



102 N. Krohn Place #214
Sioux Falls, SD 57103

2023-2024 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!

Contact with IEC

Executive Director	Jeff Kirstein	Executivedirector@iecdakotas.com	605.376.0819
Training Director	Nancy Kirstein	Nancymeending@gmail.com	605.929.7394
Asst Tr Director	Virginia DeBoer	Virginia@iecdakotas.com	605.261.6004
Membership	James Jacobson	James@iecdakotas.com	605.376.4098
A&T Chair	Dave Thingvold	davethingvold@jdpelectric.net	
Board President	Paul Mayer	pmayer@muthelectric.com	

Types of Training

1. **Classroom Live Training.** This training takes place in an IEC Classroom and is taught by a live instructor. If this option is chosen, student **MUST** be in class each and every week unless they have an excuse from their contractor. 3 unexcused absences and student will be dropped from class. Class lasts 3+ hours and there is homework outside of class.
2. **Live Online Training.** Each week, IEC provides a live broadcast of class via its online training portal. Instructor will teach course online via a camera and microphone. If this option is chosen, students **MUST** attend live class online each week and student **MUST** have their webcam and microphone turned ON. If student misses class, they must have a note from their contractor. 3 unexcused absences and a student will be dropped from class.
3. **Traditional online.** Traditional online students will do all reading and homework on their own, and enter their answers into the online system in advance of the weekly deadlines. Students will have access to recorded classroom lectures to watch if they choose. This is the most flexible training option.



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Student Placement

1. Students with no formal classroom training will automatically be placed in Year 1 Training.
2. 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.
3. Students that have other formal education (college, union training, other training) will submit their transcript to IEC. IEC will then place student accordingly.
4. Testing Out/Test Placement. Placement tests are 50 questions long and must be taken in the presence of IEC or a company official.
 - a. 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.
 - b. 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.
 - c. Students who have successfully graduated a vocational school or college may opt to test out of Year 2 of IEC training.

Grading

Grades are calculated as follows:

1. 25% Homework. This is the assignments in your workbook. These are open book. You have up to three attempts at each homework assignment, and your grade for each assignment is the average of your (up to) 3 attempts.
2. 25% Weekly Quiz. Each week you'll have 30 minutes to complete a 10-question quiz based on the reading and lecture. Both classroom and live online students will be given a password to access each week's quiz. This password will be given out by the instructor some time during class.
3. 25% Midterm Exam. Approximately half way through each semester you'll be given a midterm exam based on the first half of the semester. The Midterm is 75 questions of multiple choice and you have 4 hours. **The midterm exam MUST be taken in the presence of an IEC Instructor (via a computer with web camera ON for online students) The midterm exam is password protected and must be taken by all students regardless of their type of training at the same time. The online proctor will hand out the password at the beginning of the testing period.**
4. 25% Final Exam. At the end of each semester, you'll be given a final exam based on the 2nd half of the reading material. The Final is 75 questions of multiple choice and you have 4 hours to complete it. **The Final exam MUST be taken in the presence of an IEC Instructor**

Email: iecdak@midconetwork.com Telephone: 605.271.0395 Fax: 866.988.5281
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(via a computer with web camera ON for online students) The final exam is password protected and must be taken by all students regardless of their type of training at the same time. The online proctor will hand out the password at the beginning of the testing period.

5. At the end of each semester, you may earn two extra credit points for answering a student survey.
6. You must have a 70% average to pass each semester. Approximately 2 weeks after each semester ends, IEC's A&T Committee will meet to "Step" students to the next semester. "Stepping" is a formal process where the committee looks at each and every student's grades to determine that they've met the requirements of passing.
7. Approximately 3 weeks after the Committee "steps" students, certificates of completion will be sent out to contractors and students. IEC will maintain a copy of these certificates for future needs.

