

# **PLEASE READ ALL OF THE FOLLOWING INFORMATION PROVIDED**

## **The Application Process**

To apply for any of the electrical apprenticeship programs, you must first complete an application form. Your application will be evaluated to determine whether or not you meet the local program's basic requirements. Minimum requirements for local JATCs may include any of the following:

- Minimum age requirement
- Show evidence of successful completion of one full year of high school algebra with a passing grade, or one post high school algebra course with a passing grade.
- Be at least a high school graduate, or have a GED, or in lieu of a high school diploma or GED, have a two-year Associate Degree or higher
- Provide an official transcript for high school and post high school education and training. If applicable, GED records must be submitted

Minimum requirements can be waived if you have been working in the electrical construction industry and meet specific work hour requirements (you must provide undisputable documentation of work hour experience).

If you meet the basic requirements, you will be scheduled to take the NJATC aptitude test battery — if required. The test battery consists of two tests. **It will take approximately two and a half hours to complete.** The number of items and the amount of time allotted for each test are shown on the following page.

<b>Name of Test</b>	<b>Number of Items</b>	<b>Number of Minutes</b>
Algebra and Functions	33	46
Reading Comprehension	36	51

You will take a short break between the Algebra and Functions Test and the Reading Comprehension Test.

Approximately two to four weeks after you take the test battery, your local JATC will receive the results. They will subsequently notify you concerning the disposition of your application. **A full six (6) months must elapse before you may retake the test. The six month rule remains in effect after each subsequent retake of the test.**

**PLEASE NOTE: WILLFUL ATTEMPTS TO VIOLATE THIS RULE MAY RESULT IN PERMANENT DISQUALIFICATION.**

If you obtain a qualifying score on the test battery, you will be scheduled for an oral interview. You will be interviewed by a committee representing both NECA and the IBEW. Based on the interview, and a review of your qualifications, you will receive an overall ranking. Your name will be placed on an eligibility list for two (2) years. As new positions become available in the apprenticeship program, names will be taken off the respective eligibility list in order of the ranking score. If you are not selected to begin an apprenticeship during that two-year period, you will need to reapply if you are still interested.

Some apprenticeship programs have additional basic requirements such as drug testing, a physical examination, security background check, or a valid driver's license.

## **A Note to Those with Disabilities**

We recognize and comply with our obligations under the Americans with Disabilities Act to not discriminate against qualified persons with disabilities.

If you are a person with a physical or mental impairment (including learning disabilities) that you believe may affect your ability to complete any aspect of the application process (including testing), and if you need an accommodation to ensure that the test battery accurately measures your skills and abilities, **you must notify the AJATC/JATC before, or as soon as you are scheduled to take the NJATC aptitude test battery.**

Accommodation requests given on the test day CANNOT be addressed that day. In most cases, you will need to provide:

- Documentation of your disability, and
- Documentation of the need for a particular accommodation.
- Your request will be considered promptly.

## Questions and Answers

### ***If I do not score well on the tests, can I take them again?***

Yes, you may take the test battery again after a period of **six (6) months** has elapsed from your most recent test date.

### ***Are there any penalties for guessing on the tests?***

No, there are no penalties for guessing. Your score will be based on the number of items you answer correctly.

### ***Should I work as fast as lean when taking the tests?***

Most applicants will find they have plenty of time to complete each of the tests without rushing. You should work steadily and carefully. Do not spend too much time on any one question.

### ***Should I study to do better on the tests?***

You should review the sample questions in this booklet. If you find that certain types of questions are difficult for you, you can review material that is similar to those questions. However, there is no need to memorize certain formulas or factual material in order to do well on the tests. **Previous knowledge of electrical work is not required.**

### ***Will I receive a report of my score?***

You will be informed whether or not you have received a qualifying score. Exact scores are not provided.

### ***What if I become ill or have an emergency on the day of the test?***

If you are unable to attend the test session for which you are scheduled, you should contact the local Joint Apprenticeship and Training Committee to see if you can take the tests at another time. Rescheduling is **not** guaranteed.

### ***What should I bring on the day of the test?***

Remember to bring a **photo ID** to the test session. Pencils and all other materials will be provided. **You will not be able to use a calculator for the tests.**

### ***If I have to leave before I finish all of the tests, can I complete the tests another day?***

No. If you do not complete all of the tests, your score will be based on the questions you do complete. **The tests must be completed during your test session. You cannot finish the tests on another day. You will not be able to reschedule to take the tests again for a minimum of six (6) months.**

## Reminders for Applicants

- For optimal test performance, get a good night's rest and eat a nutritious meal prior to taking the tests
- Report to the test center early. It is a good idea to arrive at the test center at least **15 minutes** before the scheduled testing time.

- On your scheduled test day, **remember to bring a photo ID with you to the testing center.** Your ID will be checked before you will be allowed to take the tests. **No ID, No Test, No Exceptions!**
- Do **not bring a calculator.** If you bring a **watch with a built-** in calculator, you will be asked to remove it during the test session.
- Plan on spending **approximately 3 hours** at the test center on your scheduled test day.
- **Be sure to make arrangements for childcare ahead of time.** Children will not be allowed at the test center.
- **Do not** attempt to retake the test battery for **six (6) months** after your last test date. **If you** retest before the six (6) month period has elapsed, your score will not be valid and you will not be allowed to retest for *another* six (6) months. **Please take this warning seriously. This is YOUR responsibility.**
- Make arrangements with **the JATC before** you report for testing if you will need special accommodations during the testing procedure.

### **For Your Information:**

These tests are validated for use by sponsors of IBEW/NECA electrical apprenticeship programs. They have been developed to assist in the selection of apprentices for the respective apprenticeship programs.

