

**ELECTRICAL PROGRESSION AND PRODUCTIVITY PROGRAM  
CRITERION DOCUMENT**

Revised July 2, 2018

**Note: Refer to the Electrician Apprentice Progression and Productivity Program Policies and Procedures Document for additional information and clarification on requirements, guidelines and procedures.**

**To Become: ELECTRICIAN APPRENTICE (LT-17)**

**EDUCATION:** Graduation from high school or possession of a General Education Development (GED) certificate

**EXPERIENCE:** Two (2) years of experience in electrical/electronic systems work and/or related area in construction. Up to one (1) year of experience could be substituted with the completion of a certified technical school program in Electrical Trades/Electricity

**TRAINING:**           **Internal:**           None

**External:**           None

**COURSEWORK:**       **None required to become Electrician Apprentice; however, progression to Senior Electrician Apprentice is mandatory, and all apprentice proficiency requirements must be obtained within twenty-four (24) months of date to position.**

**LICENSES AND  
CERTIFICATIONS:**

**All Departments**

Obtain Oklahoma Class "D" Driver's License; obtain Electrical Apprentice License within six (6) months of hire.

**Water and Sewer Department**

Class "D" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ) within twelve (12) months of hire.

**DEMONSTRATED SKILL PROFICIENCY:**       None

***1<sup>st</sup> Proficiency Increase:***

An increase to the next step within the LT-17 pay grade will be awarded to any Electrician Apprentice with six (6) months experience as an Electrician Apprentice who has received a "Proficient" rating on the most recent final review and who successfully completes:

**All Departments**

Electrical Apprentice license as issued by the State of Oklahoma

One (1) Progression Program Core Curriculum Course approved by the Department

**Streets and Stormwater Department, Parks & Recreation Department, and Asset Management Department**

One (1) Class in Work Zone Safety or Basic Electrical Safety as approved by the Department

**Water and Sewer Department**

Class "D" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ)

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***2<sup>nd</sup> Proficiency Increase:***

**All Departments**

An increase to the next step within the LT-17 pay grade will be awarded to any Licensed Electrical Apprentice with twelve (12) months experience as a Licensed Electrical Apprentice who has received a “Proficient” rating on the most recent final review and who successfully completes:

Intro to Electrical Licensing course or equivalent approved by the Department **AND**

Fifteen (15) accredited college hours in a related field, **OR**

240 hours of verified actual classroom hours of formal electrical education that would meet the formal classroom education requirements for licensing by the Construction Industries Board of the state of Oklahoma, **OR**

2000 documented electrician apprentice hours

***3<sup>rd</sup> Proficiency Increase:***

**All Departments**

An increase to the next step within the LT-17 pay grade will be awarded to any Licensed Electrical Apprentice with eighteen (18) months experience as a Licensed Electrical Apprentice who has received a “Proficient” rating on the most recent final review and who successfully completes:

Electrical Installations course or equivalent approved by the Department **AND**

Twenty (20) accredited college hours in a related field, **OR**

320 hours of verified actual classroom hours of formal electrical education that would meet the formal classroom education requirements for licensing by the Construction Industries Board of the state of Oklahoma, **OR**

3500 documented electrician apprentice hours.

**Progression to Senior Electrician Apprentice is mandatory, and all Electrician Apprentice proficiency requirements must be obtained within twenty-four (24) months of date to position.**

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<b>To Become: SENIOR ELECTRICIAN APPRENTICE (LT-18)</b>
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**EDUCATION:** Graduation from high school or possession of a General Education Development (GED) certificate

**EXPERIENCE:** Three (3) years of experience in electrical/electronic systems work and/or related area in construction or two (2) years as a City of Tulsa Electrician Apprentice

**TRAINING:**                   **Internal and External:**                    See Electrician Apprentice requirements

**COURSEWORK:** See Electrician Apprentice requirements. Also, **Progression to Electrician II is mandatory, and all Senior Electrician Apprentice proficiency requirements must be obtained within thirty (30) months of date to position.**

**LICENSES AND  
CERTIFICATIONS:**

**All Departments**

Possession of a valid Oklahoma Class "D" Driver's License; Oklahoma Electrical Apprentice License.

