



## Central PA Chapter Independent Electrical Contractors

### Dear Open Enrollment Candidate,

Before submitting ALL of the appropriate documents to be considered for the IEC's electricians' apprenticeship program, there are a few other items that you need to be made aware of:

- 1. Missing Documents:** If you are missing any required documents, you will **not be accepted** into the electrician apprentice program at this time. If you have no diploma, we will accept the date of graduation if it is on your transcript. If you are missing transcripts, request a copy from your school or a letter stating it is unavailable but this could alter your ranking points. If home schooled, obtain a letter from the school district indicating you met all their requirements. If you fail to submit all of the required documents, you will not be able to proceed to the math assessment nor the interview.
- 2. Starting Wages:** If accepted into the apprenticeship program, we will place you with one of our electrical contractor members. The average starting wage for an apprentice without any knowledge of the electrical industry is a minimum of 45% of the present journeymen's wage for the contractor you are placed with which is about \$9.00-10.50 per hour. You can expect increases every 1,000 hours on the job (approx. two increases each year).
- 3. Accepting Employment:** If you are offered a position with one of our electrical contractor members you must accept the position. If you chose to decline the offer for any reason, you will be removed from the program and can apply again after one year. You do not have a choice as to which contractor you work for.
- 4. Math Assessment and Questionnaire:** You will be required to take a math assessment which gives us an indication of the type of math ability you have. **You might want to brush up on adding, subtracting, multiplying and dividing fractions.** It takes about 30-40 minutes for the 30 questions involving fractions, percentages, logic questions. Dates, times and location are on a separate sheet. **Bring pencil and calculator (cannot use a phone or tablet).** The questionnaire covers your interests, why you want to be an electrician, and such.
- 5. Interview:** You will be required to attend a 10-15 minute personal interview with electrical contractors interested in apprentices. We are interested in why you have chosen the electrical field, some of your personal interests, and your reaction to working in certain conditions. **A separate sheet will be presented at the math assessment with the date and times.** Bring questions, too. You can expect 8-12 contractors at the interview. Dress appropriately, and don't be late!
- 6. Hand Tools.** You will be required to purchase your own hand tools. Requirements will vary with each employer.
- 7. Driver's License** - the program requires you to have a valid and current driver's license since you will be asked to drive company vehicles from time to time.
- 8. Criminal Background** - the program requires you to work on a variety of job sites including public ones. You will not be able to be accepted in the program if you have a criminal background involving a felony since we are unable to place you.
- 9. Drug screening** – You will be required to take and pass a drug screen prior to having an interview.
- 10. The IEC's program is registered** with the U.S. Department of Labor and we are required to adhere to the policies set forth in our program. *The IEC is an equal opportunity employer.*
- 11. The \$75 Application Fee is non-refundable.** If, after reading this information, you decide by the last day of the open enrollment period that you are not interested in being considered for the apprentice program, you may GO BACK to the site where you completed the application and request your application fee back.
- 12. Application Changes.** You may change any item on the open enrollment application through 4:00 pm on the last day of the open enrollment. No changes are permitted after that time.