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RMC “GET WIRED” REMOTE TRAINING POLICIES AND PROCEDURES 2009-2010

TABLE OF CONTENTS

1.0	Background	Page 2
2.0	Goals of the Apprenticeship Program	Page 2
3.0	Registration and Late Registration	Page 2
4.0	Tuition	Page 3
5.0	Books	Page 3
6.0	Invoicing	Page 3
7.0	Credits/Refunds	Page 3
8.0	Conduct	Page 3
9.0	Challenge Testing	Page 4
10.0	Placement Testing and Transcripts	Page 4
11.0	Attendance	Page 4
12.0	Grades	Page 5
13.0	Grade Reports	Page 5
14.0	Exams	Page 5
15.0	Quizzes	Page 6
16.0	Re-Testing	Page 6
17.0	Labs	Page 6
18.0	Homework	Page 6
19.0	School Closures	Page 6
20.0	Top Student Awards	Page 6
21.0	Graduation Ceremony	Page 7
22.0	Wire-Off Competition	Page 7
23.0	Math Testing	Page 7
24.0	Experience Hours	Page 7

INDEPENDENT ELECTRICAL CONTRACTORS TRAINING FUND, INC.
RMC “GET WIRED” REMOTE TRAINING
POLICIES AND PROCEDURES

1.0 BACKGROUND

- 1.1 There are four years of study to complete the apprenticeship program. Each year is divided into four quarters. From the beginning of each session, the following quarters will continue with mini breaks between each year.
 - 1.1.1 The Department of Labor is now in the process of recognizing the RMC “Get Wired” Remote Training Program as an approved Office of Apprenticeship (OA) Program.
 - 1.2 Classes meet for two evenings per week (three hours per class) from 6:00 to 9:00 p.m. Classes are delivered through a live webcast.
 - 1.3 The final class schedule is difficult to predict. The exact night that any given class will meet is subject to various factors, including availability of instructors and studio space. In general, IEC follows these general guidelines when scheduling classes:
 - 1.3.1 RMC “Get Wired” Remote Training Program classes are typically held on Monday/Wednesday or Tuesday/Thursday nights. Classes will not be held on Friday nights or weekends if possible. However, make-up, math tests, and labs may take place on Saturdays.
- There are no guarantees** about any particular classes being held on any particular evening until the final class schedule is formulated and until all instructors have been hired.

2.0 GOALS OF THE APPRENTICESHIP SCHOOL

- 2.1 The IEC Training Fund, Inc. is the organization that administers the apprenticeship school. **The primary goal of the apprenticeship school is to graduate highly skilled, highly trained, and highly motivated electricians.** In doing so, the students should have the background and tools necessary to become the future leaders of the electrical industry.
- 2.2 It is *not* a goal of the school to prepare individuals for state licensing exams. Students are strongly encouraged to complete the apprenticeship program even if they have a state electrical license.

3.0 REGISTRATION AND LATE REGISTRATION

- 3.1 Registration information will be sent to contractors on the date shown on the calendar that accompanies this document.
- 3.2 Contractors are to return the registration forms to the IEC office as soon as possible, but no later than the deadline shown on the form.
- 3.3 **Money for tuition and book payment must be submitted at the time of registration!** Payment for tuition and books must be by company check only. Contractors shall collect any money due from their individual apprentices, if necessary, to comply with this section of the Policies and Procedures. **Books will not be distributed until payment has been received.**
- 3.4 The registration deadline is to allow sufficient time to order textbooks for the various classes. Late registrations will NOT be accepted. Furthermore, the IEC staff MUST have accurate registration information in order to hire instructors, allocate classroom resources, and prepare the paperwork necessary for the opening of school.
- 3.5 Registration prerequisite (see Math Testing, section 23.0)

4.0 TUITION

- 4.1 Tuition costs are established by the IEC Apprenticeship Board of Trustees and will be included in the registration information.
- 4.2 Tuition includes charges to cover teachers' salaries, studio space, and other expenses incurred during webcast instruction. Tuition charges DO NOT include textbooks, workbooks, notebooks, lab boards, or payment for other materials necessary for class preparation and study.
- 4.3 As stated in 3.3, tuition payment must be submitted at the time of registration.
- 4.4 Any student whose tuition has not been paid prior to the first night of class will be allowed into class the first night. If the tuition has not been paid before the second week of class, however, the student will not be allowed to continue until payment is made in full.

