



WESTERN ELECTRICAL CONTRACTORS ASSOCIATION, INC.

Effective June 1, 2011

Student Handbook

(Electrician Trainee, Journeymen & General Students)

Sacramento Region Office & Training Center
3695 Bleckely Street
Rancho Cordova, CA 95655
Phone: (916) 453-0112
Fax: (916) 452-7011
Toll Free: (877) 444-9322

Riverside Training Center
1180 W. Spring Street, Suite B
Riverside, CA 92507
Toll Free: (877) 444-9322

San Diego Training Center
9320 Hazard Way, Suite B-1
San Diego, CA 92123
Toll Free: (877) 444-9322

www.goweca.com

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WECA Contact Information

WECA Staff is qualified to answer any questions and help resolve any concerns you may have about our Program. You may contact the appropriate Staff by calling the WECA Sacramento Region Office at toll free (877) 444-9322.

For any technical issues for Get Wired classes, please call (877) 444-9322 for assistance.

Sheila Zuvich, Training Programs Manager: Ext. 121 – Directs and oversees all aspects of WECA’s Training Programs; counsels students on matters that may lead to disciplinary action; reviews student concerns about classroom instruction; works with WECA staff, students, and contractors to ensure a successful experience for the students.

Spanish Assistance - Asistencia en Español: WECA ya no tiene empleados que hablan español; disculpe por cualquier inconveniencia que esto le pueda causar.

Important Numbers, Addresses, and Websites			
Organization	Address	Telephone/Fax	Web Site
WECA Sacramento Region Office & Training Center	Mailing address: 3695 Bleckely Street Rancho Cordova, CA 95655 Shipping Address: 3695 Bleckely Street Mather, CA 95655	Phone: (916) 453-0112 Fax: (916) 452-7011 Toll Free: (877) 444-9322	www.goweca.com
WECA San Diego Training Center (no administrative services available)	9320 Hazard Way Suite B-1 San Diego, CA 92123	Toll Free: (877) 444-9322	www.goweca.com
WECA Riverside Training Center (no administrative services available)	1180 W. Spring Street Suite B Riverside, CA 92507	Toll Free: (877) 444-9322	www.goweca.com
Division of Apprenticeship Standards (DAS) Electrician Certification Unit (To register as ET or apply for certification exam)	PO Box 420603 San Francisco, CA 94142	Phone: (415) 703-4919 Fax: (415) 703-5243	http://www.dir.ca.gov/das/electricalTrade.htm
PSI Services, LLC (To schedule a date for certification exam)	To locate the Examination Site nearest you, visit their website	Phone: (800) 733-9267	www.psiexams.com

Updating Contact Information

Students shall notify WECA promptly of any telephone or address changes. WECA Staff needs to be able to contact you promptly to inform you about adjustments to your class schedules, updates to WECA and State policies and/or requirements, and other issues concerning your status.

You are responsible for **immediately** contacting the WECA Sacramento Region Office with the following information:

- Name change or correction
- Change of mailing address
- Changes to telephone numbers (home, cell, voicemail, pager)
- Change to email address

If an Electrician Trainee does not keep the WECA Sacramento Region Office informed of changes to the information listed above, he/she may be cancelled from the Program.

Problem Resolution

It is very important that a student communicate his/her comments and/or concerns regarding course instruction or curriculum to the WECA Sacramento Region Office. WECA wants to resolve issues before they become serious problems.

A student with comments and/or concerns may do the following:

- Speak with the instructor
- Speak with any Customer Support Specialist or the Training Programs Manager (ext.121).

Definition of Student Types

The only persons who may legally perform work as general electricians, residential electricians or fire/life safety technicians for contractors licensed as Class C-10 electrical contractors and make electrical connections over 100 volt-amperes are:

- Those who have been certified by the State of California
- Or -
- An Apprentice registered in a State-Approved Electrical Apprenticeship program
- Or -
- Workers who have registered with the State as an Electrician Trainee and are enrolled in a State-Approved Electrician Trainee program

Electrician Trainee

According to current State of California definition, an Electrician Trainee is an electrician who is not an apprentice, and who has not yet taken and passed a State Electrician Certification Exam.

