

The Coordinator's

FAQS Page #9

From the Training Director Page #2 Corner Page #3

American Red Cross Update! Page #7

Plus much more!

From the Training Director's Desk

This quarter, we have seen the number of classes continue to grow and our staff are still hard at work on making adjustments that will help our members deal with the increase. We continue to schedule classes at the District 4 office in San Fernando and virtually. We are also in the preliminary stages of testing a hybrid classroom environment. We anticipate that this will relieve some of the pressure on our facility as in some cases, students will have the option of either attending class in-person or joining the class remotely. Please stay tuned for more info on this!

We have recently added to our Senior Staff by assigning someone to help improve our members' experience while participating in lab activities. The Equipment Specialist will manage our current lab equipment and materials, and will also assist in overseeing the development of future labs.



Save the date! IBEW Local 11 & LA NECA will be hosting a

mandatory Apprentice Industry Night on Wednesday, October 19th, 2022, at 5:00 p.m. This meeting will take place at 300 E. Green St. Pasadena, CA 91101. All apprentices are required to attend. We at the ETI are extremely excited and humbled to be a part of the upcoming Apprentice Industry Night event as we will have a few of our national leaders in attendance. Our NECA Chapter Manager Jim Willson, and IBEW Local 11 Business Manager Joël Barton, have arranged for IBEW International President Lonnie Stephenson, IBEW 9th District International Vice President John O'Rourke, and National NECA CEO David Long to attend the meeting. This is a rare opportunity for our apprentices to hear from the highest ranking leaders of both IBEW and NECA.

IBEW and NECA have always been committed to supporting the men and women that have honorably served in the U.S. military. In October, we will host our first Veteran's Electrical Entry Program (VEEP) cohort and the men and women that complete this pre-apprenticeship program will be granted direct entry into our apprenticeship program. These men and women will be on our campus in the month of November to complete their VEEP training. We ask that all our members welcome them and demonstrate what being part of our apprenticeship community & union family means.

And finally, we would like to remind you that the ETI is always looking for qualified instructors. At this time, we are only looking for part-time instructors. As always, we encourage all apprentices to take ownership of their apprenticeship program. One effortless way all apprentices can do this is by recommending any journey-level members they have worked with that they feel would make a great instructor. If you have worked with someone, either currently or in the past that you feel will be a great addition to our team, you can simply send an email with the member's name and contact information, and our staff will take it from there.

Diana Limon IBEW Card #D900035

THE COORDINATOR'S CORNER

SUBCOMMITTEES

As Apprentice Coordinators, we sit on 6 different committees and subcommittees every month. We see some very common and easy to fix mistakes once the apprentice appears in front of us. Our

hope is that the advice that follows will keep you out of the subcommittee and free of penalties.

- Check your emails daily. Every month, we hear the excuse from dozens of apprentices that they never got or saw an email for a scheduled class or meeting.
- Set up a dedicated new email address only for the ETI. It will be clear of spam and even if the ETI email goes to the junk folder, it should be easy to check.
- Sign up for the text notifications. By doing this, anytime the ETI sends you an email, you will receive a text message notifying you an email was sent.
- Report your work hours on time which means by the 15th of the following month. This process takes less than 5 minutes. If you fail to do this, you may be penalized and or scheduled to meet with the appropriate subcommittee. In some cases this may require that you will miss work. When you add up all of that lost money, it's worth the 5 minutes.
- Put a recurring appointment in your phone calendar that will remind you to report your work hours.
- Keep your small work hours book up to date and log in your hours every day so at the end of the month, it will be simple to input your hours.
- When dealing with any ETI staff, be professional and respectful. There has been a significant
 increase in angry/frustrated apprentices yelling, cursing, and threatening our ETI staff. We have
 zero tolerance for this and will put you in front of the subcommittee. To anticipate the next question,
 "Can I get dropped for this?", the answer is yes, that has happened.
- If you are angry or frustrated with something that is happening, reach out to one of the Apprentice Coordinators. ETI staff is directed to follow the rules and policies we have set forth and they have no ability to interpret or change anything. Only the Coordinators can do that.

It is important to acknowledge that we, as Apprentice Coordinators, are grateful and privileged to work with and train the future of our industry. Please don't hesitate to contact one of us if you need any kind of help or advice.

