**For WECA Office Use Only**

Student ID# _____

Registration Date: _____

Program: _____

# PROOF OF FIELD EXPERIENCE

**WECA ATC APPRENTICESHIP & TRAINING COMMITTEE**
**ATTN: Apprenticeship Program Manager**
**3695 Bleckely Street**
**Rancho Cordova, CA 95655**
**apregistrar@goweca.com**

Name: _____ Employer: _____ License # (s): C10 _____ C7 _____.
(Apprentice Name) (Company Name) (Contractor License Numbers)

Employee's Hired Date: _____ Employee's End Date: _____ Hours Worked: _____.
(Month/Day/Year) (End Date or Day Before Registration Date) (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 his/her registration date** to submit the required documents to the WECA Sacramento Office. The hours he/she is 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 and Repairing Electrical Systems _____ Hours

**TOTAL COMMERCIAL HOURS** _____

**RESIDENTIAL PROGRAM WORK PROCESSES**

Planning & Initiating Project _____ Hours

Installing Underground, Slab and Power Dist. Systems _____ Hours

Rough-In _____ Hours

Trim Out _____ Hours

Special Systems _____ Hours

Troubleshooting and Repairing Electrical Systems _____ Hours

**TOTAL RESIDENTIAL HOURS** _____

**LOW VOLTAGE PROGRAM WORK PROCESSES**

Planning & Initiating Project _____ Hours

Component Installation _____ Hours

Wire and Cable Installation _____ Hours

Splicing and Termination _____ Hours

Maintenance and Service _____ Hours

Testing, Commissioning and Start-up _____ Hours

**TOTAL LOW VOLTAGE HOURS** _____

Company Address: _____

City, State Zip: _____

Business Number: _____

Print Company Name: _____

Contractor Signature: _____

Title: _____

## 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 or other poured in place concrete for electrical systems, excavation, rock crane work, grouting, racking, trenching, underground and in slab utility 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 handing 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 Installing electrical systems (rough-in stage)
- b Underground and in-slab raceways for uses other than utilities
- c Planning and installing raceway systems under 2" - Includes all conduit under 2", cable, boxes, and supports above grade (rough-in)
- d Wiring Installing – Includes branch circuit wire
- e Splicing/Terminating – Installing, terminating all devices, i.e. receptacles and switches

3 **Establishing Power Distribution and Panels within Project**
- a Installing Services to Buildings and Other Structures
- b Planning and installing raceway systems 2" and over - Includes all conduit, boxes, and supports above grade
- c Service and feeder cables – Includes feeder wire
- d Panel boards over 200 amperes, setting and terminating main switchgear, distribution boards, panels
- e Transformers
- f Bus duct

4 **Trim, Finish and Hookup**
- a Installing electrical systems (finish stage)
- b Installing Indoor and Outdoor Receptacles, Lighting Circuits and Fixtures, and motors
- c Providing power and controls to motors, HVAC, and other equipment
- d Terminate all lighting poles, wall packs, bollards and other exterior light fixtures
- e 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 Special Systems - includes all conduit, cable, boxes, supports. and devices associated with Special Systems.
- b Installing instrumentation and process control systems
- c Energy management system
- d Intercom-Signal systems
- e Installing telephone, data, video, and fire alarm systems
- f Motor control center
- g Theatre, nurse call, Halon fire suppression, and other such specialty systems
- h Installing fire alarm systems
- i Installing and maintaining emergency power generation equipment
- j Installing and Maintaining Alternative Energy Generation Systems (e.g., Photo-Voltaic Systems)
- k Energy-Efficient lighting and equipment control systems

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

## WECA Residential Training Program Work Processes

1 **Planning and Initiating Project**
- a Establishing temporary power during construction
- b Establishing grounding system
- c Layout for devices and appliances
- d Establishing OSHA and customer safety requirements
- e Implementing conservation and recycling practices on a project
- f Material handling and management
- g Blueprints/Layouts

2 **Installing Underground, Slab and Power Distribution Systems**
- a Installing service to buildings and other structures (e.g., installation of meters, main panels, service conductors, feeders, sub panels and terminations.
- b Includes work in foundation, slabs and installing conduit, pull lines, and conductors.
- c Includes on-site lighting systems, including conduit, wire, splice boxes, and pole base building and pouring, setting of light poles, carport work and landscape lighti

3 **Rough - In**
- a Installing electrical systems (rough-in stage)
- b Layout, boxing, drilling
- c Run wire
- d Make-up
- e Power Distribution: Includes installation of main switchgear, feeders, sub panels and panels, meter mains, meter banks and sub panels, conduit terminations, secondary and/or sub feed conductors, phase equipment, and terminating conductors.
- f Provide power to appliances & disconnects

4 **Trim Out**
- a Installing electrical systems (finish stage)
- b Installing Indoor and Outdoor Receptacles, Lighting Circuits and Fixtures, and motors (includes installation and termination of all devices, receptacles, switches, and final connection to lighting fixtures)
- c Hook-up of equipment, which includes terminating and hook-up of appliances and disconnects.
- d Providing power and controls to motors, HVAC and other residential equipment

5 **Special Systems**
- a Intercom and signal systems
- b Installing telephone, television, data, video, and security systems. (Includes layout, installation, termination, and punch down, troubleshooting, certification and ser from both building and site and making up satellite base and fixtures.
- c Home automation/energy management systems.
- d Swimming pools/spas.
- e Provide power and controls to motors, HVAC, and other residential equipment (Includes conduit, wire, junction boxes, and terminations)
- f Installing and maintaining alternative energy generation systems. (e.g., Photo-Voltaic Systems)
- g Energy-efficient lighting and residential control systems
- h Special Systems - includes all conduit, cable, boxes, supports, and devices associated with Special Systems.
- i Installing fire alarm systems
- j Installing and maintaining emergency power generation equipment

6 **Troubleshooting and Repairing Electrical Systems**
- a Power testing.
- b Service work (existing installations)

## WECA Low Voltage Training Program Work Processes

1 **Planning and Initiating Project**
- a Interpret construction plans and documents
- b Blueprints/Project Layout
- c Material handling and management
- d Determining project work hours
- e Communication and collaboration with client, contractor, or other trades
- f Establishing OSHA and Customer Safety Requirements
- g Implementing conservation and recycling practices on a project ("green practices")

2 **Component Installation**
- a Installation and mounting of components and devices for low voltage systems (e.g. fire alarm, data network, telephone, intrusion, CCTV, access control, and audio/visual)

3 **Wire and Cable Installation**
- a Running, pulling, and supporting of wire and cable for low voltage systems (e.g. fire alarm, data network, telephone, intrusion, CCTV, access control, and audio/visual)

4 **Splicing and Termination**
- a Splicing & terminating voice, data, coax, fiber optic & video cables
- b Terminating jacks, patch panels, termination blocks, landing wire on fire alarm devices & panels.
- c Splicing of copper feeder cables & fiber optic cables

5 **Maintenance and Service**
- a Perform work necessary to keep installed systems operating as specified by design
- b Perform troubleshooting, testing, repair & replacement of system components & devices as needed

6 **Testing, Commissioning, and Start-Up**

Perform all necessary to insure installed system(s) functions as ordered, designed and installed.