



What is apprenticeship?

Apprenticeship is recognized across the United States as a pathway to a lifelong career, a competitive salary, and advancement within an industry. It is occupational training that combines supervised on-the-job training experience with classroom instruction. Benefits of apprenticeship include paid employment during training, hands-on learning, credit towards an Associate Degree, and the development of marketable skills.

What is the Area II Inside Electrical apprenticeship program?

The Area II Inside Electrical apprenticeship program is a **4 year** program designed to give students the experience and training necessary to become licensed **general journeyman (inside) electricians**. It is a combination of classroom instruction at the **Independent Electrical Training Center (IETC)** in Salem, OR and supervised work experience with approved employers, or **training agents**.



“The apprenticeship program has given me an opportunity to grow as a person: my confidence, my knowledge, skills and character. I have met some incredible people along the way.”

Jayce | Third Year Apprentice



Earn while you learn.
Starting pay is **\$14.26**
or more per hour with
2 pay raises a year!

What do inside electricians do?

- Electrical installations
- Installing conduits
- Wiring lighting, switches, converters and complex computerized systems
- Maintain and repair large motors
- Inspect electrical components like circuit breakers and transformers
- Electrical construction projects ranging from single-family residences to state-of-the-art industrial plants

How much can I earn?

Apprentices begin at half of the average salary of journey workers and receive pay increases as they progress through the program. Entry level apprentices earn **\$14.26 per hour minimum**. After completing one year in the program (1800 hours), pay jumps to **\$19.61 per hour**. Licensed inside electricians earn on average **\$35.66 per hour** - that’s about **\$74,173 per year!**



Inside Electrical Apprenticeship Program

Program Information

Where and when do I attend school?

Apprentices complete their classroom instruction - or **related training** - at the Independent Electrical Training Center (IETC) in Salem, OR. IETC is affiliated with Chemeketa Community College. Classes are two evenings per week in the fall, winter, and spring. You may not begin school until you are registered in the program as an apprentice.

What costs can I expect?

Related training tuition and books combined cost around **\$1700 - \$1900** per year. This cost is the responsibility of the apprentice, although some employers do assist with expenses and scholarships are available annually. Apprentices are also eligible for financial aid through Chemeketa Community College.

4 years

8000 on-the-job hours

576 classroom hours

7 pay raise opportunities

“The IEC apprenticeship program has given me a purpose. I am so proud to be a working woman in this trade because it is so challenging and rewarding.”



Haley | First Year Apprentice



How do I receive my on-the-job training?

Apprentices work under the direct supervision of licensed electrical journey workers. As a registered apprentice, you will work for an employer who is approved by the inside electrical committee to be a **training agent** through the Bureau of Labor & Industries. Training agents have promised to provide on-the-job training and supervision according to approved industry standards.

Where are employers located?

Area II employers have offices located in Benton, Harney, Lincoln, Linn, Marion, Polk, and the south half of Yamhill counties in Oregon. However, you may be required to travel all over Oregon and to other states for work.

What working conditions can I expect?

Inside electricians perform work both indoors and out in a variety of weather conditions. The work involves standing, bending, crawling, lifting, climbing, pulling, and reaching. Inside electricians work in cramped spaces and at heights ranging up to 160+ feet.



Inside Electrical Apprenticeship Program

Application Process

1

Submit a complete application packet to the IEC office in person or by mail.

You may submit your application packet at any time. On the first business day of each month, the apprenticeship department processes all applications received over the previous month. Your application packet will only be considered complete if it includes the following:

1) PROOF OF MINIMUM REQUIREMENTS - *Must meet to qualify for entry*

- **18 years old**
At least 17 years old to apply and 18 years old to begin the program.
- **Diploma or GED**
High school diploma, GED, or Associate Degree/higher from an accredited educational institution. Include **copy** of degree/completion certificate with application.
- **Algebra or Equivalent**
Completion of one year of high school algebra, Integrated Math II, or equivalent with a grade of “C” or higher, **or** equivalent math placement scores (Math 65/70 or higher), **or** a score of 5 or higher on the WorkKeys Applied Math test. Include **copies** of transcripts or test results with your application.

2) WORKKEYS TEST RESULTS

With your application, you must include test scores from the three WorkKeys assessments that make up the **National Career Readiness Certificate** (NCRC):

- **Applied Math** (previously called Applied Mathematics)
- **Workplace Documents** (previously called Reading for Information)
- **Graphic Literacy** (previously called Locating Information)

Please note that we are not looking for the certificate itself, but **copies of the Individual Score Reports** that you received in each of the three assessments.

