



Electrical Utility Lineman Training Program

Qualified workers in this field are in demand locally and nationally. This hands-on course is taught by an instructor with lineman experience and specialized education.

Complete and return the Utility Lineman Training packet plus other requirements by the **July 25, 2025 deadline**.

Class start date is August 15, 2025.

Class Location – “Old” U.S. Motors parking lot 1250 Pecan Avenue Philadelphia, MS 39350

Class times – 6:30 am – 3:30 pm, Friday – Sunday

The cost for the East Central Community College Electrical Utility Lineman Program is \$1,800.

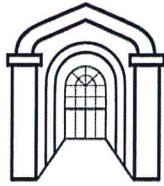
What you will learn during Lineman Training

- Drive commercial vehicles with an automatic transmission. You will maneuver, back, and park a trailer. A Class A Commercial Drivers License Learner’s Permit is required for your Lineman application. The MS CDL Learner’s Permit requires passage of the General Knowledge and Combination tests plus the Air Brakes enhancement. ECCC will assist you in completing your MS CDL requirements during the class. A D.O.T. physical is required.
- Safely climb utility poles.
- Make connections of meter loops, transformers, and other equipment on de-energized poles
- Assist with the framing and installation of utility poles and apparatus on the ground
- Assist in the burying of cable and other related work
- Operate vehicles and equipment (bucket trucks, digger derrick trucks, etc.) safely
- Differentiate between an energized and de-energized structure and recognize hazards
- Make basic connections and disconnections
- Check voltage/amperes

Note: Class space is limited to 12 students.

Please ensure that your application is complete and ready for review when submitted.

If you have questions, contact: **Scotty Russell (601.635.6245)** srussell@eccc.edu



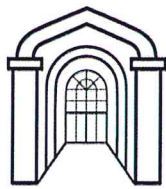
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Admission Requirements

All Electrical Utility Lineman applicants must:

- Be at least 18 years of age by July 25, 2025 – an exemption requires approval.
- Obtain a MS CDL Class A permit with Air Brakes enhancement prior to submitting their application packet. (The cost of your MS CDL Class A Permit is not reimbursed)
- Pass a D.O.T. Physical. (The cost of your D.O.T. Physical is not reimbursed.)
- Submit an Electrical Utility Lineman Program packet to ECCC that includes:
 - ECCC Workforce Development Center Registration form.
 - Physical and Personal requirements form.
 - Trainee Memo of Agreement form.
 - Previous Work History form.
 - “Why do you want to be a Lineman” essay form.
 - Driving questionnaire.
 - Request for Check of Driving Record (MVR check permission).
 - Provide a copy of both your D.O.T. card and D.O.T. long form.
 - Provide an official copy of high school diploma, an ECCC recognized GED certificate, or latest college transcript.
 - Provide documented ACT score of 16 or ACT WorkKeys score of Silver (a minimum score of 4 on the WorkKeys testing). For those that have not met the ACT/WorkKeys requirement, ECCC hosts WorkKeys testing at multiple locations. Cost of the WorkKeys testing = \$45.00 (\$15.00 per testing unit). Call Scotty Russell at 601.635.6245 for WorkKeys testing information.
 - Provide copy (front and back) valid MS drivers license.
 - Provide copy (front and back) of valid MS Commercial Drivers License Class A permit with the Air Brake enhancement.
 - Provide a copy of the front of your social security card.
 - ECCC will secure a Motor Vehicle Record (MVR) request for each applicant. The fee for the MVR is \$20.00 (cash or card, checks not accepted).
- An online interview with the Utility Lineman program instructor is part of the application process. That interview will be scheduled after the submission of a completed application packet.



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INFORMATION YOU NEED TO KNOW

National Career Readiness Certificate Assessment for Lineman Candidates

The next step in the lineman training application process is to complete the assessments to earn a National Career Readiness Certificate. The NCRC is a nationally recognized credential based on the WorkKeys system for employment. It shows that you have the workplace skills required for jobs. The three tests you will take for the NCRC are: ACT WorkKeys Applied Math, ACT WorkKeys Graphic Literacy, and ACT WorkKeys Workplace Documents. The tests are administered on a computer and there is no fee the first time you take the assessment for MS residents. (If you must retake any portion, an \$18 fee (cash or money order) per assessment is charged. If you need to review math, a good site is www.khanacademy.com for basic math problems. You can also Google search for *Work Keys Practice Test*, and it will lead you to some older PDF practice booklets for each assessment.

