



IEC OF WASHINGTON
CONTRACTOR'S HANDBOOK
2009-2010

Independent Electrical Contractors of Washington
Educational Training Fund

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IEC of Washington is committed to providing barrier-free access to its educational services and makes appropriate and reasonable accommodations when necessary. Students requesting accommodations per the Americans with Disabilities Act (ADA) must contact the administration office at info@iecofwa.org.

This publication represents the program operational guidelines and agreement between the participating Contractor and IEC of Washington, current curricula, requirements, and fees. These may be modified or discontinued from time to time at the discretion of the Board of Directors and Apprenticeship and Training Committee to carry out the IEC of Washington's purposes and objectives. Neither the provisions of this document, nor the acceptance of students through registration and enrollment in the program, constitute a contract or an offer of a contract.

The IEC of Washington is a non-profit 501c(3) organization. As such, there is a governing Board of Directors/Trustees; however, the organization is not owned by any individual or group of individuals and no one benefits from ownership of the organization.

The Independent Electrical Contractors of Washington Educational Training Fund (IEC of Washington) is a nonprofit organization dedicated to promoting and supporting electrical Apprenticeship. IEC of Washington educates, trains and develops individuals in the electrical construction industry; promoting and fostering safe working practices and encouraging equal opportunity in the electrical construction field. By partnering with industry professionals we strive to provide state-of-the-art electrical training to the diverse population of Washington State.

-- IEC of Washington Mission

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INTRODUCTION

The 2010 IEC of Washington Contractor Handbook is the primary resource for policies and procedures for IEC of Washington Training Agent contractors. Contractors or their representatives should contact the administrative office for clarification of specific program requirements.

Training Agents who are actively registered with IEC of Washington are subject to the requirements described in this handbook. IEC of Washington reserves the right to change any provision, offering, requirement, or fee at any time. Appropriate notice will be provided to the Training Agent when changes occur.

Neither the provisions of this Handbook nor the acceptance of students to the program through the admission, enrollment, and registration processes constitutes acceptance of the contractor's Training Agent application. IEC of Washington further reserves the right to require a Training Agent to withdraw from the program for cause at any time compliant with the applicable rules.

HISTORY

Founded in 1957 as the Associated Independent Electrical Contractors of America, the primary goal of the group was to consider and deal by all lawful means with common problems of management, distribution, employment, and financial functions of the electrical construction industry; to foster cooperative action in advancing the common purposes of its members; and promote activities that enable the industry to be conducted with the greatest economy and efficiency.

The association's first offices were located in Texas. In 1962, IEC was granted a certificate of incorporation. IEC convinced the U.S. Department of Labor to adopt national pattern standards of Apprenticeship and Training. For the first time, registered Apprenticeship was recognized across the country for those adopting the "Open Shop" philosophy.

In subsequent years, IEC grew into an influential 74-chapter association representing over 3,000 members and nearly 90,000 electrical workers. IEC has expanded its alliance to include over 10,000 Students who are in the process of learning to become prominent and productive electricians.

Founded in 1989 by a group of merit shop contractors, the Northwest Washington Chapter of Independent Electrical Contractors, Inc. developed into a resilient and devoted trade association. In 1993, the Northwest Washington Chapter of IEC was granted approval of their proposed Apprenticeship program.

In April 2002 the Apprenticeship program separated entirely from the Northwest Washington Chapter incorporating as Independent Electrical Contractors of Washington Educational Training Fund (IEC of Washington), a stand-alone 501c(3).

IEC of Washington became the first Washington State approved electrical Apprenticeship to encompass the entire state in 2004. Since that time, the IEC of Washington program has expanded from approximately 125 Students to nearly 300, broadened its geographic training opportunities to encompass the entire state of Washington, started online courses, and added continuing education courses for both trainees and journeymen to the program offerings.