Apprentice Coordinator /IBEW 11 Alton Wilkerson awilkerson@ibew11.org

Apprentice Coordinator /LA NECA David Nott <u>dnott@laneca.org</u>



Apprentices of the Month

July 2022, August 2022, September 2022







The apprentices chosen are those who have demonstrated excellence in all aspects of their program requirements. These include but are not limited to attendance, grade point average, and contractor evaluations. Please join us in congratulating these exceptional apprentices on their outstanding progress!



Elsien Juarez July 2022



Diana Morales August 2022



Vladimir Cash September 2022



The ETI's auto-attendant is an important and informative resource for callers. Included is a prompt about current COVID-19 protocols as well as a recorded menu of various phone lines to connect callers with different ETI departments, and other offices that are pertinent to our members. Please note that the ETI office hours are 7:30 A.M. to 4:30 P.M., Monday through Friday. Our office is closed on weekends and all major holidays.

- **Option 1:** At any time, callers can dial the four-digit extension of the staff member they are attempting to reach, or they can press 0 to be connected to the Clerical staff office.
- **Option 2:** <u>Callers can also reach the Clerical staff by pressing 2</u>. This line is best for questions about classes, absence makeups, the application process, penalties, re-rates, veteran benefits, ET cards, completion certificates, leaves of absence, appeals, and subcommittee meetings.
- **Option 3:** <u>Callers can reach the Senior Instructors menu by pressing 3</u>. This option provides callers with the Senior Instructors' joint email address (<u>srinstructors@laett.com</u>) and connects them with their direct phone lines. This line is best for specific issues with students' grades, absences, and class scheduling that need troubleshooting.
- **Option 4:** <u>Callers can reach the office of the Assistant Training Director and Training Director by pressing 4</u>. This line is best for connecting with the Training Directors and should not be used for general questions about the apprenticeship or classes.
- **Option 5:** <u>Callers can reach the Health and Pension office by pressing 5</u>. This is a separate office from the ETI and should be contacted regarding member benefits, retirement, and work hours reports.
- **Option 6:** <u>Callers can reach the Dispatch office by pressing 6</u>. This is a separate office from the ETI and should be contacted regarding members being dispatched and RSO and TWIC card stipends.
- **Option 7:** <u>Callers can reach the Dues office by pressing 7</u>. This is a separate office from the ETI and should be contacted regarding dues payments.



Veterans Day

Friday, November 11

Thanksgiving Thursday, November 24 & Friday, November 25

WINTER SCHOOL BREAK

ETI Office Open—No Classes Scheduled

Monday, December 19, 2022— Sunday, January 1, 2023

New Year's Eve 2023 (Observed) Friday, December 30

Christmas (Observed) Friday, December 23 & Monday, December 26



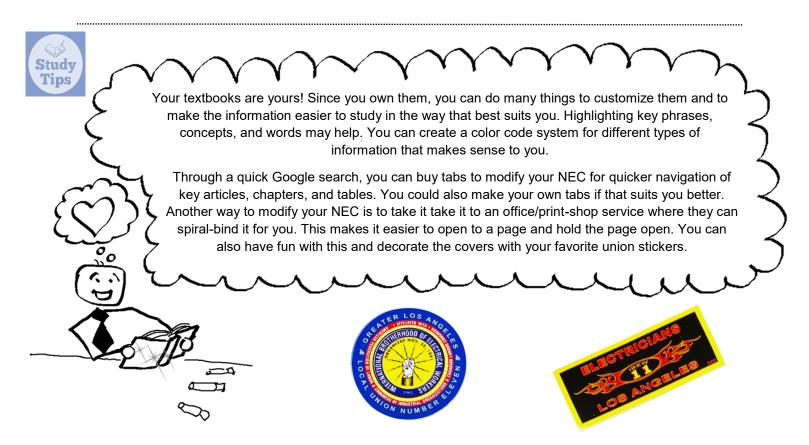
CML CLASSES



A new type of LMS course has been developed by the Electrical Training Alliance called CML, short for Computer Mediated Learning. What CML means is that the lecture portion of the class is taken online at the student's own pace, with videos and other online training materials. The labs and testing for the course will be held in person at the ETI. To be allowed to test for any CML style course, the student must complete all CML lessons with a 75% or higher quiz score. The course will help you keep track as there will be a check box filled in for each lesson as you complete it. Double check to see that all check boxes are filled with a check mark before the test day. For day-school apprentices, this would mean all checks must be marked before the first day of the corresponding class. CML courses take a long time for the Electrical Training Alliance to create, so currently there are a limited number of CML courses available.

