



WESTERN ELECTRICAL CONTRACTORS ASSOCIATION INC.

November 14, 2023

Electrician Trainee, General Students and Journeypersons

STUDENT HANDBOOK

**Sacramento Region Office
& Training Center (HQ)**

3695 Bleckely Street

Rancho Cordova, CA 95655

Phone: (916) 453-0112

Toll Free: (877) 444-9322

Riverside Training Center

1180 W. Spring Street

Suite B

Riverside, CA 92507

Toll Free: (877) 444-9322

San Diego Training Center

6212 Ferris Square

San Diego, CA 92121

Toll Free: (877) 444-9322

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WECA Contact Information

For program concerns, questions or technical issues please contact WECA by calling the Sacramento Region Office toll free at (877) 444-9322. Our qualified staff will be happy to assist you.

Important Numbers, Addresses, and Websites

Organization	Address	Telephone	Web Site
WECA Sacramento Region Office & Training Center (HQ)	3695 Bleckely Street Rancho Cordova, CA 95655	Phone: (916) 453-0112 Toll Free: (877) 444-9322	www.goweca.com For WECA eCampus courses: ecampus.goweca.com
WECA San Diego Training Center (no administrative services available)	6212 Ferris Square San Diego, CA 92121	Toll Free: (877) 444-9322	www.goweca.com
WECA Riverside Training Center (no administrative services available)	1180 W. Spring Street Suite B Riverside, CA 92507	Toll Free: (877) 444-9322	www.goweca.com
Department of Industrial Relations - Division of Labor Standards Enforcement (DLSE) - Electrician Certification Unit (ECU) (To register as an ET or apply for the certification exam)	Address for ET & Journeyman certification forms: DIR-Division of Labor Standards Enforcement Attn: Electrician Certification Unit PO Box 511286 Los Angeles, CA 90051-7841	Phone: (510) 286-3900 Fax: (510) 286-3917 Email: ECUINFO@dir.ca.gov	http://www.dir.ca.gov/dlse/ECU/ElectricalTrade.html
PSI Services, LLC (To schedule a date for certification exam)	To locate the examination site nearest you, visit PSI's website	Phone: (800) 733-9267	www.psiexams.com

Updating Contact Information

Students should notify WECA promptly of any changes to their telephone number, email address, or mailing address. Contact information can be updated on the WECA website or by calling or emailing WECA. WECA staff needs to be able to inform you about adjustments to your course schedules, updates to WECA and State policies and/or requirements, and other issues concerning your program enrollment status.

If a student does not keep the WECA Sacramento Region Office informed of changes to the information listed above, they may be cancelled from the program.

Problem Resolution

It is very important that students communicate their comments and/or concerns regarding course instruction or curriculum to WECA as soon as the concerns arise. WECA wants to resolve issues before they become serious problems.

A student with comments and/or concerns should call the WECA Sacramento Region Office at (877) 444-9322.

Miscellaneous

Any provisions in these policies and regulations found to conflict with State or Federal laws shall be null and void. All other provisions shall remain intact. Actions defined in these rules and regulations as being the responsibility of the ET/CE Program Manager, Director of Operations or Executive Director may instead be assigned to other WECA staff.

All classes in the Electrician Trainee program are exclusively taught by experienced electrical industry professionals, and most are conducted online via live webcast, allowing students the convenience of attending remotely. Students also participate in hands-on electrical labs at WECA's training facilities. Western Electrical Contractors Association, Inc. (WECA) is a statewide nonprofit organization serving merit shop electrical contractors, their employees, and the industry suppliers that support them.

Merit Shop

Refers to an organization formed on merit shop principles - workers are recognized, paid, and promoted based on the laws of the state and federal government, and their individual ability, or merit; not based on seniority or affiliation with an association.

Definition of Student Types

The only persons who may legally perform work as electricians for electrical contractors licensed as class C-10 and make electrical connections over 100 volt-amperes are:

Those who have been certified by the State of California by having taken and passed a State Electrical Certification Exam.

- Or -

An Apprentice registered in a State or Federal-Approved Electrical Apprenticeship program. Apprentices must work under supervision of a certified electrician that supervises only one Apprentice, and who may also supervise one Electrician Trainee.