IEC of Washington is a 501c(3) nonprofit organization that was founded to create opportunities to inform, educate and train men and women for successful and satisfying careers in the electrical and communications-related trades. We believe in continuously raising the standards of electrical education in order to promote a highly skilled workforce for Washington's burgeoning electrical needs.

What IEC of Washington Does

IEC of WA works with industry and community partners to acquire charitable contributions, in-kind donations and grants that:

- Provide employment and career opportunities
- Help ensure that the men and women working in the electrical trade realize the benefits of this career choice
- Create collaborative outreach efforts to inform minority groups - particularly women - about the opportunities in the electrical trade
- Boost the overall perception of the electrical construction industry by increasing instructor time spent in school environments and by increasing outreach efforts through partnering with educational organizations
- Increase the awareness of educational opportunities in the electrical trade
- Increase the number and size of electrical training facilities
- Enhance and develop diverse electrical training courses
- Upgrade and create laboratory facilities and equipment to offer men and women the opportunity to train in the latest electrical techniques in order to meet Washington's demand now and in the future.

CORPORATE STRUCTURE

IEC of Washington is an independent corporation sanctioned by the IRS as a 501c(3). The organization is managed in a dual authority fashion, governed by the Board of Directors and the Apprenticeship and Training Committee. These bodies may create subordinate committees as they see fit, either as a permanent or temporary charter.

Governance

Board of Directors

The IEC of Washington, and by extension, the Board of Directors was established with appointed board members from each of the represented chapters. However, this establishment has changed over the years since its inception. The Board is now comprised of individuals willing to contribute to the overall promotion and success of the organization, serving and/or contributing to its mission and organizational goals.

Originally, the Board of Directors was composed of two members from the Northwest Washington Chapter, two members appointed by the Puget Sound Washington Chapter, and a single member appointed by the Central Washington Chapter. With the creation of the Eastern Washington Chapter of IEC, a new position on the Board was created.

Most recently, the bylaws of the organization were changed to allow for a fluctuating number of members of the Board of Directors, determined independently by the Board and appointed and approved by the sitting members of the Board of Directors, the number of which to be increased based on program growth and need.

The Board of Directors manages the business functions of the IEC of Washington. As a structured alliance of business owners, the Board provides oversight of the financial operations and development. Additionally, they are ultimately responsible for the actions, decisions, and functions of the IEC of Washington as a whole.

The 2010 Board of Directors members are listed in the Governance and Administration section of this Handbook.

Apprenticeship and Training Committee

The Apprenticeship and Training Committee, commonly known as either the A&T Committee or the Committee, is currently the only permanent standing committee within the IEC of Washington. It is comprised of equal numbers of representatives of management and labor as required by Washington State law. Elections for the positions on the Committee are held in the last quarter of the calendar year and seated in January of the year following the election.

The A&T Committee is charged, both by the Board of Directors and the ***Washington State Apprenticeship and Training Council, with ensuring the compliance of apprentices and contractors with the program standards as well as all applicable Washington State law and administrative regulation. In this capacity, the Committee manages all apprentice related issues.*** They also look for ways to improve instruction, curriculum, and general program conduct.

The 2010 A&T Committee members are listed in the Governance and Administration section of this Handbook.

Staff

The Board of Directors hires an individual deemed to be qualified to manage the day to day affairs of the program, the Training Director. This individual is responsible for the hiring and supervision of all other IEC of Washington staff. As the program grows, the natural development of a clear chain of command is developed and various levels of middle management will be established at the discretion of the Training Director with the approval of the Board of Directors.

As of 2010, the staff of the organization is listed in the Governance and Administration section of this Handbook.

