INSTRUCTOR-LED

# LINEMAN APPRENTICESHIP PROGRAM

NORTHWEST LINEMAN COLLEGE

## 2024 CATALOG

*UPDATED 2023*

LINEMAN.EDU

A QUANTA SERVICES COMPANY

INSTRUCTOR-LED

# LINEMAN APPRENTICESHIP PROGRAM


**THE COMPLETE EDUCATIONAL FOUNDATION FOR YOUR APPRENTICE TO ACHIEVE JOURNEYMAN STATUS.**

## RECENT UPDATES TO THE LINEMAN APPRENTICESHIP PROGRAM

Northwest Lineman College released updates to the Lineman Apprenticeship Program in 2023 to incorporate the following:

- UNDERGROUND DISTRIBUTION AND TRANSMISSION
- EPZ GROUNDING COMPETENCIES
- REFRESHED LEADERSHIP TRAINING
- MODERNIZED CURRICULUM AND GRAPHICS
- INDUSTRY STANDARDS IN SAFETY, TECH, AND EQUIPMENT

Other updates include:

- Adding study guides to each chapter of all manuals and flashcards for added learning opportunities.
- Revised Journeyman Excellence course to include a new course capstone project focused on job planning.
- Refreshed behavior training and evaluations.

# PROGRAM OVERVIEW

**The Lineman Apprenticeship Program trains and certifies lineworkers in the construction, maintenance, and operation of power delivery using a hands-on learning format that exceeds the standards of the U.S. Department of Labor Office of Apprenticeship.**

**144+ HOURS** OF RELATED TECHNICAL INSTRUCTION EACH YEAR

**80 HOURS** OF INSTRUCTOR-LED HANDS-ON TRAINING EACH YEAR

**EXCEEDS** THE U.S. DEPARTMENT OF LABOR STANDARDS FOR APPRENTICESHIP

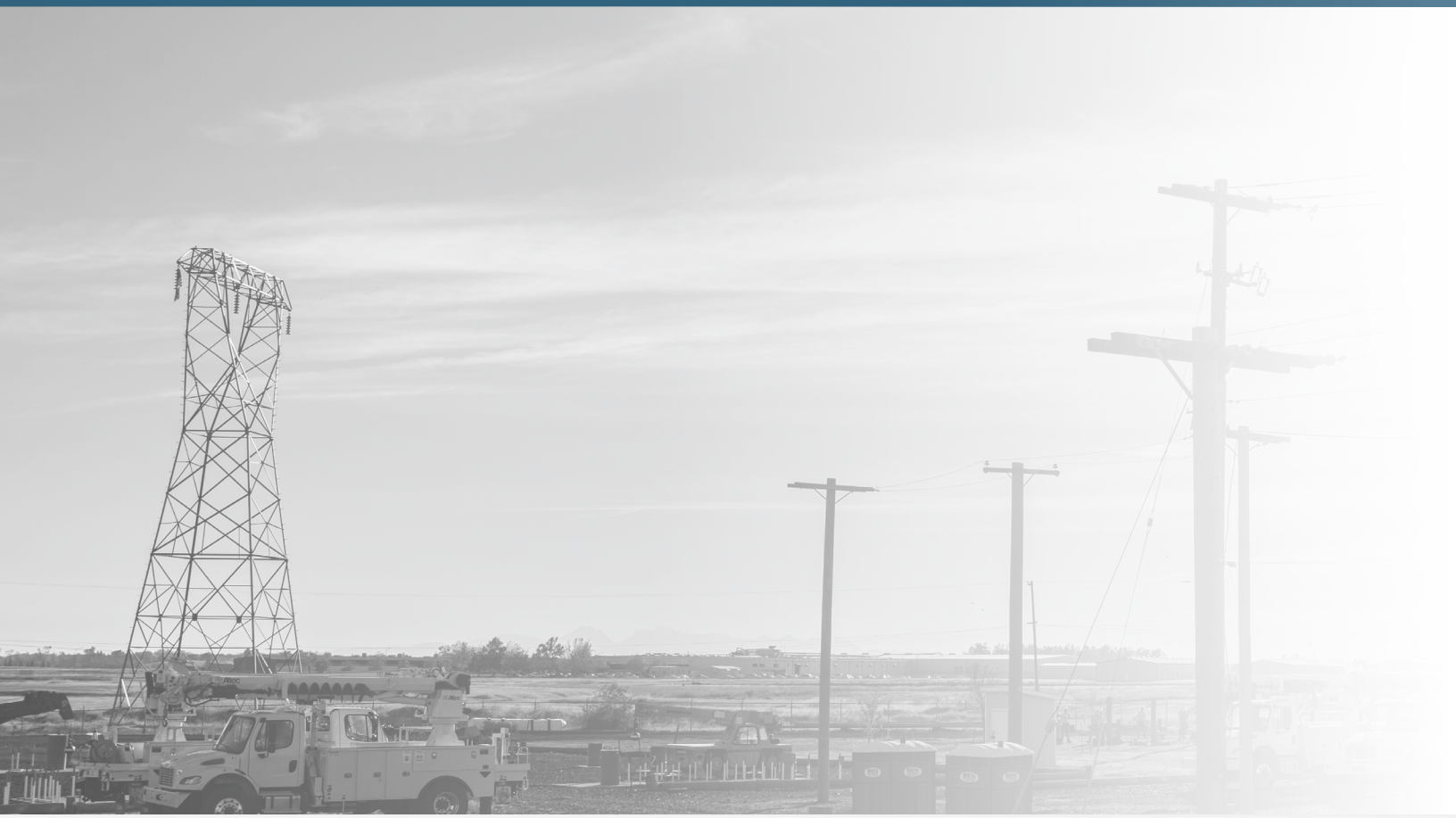
**POSITIVE LEARNING** ENVIRONMENT

**WORLD-CLASS TRAINING CENTERS** AND LABS

**PROFESSIONAL TECHNICAL EDUCATORS** WHO ARE ALSO JOURNEY-LEVEL LINEWORKERS

**ACCREDITED PROVIDER** OF CONTINUING EDUCATION

**ELECTRONIC TESTING**



## ABOUT THE LINEMAN APPRENTICESHIP PROGRAM

This formalized, four-year educational program provides the related technical instruction (RTI) required for your apprentice(s) to receive industry recognition and certification as journey-level lineworkers. Apprentices will also earn certifications to ensure compliance with industry regulations and OSHA requirements.

## HOW THE PROGRAM WORKS

Your apprentices will train at one NLC® campus for two weeks, every year of their apprenticeship. NLC can also deliver this program at your facilities if a training yard is constructed per NLC training specs. During their time on campus, apprentices are immersed in a positive learning environment where they develop the knowledge, skill, and behavior needed to achieve journey-level status.

Training at NLC's state-of-the-art facilities includes classroom, lab, and field work, using up-to-date curriculum and modern work methods. After completing the two-week training session, apprentices return to their workplace where they apply their new training under the supervision of an experienced journeyman, developing further mastery in the trade.

## BENEFITS

- **Exceeds the U.S. Department of Labor standards for apprenticeship.**
- **Provides the related technical instruction (RTI) required for your apprentices to receive industry recognition and certification as a journey-level lineworker.**
- **Provides annual certifications necessary to ensure compliance with industry regulations and OSHA.**
- **Meets ANSI/IACET Accreditation standard for continuing education units.**
- **Customer onsite training available (call for details).**
- **Provides management of apprentice records and notifications.**

# BENEFITS OF AN APPRENTICESHIP

- **Exceeds U.S. Department of Labor requirements for a formalized apprenticeship**
- **Qualifies for U.S. Department of Labor Journeyman Certification**
- **U.S.Department of Labor Apprenticeship registration assistance available**

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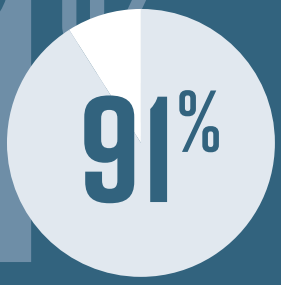
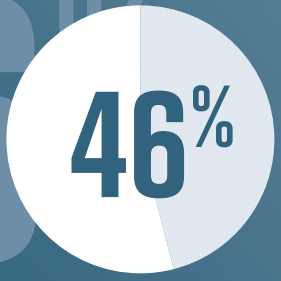
BENEFITS OF AN APPRENTICESHIP ACCORDING TO THE U.S. DEPARTMENT OF LABOR




**EMPLOYEE RETENTION**




**AVERAGE RETURN ON INVESTMENT**
FOR A REGISTERED APPRENTICESHIP PROGRAM
$1.46 for every $1.00 invested in an apprentice

- Aids in the recruitment and development of a highly skilled workforce.
- Improves productivity, profitability, and company bottom line.
- Creates flexible training options that ensure workers develop the right skills.
- Minimizes liability costs.
- Increases workforce retention.
- Can qualify for tax credits and employee tuition benefits in participating states.

# ACCREDITATION

Although accreditation is not required by the Department of Labor, Department of Education, or any other governing body for post-secondary education or continuing education, NLC maintains accreditation for its programs as part of its commitment to educational excellence.

## INSTRUCTOR-LED APPRENTICESHIPS

Northwest Lineman College is accredited by the International Accreditors for Continuing Education and Training (IACET) and offers IACET CEUs for its learning events that comply with the ANSI/IACET Continuing Education and Training Standard. IACET is recognized internationally as a standard development organization and accrediting body that promotes quality of continuing education and training.

# CERTIFICATIONS AND COMPLIANCE

A durable, wallet-sized card is updated after each completed session of on-campus training. This allows your apprentice, their supervisors, and fellow crew members to always know an apprentice's certification status so they are never delegated responsibilities for which they are not certified.