- Or -

An individual who has registered with the State as an Electrician Trainee and is enrolled in a State-Approved Electrician Trainee program. Electrician Trainees must work under the direct supervision of a certified electrician that supervises only one Electrician Trainee, and who may also supervise one Apprentice.

Certified Journeyperson

A Journeyperson is any person who is certified by having taken and passed a State Electrical Certification Exam.

Apprentice

An Apprentice is an individual who is registered with either the State of California or the United States Department of Labor as an Apprentice.

Electrician Trainee

An Electrician Trainee is enrolled with a State Approved Electrician Trainee Provider and is registered with the State of California as an Electrician Trainee.

General Student

A General Student is anyone taking a WECA course who is not an Apprentice, Electrician Trainee or Certified Journeyperson. General Students do not typically work as electricians for electrical contractors and therefore do not need to be certified or registered with the state as an Electrician Trainee or an Apprentice.

Policies and Regulations

As a condition of class enrollment, all WECA students agree to abide by all policies and regulations as outlined in this student handbook. When a student verbally requests or completes their enrollment, they enter into an agreement with WECA, and agree to abide by all the terms and conditions of the program requirements, policies, and regulations, including any amendments as outlined in this handbook.

Electrician Trainees Responsibilities

WECA Electrician Trainees (ETs) assume the following responsibilities and obligations:

- **To register with the State of California DIR – Division of Labor Standards Enforcement, Electrician Certification Unit (ECU) as an Electrician Trainee within 30 days of enrolling with WECA.** For your State Electrician Trainee registration to be completed and processed, you must show proof of enrollment in a State Approved program when you submit the Application for New Registration of Electrician Trainee or Reinstatement to ECU. Attach a copy of your WECA Electrician Trainee proof of program enrollment confirmation letter to the State application and submit both documents with the required State registration fee.
- **To sign up for, attend, and successfully complete your Electrician Trainee courses so that you achieve the 150 hours of annual training required by the State of California** See CCR Title 8 Regulations §296.2 (a)(1), (2) Enrollment in Approved Curriculum at: <http://www.dir.ca.gov/dlse/ECU/ElectricalTrade.htm>.
- **To renew your state Electrician Trainee registration annually until you have passed the State Electrical Certification Exam.** A state renewal application, a current proof of enrollment letter, and a transcript must be submitted to ECU annually (these documents are available for download under your secured log-in on the WECA website). ECU will then inform the applicant in writing that the registration has been renewed, that the application is deficient, or that the applicant has submitted insufficient proof of further course work or experience. In this case, ECU shall inform the applicant of the information or documentation required, and why the previously submitted proof of further course work or experience is insufficient. Renewing before your registration expires is important to ensure you continue your registration status and avoid being laid off, terminated, or working illegally due to a lapse in your status.
- **An Electrician Trainee must work under the supervision of a Certified Journeyman Electrician that supervises only one (1) Electrician Trainee and (1) Apprentice.**
- **To sign up for a new class within three months of your last class ending. See Notification of Cancellation from the Electrician Trainee Program section on page 19.**
- **To acknowledge their responsibility to read, understand and abide by all WECA and State Electrician Trainee Program Policies and Regulations.**
- **To complete all self-paced online courses within 90 days of purchase.**
- **To achieve academic success through individual study and effort.**

Certified Journeyman Responsibilities

WECA Certified Journeymen assume the following responsibilities and obligations:

- **To complete the required 32 hours of Continuing Education from a State-Approved educational provider such as WECA.**
- **To acknowledge their responsibility to read, understand and abide by all WECA and State Program Policies and Regulations.**
- **To complete all self-paced online courses within 90 days of purchase.**
- **To achieve academic success through individual study and effort.**

General Student Responsibilities

WECA General Students assume the following responsibilities and obligations:

- **To acknowledge their responsibility to read, understand and abide by all WECA Program Policies and Regulations.**
- **To complete all self-paced online courses within 90 days of purchase.**
- **To achieve academic success through individual study and effort.**

Student Conduct

At all times, students are expected to conduct themselves in a manner that:

- Adheres to the ideal of individual, earned academic achievement, without indulging in cheating techniques (including the use of a cell phone), plagiarism, unauthorized viewing of test materials, or removing items from WECA training center classrooms or labs.
- Avoids disrupting others in the classroom, at WECA training center locations, or in nearby businesses or homes, or at WECA functions which they may attend as a guest.
- Is respectful and appropriate for an academic situation including conversations that are free from vulgarity and disparaging remarks.

