

Midwest *IEC*

INDEPENDENT ELECTRICAL CONTRACTORS

WHAT IS THE IEC and the Apprenticeship Program?

Founded in 1957, the Independent Electrical Contractors (IEC) is a national trade association for merit shop electrical and systems contractors. IEC believes in developing and fostering a stronger economy through the level of quality and services its members provide to the industry. Drawing from the dedication and desire of contractors in the independent sector, our country can benefit from a flexible array of services and competitive pricing which helps maintain an affordable level of costs on utilities and communications.

For more than five decades, IEC has faced the challenges imposed by the ever-changing world of the electrical industry. IEC has built a reputation as the ***PREMIER TRADE Association for America's Independent Electrical and Systems Contractors***, aggressively working with the industry to establish a free environment for merit shop.

With more than 3,000-member companies in 53 chapters throughout the USA, the association serves as the voice of the electrical and systems contracting industry on policies affecting its membership. IEC attempts to further the growth of the U.S. economy through skilled manpower and the principle of free enterprise.

Currently there are nearly 15,000 employees of IEC contractors enrolled nationally in the Apprenticeship Program. The IEC curriculum is designed by a committee of electrical contractors and educators under the direction of the National IEC. The curriculum is updated annually and undergoes major revisions every three years when the National Electrical Code (NEC) is revised.

Apprentices of the IEC program find greater job security, earning power, job advancement opportunities and job satisfaction. Merit shop construction employees are paid and promoted based upon individual achievement and overall performance. You determine your own growth and advancement in this industry. Apprenticeship training is the best first step in becoming successful in the merit shop construction industry.

As an employee of an Independent Electrical Contractor, you are joining with thousands of others who provide the highest quality workforce in the country.

The mission of the IEC Apprenticeship Committee is to ***“Provide every student with an electrical education that is second to none in the electrical industry”***. This handbook is a guide to the procedures that govern the IEC training program. It summarizes and elaborates on the National IEC Apprenticeship Standards, developed in conjunction with the U.S. Department of Labor, Office of Apprenticeship.

Our goal is to have every student who enters the program graduate as a journeyman electrician. To reach the goal of Journeyman/woman electrician you must be registered through this program and with the U.S. Department of Labor, Office of Apprenticeship. The IEC will initiate registration for those employed with an electrical contractor. Apprentices must complete a minimum of 576 classroom hours, and complete 8,000 hours of on-the-job training (OJT).

Apprentices and employers work together as a team to reach this goal.

Employers must ensure:

- An apprentices' work is supervised
- Safety training is provided to the apprentice
- Proper wages are paid to the apprentice
- The apprentice maintains good grades, attendance, and work habits
- A system is established within their company that enables apprentices to have OJT reports completed in order to meet their OJT reporting obligation

It is the apprentices' responsibility to:

- Attend class on time and complete assignments
- Ensure that OJT hours are submitted monthly to Midwest IEC

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The Midwest IEC works hard to keep this partnership operating effectively. We encourage apprentices, students, Contractor Members and non-members contractors to contact the IEC office at (219) 900-0091 when questions arise.

Thank you for choosing the IEC Apprenticeship Program for your training.

WHAT IS MERIT SHOP

The **merit shop** is a firm or organization whose employees have chosen to perform hiring, promotion, salary adjustments, bonuses and termination based on the laws of the state and federal government, along with the individual's ability to accomplish the tasks assigned to them by their employer. These decisions will not be biased by age, race, national origin, organizational affiliation, seniority, color, creed, and sex. In common usage, **merit shop** is often synonymous with being non-union.

INSTRUCTORS

Austin Hulsey, Journeyman – Hulsey Electric

1st Year Email: hulsey16@gmail.com

Zach Potat, Journeyman – Teck Electric

2nd Year Email: zachpotat24@gmail.com

Mick Sarkey, Retired Electrician

3rd Year Email: micksarkey@yahoo.com

Jason Gadowski, Journeyman/Controls Engineer – Morrison CHS

4th Year Email: jasongadowski1@gmail.com

All instructors have an extensive history in the electrical industry. The Midwest IEC is confident that you will find them to be quality instructors and electricians in the industry.

OFFICE STAFF AND HOURS

Monique Larsen, Executive Director Email: monique@midwestiec.org
Phone: (815) 216-1095

Pam Evorik, Bookkeeper Email: admin@midwestiec.org
Phone: (219) 730-0317

Office Hours: Monday – Thursday 8:00am – 5:00pm
Friday 8:00am – 12:00pm

The Training Center will be open at 5:00pm on class nights.

Please feel free to contact the Midwest IEC office anytime you have questions, appointments with office staff must be scheduled in advance. Contact your instructor for all class related questions.