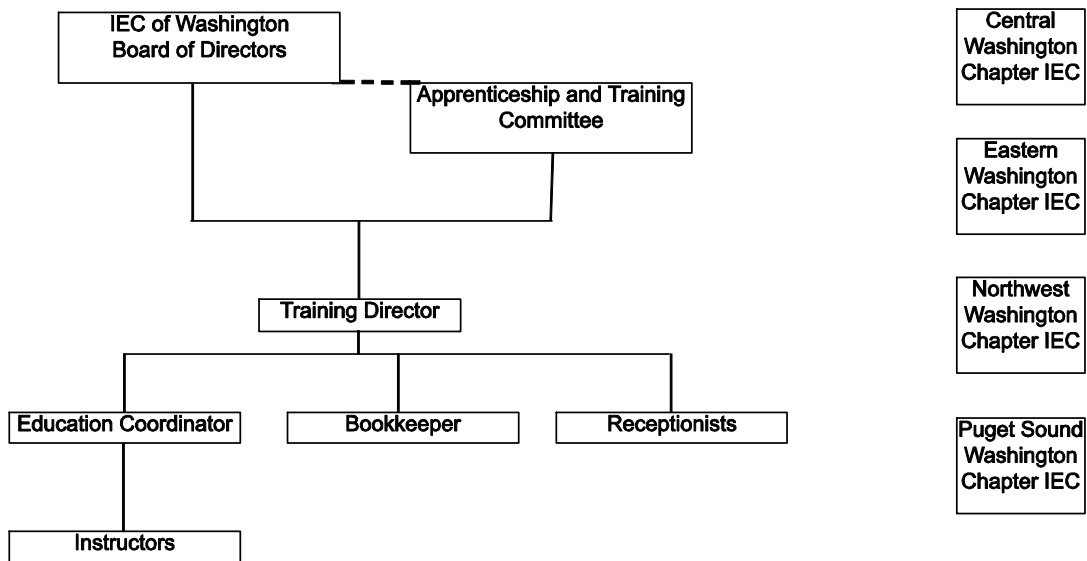
Other

From time to time the Board of Directors may establish focused committees to manage an area of concern or development identified by the Board of Directors. At this time, there are no such committees.

The A&T Committee has the ability to develop sub-committees based on their need for program development or to assist apprentices in the pursuit of education. At this time, there are no such committees.

Organizational Flow Chart

The IEC of Washington organization is demonstrated in this chart.



Washington State Apprenticeship and Training Council

Washington is a “State Apprenticeship Council” (SAC) state. This is a designation indicating that the state government controls the regulation of apprenticeship. Such designation is in contrast to many states which are known as BAT, or Bureau of Apprenticeship and Training, states. BAT states are governed by federal regulation.

As an apprenticeship program in a SAC state, IEC of Washington is subject to regulation by and supervision by the Washington State Apprenticeship and Training Council (WSATC). The WSATC is comprised of appointees by the governor of Washington. It monitors all approved apprenticeship programs within Washington State for compliance with their regulations as well as Washington Administrative Code, Revised Code of Washington, Washington State law, and Code of Federal Regulations.

The WSATC has the ability to approve and decertify all apprenticeship programs within Washington State.

Corporate Relationships

IEC of Washington is an independent corporation. While we affiliate with the local chapters, Central Washington Chapter IEC, Eastern Washington Chapter IEC, Northwest Washington Chapter IEC, and Puget Sound Washington Chapter IEC, and function as a benefit of membership for those contractors who choose to join one or more of these trade associations IEC of Washington is not governed, controlled or in any manner owned by any of these organizations.

Independent Electrical Contractors is a national organization headquartered in Alexandria, VA. IEC of Washington affiliates with the national IEC corporation which produces and provides the training materials used by IEC of Washington.

IEC of Washington is not run by or regulated by either the national Independent Electrical Contractors corporation nor any of the local chapters located in Washington State.

IEC of Washington does choose to affiliate with these corporations and other companies and organizations which provide materials, knowledge, or regulation to the electrical industry. These relationships are fostered for the promotion of the electrical industry as a whole and for the promotion of electrical apprenticeship and training.

LICENSURE

IEC of Washington is licensed and authorized to operate in the State of Washington by the Washington State Apprenticeship and Training Council through the Department of Labor and Industries.

