



**2024-2025 Student Manual
Independent Electrical Contractors
(IEC) Association
Apprenticeship Program**

2024-2025 Apprenticeship Program Student Manual

IEC (Independent Electrical Contractors Association) is a nationwide organization with headquarters in Washington DC. IEC is made up of more than 50 different chapters. Together, IEC educates over 14,000 electrical apprentices every year. You will get out of IEC's training what you put into it. The sky is the limit if you give it your best!

The following student manual is Specific to the IEC Dakotas.

Types of Training

Students can choose one of the following training options:

In-Person Classroom:

- This option involves attending live classes in a physical IEC classroom with an instructor.
- **Attendance:** Regular attendance is mandatory. Students must have a valid excuse from their contractor for any absence. Three unexcused absences will result in dismissal from the program.
- **Class Duration:** Classes are scheduled for 4 hours and include homework outside of class.

Live Online Training:

- This option allows students to attend live classes virtually through IEC's online training portal.
- **Attendance:** Students must attend live online classes each week with their webcams and microphones turned on. Similar to in-person classes, a valid contractor's excuse is required for absences, and three unexcused absences will lead to dismissal.

Traditional Online:

- This is the most flexible option, allowing students to complete all reading and homework assignments independently through the online system by designated deadlines.
- Students have access to recorded classroom lectures for reference.

Important Note: Students choosing the **Traditional Online** option are **required to attend one** live in-person or live online class during the program (details to be **provided**).

Placement Process

- Students with no formal classroom training will automatically be placed in Year 1 Training.
- Students that have graduated from a technical school will be placed in Year 2 of IEC Training and will skip Year 1. Contractor may opt to place student in any year if they wish.
- Students that have other formal education (college, union training, other training) will submit their transcript to IEC. IEC will then place student accordingly.
- Testing Out/Test Placement. Placement tests are 60 questions long and must be taken in the presence of IEC or a company official.
 - Students who have no formal training but more than 2,000 hours of verifiable on the job hours may opt to test out of Year 1 IEC Training.
 - Students who have no formal training but more than 4,000 hours of verifiable on the job training may opt to test out of Year 2 IEC Training.
 - Students who have successfully graduated a vocational school or college may opt to test out of Year 2 of IEC training.

Grades are calculated as follows:

Your final grade in each semester is determined by a combination of homework, quizzes, exams, and participation.

- **Homework (25%):** Assignments in your workbook are considered homework. These are open-book and allow three attempts. Your final homework grade will be the average of your best attempts.
- **Weekly Quizzes (25%):** Each week, you will complete a 10-question quiz based on the covered material within a 30-minute timeframe. Both in-person and online students will receive a password for each quiz from the instructor during class.
- **Midterm Exam (25%):** A midterm exam will be held approximately halfway through each semester, covering the first half of the material. This multiple-choice exam takes 4 hours and must be taken in the presence of an IEC instructor. Online students will take the exam via computer with their webcams turned on. The password-protected exam is mandatory for all students regardless of their training type.
- **Final Exam (25%):** The final exam assesses the material covered in the second half of the semester. Similar to the midterm, it features multiple-choice questions and allows 4 hours for completion. The final exam also requires being proctored by an IEC instructor and taking it with your webcam on if you're an online student. All students will take the password-protected exam simultaneously.
- **Hands On Labs (±10% points possible):** This year, we're excited to introduce hands-on labs to further enrich your educational experience. These labs are designed to complement your theoretical knowledge by providing practical exercises to solidify your understanding and develop valuable skills.
 - **Lab Participation**

- While completing labs won't directly impact your final grade, active participation is highly encouraged. Labs will be offered at various points throughout the semester and may contribute up to 10% of your overall grade at the instructor's and IEC leadership team's discretion.
- **Benefits of Participation**
 - Engaging in hands-on labs offers numerous advantages. These sessions will solidify your grasp of key concepts, enhance your practical skills, and prepare you for success in the field. We strongly encourage you to take advantage of this valuable learning opportunity.

Additional Points:

- You can earn up to 2 extra credit points by participating in a student survey at the end of each semester.
- A minimum overall average of 70% is required to pass a semester.
- The A&T Committee formally reviews student grades (a process called "stepping") approximately two weeks after each semester ends to determine if students meet all passing requirements.
- Certificates of completion will be sent to students and contractors roughly 3 weeks after the committee's evaluation. IEC will maintain copies of these certificates for future reference.