5.0 BOOKS

- 5.1 Textbooks to be used as part of the apprenticeship program can be purchased from IEC. The cost of the textbooks is established by the Apprenticeship Board of Trustees will be stated in the registration information.
- 5.2 Textbooks are purchased for the entire year (four quarters). Some will be used for multiple years; others will only be used for the one year. Students are encouraged to keep their books for future reference material.

6.0 INVOICING

- 6.1 There is no invoicing; payment is due and payable with registration.

7.0 CREDITS/REFUNDS

- 7.1 **There will be NO credit for book fees after the books have been distributed and are in the possession of the student.** Books are ordered based on registration. Should it become necessary to cancel a book order, a credit will be issued to the contractor for the cost of the books minus a 17% restocking fee.
- 7.2 **There will be NO refunds for tuition after the second night of class.** If cancellation is received prior to the second week of class, the full amount of tuition minus a \$35 administrative fee will be credited toward future tuition expenses rather than returned as a check. Please use the *IEC Student Changes Form* for the above-mentioned credit(s). However, if a contractor demands a refund by check, a written request to the IEC Office will be necessary.

8.0 CONDUCT

- 8.1 Keep in mind that there are several students online at the same time as you. When you are on break, or are otherwise speaking, please be considerate so that you do not disturb the other students.
- 8.2 All students are required to participate and communicate electronically with the instructor in order to avoid being automatically "logged off" from that session.
- 8.3 All students are required to provide safety glasses and/or other personal protective equipment (PPE) that may be required while working on hands-on lab exercises.
- 8.4 The instructors are considered to be an extension of IEC management, and as such, have the authority to dismiss any student from the premises for conduct deemed not in the best interest of the IEC apprenticeship program or the school facility.
- 8.5 Any student that feels they were treated unfairly during the enforcement of the "Conduct" section of this document is encouraged to make an appointment with the Training Manager or the Training Director to discuss the issue. Immediately before class is a bad time for such a meeting. There are many demands on the Training personnel at these times.
- 8.6 Any student caught cheating on homework, quizzes or exams are subject to immediate termination from the program. The students' employer will be notified the following day.

- 8.7 Any student terminated from the program can have their position heard by the Training Committee upon written request to the Training Director. Any decision by the Committee is final. The Training Committee meets once every month.

9.0 CHALLENGE TESTING

- 9.1 Challenge testing, which allows a student to complete the semester course or year early, is not available for the RMC "Get Wired" Remote Training Program.

10.0 PLACEMENT TESTING AND TRANSCRIPTS

- 10.1 New students who desire to test out of the first or second year classes must schedule an appointment with the Training Office prior to the close of registration. A \$25.00 fee will apply to all placement exams.
- 10.2 Placement testing will be allowed for passing on to second year only. There will not be placement testing to move from the second to third year and from third year into fourth year, and naturally there can not be placement testing to move out of the fourth year.
- 10.3 Placement testing applies to **new students only**.
- 10.4 All placement exams must be completed within four hours. If the student has not completed the exam in four hours, any questions left unanswered will be graded as if they were answered incorrectly.
- 10.5 Transcripts from OTHER APPRENTICESHIP TRAINING PROGRAMS AND TRADE-RELATED COURSES may be used in order to be granted a placement exam. A placement exam is necessary to enroll in other than first year when transcripts are presented. For example, to get into third year you will need to take a second year placement exam. The transcripts need to be presented to the Training Director for review prior to the placement exam date.
- 10.5.1 Transcripts from OTHER IEC TRAINING PROGRAMS may be used instead of placement exams. The transcripts need to be presented to the Training Director for review prior to the placement exam date. The Training Director will review the transcripts for content and coordination with the Rocky Mountain Chapter IEC program. The Training Director can "waive" the requirements for placement exams based on the information in the transcripts. The acceptance or rejection, in whole or in part, of credit for previous training is the decision of the Training Director. If the student does not agree with the judgment of the Training Director about placement in school, the student will be allowed to take the placement exam.