A valid MS Driver's License and Social Security Card must be presented to take the tests.

For your application: **A minimum of level 4 on each test is required for a Silver NCRC or better is required.**

Your scores will be available after you complete the assessments. If you do not make the score needed, you may pay to take that part of the test to raise your score. Discuss retakes with the test proctor. Keep your scores in a safe place and make a copy to submit with your application. A certificate will be available on myworkkeys.com in a few weeks. Keep the certificate in a safe place such as a lockbox, it may be required by a future potential employer.

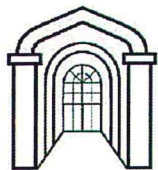
Mississippi Motor Vehicle Report

ECCC will obtain the Motor Vehicle Report for the prospective student at a cost of \$20. The \$20 will be due on the date the applicant submits their Electrical Utility Lineman Training program packet.

Potential Financial Aid for Lineman Candidates

The Workforce Innovation and Opportunity Act (WIOA) can assist with funding for qualified Lineman applicants. Interested applicants should contact their local WIN Job Center to inquire about their eligibility for WIOA funding.

The Career Skills Training Education Pathways Program (Career Step) is also available to 18 to 59 year old custodial or noncustodial parents of a dependent child who qualify.



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Workforce Development Center Registration Form

SSN Number: _____ Class Title: Utility Lineman

Last Name: _____ First: _____ Middle: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____ County: _____

Telephone: _____ Date of Birth: _____

Sex: ☐ Male ☐ Female Month _____ Day _____ Year _____

Race: ☐ Asian ☐ Black/African American ☐ American Indian/Alaskan Native
☐ Native Hawaiian or Pacific Islander ☐ White ☐ Hispanic ☐ Other ☐ Not Reported

Employment Status: ☐ Employed ☐ Employed, but Received Notice of Termination of Employment or Military Separation
☐ Not in Labor Force ☐ Not Reported ☐ Unemployed

Employment Type: ☐ Part Time ☐ Full Time ☐ Temporary Seasonal ☐ Not Reported

Highest Education Level Completed:

- ☐ High School Diploma
- ☐ GED
- ☐ The participant with a disability receives a certificate of attendance completion as a result of successfully completing an Individual Education Plan (IEP)
- ☐ Completed one or more years of college
- ☐ Technical or Vocational Certificate (Non-degree)
- ☐ Received an Associate's Degree
- ☐ Received a Bachelor's Degree
- ☐ Received a Masters or Doctorate Degree
- ☐ Did not complete high school

Signature: _____ Date: _____

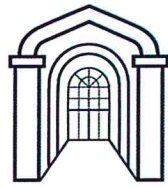
ECCC Non-Credit Refund Policy

Disclaimer: The information you provide on this form will remain confidential and can only be used to improve Mississippi Community College Board's Workforce Education/Training services and activities. NO refunds will be given once class has started or if you have attended the class. East Central Community College reserves the right to substitute instructors, change class schedules and cancel programs due to insufficient enrollment or unforeseen circumstances. If a class is cancelled by ECCC, you will be given a full refund within 30 days after cancellation.

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College: Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: compliance@eccc.edu. Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Dean of Student Services, Campus Police Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-4067, Email: compliance@eccc.edu. Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: compliance@eccc.edu.

East Central Community College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA)*, a federal law that protects the privacy of student education records. Student information is restricted and will not be released without a FERPA Privacy Waiver.

For office use only: Class Location _____ Hours earned: _____ Payment Method: _____



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MOU – Memorandum of Understanding Physical and Personal Requirements

Please initial each statement and sign below with the date that you understand the physical and personal requirements for the ECCC Electrical Utility Lineman Training Program