Journeyman

According to current State of California definition, a Journeyman is any person who is certified by having taken and passed the State Electrician Certification Exam.

General Student

A General Student is defined as anyone taking a WECA class who is not (or not identified as) either an Electrician Trainee or Journeyman.

Policies and Regulations

As a condition of class attendance, students taking classes through WECA agree to abide by all Policies and Regulations related to course instruction as outlined in this Student Handbook.

When a student verbally requests or completes his/her enrollment, he/she enters into an agreement with WECA, and agrees to abide by all the terms and conditions of the Program Requirements, Policies and Regulations, including any amendments as outlined in this handbook.

Electrician Trainees Responsibilities

WECA Electrician Trainees (ETs) assume the following responsibilities and obligations:

- **To register with the State of California as an Electrician Trainee within 30 days of enrolling with WECA to legally work as an electrician in the State of California.** *In order for your State Electrician Trainee registration to be complete, you must show proof of enrollment in a State-Approved program when you submit the Application for New Registration of Electrician Trainee to the Division of Apprenticeship Standards, Electrician Certification Unit (DAS-ECU) with the \$25 registration fee. Attach a copy of your WECA Electrician Trainee Enrollment Confirmation letter to the State application.*
- **To sign up for, attend and successfully complete your Electrician Trainee classes so that you achieve the 150 hours of annual training required by the State of California.** Electrician Trainees are required to submit documentation on completed, approved course/class hours each year when annually renewing their State Electrician Trainee Application. *After each completed training class, WECA will provide you with a Pass or Fail letter and your final class grades. Upon request, WECA will provide you with a transcript of completed courses and you must use this document when submitting your annual State Electrician Trainee renewal application to DAS-ECU as proof of completed training from a State-Approved Curriculum.*
- **To renew your State Electrician Trainee registration annually until you have passed the State Electrical Certification Exam.** Renewal applications and transcripts showing current enrollment must be submitted to the DAS-ECU annually. Within 90 days of receipt of a renewal application, the DAS-ECU shall inform the applicant in writing either that the registration has been renewed or that the application is deficient or that the applicant has submitted insufficient proof of further course/class work or experience, in which case DAS-ECU shall inform the applicant of the information or documentation required and why the previously submitted proof of further course/class work or experience is insufficient.
- **An Electrician Trainee must work under the supervision of a Certified Electrician that supervises only one (1) Electrician Trainee.**
- **To acknowledge his/her responsibility to read, understand and abide by all WECA and State Electrician Trainee Program Policies and Regulations.**
- **To achieve academic success through individual study and effort.**
- **To complete all self paced courses within 90 days of purchase.**

Certified Journeyman Responsibilities

WECA Certified Journeymen assume the following responsibilities and obligations:

- **To complete the required 32 hours of Continuing Education from a State-Approved educational provider such as WECA, by completing courses that are relevant to the electrician's certification category.** Current certification categories include general, residential, voice-data-video, fire/life/safety and non-residential lighting.
- **If your Certification has not expired, complete and submit the State of California Renewal Application for Electrician Certification within 30 days of your expiration date.** *The renewal form includes instructions to attach Certificate(s) of Completion for the required 32 hours of continuing education. WECA will provide a certificate of completion for each CE course taken through our training program showing attendance regardless of passing the course(s).*
- **If your Certification has expired, complete and submit the renewal form for Electrician Certification and Examination along with proof of completing the required 32 hours of Continuing Education with the associated fees to the State to re-take the exam.** *After your certification has expired you will not be recognized as a certified journeyman electrician and must register as an electrician trainee with the State in order to legally work as an electrician in California during the gap between your expiration date and the date you re-take and pass the exam. See Electrician Trainee responsibilities above. Once you are re-certified contact the WECA office with your new Expiration date.*
- **To acknowledge his/her responsibility to read, understand and abide by all WECA and State Program Policies and Regulations.**
- **To achieve academic success through individual study and effort.**
- **To complete all self paced courses within 90 days of purchase.**