11.0 ATTENDANCE:

- 11.1 The IEC Electrical Apprentice Training Program is recognized by the Department of Labor and approved by the Office of Apprenticeship (OA). CFR 2929, code of the Federal Regulations requires strict monitoring of the attendance for each apprentice in the training program. Attendance is mandatory and it is the responsibility of the student to attend and participate in class.
- 11.2 **Students who have accumulated more than three absences during the school year will be dropped from the program immediately!** Any student dropped from the program, but otherwise in good standing with IEC, may re-enroll to repeat the entire school year. There are no excused absences. Classes missed due to work or personal matters will be counted as an absence. No make-up classes will be offered.
- 11.3 Each student is required to attend all regularly scheduled classes each year. The school year consists of 168 hours. These sessions will be held twice per week on designated weeks.
- 11.4 It is the responsibility of each student to assure they registered and logged in to WebEx prior to the beginning of each class. If you do not receive your invitation from WebEx prior to the start of each class, be sure to contact the instructors on

the number listed in the student manual. **Disagreements with attendance records need to be addressed with the IEC Training Office staff within the semester in question.**

12.0 GRADES

12.1 Student grades will be based on a combined average of three different factors: exam, quiz, and homework scores. This grade is referred to as the combined average and is calculated as follows:

Exams (Midterm/Finals)	34%
Quiz Scores	33%
Homework	33%

12.2 In order for a student to pass from one semester to the next (for example: from first year, first semester to first year, second semester), the student must have a minimum **combined average of 70%**.

12.3 In order for a student to pass from one year to the next, the student must receive a minimum of **70% for the combined average 2nd quarter final exam grade and a 70% on the 4th quarter final exam.**

12.4 Students that fail the Final Exam or are below 70% on the combined average grade will be allowed to take a “make-up” exam **one time only**. (See section 16.0 for more information on re-testing).

12.5 Letter grades will be assigned to each overall percentage grade according to the following table:

100% - 93%	=	A	=	Exceptional
92% - 85%	=	B	=	Very good
84% - 75%	=	C	=	Good
74% - 70%	=	D	=	Poor
Below 70%	=	F	=	Very poor – Failing

12.6 Any student that fails a semester must retake that semester in order to continue.

13.0 GRADE REPORTS

13.1 Grade reports will be sent to the contractors with their final exam. Students should be encouraged to keep track of their quiz grades per week.

13.2 Final grades, for all quarters and the year, will be sent to the student and their contractor. IEC will send the grade reports for the students to the contractor on record as the student's employer. The student will then receive the report from their employer. **It is the responsibility of the student to keep IEC informed of changes to their address, employer, telephone number, or other via email to their instructor.**

14.0 EXAMS

14.1 All exams for the RMC “Get Wired” Remote Training Program will be supplied by the Training Office and graded by the instructor for that class. The exams (Mid-Term and Final), will consist of no more than 50 questions each.

14.2 All exams are closed book exams. However, the National Electrical Code (NEC) book and a calculator may be used. No other resources, notes (discretionary per instructor), books, or like materials are allowed to be used during an exam.

15.0 QUIZZES

- 15.1 All quizzes for the RMC “Get Wired” Remote Training Program will be at the end of each class session.
- 15.2 Quizzes are part of each session. If a student is absent when a quiz is given, the student must contact the instructor to schedule a time to take the quiz.

16.0 RE-TESTING

- 16.1 Re-testing for the Mid-Term Exam is not allowed under these Policies and Procedures.
- 16.2 Re-testing will be allowed on last quarter Final Exams only. **Any student that receives less than 70% on the combined average score for the last quarter Final Exam will be allowed ONE CHANCE to retake the exam.** The re-test must be done during regular IEC office hours and is to be scheduled in advance. All re-tests must be completed within five days of notification. **The student must successfully pass the last quarter Final Exam and have a passing semester average in order to pass to next year’s class.** Any student who does not receive a 70% or better on the retake of the last quarter Final Exam will receive a failing grade for that year’s school work and will be required to repeat the entire school year.

