



IEC Dakotas Apprentices Training Program Registration Process for Contractors

RECOMMENDED. It's recommended that apprentices complete the online application form located at www.iecdakotas.com. Students will receive a confirmation email when they've completed their application.

OPTIONAL. Contractor may choose to 'force register' apprentices by logging into contractor account, clicking "My Company", then "Students". From there, select "Add Student". This will allow the contractor to enter some very basic info on behalf of the apprentice-enough to get them started.

Upon Registration, IEC Dakotas will verify student information and link them to their contractors Flashpoint Account.

Contractor will be able to login and see which apprentices are registered to their account and enroll them in the correct class. Simply go to My Company/Students and scroll down to your students. Select one by checking the box next to their name. Then click on the "Enroll Students" button and select online, classroom, city, and year.

Flashpoint will give you the option of paying for school or creating an invoice with standard 30-day terms. If a student withdraws before the end of the 3rd week, IEC will refund the contractor all but \$500 of the cost of apprenticeship.

Contact IEC Dakotas with any questions or comments:

Jeff Kirstein-Executive Director 605-271-0395 Executivedirector@iecdakotas.com

Bryan Mitchell-Training Director 605-545-7745 Bryan@iecdakotas.com