**CERTIFICATIONS**

**Rescue Series**
- ☑ Pole-Top Rescue
- ☑ Aerial Lift Rescue
- ☑ Enclosed Space Attendant

**Year One**
- ☑ Climbing
- ☑ Rigging

**Year Two**
- ☑ Protective Grounding (OH & UG)
- ☑ Transformer Banking

**Year Three**
- ☑ Hot Line Certification

**Year Four**
- ☑ Electrical Equipment (Power Delivery)
- ☑ Transition to Journey-Level

# NATIONALLY RECOGNIZED

## OUR AFFILIATIONS

ANSI

AMERICAN PUBLIC POWER ASSOCIATION

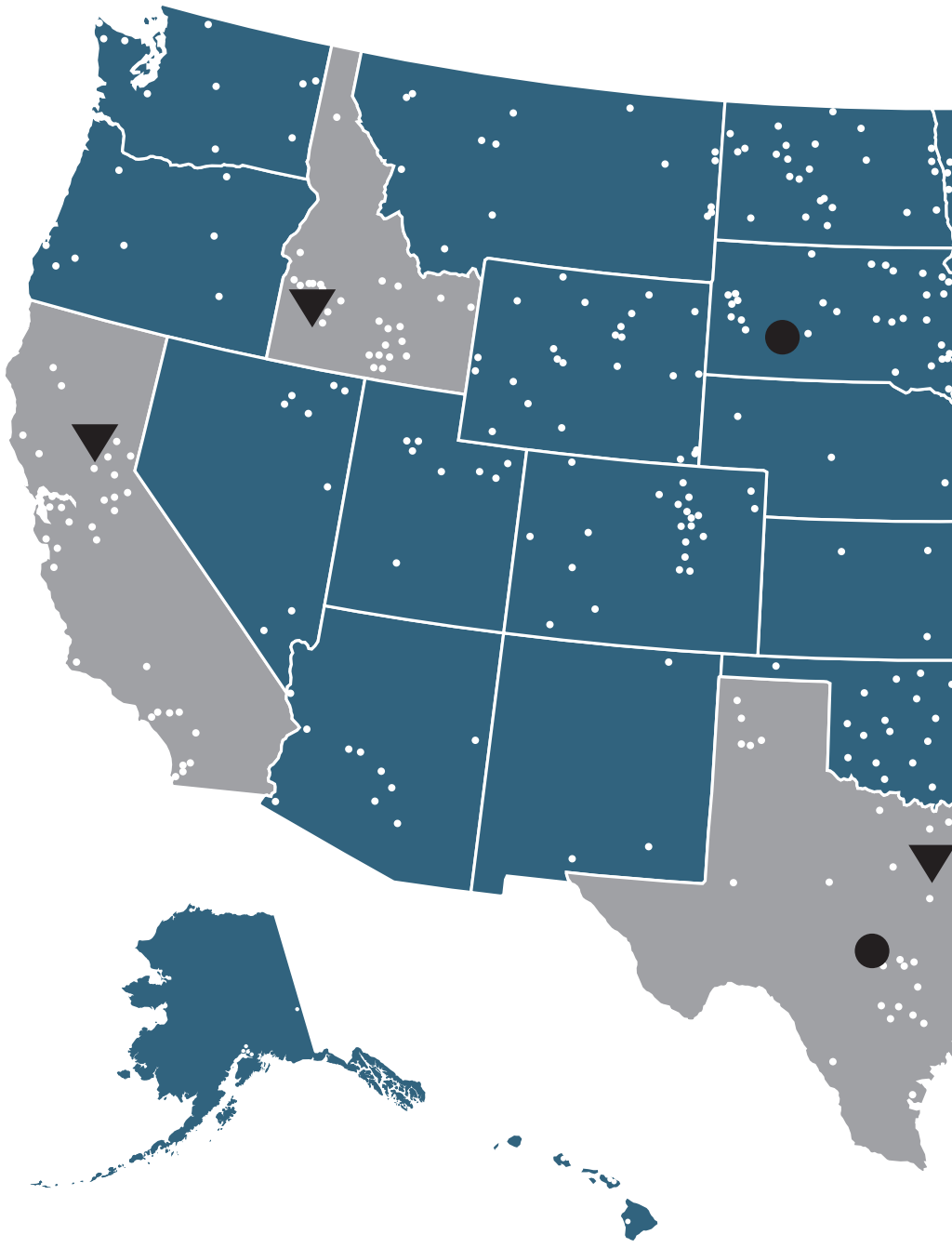
SOUTHERN AREA INSTRUCTORS ASSOCIATION SAIA

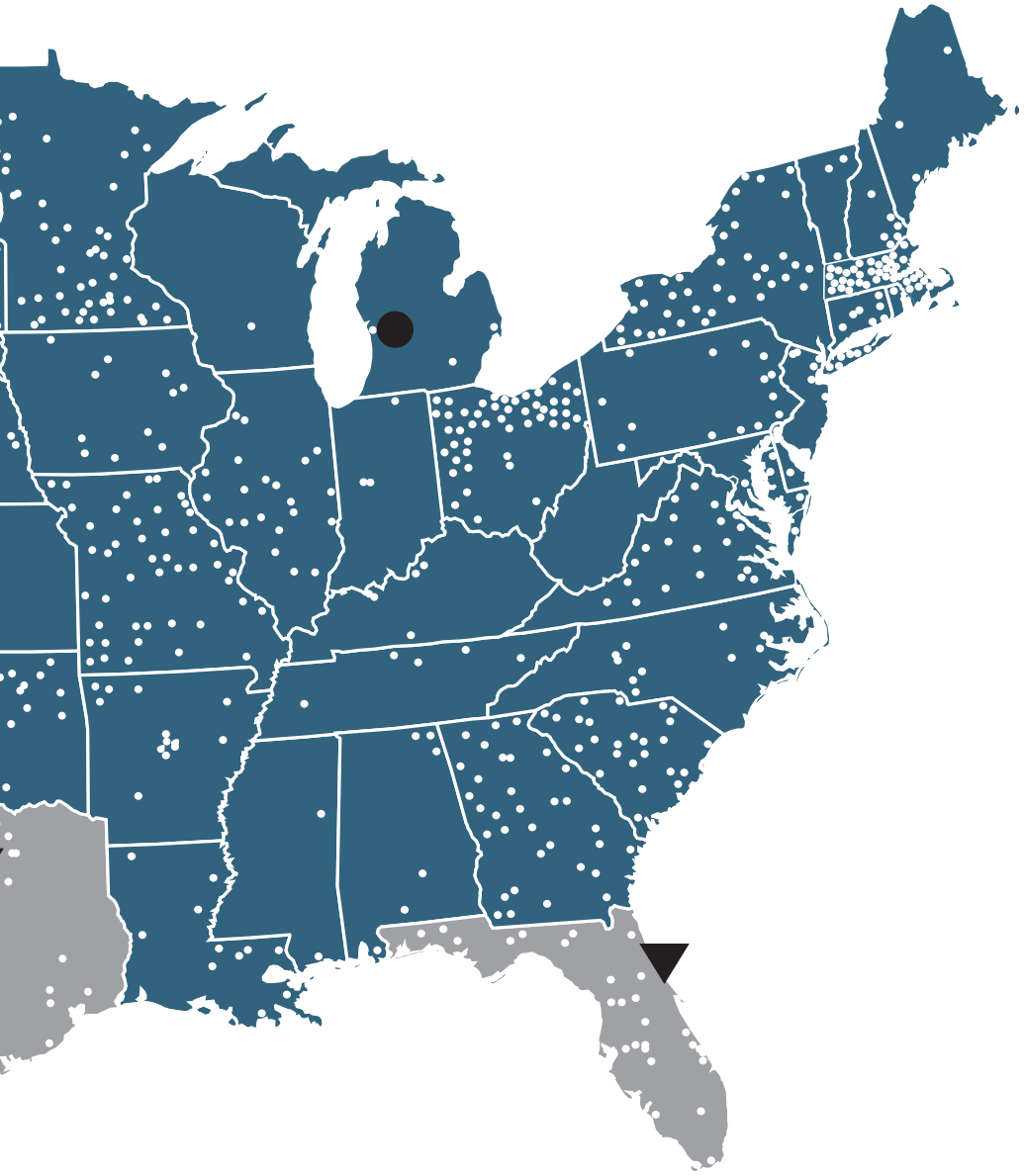
QSI Quad State Instructors, Inc.

I.U.O.T.A. Safety Methods Training Inter-Utility Overhead Training Assoc.

NUTSEA NATIONAL UTILITY TRAINING & SAFETY EDUCATION ASSOCIATION

QUANTA SERVICES, INC.





NLC locations ▼

Satellite training facilities ●

Companies that use NLC training ○

## OUR LOCATIONS

### IDAHO CAMPUS
Meridian, ID
5 classrooms
7,200-square-foot lab facility
25-acre outdoor training yard

### CALIFORNIA CAMPUS
Oroville, CA
6 classrooms
15,000-square-foot lab facility
12-acre outdoor training yard

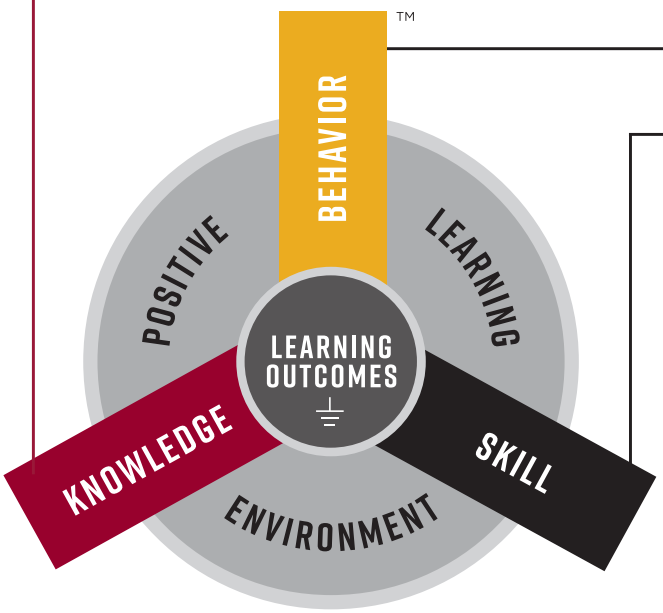
### TEXAS CAMPUS
Denton, TX
3 classrooms
12,000-square-foot lab facility
12-acre outdoor training yard

### FLORIDA CAMPUS
Edgewater, FL
3 classrooms
10,000-square-foot lab facility
16-acre outdoor training yard

# EDUCATIONAL EXCELLENCE

## THREE-PHASE EDUCATIONAL MODEL

NLC created its Three-Phase Educational Model™ based on well-researched educational theories. Using this model as the basis for the training in all NLC programs, each academic course, skill competency, and behavior expectation fits directly into one of the three educational phases: knowledge, skill, or behavior.