Classroom-UPDATED FOR 2023-24

1. Classes begin promptly at 6pm Local Time. Sioux Falls classes begin at 5pm.
2. Classes are scheduled to end at 10pm local time. Some weeks will end earlier than 10 pm, based on the subject matter and the judgement of the instructor. There will be homework and reading to do outside of class.
3. Your instructor will explain to you how classes work, when assignments are due, and what you need to do before and after class each week.
4. There are (4) years of IEC Training. Each year is comprised of (2) semesters. Each semester is comprised of (18) weekly lessons.
5. You cannot have more than (2) incomplete lessons and pass a semester. In other words, if all or part of (3) lessons are not finished, you will fail.
6. The instructor may adjust the class schedule as needed, based on weather and local conditions.
7. CPR and 1st Aid are required. All students must have an active CPR/1st Aid card at the end of 2nd semester to pass. IEC will provide a CPR class during the semester.
8. It is the responsibility of each student to provide their own current NEC Code Book.
9. If a class is cancelled due to weather:
 - a. It must be made up, or
 - b. Instructor may opt to teach class via online portal, at his discretion.
10. Muddy boots/shoes. Please do not enter class with muddy boots or shoes! It's a lot of work to clean up. Please just put an extra pair of shoes in your vehicle that you can change into before class.
11. Cell phones are allowed in the classroom, but must be put away if your instructor tells you to.

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12. Food in classrooms. You are allowed to eat dinner before class in the classrooms, provided you clean up after yourself. No food is allowed once class begins. You are welcome to have a snack during break time.
13. Books are the property of the student, and they are the student's responsibility to keep track of. Lost books will be subject to a replacement fee. Books are expensive!
14. Students are not to discuss pay or company benefits with other students while in class.
15. Please keep your classroom clean!
16. In the classrooms, the instructor is King. Follow his orders. He's in charge.

Online LIVE Training Program-UPATED FOR 2023-24

Because of proximity to a training center or because of work schedules, some students may opt to take classes via the IEC Online Program rather than attending class in person. If you are located within 30 miles of a classroom, this decision must be approved by the contractor.

1. Live Online students use the same books as classroom students, and they attend the same live weekly online class via the web portal.
2. Online students are required to provide their own compatible device. Laptops, desktops, tablets, and most smartphones are acceptable. You will need your own internet connection!
3. Online students will read a new lesson in the Student Manual each week. Some weeks the manual will direct students to additional text books for reading.
4. At the end of each lesson, student opens Student Workbook and completes the Worksheets for that week's lessons.
5. Student then logs into www.ieci.atplms.com and transfers their homework answers to the corresponding online worksheet. Once submitted, the system will automatically correct homework and give a grade. Student may take (3) tries at getting homework correct. Final homework grade is an average of the number of attempts.
6. Next, student must login to their weekly "Live Online Lecture". This is a live online lecture designed to help students better understand that week's lesson. This login information is located at the top of the online training system. Student may ask questions and get help in real-time. These lectures will last 60-90 minutes, followed by a Q&A session. During class, the instructor will provide the password to that week's quiz.
7. If you are unable to attend the live lecture each week, a copy of the video will be available to view. Please note: If you're registered as a "Live Online" student, you must have your contractor approve if you miss that week's like online class.



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8. Traditional Online students are the only students who are not required to participate in a live class, either in person or via online portal. Students have the option of watching a recorded lecture if they choose.
9. Contact your online instructor directly if you need additional help. They'll arrange a time to help you. You may also contact IEC Dakotas to schedule additional assistance.
10. Online grades are calculated exactly the same for online students and for classroom students.

Extra Help

Let's face it-we all need a little help from time to time. Sometimes you may struggle with a concept or with a formula. Or maybe it's with reading the codebook. IEC is here to help. If you need a little extra help, please reach out right away to IEC, to your instructor, or to your contractor. Our job is to help you become the best electrician that you can become. It's literally why we do what we do. So please let us know if you need a little assist.

