



## 2022-2023 Apprenticeship Registration Form

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### APPRENTICE INFORMATION

REGISTRANT NAME \_\_\_\_\_ APPRENTICE LICENSE NUMBER \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
CELL PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_  
OJT HRS (Optional) \_\_\_\_\_ EMPLOYMENT DATE \_\_\_\_\_ HOURLY WAGE(Optional) \_\_\_\_\_  
HIGHEST EDUCATION  9<sup>TH</sup> TO 12<sup>TH</sup> GRADE  GED  HIGH SCHOOL GRAD  TRADE SCHOOL GRAD

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### CONTRACTOR INFORMATION

COMPANY NAME \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
CONTACT EMAIL \_\_\_\_\_ CONTACT NAME \_\_\_\_\_  
CONTACT CELL \_\_\_\_\_

#### **TYPE OF TRAINING, LOCATION, and SCHOOL YEAR**

Year 1  Year 2  Year 3  Year 4

CLASSROOM  LIVE ONLINE  ONLINE

FARGO  GRAND FORKS  SIOUX FALLS  RAPID CITY

NOTE: Students signed up for CLASSROOM Training MUST be in the classroom each week. 3 unexcused absences result in removal from program. Students signed up for LIVE ONLINE training MUST be logged in to the Live Online Lecture each week. They must also have their computer webcam ON to participate in class. 3 Unexcused absences result in removal from program. ONLINE students have the flexibility to watch the recorded lecture at a time of their choosing, but must have their assignments done on time each week unless they have permission from their contractor.

**PLEASE RETURN COMPLETED FORM TO IEC DAKOTAS, INC.  
102 N. KROHN PLACE SUITE 214, SIOUX FALLS, SD 57103  
OR EMAIL TO IECDAKOTAS.ENROLLMENT@GMAIL.COM**

## AGREEMENT

*This agreement is between the electrical contractor, the apprentice, and IEC Dakotas, Inc.*

**Cost:** \$1650/year for apprentices who work for member contractors. \$2350/year for unaffiliated apprentices.

**Deadline for registration without penalty:** FALL SEMESTER August 1, 2022.  
SPRING SEMESTER: January 5, 2023.

**Penalty for late registrations:** \$100/per late registration

**Classroom:** Classrooms are in Fargo, Grand Forks, Rapid City, and Sioux Falls. Students registered for classrooms commit to being in class every week. Students who miss class 3 weeks in a row may be moved to online classes.

**Live Online:** Students will have regularly scheduled classes live via webcam each week. Students must login each week and must have their computer webcam, microphone, and speaker on during class. Exams proctored online.

**Online:** Students must watch pre-recorded lectures each week and complete homework and quizzes on their own.

**Help Center:** Thursdays from 7-10 Central/6-9 Mountain time. Live online instructor for 1-on-1 help.

**Invoicing:** Upon registering a student, the contractor will be invoiced \$500 for books, registration fees, and CMS registration. **THIS IS NON-REFUNDABLE.** Contractors with students who drop out prior to end of the 3<sup>rd</sup> week of classes will not be billed any additional fees. Students who continue beyond the 3<sup>rd</sup> week will be billed the remaining balance of their tuition cost. Invoices will have 30-day terms.

**Transcripts:** Per IEC policy, incoming students must provide a copy of the most recent educational transcript.

**Testing:** All midterm and final exams MUST be proctored, as per IEC policy. Contractors MUST agree to allow students time to attend midterm and final exams. Online students must take test online, in front of a computer, with webcam turned on. Tablets and cell phones are not acceptable.

**Unexcused Absences:** No student may have more than 3 unexcused absences. After that, student is removed from the program.

**Code Book:** Students must have access to a current NEC Code Book, both in class and while studying. This book is not provided by IEC, although students may purchase one through IEC for the cost of \$110.00.

**Time Commitment:** This course takes on average 6 hours per week to complete. Most weeks will have around 3-4 hours in the classroom/online class and 2-3 hours of reading and homework.

**IEC Dakotas:** Agrees to provide books, online resources, qualified instructors, online help instructors, classroom resources, and extra instruction as required. We provide certificates of completion for each semester and a diploma upon graduation of the program. We maintain class records and provide a transcript service indefinitely. Our purpose is to help apprentices become journeymen. While we can help, only the student can do the work.

**Continuing Ed Credits:** This program meets all continuing education credits for the state of South Dakota only.

**US DOL Registration:** If you'd like IEC Dakotas to register your apprentices with the US Department of Labor, please fill out a 671 Form and send it to IEC Dakotas. This registration is free, as is Davis Bacon Certificate service.

**Student Progress:** It is the responsibility of the contractor to monitor progress of their students. IEC Dakotas maintains a contractor gradebook. Please contact IEC Dakotas if you'd like access to the grades for your students. You may call or email any time for specific student reports and updates.

**Student Communication:** IEC Dakotas uses Remind (a text messaging service) to communicate with students on all matters, including testing dates, weather cancellations, and periodic updates. Student MUST agree to use Remind. IEC will not respond to messages received via other channels.

**Grading:** A student must have a 70% average in order to pass each semester. The grade is made up of 25% homework, 25% weekly quiz, 25% midterm exam, and 25% final exam. If a student has incomplete assignments from more than 3 weekly lessons the student will be failed.

Contractor Representative \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Apprentice \_\_\_\_\_

Signature \_\_\_\_\_

Accepted by IEC Dakotas \_\_\_\_\_