CLASS SCHEDULE

Classes are scheduled one night per week from 5:30pm – 9:00pm or to the instructor's discretion. The class syllabus is attached in the front of this handbook for your convenience. Please take some time to look over your schedule as there may be changes to your class date or day based on holidays or special events.

Classes begin the week of September 6, 2021 – May 2021. The first night of class will be our annual EXPO event. Class cancelations will be at the discretion of the instructor.

**CLASSES ARE SUBJECT TO CHANGE
TO MEET THE REQUIRED NUMBER OF
CLASSROOM HOURS.**

REGISTRATION AND TUITION FEES

Registration Fee – One-time, non-refundable fee, new or transferring apprentices, includes mandatory drug screening

- \$100.00

Textbook Fee – Non-refundable, due three weeks prior to first class

- \$500.00

Tuition Costs per semester/year

- \$1000.00/\$2000.00 for apprentices employed by Contractor Members
- \$1600.00/\$3200.00 for apprentices employed by Non-Contractor Members

Total Fees for 1st curriculum year

- \$2600.00 for apprentices employed by Contractor Members
- \$3800.00 for apprentices employed by Non-Contractor Members

PAYMENT AND REFUND POLICY

90% of tuition will be reimbursed if withdrawn before first day of class
50% of tuition will be reimbursed if withdrawn before second day of class

**NO TUITION WILL BE REIMBURSED IF STUDENT
WITHDRAWN AFTER THE SECOND DAY OF CLASS.
REGISTRATION FEES AND TEXTBOOKS ARE NON-
REFUNDABLE**

- All completed registration, deposit, and book fees are due three weeks prior to the first day of class.
- A non-refundable deposit registration fee of \$100 is required to reserve your seat in the program.
- A non-refundable textbook fee of \$500 is required to purchase your books.
- Students are NOT considered enrolled in the program until the registration, testing (if applicable), and deposits have been completed AND received.
- Apprentices are ultimately responsible for payment to Midwest IEC.

U.S. DEPARTMENT OF LABOR **OFFICE OF APPRENTICESHIP CERTIFICATION**

Everyone who is accepted into the IEC Apprenticeship program is considered a student until they become employed by a Midwest IEC Contractor Member or a non-member electrical contractor. Once a student has become employed, they must then be registered as an apprentice with the U.S. Department of Labor, Office of Apprenticeship.

The National U.S. Department of labor, Office of Apprenticeship certifies the IEC Apprenticeship Programs. The IEC will closely follow the standards set forth by the Office of Apprenticeship so that this Apprenticeship Program turns out high quality Journeymen and women.

Students and apprentices have been admitted into this program by meeting certain criteria, such as, possessing a high school diploma or GED and/or recommendation from their company regarding their employment. There are other requirements that continue to take effect, such as maintaining employment with an electrical contractor. Additionally, apprentices must follow all the rules and regulations contained in this handbook or become subject to dismissal from the program.

The IEC will become the apprentices' primary sponsor along with their employer and the U.S. Department of Labor, Office of Apprenticeship. Two of the most important criteria to maintain participation with the IEC Apprenticeship Program and Office of Apprenticeship registration are:

- Working full-time for an electrical contractor
- Continuing to attend classes with passing grades

Both items will be covered in more detail in later sections of this manual. The most critical point to remember is that while a registered apprentice under the sponsorship of IEC, the apprentice must work for an electrical contractor and attend class. Failure to do either of these will be grounds for dismissal from the program and registration from the U.S. Department of Labor, Office of Apprenticeship.

EMPLOYMENT

Available Apprentice List

The purpose of the Available Apprentice List is to assist all our students and unemployed apprentices obtain employment with a Midwest IEC contractor.

The Available Apprentice List is sent out exclusively to all **Midwest IEC Contractor Members** and is made available for contractor members upon request.

Once a student is hired, their status changes with the IEC *from student to apprentice*. **It is the students/apprentices' responsibility to notify the Midwest IEC when they have accepted employment with a Midwest IEC Contractor Member or a non-member electrical contractor, at which point the student/apprentices' name will be removed from the list. It is also the responsibility of the student/apprentice to notify the Midwest IEC when they terminate employment to ensure their name and phone number appears back on the Available Apprentice List.**

As soon as students are employed by an Contractor member or non-member electrical contractor, they are registered as an apprentice. To register an apprentice, the employer must agree to abide by the Apprenticeship Standards set forth by the U.S. Department of Labor, Office of Apprenticeship.

It is the apprentice's responsibility to turn in monthly OJT hours that are verified and signed by the electrical contractors they are employed by.

Again, once hired by a Midwest IEC Contractor Member or non-member electrical contractor, it is the responsibility of the apprentice to contact the Midwest IEC with the hiring contractor's information.

