



WESTERN ELECTRICAL CONTRACTORS ASSOCIATION INC.

January 2019

Electrician Trainee, General Students and Journeymen

STUDENT HANDBOOK

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
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9320 Hazard Way
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www.goweca.com

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WECA Contact Information

For program concerns, questions or technical issues please contact WECA by calling the Sacramento Region Office toll free at (877) 444-9322. Our qualified staff will be happy to assist you.

Important Numbers, Addresses, and Websites			
Organization	Address	Telephone/Fax	Web Site
WECA 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	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
Department of Industrial Relations - Division of Labor Standards Enforcement (DLSE) - Electrician Certification Unit (ECU) (To register as an ET or apply for the certification exam)	Address for ET & Journeyman certification forms: DIR-Division of Labor Standards Enforcement Attn: Electrician Certification Unit PO Box 511286 Los Angeles, CA 90051-7841	Phone: (510) 286-3900 Fax: (510) 286-3917 Email: ECUINFO@dir.ca.gov	http://www.dir.ca.gov/dlse/ECU/ElectricalTrade.html
PSI Services, LLC (To schedule a date for certification exam)	To locate the examination site nearest you, visit PSI's website	Phone: (800) 733-9267	www.psiexams.com

Updating Contact Information

Students should notify WECA promptly of any changes to their telephone number, email address, or mailing address. WECA Staff needs to be able to inform you about adjustments to your course schedules, updates to WECA and State policies and/or requirements, and other issues concerning your program enrollment status.

Students should **immediately** contact the WECA Sacramento Region Office with the following information:

- Name change or correction
- Change of mailing address
- Changes to telephone numbers (home, cell, work, voicemail)
- Change to email address
- Change to your preferred method of contact for correspondence

If a student 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 WECA as soon as the concerns arise. WECA wants to resolve issues before they become serious problems.

A student with comments and/or concerns should call the WECA Sacramento Region Office at (877) 444-9322.

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 ET/Journeyman Program Manager, Director of Operations & Business Development or Executive Director may instead be assigned to other WECA staff. Any student whose actions show lack of respect for the authority of, or who commits acts in violation of WECA Policies and Regulations will be dealt with fairly and appropriately.

All classes in the Electrician Trainee program are exclusively taught by experienced electrical industry professionals, and most are conducted online via live webcast, allowing students the convenience of attending from home. Students also participate in hands-on electrical labs at WECA's training facilities. Western Electrical Contractors Association, Inc. (WECA) is a state-wide nonprofit organization serving merit shop electrical contractors, their employees, and the industry suppliers that support them.

Merit Shop

Refers to an organization formed on merit shop principles - workers are recognized, paid and promoted based on the laws of the state and federal government, and their individual ability, or merit; not based on seniority or affiliation with an association.

Definition of Student Types

The only persons who may legally perform work as electricians for electrical contractors licensed as class C-10, and make electrical connections over 100 volt-amperes are:

Those who have been certified by the State of California by having taken and passed a State Electrical Certification Exam.

- Or -

An Apprentice registered in a State or Federal-Approved Electrical Apprenticeship program. Apprentices must work under supervision of a certified electrician that supervises only one Apprentice.

- Or -

An individual who has registered with the State as an Electrician Trainee, and is enrolled in a State-Approved Electrician Trainee program. Electrician Trainees must work under the direct supervision of a certified electrician that supervises only one Electrician Trainee.

Certified Journeyman

A Journeyman is any person who is certified by having taken and passed a State Electrical Certification Exam.

Apprentice

An Apprentice is an individual who is registered with either the State of California or the Federal Department of Labor as an Apprentice.

Electrician Trainee

An Electrician Trainee is someone who is enrolled with a State Approved Electrician Trainee Provider and is registered with the State of California as an Electrician Trainee.

General Student

A General Student is anyone taking a WECA course who is not an Apprentice, Electrician Trainee or Certified Journeyman. General Students do not typically work as electricians for electrical contractors and therefore do not need to be certified or registered with the state as an Electrician Trainee or an Apprentice.