17.0 LABS

- 17.1 All labs are proctored and/or supervised by a licensed journeyman electrician.
- 17.2 All first and second year students will participate via live webcast. An appropriate lab board will be required for the lab exercises. A materials list can be found at **www.iecrm.org** under “Remote Training” with the suggested materials and purchase locations.
- 17.3 All third and fourth year students are required to attend scheduled labs in Colorado at the Denver Campus location.
- 17.4 All labs associated with the RMC “Get Wired” Remote Training Program require an ***Ideal 61-766 TightSight Clamp Meter (with True RMS)***. Meters may be purchased through IEC. Please contact Annette Gauna at 303-853-4886 or at annette@iecrm.org for ordering information.

18.0 HOMEWORK

- 18.1 It is the responsibility of each student to obtain the homework assignment for the next week’s class from their instructor.
- 18.2 The homework assigned for any given week will be as presented in the IEC Student Manual. However, each individual instructor can make changes, additions, or deletions for the published homework assignments as is fitting and proper for their class for that particular lesson.
- 18.3 It is the responsibility of the student to turn in their homework assignments on time and complete. Make-up for missed homework assignments is strictly a decision of the individual instructor. Some instructors may allow a student to make-up missed homework assignments and others may not. The decision of the instructor is final concerning homework assignments. No make-up homework will be accepted after the Mid-Term Exam for the first half of the semester. Make-up homework for the second half of the semester must be submitted before the semester Final Exam.

19.0 SCHOOL CLOSURES

- 19.1 In the event of any school closure an email will be sent to the student prior to the schedule session.

20.0 TOP STUDENT AWARDS

- 20.1 The instructor of each class in the school will present the name of their top student to the Training Director. The top students will be honored at the graduation ceremony. They may attend as the guest of IEC.

- 20.2 The top student is based on several factors, including grades, attendance, class participation, and other factors that make this individual outstanding according to their instructor.
- 20.3 The selection process for the top student will be determined by the individual instructor. The entire class may vote on the selection, the instructor may select the individual, or another method may be used. The decision of the instructor, as it pertains to top the student in their class, will be final.
- 20.4 The top students attending the graduation will receive their award during the exercises. The top students not present at graduation may pick up their award at the IEC Office.

21.0 GRADUATION CEREMONY

- 21.1 A graduation ceremony will be held at the end of the second semester classes to honor the work and accomplishment of the fourth year students. The exact time and place will be announced.
- 21.2 All graduating fourth year students are invited to the ceremony as guests of IEC and are encouraged to attend. Graduating students in attendance will receive a gift to be awarded at the graduation ceremony. The fourth year top students will also be honored with a special award.

22.0 WIRE-OFF COMPETITION

- 22.1 Top fourth year graduating students will be selected by the instructors and the Training Director to compete in the annual *Wire-Off Competition* held each spring at the IEC Office/classroom complex. Students employed by non-member IEC electrical contractors will not receive an invitation to compete.
- 22.2 Participants in the *Wire-Off Competition* will each receive a prize. The top contestant will receive an all expense paid trip (including spending money) to the IEC National Convention. There, the contestant will compete against the best of the other IEC Chapters from across the country.
- 22.3 Contestants selected to compete in the *Wire-Off Competition* will be notified by mail of their selection. If for some reason an invited contestant cannot compete in the *Wire-Off Competition*, the next most qualified student will be selected from the list.
- 22.4 Selection for participation in the *Wire-Off Competition* will include the following criteria: recommendation of the fourth year instructors, homework, quiz and exam scores, class participation, attendance, and experience in all areas of the electrical trade (residential, commercial, and industrial). Each participant must have no more than six years in the trade.

23.0 MATH TESTING

- 23.1 CareerReady Colorado Certificate (CRC) testing is mandatory. Please see www.iecrm.org for Work Keys testing centers near you.

24.0 EXPERIENCE HOURS

- 24.1 It is the responsibility of the student to maintain his/her hours for the State's Affidavit of Experience.