



2023-2024 Apprenticeship Registration Form

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 9TH TO 12TH GRADE GED HIGH SCHOOL GRAD TRADE SCHOOL GRAD

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: \$1695/year for apprentices who work for member contractors. \$2395/year for unaffiliated apprentices.

Deadline for registration without penalty: FALL SEMESTER August 25, 2023.
SPRING SEMESTER: January 5, 2024.

Penalty for late registration up to Sept 11th \$75

Late Start Fee after September 11th \$150 (this is a reprogramming fee for CMS)

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.

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 3rd week of classes will not be billed any additional fees. Students who continue beyond the 3rd 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 form is attached. Contact IEC with any questions.

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.

I have read, understand, and agree to follow the above rules

Contractor Representative _____

Signature _____

Date _____

Apprentice _____

Signature _____

Accepted by IEC Dakotas _____

Program Registration and
Apprenticeship Agreement
Office of Apprenticeship

U.S. Department of Labor
Employment and Training Administration



APPRENTICE REGISTRATION – SECTION II

OMB No. 1205-0223 Expiration Date: 03/31/2023

This agreement does not constitute a certification under Title 29 Code of Federal Regulations (CFR) Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency.

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this agreement and in accordance with Title 29 CFR Parts 29 and 30. The sponsor's Apprenticeship Standards are attached and hereby incorporated into this agreement as they exist on the date of the agreement. These Standards may be amended during the period of this agreement with the consent of the parties to the agreement. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29 CFR Part 29.

PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.

1. Name (Last, First, Middle) and Address *Social Security Number (No., Street, City, State, Zip Code, Telephone Number)		Answer Both A and B (Voluntary) (Definitions on reverse)	5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran
2. Date of Birth (Mo., Day, Yr.)	3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female	4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino b. Race (Mark one or more) <input type="checkbox"/> American Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White	6. Education Level (Mark one) <input type="checkbox"/> Less than 9 th grade <input type="checkbox"/> 9 th to 12 th grade, no diploma <input type="checkbox"/> High School graduate or GED <input type="checkbox"/> Some College or Associate's degree <input type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree <input type="checkbox"/> Doctorate or Prof. degree
7a. Employment Status (Mark one) <input type="checkbox"/> New Employee <input type="checkbox"/> Existing Employee			
7b. Career Connection (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Pre-Apprenticeship <input type="checkbox"/> Technical Training School <input type="checkbox"/> Military Veterans <input type="checkbox"/> Job Corps <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Career Center Referral <input type="checkbox"/> School-to-Registered Apprenticeship			
8. Signature of Apprentice Date		9. Signature of Parent/Guardian (if minor) Date	

PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.

1. Sponsor Program No. Sponsor Name and Address (No. Street, City, County, State, Zip Code)		2a Occupation (The work processes listed in the standards are part of this agreement).	2b Occupation Code: 2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one) <input type="checkbox"/> Yes <input type="checkbox"/> No																						
3. Occupation Training Approach (Mark one) 3a. <input type="checkbox"/> Time-Based 3b. <input type="checkbox"/> Competency-Based 3c. <input type="checkbox"/> Hybrid		4. Term (Hrs., Mos., Yrs.)	5. Probationary Period (Hrs., Mos., Yrs.)																						
6. Credit for Previous Experience (Hrs., Mos., Yrs.)		7. Term Remaining (Hrs., Mos., Yrs.)	8. Date Apprenticeship Begins																						
9a. Related Instruction (Number of Hours Per Year)	9b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid	9c. Related Training Instruction Source																							
10. Wages: (Instructions on reverse)																									
10a. Prior Hourly Wage \$		10b. Apprentice's Entry Hourly Wage \$																							
10c. Journeyworker's Hourly Wage \$		10d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.																							
10e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Period</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Period	1	2	3	4	5	6	7	8	9	10											
Period	1	2	3	4	5	6	7	8	9	10															
11. Signature of Sponsor's Representative(s) Date Signed		13. Name and Address of Sponsor Designee to Receive Complaints																							
12. Signature of Sponsor's Representative(s) Date Signed		13. Name and Address of Sponsor Designee to Receive Complaints																							

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

1. Registration Agency and Address	2. Signature (Registration Agency)	3. Date Registered
4. Apprentice Identification Number (Definition on reverse):		

Program Definitions and/or Instructions:

Part A

Item 4.a. Definition - Ethnic Group:

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Item 4.b. Definitions - Race:

American Indian and Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. This category includes people who indicate their race as "American Indian or Alaska Native" or report entries such as Navajo, Blackfeet, Inupiat, Yup'ik, or Central American Indian groups or South American Indian groups.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. This includes people who reported detailed Asian responses such as: "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian" or provide other detailed Asian responses.