Policies and Regulations

As a condition of class enrollment, all WECA students 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 DIR – Division of Labor Standards Enforcement, Electrician Certification Unit (ECU) as an Electrician Trainee within 30 days of enrolling with WECA.** In order for your State Electrician Trainee registration to be completed and processed, you must show proof of enrollment in a State-Approved program when you submit the Application for New Registration of Electrician Trainee or Reinstatement to ECU. Attach a copy of your WECA Electrician Trainee proof of program enrollment confirmation letter to the State application and submit both documents with the required State registration fee.
- **To sign up for, attend, and successfully complete your Electrician Trainee courses so that you achieve the 150 hours of annual training required by the State of California** (See CCR Title 8 Regulations §296.2 (a)(1)(2) Enrollment in Approved Curriculum at: <http://www.dir.ca.gov/dlse/ECU/ElectricalTrade.html>). Electrician Trainees are required to submit documentation of completed and approved course hours each year when annually renewing their State Electrician Trainee registration. After each completed training course, WECA will provide you with a pass or fail letter, and your final course grades. Upon request, WECA will provide you with a transcript of completed courses and a current Electrician Trainee proof of program enrollment letter. You must use these documents when submitting your annual State Electrician Trainee renewal application to 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.** A state renewal application, a current proof of enrollment letter, and a transcript must be submitted to ECU annually. ECU will then inform the applicant in writing that the registration has been renewed, that the application is deficient, or that the applicant has submitted insufficient proof of further course work or experience. In this case, ECU shall inform the applicant of the information or documentation required, and why the previously submitted proof of further course work or experience is insufficient. Renewing before your registration expires is important to ensure you continue your registration status and avoid being laid off, terminated, or working illegally due to a lapse in your status.
- **An Electrician Trainee must work under the supervision of a Certified Journeyman Electrician that supervises only one (1) Electrician Trainee and (1) Apprentice.**
- **To sign-up for a new class within three months of your last class ending. See Cancellation from the Electrician Trainee Program section on page 21.**
- **To acknowledge his/her responsibility to read, understand and abide by all WECA and State Electrician Trainee Program Policies and Regulations.**
- **To complete all self-paced home study courses within 90 days of purchase.**
- **To achieve academic success through individual study and effort.**

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

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 Program Policies and Regulations.**
- **To complete all self-paced home study courses within 90 days of purchase.**
- **To achieve academic success through individual study and effort.**

Student Conduct

At all times, students are expected to conduct themselves in a manner that:

- 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.
- Avoids disrupting others in the classroom, at WECA training center locations, or in nearby businesses or homes, or at WECA functions which he/she may attend as a guest.

While in WECA Classrooms, Labs and on Training Center Grounds, students are expected to adhere to the following rules:

- No physical sports activities are permitted at any training center locations. This includes the parking lot and other surrounding areas.
- No sleeping in class.
- No disruption or monopolizing the class, interrupting or being engaged in non-class related activities while class is in session.
- Smoking is allowed in designated areas only. No smoking in classrooms or labs or within 20 feet of all entrances, exits and pathways.
- In addition to smoking, the use of eCigarettes and chewing tobacco is prohibited in the classroom, lab and within 20 feet of all entrances, exits and pathways.
- No food or drink allowed in labs or computer lab.
- No food allowed in classrooms during class time. Food is allowed during lunch break as long as no food or waste is left on desks. Only beverages that have a lid or cap will be allowed in classrooms.
- Students are prohibited from soliciting or promoting support for any cause or organization during his/her class or lab instruction time or during the class or lab instruction time of the student(s) at whom such activity is directed. Class and lab instruction time does not include break time.
- Students are prohibited from distributing non-class related written or printed materials during class and lab instruction time and in classrooms and lab areas. Classroom and lab areas do not include break areas.

Verbal or physical harassment will not be tolerated.

- A student who violates WECA's Anti-Harassment and/or Discrimination policy (see page 11) will be subject to disciplinary action up to and including termination from the Program.

Cheating in any manner will not be tolerated.

- A student who is observed and confirmed to have been cheating **in any manner**, in answering questions on any homework, tests or final examinations may be cancelled from the Program.

Weapons of any kind will not be tolerated.

- Any student who is suspected of possessing and/or is observed possessing knives, firearms, weapons, contraband, ammunition or explosive devices on campus property will be immediately asked to vacate the property pending disciplinary action up to and including cancellation 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 ET/Journeyman Program Manager (please refer to the Internal Complaint Procedure section of the Unlawful Discrimination and/or Harassment Policy, page 11.)

Drug-Free Training Policy

I. Introduction and Purpose

It is the policy of Western Electrical Contractors Association Inc. (WECA) to provide a drug and alcohol-free training environment for its students. WECA maintains a strong commitment to safety that ensures students are in a condition to perform their training safely and efficiently in the interest of fellow students, their instructors and the public, as well as themselves. It is the purpose of this policy to eliminate substance abuse and its effects on the training environment.

