



IEC-DAKOTAS Electrical Apprentice Program
School Year 2016-2017 – Apprentice On-Line Responsibilities

(Print) Name: _____ **Grade/Level:** _____

Employer: _____

Cell Phone# _____ **Home Phone** _____ **Email** _____

In case of emergency contact: _____ **Relationship** _____ **Phone #** _____

Note to Apprentice: Please initial each item as you read and understand. (If you do not understand any part of this document – ask for clarification.) Your signature at the end of this document indicates that you understand your responsibilities as a participating apprentice in the IEC-DAKOTAS Electrical Apprentice Program – SY2016-2017.

1. _____ I understand IEC-DAKOTAS is the coordinator for the On-Line apprentice program.
Questions regarding the program will be directed to - iecdak.edu@midconetwork.com
2. _____ I agree to satisfactorily complete all required on-line assignments as stated in the prescribed curriculum and/or instructor directives prior to advancing to the next level of study.
3. _____ I understand and agree, due to the core structure of the prescribed curriculum, I must satisfactorily complete current semester assignments to acquire the knowledge and skills upon which the next level of study will be based.
4. _____ I understand and agree – to use the online training program at the pace of one lesson minimum per week – maximum two lesson exams per day.
5. _____ I understand and agree that I am to turn in the required lessons as prescribed by the training directives.
6. _____ I understand that a semester is an 18 week period of instruction and that there are two semesters for each year of study.
7. _____ I understand and agree that my log in information gives me the required information to do the on-line study and it includes the beginning date and ending date of each semester.
8. _____ I understand that the policy agreement on-line must be agreed to before I begin my training.
9. _____ I understand my passing grade per semester must be an average of 70% or higher.
10. _____ I understand my email address for purposes of the on-line training must include my name.
11. _____ I understand additional information is included in the on-line screens and lessons within the training site.
12. _____ I totally understand each semester has an ending date which is located below my name whenever I log into the system.
13. _____ I understand and agree that the weekly “Chat Session” must be attended as directed in the prescribed training.
14. _____ I understand that as an IEC-Dakotas student I must acquire my own CPR and First Aid card and submit a copy to the IEC-Dakotas office before I will be eligible for credit for the year I am registered.
15. _____ I understand that the Reading Worksheet will be submitted for correction by the Instructor before I do the Homework and Quiz exams.
16. _____ I understand Lessons will not be reset – I must make sure my computer will allow me the time to be on-line to do the prescribed curriculum. Maximum 240 minutes at a time.
17. _____ I understand Mid-Term and Final exams will not be reset. I must be prepared to take them before I enter the exam.
18. _____ I understand that I must have a 2014 National Electrical Code Book in addition to my IEC curriculum to do this on-line training.
19. _____ I understand that if I skip a lesson I will receive a zero for that lesson.

- 20.____ I understand if my system has been tampered with, I will be barred from the system.
- 21.____ I agree and understand that I must take the orientation so I know how to move within the system.
- 22.____ I agree and understand that if I am not using the 16/17 IEC curriculum, I must inform the instructor.
- 23.____ I agree and understand it is my responsibility to prepare and complete this training as prescribed.
- 24.____ I understand and agree that my OJL (On-the-Job Learning) reports will be submitted on a monthly basis.
- 25.____ I understand that IEC's Curriculum is recognized by ACE (American Council on Education), college credits, as additional credit and if I have any questions, I will contact my instructor.
- 26.____ I understand that my grades and certificates are sent to my employer.

I understand that if I have difficulty with academics or other class related issues, I will ask my instructor for assistance

____ My signature below indicates I have read and fully understand information contained in this document. I have been given an opportunity to ask questions and agree that the answers given were understood. A copy of this signed document is on file at the IEC-Dakotas office. I fully understand my responsibilities as a participant in the IEC-DAKOTAS Electrical Apprentice Program for SY 16-17.

_____ Apprentice Signature	_____ Date	_____ Instructor's Signature	_____ Date
_____ Contractor's Signature	_____ Date	_____ Director's Signature	_____ Date



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