## KNOWLEDGE PHASE

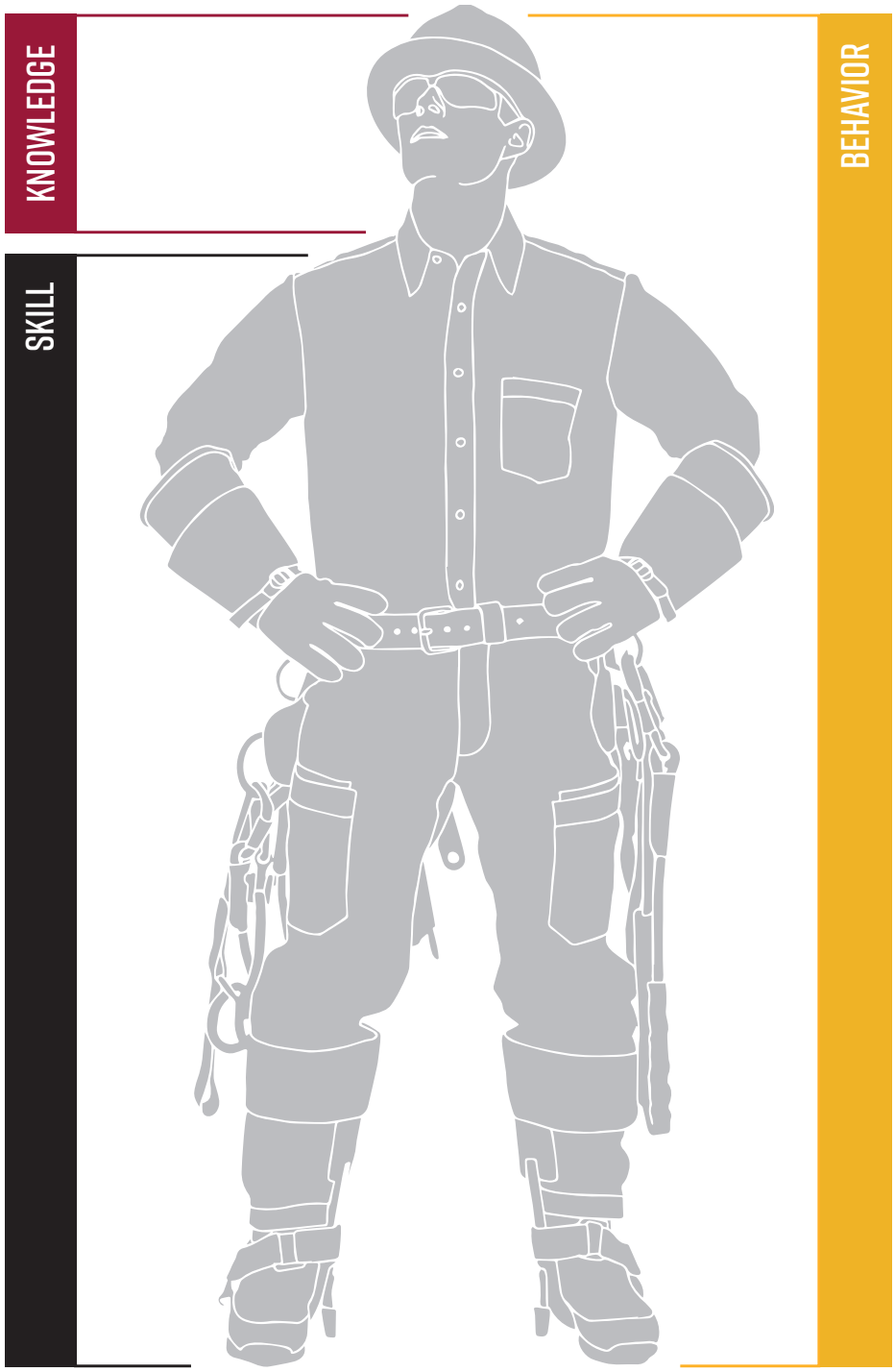
The Knowledge phase addresses cognitive, or intellectual, activities. Engaging apprentices at the highest cognitive level occurs in a classroom or lab setting. The development of intellectual skills includes the recall or recognition of specific facts, procedural patterns, and concepts that serve in the development of intellectual abilities and skills.

## SKILL PHASE

The Skill phase is the "hands-on" phase of training. This is where apprentices learn and practice the fundamentals of field-based methods. After skills are first demonstrated by training specialists, apprentices practice and build fluency in each competency, which is later timed and rated for proficiency. Often strenuous, the Skill phase offers students the opportunity to condition their physical strengths to meet the demands of their industry.

## BEHAVIOR PHASE

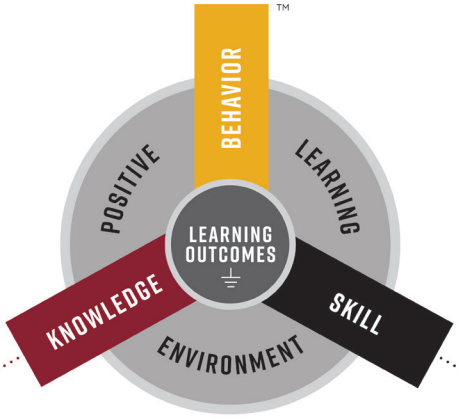
While knowledge and skill are important, positive behavior and attitude have been identified by utility and construction company leadership as attributes a potential employee must have. For this reason, the Behavior phase focuses on safety, camaraderie, customer service, and conviction, to help apprentices develop steadfast reputations for being mature, reliable, safe, and civic-minded.



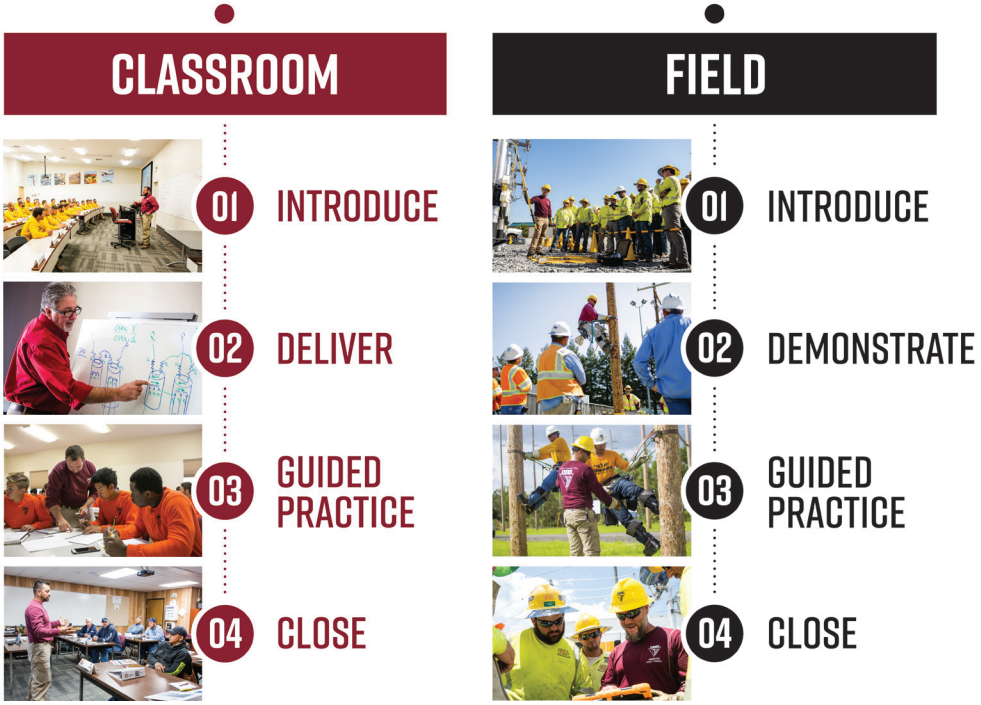
# FOUR-STEP DELIVERY METHOD

**The Four-Step Delivery Method is an effective approach for educating adult learners. Its structure creates a positive learning environment, followed by opportunities to apply knowledge in realistic scenarios. Evaluations provide feedback for maximum learning and retention.**

## THREE-PHASE EDUCATIONAL MODEL




## FOUR-STEP DELIVERY METHOD



# POSITIVE LEARNING ENVIRONMENT

**NLC creates a positive learning environment where students are challenged, encouraged, and held accountable.**

Camaraderie and teamwork are emphasized daily. NLC training specialists use their experience and adult-education training to facilitate practical and beneficial learning experiences for each student. The positive culture that students experience creates a lasting impression they carry back with them to their employers.


CLASSROOM


LAB


FIELD

# NLC DEPARTMENT OF PROGRAM DELIVERY

NLC established its Department of Program Delivery to ensure NLC's curriculum, programs, and offerings are second-to-none in the power delivery industry. The department also ensures all NLC instructors are participating in NLC's Professional Technical Educator Program, the first ever DOL-recognized apprenticeship program focused on transforming master craft workers into professional technical educators. This results in a quality of education that allows our students and graduates to operate at the top of their game and supply optimal value for their employers, leading to greater safety and productivity.

## WE ALWAYS ASK:

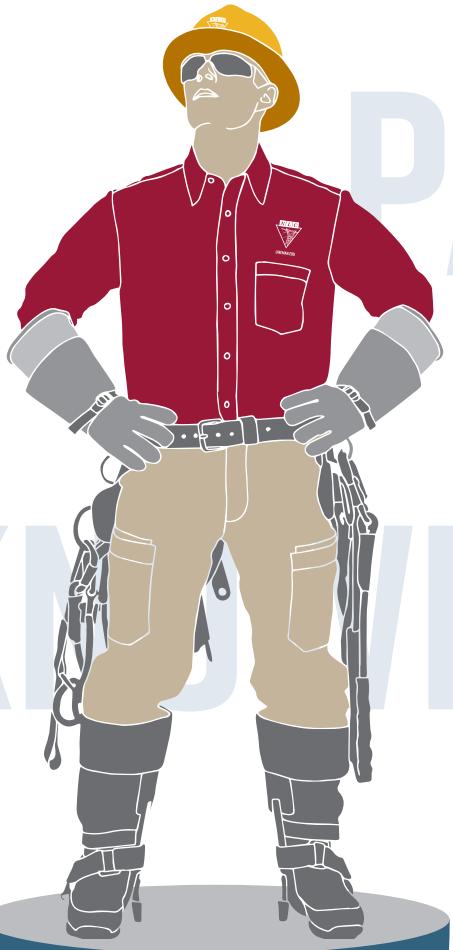
# WHAT'S BEST FOR THE STUDENT?

## EDUCATIONAL DEVELOPMENT

# INDUSTRY PROFESSIONALS AS EDUCATORS

**NLC's training specialists represent some of the top talent in their industries.**

Over the years we have developed a recruiting and screening process ensuring only those who are passionate, skilled, knowledgeable, and have a high aptitude for educating others are selected. These individuals come from a wide range of backgrounds that include utility providers and contractors of all types. After their initial hire, our training staff learn how to educate adult learners using proven theories and techniques that maximize their effectiveness with students.



PASSIONATE
SKILLED
KNOWLEDGEABLE

TRADE EXPERIENCE

# CURRICULUM LAYOUT AND DESIGN

NLC's curriculum takes complicated content and makes it easy to understand, maximizing student learning and retention.

### 1 LAYOUT
Chapters and titles are listed in headings so the reader can easily identify their location.

### 2 MARGIN STATEMENTS
Key points are reinforced with margin statements. Thousands of margin statements are used in the program.

