



Inside Electrical Apprenticeship Program

www.iecoregon.org | 3710 Portland RD NE, Salem, OR 97301 | (503) 899-2406

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 online and in person lab 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



Earn while you learn.
Starting pay is **\$13.62**
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 **\$13.62 per hour minimum**. After completing one year in the program (1800 hours), pay jumps to **\$18.74 per hour**. Licensed inside electricians earn on average **\$34.07 per hour** - that’s about **\$70,865 per year!**



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Program Information

Where and when do I attend school?

Apprentices complete their **related training** - online with in-person lab instruction in Roseburg. 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 can also be eligible for financial aid.

4 years

8000 on-the-job hours

576 classroom hours

7 pay raise opportunities

“The 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 Douglas County east of the Coast Range 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.

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?

- Insurability to operate company vehicles
- Pass a drug test and/or background check
- Ability to identify the conductors of a sample cable
- Driver's license and reliable transportation
- 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

How to submit applications:

1. Mail to: 3710 Portland Rd NE
Salem, OR 97301
2. Email to: nicole@iecoregon.org or kayleen@iecoregon.org

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!

WHAT IS THE APPLICATION PROCESS?

1) APPLY

Submit the application (pages 5-7) to our office by mail or email with documentation of minimum requirements and additional documentation.

2) INTERVIEW

Interview information will be provided via email once application and minimum requirements met.

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 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 with the application you will have to wait until the next month to submit more 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

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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: _____

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	Trade Related	
Statistics	OSHA Safety Courses (30+ hours)	
College/trade school/military program degrees or completions		10
<i>Trade related programs – 6 points per degree/completion certificate</i>		
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
Electrical Construction	3 points per month*	
General work experience (including military)		24
Construction/labor	1 point per month*	
Supplier/ Trade Support	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**

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 provide Equal Employment Opportunity in apprenticeship to qualified people with disabilities¹. To help us correctly report our Equal Employment Opportunity utilization, we are asking you to voluntarily tell us if you have a disability or if you ever had a disability.

Your answer will not be used against you in any way. You may voluntarily self-identify as having a disability at any time by completing this form without fear of any negative impact on your apprenticeship.

NOTICE

Applicants:	Self-disclosure <u>is not</u> an invitation for the apprenticeship program to follow-up with you.
Apprentices:	Self-disclosure <u>is not</u> a request for accommodation nor is it an invitation for the apprenticeship program to follow-up with you.
Program Staff:	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.

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

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).

Complete this form and return it to the apprenticeship staff.

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 _____

¹ Oregon Plan for Equal Employment Opportunity in Apprenticeship, OAR 839-011-0200. For more information about 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	