**Water and Sewer Department**

Class "D" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ)

**DEMONSTRATED SKILL PROFICIENCY:**        None

<b><i>1<sup>st</sup> Proficiency Increase:</i></b>
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An increase to the next step within the LT-18 pay grade will be awarded to any Electrician Apprentice with six (6) months experience as a Senior Electrician Apprentice who has received a "Proficient" rating on the most recent final review and who successfully completes:

**All Departments**

One (1) Progression Program Core Curriculum Course approved by the Department

**Asset Management and Parks & Recreation**

One (1) Class in Basic Electrical Safety and Sixteen (16) hours external seminars, classes or workshops approved by the Department

**Streets and Stormwater Department**

One (1) Class in Work Zone Safety or Basic Electrical Safety and Sixteen (16) hours external seminars, classes or workshops approved by the Department

**Water and Sewer Department**

Class "C" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ)

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***2<sup>nd</sup> Proficiency Increase:***

**All Departments**

An increase to the next step within the LT-18 pay grade will be awarded to any Electrical Apprentice with twelve (12) months experience as a Senior Electrician Apprentice who has received a “Proficient” or better rating on the most recent final review and who successfully completes:

Twenty-five (25) accredited college hours in a related field, **OR**

250 hours of verified actual classroom hours of formal electrical education that would meet the formal classroom education requirements for licensing by the Construction Industries Board of the state of Oklahoma, **OR**

5500 documented electrician apprentice hours

***3<sup>rd</sup> Proficiency Increase:***

**All Departments**

An increase to the next step within the LT-18 pay grade will be awarded to any Electrician Apprentice with eighteen (18) months experience as a Senior Electrician Apprentice who has received a “Proficient” rating on the most recent final review and who successfully completes:

Commercial Systems Electrical Certificate or equivalent certification **AND**

Thirty (30) accredited college hours in a related field, **OR**

300 hours of verified actual classroom hours of formal electrical education that would meet the formal classroom education requirements for licensing by the Construction Industries Board of the state of Oklahoma, **OR**

7000 documented electrician apprentice hours.

**Progression to Electrician II is mandatory, and all Senior Electrician Apprentice proficiency requirements must be obtained within sixty (60) months of date to position.**

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<b>To Become:    <u>ELECTRICIAN II</u> (LT-19)</b>
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**EDUCATION:**                    Graduation from high school or possession of a General Education Development (GED) certificate

**EXPERIENCE:**                Five (5) years of experience in electrical/electronic systems work and/or related area in construction

**TRAINING:**                    **Internal and External:**    See Senior Electrician Apprentice requirements

**LICENSES AND**

**CERTIFICATIONS:**        All Departments  
Oklahoma Unlimited Journeyman Electrician’s License; Possession of a valid Oklahoma Class “D” Driver’s License;

Water and Sewer Department

Class "C" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ)

<b><i>1<sup>st</sup> Proficiency Increase:</i></b>
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An increase to the next step within the LT-19 pay grade will be awarded to any Electrician II with six (6) months experience as an Electrician II who has received a “Proficient” rating on the most recent final review and who successfully completes:

One (1) Progression Program Core Curriculum Course approved by the Department, **AND**

**Streets and Stormwater Department, Parks & Recreation Department, and Asset Management Department**

Thirty-two (32) hours of job related external seminars, classes, or workshops approved by the department, **OR**

1000 documented hours experience as licensed Unlimited Journeyman

**Water and Sewer Department**

Class "B" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ), **OR**

1000 documented hours experience as licensed Unlimited Journeyman

<b><i>2<sup>nd</sup> Proficiency Increase:</i></b>
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An increase to the next step within the LT-19 pay grade will be awarded to any Electrician II with one (1) year experience as an Electrician II who has received a “Proficient” rating on the most recent final review and who successfully completes:

A combination of forty (40) hours formal electrical training (after obtaining Unlimited Electrical Journeyman License) and other job related department approved training, **OR**

2000 documented hours experience as a licensed Unlimited Journeyman

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***3<sup>rd</sup> Proficiency Increase:***

An increase to the next step within the LT-19 pay grade will be awarded to any Electrician II with eighteen (18) months experience as an Electrician II who has received a “Proficient” rating on the most recent final review and who successfully completes:

**Water and Sewer Department**

Class "B" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ), **AND**

A combination of sixty (60) hours formal electrical training (after obtaining Unlimited Electrical Journeyman License) and other job related department approved training, **OR**

3000 documented hours experience as a licensed Unlimited Journeyman

**Streets and Stormwater Department, Parks & Recreation Department, and Asset Management Department**

A combination of seventy (70) hours formal electrical training (after obtaining Unlimited Electrical Journeyman License) and other job related department approved training, **OR**

3000 documented hours experience as a licensed Unlimited Journeyman