While in WECA classrooms, labs and on training center grounds, students are expected to adhere to the following rules:

- No physical sports activities are permitted at any training center locations. This includes the parking lot and other surrounding areas.
- No sleeping in class.
- No disruption or monopolizing the class, interrupting or being engaged in non-class related activities while class is in session.
- No threatening or violent behavior.
- Smoking is allowed in designated areas only. No smoking in classrooms or labs or within 20 feet of all entrances, exits and pathways.
- In addition to smoking, the use of eCigarettes and chewing tobacco is prohibited in the classroom, lab and within 20 feet of all entrances, exits and pathways.
- No food or drink allowed in labs or computer lab.
- No food allowed in classrooms during class time. Food is allowed during lunch break as long as no food or waste is left on desks. Only beverages that have a lid or cap will be allowed in classrooms.
- Students are prohibited from soliciting or promoting support for any cause or organization during their class or lab instruction time or during the class or lab instruction time of the student(s) at whom such activity is directed. Class and lab instruction time does not include break time.
- Students are prohibited from distributing non-class related written or printed materials during class and lab instruction time and in classrooms and lab areas. Classroom and lab areas do not include break areas.
- Students are prohibited from bringing or allowing access to unauthorized person(s) into WECA's facilities. "Authorized" means having a reason to be in the building, the permission of a WECA staff member and the presence of the staff member.

Violation of any of the above student conduct standards may subject a student to disciplinary action up to and including cancellation from the program.

Students who refuse to leave a WECA facility when requested to do so by a WECA representative and/or who are confrontational or threatening violence will be subject to cancellation immediately. Law enforcement may also be contacted.

Verbal or physical harassment will not be tolerated.

- A student who violates WECA's Anti-Harassment and/or Discrimination policy (see page 11) will be subject to disciplinary action up to and including cancellation from the program.

Weapons of any kind will not be tolerated.

- Any student who is suspected of possessing and/or is observed possessing knives, firearms, weapons, contraband, ammunition, or explosive devices on campus property will be immediately asked to vacate the property pending disciplinary action up to and including cancellation from the program.

If a student has a grievance of any kind regarding the WECA Training Center atmosphere, which includes but is not limited to verbal or physical harassment, safety issues, suspected theft or perceived cheating or favoritism, they are encouraged to speak in confidence with the WECA ET/CE Program Manager (please refer to the Internal Complaint Procedure section of the Unlawful Discrimination and/or Harassment Policy, page 12).

Academic Integrity

WECA expects its students to conduct themselves in a manner that is characterized by honesty and integrity. All students are expected to adhere to this Academic Integrity Policy.

The Academic Integrity Policy prohibits cheating, plagiarism, fabrication, collusion, and other forms of academic misconduct and dishonesty. Examples include the following:

- Cheating **in any manner** in answering questions on any quizzes, exams, midterms, projects, or final examinations.
- Allowing another student to copy work or complete work that is not their own.
- Completing an assignment for another student or sharing completed work.
- Unauthorized collaboration with another person during a quiz or an examination.
- Submitting answers collected on a prior attempt at the course.
- Submitting work or answers provided to you by another student or work that is not your own.
- Purposely allowing another student to copy from you during a test.
- Using materials passed down from previous students – solicited or unsolicited.
- Copying or recording material before, during, or after an assessment or assignment for personal usage or distribution.
- Encouraging or aiding any person to engage in academic dishonesty or misconduct.
- Sharing WECA copyrighted materials on the internet including screenshots of answered quiz and exam questions. All WECA curriculum materials are copyrighted.
- Unauthorized distribution or sharing of copyrighted textbooks through digital means.

A student who is observed and confirmed to be in violation of this policy will be subject to disciplinary action up to and including cancellation from the program.