Student Expectations through all Instructional Platforms

Academic Performance:

- **Active Participation:** Be an active participant in your learning, whether it's in class discussions, online forums, or completing assignments.
- **Time Management:** Effectively manage your time to complete coursework, meet deadlines, and prepare for assessments. You will be required to do work outside of class.
- **Academic Integrity:** Maintain high standards of academic honesty. Cheating, plagiarism, or any form of academic dishonesty will not be tolerated.
- **Continuous Learning:** Take responsibility for your learning by actively seeking knowledge beyond assigned materials.

Professional Conduct:

- **Respect:** Treat instructors, classmates, and staff with courtesy and respect.
- **Communication:** Communicate clearly and professionally with instructors and peers.
- **Attendance:** Maintain consistent attendance in online sessions or in-person classes. Notify your instructor in advance of any absences.

- **Preparation:** Come to class or online sessions prepared with the necessary materials and having reviewed the assigned readings.

Technology Requirements (Online Students Only):

- **Reliable Internet Connection:** Ensure you have a reliable internet connection with sufficient bandwidth to participate effectively in online classes.
- **Compatible Device:** Have access to a compatible device, personal computer, tablet (with keyboard) or Chrome Book that meets system requirements.
 - **Webcam**
 - **Microphone**
- **Technical Skills:** Possess basic technical skills for navigating online learning platforms and completing online assignments.

Additional Resources:

- **Student Handbook:** Review the Student Handbook for detailed information about policies, procedures, and resources available to you.
- **Instructors:** Consider your instructors as valuable resources. Don't hesitate to reach out with any questions or concerns.
- **IEC Support:** IEC Dakotas provides a variety of support services, including academic support and technical assistance.

Remember:

Success in your electrical training program requires commitment, dedication, and a willingness to learn. We are here to support you every step of the way.

By following these expectations and actively engaging in your learning journey, you are well on your way to becoming a skilled and successful electrician.

Classroom Live Training

Class Times and Attendance:

- Classes begin promptly at 6:00 PM local time (Sioux Falls: 5:00 PM).
- Classes typically end at 10:00 PM, but some weeks may conclude earlier based on the subject matter.
- Instructors will inform you of any schedule adjustments due to weather or unforeseen circumstances.
- Missed classes must be made up (details provided by instructor).

Before Class:

- Please arrive on time and prepared with your current NEC Code Book.
- Avoid entering class with muddy footwear. Bring a change of shoes if needed.

During Class:

- Cell phones should be silenced and put away unless instructed otherwise by your instructor.
- You may eat dinner before class in the classroom, but please clean up thoroughly after yourself.
- Food is not allowed once class begins. Snacks are permitted during designated break times.
- Maintain a clean and respectful classroom environment.
- Discussions about pay or company benefits with other students are prohibited.

Additional Notes:

- Instructors will provide specific expectations regarding assignments, deadlines, and pre/post-class preparation.
- This program includes four years with two semesters per year, each consisting of 18 weekly lessons. Further details will be explained by your instructor.

Online LIVE Training Program

This program allows students to participate in IEC training remotely through live online classes and an online learning platform.

Eligibility:

Students located within 30 miles of a training center must have their contractor approve their choice of online learning.

Requirements:

- **Curriculum:** Live online students use the same textbooks and attend the same weekly live online classes as in-person students.
- **Technology:** Students are responsible for providing their own compatible device (laptop, desktop, tablet with a reliable internet connection. Your device must have the following:
 - **Webcam**
 - **Microphone**
 - **It's recommended to have a Keyboard**
- **Weekly Learning:**

- Each week, students will complete assigned readings from the student manual and potentially supplemental textbooks.
- After completing the readings, students will work through the corresponding worksheets in their student workbook.
- Online homework is completed electronically on www.ieci.atplms.com [invalid URL removed]. The system automatically grades homework and allows three attempts. Your final homework score will be the average of your attempts.
- **Live Online Lectures (Live Online Students Only):**
 - Students attend live online lectures for deeper understanding of the weekly lessons. Login information can be found within the online learning system.
 - These interactive sessions allow students to ask questions in real-time. Lectures typically last 60-90 minutes, followed by a Q&A session. The instructor will provide the quiz password during these sessions.
 - Missed live lectures are accessible as recordings but require contractor approval if you're registered as a Live Online student.
- **Traditional Online Option:**
 - Offers the most flexibility and does not require participation in live online classes.
 - Traditional online students still have access to recorded lectures for reference.
- **Support:**
 - Contact your online instructor directly for additional help. They will schedule a convenient time to assist you.
 - IEC Dakotas is also available for further support.
- **Grading:**
 - Online student grades are calculated identically to in-person classroom student grades.

