



2025-2026 IEC Dakotas Apprenticeship Program Student Manual

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1. Introduction

Welcome to the Independent Electrical Contractors (IEC) Association Apprenticeship Program! IEC is a nationwide organization with headquarters in Washington, D.C.. It is comprised of more than 50 different chapters that collectively educate over 19,000 electrical apprentices every year. This student manual is specific to the IEC Dakotas chapter. Your success in this program is a direct result of the effort you put into it. If you give it your best, the opportunities are limitless.

2. Student Expectations & Code of Conduct

- **Active Participation:** Be an active participant in your learning, whether 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 the assigned materials.
- **National Electrical Codebook:** All apprentices are required to have access to the current National Electrical Code (NEC), either a digital copy via NFPA link or a traditional paper copy.
- **Professional Conduct:** Treat instructors, classmates, and staff with courtesy and respect.
- **Clear Communication:** Communicate clearly and professionally with instructors and peers.
- **Consistent Attendance:** Maintain consistent attendance. Notify your instructor in advance of any absence.
- **Preparation:** Come to class or online sessions prepared with the necessary materials and have reviewed the assigned readings.

All students are required to enter the answers to their homework, quizzes, midterm, and final tests into the online learning management system, so it is recommended that they have a device greater than a smartphone to accomplish this.

- **Compatible Device:** Have access to a personal computer, a tablet with a keyboard, or a Chromebook that meets system requirements.
- **Reliable Internet Connection:** Ensure you have a stable internet connection with sufficient bandwidth.
- **Webcam & Microphone:** A functioning webcam and microphone are required for all online participation.
- **Basic Technical Skills:** Possess the basic skills needed to navigate online learning platforms and complete online assignments.

IEC is committed to a safe, respectful, and productive learning environment. This Code of Conduct applies to all students on-site and at any IEC-sanctioned events. Violations may result in disciplinary action, determined by an IEC Leadership Tribunal which consists of the Executive Director, Training Director, Instructor, and a Representative of the A&T Committee.

Prohibited Conduct Includes (but is not limited to):

- **Disruptive Behavior:** Actions that hinder the educational process.
- **Violence or Threats:** Physical or verbal abuse, threats, or intimidation.

- **Safety Hazards:** Endangering oneself or others.
- **Theft or Vandalism:** Damaging or stealing property.
- **Unauthorized Access:** Entering or using IEC facilities without permission.
- **Substance Abuse:** Use, possession, or distribution of illegal substances or weapons. Smoking, smokeless tobacco, or using vapor products outside of designated areas is also prohibited.
- **Academic Dishonesty:** Cheating, plagiarism, or providing false information.
- **Harassment:** Unwelcome conduct that creates a hostile environment.
- **Technology Misuse:** Unauthorized or unethical use of IEC computer systems or violating copyright laws.
- **Disobeying Instructions:** Failure to comply with reasonable directions from IEC staff.
- **Financial Obligations:** Failure to pay fees or other financial obligations to IEC.

3. Program Options & Placement

Students can choose one of the following training options:

In-Person Classroom: Attend live classes in a physical IEC classroom with an instructor.

- **Attendance:** Regular attendance is mandatory. An absence requires a valid excuse from your employer (contractor). Three unexcused absences will result in dismissal from the program.
- **Class Duration:** Classes are 4 hours long, with additional homework required outside of class.

Live Online Training: Attend live classes virtually through IEC's online portal.

- **Attendance:** You must attend live online classes each week with your webcam and microphone turned on. Absences require a contractor's excuse, and three unexcused absences will lead to dismissal.

Traditional Online: A flexible option to complete coursework independently by designated deadlines. Students have access to recorded classroom lectures.

New Students: Students with no formal classroom training will be placed in Year 1.

Technical School Graduates: Students who have graduated from a technical school will be placed in Year 2. Your contractor may opt to place you in any year they wish.

Other Formal Education: Students with other training (college, union, etc.) must submit their transcript to IEC for placement.

Testing Out: Placement tests are 60 questions and must be proctored by an IEC or company official.