Drug-Free Training Policy

I. Introduction and Purpose

It is the policy of Western Electrical Contractors Association Inc. (WECA) to provide a drug and alcohol-free training environment for its students. WECA maintains a strong commitment to safety that ensures students are in a condition to perform their training safely and efficiently in the interest of fellow students, their instructors, and the public, as well as themselves. It is the purpose of this policy to eliminate substance abuse and its effects on the training environment.

Accordingly, the following are strictly prohibited under this policy:

- Being under the influence of, or impaired by, any illegal or controlled substance, alcohol, or marijuana while at school, attending class, or while on school property.
- Using or possessing illegal or controlled substances, alcohol, or marijuana while at school or on school property.
- Manufacturing, distributing, dispensing, selling, or purchasing any illegal or controlled substance, alcohol, or marijuana while at school or on school property.

Use of these substances, whether at or away from school, can detract from a student's work and/or school performance, efficiency, safety, and health and therefore seriously impair the student's participation in the WECA Program. In addition, the use or possession of these substances during classroom instruction or while on school property constitutes a potential danger to the welfare and safety of other students and instructors and exposes WECA and its members to the risks of property loss or damage or injury to other persons.

Violation of this drug and alcohol policy can result in disciplinary action, up to and including cancellation from the WECA Program.

To enforce this policy, WECA reserves the right to conduct searches of WECA property or students and/or their personal property, and to implement other measures necessary to deter and detect abuse of this policy.

If a WECA instructor, staff member or representative has reasonable suspicion to believe that a student is under the influence of alcohol, drugs, or a controlled substance and unable to safely participate in a lab or class activity, the student may be asked to leave the facility. The student will be responsible for arranging safe transportation for themselves from the WECA Training Center grounds after dismissal.

Reasonable Suspicion means, for the purposes of this policy, behavioral conduct of a student currently affected by alcohol, drugs or a controlled substance, based upon specific personal observations of a WECA Instructor, staff member or representative, concerning behavior, speech, or body odors or other circumstances which may indicate that the student is reporting to class in other than a sober or reliable state free from the effects of alcohol, drugs, and/or controlled substances.

Anti-Discrimination and/or Harassment

WECA is committed to providing a training environment free of discrimination, harassment, retaliation, and disrespectful or other inappropriate conduct based on any legally- recognized basis [“protected class”] including, but not limited to: military and veteran status, uniform service member status, race, color, religious creed, religion (including all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), sex (including pregnancy, childbirth, breastfeeding or related medical condition), national origin, ancestry, age, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), genetic information, marital status, registered domestic partner status, sexual orientation, gender (including gender identity, gender expression and transgender), reproductive health decision making, or any other protected class under federal, state, or local law. WECA prohibits discrimination, harassment, retaliation, and other inappropriate conduct on the basis of membership in a protected class, as well as the perception that a person is in a protected class or is associated with a person in a protected class.

This policy applies to all persons involved in the WECA Training Program, including WECA Staff, Supervisors, Instructors and Students. Discrimination or harassment in any form, including verbal, physical and visual conduct, threats, demands or retaliation will not be tolerated by WECA.

Definition of Harassment

Prohibited harassment because of sex, race, religion, ancestry, disability, age, or any other protected basis includes, but is not limited to:

- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments.
- Visual conduct such as derogatory posters, photography, cartoons, drawings, or gestures.
- Physical conduct such as assault (unwanted touching), blocking normal movement or interfering with schoolwork because of gender or any other protected basis.
- Threats and demands to submit to sexual requests in order to stay in the program or avoid some other loss and offers of benefits in return for sexual favors.
- Retaliation for having reported or threatened to report harassment.
- In addition to harassment that results in a tangible loss, prohibited harassment that impairs your ability to perform schoolwork or emotional well-being in school violates this policy.

Internal Reporting Procedure

If a student believes that they have been or are being harassed or discriminated against while involved in any training course on the basis of any protected class, they should use the following procedure to report the issue to WECA. A student is encouraged to report any incidents of harassment or discrimination immediately, so that appropriate corrective and remedial action can be taken.