General Student Responsibilities

WECA General Students assume the following responsibilities and obligations:

- **To acknowledge his/her responsibility to read, understand and abide by all WECA and State Program Policies and Regulations.**
- **To achieve academic success through individual study and effort.**
- **To complete all self paced courses within 90 days of purchase.**

Student Conduct

At all WECA training facilities, students are expected to conduct themselves in a manner that:

- Reflects positively on themselves, WECA, the merit shop philosophy, and the electrical trade in general.
- Adheres to the ideal of individual, earned academic achievement, without indulging in cheating techniques (including the use of a cell phone), plagiarism, unauthorized viewing of test materials, or removing items from WECA Training Center classrooms or labs.
- No physical sports activities are permitted at any training center locations. This includes the parking lot and other surrounding areas. Students caught violating this policy will be subject to disciplinary action up to and including cancellation from the program.
- Avoids disrupting or disturbing others in the classroom (including distributing unauthorized materials), on Training Center grounds, or in nearby businesses or homes, or at WECA functions which he/she may attend as a guest.
- No sleeping or closing eyes for extended periods of time in class.
- No disruption or monopolizing the class, interrupting or being engaged in other activities while instructor is teaching/talking or demonstrating, during tests or when other WECA Staff is talking.
- Smoking should be confined to designated smoking areas only. No smoking in classrooms or labs and within 20 feet of all entrances, exits and pathways.
- Students are not allowed in school and/or administrative offices or business areas to use office machines and/or supplies.
- All training facilities shall be left in a clean and orderly fashion.
- Students are expected to park in designated areas only (never in "visitor" or handicap spaces).

Verbal or physical harassment will not be tolerated.

- Any student observed harassing instructors, staff, students, or individuals on WECA Training Center grounds, or disrupting a class, will be dismissed from class and may be immediately cancelled from the Training Program. He/She will be re-admitted only upon consent of both his/her Instructor and the Training Programs Manager (see page 9 for full policy).

Cheating in any manner will not be tolerated.

- Any student who is suspected and/or observed falsifying, **in any manner**, answers to questions on any homework, quizzes, tests or final examinations will be dismissed from class and, upon review, may be cancelled from the Program.

If a student has a grievance of any kind regarding the WECA Training Center atmosphere, which includes but is not limited to verbal or physical harassment, safety issues, suspected theft or perceived cheating or favoritism, he/she is encouraged to speak in confidence with the WECA Training Programs Manager or Training Director (please refer to the Internal Complaint Procedure section of the Unlawful Discrimination and/or Harassment Policy, page 9.)

Firearms and Weapons

No student shall be in possession of any type of firearm or weapon, including those which may be legally permitted to the individual, while on the premises of any WECA Training Center.

Any student found to be in violation of this policy will be immediately suspended from class pending further disciplinary action, up to and including cancellation from the program.

Drug-Free Training Policy

Amended April 1, 2011

I. Introduction and Purpose

It is the policy of the Western Electrical Contractors Association Inc. (WECA) to provide a drug-free training environment for its Students, and to comply with the Federal Drug-Free Workplace Act of 1988 and the California Drug-Free Workplace Act of 1990.

The unlawful manufacture, distribution, dispensing, possession or use of any controlled substance in the training facility, including but not necessarily limited to any building, property, facility, or satellite center of the WECA Training Program, is strictly prohibited.

Use of these substances can detract from a Student's school performance, efficiency, safety, and health and therefore seriously impair the Student's participation in the WECA Training Program. In addition, the use or possession of these substances during classroom instruction constitutes a potential danger to the welfare and safety of other Students and exposes the Association and its members to the risks of property loss or damage or injury to other persons.

The unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited in the WECA Training Program.

In addition, WECA prohibits the distribution, dispensing, possession or use of alcohol at school.

WECA has a policy to maintain a drug-free training environment, which prohibits participants from being under the influence of illegal drugs or controlled substances on school time and/or in school areas. WECA maintains a strong commitment to school safety that ensures Students are in a condition to perform their duties safely and efficiently in the interest of fellow Students and the public, as well as themselves. It is the purpose of this policy to eliminate substance abuse and its effects at school.