Additional Support

We understand that challenging concepts may arise during your studies. Whether you need clarification on a formula, assistance interpreting the codebook, or general course support, IEC is here to help.

Don't hesitate to reach out to your instructor, your contractor, or the IEC support team. Our goal is to empower you to succeed and become a skilled electrician. Please don't hesitate to ask for assistance when needed.

IEC Dakotas Communication

Effective communication is key to your success! IEC Dakotas offers several channels to stay connected. Remember, communication is a two-way street, so please don't hesitate to reach out!

How to Contact Us:

Instructors: Your instructors are your first point of contact for any questions or concerns. You can find a directory of instructors near the top of the online system.

IEC Main Office:

Jeff Kirstein, Executive Director: 605-376-0819 Email: Executivedirector@iecdakotas.com
Address: 801 W. Blackhawk Street, Sioux Falls, SD.

Bryan Mitchell, Training Director: Email: Bryan@iecdakotas.com Address: 2425 E St.
Charles St, Rapid City, SD.

EDUCATIONAL ASSISTANTS: EA's help instructors and students by managing the online system, communicating deadlines, proctoring exams, and helping to facilitate the entire process.

Virginia De Boer, Educational Assistant Year 1 and 3. Virginia.iecdakotas@gmail.com

Nancy Kirstein, Educational Assistant Year 2 and 4. Nancy@iecdakotas.com

IEC Dakotas Learning Management System messaging: Send messages directly to your instructor or the Educational Assistant within the online system.

Leadership Contacts (For Reference Only):

Board of Directors President: Paul Mayer pmayer@mthelectric.com

A&T Committee Chair: David Thingvold dthingvold@jdpelectric.net

Code of Conduct

IEC is committed to fostering a safe, respectful, and productive learning environment for all students. This Student Code of Conduct outlines expectations for student behavior on-site and at any IEC-sanctioned events.

Scope:

This Code applies to all students enrolled in IEC programs. It remains in effect even if a student withdraws while a disciplinary matter is pending.

Expectations:

Students are expected to conduct themselves in a manner that does not disrupt the learning environment or infringe upon the rights of others. Violations of this code may result in disciplinary action.

Prohibited Conduct (Examples):

- **Disruptive Behavior:** Actions that hinder the educational process, impede learning, or disrupt staff workflow.
- **Violence or Threats:** Physical or verbal abuse, threats, or detention of any person.
- **Safety Hazards:** Endangering oneself or others, or damaging property.
- **Theft or Vandalism:** Taking or damaging property belonging to IEC, the community, or individuals.
- **Unauthorized Access:** Entering or using IEC facilities or property without permission.
- **Substance Abuse:** Use, possession, manufacture, or distribution of illegal substances or weapons.
- **Academic Dishonesty:** Cheating, plagiarism, or providing false information to the school.
- **Irresponsible Use:** Reckless operation of vehicles, equipment, or tools.
- **Financial Obligations:** Failure to pay fees or other financial obligations.
- **Harassment:** Unwelcome conduct that creates a hostile environment
- **Substance Use:** Smoking, smokeless tobacco, or vapor products outside designated areas.
- **Failure to Report Crime:** Not reporting knowledge of serious crimes to IEC or law enforcement.
- **Technology Misuse:** Unauthorized or unethical use of IEC computer systems.
- **Copyright Infringement:** Violating copyright laws.
- **Disobeying Instructions:** Failure to comply with reasonable directions from IEC staff.
- **Stalking/VAWA Offenses:** These are addressed under separate policies.

Additional Notes:

- This list is not exhaustive. Other behaviors deemed inappropriate may also result in disciplinary action.
- Students are encouraged to report any violations of the Code of Conduct to IEC staff.

Students found in violation of this code of conduct will face an IEC Leadership Tribunal to determine appropriate course of action. The IEC Leadership Tribunal will consist of the Executive Director, Training Director, Instructor, Representative of the A&T Committee.

Certificates and Diplomas:

- **Completion Certificates:** Upon successful completion of each semester, you will receive a certificate of completion signed by the IEC Dakotas A&T Committee Chairman and Executive Director. These certificates will be mailed to your contractor, with a copy retained by IEC Dakotas for our records. If you need an additional copy in the future, simply contact IEC Dakotas.
- **Graduation Diploma:** Graduates will receive a diploma from IEC National, signed by their A&T Chair, IEC's Board President, and the IEC Dakotas Board President and A&T Chair. **Please allow several weeks** for processing and delivery of graduation diplomas. If you need to take your journeyman's exam before receiving your diploma, please contact IEC for assistance.
- **Federal Apprenticeship Program Diploma (if applicable):** Students who are also registered in the Federal Apprenticeship Program will receive a formal diploma from the U.S. Department of Labor. This diploma verifies completion of a recognized program and satisfies training requirements in most states.