A student should report any incidents of harassment or discrimination to the WECA ET/CE Program Manager, Director of Operations, or Executive Director, CEO within twenty-four (24) hours after the occurrence, whenever possible. The report should include the details of the incident(s), the name(s) of the individual(s) involved, and the full names of all witnesses. When WECA receives an allegation of misconduct, it will immediately undertake a fair, timely,

thorough, and objective investigation of the allegation. WECA may employ an outside investigator to conduct the investigation and report the findings to WECA.

If WECA determines that prohibited harassment, discrimination, or other prohibited conduct has occurred, WECA will take corrective and remedial action commensurate with the severity of the offense. Appropriate action will also be taken to deter any future harassment or discrimination.

WECA will maintain confidentiality to the extent possible. However, WECA's duty to investigate and take corrective action may require the disclosure of information with individuals with a need to know.

Anti-Retaliation

WECA will not retaliate against a student for filing a complaint or participating in any investigation or complaint process and will not tolerate or knowingly permit retaliation by others. If a student is subjected to retaliation, they should report the incident in writing immediately to the WECA ET/CE Program Manager, Operations Director, or Executive Director.

Safety and Security

WECA urges students to consider the safety and security of themselves and others when attending classroom instruction.

Students should:

- Always park in the designated areas of the parking lot.
- Always lock vehicles.
- Always lock any valuable belongings—**especially tools**—out of sight within a vehicle trunk or truck bed toolbox.
- Drive cautiously in the parking lots.
- Walk in pairs to vehicles after dark and have keys out, ready to open vehicle doors.
- Be alert to the following and, if in doubt, notify a WECA Instructor or staff member:
 - Persons who look suspicious, persons who are making door-to-door solicitations or who enter classrooms unannounced, or unfamiliar persons who seem to be “under the influence.”
 - Boxes or packages in walkways, classrooms or parking lots that look suspicious.
- WECA is NOT liable for vehicle damage, vehicle theft, or loss of personal property such as tools, textbooks, backpacks, and cell phones. Students are responsible for their own valuables.

Students should not: Bring a pet to a WECA Training Center location and leave it in a vehicle.

Lab Safety Policy

WECA is committed to providing a safe and productive lab environment for our students. **We require our students to adhere to this Lab Safety policy.** Since all lab operations contain some elements of danger, safe working habits are essential.

All students will be given a safety orientation by their instructor before the first lab of the course in which they are enrolled, covering the locations and operations of safety and emergency equipment such as fire extinguishers, first aid kits, power disconnects, telephones and emergency exits.

General Lab Safety

- Students are expected to do their part in keeping the lab area clean and organized to avoid slip, trip and fall hazards.
Students must wear appropriate clothing and avoid wearing bulky or oversized clothes.
- Long sleeve shirts. Natural fiber such as cotton – No Synthetics such as: Acetate, polyester, nylon, polypropylene or spandex or any combination of synthetics.
- Long pants. Natural fiber such as cotton – No Synthetics such as: Acetate, polyester, nylon, polypropylene or spandex or any combination of synthetics.
- Leather work boots (must cover ankles)
- Students with long hair must tie it back or put it up under a cap.
- Students must remove and store watches, jewelry and safely store cell phones, or pagers.
- Students must wear eye protection (safety glasses) at all times.
- When students move heavy lab objects they should always “lift with their legs” and get others to help.
- Unauthorized person(s) are not allowed in WECA labs. “Authorized” means having a reason to be in the lab, the permission of the instructor and the presence of the instructor.
- Labs will be locked except during lab classes or other authorized use. For their own safety, students should not enter a lab unless an instructor is present.
- Report all lab problems (defective equipment, tools or materials) to an instructor or lab coordinator.
- **In case of any lab emergency, call 911.**

Electrical Safety

- Students shall not energize any lab projects. Only WECA instructors or designees are qualified and authorized to energize and de-energize lab projects.
- Students shall not make any changes to a circuit or mechanical device while it is energized.
- Students should become familiar with the electrical hazards associated with the type of lab project on which they are working.
- Use extension cords only when necessary, and only on a temporary basis.
- Discard damaged cords, cords that become hot, or cords with exposed wiring.
- Learn the correct handling procedures for batteries, cells, capacitors, inductors, and other high energy-storage devices.
- Report faulty equipment immediately to an instructor or the lab coordinator. Do not use the equipment until it is inspected and declared safe by that instructor or lab coordinator.