Violation of the drug and alcohol policy can result in disciplinary action, up to and including removal from the WECA Training Program.

II. Definitions

- a. Illegal Drugs means, for the purposes of this Policy, a controlled substance included in Schedule I or II, as defined by section 802(6) of Title 21 of the United States Code, the possession of which is unlawful under Chapter 13 of that Title.

The term "illegal drugs" does not mean the use of a controlled substance pursuant to a valid prescription or other uses authorized by Federal law.

Unlawful Discrimination and/or Harassment

WECA is committed to prohibiting unlawful sexual harassment and other unlawful harassment related to race, religion, creed, color, national origin, ancestry, sexual orientation, disability, medical condition, marital status, age, genetic information or other basis protected by federal, state or local law.

This Policy applies to all persons involved in the WECA Training Program, including WECA Staff, Supervisors, Instructors and Students. Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands or retaliation will not be tolerated by WECA while the Student is involved in any training course or sponsored activity.

Definition of Harassment

Harassment because of sex, race, religion, ancestry, disability, age or any other protected basis includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations or comments
- Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures
- Physical conduct such as assault (unwanted touching), blocking normal movement or interfering with schoolwork because of gender or any other protected basis
- Threats and demands to submit to sexual requests in order to stay in the Program or avoid some other loss, and offers of benefits in return for sexual favors
- Retaliation for having reported or threatened to report harassment
- In addition to harassment that results in a tangible loss, prohibited harassment that impairs your ability to perform schoolwork or emotional well-being in school violates this policy

Internal Complaint Procedure

If a Student believes that he/she or someone else has been or is being harassed while involved in any training course or sponsored activity on the basis of sex or other protected basis, he/she should use the following procedure to register a complaint. A Student is required to report any incidents of harassment immediately, so that appropriate corrective and remedial action can be taken.

Please address your complaint to the Training Programs Manager, in care of the WECA Sacramento Region Office, *in writing* and within twenty-four (24) hours after the occurrence, whenever possible. Your complaint should include the details of the incident(s), the name(s) of the individual(s) involved, and the full names of all witnesses. The Training Programs Manager will investigate the complaint and will attempt to settle the complaint. If you are not satisfied with the result or if you wish to submit a written complaint directly to the Training Director, you may do so. WECA may employ an outside investigator to conduct the investigation and report the findings to the WECA.

If WECA determines that prohibited harassment or discrimination has occurred, WECA will take corrective and remedial action commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment. WECA will not retaliate against you for filing a complaint and will not knowingly permit retaliation by others. If you are subjected to retaliation, report the incident *in writing* immediately to the WECA Training Programs Manager.

The Local Educational Agency (LEA) affiliates of the WECA Training Programs may also investigate complaints of harassment and/or discrimination. In addition, the Federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) may investigate and prosecute complaints of harassment or discrimination.

If you believe you have been harassed, discriminated against, or retaliated against, you may file a complaint directly with any of these agencies. The nearest agency office is listed in the telephone directory. WECA will not retaliate against Students for filing a complaint with or otherwise participating in an investigation or hearing conducted by any of these agencies.

You have up to 180 days from the date of the alleged harassment or specific failure to follow EEOC Standards to register your complaint with the appropriate State or Federal registration agency, or you may file it with the WECA Training Programs Manager (in care of the WECA Sacramento Region Office).

Sexual harassment complaints may be filed and processed under Title 29 CFR, Part 30.

Safety and Security

WECA urges students to consider the safety and security of themselves and others when attending classroom instruction.

Personal Safety and Security:

- Always park in the designated areas of the parking lot.
- Always lock vehicles! Consider using a steering wheel locking device as well, especially when attending a class or seminar during the darker winter months.
- Always lock any valuable belongings—**especially tools**—out of sight within a vehicle trunk or truck bed toolbox.
- Drive cautiously in the parking lots.
- Walk in pairs to vehicles after dark and have keys out, ready to open vehicle doors.
- Be alert to the following and, if in doubt, notify a WECA Instructor:
 - Persons who look as though they do not “belong” around a WECA Training Center, persons who are making door-to-door solicitations or who enter classrooms unannounced, or unfamiliar persons who seem to be “under the influence”.
 - Boxes or packages in walkways, classrooms or parking lots that look as though they do not “belong.”

