

## 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 IV Inside Electrical apprenticeship program?

The Area IV 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 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




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Earn while you learn.  
Starting pay is **\$14.42**  
or more per hour with  
**2** pay raises a year!

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## 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 **\$14.42 per hour minimum**. After completing one year in the program (1800 hours), pay jumps to **\$18.03 per hour**. Licensed inside electricians earn on average **\$36.05 per hour** - that’s about **\$74,984 per year!**



# Inside Electrical Apprenticeship Program

## Program Information

### Where and when do I attend school?

Apprentices complete their classroom instruction - or **related training** - in online classes with in-person labs in Roseburg, OR. 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.

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 IV employers have offices located in and around Douglas County 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.

# 1

Submit a complete application packet to the IEC office by email or postal 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](http://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.

### 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 IV 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 for Apprenticeship

### APPLICANT INFORMATION

Last Name		First Name			MI	Social Security Number				
Mailing Address										
City			State			Zip Code				
Email Address (No work email – personal only)					Phone Number (No work number – personal only)					
This information is requested to ensure equal employment opportunity and compliance.	Gender		Race/Ethnicity					Birth Date	Are you a veteran?	
	Male	Female	WH	BL	AI	AS	HI		Yes	No
(If applicable) Military Service			Discharge Date			Length of Service				
How did you learn about the 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 (explain)										

### EMPLOYMENT HISTORY

Please list your present employer and three most recent past employers.

Present Employer	Past Employers	
	Company Name	Start/End Date
Company Name:	1.	
Title:	2.	
Company Phone Number:	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: \_\_\_\_\_



## Invitation to Self-Identify as an Individual with a Disability

### **Why are you being asked to complete this form?**

Because we are a sponsor of a registered apprenticeship program and participate in the Oregon Registered Apprenticeship System that is regulated by the Oregon Bureau of Labor and Industries, we must reach out to, enroll, and provide equal opportunity in apprenticeship to qualified people with disabilities<sup>1</sup>. To help us learn how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability.

If you already are an apprentice within our registered apprenticeship program, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our apprentices at the time of enrollment, and then remind them yearly, that they may update their information. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

### NOTICE

<b>Applicants:</b>	Self-disclosure <u>is not</u> an invitation for the apprenticeship program to follow-up with you.
<b>Apprentices:</b>	Self-disclosure <u>is not</u> a request for accommodation nor is it an invitation for the apprenticeship program to follow-up with you.
<b>Program Staff:</b>	This form is for utilization analysis. It may not be used to follow-up with applicants or apprentices unless an explicit request for accommodation is made.

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*If you are an individual with a disability and need an accommodation, please contact the program administrator for the procedures to make a formal request.*

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### **How do I know if I have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to: blindness, deafness, cancer, diabetes, epilepsy, autism, cerebral palsy, HIV/AIDS, schizophrenia, muscular dystrophy, bipolar disorder, major depression, multiple sclerosis (MS), missing limbs or partially missing limbs, post-traumatic stress disorder (PTSD), obsessive compulsive disorder, impairments requiring the use of a wheelchair, intellectual disability (previously called mental retardation).

### **Please check one of the boxes below:**

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name \_\_\_\_\_

<sup>1</sup> Oregon Plan for Equal Employment Opportunity in Apprenticeship, OAR 839-011-0200. For more information about this form or the equal employment obligations of Oregon's apprenticeship programs, visit the Oregon Bureau of Labor and Industries website at <https://www.oregon.gov/boli/apprenticeship/pages/default.aspx>

### Apprenticeship Programs Must Complete this Section

Apprenticeship Agreement Number:	
Occupational Standard:	
Symbol.Suffix	

YOUR APPLICATION PACKET MUST CONTAIN THE FOLLOWING TO BE COMPLETE:

### Application

#### Self Identify Form

### Proof of Diploma

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

### WorkKeys National Career Readiness Certificate 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)

### 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; or
- Math placement test scores** demonstrating that you place into Math 65/70 or higher; or
- Copy of the **Individual Score Report** from the WorkKeys Applied Math test showing a score of 5 or higher

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.