Electrical Emergencies

Electrical Shock

In an electrical shock situation, students must know the following in order to act quickly.

- **Know where the lab's electrical power source disconnect is located.**
- If someone suffers serious electrical shock, they may be knocked unconscious. If the victim is still in contact with the electrical current, **immediately turn off the electrical power source.**
- ***Important:* NEVER touch a victim who is still in contact with an electrical power source** (and do not let anyone else touch the victim). **A person can be electrocuted by doing so!**
- **Call 911 immediately.**
- Give the victim appropriate first aid **after** the electrical power source has been disconnected.

Electrical Fire

In an electrical fire situation students must be prepared to act quickly.

- Notify the instructor immediately if a fire breaks out in a lab.
- If the fire is small and no one is in immediate danger, any available fire extinguisher may be used to put it out. **Water should never be used to put out an electrical fire.** If at all possible, allow the instructor to attempt to put out the fire.
- If at any time you feel there is a potential risk to your safety, immediately evacuate the lab.
- **Call 911 immediately.**

Remember:

- **Read and understand this policy!** A student must know these guidelines before working in a lab and always observe them once they do know them. It is a student's responsibility to ask the instructor any questions they may have.
- **Never work on a lab project unless an instructor is present.**

Payments for Program Enrollments and/or Course Tuition

Payment is due at time of course sign-up and/or program enrollment. Payments may be made by Visa, MasterCard, check, money order, or cash. A \$25 fee will be charged for all returned checks and must be paid within 10 business days. Failure to pay this fee will result in cancellation and will require management review to determine eligibility of future participation in the WECA Training Program.

Course Tuition Refund Or Transfer Policy



1. The Effective Date of the request is the date that the signed and completed form is submitted to the WECA office. If the form is mailed, the postmarked date will be used as the effective date.
2. The Electrician Trainee Program Enrollment fee and course tuition late fees are non-refundable.
3. **The maximum refund amount allowed of tuition funds previously transferred from another course is 50% of tuition fees paid; refer to the refund & transfer chart below for classes that are eligible for refunds and/or transfers.** (Example: You paid \$319 for GW 101 start date Dec 1st. On Nov 30st, you transfer from the GW 101 Dec 1st course to GW 101 starting Feb 1st and pay \$50. You then apply for a refund of the Feb 1st GW 101 course on Jan 8th, your refund will be \$159.50)
4. **The cost of materials shipped will be deducted from the tuition amount paid:**
 - **\$150 for 301, 302 and 303**
 - **\$60 for 401**
5. There are no refunds or transfers allowed for Self-Paced Online Courses.
6. If transferring to a course of more value, the difference in tuition is required to be paid in addition to the \$50 processing fee. If transferring to a course of less value, the \$50 processing fee will be deducted from the tuition amount paid; any remaining amount will be refunded to the payer.
7. If you are a contractor signing for a student, you are responsible to make sure that the student is aware and agrees with any course changes before signing the transfer request form. If you are a student and you did not pay for your course, you are responsible to make sure that the payer is aware and agrees with any course changes before signing the transfer form. You are also responsible for applicable course transfer fees.
8. **No transfers are allowed for students who are funded through Guild.**

How to Request a Refund or Transfer:

1. Review policy chart on the next page for qualifications.
2. Complete request form and sign (found under forms + resources on our main website).
3. Submit the completed request form to WECA within the required time frame as shown in the refund and transfer chart:

WECA Sacramento Region Office and Training Center
3695 Bleckely Street, Rancho Cordova, CA 95655

Email: etregistrar@goweca.com

Refund Or Initial Transfer Chart:				
	Class Type  Effective date of refund request 	Get Wired! 100-400 Series (6-7 weeks)	2 Day Exam Prep, Basic Motor Controls Part 1 and Part 2 (2 Class Days)	Self-Paced Online Courses
A.	11 or more calendar days prior to class start date	Full	Full	No Refund or Transfer
B.	1-10 calendar days prior to class start date	\$50 Fee	\$50 Fee	No Refund or Transfer
C.	1 st day of class – prior to 2 nd day of class	50% Refund or \$50 to transfer	50% Refund or \$50 to transfer	No Refund or Transfer
D.	Within two weeks of class start date	50% Refund or \$50 to transfer	N/A	No Refund or Transfer
E.	Two weeks or more after class start date	No Refund or Transfer	No Refund or Transfer	No Refund or Transfer
F.	No show to all class dates	No Refund or Transfer	No Refund or Transfer	No Refund or Transfer