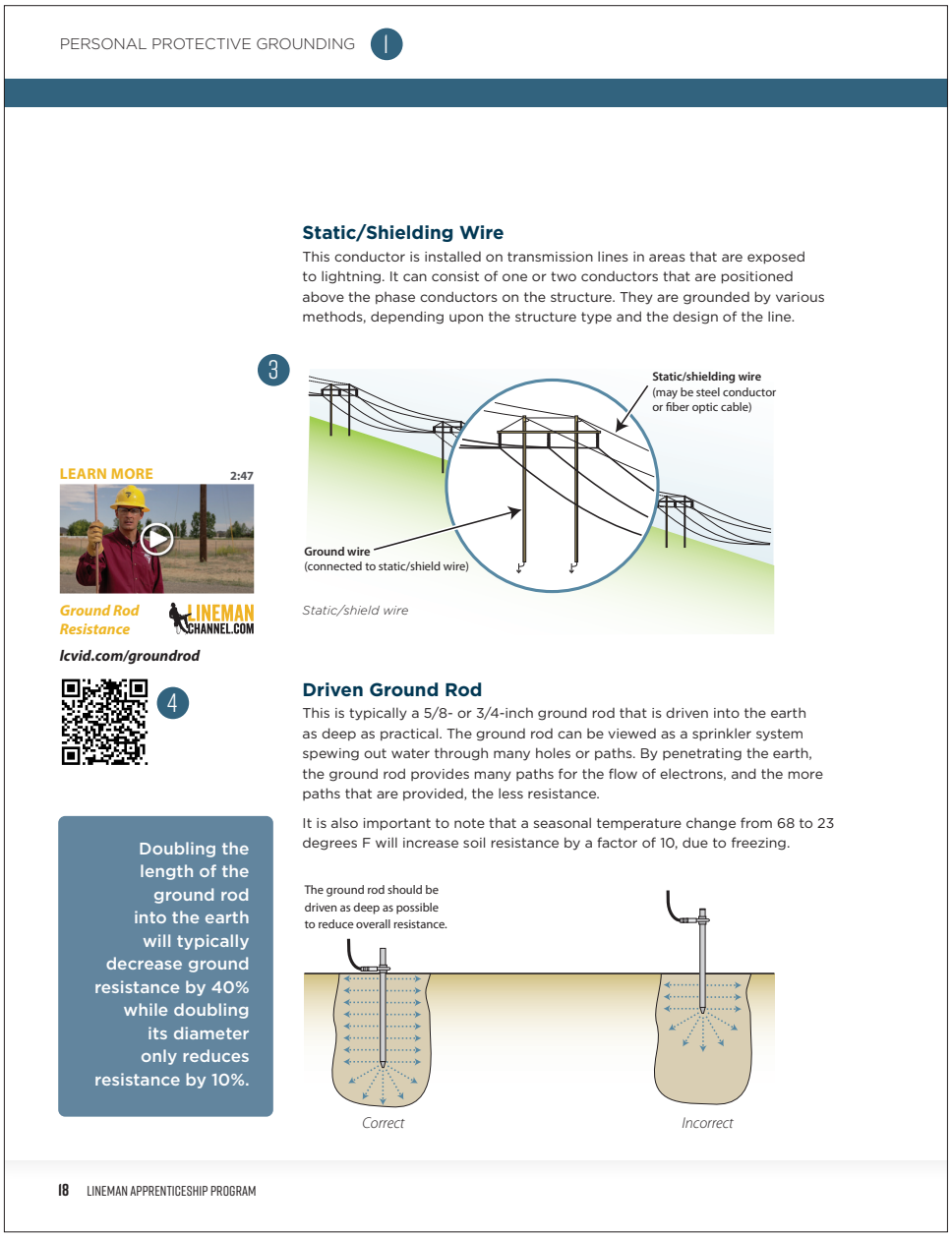
### 3 GRAPHICS-TO-TEXT RATIO
A picture is worth a thousand words, and NLC has made a significant effort to include hundreds of original, high-quality graphics in our curriculum. These graphics illustrate difficult concepts in an easy to understand format that does not sacrifice the technical integrity of the topic. We use a 50/50 ratio of graphics-to-text as a design guideline.

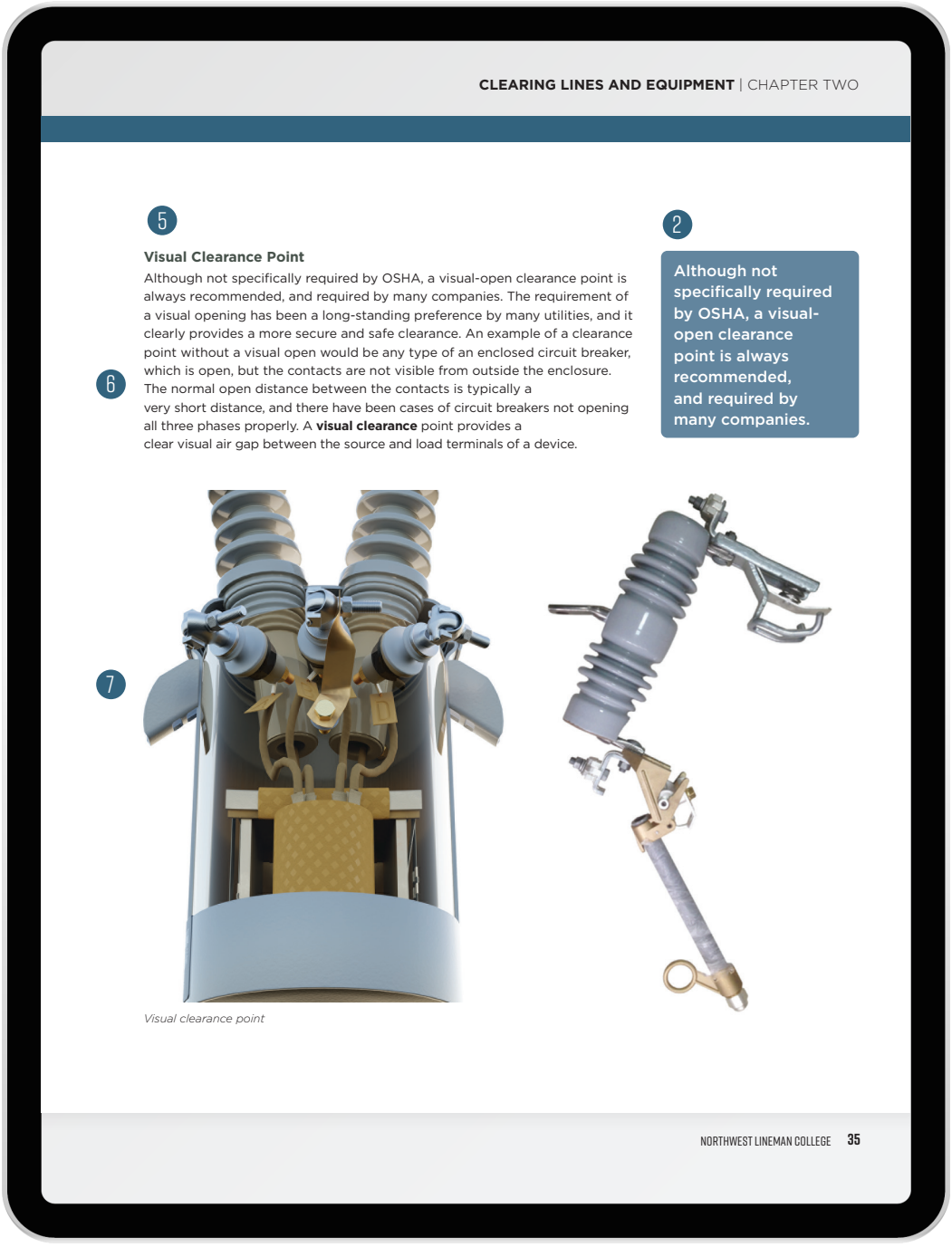
### 4 SMART VIDEO LEARNING
QR codes and short URLs are used throughout the program, allowing trainees to connect easily to digital video resources.

### 5 TYPE
Optimal font size and specific typefaces are used for readability.

### 6 ORGANIZATION
Content is organized to align with outcomes and build trainee knowledge as they progress through the program.

### 7 3D GRAPHICS
3D graphics are used to illustrate complex topics, helping apprentices learn proper procedures before applying skills in the field and lab.






# ONLINE LEARNING

With an unyielding determination to do what is best for our students and partners, we have implemented an online **learning management system (LMS)** for our apprenticeship programs. The LMS delivers versatile training for apprentices and increased support for companies.

The LMS is designed to be used across any digital device. It ensures your apprentices have 24/7 access to our curriculum, making it optimal for the educational experience.

We recommend apprentices bring a tablet or laptop to access our curriculum digitally during their training with us.

## RECENT IMPROVEMENTS

We have implemented significant improvements to our Lineman Apprenticeship Program. These enhancements include updated underground distribution and transmission modules, refreshed leadership training, and a modernized curriculum.

# YEAR ONE TOTAL HOURS: 147


1

## KNOWLEDGE PHASE (ACADEMIC COURSES)

SAF 1012
### INTRODUCTION TO THE CAPACITY MODEL (R) (1 HOUR)
In this e-learning course, apprentices learn the essentials of workplace safety: the principles and elements of The Capacity Model, STKY™ Controls for Crews, and job briefings and job hazard analysis.

EPO 1305
### WORKING IN ELEVATED POSITIONS (22 HOURS)
This course enhances the knowledge and skill of apprentices regarding the elevated working positions to which lineworkers are regularly exposed. It provides detailed explanations of OSHA requirements and defines the different methods of fall protection that lineworkers use. Classroom lecture and discussion are reinforced by heavy field application.

ELS 1305
### ELECTRICAL SYSTEMS (18 HOURS)
This course educates apprentices on the overall structure of the electrical system. Apprentices learn how power is produced and transmitted through the system from the generation source all the way to the consumer. In addition, apprentices learn about key pieces of overhead and underground distribution equipment and the roles they play in the electrical system.

ROP 1305
### KNOTS, SPLICES, AND ROPE (15 HOURS)
This course educates apprentices on the application of ropes and other types of rigging equipment used in power delivery. Special emphasis is placed on the efficiency of knots and slings when used in different configurations.

RIG 1305
### RIGGING (25 HOURS)
This course educates apprentices on the importance of tensions associated with rigging in power delivery scenarios. Classroom lecture and discussion are used to show apprentices how to calculate tensions associated with use of parted blocks, snatch blocks, sling angles, and various other applications.

## SKILL PHASE (LAB AND FIELD COMPETENCIES)

EPO 1305C
### WORKING IN ELEVATED POSITIONS COMPETENCIES (34 HOURS)
Apprentices will demonstrate competency while working from various elevated positions. Fall protection, climbing technique, and work positioning are continually emphasized throughout the training session.