You may take the National Career Readiness Certificate test at a WorkSource Oregon center. The NCRC test is **free** and takes around **4.5 hours** to complete. For more information on taking and preparing for the test, please visit our website at www.iecoregon.org.

2

Complete a scored interview.

After processing your application, the apprenticeship department will email you with information about completing a scored interview. Interviews will happen over the first half of each month.



Inside Electrical Apprenticeship Program

Application Process - Continued

3

Your application will be scored & you will be placed into an applicant group.

Based on a combination of your WorkKeys test results and your interview, your application will receive a score. You will be placed into one of three applicant groups based on your score. Applicants in the group with the highest scores will have their names sent to training agents to interview for positions. You will receive an emailed notification from the apprenticeship department with your placement and information on next steps.

I am a veteran. Is the application process different for me?

If you are a veteran and have been honorably discharged within the last 24 months or are in the reserves with a DD214, you will still need to complete the application process. However, you will have your name included on every list of applicants sent to training agents. This program also qualifies for education benefits. Please contact the apprenticeship department for more information.

What hiring criteria might employers have?

- Driver's license and reliable transportation
- Insurability to operate company vehicles
- Pass a drug test and/or background check
- Ability to identify the conductors of a sample cable
- Ability to frequently lift and/or move up to 50 pounds, such as tool boxes
- Ability to occasionally lift/move up to 90 pounds, such as bags of concrete mix
- Not afraid of heights or confined spaces

I already work for a registered training agent. Can I bypass this process?

Certain training agents have been approved to sponsor individuals directly into this program. These individuals must still meet the minimum program requirements and submit WorkKeys test scores. Inquire with your employer about whether they are approved as a sponsor with this apprenticeship program, and contact the apprenticeship department for next steps if they are.

Can I start taking classes at IETC while on the waiting list?

No, you must be employed by a training agent and registered with the state as an apprentice to start school.

The Area II Inside Electrical JATC is committed to nondiscrimination in all aspects of the apprenticeship program, and does not discriminate on the basis of race, color, religion, gender, sexual orientation, marital status, age, national origin/ancestry, disability, family relationship or any other protected status.

Women and people of color are encouraged to apply!



Inside Electrical Apprenticeship Program

Application Packet Checklist - For Your Reference

YOUR APPLICATION PACKET MUST CONTAIN THE FOLLOWING TO BE COMPLETE:

Application

Zone Map

Registration Agreement

Original required.

Proof of Diploma

A **copy** of your high school diploma, GED, or Associate Degree or higher from an accredited educational institution.

Proof of Algebra

The apprenticeship department will accept any of the following to meet this requirement:

- Transcripts** showing completion of one year of high school algebra, Integrated Math II, or equivalent with a grade of "C" or higher
- Math placement test scores** demonstrating that you place into Math 65/70 or higher
- Copy of the **Individual Score Report** from the WorkKeys Applied Math test showing a score of 5 or higher

WorkKeys Test Scores

Copies of the **Individual Score Reports** for all three of the WorkKeys assessments that make up the National Career Readiness Certificate. We do not need the certificate itself, but the numerical scores you received on each test. We will accept older versions of these assessments.

- Applied Math** (previously called Applied Mathematics)
- Workplace Documents** (previously called Reading for Information)
- Graphic Literacy** (previously called Locating Information)

You may submit your complete application packet to the apprenticeship department at any time. Applications will be processed on the first business day of each month.