INSTRUCTIONAL LOCATIONS

IEC of Washington provides instructional locations throughout the State of Washington. For the closest option for you, check the list below.

Everett/Bellingham Campus
11630 Airport Road, Suite 300
Everett, WA 98204
425.348.9698

Tacoma Campus
1512 Center Street
Tacoma, WA 98409
253.779.8212

Spokane Campus
5915 S. Regal, Room B220
Spokane, WA 99223
509.443.2225

Tri-Cities Campus
101 N. Union, Suite 208
Kennewick, WA
509.783.2299

All IEC of Washington physical school locations are equipped with A/V equipment designed to facilitate improved learning and involvement of students. Laboratory facilities are provided in part through the generosity of industry partners who donate and supply lab components for improved and up-to-date hands-on training.

Classroom and laboratory instruction is limited to a 40:1 student/teacher ratio for all programs. Average class size is 12 students.

TRAINING WITH IEC OF WASHINGTON

OPTIONS

There are three options for training with IEC of Washington.

1. Independent Contractor – Trainees Only
2. Training Agent – Chapter Member
3. Training Agent – Independent (Not a member of a local Washington IEC chapter)

Independent Contractor – Trainee Only:

Anyone that would like to take classes with IEC of WA will need to sign up using the Trainee Registration Form. This form must be submitted by the employing contractor, not the student. At the same time the student is registered for the training program, tuition must be paid in full.

Additional information about our training program, including class times, locations and fees, can be found on our website. You may also call our office (866) 959-2432 with any questions.

Training Agent Options:

At the time of application the contractor needs to notify IEC of WA as to its intent to join as an independent member or a member of an IEC Chapter.

There are four chapters within Washington State: Central Washington, Eastern Washington, Northwest Washington and Puget Sound Washington. IEC of WA is a member benefit for these chapters. Contractors who choose to join the local chapter are charged significantly lower rates on both their Annual Training Agent Fee and the monthly apprentice usage fee. For a full breakdown of these fees and their differences, please see the Financial Policies section of this Handbook.

Training Agent Application

IEC of WA's State-approved apprenticeship program is designed to help electrical workers comply with all state and federal regulations regarding apprenticeship. The training we provide through our apprenticeship program is crafted to prepare the apprentice in taking the state electrician journeyman certification examination.

Contractors are prohibited, under Washington State law to employ both trainees and apprentices at the same time. An electrical contractor who employs a non-journeyman electrician who is not indentured as an apprentice or possess a Washington State electrical trainee card is not complying with state law.

Contractors who choose to become Training Agents must indenture all trainees employed by their company with IEC of WA at the time of company registration. Our apprenticeship program is designed to provide necessary training to apprentices.

Our classes are available at several different locations in Washington and we offer classes in different formats including Classroom and Online. Most are evening classes but from time to time and in select locations Saturday classes may be offered.

Contractors wishing to train apprentices in partnership with IEC of Washington are invited to do so. The forms necessary for entering this partnership are included in appendix A.

TRAINING AGENT REQUIREMENTS

To become a Training Agent, there are two forms that must be completed. The first is the Approved Training Agent Form. This form is an agreement between the Training Agent, IEC of Washington and the State of Washington. It forms the basis of the Training Agent arrangement, stating that contractors wishing to train apprentices with this organization understand the laws regarding apprentice usage and agree to abide by them.

The second form is the Approved Training Agent Administrative Contract. This contract is strictly between the Training Agent and IEC of Washington. This document explains in brief what the training agent's responsibilities are. These responsibilities are also listed in the Operations section of this Handbook

Once IEC of WA receives both of these documents processing of the Training Agent application will begin. Processing includes verification of the contractor and administrator license of the applicant and looking into complaints and citations filed against the contractor.

Before any potential Training Agent can be approved to train apprentices, that company is subject to a credit check. Companies who have previously been Training Agents with IEC of Washington and choose to renew that relationship will be subject to a credit check, account history with IEC of Washington review, or both. If IEC of Washington Accounting conducted a credit check on the potential Training Agent within the past twelve (12) months that credit check will be considered.