Communication

As in almost everything we do, good communication is key to success. IEC uses several ways to communicate with students. Communication is a 2-way street, so here's how you get ahold of us:

1. Talk to your instructor. Either online or in class, they're there to help. A directory of instructors is available in the online system near the top.
2. Reach out to IEC Main Office. Jeff is the Executive Director. His contact info is:
 - a. Cell/text 605.376.0819
 - b. Email iecdakotasonline@gmail.com
 - c. Address 102 N. Krohn Place, Ste 214. Sioux Falls
3. Remind.com App. We will send you an invite to join Remind.com. It's an app that is a great way to communicate with your instructor and with IEC. Please accept the invitation. It's the best way to get ahold of IEC day or night.
4. Within the online system: Send a message to your instructor or to Jeff inside the online system.
5. Board of Directors President. Paul runs the entire organization.
 - a. Paul Mayer. pmayer@muthelectric.com
6. A&T Committee Chair. David is in charge of the entire training program.
 - a. David Thingvold. dthingvold@jdpelectric.net

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Code of Conduct

1. Instructors are in charge in the classrooms. Students are expected to show respect for instructors and to follow their instructions. Students who are disrespectful will be asked to leave.
2. Cheating is not allowed. Students caught cheating will receive one written warning. 2nd time they are caught they will be brought in front of A&T Committee for removal from the program.

USING THE ONLINE SYSTEM (www.ieci.atplms.com)

FIRST TIME STUDENTS:

To enroll in the IEC Online Training Learning Management System (LMS), please use the following steps:

1. Open a web browser and visit <http://ieci.atplms.com/portal>
2. Click Enroll (you will only need to do this once – you can add more classes later if your instructor is using this system)
3. Enter your information into the provided boxes. Boxes that have a red star are required.
4. Click Submit
5. Write down your username and password.
6. Click the link to log in at the bottom of the username/password page.
7. Log in with the username and password you wrote down in step 5.
8. You can change your password (HIGHLY RECOMMENDED) by clicking the Edit Profile button.
9. Click Go To Course to go to your class.

RETURNING STUDENTS:

If you've already enrolled once, you can add a class by following these steps:

1. Log in to the portal, located at <http://ieci.atplms.com/portal>
2. Click Add Course
3. Enter in the access code you've been provided.
4. Click submit

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Certificates

After each semester that you pass, you'll receive a certificate of completion from IEC Dakotas. This certificate will be signed by the Chairman of our A&T Committee and by the Executive Director.

These certificates will be mailed to your contractor and a copy will be kept by IEC Dakotas for our records. If you need a copy down the road, please just contact IEC Dakotas.

Upon graduation, you'll receive a diploma from IEC National. This diploma is signed by the A&T Chair from IEC National, by IEC's Board President, and by the Board President of IEC Dakotas and the A&T Chair of IEC Dakotas. These certificates take several weeks to get after graduation. If you would like to take your journeyman's exam prior to receiving your diploma, contact IEC

If you were simultaneously registered in the Federal Apprenticeship Program, you will also receive a formal diploma from The US Department of Labor. This diploma verifies that you've completed a recognized program and will satisfy the training needs of almost every state in the union.

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:

1. The competition is a 2-day event. Meals are provided by IEC. Lodging is provided by the contractor.
2. Day 1 consists of a written exam covering information from all 4 years of training. (6 hours)
3. Day 2 consists of:
 - a. A conduit bending challenge (30 minutes)
 - b. A troubleshooting problem (30 minutes)
 - c. "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)

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4. 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.
5. 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!



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Schedule 2023-24

<u>WEEK</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Open Time</u>	<u>Close Time</u>
1	101	201	301	401	08/27/23	09/17/23
2	102	202	302 and 303	402	09/03/23	09/24/23
3	103	203 and 204	304	403	09/10/23	10/01/23
4	104	205 and 206	305	404	09/17/23	10/08/23
5	105	207	306	405	09/24/23	10/15/23
6	106	208	307	406	10/01/23	10/22/23
7	107	MIDTERM	308	407	10/08/23	10/29/23
8	108	210	MIDTERM	MIDTERM	10/15/23	11/05/23
9	109	211	310	409	10/22/23	11/12/23
10	110	212	311	410	10/29/23	11/19/23
11	MIDTERM	213	312	411	11/05/23	11/26/23
12	112 and 113	214	313	412	11/12/23	12/03/23
13	114 and 115	215	314	413	11/19/23	12/10/23
14	116	216	315	414	11/26/23	12/17/23
15	117	217	316	415	12/03/23	12/24/23
16	FINAL	FINAL	FINAL	FINAL	12/10/23	12/31/23

