



# 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.		
<input type="checkbox"/> Zone 1: Multnomah County	<input type="checkbox"/> Zone 5: Tillamook County	
<input type="checkbox"/> Zone 2: Yamhill County	<input type="checkbox"/> Zone 6: Clark County	
<input type="checkbox"/> Zone 3: Washington County	<input type="checkbox"/> Zone 7: Columbia County	
<input type="checkbox"/> Zone 4A: Clackamas County	<input type="checkbox"/> Zone 8: Clatsop County	
<input type="checkbox"/> Zone 4B: Wasco County	<input type="checkbox"/> Zone 9: Hood River County	
POTENTIAL TRAINING AGENT		
Do you have a potential 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?		
Are you currently working for potential employer listed above?		<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

Submit your additional documentation packet by email [kristan@iecoregon.org](mailto: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.

## 4) RANK

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

## 3) SCORE

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

**All applicants must 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 or 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 we do not accept resumes for points.*

#### DRIVER'S LICENSE

- Photo copy

#### CPR & FIRST AID CARD

- Photo copy

Applications Accepted the following months <i>by mail or email only</i> 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
January 17-28, 2022	Wednesday, Feb. 9, 2022 - 3:00 pm	February 25, 2022
February 28 - March 11, 2022	Wednesday, Mar 16, 2022 - 3:00 pm	March 25, 2022
April 4 - 8, 2022	Wednesday, Apr 13, 2022 - 3:00 pm	April 22, 2022

## 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		Maximum Points
High school classes – 1 point/semester with a grade of C or better		7
Algebra 1 & 2	Statistics	
Integrated Math	Computer Applications/Programming	
Geometry	Drafting/Auto Cad/Blueprint Reading	
Trigonometry	Building Technology/Shop	
Calculus	Electronics/Electrical	
College/trade school/military classes – 1 point/semester with a grade of C or better		7
Algebra 1 & 2	Computer Applications/Programming	
Integrated Math	Drafting/Auto Cad/Blueprint Reading	
Geometry	Building Technology/Shop	
Trigonometry	Electronics/Electrical	
Calculus	Limited Energy Trade Related	
Statistics	OSHA Safety Courses (30+ hours)	
College/trade school/military program degrees or completions		10
<i>Limited energy trade related programs – 6 points per degree/completion certificate</i>		
Limited energy trade school	Military trade school	
4-year/2-year/1-year college degree	Pre-apprenticeship program ( <i>B-Fit, Youth Builders, Job Corps, etc.</i> )	
<i>General occupation programs – 4 points per degree/completion certificate</i>		10
Military trade school	4-year/2-year/1-year college degree	
Pre-apprenticeship program ( <i>B-Fit, Youth Builders, Job Corps, etc.</i> )		
Work Experience – 24 % of overall score		Maximum Points
Limited energy related (including military)		24
Limited energy/electrical industry	3 points per month*	
Limited energy/electrical assembly	2 points per month*	
General work experience (including military)		
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	7
Valid current CPR & First Aid certification	4 points	
Interview – 45 % of overall score		Maximum Points
Attitude	15 points	45
Interest	15 points	
Maturity	15 points	

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