Accordingly, the following are strictly prohibited under this policy:

- Being under the influence of, or impaired by, any illegal or controlled substance, alcohol or marijuana while at school, attending class, or while on school property.
- Using or possessing illegal or controlled substances, alcohol or marijuana while at school or on school property.

Manufacturing, distributing, dispensing, selling or purchasing any illegal or controlled substance, alcohol or marijuana while at school or on school property. Use of these substances, whether at or away from school, can detract from a student's work and/or school performance, efficiency, safety, and health and therefore seriously impair the student's participation in the WECA Program. In addition, the use or possession of these substances during classroom instruction or while on school property constitutes a potential danger to the welfare and safety of other students and instructors and exposes WECA and its members to the risks of property loss or damage or injury to other persons.

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

In order to enforce this policy, WECA reserves the right to conduct searches of WECA property or students and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

Anti-Discrimination and/or Harassment

WECA is committed to providing a training environment free of discrimination, harassment, retaliation, and disrespectful or other inappropriate conduct based on any legally- recognized basis ["protected class"] including, but not limited to: military and veteran status, uniform service member status, race, color, religious creed, religion (including all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), sex (including pregnancy, childbirth, breastfeeding or related medical condition), national origin, ancestry, age, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), genetic information, marital status, registered domestic partner status, sexual orientation, gender (including gender identity, gender expression and transgender) or any other protected class under federal, state, or local law. WECA prohibits discrimination, harassment, retaliation and other inappropriate conduct on the basis of membership in a protected class, as well as the perception that a person is in a protected class or is associated with a person in a protected class.

This policy applies to all persons involved in the WECA Training Program, including WECA Staff, Supervisors, Instructors and Students. Discrimination or harassment in any form, including verbal, physical and visual conduct, threats, demands or retaliation will not be tolerated by WECA.

Definition of Harassment

Prohibited 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 Reporting Procedure

If a student believes that he/she has been or is being harassed or discriminated against while involved in any training course on the basis of any protected class, he/she should use the following procedure to report the issue to WECA. A student is encouraged to report any incidents of harassment or discrimination immediately, so that appropriate corrective and remedial action can be taken.

A student should report any incidents of harassment or discrimination to the WECA ET/Journeyman Program Manager, Director of Operations & Business Development, or Executive Director, CEO within twenty-four (24) hours after the occurrence, whenever possible. His/her report should include the details of the incident(s), the name(s) of the individual(s) involved, and the full names of all witnesses. When WECA receives an allegation of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegation. WECA may employ an outside investigator to conduct the investigation and report the findings to WECA.

If WECA determines that prohibited harassment, discrimination or other prohibited conduct 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 or discrimination.

WECA will maintain confidentiality to the extent possible. However, WECA's duty to investigate and take corrective action may require the disclosure of information with individuals with a need to know.

Anti-Retaliation

WECA will not retaliate against a student for filing a complaint or participating in any investigation or complaint process and will not tolerate or knowingly permit retaliation by others. If a student is subjected to retaliation, he/she should report the incident in writing immediately to the WECA ET/Journeyman Program Manager, Operations Director, or Executive Director.

The Local Educational Agency (LEA) affiliates of the WECA Training Programs may also investigate complaints of harassment and/or discrimination.

Safety and Security

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

Students should:

- Always park in the designated areas of the parking lot.
- Always lock vehicles.
- 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 or staff member:
 - Persons who look suspicious, 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 suspicious.
 - 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.

Lab Safety Policy

WECA is committed to providing a safe and productive lab environment for our students. **We require our students to adhere to this Lab Safety policy.** Since all lab operations contain some elements of danger, safe working habits are essential.

All students will be given a safety orientation by their instructor before the first lab of the course in which they are enrolled, covering the locations and operations of safety and emergency equipment such as fire extinguishers, first aid kits, power disconnects, telephones and emergency exits.

General Lab Safety

- Students are expected to do their part in keeping the lab area clean and organized to avoid slip, trip and fall hazards.
Students must wear appropriate clothing and avoid wearing bulky or oversized clothes.
 - Long sleeve shirts. Natural fiber such as cotton – No Synthetics such as: Acetate, polyester, nylon, polypropylene or spandex or any combination of synthetics.
 - Long pants. 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)
- 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.
- Students must wear eye protection (safety glasses) at all times.
- 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 labs. “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. For their own safety, students should not enter a lab unless an Instructor is present.
- Report all lab problems (defective equipment, tools or materials) to an Instructor or lab coordinator.
- **In case of any lab emergency, call 911.**

Electrical Safety

- 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 Course Tuition

Payment is due at time of course 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.

