

**For WECA Office Use Only**

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

Indenture Date: \_\_\_\_\_

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

**PROOF OF FIELD EXPERIENCE**  
**WECA ATC APPRENTICESHIP & TRAINING COMMITTEE**  
**ATTN: Client Services Specialist**  
**3695 Bleckely Street**  
**Rancho Cordova, CA 95655**

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 Indentured Date) (Total Hours)

A Newly-Indentured Apprentice (NIA) may be granted credit for prior OJT hours worked in the trade ***Time Frame: An NIA has sixty (60) calendar days of his/her indenture 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 \_\_\_\_\_ Hours

**TOTAL COMMERCIAL HOURS**

**RESIDENTIAL PROGRAM WORK PROCESSES**

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

Installing Underground, Slab & Power \_\_\_\_\_ Hours

Rough-In \_\_\_\_\_ Hours

Trim Out \_\_\_\_\_ Hours

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

Troubleshooting & Repairing Systems \_\_\_\_\_ Hours

**TOTAL RESIDENTIAL HOURS**

**VDV PROGRAM WORK PROCESSES**

Component Installation \_\_\_\_\_ Hours

Wire and Cable Installation \_\_\_\_\_ Hours

Splicing and Termination \_\_\_\_\_ Hours

Maintenance and Service \_\_\_\_\_ Hours

Testing and Start Up \_\_\_\_\_ Hours

**TOTAL VDV HOURS**

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

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

Business Number: \_\_\_\_\_

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

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 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
- d Setting or pouring concrete vaults, manholes, pull boxes or transformer pads.
- e Material handling and management.
- f Blueprints / Layouts.

### **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**

## 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.

### **2 Installing Underground, Slab and Power Distribution Systems**

- a Includes work in foundation, slabs, and installing conduit. Includes all work involving joint trench, such as excavating, conduit, pull lines and conductors. Includes work on site light systems, including conduit, wire, splice boxes, and pole base building and pouring, setting of light poles, carport work and landscape lighting.
- b Power Distribution: Includes main switchgear, feeders, sub panels and panels. Installing meter mains, switchgear, meter banks and sub panels including conduit terminations. Installing secondary and/or sub feed conductors, phase equipment, and terminating conductors.

### **3 Rough - In**

- a Layout.
- b Box.
- c Drill.
- d Run wire.
- e Make-up.
- f 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.

### **4 Trim Out**

- a Install devices, plugs, and switches.
- b Install fixtures.
- c Hook-up of equipment, which includes terminating and hook-up of appliances, and disconnects.

### **5 Special Systems - Includes layout, installation, termination and punch down, troubleshooting, certification and service from both building and site and making up satellite base and fixtures.**

- a Intercom and signal systems.
- b Telephone, television, data, video and security alarms. Category five wiring and any other control or low voltage systems.
- c Home automation/energy management systems.
- d Swimming pools/spas.

### **6 Troubleshooting and Repairing Electrical Systems**

- a Power testing.
- b Service work.

## WECA VDV Training Program Work Processes

### **1 Component Installation**

Will perform work of any of the following or other Systems but is not limited to any one or all listed:

Fire Alarm, Telephone, Sound Video, Burglar, Data, Annunciator, Intercommunication and Facsimile and Reception where not the work of an inside wireman elsewhere determined.

### **2 Wire and Cable Installation**

Will perform work of any of the following or other Systems but is not limited to any one or all listed:

Fire Alarm, Telephone, Sound Video, Burglar, Data, Annunciator, Intercommunication and Facsimile and Reception where not the work of an inside wireman elsewhere determined.

### **3 Splicing and Termination**

### **4 Maintenance and Service**

Perform work necessary to keep installed systems operating as specified by system design. Perform troubleshooting, testing, repair and replacement of system components and devices as needed.

### **5 Testing and Start-Up**

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