Inside Electrical Apprenticeship Program

Application for Apprenticeship

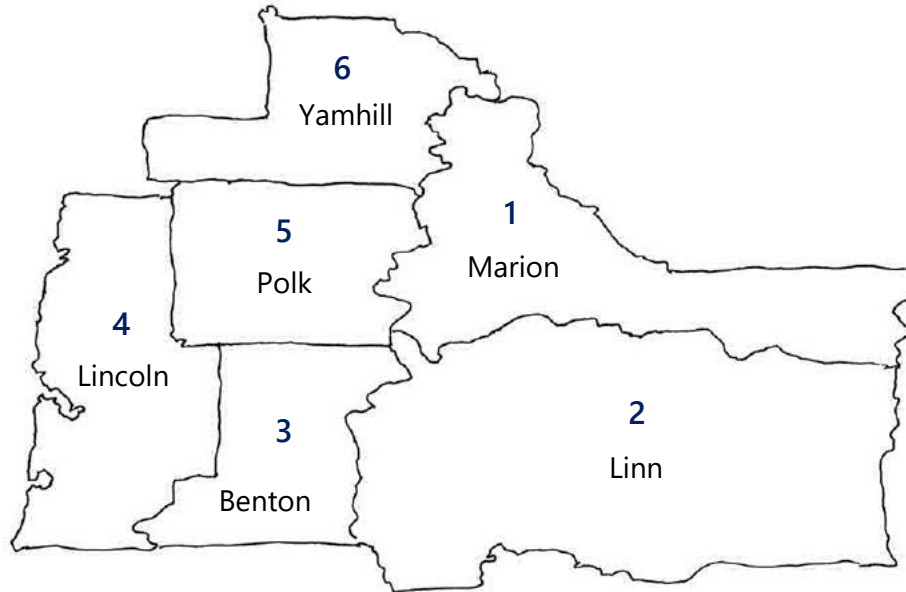
APPLICANT INFORMATION			
Last Name	First Name	MI	
Mailing Address			
City	State	Zip	
Email Address: (No work email - personal only)		Primary Phone: (No work numbers - personal only)	
How did you learn about this program? (Check all that apply)			
<input type="checkbox"/> Family/friend	<input type="checkbox"/> From someone in the trade	<input type="checkbox"/> Job placement	<input type="checkbox"/> Counselor
<input type="checkbox"/> Other (<i>explain</i>)			

EMPLOYMENT HISTORY			
Please list your present employer and three most recent past employers. Provide dates to show how long you were employed with each.			
Present Employer		Past Employers	
Company Name:		Company Name	Start/End Date
Title:		1.	
Company Phone Number:		2.	
From:	To:	3.	

POTENTIAL TRAINING AGENT	
Do you have a potential or current employer who is registered as a training agent with this program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is the company name?	

I understand all the above and state that to the best of my knowledge all information provided on this form is true and accurate. I hereby grant permission to all former employers and references listed to disclose any information concerning my past employment and or qualifications. I agree that any false statements made by me in this application shall constitute grounds for disqualification of my selection or grounds for my discharge if false information is discovered after being selected for apprenticeship program. I hereby apply for an apprenticeship indenture with this sponsor and agree that if selected; I will abide by all Standards, Rules, and Policies covered by the indenture (APPRENTICE AGREEMENT).

Prospective Apprentice Signature: _____ **Date:** _____



Please check the zones (counties) that you would be willing to commute to daily.

Registered training agents have offices located in the counties below. Included are **some** of the cities located in each county. You may check as many zones as you like.

- Zone 1: Marion County**
Aumsville, Aurora, Detroit, Donald, Gervais, Hubbard, Keizer, St. Paul, Salem, Silverton & Stayton
- Zone 2: Linn County**
Albany, Brownville, Foster, Harrisburg, Lebanon, Scio, Sweet Home & Tangent
- Zone 3: Benton County**
Alsea, Blodgett, Corvallis, Monroe and Philomath
- Zone 4: Lincoln County**
Lincoln City, Newport, Otis, South Beach, Tidewater, Toledo & Yachats
- Zone 5: Polk County**
Dallas, Falls City, Independence, Kings Valley, Monmouth, Mount Angel & Rickreall
- Zone 6: South Yamhill County**
Dayton, Dundee, Lafayette, McMinnville, Newberg, Sheridan & Willamina

APPRENTICESHIP REGISTRATION AGREEMENT

COMPLETE ALL SECTIONS

NOTICE:

The Apprenticeship and Training Council requires apprentices to provide their social security number (SSN) for purposes of identification only. Refusal to disclose the SSN may result in the denial of rights, benefits and privileges. [5 USC §552a, ORS 660.060(8) and OAR 839-11-088(1)(b)(1)]

Log #
Exception #
MA # 2016
Initial License #
Symbol/Suffix 0159.0
Agreement #

COMMITTEE NAME:	Area II Inside Electrical JATC		
OCCUPATION as listed in Standards:	Electrician		
Applicant's Last Name	First	MI	Social Security Number
Mailing Address			Phone – Area Code & Number
City	State	ZIP	County

This information is requested to ensure equal employment opportunity and compliance.	GENDER		RACE/ETHNICITY					BIRTH DATE		VET STATUS	
	Male	Female	WH	BL	AI	AS	HI			VET	RES
Military Service			Discharge Date				Length of Service				

EDUCATION																		
Circle highest grade completed in each category.	High School				Diploma		Trade School				College				Diploma		GED	
	9	10	11	12	Yes	No	1	2	3	4	1	2	3	4	Yes	No	Yes	No

PERFORMANCE REPORTING INFORMATION SYSTEM (PRISM)