GRADING POLICY

Grade reports show the overall numerical average homework, quiz, mid-term and final exam grades for each semester as well as for the year. The report also shows classroom hours attended and missed, and the number of OJT hours accumulated. Students/apprentices will have access to their grade report online in order to monitor their grades and OJT hours.

Employers will be sent a copy of their apprentice's grade report via email after the first semester and at the end of the year. Please allow one to two weeks for grades to be recorded and emailed after the last class of each semester.

Students/apprentices are required to report any changes of address, email, or employer to the Midwest IEC office staff so that we can continually ensure that you receive all necessary correspondence available.

GRADING SCALE

A = 100 – 93

B = 92 – 85

C = 84 – 75

D = 74 – 70

F = Below 70% is failing

To be promoted to the next year's class, apprentices must finish the year with a cumulative 70% or better, all accounts paid in full, and OJT records must be up to date.

GRADE ACCUMULATION

25% Homework

15% Quizzes

15% Labs

20% Mid-Term

25% Final Exam

WAGES

Based on Midwest IEC's Standards of Apprenticeship, apprentices are to be paid a progressively increasing schedule of wages based on a percentage of wages paid to Journeyman electricians. Where the Journeyman's wage rate or wage schedule for that project is established by a construction contract agreement, that rate, if higher, will govern over Journeyman rates established herein.

The wage scale below is determined by a survey of the Midwest IEC Apprenticeship sponsored companies. This scale is used to establish a **minimum pay rate, by percentages**, during Apprenticeship. Nothing in these standards prohibit an employer from paying wages and benefits which exceed the percentages set forth below.

Please note that the minimum wage paid an apprentice is based on a combination of two factors: the number of OJT hours accumulated, and the successful class time completed. Successful completion of class time is based on 1st and 2nd semesters.

COMMERCIAL/INDUSTRIAL

Average Journeyman wage of IEC Members

(based on data collected from 16 members)

\$25.00 per hour (based on Contractor Members)

1 st semester	1,000 hours	48%	\$12.00
2 nd semester	1,000 hours	52%	\$13.00
3 rd semester	1,000 hours	60%	\$15.00
4 th semester	1,000 hours	68%	\$17.00
5 th semester	1,000 hours	72%	\$18.00
6 th semester	1,000 hours	76%	\$19.00
7 th semester	1,000 hours	84%	\$21.00
8 th semester	1,000 hours	90%	\$23.00
Journeyman Rate (8,000 OJT hours)			\$25.00

If the apprentice's current rate is already above the established rates listed above, they are **NOT GUARANTEED** an increase under the Office of Apprenticeship regulations. However, each employer will pay their apprentices based upon their overall skill-level and contribution to jobs on which they work.

Midwest IEC will ask that apprentices notify the Midwest IEC office, if at any time their pay is not at the minimum amount shown on this scale. Apprentice's records will be reviewed, and appropriate action will be taken to assure that they are at the guaranteed wage.

Advancement in the program to the next level is based upon successful completion of both classroom requirements (70% grade avg. and above) and the required number (2,000 hours per year) of OTJ training hours.

ATTENDANCE POLICIES

Attendance applies to classroom and online training

- Classroom and online class attendance policies will be strictly enforced. The Office of Apprenticeship requires a minimum number of relational instruction hours per year for certification. By following the class schedule and the IEC attendance policy during the four-year period in the program, the required total of hours will be met to be certified as a Journeyman.
- Arriving late because of overtime on the job is **NOT** acceptable. It is the responsibility of the apprentice to inform their supervisor that they must leave the job site in ample time to arrive at class by the 5:30pm start time.
- Anyone who is not present at the end of class time will be counted absent for the night unless previous arrangements were made with the instructor.
- Online class attendance is monitored by the time the apprentice logs in and out of the online program.

Absentee Policy

- Two (2) absences or eight (8) hours **per school year** are excused
- It will be the students/apprentice's responsibility to **notify their instructor** that they will not be in class and obtain work assignments, homework, quizzes, etc., for missed classroom instruction.
- Apprentice's whose absences exceed the maximum eight (8) hours per school year will be dismissed for the remainder of the school year unless approval by the Midwest IEC.

Make-Up Classes

- There will be **NO** make-up classes unless approved prior to class.

On-The-Job Training (OJT)

The U.S. Department of Labor, Office of Apprenticeship requires that apprentices receive a minimum of 8,000 hours of OJT as electricians to receive their license from the Office of Apprenticeship. Ideally, during employment a minimum of 2,000 hours per year of OJT in the electrical field should be performed. However, Midwest IEC will continue to track OJT hours until an apprentice reaches the goal of 8,000 hours, which in many cases happens after successful completion of the Midwest IEC class requirements.

