



Central PA Chapter Independent Electrical Contractors

Checklist for IEC Apprenticeship Program Application

OPTION 1: complete all items, and mail to the address listed at the bottom of this page as a single packet including this checklist. All applications must be **received** by the final day of open enrollment.

OPTION 2: complete all items, and drop off at Central PA IEC training facility, 8 Long Lane, Mechanicsburg, PA 17050. All applications must be received by 4pm the final day of the open enrollment period.

OPTION 3: complete all items, and submit as an email (with multiple attachments not to exceed 5MB total; if attachments exceed 5MB, multiple emails may be accepted) to execdir@centralpaiec.org. The email and online payment must be submitted by 4pm on the last day of applications.

SOCIAL SECURITY NUMBER: If you are emailing any items, please be sure to black out the social security number to protect your identity. You may be asked to show ID, in person, at the math assessment.

Applicant name: _____

A. **READ** "Dear Open Enrollment Candidate" letter, and Job Description.

B. All applicants must **submit the following documents.**

Enclosed?

1. \$75 Non-refundable application fee. Check payable to Central PA IEC. Do not mail cash. Requests to pay by credit card through our Square account online must be submitted in an email no later than noon on the last application day. You will be emailed in return with a link to pay the fee online (processing fees apply). YES NO
2. Proof of Age. Copy of driver's license, birth certificate, etc. If emailing items, don't send copies of these items. Instead, bring a copy to the math assessment. YES NO
3. Copy of High School Diploma* or GED Certificate or letter from high school that diploma not available. *Date on transcripts is acceptable.* YES NO
*NEW: High school seniors may apply, but employment and acceptance are contingent upon successful graduation.
4. High school transcripts. May submit additional transcripts including vo-tech, trade schools BUT high school transcripts required. YES NO
5. Proof of electrical trade work experience, if any.
(Letter from employer noting electrical experience, if this is applicable) YES NO
6. Form DD214 for veterans applying YES NO
7. Three (3) letters of reference from acquaintance, other than family YES NO

C. Complete the **Application** Done

D. **READ** Important Next Steps with the details about the math assessment dates. If you do not attend a math assessment date, you will be removed from further consideration and will not be scheduled for an interview.

Questions: Call Marissa Bankert at 697-7553 (office) or email execdir@centralpaiec.org.
Central PA Chapter IEC, 8 Long Lane, Suite B, Mechanicsburg, PA 17050
(717) 697-7553 • Fax (717) 697-7545 • www.centralpaiec.org