For each lesson in a CML course, there is a quiz to take after you review the corresponding information. To get credit for the quiz, you must score at least 75% on it. You can retake the quizzes as often as you wish. Each time you attempt it, the quiz will be scrambled. Also, there is a large pool of questions for each quiz, so no two quizzes will be alike. In other words, your assignments will be completed after you understand the material enough to score a 75%. This has been a game changer for our test scores. We have been monitoring our first CML class which is the Electrical Vehicle Charging Systems (EVCS) class. Prior to our CML version, we had about a 50% passing rate for the certification test. After our switch to the CML version, the passing rate has increased to 95%.

We hope that you enjoy these self-paced courses when offered. We believe that you will retain more of the information and score higher on your exams. One thing to keep in mind is that you will have to spend a fair amount of time on these types of assignments. Do your best to open your LMS lessons every day and not procrastinate until the week before your class begins or you run a high risk of not having your homework done on time.





With 158 pints collected potentially saving 474 lives, our July 2022 blood drive was one of our most successful blood drives to date! Thank you to all the donors!

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Dion Mitchell Apprentice Milwaukee Tool Kit



Ivan Dubon Apprentice Klein Tools Tumbler



Ovidiu Catuna Apprentice Klein Tools Earbuds



Nikolaus Chevalier-Humble Apprentice Milwaukee Backpack



Jorge L. Rios Apprentice Milwaukee Tool Kit



Gabriel Lara Apprentice Klein Tools Earbuds





Many workers routinely use hand tools and do not think of them as dangerous, but accidents continue to occur. Hand tools include hammers, screwdrivers, saws, wrenches, cutters, tape measures, sledgehammers, chisels, punches, pipe wrenches, pliers, and planes, just to name a few. Each tool is designed to do a specific task. The greatest hazards posed by a hand tool are from their misuse or improper maintenance. It is up to you to select the right tool for the job and to use and care for it properly.



Hand tool safety begins by selecting the right tool for the task and using it the way it was designed. Using

the wrong tool for a job is likely to result in an accident. Before you start a job, inspect the tool for defects. Check to be sure that the handle fits tightly into the head, especially with a cutting tool such as an axe. Replace cracked, splintered or broken handles, and worn jaws on wrenches or pliers. Replace or repair broken tools and/or power cords. Keep tools clean, sharp, and in good condition so they will be ready for use the next time. When you have finished the job, return tools to their proper storage position protected from unintended contact.

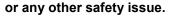
If possible, choose tools designed to keep your wrist straight not bent. Pull on wrenches or pliers rather than pushing on them, and avoid using excessive force. When using a cutting tool, hold its handle firmly in the palm of your hand and cut away from your body never towards it. Carry sharp tools away from your body, never in your pocket. Keep pointed or sharp tools away from walkways where they could injure someone passing by.

Tools should never be tossed to another worker, surface, or height; they should be handed securely to another worker or placed directly on another surface or level. If working on a ladder or scaffold, tools should be raised or lowered using a bucket and hand line. Never carry tools in a way that may interfere with your using both hands on a ladder or climbing on a structure.

Remember to wear personal protective equipment (PPE) when using certain tools. Wear hearing protection when using power saws, drills, or other noise-generating tools. If a task involves getting close to pointed objects or if work could possibly generate flying objects or dust, protect your eyes by wearing safety glasses with side shields or safety goggles. When gloves are necessary, make sure they fit properly. Gloves that are too loose, tight, or bulky could contribute to hand fatigue or injury.

As the tool handler, think of your safety first, but also be aware of others around you, so you do not involve them in an accident. If you have any question about the use, condition, or care of a tool, talk to your supervisor.

Please contact Allen Sloan at (323) 517-9553 if you have any questions about this





Allen Sloan Director of Safety





Q: What happens if I am late to my class? Also, how late can I be before I am marked absent?

A: If your class has already begun and you are not present, you will be marked absent. If you are tardy for 30 minutes or less, you may be able to receive credit for a make-up if you finish that class day. That means you won't have to schedule a make-up date and potentially miss work. Please keep in mind that there will still be an absence on your record, and penalties may apply. On the other hand, if you are more than 30 minutes late, you are welcome to stay in the class for the day, but you must schedule a make-up class for the duration of the missed class day. We strongly encourage students who have missed 31 minutes or more of their class time to attend the remainder of that class date in order to better understand the material and to get the advantage of time with your instructor.