Black or African American. A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as "Black or African American," or report entries such as African American, Kenyan, Nigerian, or Haitian.

Native Hawaiian and Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. It includes people who reported their race as "Fijian," "Guamanian or Chamorro," "Marshallese," "Native Hawaiian," "Samoan," "Tongan," and "Other Pacific Islander" or provide other detailed Pacific Islander responses.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. It includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Arab, Moroccan, or Caucasian.

Item 7b. Instructions:

Indicate any career connection (definitions follow). Enter "None" if no career connection applies.

Pre-Apprenticeship. A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program which has or have a documented partnership(s) with a Registered Apprenticeship program(s).

Technical Training School. Graduates trained in an occupation from a technical training school related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Military Veterans. Veterans that completed a military technical training school and/or elect to participate in the Building and Construction Trades Helmets to Hardhats Program or trained in an occupation while in the military related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Job Corps. Graduates trained in an occupation from a federally funded Job Corps center related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

YouthBuild. Graduates trained in an occupation from a federally funded YouthBuild program related to an occupation registered by the sponsor and who meet the minimum qualifications for Registered Apprenticeship.

HUD/STEP-UP. Applicants who successfully participated in the U.S. Department of Housing and Urban Development Step-Up program and received an apprenticeship experience which meets the minimum qualifications for Registered Apprenticeship.

Career Center Referral. Includes career center participants referred to the Registered Apprenticeship Program and/or apprentice(s) that receive workforce system funded services that support their participation in a Registered Apprenticeship program. This may include the use of individual training accounts and/or on-the-job training reimbursements.

School-to-Registered Apprenticeship. Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

Part B

Item 2.b.1. Interim Credentials. Based on program standards that utilize the competency-based or hybrid training approach, and, upon request of the program sponsor, the credentials are issued as certificates by the Registration Agency. Interim credentials provide certification of competency attainment by an apprentice.

- Item 3. Occupation Training Approach.** The program sponsor decides which of the three training methods to use in the program as follows:
- 3.a. Time-Based Training Approach - apprentice required to complete a specific number of hours of on-the-job learning (OJL) and related training instruction (RTI).
 - 3.b. Competency-Based Training Approach - apprentice required to demonstrate competency in defined subject areas and does not require any specific hours of OJL or RTI; or
 - 3.c. Hybrid-Training Approach - apprentice required to complete a minimum number of OJL and RTI hours and demonstrate competency in the defined subject areas.

Item 4. Term (Hrs., Mos., Yrs.). Based on the program sponsor's training approach. See Part B, Item 4. Available in the terms of the Apprenticeship Standards.

Item 5. Probationary Period (Hrs. Mos., Yrs.) Probation period cannot exceed 25 percent of the length of the program or one year, whichever is shorter.

Item 7. Term Remaining (Hrs., Mos., Yrs.). Under Part B, Item 6., Credit for Previous Experience (Hrs., Mos., Yrs.) is determined by the program sponsor. The Term Remaining (Hrs., Mos., Yrs.) in Part B, Item 7., for the apprentice to complete the apprenticeship is based on the training approach indicated in Part B, Item 3. The term remaining is available in the terms of the Apprenticeship Standards.

Item 10. Wage Instructions:

- 10a. Prior hourly wage: sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.
- 10b. Apprentice's entry hourly wage (hourly dollar amount paid): sponsor enters this apprentice's entry hourly wage.
- 10c. Journeyworker's wage: sponsor enters wage per hour.
- 10d. Term: sponsor enters in each box the apprentice schedule of pay for each advancement period based on the program sponsor's training approach. See Part B, Item 3., and is available in the terms of the Apprenticeship Standards.
- 10e. Percent or dollar amount: sponsor marks one.

- Note:** 10c. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in Item 10e, of this agreement.
- 10d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the training approach and related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.
- 10e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

Example (Time-based approach) - 3 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>
Hrs., Mos., Yrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.
%	55	60	65	70	80	90

Example (Time-based approach) - 4 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
Hrs., Mos., Yrs.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.
	50	55	60	65	70	75	80	90

Item 13. Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.7(k)).

Part C.

Item 4. Definition: The Registered Apprenticeship Partners Information Data System (RAPIDS) encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship will use wage records through the Wage Record Interchange System and needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR Part 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and 29 CFR Part 29. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a), in a system of records entitled, DOL/ETA-4, Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the U.S. Department of Labor, Office of Apprenticeship. Data may be disclosed to a State Apprenticeship Agency to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 U.S.C. 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room C-5321, Washington, D.C. 20210 (OMB Control Number 1205-0023)