- **Year 1 Test-Out:** Requires more than 2,000 verifiable on-the-job hours.
- **Year 2 Test-Out:** Requires more than 4,000 verifiable on-the-job hours. Vocational school or college graduates may also opt to test out of Year 2.

4. Specialized Programs

Professional Electrician's Program (PEP): A 24-month "fast track" program approved by the North Dakota State Electrical Board.

- **Requirements:** Minimum of 8,000 verified in-field experience; complete at least 4,000 hours of in-field work during the course and a minimum of 372 hours of related instruction.
- **Delivery:** Available through live online or traditional online formats.

Journeyman Test Prep: An 8-week course for anyone who meets the requirements to take their electrical journeyman's test.

- **Delivery:** Available through live online, traditional online, and at select physical classroom locations based on demand.

5. Curriculum & Grading

A minimum overall average of 70% is required to pass a semester. All midterms and final exams must be proctored by IEC Staff or contractors with an approved Proctor Agreement.

- **Homework (25%):** All weekly homework assignments will have 2 attempts. These attempts are to be completed before the due date the following week. All students have at least one week to complete their assignments, so an emergency absence from class should not guarantee an additional attempt at the homework due that session, as it is the expectation that the homework be done before class starts.
- **Weekly Quizzes (25%):** A 10-question, 30-minute quiz is given each week. Students get 1 attempt per quiz.
- **Midterm Exam (25%):** The midterm is a proctored, 4-hour, multiple-choice exam covering the first half of the semester. Students have 2 attempts. The first attempt will be during normal class time with their instructor. After the original attempt has been made, there will be two alternate dates for a second attempt hosted online by IEC staff.
- **Final Exam (25%):** The final is a proctored, 4-hour, multiple-choice exam covering the second half of the semester. Students have 2 attempts, following the same process as the midterm.

It is mandatory for all students taking an alternate attempt on their midterm or final to have a working webcam and microphone. These sessions must be recorded to ensure academic integrity and compliance with ND and SD's electrical board regulations.

Practical labs are designed to reinforce theoretical knowledge and develop valuable skills. While not mandatory, active participation is highly encouraged and may contribute up to 10% extra credit to your overall grade at the discretion of the instructor and IEC leadership.

The A&T Committee formally reviews student grades ("stepping") approximately two weeks after each semester ends to determine if students meet all passing requirements. As part of this review, the committee may grant a "conditional pass." If a student's grade falls between 67% and 70%, they may be given one opportunity during their entire 8-semester program to move on to the next level. This is granted with the firm expectation that they will increase their academic performance in the following semester.

6. Platform-Specific Requirements

Classes begin promptly at 6:00 PM local time (Sioux Falls: 5:00 PM) and typically end at 10:00 PM. Arrive on time with your NEC Code Book. Avoid wearing muddy footwear in the classroom. Cell phones must be silenced and put away. You may eat before class but must clean up after yourself. No food is allowed once class begins, though snacks are permitted during breaks. Discussions about pay or company benefits with other students are prohibited.

Students located within 30 miles of a training center must have their contractor approve their choice of online learning. Online students use the same textbooks as in-person students. Traditional online students are given access to weekly recordings of the live online lectures.

1. Complete assigned readings.
2. Work through the corresponding worksheets.
3. Complete online homework. Live online lectures for Live Online Students are interactive sessions that typically last 60-90 minutes. The instructor will provide the quiz password during these sessions.

7. Support & Communication

Effective communication is key to your success! If you need clarification on a formula, assistance with the codebook, or general course support, IEC is here to help.

Your instructors are your first point of contact. A directory is available in the online system. Send messages directly to your instructor or Apprenticeship Coordinator within the online system.

