



**IEC Training Fund, Inc.**  
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## **Apprenticeship Program** **Applicant Information Sheet**

### **Background:**

The Independent Electrical Contractors (IEC) Apprenticeship Program is a four-year program that combines full-time employment and **on-the-job training** with 144 hours per year of **classroom instruction** sponsored by the IEC Apprenticeship and Training Committee. The program was developed in cooperation with the Office of Apprenticeship and Training and the U.S. Department of Labor. Successful completion of the program qualifies the apprentice to:

1. Receive a Certificate of Completion from the Bureau of Apprenticeship and Training, U.S. Department of Labor. This document is recognized throughout the United States as proof the holder is a highly trained and skilled electrician.
2. Take the Colorado Journeyman's License examination. This license will allow the holder to work as a Journeyman Electrician in the State of Colorado.

The sponsor of the IEC Apprenticeship Program supports affirmative action and subscribes to the following equal employment opportunity pledge: *"The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex."*

### **Minimum Qualifications:**

Documentation or evidence satisfying the below qualifications must be provided at the time of application.

Applicants accepted and sponsored by the IEC Apprenticeship Program shall meet the following minimum qualifications:

- **Drivers License:** Shall obtain and maintain a valid Colorado driver's license prior to being indentured.
- **Age:** Must be at least 18 years of age. A valid driver's license, birth certificate or ID will satisfy this documentation requirement.
- **Education:** Shall possess sufficient knowledge to satisfactorily complete the on-the-job and related technical instruction. High school graduate or GED equivalent is recommended. A copy of high school transcripts or GED scores or a copy of college transcripts will be requested. A diploma will not satisfy this documentation request.
- **Physical:** Applicants shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others

### **Other documentation that may be required to be turned in**

- **Form I-9:** Documents needed to satisfy the requirement of the Immigration and Naturalization Service's Form I-9 must be submitted. Everyone employed in the U.S. must provide this documentation *within 15 days of application*. Documentation may be a valid driver's license and Social Security Card or an Alien Registration Receipt Card. Other documents that satisfy the I-9 documentation requirements are outlined on the I-9 form.
- **Character References for completing the application:** Three (3) character references must be listed on the application and include names, addresses, and telephone numbers that will allow the IEC to contact these individuals.

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- Appointments with the IEC Training Committee will not be scheduled unless the necessary documentation is available. The steps outlined below must then be followed:
  1. Call and schedule an appointment with the IEC staff. Appointments are routinely scheduled on the first and third Tuesdays of the month at 1:00 PM. It usually takes one hour to 90 minutes to complete the application process. Other times may be available by special arrangement.
  2. Apprenticeship Standards from an IEC staff member are available to read. *The Apprenticeship Standards* explains in detail the terms (rules, rights, and obligations) of membership in the Apprenticeship Program. The *Apprenticeship Standards* should be read at the IEC office/classroom facilities. IEC staff may answer any questions you have. If the terms of the apprenticeship are acceptable, go to step number 3 (below). If the terms of the apprenticeship are NOT acceptable, the applicant is free to seek employment elsewhere.
  3. Obtain an Employment Application Form from an IEC staff member. Complete the application. Fill in all blanks on the application form. A staff member will start an "Apprentice File" on the applicant at this time. A copy of the required documentation will be placed in the file along with the completed application. A staff member will then schedule the applicant for an interview with the Training Committee.
  4. Appear at the interview. The interviews are held on the second and fourth Thursdays of the month starting at 1:00 PM. The interviews take about fifteen (15) minutes. Each person must have an appointment scheduled with the Training Committee in order to obtain an interview.
  5. Accept placement, based on qualifications and interview ratings on the list of "Eligible Applicants." When the applicant's name moves to the top of the list and a member employer notifies IEC they are in need of an apprentice, the applicant will be notified. This process is referred to as being "selected." IEC will attempt to notify the applicant by telephone. If contact cannot be made within 48 hours, the applicant's name will be skipped over and the next applicant on the list shall be selected. Applicants are responsible for keeping the IEC office informed of their current mailing address and telephone number(s). Applicants not responding to selection will be dropped from the list of **eligible applicants**. Applicants awaiting selection may remain on the list for two (2) years from the date of their initial application.
  6. Meet with the selecting contractor. All parties have agreed to the terms stated in the *Apprenticeship Standards* so the meeting should only be to work out other details of employment, such as start and end times of work each day, holidays, benefits, etc.
  7. Accept employment or explain in writing why an offer of employment was refused. Applicants with unacceptable reasons for refusing employment will be dropped from the program.
  8. Sign the Apprenticeship Agreement Form with the IEC. This document officially enrolls the applicant into the Apprenticeship Program and registers the applicant with the Department of Labor.
  9. Any applicant who believes he/she is a victim of discrimination in the selection process may file a complaint as specified in the complaint procedure included in the *Apprenticeship Standards*.

Thank you for your interest in the IEC Apprenticeship Program! Please feel free to contact us if you have any questions, desire more information, or want to set an appointment to apply for the program.