ROP 1305C
### KNOTS, SPLICES, AND ROPE COMPETENCIES (10 HOURS)
This session focuses on the application of ropes in power delivery. While the primary focus is to demonstrate tying of the most common knots in the industry, attention is also given to where these knots are used.

RIG 1305C
### RIGGING COMPETENCIES (16 HOURS)
This session will place apprentices in various linework scenarios that require them to calculate tensions, select rigging equipment, and perform tasks. Emphasis is placed on safety and the "bight" when working around tensions.

RES 1305
### RESCUE SERIES I COMPETENCIES (4 HOURS)
This series of courses certifies (or recertifies) apprentices in compliance with federal OSHA requirements for training. In addition to classroom discussion, apprentices are required to perform simulated rescues to achieve competency.

## BEHAVIOR PHASE (DEMONSTRATE SUCCESSFUL BEHAVIOR)

BEH 1305
### BEHAVIORAL ASSESSMENT I (1 HOUR)

BEH 1306
### BEHAVIORAL ASSESSMENT II (1 HOUR)
Apprentices participate in a formal session in which knowledge, skill, and behavior are scored using a rubric during each week of training. Emphasis is placed on how these three educational domains are critical to success.

**TUITION IS $4,174.50 PER APPRENTICE PER YEAR**
FOR MORE INFORMATION, SEE TUITION IN THE POLICIES SECTION

# YEAR TWO TOTAL HOURS: 169

2

Apprentices connecting transformers on NLC's state-of-the-art TransBanker lab.

## KNOWLEDGE PHASE (ACADEMIC COURSES)

ELE 2305
### ELECTRICITY IN POWER DELIVERY (35 HOURS)
This course discusses electrical quantities and their relationships to power delivery. In addition, apprentices learn about the generation and delivery of AC power, wye/delta systems, three-phase power, and rotation.

EQU 2305
### ELECTRICAL TEST EQUIPMENT (20 HOURS)
This course provides apprentices with knowledge of types of test equipment used in power delivery, including low-voltage, high-voltage, cable and fault location, substation, and specialized equipment. Lineworkers are continually placed in situations that require them to test for voltage, current, and other electrical quantities. This course exposes apprentices to the use of test equipment and explains their applications.

SAF 2305
### PERSONAL PROTECTIVE GROUNDING (20 HOURS)
This course provides apprentices with the knowledge and skill required to protect themselves when working on de-energized lines. Discussion and classroom exercises focus on bracket and equipotential zone (EPZ) grounding methods, as well as applicable OSHA regulations.

TRA 2305
### TRANSFORMER CONNECTIONS (35 HOURS)
This course introduces apprentices to the pieces and parts that make transformers work, with extra emphasis on nameplates. In addition, apprentices learn about transformer banking and other connections required to provide customers with requested service voltage.

## SKILL PHASE (LAB AND FIELD COMPETENCIES)

EQU 2305C
### ELECTRICAL TEST EQUIPMENT COMPETENCIES (5 HOURS)
This course teaches apprentices the application of various types of electrical test equipment as discussed in the classroom. Apprentices demonstrate use of multimeters, phasing sets, and more.

SAF 2305C
### PERSONAL PROTECTIVE GROUNDING COMPETENCIES (24 HOURS)
Apprentices demonstrate bracket and EPZ grounding methods on structures with different construction configurations, including underground distribution. Emphasis is placed on selecting good ground sources and following correct procedures for installation and removal.

TRA 2305C
### TRANSFORMER CONNECTIONS COMPETENCIES (24 HOURS)
Apprentices select, install, and connect transformers in both single- and three-phase configurations using NLC's state-of-the-art transformer lab. Apprentices will also test meter sockets, and install and remove self-contained meters.

RES 2305
### RESCUE SERIES II COMPETENCIES (4 HOURS)
This series of courses certifies (or recertifies) apprentices in compliance with federal OSHA 1910.269 requirements for training. In addition to classroom discussion, apprentices are required to perform simulated rescues to achieve competency.

## BEHAVIOR PHASE (DEMONSTRATE SUCCESSFUL BEHAVIOR)

BEH 2305
### BEHAVIORAL ASSESSMENT III (1 HOUR)

BEH 2306
### BEHAVIORAL ASSESSMENT IV (1 HOUR)
These courses continue to focus on successful attitudes and behaviors as expected by second level apprentices. As knowledge and skill increase, so does the importance of safety, attitude, and behavior. Formal assessments are used to reinforce these points.

**TUITION IS $4,174.50 PER APPRENTICE PER YEAR**
FOR MORE INFORMATION, SEE TUITION IN THE POLICIES SECTION

# YEAR THREE TOTAL HOURS: 144

3

## KNOWLEDGE PHASE (ACADEMIC COURSE)

LIV 3305
### HOT LINE CERTIFICATION (82 HOURS)
This course provides the academic component for certification of apprentices to work energized distribution. Focus is placed on safety principles associated with rubber-glove or hot-stick work; the course can be tailored to meet the needs of companies that employ one or both methods. Additional emphasis is placed on hot-work strategies, OSHA regulations, and job-hazard analysis. Successful completion of a written exam is necessary for certification.

*Note: The maximum class size per training session for Year Three is eight apprentices to one instructor to enhance focus on the principles of energized work.*

## SKILL PHASE (LAB AND FIELD COMPETENCIES)

LIV 3305C
### HOT LINE CERTIFICATION COMPETENCIES (56 HOURS)
This course focuses on the demonstration of the principles of energized work, such as insulation, isolation, and protection from the second point of contact. Particular emphasis is placed on job briefings, inspecting protective equipment and tools, application and removal of cover-up, and identifying hazards. Demonstration and completion of all competencies are required to earn certification.

RES 3305
### RESCUE SERIES COMPETENCIES (4 HOURS)
This series of courses certifies (or recertifies) apprentices in compliance with federal OSHA requirements for training. In addition to classroom discussion, apprentices are required to perform simulated rescues to achieve competency.

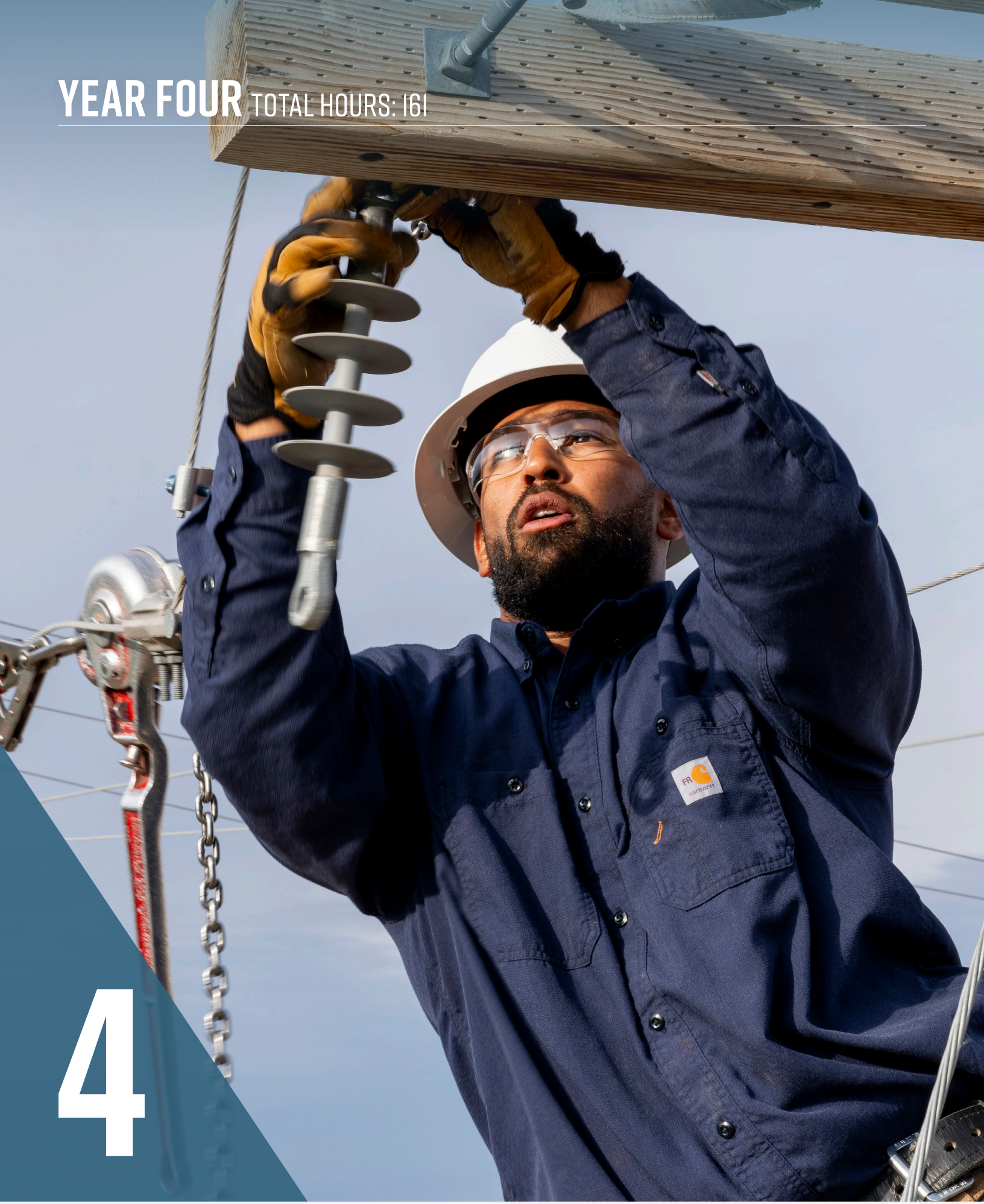
## BEHAVIOR PHASE (DEMONSTRATE SUCCESSFUL BEHAVIOR)

BEH 3305
### BEHAVIORAL ASSESSMENT V (1 HOUR)

BEH 3306
### BEHAVIORAL ASSESSMENT VI (1 HOUR)
As apprentices continue to gain knowledge and experience, the list of qualifications continues to increase, including energized work. These sessions continue to use formal assessments to focus on the safety, attitude, and professionalism consistent with level three apprentices.

**TUITION IS $4,174.50 PER APPRENTICE PER YEAR**
FOR MORE INFORMATION, SEE TUITION IN THE POLICIES SECTION

# YEAR FOUR TOTAL HOURS: 161



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## KNOWLEDGE PHASE (ACADEMIC COURSES)

EQU 4305
### ELECTRICAL EQUIPMENT FOR POWER DELIVERY (56 HOURS)
This course enhances the knowledge and skill of apprentices enrolled in the later stages of apprenticeship regarding the purpose, function, operation, and installation of the most common types of electrical apparatus used in both overhead and underground distribution systems, including reclosers, circuit breakers, sectionalizers, switches, disconnects, relays, and more. In addition, the training emphasizes industry best practices and compliance with OSHA regulations.