WECA is NOT liable for vehicle damage, vehicle theft, or loss of personal property such as tools, textbooks, backpacks and cell phones. Students are responsible for their own valuables.

Students should not:

- Bring a pet to a WECA Training Center location and leave it in a vehicle.

Classroom/Lab Safety and Security:

- Students cannot bring or consume food or drink in any WECA Training Center lab.
- Always make a point of finding out where the classroom first-aid kit and fire extinguisher are located. If a fire alarm sounds, students must immediately gather their belongings, leave the classroom and return only when notified to do so.
- Students are expected to do their part in keeping the classroom/lab area clean and organized to avoid slip, trip and fall hazards. Students must pick up after themselves. Spilled liquids should be wiped up immediately to prevent slips and falls; tools are to be returned to their proper places; the classroom/lab area must be tidied before the class ends. Students should be as careful for the safety of others as for their own.
- Students may not smoke inside the classroom/lab at any time.
- Students must wear appropriate clothing and avoid wearing bulky or oversized clothes.
 - Shirt (Long sleeve) Natural fiber such as cotton – No Synthetics such as: Acetate, polyester, nylon, polypropylene or spandex or any combination of synthetics.

- Pants (Long) Natural fiber such as cotton – No Synthetics such as: Acetate, polyester, nylon, polypropylene or spandex or any combination of synthetics.
 - Leather work boots (must cover ankles)
 - Safety glasses or safety goggles
 - Hearing protection (ear canal inserts)
 - Leather Gloves
- Students with long hair must tie it back or put it up under a cap.
 - Students must remove and store watches, jewelry and safely store cell phones or pagers.
 - When students move heavy lab objects they should always “lift with their legs” and get others to help.
 - Unauthorized person(s) are not allowed in WECA classroom/lab areas. “Authorized” means having a reason to be in the lab, the permission of the Instructor and the presence of the Instructor. Labs will be locked except during lab classes or other authorized use.
 - Report all classroom/lab problems (defective equipment, tools or materials) to an Instructor or lab coordinator.
 - **In case of any lab emergency, call 911.**

Electrical Safety and Security:

- Students shall not energize any lab projects! Only WECA instructors or designees are qualified and authorized to energize and de-energize lab projects!
- Students shall not make any changes to a circuit or mechanical device while it is energized.
- Students should become familiar with the electrical hazards associated with the type of lab project on which they are working.
- Use extension cords only when necessary, and only on a temporary basis.
- Discard damaged cords, cords that become hot, or cords with exposed wiring.
- Learn the correct handling procedures for batteries, cells, capacitors, inductors and other high energy-storage devices.
- Report faulty equipment immediately to an Instructor or the Lab Coordinator. Do not use the equipment until it is inspected and declared safe by that Instructor or Lab Coordinator.

Electrical Emergencies

Electrical Shock

In an electrical shock situation students must know the following in order to act quickly.

- Know where the lab's electrical power source disconnect is located.
- If someone suffers serious electrical shock, he/she may be knocked unconscious. If the victim is still in contact with the electrical current, immediately turn off the electrical power source.
- **Important: NEVER** touch a victim who is still in contact with an electrical power source (and do not let anyone else touch the victim). A person can be electrocuted by doing so!
- **Call 911 immediately.**
- Give the victim appropriate first aid **after** the electrical power source has been disconnected.

Electrical Fire

In an electrical fire situation students must be prepared to act quickly.