The fact that an applicant is not scheduled for an oral interview, as a result of this test battery, does not speak for the applicant's ability, or lack thereof, to be most successful in many other occupations. This test was specifically developed to assist our program sponsors, helping them to select those who are most likely to succeed in our apprenticeship programs.

Many apprenticeship programs receive large numbers of applicants - four, five, six or more times the number of new apprenticeship openings (as defined by the limited number of job and training opportunities being available at a given time). The validated testing instrument is a tool to assist in the selection of the very best applicants that have an aptitude matching the specified job performance requirements. In this way, the number of applicants brought to the interview table is based upon objective, equitable, job-related criteria.

### **Instructions for the Sample Test**

As part of the selection process, you may be required to take an aptitude test battery designed to determine whether you possess the abilities that will help you succeed within the electrical construction industry. The following pages provide a description of each of the tests and some sample test questions. These questions are similar to those on the actual tests, allowing you to know what to expect on the day of your test session.

You may use these items as a sample test and then check your answers with the key that appears on the bottom of this page.

You should read the sample questions on each test carefully and then examine each of the responses. Only one answer is correct for each question.

If you find some of the sample items to be difficult for you, you may want to review material that is similar to the sample items.

### Sample Algebra and Functions

This is a test of your ability to solve problems using algebra. There are three (3) sample questions.

1. Consider the following formula:  $A = B + 3(4 - C)$   
If B equals 5 and C equals 2, what is the value of A?

- A.7
- B.11
- C.12
- D.17

2. Consider the following formula:  $y = 3(x + 5)(x - 2)$   
Which of the following formulas is equivalent to this one?

- A.  $y = 3x^2 + 9x - 30$
- B.  $y = x^2 + 3x - 10$
- C.  $y = 3x^2 + 3x - 10$
- D.  $y = 3x^2 + 3x - 30$

3. Consider the following pattern of numbers: 110, 112, 107, 109, 104  
What is the next number in the pattern?

- A.97
- B. 99
- C. 106
- D.109

4. Consider the following formula:  $a = \frac{1}{2}b - 4$   
Which of the following statements is true for this formula?

- A. When the value of  $b$  is less than 8,  $a$  is negative.
- B. When the value of  $b$  is greater than 8,  $a$  is negative.
- C. When the value of  $b$  is less than 8,  $a$  is positive.
- D. When the value of  $b$  is greater than 4,  $a$  is positive.

5. Consider the following table:

<u>X</u>	<u>Y</u>
0	-5
1	-4

2	-3
3	-2
4	-1
5	0
6	1

Which of the following choices represents the same relationship as demonstrated in this table?

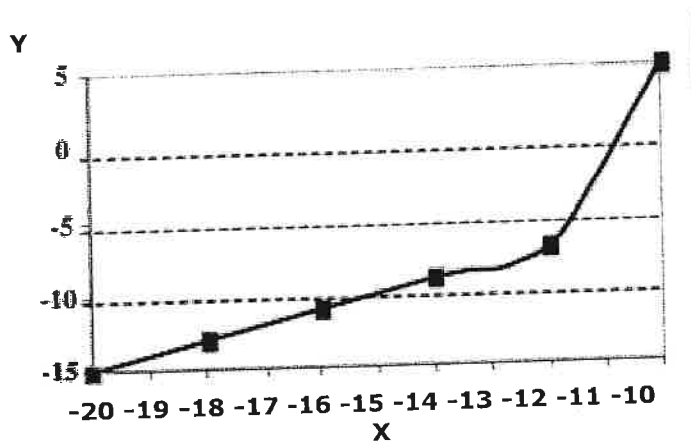
A.

X	Y
10	-40
20	-30
30	-20
40	-10

B.  $Y = x/2 - 5$

C. Y is equivalent to the difference between the value of X and a constant C, where C equals 5.

D.



### Sample Reading Comprehension

This test measures your ability to obtain information from written passages. You will be presented with a passage followed by a number of questions about it. A sample passage is shown below, followed by three sample questions. This passage is shorter than those on the actual test.

#### Passage

The timing of New Year's Day has changed with customs and calendars. The Mayan civilization, on what is now called the Yucatan peninsula of Mexico, celebrated the New Year on one of the two days when the noonday sun is directly overhead. In the equatorial regions of the earth, between the Tropics of Cancer and Capricorn, the sun is in this position twice a year, once on its passage southward, and once on its passage northward. At the early Mayan city of Izapa in the southern Yucatan, the overhead date for the sun on its southward passage

was August 13. The Mayans celebrated this as the date for the beginning of the New Year. Later at the more northerly Mayan site at Edzna, the corresponding overhead date is July 26. Analyses of Mayan pictorial calendars indicate that they celebrated the New Year on August 13 prior to 150 AD, and on July 26 after that year. This change has been explained by archaeological dating showing that 150 AD was the time that the Mayans moved the hub of their civilization from the southern to the northern site.

6. According to the passage, the sun at Edzna was directly overhead at noon on:

- A. July 26 only
- B. August 13 only
- C. July 26 and one other date
- D. August 13 and one other date

7. If the Mayans had moved their civilization's center south of Edzna, their new date for celebration of the New Year would probably have been closest to which of the following dates?

- A. January 1
- B. February 20
- C. March 25
- D. September 15

8. Based on the information in the passage, which of the following statements is true?

- A. Mayans made Edzna the capital because it was more temperate than Izapa.
- B. All Mayans moved to Edzna in 150 AD.
- C. Mayans used calendars to mark the passage of time.
- D. The Mayan city of Izapa was destroyed in 150 AD.

### Sample Test Answer Key

#### Algebra and Functions

- 1. B
- 2. A
- 3. C
- 4. A
- 5. C

#### Reading Comprehension

- 6. C
- 7. D
- 8. C