JRN 4305
### JOURNEYMAN EXCELLENCE (67 HOURS)
This course focuses on preparing apprentices for the transition to journey-level linework. Topics include job planning, responsibilities and duties of journeymen and crew leaders, personalities and conflict resolution, and enhancing safety from the perspective of a journeyman. Apprentices must identify how expectations will change as they transition into their new role.

## SKILL PHASE (LAB AND FIELD COMPETENCIES)

EQU 4305C
### ELECTRICAL EQUIPMENT FOR POWER DELIVERY COMPETENCIES (24 HOURS)
This course provides hands-on training to supplement the Electrical Equipment for Power Delivery academic course. Apprentices perform tasks associated with capacitors, regulators, reclosers, and more. Focus is placed on safe work practices and OSHA regulations while performing these competencies.

JRN 4305C
### JOURNEYMAN EXCELLENCE (8 HOURS)
This course teaches apprentices how to construct and deliver a formalized safety meeting. Each apprentice is assigned a specific topic that requires them to reference federal or state OSHA, manufacturer specifications, and their own company-specific safety rules and procedures. Apprentices can take their meetings back to their companies to deliver if they wish; however, they are required to present information and lead the meeting on campus to receive credit for the competency.

RES 4305
### RESCUE SERIES IV COMPETENCIES (4 HOURS)
This series of courses certifies (or recertifies) apprentices in compliance with federal OSHA requirements for training. In addition to classroom discussion, apprentices are required to perform simulated rescues to achieve competency.

## BEHAVIOR PHASE (DEMONSTRATE SUCCESSFUL BEHAVIOR)

BEH 4305
### BEHAVIORAL ASSESSMENT VII (1 HOUR)

BEH 4306
### BEHAVIORAL ASSESSMENT VIII (1 HOUR)
As apprentices near the end of apprenticeship, it is important that they understand they will enter a new level of learning. Professionalism, safety, and attitude play an important part in cultivating new apprentices. Successful behaviors and attitudes are again reinforced through formal assessments.

**TUITION IS $4,174.50 PER APPRENTICE PER YEAR**
FOR MORE INFORMATION, SEE TUITION IN THE POLICIES SECTION

# HOW TO ENROLL

1

STEP 1
**CONTACT NLC**

- **REVIEW** AND SIGN A MASTER SERVICE AGREEMENT
- **REVIEW** AND SIGN THE TASK ORDER

2

STEP 2
**PROVIDE INFORMATION**

- **VERIFY** APPRENTICES MEET MINIMUM QUALIFICATIONS
- **PROVIDE** APPRENTICE NAMES

3

STEP 3
**SCHEDULE TRAINING**

- **SCHEDULE** TRAINING
- **RECEIVE** APPRENTICE ACCESS TO CURRICULUM 90 DAYS IN ADVANCE
- **PAY** ENROLLMENT AND TUITION FEES

## TUITION

# $4,174.50

Tuition is $4,174.50 per apprentice per year.
For more information, see *Tuition* in the Policies section.

## PROGRAM LEADERSHIP

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**BRANDON WYLIE**
*Program Executive of Quanta Apprenticeships*
**bwylie@lineman.edu**

**JENNELL HALL**
*Director, Apprenticeship Operations*
**jhall@lineman.edu**

FOR MORE INFORMATION, CALL
**208-888-4817** EXT **1812** OR OPT **1**
LAPADMIN@LINEMAN.EDU

# CAMPUSES

## IDAHO CAMPUS EST. 1993 — MERIDIAN, ID


**7600 S Meridian Rd, Meridian, ID 83642**
(p) 888-LINEWORK (f) 208-900-6689

Located in Meridian, the Idaho campus comprises five classrooms, a 7,200-square-foot lab facility, and 25 acres of outdoor training facilities. Hotel accommodations are in the immediate area and the campus is approximately a 20-minute drive from the Boise Airport.

## CALIFORNIA CAMPUS EST. 2006 — OROVILLE, CA


**2009 Challenger Ave, Oroville, CA 95965**
(p) 888-LINEWORK (f) 530-534-7078

Located in Oroville, the California campus comprises six classrooms, a 15,000-square-foot lab facility, and approximately 12 acres of outdoor training facilities. Hotel accommodations are in the immediate area and the campus is approximately one hour's drive north of the Sacramento International Airport.

## TEXAS CAMPUS EST. 2010 — DENTON, TX

**5110 Dakota Ln, Denton, TX 76207**
(p) 888-LINEWORK (f) 940-294-3134

Located in Denton, the Texas campus comprises three classrooms, a 12,000-square-foot lab facility, and approximately 12 acres of outdoor training facilities. Hotel accommodations are located in Denton, and the campus is approximately 30 minutes driving time from the Dallas/Fort Worth International Airport.

## FLORIDA CAMPUS EST. 2016 — EDGEWATER, FL


**501 Pullman Rd, Edgewater, FL 32132**
(p) 888-LINEWORK (f) 386-957-9012

Located in Edgewater, the Florida campus comprises three classrooms, a 10,000-square-foot lab facility, and approximately 16 acres of outdoor training facilities. Hotel accommodations are in the immediate area, and the campus is approximately a one-hour drive from Orlando International Airport.

# FAQs

## CAN I ENROLL IN NLC'S LINEMAN APPRENTICESHIP PROGRAM AS AN INDIVIDUAL?

No, apprentices seeking entry into NLC's Lineman Apprenticeship Program must enroll through their employer and the employer must be a power delivery provider.

## HOW DOES A COMPANY ENROLL IN NLC'S LINEMAN APPRENTICESHIP PROGRAM?

Companies seeking enrollment in NLC's Lineman Apprenticeship Program must complete a Master Service Agreement (or contract) with the college and provide proof of insurance to complete the enrollment process.

## WHAT ARE THE MINIMUM ENROLLMENT REQUIREMENTS FOR ENTRY INTO NLC'S LINEMAN APPRENTICESHIP PROGRAM?

- Must be at least 18 years of age upon entry.
- Must have a high school diploma or GED .
- Must possess a positive attitude and be in good standing with their employer.
- Must be employed by an electric utility, construction company, or similar entity performing construction or maintenance on power delivery systems.

## CAN NLC'S LINEMAN APPRENTICESHIP PROGRAM CURRICULUM BE USED TO OBTAIN A JOURNEYMAN LINEMAN CERTIFICATE?

Yes, NLC's apprenticeship curriculum is approved by the Department of Labor and similar state agencies for Journeyman Lineman certification, provided the company has a registered program. NLC's apprenticeship curriculum exceeds the Department of Labor's requirement for 144 hours of academic-related technical instruction per year.

## HOW DO I GET MY JOURNEYMAN LINEMAN CERTIFICATION?

Complete the academic and on-the-job learning requirements set forth in the employer's apprenticeship program. If the employer's program is registered with the Department of Labor, the apprentice will earn the DOL Journeyman Lineman certificate after successfully completing the company's program. If the employer's program is not registered with the Department of Labor, the apprentice will earn that specific employer's credential after successfully completing the employer's program.

## HOW DO I GET MY COMPANY'S APPRENTICESHIP PROGRAM REGISTERED WITH THE DEPARTMENT OF LABOR OR SIMILAR STATE AGENCY?

Visit http://www.doleta.gov/oa/regdirlist.cfm or http://www.doleta.gov/oa/stateagencies.cfm and contact the Office of Apprenticeship (OA) representative identified for your state to get the ball rolling. The OA representative can provide an apprenticeship standards template and guidance on completing the process. Also feel free to contact NLC at 208-888-4817.

## ARE TUITION DISCOUNTS AVAILABLE FOR NLC'S LINEMAN APPRENTICESHIP PROGRAM?

Yes, apprentices graduating from a recognized pre-apprenticeship program are allowed to enter the program at Year Two instead of Year One. This saves on a year's tuition. Successful graduates of NLC's Electrical Lineworker Program are eligible to receive an additional 10% off tuition each year.

## CAN APPRENTICES BE GIVEN CREDIT FOR PREVIOUS EXPERIENCE AND TRAINING?

Absolutely yes! For more information, see *Advanced Standing* on page 32 of the Policies section.

## WHAT'S THE DIFFERENCE BETWEEN NLC'S LINEMAN APPRENTICESHIP PROGRAM (LAP) AND LINEWORKER CERTIFICATION PROGRAM (LCP)?

The LCP is a 100% distance education program where NLC supports the training effort by providing curriculum and testing services to companies enrolled in the program. The LAP is an instructor-led program that combines distance education with hands-on training; apprentices attend a two-week training session on campus each year to solidify knowledge and concepts learned through self-study. NLC also supports the training effort by providing administrative support through testing, record keeping, scheduling, and training documentation.

## WHAT ARE APPRENTICES REQUIRED TO BRING TO CLASS?

Apprentices should bring all course materials, personal tools, and PPE. Bring a tablet or laptop to access the curriculum digitally to optimize the learning experience. For a full list see *Required Tools and Materials* on page 33 of the Policies section.

## CAN MY PROGRAM BE REGISTERED WITH THE DOL?

Yes, and we can assist with registering it. Call for details.

# ACCELERATE APPRENTICE PROGRESSION

### HIRE GRADUATES FROM NLC'S ELECTRICAL LINEWORKER PROGRAM

## INCREASE SAFETY & PRODUCTIVITY

**NLC GRADUATES ARE:**

- Certified
- Safe
- Professional
- Immediately productive on a crew

## SAVE MONEY & RESOURCES

**COMPANIES THAT HIRE NLC GRADUATES HAVE:**

- Saved thousands of dollars in training costs
- Reduced turnover
- Increased apprenticeship completion rates

Graduates of NLC's pre-apprentice program are eligible for advanced standing in any NLC apprenticeship program. These graduates are often qualified to start as second-year apprentice new hires.

