2" and over - includes all conduit, boxes, supports above grade.
- b Service and feeder cables - includes feeder wire.
- c Panel boards over 200 amp, setting and terminating main switchgear, distribution boards, panels.
- d Transformers.
- e Bus duct.

### **4 Trim, Finish and Hookup**

- a Installing fixtures, recessed fixture housings and motors.
- b Final connections of power to any motor or resistive load such as HVAC and other specialties.
- c Terminate all lighting poles, wall packs, bollards and other exterior light fixtures.
- d Splicing/Terminating - installing and terminating all devices - i.e. - receptacles and switches and final connection to lighting fixtures inside building.

### **5 Special Systems - includes all conduit, cable, boxes, supports and devices associated with Special Systems.**

- a Instrumentation and process control systems.
- b Energy management systems.
- c Intercom-Signal systems.
- d Telephone, data, voice and alarms.
- e Motor control center.
- f Theatre, nurse call, Halon fire suppression and other such specialty systems.
- g Installing and terminating wire for lighting control systems and any other control systems.

### **6 Start-up, Testing and Troubleshooting Electrical Systems**