Potential Training Agents with poor credit ratings from an approved credit agency and/or account history must post cash security deposits as described in the Financial Policy section of this Handbook to become approved to train IEC apprentices. If IEC of Washington Accounting cannot confirm a credit rating, a contractor, at his or her own expense, will be allowed to obtain an alternate credit report from an established credit agency; IEC will use that report to determine his or her credit rating.

When the licenses are verified and the contractor is found to be in good standing, the application will be ready for approval. Before final approval, however, the Annual Training Agent fee must be paid in full. This fee is more fully defined in the Financial Policies section of this Handbook.

TRAINING AGENT ORIENTATION

IEC of WA staff provides orientation seminars and training for Training Agents in order to ensure they realize the full benefits of belonging to IEC of WA. A new Training Agent who is approved to train IEC of WA apprentices and employing apprentices will attend a Training Agent Orientation within six months of being approved by the IEC of Washington Board of Directors. IEC of WA staff gives ample notice of these orientations, which are held in both Eastern and Western Washington approximately every three months. Established Training Agents may also attend these orientations at any time. Thereafter annual attendance is recommended due to frequent rules and regulation changes.

In addition, we highly recommend that new training agents bring all their employees who manage the reporting required when they train apprentices with them to the orientation, in order to ensure they follow all State and Federal regulations and abide by the IEC of Washington Apprenticeship and Training Committee Program Standards.

IEC of WA also provides free tutorials on Prevailing Wage compliance, which are often held on the same days as Training Agent Orientations for training agents' convenience.

TRAINING AGENT STATUS

TRAINING AGENT IN GOOD STANDING

In order to be an IEC of WA Training Agent in good standing a Training Agent must pay all dues, fees and contributions on the due dates each month as described in the following sections of this Handbook.

If delinquent, Training Agent will be subject to one or all of the following:

- daily late fees, and/or
- a credit check, and/or
- a cash security deposit, and/or
- IEC of WA apprentices will be pulled and dispatched to another Training Agent in good standing, and/or
- cancellation of Training Agent status

VOLUNTARY SUSPENSION OF TRAINING AGENT STATUS

A Training Agent may temporarily suspend (deactivate) IEC of WA training agent status for business reasons for a period not longer than six months. A Training Agent may request a Voluntary Suspension of Training Agent Status only once in a five-year period during the duration of his or her IEC of WA membership; additional requests for voluntary suspension will not be granted. The Training Agent must request the suspension by writing to IEC of WA, Attention: A&T Committee. All dues, fees and contributions owed at the time of deactivation must be paid in full to avoid collection efforts and/or legal action.

If the Training Agent is employing IEC of WA apprentices at the time of requesting a suspension, the apprentices will immediately be barred from working for the Training Agent, placed on the out of work list, and every effort will be made to dispatch the apprentice(s) in question to an active Training Agent.

VOLUNTARY CANCELLATION OF TRAINING AGENT STATUS

A Training Agent who wishes to voluntarily cancel IEC of WA affiliation must give 30 days written notice to allow IEC of WA time to dispatch any IEC of WA apprentices employed by the Training Agent, and to process the resignation.

Cancellation without 30 days written notice will result in an additional 30 day billing for the number of apprentices for the billing period prior to the month of cancellation.

APPRENTICE MANAGEMENT

OBTAINING APPRENTICES

There are three different scenarios under which apprentices are entered into the program and assigned to a Training Agent. These scenarios are dictated by Washington State law and the Program Standards.