Note: if you are running late, please do not speed on your way to class. Embrace the fact that you will be late and allow yourself to drive safely. We would love to see you in the classroom safe and in one piece.

Q: Can I take an online class?

A: We currently do not have an option for online classes. At this time all classes are held either in person or virtually. We are working hard to develop hybrid classes where students can choose whether to take the classes virtually or in the classroom. Note: virtual classes will continue to require physical attendance for labs and testing when applicable.

Q: Do I have to report my on-the-job work hours every single day on my student portal?

A: You must report your total hours worked at least once a month. If you prefer to log in to your student portal every day and enter those hours, that is fine. However, many students prefer to only enter their work hours once a month to save time. If you only need a few more on-the-job (OTJ) hours to meet your next upgrade requirement and a new month has just begun, you should submit a partial report of work hours on the day you complete those needed hours. This will start your upgrade process. If you wait until the end of the month to report your work hours, your upgrade will be delayed.

Q: I received a communication explaining that I am required to attend Industry Night on October 19th. Is it mandatory that I attend this event?

A: Yes, a communication was sent to all active apprentices regarding the upcoming Industry Night in Pasadena on October 19th, and all apprentices are required to attend this meeting. Our local leaders have arranged for International IBEW President Lonnie Stephenson, IBEW 9th District International Vice President John O'Rourke, and National NECA CEO David Long to join us for this event, so this will be a rare opportunity for our members to hear from the National leaders of both IBEW and NECA. ETI staff is unable to excuse anyone from attending this meeting. If you are unable to attend, you should submit an LOA request if you'd like your absence excused. Good news! You can now submit an LOA form without traveling to ETI. You can click here to be taken to our website where the form is located.



We are currently adding features to our mobile app. Currently we are working on giving members the ability to pull up any valid certification that they earned by taking a course at ETI. This means no more need to visit the ETI to have certs printed out when you report to dispatch. You will also have the ability to pull up any certification for your employer if requested, and they will be able to confirm that the certification is valid.

In order to utilize this new feature, members must be registered and have an account on our website. If you are a journey-level member that we show is active in our system, we will be sending out emails in

the near future with the information you'll need to access your account. When you receive this email if you aren't interested we ask that you simply ignore the email and refrain from designating the email as spam. Doing so negatively impacts our email sending reputation and could negatively impact our ability to communicate with our member population.

We hope that the members and employers will find this new feature useful. We will make an announcement once it has been enabled and is available for member use.





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Check out the rankings here: Leaderboard



Hard work, dedication, and perseverance are qualities that make for outstanding apprentices and journeymen.

Our very own 1st year apprentice Fabian Santillan has demonstrated such qualities. While competing in the Ideal Skills Competition here at the ETI he completed the contest in 1 minute and 23 seconds. Not content, he competed again landing his name on the leaderboard for California. As if this were not enough, he made a further attempt beating his own time with an impressive performance of 1 minute and 2 seconds. With this time, he hopes to secure his position on the leaderboard, qualifying him for the Ideal National Championship competition held in Tampa, Florida this year where he could win up to \$40,000.

Join The ETI Team

THE ETI IS CURRENTLY LOOKING FOR QUALIFIED JOURNEY-LEVEL MEMBERS TO FILL PART-TIME INSTRUCTOR POSITIONS. IF YOU WOULD LIKE TO MAKE A DIFFERENCE BY SHARING YOUR ELECTRICAL EXPERTISE, PLEASE APPLY AT LAETT.COM.

IF YOU ARE NOT INTERESTED IN TEACHING BUT KNOW SOMEONE WHO WOULD BE AN INCREDIBLE ASSET TO OUR TEAM, PLEASE FORWARD YOUR RECOMMENDATIONS TO THE HUMAN RESOURCES MANAGER OR APPLY ON OUR WEBSITE.



HAWKINS@LAETT.COM



ETI INSTRUCTOR APPLICATION

Contact Us

DUES OFFICE (626) 243-9700

DISPATCH (323) 517-9610

HEALTH & PENSION (323) 221-5861

APPRENTICESHIP & TRAINING QUESTIONS (323) 221-5881



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We Would Love To Hear From You!

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