- Notify the Instructor immediately if a fire breaks out in a lab.
- If the fire is small and no one is in immediate danger, any available fire extinguisher may be used to put it out. **Water should never be used to put out an electrical fire.** If at all possible allow the Instructor to attempt to put out the fire.
- If at any time you feel there is a potential risk to your safety, immediately evacuate the lab.
- **Call 911 immediately.**

Remember:

- **Read and understand this policy!** A student must know these guidelines before working in a lab and always observe them once he/she does know them. It is a student's responsibility to ask the Instructor any questions he/she may have.
- **Never work on a lab project unless an Instructor is present.**

Payments for Program Enrollments and/or Class Tuition

Payment is due at time of class sign-up and/or program enrollment. Payments may be made by Visa, MasterCard, check, money order, or cash. A \$25 fee will be charged for all returned checks and must be paid within 10 business days. Failure to pay this fee will result in cancellation and will require management review to determine eligibility of future participation in the WECA Training Program.

Refunds

How to Request a Refund:

1. Review Refund Policy Chart below for qualifications.
2. Complete Refund Request form and sign.
3. Submit Refund Request form, Student Guide and other materials you received from WECA by mail or hand delivery to the WECA Sacramento Region Office and Training Center.

Criteria for Refund Approval:

1. No refunds will be issued until all WECA supplied course materials have been returned, unopened and unused.
2. The Effective Date of the refund request is the date the signed completed Refund request and all WECA course materials are returned to the WECA Sacramento Region Office and Training Center.

WECA Procedures for Refund Request:

1. Any eligible refund amount will be issued to the original payer.
2. Credit card payments will be credited back to the account holder, if the original credit card payment was made within 90 days of request. All other payments will be refunded by check.
3. All refund requests are approved or denied and processed by WECA within 30 calendar days from the effective date of completed Refund request form and all materials.

Important Information for WECA Electrician Trainees:

1. **If this is your initial enrollment or if your last class ended more than 90 days prior to the refund effective date you must submit a new class sign-up and payment along with this refund request in order to avoid cancellation from the WECA Electrician Trainee Program.**
2. **The Electrician Trainee Program Enrollment fee is non-refundable.**

Refund Chart:

	Class Type → Effective Date of Completed Request ↓	All Courses Classroom and Live Webcast (GET WIRED!) (Student Guide and other WECA provided materials must be returned unopened and unused)	On-Line / Home Study Courses (Excludes Live Webcast)	2 Day Exam Preparation Course
A	Greater than 15 Calendar Days Prior to Class Start Date	Full	None	Full
B	15 Calendar Days Prior To the Day Before the Class Start Date	\$50 Fee	None	\$50 Fee
C	Day of Class or Prior to the Last Day of Class	\$50 fee plus a fee that is equal to the percent of the course remaining	None	\$125 Fee
D	No Show to All Class Dates	N/A	N/A	\$125 Fee

Refund Amount Examples:

- C. You paid \$299.00 for the GW 103 class tuition. (The class has fifteen (15) class session dates). WECA receives your completed Refund Request form and the unused GW 103 Student Guide and any other materials on the eleventh day of class. A fee of \$ 269.27 (\$50 plus \$219.27) will be deducted from the tuition amount paid. Your refund will be in the amount of \$29.73.
- C. You paid \$520.00 for GW 301 class tuition. (The class has fourteen (14) class session dates). WECA receives your completed Refund Request form, the unopened and unused GW 301 Student Guide, blueprints and any other materials on the first day of class. A fee of \$ 87.14 (\$50 plus \$37.14) will be deducted from the tuition amount paid. Your refund will be in the amount of \$432.86.
- C. You paid \$520.00 for GW 301 class tuition. (The class has fourteen (14) class dates). WECA receives your completed Refund Request form, the GW 301 Student Guide and the set of blue prints that have been opened and used on the second day of class. You do not qualify for a refund.

Class Attendance Requirements

- Daily attendance in each class is required.
- There is no make-up of classroom hours.

For Classroom-based Courses:

- All students are **required** to initial the class sign-in sheet each day. Only hours that a student is actually in class will be recorded.
 - A student must sign in only for himself/herself. A student who falsifies another student's initials is subject to cancellation from the WECA Training Program.
 - A student who does not initial the sign-in sheet will not receive any hours credited for the class day and will be marked as absent.