- ___ A valid personal email address & cell phone number for application and correspondence. (Not anyone else's).
- ___ Good communication skills.
- ___ Ability to take and understand directives and complete tasks with limited supervision.
- ___ Ability to plan and lay out all assigned duties in a safe and efficient manner.
- ___ Ability to assume a lead role and direct the work of other trainees.
- ___ Ability to stand a minimum of five to six hours on the ground – may be in a bucket on a line truck or at the top of a distribution pole with additional weight from tool belt or climbing equipment in all weather conditions.
- ___ Ability to sit for a minimum of two to three hours – may be driving a truck.
- ___ Ability to move frequently to unload equipment and to install/maintain/repair equipment.
- ___ Ability to lift to 75 pounds.
- ___ Ability to push/pull weights up to 100 pounds.
- ___ Ability to frequently climb or use authorized equipment to reach various heights and breadths.
- ___ Ability to frequently and repetitively bend/stoop/squat.
- ___ Ability to differentiate between colors (color vision).
- ___ Ability to learn through classroom instruction, training and repetitive motions.
- ___ Ability to recognize hazards during training and have the ability to mitigate the hazards.
- ___ Ability to maintain and care for School equipment properly and safeguard assets.
- ___ Manual dexterity to operate small hand tools, turn small knobs, etc.
- ___ Ability to work comfortably at various heights up to 65 feet, without anxiety or fear with both hands free, depending only on your climbing hooks and safety harness for support.
- ___ Ability to meet the public in a pleasant and tactful manner and understand the importance of you representing ECCC during any sanctioned events, field trips, and while on campus.
- ___ Must adhere to all ECCC student policies, pay traffic fines timely, any other charges to Business Office timely or as agreed upon. You will not graduate or receive your certificates and/or credentials if you owe ECCC at the time of graduation.
- ___ Demonstrate Teamwork and inclusiveness of all trainees.

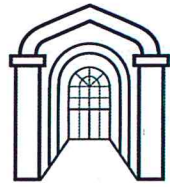
I understand I am applying for acceptance in the ECCC Electrical Utility Lineman Program and will meet or exceed the requirements described above. I also understand if I do not meet the expectations of the program, I can willfully withdraw or be asked to leave. If I do not complete the program and/or its requirements, I cannot take any items issued to me and must return them to the instructors to sign off on.

I further understand that any money owed to the school will be paid and I must enter into an agreement with the ECCC Business Office to do so.

Signature

Date: _____

Print Name



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East Central Community College Electrical Utility Lineman

Trainee Memo of Agreement

My initials and signature below indicate that I have read and do understand the following provisions regarding my participation in training through East Central Community College.

____ I understand that I am voluntarily enrolled in a class of instruction to improve my skill or to learn a new skill so that I might qualify myself for a job.

____ I realize that I will not be paid as a student while in training; therefore, there is no Worker's Compensation coverage during the training period.

____ I understand that I am responsible for any health issues or accident-related incidents. There is no medical insurance associated with this training program. I will notify my instructor(s) of any accident the same day while training.

____ I understand that there is an attendance policy and tardiness policy - 3 absences are allowed if absolutely necessary. 3 tardies = 1 absence. Contact the class instructor if you are late or absent.

____ I understand that to successfully complete the training and receive an East Central Community College certificate, I must complete written tests as well as perform application exercises to identified standards, meet the attendance standard, and my ECCC account has no holds prior to graduation.

____ I am aware that my training may be terminated by the instructor or the supervisor of this training program if I am a detriment to the learning of others or my behavior is a safety risk to myself or others during my training.

____ I understand that there will be no cell phones allowed in the classroom for use or charging.

____ I understand that by participating in this training program I am under no obligation to accept work with a specific employer. I know that taking part in this training does not mean that I will be offered a job. I also understand that at the conclusion of this training program I am free to accept or reject any offer of employment.

____ I understand that I am a guest on this campus and will abide by the rules of conduct outlined in the ECCC student handbook and this Trainee Memo of Agreement. I am subject to disciplinary sanction by the VP of Student Services Office should I violate any rules.

____ I understand that I will not be allowed to use any tools, climbing hooks, belts, etc. except those issued by the school. I am financially responsible for any lost items.