IEC Main Office:

- **Jeff Kirstein, Executive Director:** 605-271-0395 | Executivedirector@iecdakotas.com | 801 W. Blackhawk Street, Sioux Falls, SD
- **Bryan Mitchell, Training Director:** 605-413-2992 | Bryan@iecdakotas.com | 2425 E St. Charles St, Rapid City, SD

- **Brittany Snyders, Apprenticeship Director:** (605) 403-0532 | Brittany@iecdakotas.com | 801 W. Blackhawk Street, Sioux Falls, SD
- **Nancy Kirstein, Continuing Education Director:** Nancy@iecdakotas.com | 801 W. Blackhawk Street, Sioux Falls, SD

8. Completion & Graduation

After each successful semester, a certificate will be mailed to your contractor. These are signed by the IEC Dakotas A&T Committee Chairman and Executive Director. Graduates receive a diploma from IEC National. Please allow several weeks for processing. Registered students will also receive a formal diploma from the U.S. Department of Labor.

9. Wire-Off Competition

IEC hosts an annual "Wire-Off" competition for graduating 4th-year apprentices with a passing grade. All eligible students will be automatically registered. The winner is crowned "Apprentice of the Year" and gets the opportunity to compete at the National Wire-Off.

The event is typically held on Friday/Saturday in April. Lodging should be coordinated through your contractor, while meals are provided by IEC.

The competition consists of the following:

- Written Exam (15% of the total score)
- Conduit bending challenge (15% of the total score)
- A productivity challenge (15% of the total score)
- Motor control drawing/Wiring Diagram (15% of the total score)
- "The Problem" a project build based on a written narrative set to challenge the participants ability to tie everything together. (40% of the total score)

The winner is announced at the IEC Dakotas Annual Convention and Graduation Ceremony and receives an all-expenses-paid trip to the National Convention and other prizes.

10. 2025-2026 Course & Instructor Information

Please note: Associate Instructors and our Math Tutor listed below are available for all students if you need assistance.

Course Schedule: (Insert QR Code)

Fargo, North Dakota (3417 7th Ave North Unit E)

Year 1	John Mercer	j.mercer@iecdakotas.com
Year 2	Gavin Bihner	g.bihner@iecdakotas.com
Year 3	Jordan Allmaras	j.allmaras@iecdakotas.com
Year 4	Online for year 4(Donny Metcalf)	d.metcalf@iecdakotas.com

Grand Forks, North Dakota (1504 Mill Road)

Year 1	Perry Bancroft	p.bancroft@iecdakotas.com
Year 2	Jon Reiger	j.rieger@iecdakotas.com
Year 3	Josh Olson	j.olson@iecdakotas.com
Year 4	Jeff Green	j.green@iecdakotas.com

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

Year 1	Thomas Gravatt	t.gravatt@iecdakotas.com
Year 2	Nick Fees	n.fees@iecdakotas.com
Year 3	John Smallbrock	j.smallbrock@iecdakotas.com
Year 4	John Smallbrock	j.smallbrock@iecdakotas.com

Sioux Falls, South Dakota (801 W. Blackhawk Street)

Year 1	Brandon Sebesta	b.sebesta@iecdakotas.com
Year 2	Chris Ginter	c.ginter@iecdakotas.com
Year 3	Chad Van Ede	c.vanede@iecdakotas.com
Year 4	Daniel Bartell	d.bartell@iecdakotas.com

Live Online Classes *Online classes begin at 7:00 PM Central / 6:00 PM Mountain.*

Year 1	Nathan Miners	n.meiners@iecdakotas.com
Year 2	Nathan Miners	n.meiners@iecdakotas.com
Year 3	Adam Bouma	a.bouma@iecdakotas.com
Year 4	Donny Metcalf	d.metcalf@iecdakotas.com

Traditional Online. *No official meeting time, instructors available by appointment or for short group sessions on Tuesday evenings from 7:00 PM Central / 6:00 PM Mountain to 11:00 pm Central / 10:00pm Mountain.*

Year 1&3	Tanner Blank	t.blank@iecdakotas.com
Year 2&4	Blake Pladson	b.pladson@iecdakotas.com

Professional Electricians Program (PEP) *Online classes begin at 7:00 PM Central / 6:00 PM Mountain.*

Year 1	Donny Metcalf	d.metcalf@iecdakotas.com
Year 2	Aaron Lagerquist	a.lagerquist@iecdakotas.com

Math Tutor. *Available by appointment only. Email to schedule.*

Math Tutor	Sarah Ailts	math.tutor@iecdakotas.com
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