For Get Wired! Courses:

- All students will only be given credit for hours attended.
 - Students who attend class but do not take the quiz (if applicable) will only receive credit for the class time portion and not the quiz portion of hours.
 - Students who do not attend class but take the quiz (if applicable) will only receive credit for the quiz portion but not the class time portion of hours.
- Students are required to use a headset, with earphones and a microphone while attending any GET WIRED! class. The instructor will warn students that they will be dismissed from class and not receive their hours for that class if they fail to attend class with a working headset.
 - 1st Occurrence – Troubleshooting and First Warning
 - 2nd Occurrence – Second Warning
 - 3rd Occurrence – Third Warning
 - 4th Occurrence and beyond – Dismissal

Exams and Quizzes

Students may keep their completed daily quizzes to use as study materials. For classroom-based courses, midterm and final exams will be collected by the instructor and turned in to the Sacramento Region Office after grading.

WECA Criteria for Make-up Approval:

- Final grade is below 70% and the make-up would facilitate achieving a grade of 70% or greater.
- Request is received, within 15 days of class ending and final grades having been issued.
- **Documented proof** of:
 - Pre-planned event
 - Previously Scheduled Surgery
 - Immediate Need of Medical Attention
 - Scheduled Court Date
 - Childbirth – Defined as accommodating a Students delivery of or participation in the delivery of his/her child or recovery/complications/illness resulting from childbirth
 - Other Extenuating Circumstances (at the discretion of the Training Programs Manager)
 - Mandatory Contractor Meeting (Union Votes, Required safety, etc.)
 - Incarceration
 - Severe Illness or Death – Defined as accommodating a Students involvement during the time of severe illness, impending or recent death, and/or the funeral arrangements for and bereavement of, his/her:
 - Mother, Father, Stepmother, Stepfather, Grandparent, Legal Guardian, Current spouse, Son, Daughter, Stepchild, Grandchild, Brother or Sister, Mother-, Father-, Sister-, Brother-, Son- or Daughter-in-law
- No more than 3 missed quizzes will be allowed for make-up upon approval from WECA.

Make-up exams must be **scheduled and taken** within 15 business days from class completion and final grades being issued. Under no circumstances, will an extension be granted.

Please Note: *There will be no classroom hours granted for quizzes/exam(s) being made up, only points will be honored.*

Cancellation from the Electrician Trainee Program

Electrician Trainees enrolled with WECA must be currently attending class or signed-up for a new class within 3 months of their last class ending to stay enrolled in the Electrician Trainee Program. Failure to do so will result in cancellation of your WECA Electrician Trainee Enrollment.

DAS-ECU will cancel the registration of an Electrician Trainee who ceases to be enrolled in a State-Approved Curriculum. Currently, WECA's understanding of State law is that if an Electrician Trainee is cancelled from a State-approved program that he/she will only be allowed to re-apply once more for re-entry into the State Electrician Trainee Program, with the possibility of denial of any additional applications.

WECA is required to notify DAS-ECU within 30 days if an Electrician Trainee withdraws or is cancelled from the program after enrolling.

An Electrician Trainee who is cancelled from the WECA Electrician Trainee Program and wishes to re-apply must pay the \$25 enrolment fee and initial class tuition to re-enroll. This re-enrollment is subject to approval of the Training Programs Manager.

Transcripts

Students may call the WECA Sacramento Region Office to request a copy of their transcript. The transcript will include grade (percentage) and hours attended for each course they have taken with WECA.

Miscellaneous

Any provisions in these Policies and Regulations found to be in conflict with State or Federal laws shall be null and void. All other provisions shall remain intact.

Actions defined in these Rules and Regulations as being the responsibility of the Training Programs Manager, Training Director or Executive Director may instead be assigned to WECA Staff.

Any Student whose actions show lack of respect for the authority of, or who commits acts beyond the scope of, WECA Policies and Regulations will be dealt with fairly and appropriately by the Training Programs Manager or the Training Director.



Western Electrical Contractors Association, Inc.
3695 Bleckely Street
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