Sign: _____

Print Name: _____

Date: _____



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Previous Work History (You may include a resume or additional pages to show complete work history)

Name of employer: _____ Dates of employment: From _____ To _____

City, State, Zip _____

Name of immediate supervisor _____

Give a brief description of what you did on the job:

Name of employer: _____ Dates of employment: From _____ To _____

City, State, Zip _____

Name of immediate supervisor _____

Give a brief description of what you did on the job:

Deliver to:

East Central Community College

Workforce Development Center

Decatur, MS 39327

ALL DOCUMENTS DUE BY July 25, 2025

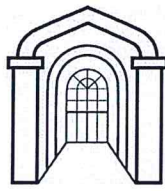
Before you mail your application, be sure to attach in Order:

- ☐ Application (3 pages) w/Why do you want to be a Lineman?
- ☐ Copy of high school diploma/GED/or latest college transcript
- ☐ Copy of your CRC (WorkKeys) scores (1 page)
- ☐ Copy of your Social Security card, MS CDL Permit Class A

Driver's License Permit (FRONT & BACK),

D.O.T. Physical, MOU, and Trainee Memo of Agreement

[illegible]



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- 1) Must have a valid Mississippi driver's license.
- 2) Must verify any driver's license held in any state or jurisdiction in the past 5 years.
- 3) Must have attained the age of 18 for Intrastate or 21 for Interstate licenses.
- 4) Must have a good driving record. A good driving report including but not limited to the following:
 - a. Do you have more than two (2) convictions or forfeitures for moving violations in the past three (3) years in any state or jurisdiction?
 - b. Do you have convictions or forfeitures for reckless driving in the past 5 years in any state or jurisdiction?
 - c. Do you have convictions or forfeitures for any serious offences in the past three (3) years in any state or jurisdiction which listed in Federal Motor Carrier Safety Regulations (FMCSRs) 383.51 (Other than Alcohol, Controlled Substance or Reckless Driving convictions or forfeitures)
 - d. Do you have convictions or forfeitures for driving under the influence of alcohol or any controlled substance in the past 5 years in any state or jurisdiction?
 - e. Do you have convictions or forfeitures for refusal to test for alcohol or controlled substances in the past 5 years under the Implied Consent laws of any state or jurisdiction?
- 5) Must pass a DOT drug screen and physical after receiving learner's permit. Student must take DOT drug screen at designated time or will be dismissed from the program.
- 6) Must accurately complete a Driver Qualification file.

Answers to above statements: Yes or No

1. _____
2. _____
3. _____
4. A)_____ B)_____ C)_____ D)_____ E)_____
5. _____
6. _____

Sign: _____

Date: _____

REQUEST FOR CHECK OF DRIVING RECORD

NOTE: This form may only be used in states that do not require a specific form.

CAUTION: When using a third party to request background information on applicants or existing employees – such as motor vehicle records, information from previous employers, criminal records, or credit history – you are subject to the Fair Credit Reporting Act (FCRA) and State consumer reporting laws. Under FCRA, the third-party vendor is considered a consumer reporting agency (CRA) and the employee background information is a consumer report. Before you can obtain a consumer report from a CRA, you must provide applicants and employees with a disclosure stating that your company may obtain such a report for employment purposes, and you must have authorization from the applicant or employee to conduct the check. You must also provide a copy of the Federal Trade Commission's notice called "A Summary of Your Rights Under the Fair Credit Reporting Act". The notice, disclosure, and authorization are not included in this file, and some state laws have additional requirements. Consult with your CRA on the need and use of such documents.

I hereby authorize you to release the following information to East Central Community College
(Employer)

for purposes of investigation as required by Sections 391.23 and 391.25 of the Federal Motor Carrier Safety Regulations. You are released from any and all liability which may result from furnishing such information.

X _____ X _____
(Driver's Signature) (Date)

I also hereby certify that this report request and the above driver's release notice meet the definition of "permissible uses" of state motor vehicle records under the provisions of the **Driver's Privacy Protection Act of 1994** (Public Law 103-322, Title XXX, Section 300002(a)).

(Signature of Requester) (Date)

TO: _____

DEAR SIR/MADAM:

- ☐ The following named person has made application with our company for the position of _____. In accordance with Section 391.23, Federal Department of Transportation Regulations, please furnish the undersigned with the applicant's driving record for the past three years.
- ☐ The following named person is employed with our company in the position of _____. In accordance with Section 391.25, Federal Department of Transportation Regulations, please furnish the undersigned with the employee's driving record for the past year.

X NAME OF DRIVER _____
X ADDRESS _____
(Number & Street) (City) (State) (Zip Code)
X FORMER ADDRESS _____
(Number & Street) (City) (State) (Zip Code)
X DATE OF BIRTH _____ SSN _____ LICENSE NO. _____

REQUESTED BY

(Name of Company) (Typed Name)

(Address) (Title)

(City) (State) (Signature)