- OJT hours should be documented by the apprentice and verified and signed by their electrical contractor/employer or supervisor.
- Forms are due to the Midwest IEC office by the 15th of each month for the previous month's OJT hours.

Example: April work hours are to be reported by May 15th.

Apprentice Records Policy

Apprentice's records will be maintained indefinitely. Transcripts are available to all apprentices upon request.

Transferring To/From Other IEC Chapter Programs

An apprentice who is in good standing may request his/her records to be transferred to another IEC Chapter.

Training Center Rules

- **NO Soliciting** – The Midwest IEC prohibits solicitations for any reason by instructors, outside firms, companies, associations, apprentices, or solicitors on company premises, at school facilities or on jobsites. Midwest IEC strictly prohibits apprentices from discussing employment with another company while on or off school premises. Apprentices are to report any such discussion to their instructor. Apprentices or Instructors who violate any provision of this policy will be immediately dismissed from the Midwest IEC Apprenticeship Program.
- **NO Cell Phone Use during classroom/lab instruction**
- **NO DRUG OR ALCOHOL USE** on Midwest IEC Property – Violation of this policy will result in immediate dismissal from the facility and expulsion from the program.
- **NO STEALING** – Violation of this policy will result in immediate dismissal from the Training Center and expulsion from the Midwest IEC Training Program.
- **NO WEAPONS visible on Midwest IEC property** – We respect the “right to carry”, however weapons must always out of sight at all times. Violation of this policy will result in immediate dismissal from the facility and expulsion from the program.
- **NO SMOKING** – Smoking is **NOT** allowed on Training Center Property at any time.
- **NO PROFANITY** – Please refrain from using profanities. Be respectful of others in your class or guests that may be present in the facility at any given time.
- **NO SLEEPING** during class at any time.
- **NO DEFACING OF MIDWEST IEC PROPERTY** – Damaging property, including marking on desks and equipment may be ground for fines equal to cleaning and/or replacement of property and will result in immediate dismissal from the facility and expulsion from the program.
- **NO tracking mud into the classroom** – Please check your boots/shoes before entering the Training Center.
- **Students may bring food and drink into classroom** – Please keep classroom clean.

GRADUATION REQUIREMENTS

The purpose of the Midwest IEC program is to graduate professional electrical Journeyman who has classroom training in theory and practice, and on the job training in all types of electrical installation and service. To graduate from the Midwest IEC apprenticeship program, apprentices must complete a minimum of 576 hours class work and have completed 8,000 OJT hours of field training registered with the U.S. Department of Labor, Office of Apprenticeship. Graduates will receive their Journeyman license from the U.S. Department of Labor, Office of Apprenticeship and a certificate of completion from the Midwest IEC stating that they have met the classroom requirements of the Association.

COLLEGE CREDIT

Midwest IEC has partnered with IVY Tech Community College to assist Midwest IEC graduates in obtaining an Associate Degree in one of the following:

- **Building Construction Technology (BCT)**
- **Building Construction Management (BCM)**

Ivy Tech has awarded the IEC curriculum 28 permanent credit towards the **BCT** and 32 permanent credits towards the **BCM** AAS Degrees.

For guidance and information contact:

DeeDee White – Workforce Consultant

Lake County Campus

Office: [219-981-4430](tel:219-981-4430)

Cell: [219-510-2337](tel:219-510-2337)

Mwhite115@ivytech.edu

The Key to Succeeding for Apprentices

First, the reason for being in the program should be based upon your own desire. ***That desire and motivation must be clear – to become an outstanding electrician.*** It takes dedication and a willingness to make sacrifices so that you can attend class, study, ask questions while at work, and be patient as you are slowly taught new skills on the job.

Next, you must take responsibility for your own training, both in the classroom and on the job site. You must study, ask questions and apply what you are learning in the class to the job site. If you do not understand the material or what the instructor is trying to convey to you then it is your responsibility to ask that instructor to explain it to you.

A good “rule of thumb” to doing well in the program is to schedule one hour of study time for each hour of class time. Some apprentices will need to study more, others less, plan on studying if you want to pass the classroom instruction. Currently, this is what will be taught over the next four years.

Our goal is to ensure you learn the information in the classroom then apply that knowledge in the “On-The-Job-Training” (OJT) part of your apprenticeship. This is not always possible because of the type of work the contractor does, as well as the type of work he is currently performing. However, you must let your supervisor know what you are learning in class so that he/she might be able to provide the work opportunity to apply what you are learning in class.

You should also tell your instructor about any new skills you are learning through the work/OJT and share this knowledge with classmates. Both the classroom and OJT help you learn and sharing this knowledge will help you learn even more!

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CONGRATULATIONS and GOOD LUCK

Midwest IEC is a Chapter of



**INDEPENDENT ELECTRICAL
CONTRACTORS**