WECA Procedures for Refund Request:

- Any eligible refund amount will be issued to the original payer. Credit card payments will be credited back to the account holder if the original credit card payment was made within 90 days of request. All other payments will be refunded by check. **If the payment cannot be refunded to the original payer (which may include expired credit cards and prepaid/company pay cards), the payment will be refunded by check.**
- All refund requests are processed by WECA within 30 calendar days from the effective date of the completed refund request. If your course is subject to cancellation by WECA, your full tuition payment will be refunded or transferred to another course of your preference without processing fees.

Class Attendance Requirements

- To earn course credit hours, students are required to pass the course. Minimum attendance hours **and** minimum points are detailed in the online course description. Zero (0) credit hours will be awarded if the minimum attendance and/or minimum points are not met.
- **WECA students are prohibited from attending online, instructor led WECA classes while operating a moving vehicle.** Students found to be attending class while operating a vehicle will be immediately removed from class and will not be granted any credit for attending that class session. WECA is committed to providing a safe and productive learning environment and requires our students to adhere to this policy for their own safety as well as the safety of others on the road.

For Get Wired! Courses Only:

- In the event of a Get Wired! class being interrupted or disconnected, or times where the connection to the instructor is lost (with or without warning **and without the presence of WECA tech personnel**), students are required to wait 20 minutes before they are released from class. **If WECA tech support is available, they may instruct class to wait for an extended amount of time to receive instruction.** If one of these situations lasts longer than 20 minutes, **without the intervention of WECA tech support personnel**, class will be dismissed, and students will be given further instruction by email and/or phone calls within 1-business day.
- Students who attend class but do not take the quiz (if applicable) will only receive credit for the class hours attended, and not the quiz hours.
- Students who do not attend class but take the quiz (if applicable) will only receive credit for the quiz hours but not the class hours.
- Students must log into a meeting room with their **first** and **last name** and remain logged in as such for the entire duration of the class. Students who do not log into their meeting room and remain logged in for the entire duration of the class with their **first** and **last name** will not receive credit for the class hours attended.
- Students are prohibited from logging into a meeting room from two different devices. Students found to be logged in from two different devices will be asked to log out of one of the devices or be removed for class. Students who are removed from class will not receive credit hours for the time missed.

For Classroom-based Courses and Get Wired! On-Site Class Days:

- All students are **required** to initial the class sign-in sheet each day. Hours equal to the number of hours the student attends will be issued for each class day.
- A student must sign in only for themselves. A student who falsifies another student's initials is subject to cancellation from the WECA Training Program.
- A student who does not initial the sign-in sheet will not receive any hours credited for the class day and will be marked as absent.

GET WIRED! Class Participation Policy

- Students are encouraged to participate verbally with the use of a microphone headset and via emoticons and text in the chat box when prompted while attending all Get Wired! web-based classes. A headset with a microphone (noise cancelling devices preferred) or a computer built-in microphone can be used.
- Students who have a microphone headset should refer to the speaker & microphone setup in the adobe connect meeting room, or the help and support resources on the WECA eCampus home page: <https://ecampus.goweca.com/>.
- Students that are unable to communicate verbally can use the chat box to communicate with the instructor and class.
- Students must be logged in to the webcast and ready for class at the designated start time.
- Students must remain logged in and focused on the class, for the duration of the class.
- Students must have all needed class materials (textbooks, homework or project, pen, and paper for notes) readily available so that they can refer to them immediately during class.
- Students should respond with emoticons within 10 seconds of being requested to do so.