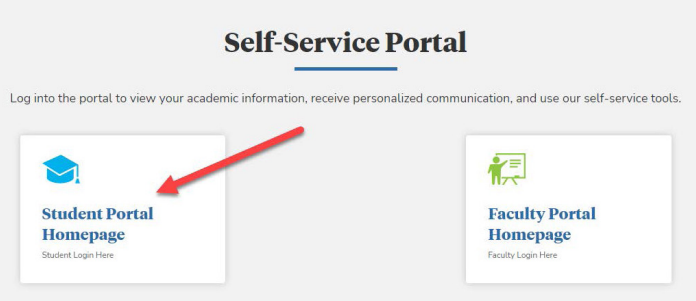
**CALL 208-888-4817 EXT 1812 OR OPT 1**
**FOR MORE INFORMATION**

LINEMAN.EDU
A QUANTA SERVICES COMPANY

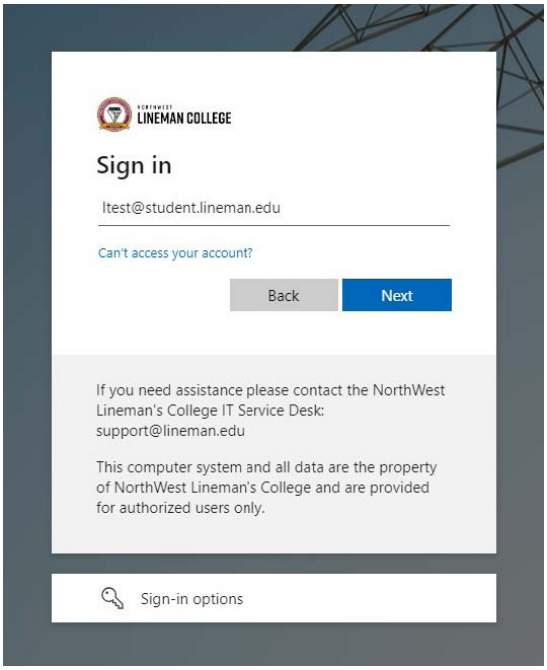
# STUDENT INFORMATION SYSTEM (SIS)

The Student Information System (SIS) is a student portal that provides apprentices with a single point of access to their scheduled courses, online coursework, final grades, and unofficial transcript.

**1** **Log into the student portal with the URL [https://sisclientweb-100963.campusnexus.cloud/#/home](https://sisclientweb-100963.campusnexus.cloud/#/home) and click on the homepage.**

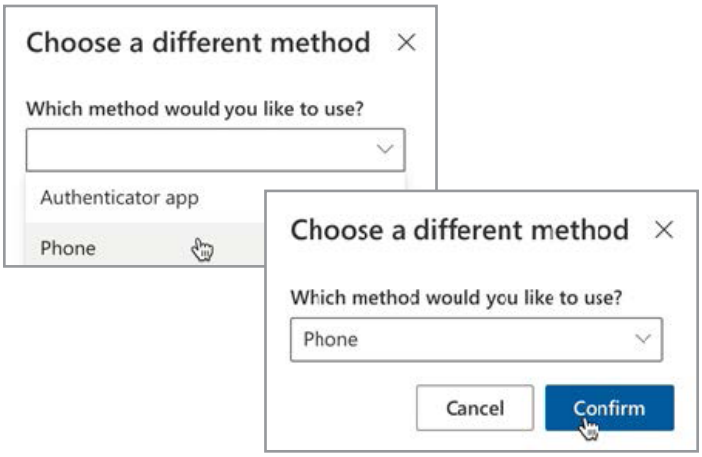



**2** **Next sign on with your lineman.edu credentials.**

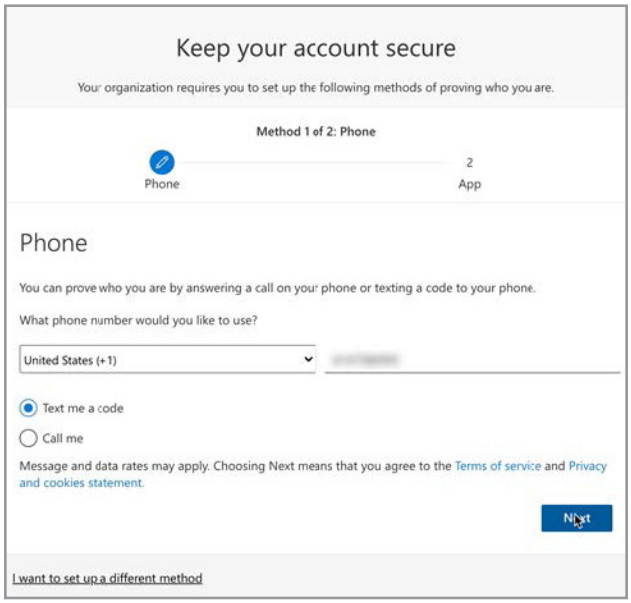



**3** **On the next page, you will be prompted to Keep your account secure, and will see a prompt to get the Microsoft Authenticator app. At the bottom of this prompt, there is the option to set up a different method. Click the link titled I want to set up a different method.**


**4** **This will bring up the option to Choose a different method. From the drop-down menu select the Phone option and click Confirm.**



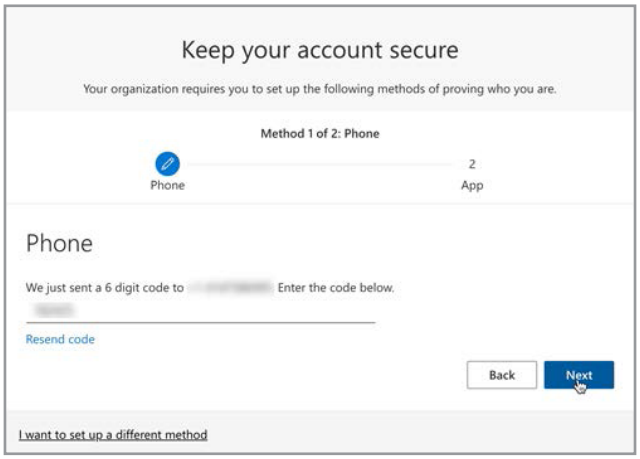
**5** Select your country code from the drop-down menu. The default option is **United States (+1)**.




**6** In the text box titled **Enter phone number**, enter your 10-digit phone number including the area code.

**7** Select the **Text me a code** option and click **Next.**

**8** You will receive a text/SMS message containing a 6-digit authentication code. Enter the code in the text box and click **Next.**




# POLICIES

## ENROLLMENT POLICIES

### MINIMUM ENROLLMENT REQUIREMENTS

Acceptance into the Lineman Apprenticeship Program is dependent on the following minimum requirements, as verified by an applicant's employer:

1. Must be at least 18 years of age.
2. Must have a high school diploma or GED as verified by signature of the apprentice's employer or transcript.
3. Must be employed by an electric utility, construction company, or similar entity performing construction or maintenance on power delivery systems.
4. Must possess a positive attitude and be in good standing with their employer.
5. Must be physically able to receive instruction in climbing and working in elevated positions, as verified by their employer.
6. Must not exceed the "combined body and tool weight" limits as required by OSHA's Fall Protection Regulations under 1926 Subpart M. This must be verified by the employer prior to enrollment. The employer must ensure that the apprentice is within compliance for the duration of the applicant's participation in the Lineman Apprenticeship Program.
7. Must possess a valid driver's license.

### ADVANCED STANDING

Advanced standing recognizes previous training and allows apprentices to enter the program beyond Year One with approval of the employer and under the following conditions:

1. The applicant may enter Year Two and receive an NLC program completion certificate if they are a graduate of an industry-recognized pre-apprenticeship, electrical lineworker program and pass an entrance exam administered by NLC. "Industry recognized" is defined as a formalized pre-apprenticeship program that is either registered with the state in which it resides or under an accrediting body or agency that is registered with the U.S. Department of Education and is a minimum of 12 weeks.
2. Entry into any year—The applicant has adequately verified previous experience (consistent to the year of the program in which entry is preferred) with the program sponsor, and completed the appropriate Lineman Apprenticeship Program Knowledge Assessment to the program sponsor's satisfaction.

Apprentices employed by companies using the Lineman Apprenticeship Program may test into the program at the employer's discretion. NLC can administer online knowledge assessments for Years One, Two, and Three and provide results to the program sponsor for new program candidates. The assessments gauge the candidate's knowledge base with regard to academic material and are not intended to assess proficiency or skill level on any task. NLC provides one-time access to the assessment for each candidate. Apprentices who test into the Lineman Apprenticeship Program will receive NLC's end-of-year training certificate. Apprentices are inelibible to receive the NLC final program completion certificate unless they meet the requirements previously described in #1 under Advanced Standing.

## TUITION

Tuition for the Lineman Apprenticeship Program is $4,174.50 per apprentice, per year. Tuition is inclusive of apprentice curriculum, standard shipping, and one retest per exam. A one time enrollment fee of $150 will be included on the first invoice.

**STUDENT DISCOUNT**

Successful graduates of NLC's Electrical Lineworker Program qualify for a 10% discount. Hiring NLC ELP graduates makes your training dollar go further. Contact NLC for more information on how to recruit ELP graduates.

### ASSOCIATED COSTS

Apprentices are required to climb and work from elevated positions when attending on-campus training, and are required to bring the following items with them:

- Body Belt and Pole-Choking Device
  NLC requires 100% attachment on all structures.
  Pole-choking devices (e.g., Buckingham SuperSqueeze, secondary lanyards) must be used when climbing and working from wood poles.
- Personal Protective Equipment
  Hard hat, safety glasses, work gloves, and boots suitable for climbing wood poles and steel structures.
- Fall-Arrest Equipment
  Body harness and shock-absorbing lanyard.
- FR Clothing
- Rubber Insulating Gloves and Sleeves
  Minimum Class 00 for Year Two training, minimum Class 2 for Year Three training.
- Complement of Hand Tools
  Hammer, lineman's pliers, plumber's pliers, adjustable wrench, flathead screwdriver (at minimum).

If apprentices do not bring their own climbing gear, or the climbing gear they bring does not pass inspection, all items may be purchased at NLC on the first day of class (provided the items are in stock).

### TUITION POLICIES

Tuition will be invoiced when each apprentice curriculum is ordered, approximately 90 days prior to the first day of class for each LAP year.

**TUITION REFUND POLICY**

The following refund schedule applies.

**Withdrawal more than 60 days prior to the class start date:**
75% refund

**Withdrawal within 30–60 days prior to the class start date:**
50% refund

**No refund:**

- Withdrawal form is received fewer than 30 days prior to start date.
- Attendance in any campus sessions.
- Scheduled to attend but does not show.

Notes:

1. This policy applies for each year that the apprentice is enrolled in the program.
2. Financial transactions of tuition will occur between the employer and Northwest Lineman College.
3. The apprentice's employer or program sponsor must request, complete, and submit the Lineman Apprenticeship Program Withdrawal Form.
4. The refund amount will be based on the date the signed withdrawal form is received and verified by NLC.
5. If an apprentice withdraws from the program and wishes to re-enter the program at a later date, the apprentice must re-enroll in the program with the current employer or program sponsor. All enrollment processes and policies apply.
6. Companies requesting rescheduling of an apprentice fewer than 30 days before the first day of any LAP class may be assessed a fee of $150.

## REQUIRED TOOLS AND MATERIALS

Apprentices are required to bring the following tools and materials to class. Failure to do so will result in being marked as absent and being sent home.

