



Central Pennsylvania Chapter *Independent Electrical Contractors*

IMPORTANT - NEXT STEPS you MUST complete

After completing the application, turning in the required documents, and submitting the application fee, here are the next steps:

1. MATH and READING Assessment and Questionnaire:

Attend Math and Reading Assessment: Virtual Times Available March 1-3, 2022.

- a. Applicants will be notified by email to register via TTSU (Time to Sign Up) for a TABE assessment session. Each session will have a limited number of spaces. If one session is full, you will need to select another session.
- b. **The online assessment MUST be completed on a device that has audio and video capabilities, such as a PC, laptop, or tablet. Please be advised that cell phone usage is prohibited during the assessment. The online training site is web-based and can only be accessed using the Google Chrome browser.**
- c. Applicants will receive an email including TABE Online Learning Directions and TABE assessment tickets-Reading and Mathematics. At this time, applicants will need to login to the TABE Online Learning link, found within the online learning direction document, to confirm compatibility and access the assessments on their device. Applicants will need to review the entire document regarding the complete process outlined for TABE assessments.
- d. On the day of the applicant's assessment session, applicants will need the appropriate assessment tickets and TABE assessment link to access the assessments.
- e. Good luck and remember that the assessment window is 3 hours in length, designating 1.5 hours approximately for each assessment.
- f. You will also be asked to complete a two-page questionnaire on this date if you are not currently employed by an IEC member.

If you miss the assessments, you will not be eligible for any further consideration.

2. INTERVIEW: After completing the assessments, individuals seeking employment will need to schedule a 10-15-minute interview to occur on the date listed below.

Date: **Tuesday, March 8, 2022 Times to be TBD, but are typically mid-afternoon.**

Location: **Central PA IEC, 8 Long Lane Mechanicsburg, PA 17050**

At the IEC's discretion, additional interviews may also be scheduled for an additional date.

If you have any questions, call Marissa Bankert, at 717-356-2062 or email to Marissa Bankert execdir@centralpaiec.org or call Kristi Wickard, at 717-697-7553 or email to Kristi Wickard apprenticeshipcoordinator@centralpaiec.org.