WECA Course Tuition Refund or Transfer Policy

(Effective for Classes Starting Before April 1, 2019)

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 form, and all WECA course materials are returned to the WECA Sacramento Region Office and Training Center.

Important Information:

1. If you are an Electrician Trainee you must transfer your refund amount to another course to avoid cancellation from the Electrician Trainee Program if you fall under one of the following scenarios:
 - Your last course end date is 90 or more days prior to the refund effective date
 - This is your first class and your initial program enrollment date is 90 or more days prior to the refund effective date

Complete a refund request form to transfer your refund amount to another course.

2. The Electrician Trainee Program Enrollment fee and course tuition late fees are non-refundable.

How to Request a Refund:

1. Review refund policy chart below for qualifications.
2. Complete refund request form and sign. The original payer's signature is required if you are transferring your refund amount to another course. If the payer's signature is not received authorizing the transfer of tuition, a refund will be issued back to the original payer.
3. Submit the completed refund request form, and any course materials you received from WECA by mail or hand delivery to: **WECA Sacramento Region Office and Training Center**
3695 Bleckely Street, Mather, CA 95655

Refund Chart:				
	Class Type Effective date of refund request	2 Day Exam Prep, Basic Motor Controls Part 1 and Part 2 and Live Webcast (Get Wired) (WECA provided materials must be returned unopened and unused)	Fire Life Safety Technician 101, 102 and Voice Data Video Technician 101 and 102	Home Study Courses (Excludes Live Webcast)
A	Greater than 10 calendar days prior to class start date	Full	Full	No Refund
B	1-10 calendar days prior to class start date	\$50 Fee	\$50 Fee	No Refund
C	1 st Day of class	Fee equal to class day(s) held prior to completed request received plus \$50 fee	Fee equal to class day(s) held prior to completed request received plus \$50 fee	No Refund
D*	2 nd Day of class – Last Day of class	Fee equal to class day(s) held prior to completed request received plus \$50 fee	No Refund	No Refund
E	No show to all class dates	No Refund	No Refund	No Refund

Refund Amount Example:

D* You paid \$309.00 for the GW 103 course tuition. (The course has sixteen (16) class session dates). WECA receives your completed Refund Request form and materials on the eleventh (11th) day of class. A fee of \$ 262.44 (\$50 plus \$212.44) will be deducted from the tuition amount paid. Your refund will be in the amount of \$46.56 .

WECA Procedures for Refund Request:

1. Any eligible refund amount will be issued to the original payer. 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.
2. All refund requests are approved or denied and processed by WECA within 30 calendar days from the effective date of the completed refund request.
3. If your course is subject to cancellation by WECA, your full tuition payment will be refunded or transferred to another course of your preference and without processing fees.

Course Tuition Refund Or Transfer Policy

(Effective for Classes Starting On Or After April 1, 2019)

Important Information:

1. The Effective Date of the request is the date that the signed and completed form is submitted to the WECA office. If the form is mailed, the postmarked date will be used as the effective date.
2. The Electrician Trainee Program Enrollment fee and course tuition late fees are non-refundable.
3. **The maximum refund amount allowed of tuition funds previously transferred from another course is 50% of tuition fees paid; refer to the refund & transfer chart below for classes that are eligible for refunds and/or transfers.** (Example: You paid \$309 for GW 101 start date Dec 1st. On Nov 30st, you transfer from the GW 101 Dec 1st course to GW 101 starting Feb 1st and pay \$50. You then apply for a refund of the Feb 1st GW 101 course on Jan 8th, your refund will be \$154.50)
4. **The cost of materials shipped will be deducted from the tuition amount paid:**
 - \$150 for 301 and 302
 - \$75 for 303 and 401
5. There are no refunds or transfers allowed for Home Study Courses.
6. If transferring to a course of more value, the difference in tuition is required to be paid in addition to the \$50 processing fee. If transferring to a course of less value, the \$50 processing fee will be deducted from the tuition amount paid; any remaining amount will be refunded to the payer.

