

2025 ATC Technician Apprenticeship Qualification Checklist

ATC **Relay Technician** bids will open January 20th and close January 31st. In addition to being capable of performing the functions in both the Apprentice and Journeyworker job descriptions, candidates applying to be considered for selection as a Pre-Apprentice or Apprentice must meet the following minimum qualifications:

No Actions Required	<input type="checkbox"/>	<ul style="list-style-type: none"> Be at least 18 years of age or older, with a High School Diploma or GED.
	<input type="checkbox"/>	<ul style="list-style-type: none"> Pass a Physical Agility Test or have a valid test on file. Test is administered and verified by the Human Resources' Talent Acquisition after the behavioral interview and is only administered to candidates invited to Orientation. See Selection Procedure for more details.
Actions Required	<input type="checkbox"/>	<ul style="list-style-type: none"> Submit a formal application. SRP Employees submit applications through OneWorkforce. External Applicants submit applications using careers.srpnet.com. You must create an account prior to applying. No applications will be accepted after the bid close date (1/31/2025).
	<input type="checkbox"/>	<ul style="list-style-type: none"> Review the following documents, available at the links below: <ul style="list-style-type: none"> 2025 ATC Technician Apprenticeship Selection Procedure ATC Standards of Apprenticeship
Supporting Documentation Required	<input type="checkbox"/>	<ul style="list-style-type: none"> Provide proof of completion or enrollment in required prerequisite classes (Review page 2 for prerequisite requirements). Candidates are also encouraged to submit any post-high school education documentation to help meet previous experience requirement. <ul style="list-style-type: none"> SRP Employees must submit prerequisite and previous education documentation using the Apprenticeship Candidate Site. External candidates must submit prerequisite and previous education documentation using the ATC External Candidate Form. Documentation must be submitted on educational transcripts (official or unofficial) or from the appropriate reporting system. High school transcripts will not be considered. Proof of attending an Apprenticeship Information Meeting does not need to be submitted. See Education Experience Points Rubric in Selection Procedure for information on how points are awarded.
	<input type="checkbox"/>	<ul style="list-style-type: none"> Candidates for all trades are encouraged to provide documentation of previous work experience to help meet previous experience requirement. <ul style="list-style-type: none"> SRP Employees must submit documentation of previous work experience using the Apprenticeship Candidate Site. External candidates must submit documentation of previous work experience using the ATC External Candidate Form. Work experience documentation must include five items: 1) Company name, 2) Dates of employment with at least month and year, 3) Job title, 4) Job description, 5) Verifiable contact information for employer. SRP Employees do not need to submit SRP Work History as it is obtained by the Apprenticeship Office. See Work Experience Points Rubric in Selection Procedure for information on how points are awarded.
ADDITIONAL QUALIFICATIONS FOR SRP EMPLOYEES		
No Actions Required	<input type="checkbox"/>	<ul style="list-style-type: none"> Have no active discipline for entirety of selection process (1/31/2025-5/12/2025).
	<input type="checkbox"/>	<ul style="list-style-type: none"> Have a satisfactory safety record with no more than one preventable safety incident during six months prior to close of bids up until program start (8/8/2024- 5/12/2025).
Actions Required	<input type="checkbox"/>	<ul style="list-style-type: none"> Receive a complete Spring 2025 Apprenticeship Candidate Referral meeting expectations in both Job Performance and Attendance & Reliability from direct supervision by the bid close date. Candidates must request the candidate referral using the Apprenticeship Candidate Site. Referrals must be requested by the candidate and approved by supervision between 12/16/2024-1/31/2025.




Educational Prerequisites

Completion or enrollment of educational prerequisites is required for selection.

1. **Educational prerequisites for the Relay Technician Apprenticeship are:**
 - a. **College-Level Basic Electricity or Equivalent**
 - b. **Introductory College Algebra or Equivalent**
2. Candidates must provide proof they either have completed or are enrolled in prerequisite classes to be considered eligible to participate in ATC Apprenticeship Selections.
3. Documentation proving completion or enrollment in prerequisite classes must be submitted on college transcripts or from the appropriate reporting system before closing of bids. Documentation submitted after close of bids will not be considered.
4. Candidates who are selected will have 90 days from the program start date to provide proof of completion on an official transcript with a grade of "C" or better.
5. Candidates who do not provide proof of completion of educational prerequisites with a grade of "C" or better on an official transcript within the 90 days of program start will be removed from the apprenticeship program. Vacancies created by these removals will be filled by the next highest-scoring candidates.

Candidates are encouraged to attend the related Information Meetings, Trade Q&A Sessions and Interviewing Skills Classes to help better prepare for application. Zoom links will be provided following registration.

Selection Information Meetings	Trade Q&A Sessions	Interviewing Skills Classes
Provides prospective candidates with an in-depth review of selection process, qualifications and how to submit their application and supporting documentation.	An opportunity for prospective candidates to meet with Trade Representatives to learn more about the Trades and Apprenticeships SRP has to offer.	Familiarizes prospective candidates with Apprenticeship Selection Interviews and what differentiates them from other job interviews.
Dates (<i>meetings begin at 3:30pm</i>) Thurs 12/19, Tues 1/7, Wed 1/15, Tues 1/21, Wed 1/29	Dates (<i>meetings begin at 3:30pm</i>) Wed 12/18, Thurs 1/9, Tues 1/14	Dates (<i>meetings begin at 3:30pm</i>) Thurs 1/16, Wed 1/22, Tues 1/28
To register, click here or use QR code below: 	To register, click here or use QR code below: 	To register, click here or use QR code below: 