Adding Documentation
Limited Energy Apprenticeship Program

Every time the program opens for applications and new applicants are added to the list, all applicants are re-ranked. You may move up or down the list. To help improve your position, you can add more documentation to your file for additional points.

To add documentation to your file, please fill out this form to confirm your contact information and include it with the new documents. Documentation must be submitted within an opening period.

CONTACT INFORMATION

Last Name	First Name	MI

Mailing Address

City	State	Zip Code

Email Address (No work email – personal only)	Phone Number (No work number – personal only)

ZONE CONFIRMATION

Please check the boxes of the zones that you would be willing to commute to daily.

Reminder: You may check as many zones as you like, but if you turn down a job in a selected zone, you may be removed from the pool.

- ☐ **Zone 1:** Multnomah County
- ☐ **Zone 2:** Yamhill County
- ☐ **Zone 3:** Washington County
- ☐ **Zone 4A:** Clackamas County
- ☐ **Zone 4B:** Wasco County

- ☐ **Zone 5:** Tillamook County
- ☐ **Zone 6:** Clark County
- ☐ **Zone 7:** Columbia County
- ☐ **Zone 8:** Clatsop County
- ☐ **Zone 9:** Hood River County

POTENTIAL TRAINING AGENT

Do you have a potential employer who is registered as a training agent with this program?	☐ Yes ☐ No
If yes, what is the company name?	
Are you currently working for potential employer listed above?	☐ Yes ☐ No

Applicant Signature: _____ **Date**: _____

Submit your additional documentation packet by email kristan@iecoregon.org or mailing to the IEC office during an opening period: 11481 SW Hall Blvd. Suite 100, Tigard, OR 97223

WHAT IS THE APPLICATION PROCESS?

1) APPLY
Submit an application to our office by mail or email during an opening period with documentation of minimum requirements and additional documentation.

2) ORIENTATION & INTERVIEW
Attend a mandatory orientation via Zoom meeting. Orientation link and interview information will be provided via email 5 days prior to the published date.

3) SCORE
Your application will be scored based on your interview and documentation.

4) RANK
Based on your score, you will be ranked and placed on a waiting list composed of existing applicants in order of ranking.

All applicants <u>must</u> submit documentation demonstrating that they meet the minimum requirements of the program. Applicants may include additional materials with their application to receive more points and a higher ranking. For a detailed explanation of our point system, please see page 6. If you don't turn all of your documentation in within the application opening dates below you will have to wait until the next opening to submit that documentation.

MINIMUM REQUIREMENTS
Must document to complete application

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 or higher from an accredited educational institution.

ALGEBRA or PLACEMENT TEST
Completion of one year of high school algebra, Integrated Math II, or equivalent with a grade of "C" or higher <u>or</u> equivalent math placement test scores (Math 65/70 or higher).

ADDITIONAL DOCUMENTATION
Submit the following for more points

EDUCATIONAL EXPERIENCE
° Transcripts, certificates, and degrees from high school, college, military, or trade school

WORK EXPERIENCE
° Letter from employer on company letterhead stating start and end date (points calculated based on months worked), title, and duties
° DD214

Please note that <u>we do not accept resumes for points.</u>

DRIVER'S LICENSE
° Photo copy

CPR & FIRST AID CARD
° Photo copy

Additional Documentation Accepted the following dates *by mail or email only* mail: 11481 SW Hall Blvd. Suite 100, Tigard, OR 97223 Email: kristan@iecoregon.org	Applicants Mandatory Orientation Attend a mandatory orientation via Zoom meeting. Orientation link and interview information will be provided via email 5 days prior to the published date below.	Applicants Notification of Ranking via email
Oct 24 - Nov 4, 2022	Wednesday, Nov 9, 2022 - 3:00 pm	Nov 18, 2022
January 16 - 27, 2023	Wednesday, Feb 8, 2023 - 3:00 pm	Feb 17, 2023
Feb 20 - Mar 3, 2023	Wednesday, Mar 15, 2023 - 3:00 pm	Mar 24, 2023
April 3 - 7, 2023	Wednesday, Apr 12, 2023 - 3:00 pm	Apr 21, 2023

Watch our website for future open application dates: **www.IECOregon.org**

Limited Energy Apprenticeship Program Application Point System

Applications will be reviewed and scored according to the following point system. Points will only be awarded if the applicant provides documentation (i.e. letters from employers on company letterhead, transcripts, degrees/certificates, DD214, etc.)

Educational Experience – 24 % of overall score		
High school classes – 1 point/semester with a grade of C or better		**Maximum Points**
Algebra 1 & 2 Integrated Math Geometry Trigonometry Calculus	Statistics Computer Applications/Programming Drafting/Auto Cad/Blueprint Reading Building Technology/Shop Electronics/Electrical	7
College/trade school/military classes – 1 point/semester with a grade of C or better		**Maximum Points**
Algebra 1 & 2 Integrated Math Geometry Trigonometry Calculus Statistics	Computer Applications/Programming Drafting/Auto Cad/Blueprint Reading Building Technology/Shop Electronics/Electrical Limited Energy Trade Related OSHA Safety Courses (30+ hours)	7
College/trade school/military program degrees or completions		**Maximum Points**
Limited energy trade related programs – 6 points per degree/completion certificate Limited energy trade school Military trade school 4-year/2-tear/1-year college degree Pre-apprenticeship program *(B-Fit, Youth Builders, Job Corps, etc.)* *General occupation programs – 4 points per degree/completion certificate* Military trade school 4-year/2-tear/1-year college degree Pre-apprenticeship program *(B-Fit, Youth Builders, Job Corps, etc.)*		10

Work Experience – 24 % of overall score		Maximum Points
Limited energy related (including military)		
Limited energy/electrical industry	3 points per month*	
Limited energy/electrical assembly	2 points per month*	
General work experience (including military)		24
Construction/labor	1 point per month*	
Computer operations/engineering	1 point per month*	
All other work experience	.5 point per month*	
* One month = 120 hours. Months calculated based on start and end dates on employer statement		

Licenses & Certifications – 7% of overall score		Maximum Points
Valid driver's license	3 points	
Valid current CPR & First Aid certification	4 points	7

Interview – 45 % of overall score		Maximum Points
Attitude	15 points	
Interest	15 points	45
Maturity	15 points	

Application Maximum Points: **55** + Interview Maximum Points: **45** = Total Maximum Points: **100**