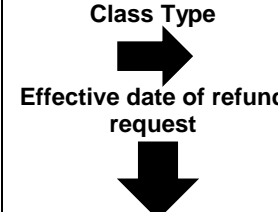
How to Request a Refund:

1. Review policy chart below for qualifications.
2. Complete request form and sign. The original payer's signature is required if you are transferring tuition to another course. A refund will be issued back to the original payer if the payer's signature is not received authorizing the transfer of tuition.
3. Submit the completed request form to WECA within the required time frame as stated in the refund and transfer chart:

WECA Sacramento Region Office and Training Center
3695 Bleckely Street, Rancho Cordova, CA 95655

Fax: 916-452-7011

Email: etregistrar@goweca.com

Refund Or Initial Transfer Chart:				
	Class Type Effective date of refund request 	Get Wired! 100-400 Series (6-7 weeks)	2 Day Exam Prep, Basic Motor Controls Part 1 and Part 2 (2 Class Days)	Home Study Courses
A.	11 or more calendar days prior to class start date	Full	Full	No Refund or Transfer
B.	1-10 calendar days prior to class start date	\$50 Fee	\$50 Fee	No Refund or Transfer
C.	1 st Day of Class – Prior to 2 nd Day of Class	50% Refund or \$50 to transfer	50% Refund or \$50 to transfer	No Refund or Transfer
D.	Within Two Weeks Of Class Start Date	50% Refund or \$50 to transfer	N/A	No Refund or Transfer
E.	Two Weeks or more after class start date	No Refund or Transfer	No Refund or Transfer	No Refund or Transfer
F.	No show to all class dates	No Refund or Transfer	No Refund or Transfer	No Refund or Transfer

WECA Procedures for Refund Request:

1. Any eligible refund amount will be issued to the original payer. 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.
2. All refund requests are processed by WECA within 30 calendar days from the effective date of the completed refund request.
3. If your course is subject to cancellation by WECA, your full tuition payment will be refunded or transferred to another course of your preference without processing fees.

Class Attendance Requirements

- To earn course credit hours, students are required to pass the course. Minimum attendance hours **and** minimum points are detailed in the online course description. Zero (0) credit hours will be awarded if the minimum attendance and/or minimum points are not met.
- **WECA students are prohibited from attending online, instructor led WECA classes while operating a moving vehicle.** Students found to be attending class while operating a vehicle will be immediately removed from class and will not be granted any credit for attending that class session. WECA is committed to providing a safe and productive learning environment and requires our students to adhere to this policy for their own safety as well as the safety of others on the road.

For Get Wired! Courses Only:

- In the event of a Get Wired! class being interrupted or disconnected, or times where the connection to the Instructor is lost (with or without warning), students are required to wait 20 minutes before they are released from class. If one of these situations lasts longer than the 20 minutes of required attendance, class will be dismissed and students will be given further instruction by email and/or phone calls within one business day.
- Students who attend class but do not take the quiz (if applicable) will only receive credit for the class hours attended, and not the quiz hours.
- Students who do not attend class but take the quiz (if applicable) will only receive credit for the quiz hours but not the class hours.
- Students must log into a meeting room with their **first** and **last name** and remain logged in as such for the entire duration of the class. Students who do not log into their meeting room, and remain logged in for the entire duration of the class with their **first** and **last name** will not receive credit for the class hours attended.
- Students are prohibited from logging into a meeting room from two different devices. Students found to be logged in from two different devices will be asked to log out of one of the devices or be removed for class. Students who are removed from class will not receive credit hours for the time missed.

For Classroom-based Courses and Get Wired! On-Site Class Days:

- All students are **required** to initial the class sign-in sheet each day. Hours equal to the number of hours the student attends will be issued for each class day.
- 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.

GET WIRED! Class Participation Policy

- Students are required to participate and use a headset with earphones and a microphone while attending all Get Wired! web-based classes.
- Student must be logged in to the webcast and ready for class at the designated start time.
- Student remains logged in and is focused on the class, for the duration of the class.
- Student has all needed class materials (textbooks, homework or project, pen and paper for notes) readily available so that he or she can refer to them immediately during class.
- Student responds with emoticons (green check, red x) within 10 seconds of being requested to do so.
- Student responds to instructor questions with microphone (not text) and within 10 seconds of being requested to do so.
- Students who are not participating after being warned by the Instructor will be removed from class.
- A student who is removed from class may log back into class; however, they will not receive any credit hours until they participate as defined above.
- Students may be removed from class as many times as they demonstrate that they are not participating during each webcast session.