Get Wired! Class Make-Up Policy

Students who miss class may be eligible to make-up missed quizzes, exams, lecture hours and onsite lab days, if the student has documented proof of:

1. Work Schedule Change
2. Previously Scheduled Surgery
3. Immediate Need of Medical Attention
4. Previously Scheduled Court Date
5. Serious Health Condition or Death – Defined as a student's serious health condition or accommodating a student's involvement during the serious health condition, impending or recent death, and/or the funeral arrangements for and bereavement of a friend or family member.
6. Childbirth – Defined as accommodating a student's delivery of or participation in the delivery of their child or recovery/complications/illness resulting from childbirth.
7. Adoption or placement of child for foster care.
8. Other Extenuating Circumstances (at the discretion of the ET/CE Program Manager)
 - Mandatory Contractor Meeting (Required safety, etc.)
 - Incarceration
9. Pre-planned Major Life Event - Defined as an event scheduled prior to signing up for class (e.g., wedding). This does not include vacations.

Students who have ongoing medical or mental health issues requiring absences of more class days than the makeup policy allows should call the WECA office and speak with the ET/CE Program Manager. To comply with applicable laws ensuring equal training opportunities to qualified individuals with a disability, WECA will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any student who requires an accommodation in order to participate in classroom training should contact the ET/CE Program Manager and discuss the need for an accommodation. WECA will engage in an interactive process with the student to identify possible accommodations, if any that will help the student participate in training. If the accommodation is reasonable and will not impose an undue hardship, WECA will make the accommodation.

WECA Criteria for Make-Up Approval:

- Request is submitted **with supporting documentation** no later than two weeks from the class end date and final grades have been issued.
- Examples of acceptable documentation would be a doctor's note, letter from employer on company letterhead, an obituary or program from end-of-life services, screen shots of technical issues or a wedding invitation.
- Quiz, exam, and lecture hour make-ups must be completed no later than three weeks from the class end date.
- Lab make-ups must be completed within six months from the class end date, and only if space is available in regularly scheduled courses. Only one scheduled make-up lab day is allowed. **Under no circumstance will a make-up lab day be rescheduled.**
- Up to three missed quizzes/exams, and three class lecture days will be allowed for make-up.
- Attendance hours equal to the maximum amount of time permitted to complete an exam and/or quiz will be granted for each quiz and/or exam make-up.
- Attendance hours will be granted for lecture make-ups after the student watches a class recording and sends an email verifying the times that the recording was watched. A report will be generated verifying the times that the recording was accessed.
- Attendance hours equal to the number of hours attended during a lab make-up will be granted.

Grounds for Cancellation from WECA's Training Program

As a training provider, our primary goal is to provide a safe, respectful, and inclusive learning environment for all students. In furtherance of this goal, there may be circumstances in which we decide to cancel a student from the training program. These circumstances may include, but are not limited to:

1. Violations of our code of conduct, academic integrity policy, or other training program policies.
2. Threats to the safety or well-being of other students, staff, or faculty.
3. Failure to meet academic or financial obligations to the training program.

In the event that we decide to cancel a student from the training program, we will provide the student with advance notice of the basis for our proposed decision and an opportunity to respond.

Notification of Cancellation from the Electrician Trainee Program

Electrician Trainees enrolled with WECA must be currently attending class or signed-up for a new class within three months of their last class ending date to stay enrolled in the Electrician Trainee Program. Failure to do so will result in cancellation of your WECA Electrician Trainee Enrollment.

WECA will notify ECU within 30 days if an Electrician Trainee withdraws or is cancelled from the program. ECU will cancel the registration of an Electrician Trainee who ceases to be enrolled in a State-Approved Curriculum. An Electrician Trainee who is cancelled from the WECA Electrician Trainee Program and wishes to re-apply must pay the \$25 enrollment fee and initial course tuition to re-enroll. This re-enrollment is subject to the approval of the ET/CE Manager.

For your State Electrician Trainee registration to be completed after re-enrollment, you must also re-register with the state Electrician Certification Unit. The state may ask for additional information such as proof of coursework completed to be submitted with your application. For specific requirements visit the state's website.

Transcripts, Completion Certificates and Grade Disputes

Students may log into the WECA website to download their transcript and/or individual course completion certificates. Grade disputes must be reported to WECA within 90 days of the course end date. Electrician Trainees who successfully complete the required Electrician Trainee Program courses must request the processing of their Completion Certificate. Processing time for this may take up to one week.