Wire-Off Competition

Every year, IEC hosts a friendly competition for the graduating class of apprentices. We call it "The Wire-Off". To be eligible to compete in the Wire-Off, you must be a 4th year, 2nd semester student and have a passing grade at the time of the competition as well as meet national requirements. The Wire-Off is usually held shortly after the end of the semester. ALL ELIGIBLE STUDENTS WILL BE AUTOMATICALLY REGISTERED FOR THE WIRE-OFF. The Wire-Off is a competition to determine which of our students will be crowned "Apprentice of the Year. This apprentice will be given the opportunity to compete in a National Wire-Off and possibly be crowned the National Apprentice of the Year. IEC Dakotas apprentices have fared well in the national competition in years past. Here's how our competition works:

- The competition is a 2-day event. Meals are provided by IEC. Lodging is provided by the contractor.

- Prior to attending the Wire-Off, students will take a comprehensive exam, covering all 4 years of IEC Training. This exam must be proctored and will serve as the Final Exam for the apprentice training program. Results are kept secret until the Wire-Off is concluded.
- Day 1 consists of a graduation ceremony as well as a fun, social event. Families are encouraged to attend. Graduation is free, and graduates will receive their actual diplomas at this point.
- Day 2 consists of:
 - A conduit bending challenge (30 minutes)
 - A troubleshooting problem (30 minutes)
 - “The Problem”. Students are given a written problem and need to create the problem with material provided. Typically some sort of multi-part circuit using conduit, wire, switches, lights, etc. (6 hours)
- The winner is the apprentice who has the highest combined score. The test is 40 points. The Problem is 40 points. The troubleshooting and conduit bending are 10 points.
- Winner gets an all-expenses paid trip to the National Convention as well as a bunch of prizes, including a complete set of Milwaukee Tools!



IEC Dakotas Class Schedule

Fargo, North Dakota 764 34th St North Unit P

<u>Year</u>	<u>Regular Class Night/Time</u>	<u>First Night of Class</u>	<u>Instructor</u>
Year 1	Monday 6pm	September 9th	John Mercer
Year 2	Tuesday 6 pm	September 3rd	Josh Olson
Year 3	Wednesday 6 pm	September 4th	Jordan Allmaras
Year 4	Thursday 6 pm	September 5th	Tanner Mundahl

Grand Forks, North Dakota 1504 Mill Road

<u>Year</u>	<u>Regular Class Night/Time</u>	<u>First Night of Class</u>	<u>Instructor</u>
Year 1	Monday 6pm	September 9th	Perry Bancroft
Year 2	Tuesday 6 pm	September 3rd	Jon Rieger
Year 3	Tuesday 6 pm	September 3rd	Jesse Sorum
Year 4	Monday 6pm	September 9th	Jeff Green

Rapid City, South Dakota 2424 E. St. Charles Street

<u>Year</u>	<u>Regular Class Night/Time</u>	<u>First Night of Class</u>	<u>Instructor</u>
Year 1	Monday 6pm	September 9th	Dan McRae
Year 2	Monday 6pm	September 9th	Thomas Gravatt
Year 3	Wednesday 6 pm	September 4th	John Smallbrock
Year 4	No In-person class		

Sioux Falls, South Dakota 801 W. Blackhawk Street

<u>Year</u>	<u>Regular Class Night/Time</u>	<u>First Night of Class</u>	<u>Instructor</u>
Year 1	Monday 5pm	September 9th	Donald Metcalf
Year 2	Tuesday 5 pm	September 3rd	Chris Ginter
Year 3	Wednesday 5 pm	September 4th	Chad Van Ede
Year 4	No In-person Class		

Live Online Classes www.ieci.atplms.com

<u>Year</u>	<u>Regular Class Night/Time</u>	<u>First Night of Class</u>	<u>Instructor</u>
Year 1	Wednesday 7pm C/6pm MT	September 4th	Kris Bahr
Year 2	Tuesday 7pm C/6pm MT	September 3rd	Nathan Meiners
Year 3	Wednesday 7pm C/6pm MT	September 4th	Adam Bouma
Year 4	Thursday 7pm C/6pm MT	September 5th	Donald Metcalf