- Body belt and pole-choking device
- Personal protective equipment
- Personal fall-arrest equipment
- Rubber insulating gloves
- Company-issued FR clothing
- Hand tools
- Apprentice workbook (with study guide questions completed) or an electronic device such as a tablet or laptop, to access LMS
- Lunch

# GENERAL POLICIES

## ELECTRONIC DEVICES

Electronic devices may be used during training hours only if their use is directly related to the lecture/lesson (such as for taking notes and/or reviewing content). Other stipulations for use of electronics include that they are not distracting or interrupting the learning environment in any way. Internet use is allowed only if the internet search is mandated by the instructor and is directly related to the lecture being given at that time. At the instructor's discretion, an apprentice may be asked to surrender any electronic device found to be disrupting the learning environment, being a distraction to the instructor or fellow apprentices, or for usage violation. The device will be returned at the end of the day. If the infraction occurs again, the apprentice will lose the privilege of using the device during school hours for the remainder of the training. A spot assessment will be filled out, indicating the apprentice's lack of responsibility, respect, and courtesy to fellow apprentices and/or the instructor. Once a device has been banned during school hours, the apprentice risks termination if the policy is violated. Apprentices are responsible for security of their electronic devices.

## ATTENDANCE

Courses occur Monday through Friday, beginning at 8:00 AM and concluding at 4:30 PM daily, with lunch breaks from noon to 12:30. Attendance is taken daily at 8:00 AM and 12:30 PM. Apprentices will be allowed two tardies and one absence during the two-week period, regardless of whether the two weeks are consecutive or separate. Apprentices arriving later than 15 minutes beyond the times listed above will be counted as absent. Two tardies will be counted as an absence, and apprentices must be on time and present for the remainder of the two-week training session. Apprentices absent for one day (missing more than two hours of academic course work, lab exercises, or field training) will be placed in INCOMPLETE status and are ineligible for NLC's end-of-year training certificate and NLC's final program certificate until the missed course work is completed. NLC will not run special classes or institute special accommodations in these cases. Due dates for assignments and tests will remain the same; missed tests will be proctored outside normal training hours.

Apprentices exceeding the permissible number of absences or tardies will be dismissed from the training session and permitted to retake the entire two-week session at a full year's tuition at a later date, provided it complies with the company's apprenticeship agreements and standards. Apprentices who miss a day of training will be rescheduled for training as space permits. NLC will work with the program sponsor to reschedule the apprentice for a class convenient to both NLC and the company. NLC reserves the right to dismiss apprentices from the current training session if they arrive on campus with outside appointments or commitments that negatively impact the learning environment or interfere with the apprentice's ability to successfully complete scheduled training, or if they arrive unprepared for class.

## LEAVE OF ABSENCE FOR HARDSHIP

Apprentices in this category have experienced a hardship beyond their control that causes them to leave the program for longer than one day. Examples of hardship include physical impairment, serious illness, storm work/duty, or family tragedy. Apprentices experiencing a hardship during on-campus training must notify their apprenticeship coordinator. Once the apprentice is excused, the apprentice will be scheduled to retake the full week of training at a later date. NLC will work with the apprenticeship coordinator to reschedule the apprentice at a time convenient for NLC and the company.

# POLICIES (CONTINUED)

## ACADEMIC TESTING

Apprentices must meet NLC's minimum academic test score of 70% on all exams, with the exception of Year Three, Hot-Line Certification, which requires 100%. Each apprentice is allowed one retake per exam, outside of regular LAP class time requirements.

A minimum of 48 hours between a failed exam and retest attempt is required. If the retest is also failed, apprentices are required to attend the entire LAP week again at full tuition cost.

Apprentices must pass all exams of each LAP week prior to day two of subsequent LAP weeks.

**GRADING SYSTEM**

A = 100% – 90%
B = 89% – 80%
C = 79% – 70%
D = 69% – 60%
F = Below 60%

Apprentices must earn a letter grade of "C" or better in each academic course to successfully complete the program.

NLC's grading system is a straight scale with no rounding. Only the whole number will be reported and used to determine an apprentice's final grade in any applicable class.

When an apprentice fails a comp, they need to work with their company to complete or coordinate with the campus to complete the comp at their next scheduled training.

## BEHAVIOR AND FIELD

Upon conclusion of the second week of training, apprentices must score in the "Expected" column of the behavioral rubric in all categories (Knowledge, Skill, Behavior). Apprentices scoring in the "Unacceptable" column for knowledge will revert to the retake policy for academic testing. Those scoring in the "Unacceptable" columns for competencies and behavior will be assessed by their crew leaders for on-the-job performance. The crew leaders will certify in writing whether or not the apprentices will be allowed to progress, in compliance with the company's apprenticeship agreements and standards. This letter will be forwarded to NLC by the company's apprenticeship coordinator. NLC's LAP Department must receive this document in order for the next year's materials to be requested. In addition, apprentices will not earn the certificate of completion for that year.

## DRUG/ALCOHOL

NLC is a drug- and alcohol-free educational institution. The following rules apply in addition to any rules or policies imposed by the apprentice's employer:

1. **Employer's Responsibility**
   It is the employer's responsibility to confidentially notify NLC in writing if an apprentice has been prescribed medication that could possibly impair their behavior, either physically or mentally.

2. **NLC's Responsibility**
   NLC will notify the apprentice's employer prior to proceeding with any drug or alcohol test for any person enrolled in NLC's Lineman Apprenticeship Program.

3. **Reasonable Belief Testing**
   Apprentices may be drug or alcohol tested if their behavior would raise a "reasonable belief" that the apprentice is under the influence of drugs or alcohol. Reasonable belief means a belief based on objective facts sufficient to lead a reasonable person (determination made by NLC instructors) to conclude that a particular apprentice is using or has the presence of being under the influence of drugs or alcohol in the workplace during work hours. "Reasonable belief" that an apprentice is under the influence of drugs or alcohol may include, but is not limited to, decreases in the quality or quantity of the apprentice's productivity, judgment, reasoning, concentration, and psychomotor control, and marked changes in behavior. Other examples of behaviors that would lead to "reasonable belief" testing include sleeping in class, poor test grades, accidents, and odd behavior. Accidents, deviations from safe practices, and erratic conduct indicative of impairment are also examples of "reasonable belief" situations.

4. **Post-Accident Testing**
   Apprentices may be drug or alcohol tested after an injury or accident. Per the Federal Motor Carrier Safety Administration (FMCSA) and the Code of Federal Regulations, Title 49, Part 382.303, any apprentice who is involved in a training-related accident will be tested for the use of illegal drugs or alcohol as soon as possible after the accident. A drug test must be conducted within 24 hours of the accident and an alcohol test within two hours of the accident. While the results are pending from a post-accident drug or alcohol test, the apprentice will be pulled from field activities.

   Training-related accidents include those that result in the following:
   - If there is a human fatality as a result of the accident, the driver must be tested.
   - If the driver receives a citation for a moving violation or there is bodily injury that results in medical treatment away from the scene, the driver must be tested.
   - If the driver receives a citation for a moving violation and there is disabling damage to any of the vehicles involved, the driver must be tested.

5. **No-Tolerance Policy**
   Apprentices will be immediately expelled from NLC's Lineman Apprenticeship Program for any of the following:
   - Refusing a drug or alcohol test that is ordered based on reasonable belief.
   - Altering, tampering with, or in any way compromising NLC's drug/alcohol testing procedure, such as delaying the test or providing unusable or diluted samples.
   - Possessing, using, or selling any drugs or alcohol on NLC premises.

## APPRENTICE CONDUCT POLICIES

The following are examples of possible reasons for immediate expulsion from NLC. They include, but are not limited to:

1. Any violation of NLC rules and policies. Most rules are listed in the program catalog and syllabus, but may be presented in other curriculum or program documents.
2. Cheating on exams, quizzes, competencies, or any other required evaluations.
3. Any behavior (on or off campus) that negatively affects apprentice or staff safety, morale, or the quality of the training or the training environment.
4. Using or possessing any illegal substances (on or off campus).
5. Being under the influence of an intoxicating substance (including alcohol with a blood alcohol content of .04) while on college property.
6. Destroying or stealing apprentice or NLC property.
7. Disrespecting fellow apprentices or faculty.

## NLC INSTRUCTORS

NLC training specialists do not hold a proprietary interest in any product, instrument, device, service, or material produced or delivered by NLC.

## BEHAVIOR AND STUDY GUIDE ASSIGNMENTS

Apprentices must remain in good standing with their employer by demonstrating safe, positive behavior and work performance. In addition, apprentices are required to read and complete the Key Questions and Key Points in the Study Guide section of each training manual before arriving to campus for the training sessions. Apprentices not completing these assignments will be scored accordingly on their formal evaluations until the assignments are completed and verified by the instructor. This must occur prior to the last day of the second week of on-campus instruction.

## TRANSFER WITHIN THE PROGRAM

Apprentices enrolled in the program who elect to terminate employment from their employer must complete the withdrawal process. If the apprentice's new employer uses NLC's Lineman Apprenticeship Program, NLC may grant continuance in the program provided that the transfer complies with the new employer's apprenticeship standards or company policies. However, the apprentice must enroll in the program with the new employer, and all applicable fees and tuition associated with the enrollment process will apply.

*Note: Apprentices who are also members of any United States military service component called to active military duty or training may remain inactive until the apprentice returns from such duty. The company must provide a copy of the apprentice's military orders to facilitate the inactive status.*

INSTRUCTOR-LED

# LINEMAN APPRENTICESHIP PROGRAM

## NLC ETHOS STATEMENTS

NLC'S
**BUSINESS IS EDUCATION**

ALWAYS ASK
**WHAT'S BEST FOR THE STUDENT**

NLC HIRES AND RETAINS
**THE BEST PEOPLE**

## NLC MISSION

**NLC creates and delivers world-class education and training to meet customer demand for powering the energy transition in North America and beyond.**

## NLC VISION

**To train the energy workforce of the future where those we educate are safe in their careers and will always be first choice for the job.**

## NLC CORE VALUES

### PASSION


LOVE WHAT YOU DO AND HAVE FUN.

### INTEGRITY


DO THE RIGHT THING EVEN WHEN NO ONE IS WATCHING.

### EXCELLENCE


INNOVATE ALWAYS AND BE PROFESSIONAL.

INSTRUCTOR-LED

# LINEMAN APPRENTICESHIP PROGRAM

NORTHWEST LINEMAN COLLEGE

VOLUME 3

## ABOUT NLC

Northwest Lineman College (NLC) is an industry-leading educational institution that provides safety and certification training in power delivery. NLC offers complete solutions from entry-level career programs to advanced industry training and has remained committed to doing what's best for the student for more than 30 years. Since 1993, NLC has expanded to four locations in the US, training thousands annually, with a network of 900+ employers.