PROVISION OF HEADSETS

- Each student receives a headset from WECA before the start of his or her first GET WIRED! course. The student is expected to use the same headset, or his or her own headset, for all additional GET WIRED! courses. Students who receive a non-working headset from WECA must notify WECA within one business day of the first day of their first class in order to receive a replacement headset at no charge. Otherwise, students are responsible for replacing a non-working headset by purchasing one, from any source they choose (examples include Best Buy, Fry's, Target, Staples, and online vendors), or they can purchase one from WECA.
- Students who have microphone headset issues should refer to the Adobe Connect Audio Setup Wizard or WECA telephone support: (877) 444-9322. Students must understand that it is their responsibility to make sure their headset will work in the Adobe Connect classroom before attending the first day of class and before the start of every subsequent class day.

Get Wired! Class Make-Up Policy

Students who miss class may be eligible to make-up missed quizzes, exams, lecture hours and onsite lab days, if the student has documented proof of:

1. Work Schedule Change
2. Previously Scheduled Surgery
3. Immediate Need of Medical Attention
4. Previously Scheduled Court Date
5. Severe Illness or Death – Defined as a student’s severe illness or accommodating a student’s involvement during the severe illness, impending or recent death, and/or the funeral arrangements for and bereavement of a friend or family member.
6. Childbirth – Defined as accommodating a student’s delivery of or participation in the delivery of his/her child or recovery/complications/illness resulting from childbirth
7. Other Extenuating Circumstances (at the discretion of the ET/Journeyman Program Manager)
 - Mandatory Contractor Meeting (Required safety, etc.)
 - Incarceration
8. Pre-planned Major Life Event - Defined as an event scheduled prior to signing up for class (e.g. wedding). This does not include vacations.

Students who have ongoing medical issues requiring absences of more class days than the make-up policy allows should call the WECA office and speak with the ET Program Manager. To comply with applicable laws ensuring equal training opportunities to qualified individuals with a disability, WECA will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any student who requires an accommodation in order to participate in classroom training should contact the ET Program Manager and discuss the need for an accommodation. WECA will engage in an interactive process with the student to identify possible accommodations, if any that will help the student participate in training. If the accommodation is reasonable and will not impose an undue hardship, WECA will make the accommodation.

WECA Criteria for Make-Up Approval:

- Request is submitted **with supporting documentation** no later than two weeks from the class end date and final grades have been issued.
- Examples of acceptable documentation would be a doctor's note, letter from employer on company letterhead, an obituary or program from end-of-life services, screen shots of technical issues or a wedding invitation.
- Quiz, exam, and lecture hour make-ups must be completed no later than three weeks from the class end date.
- Lab make-ups must be completed within six months from the class end date, and only if space is available in regularly scheduled courses. Only one scheduled make-up lab day is allowed. Under no circumstance will a make-up lab day be rescheduled.
- Up to three missed quizzes/exams, and three class lecture days will be allowed for make-up.
- Attendance hours equal to the maximum amount of time permitted to complete an exam and/or quiz will be granted for each quiz and/or exam make-up.
- Attendance hours will be granted for lecture make-ups after the student watches a class recording, and sends an email verifying the times that the recording was watched. A report will be generated verifying the times that the recording was accessed.
- Attendance hours equal to the number of hours attended during a lab make-up will be granted.

Cancellation from the Electrician Trainee Program

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

WECA will notify ECU within 30 days if an Electrician Trainee withdraws or is cancelled from the program. ECU will cancel the registration of an Electrician Trainee who ceases to be enrolled in a State-Approved Curriculum. An Electrician Trainee who is cancelled from the WECA Electrician Trainee Program and wishes to re-apply must pay the \$25 enrollment fee and initial course tuition to re-enroll. This re-enrollment is subject to approval of the ET/Journeyman Program Manager.

In order for your State Electrician Trainee registration to be complete after re-enrollment, you must also re-register with the state Electrician Certification Unit. The state may ask for additional information such as proof of coursework completed to be submitted with your application. For specific requirements visit the state's website.

Transcripts, Completion Certificates and Grade Disputes

Students may log into the WECA website to download their transcript and/or individual course completion certificates. Grade disputes must be reported to WECA within 90 days of the course end date. Electrician Trainees who successfully complete the required Electrician Trainee Program courses will be awarded WECA's Electrician Trainee Program Completion Certificate.