17	119	219	319	419	1/1/2024	1/22/2024
18	120	220 and 221	320	420	1/8/2024	1/29/2024
19	121	222	321	421	1/15/2024	2/5/2024
20	122	223	322	422	1/22/2024	2/12/2024
21	123	224	323 and 324	423	1/29/2024	2/19/2024
22	124	225	325	424	2/5/2024	2/26/2024
23	125 and 126	226	326	425	2/12/2024	3/4/2024
24	MIDTERM	MIDTERM	MIDTERM	426	2/19/2024	3/11/2024
25	128	228	328	427	2/26/2024	3/18/2024
26	129	229	329	428	3/4/2024	3/25/2024
27	130	230	330	429	3/11/2024	4/1/2024
28	131	231	331	430	3/18/2024	4/8/2024
29	132	232	332	431	3/25/2024	4/15/2024
30	133 and 134	233	333	432	4/1/2024	4/22/2024
31	135	234	334	433	4/8/2024	4/29/2024
32	FINAL	FINAL	FINAL	FINAL	4/15/2024	5/6/2024

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2023-24 Classroom Locations and Schedules

FARGO, ND – CENTRAL TIME

764 34th St North Suite P 6pm Central Time

CLASS YEAR	DAY OF WEEK	INSTRUCTOR	INSTRUCTOR EMAIL
Year 1	Tuesdays	JOHN MERCER	thepiratechef@hotmail.com
Year 2	Thursdays	JOSH OLSON	olson.josh.g22@gmail.com
Year 3	Wednesdays	JORDAN ALLMARAS	Jordan.allmaras.jdp@gmail.com
Year 4	Mondays	TANNER MUNDAHL	tmacmun@hotmail.com

GRAND FORKS, ND-CENTRAL TIME

1504 Mill Road 6pm Central Time

CLASS YEAR	DAY OF WEEK	INSTRUCTOR	INSTRUCTOR EMAIL
Year 1	Tuesdays	PERRY BANCROFT	perrybancroft@gmail.com
Year 2	Tuesdays	JON RIEGER	jrieger@rbbelectric.com
Year 3	Mondays	ROGER ROHRER	roger_2006@hotmail.com
Year 4	Mondays	JEFF GREEN	electricreb@hotmail.com

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RAPID CITY, SD-MOUNTAIN TIME

2524 E. St. Charles St Suite C 6pm Mountain Time

CLASS YEAR	DAY OF WEEK	INSTRUCTOR	INSTRUCTOR EMAIL
Year 1	Tuesday	DAN MCRAE	danlmcrae@gmail.com
Year 2	Tuesday	JOHN SMALLBROCK	jsmallbrock@live.com
Year 3	Thursday	EDWARD DRUCE	edwarddruce137@gmail.com
Year 4	Thursday	EDWARD DRUCE	edwarddruce137@gmail.com

SIOUX FALLS, SD-CENTRAL TIME

801 W. Blackhawk St, Sioux Falls, SD 5pm-9pm

CLASS YEAR	DAY OF WEEK	INSTRUCTOR	INSTRUCTOR EMAIL
Year 1	Monday	DONALD METCALF	donaldmetcalf@ymail.com
Year 2	Thursday	CHRIS GINTER	cginter9757@gmail.com
Year 3	Wednesday	CHAD VAN EDE	Cvanede@muthelectric.com

ONLINE TRAINING

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Classes begin at 7pm Central/6pm Mountain time

CLASS YEAR	DAY OF WEEK	INSTRUCTOR	INSTRUCTOR EMAIL
Year 1	Tuesday	BRYAN MITCHELL	bryanpmitchell76@gmail.com
Year 2	Tuesdays	JESSE SORUM	jesse.sorum@gmail.com
Year 3	Wednesday	BRYAN MITCHELL	Bryanpmitchell76@gmail.com
Year 4	Thursday	KRISTOFOR BAHR	Kristoforbahr@hotmail.com