CONSENT TO DISCLOSE SOCIAL SECURITY NUMBER FOR USE IN THE PERFORMANCE REPORTING INFORMATION SYSTEM (PRISM)

ORS 657.734 and OAR 839-11-0088(1)(b)(2) authorizes the Bureau of Labor and Industries' Apprenticeship and Training Division to allow you to voluntarily participate in PRISM. Failure to participate will not be used as a basis to deny you any right, benefit or privilege provided by law. If you consent to participate in PRISM, your social security number will only be used only in the following manner. The Performance Reporting Information System will collect client and workforce related information from the participating agencies (including this agency), analyze that information and provide the participating agencies and other state agencies and officials with statistical data, including education, training and other services provided to clients and the resulting client outcomes, in order to aid the agencies' program planning for providing services to Oregon's citizens. PRISM I will release only aggregate statistical information, without any personal identifiers, such as name or social security number. Furthermore, the data produced by PRISM will not be used by any participating agency, or any other state agency or official, to make any decision or take any action directly affecting any individual, including you.

YES, I consent to disclose my social security number and related records for use in PRISM as described above.

NO, I DO NOT consent to disclose my social security number and related records for use in PRISM as described above.

Applicant Signature (APPLICANT SIGNATURE REQUIRED)	Date

OREGON STATE APPRENTICESHIP AND TRAINING COUNCIL REGISTRATION AGREEMENT

Apprentice Name (Print Name)	Committee Name Area II Inside Electrical JATC
Agreement Number	Committee Address 11481 SW Hall Blvd. Suite 100 Tigard, OR 97223

This Agreement Revokes and Supersedes Any and All Previous Agreements and Is Subject to the Terms and Provisions Below

THE EMPLOYER, or the Employer's Agent, and the apprentice agree to be bound by any changes, modifications, deletions or amendments to the apprenticeship standards duly promulgated by the Oregon State Apprenticeship and Training Council.

THE EMPLOYER, or Employer' Agent, agrees to employ and diligently and faithfully train the apprentice, in accordance with the terms and conditions of the Apprenticeship Agreement and Apprenticeship Standards. The Employer, or Employer's Agent, certifies that they have such an apprentice job in their establishment and, except for practical eventualities preventing the same, will appoint the apprentice to journeyman upon satisfactory completion of training.

THE APPRENTICE agrees to perform the work of the trade or craft diligently and faithfully during the period of training, in accordance with the terms and conditions of the Apprenticeship Agreement, the Apprenticeship Standards and the rules and policies of the local committee.

THIS AGREEMENT must be registered by the State Apprenticeship and Training Council and after the probationary period, the State Apprenticeship and Training Council or the State Director of Apprenticeship and Training, under a procedure approved by the Council, may terminate the Apprenticeship Agreement. There is a probationary period during which the apprenticeship agreement may be terminated by either party upon written notice to the Apprenticeship Division, Bureau of Labor and Industries. If the employer is unable to fulfill the obligations under this agreement, the appropriate local committee may transfer this obligation to another appropriate employer, or to the local union of the trade, or to the local committee itself.

THE SERVICE of the Council and the Director may be used as a condition precedent to the right to sue in a court of proper jurisdiction regarding the settlement of differences arising out of the agreement where such differences cannot be adjusted locally, or in accordance with established industrial procedure, or in accordance with provisions of an applicable labor contract, Oregon Revised Statute 660.060.

WITNESSETH, that the Employer or Employer's Agent, the above apprentice, and the parent or guardian if a minor, hereby enter into the period of training in conformity with the Apprenticeship Standards for the named occupation which have been approved and registered by the State Apprenticeship and Training Council, and such standards, and any amendments thereto made during the period hereof, are hereby made a part of this agreement, with the same force and effect as though written herein, a copy of which shall be attached to the agreement. The apprentice authorizes the release of school records to the apprenticeship committee while in the apprenticeship program.

RECORD OF COMMITTEE ACTION				
The apprentice is rated as starting the		PERIOD	of apprenticeship on	DATE
Term of Apprenticeship is	8000	HOURS	with a probationary period of	2000
Credit for Prior Experience is		HOURS.	Required annual related training is	144
				HOURS, or one year, whichever is shorter
				HOURS

SIGNATURES	
Committee Chair, Secretary or Authorized Representative	Committee Action Date
Apprentice (APPLICANT SIGNATURE REQUIRED) no typed signatures	Date
Parent/Guardian (if apprentice is under the age of 18)	Date

DATE STAMP: For BOLI-ATD internal use only