ELECTRICAL PROGRESSION
REQUEST FOR PROGRESSION

NOTE: This request is to be used as a cover sheet/checklist for the progression packet after all requirements are met.

GENERAL INFORMATION: (Please Print)

Employee's Name: ________________________________________ Phone Number: _______________________
Employee's Date of Hire: ___________ Date to Class ___________ Employee's tenure in current position: _____________
Supervisor's Name: ________________________________________ Phone Number: _______________________
Supervisor's Title: ___________________________ Length of time you have supervised employee: _______________

Current Classification: (Please check appropriate response)

☐ Apprentice (LT-17) ☐ Sr. Electrician Apprentice (LT-18) ☐ Electrician II (LT-15)

NOTE: The following must be completed by attendance keeper.
Usage within the last 12 months: Sick Leave _______hours LWOP _______hours Sick Leave Accrual _______hours
Signature of person verifying attendance: _________________________ Date: ____________ Phone #: ______________

REQUEST: I would like to be reviewed for the following progression or proficiency increase:

☐ Apprentice 1st Proficiency Increase ☐ Apprentice 2nd Proficiency Increase ☐ Apprentice 3rd Proficiency Increase
☐ To Become Sr Appr ☐ Sr Appr 1st Proficiency Increase ☐ Sr Appr 2nd Proficiency Increase ☐ Sr Appr 3rd Proficiency Increase
☐ To Become Elec II ☐ Elec II 1st Proficiency Increase ☐ Elec II 2nd Proficiency Increase ☐ Elec II 3rd Proficiency Increase

PROGRESSION CHECKLIST OF SUBMITTED DOCUMENTATION:

☐ Education (Official copy of transcript(s))
☐ Rating of "Proficient" or above on last review
Appropriate years experience only:
☐ Six (6) months as Apprentice for 1st Proficiency Increase
☐ Twelve (12) months as a Licensed Elec Appr for 2nd Proficiency Increase
☐ Eighteen (18) months as a Licensed Elec Appr for 3rd Proficiency Increase
☐ Three (3) yrs elec exp or Two (2) yrs as a COT Elec Appr to become Sr Elec Appr
☐ Six (6) months as Sr Appr for 1st Proficiency Increase
☐ Twelve (12) months as a Sr Appr for 2nd Proficiency Increase
☐ Eighteen (18) months as a Sr Appr for 3rd Proficiency Increase
☐ Five (5) yrs elec exp to become Elec II
☐ Six (6) months as Elec II for 1st Proficiency Increase
☐ Twelve (12) months as an Elec II for 2nd Proficiency Increase
☐ Eighteen (18) months as Elec II for 3rd Proficiency Increase

Successful completion of: (check all required)
☐ One (1) Core Curriculum course (attach documentation)
☐ Work Zone Safety or Basic Electrical Safety course (attach documentation)
☐ Possession of a valid Electrical Apprentice License Date Received _______________________
☐ Possession of Applicable Class “D” ☐ Water ☐ Wastewater License(s) Date Received _______________________
☐ Possession of Applicable Class “C” ☐ Water ☐ Wastewater License(s) Date Received _______________________
☐ Possession of Applicable Class “B” ☐ Water ☐ Wastewater License(s) Date Received _______________________
☐ Intro to Electrical Licensing course or equiv (course title if equiv; attach documentation) _______________________
☐ Electrical Installations course or equiv (course title if equiv; attach documentation) _______________________
☐ Accredited college hours (attach transcript) - # of hours _______________________
☐ Verified hours meeting classroom requirements for Okla. CIB (attach documentation) - # of hours _______________________
☐ Documented electrican apprentice/unlimited journeyman hours (attach signed contractor documentation) - # of hours _______________________

I have attached all the required documentation as stated in the Electrical Progression Criterion Document and corresponding policies and procedures to be used to evaluate my request for progression. I am performing the responsibilities required for my level and have completed the appropriate coursework, training and certifications.

Employee's Signature: ___________________________________ Date: ______________________________
Supervisor's Signature: ___________________________________ Date: ______________________________