



# Pennsylvania Chapter Independent Electrical Contractors

## OPEN ENROLLMENT ANNOUNCEMENT

Qualified individuals are invited to apply for employment and training through the IEC Electrical Apprenticeship Program.

**Application dates:** **February 15 – 24, 2023**; Office hours vary, please call for an appointment or drop all materials in the locked black mailbox outside of the IEC Office within our facility at 8 Long Ln.

**Where:** Applications may be completed and required documents **submitted to:** 8 Long Lane, Suite B, Mechanicsburg, PA 17050 (in person or via USPS) or 200 Trinity Rd., York, PA 17408 (by appointment) and/or **Online:** An application is available on our website for *download and completion during the application dates*. You may choose to submit the application and documents as a single email (with multiple attachments not to exceed 5MB total), or to submit all items to the address above.

**Step one:** Complete an application **and** submit the following non-returnable documents and payment:

1. **Proof of Age:** Copy of birth certificate, driver's license and social security number (**All 3 items must be submitted.**) Must be at least 17 to apply for the program.
2. **High School Diploma**, or proof of graduation/GED Certificate. Copy for our file.
3. **High School Transcripts.** College or trade school transcripts, if applicable, may also be submitted but are not a replacement for high school transcripts. Those with a GED or home schooled, must also provide transcripts.
4. **Proof of Electrical Work Experience:** if any, a letter from electrical contractor employer noting years of experience.
5. **Form DD214 for veterans applying:** Veteran's education benefits are available to qualified individuals.
6. **Three PERSONAL Letters of Reference:** from employers, colleagues, instructors, **no family members.** Only one letter per employer. Letter should be one page, have contact info, how they know you and for how long, what type of person you are, why they think you would be successful in the electrical industry, and any other related information.
7. **\$100 Application Fee** (Non-refundable) Check or online payment; **no cash.** Credit card payments may be made through our Square account via an invoice emailed to you through a request before noon on the last application day (processing fees apply).

**Failure to provide any one of the above items, including payment, by the 4pm deadline on the last application day will automatically disqualify the individual.**

**Step two:** Take a math and reading assessment and complete a questionnaire (if not a current IEC contractor employee). **A TTSU (Time to Sign-Up) link to select one 3-hour time slot to complete the assessments will be provided after submission of application documents. Assessments will be completed February 28 – March 2, 2023.**

**Step three:** Attend an interview if seeking employment on **March 7, 2023.** **After completing the assessment portion of the process, you will sign up for an interview time (if applicable).** After the interviews, applicants are ranked and placed in a pool. Successful candidates will then be employed with an IEC electrical contractor while attending school which is **tuition free to the apprentice.**

NOTE: Individuals with felony records cannot be accepted. Applicants must pass a drug-screening prior to acceptance into the program. Applicants must have valid driver's license.

**The IEC Apprentice Program** is a four-year, registered apprenticeship program. After completion of required classroom and on-the-job training hours, the apprentice will receive a Journeyworker Certificate from the PA Dept. of Labor & Industry's Apprenticeship and Training Council. Apprentices are full-time paid employees who also go to school 2 nights a week or online. Apprentice starting wages are competitive with 5% increases steadily throughout the 4-year program depending on grades, work performance, and employer you are placed with. **High school seniors** may apply prior to graduation. If a high school senior qualifies for entry into the IEC Electrical Apprenticeship Program, they will be offered employment to begin after successfully graduating high school.

**NOTE:** Selection of apprentice applicants under this program shall be on the basis of qualification ONLY and without regard to race, color, religion, national origin, sex, or non-job-related disability. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and the Equal Employment Regulations of the Commonwealth of Pennsylvania. **Pennsylvania Chapter IEC is an Equal Opportunity Employer and Educator.** Questions may be emailed to [apprenticeship@iecpennsylvania.org](mailto:apprenticeship@iecpennsylvania.org).