1. **Entering the program:** When a contractor becomes a Training Agent, any trainees working for the contractor at that time will be directly enrolled in the program without going through the application and interview process.
2. **After Program Entry:** When a Training Agent desires more apprentices, they must be obtained from the IEC of Washington. Requests are made using the form included in appendix B or by completing the online request form.
3. **Reclassification of an employee:** An individual who has worked for the Training Agent for at least 6 months under a different employee title and classification may be reclassified by the Training Agent and given direct entry into the apprenticeship program. *For example, an employee is hired in April to sweep floors in the shop, maintain the company vehicles and receive packages. In October that employee has expressed an interest in learning the trade. The Training Agent decides to reclassify that “general help” employee as an electrician apprentice. That individual must register with IEC of Washington and is not considered an apprentice and may not work in the field until his apprenticeship is fully processed and approved by IEC of Washington.*

Requesting and Hiring Apprentices

All Training Agents who employ IEC of WA apprentices shall follow the hiring procedures listed below.

A Training Agent who needs an apprentice(s) must be approved to train before requesting apprentices.

Before an apprentice(s) can be dispatched to a Training Agent, the contractor's fees must be current.

A contractor must submit the Request for Apprentices form (Appendix B) either online or via email or fax to the IEC of WA administrative office in order for an apprentice(s) to be dispatched to his or her company.

The requests must contain:

- The requesting person's name
- Telephone number
- Company name
- Date of the request.

- From which Program - Commercial, Residential, Low Energy - apprentice(s) is requested
- In what county/area is the apprentice(s) needed
- How many apprentices are needed
- What level apprentice(s) is needed
- When the apprentice(s) is to start work
- Any special qualification criteria the apprentice(s) needs to fill the position. (For example: CDL, minority and/or female (to meet contract requirements))

A Training Agent may not do the following in order to manipulate the referral process:

- Request an Apprentice by name
- Request piercing (jumping ahead) of the referral list in order to obtain the apprentice desired and without just cause as identified in the program Standards
- Hire and return apprentices in order to work through the list to obtain the desired apprentice
- Manipulate the referral process in any other way

Full completion of the referral request form is required. Without all the requested information, referrals cannot be made. If IEC of WA receives an incomplete request an attempt will be made to contact the person submitting the form in order to obtain the missing information. No referrals will be made until the missing information is obtained.

Referrals are made from the Out Of Work list on the Referral Form (Appendix C)

Apprentice Availability

Available - If a Training Agent requests an apprentice and there are apprentices available, IEC of WA will notify the first apprentice on the out of work list to contact that contractor within 24 hours to set up an interview. The apprentice is required to keep IEC of WA informed as to the status and outcome of that interview. If the apprentice(s) has not started work or been given a firm start date within three working days of the interview, he will be dispatched to the next requesting contractor.

Every effort will be made to fill a request in accordance with the details of the request; however this is not always possible. Requests are filled following the guidelines below.

- Requests are filled in the order in which they are received.
- Apprentices are referred based on the actual criteria included in the request
 - If apprentices are not available to exactly match the request of the contractor, the referral will be conducted with the following alterations:
 1. Apprentices within the same geographic region but one level higher or lower than requested
 2. Apprentices within the same geographic region of any level
 3. Apprentices in neighboring counties of the same experience level

4. Apprentices in neighboring counties but of one level higher or lower than requested
5. Applicants on the Direct Entry waiting list

Not Available - If a Training Agent requests an apprentice(s) but there are no apprentices or applicants available, IEC of WA will advise the Training Agent that no apprentices are available. The request will remain open and active until filled or closed by the Training Agent.

When an apprentice(s) becomes available, the IEC of WA will notify the Training Agent of forthcoming referrals. IEC of WA will call the next available apprentice(s) on the out of work list and notify the apprentice(s) to contact the Training Agent within 24 hours to set up an interview.

The Training Agent will also have the option of finding an applicant independently and registering him/her with IEC of WA. If this process is employed, the Training Agent may not allow the applicant to begin work in any fashion until the individual is fully processed and registered by IEC of WA and the Training Agent is notified in writing that the individual is now eligible for work.

Apprentice Employment

Hired - Once a Training Agent has hired an apprentice(s) the contractor shall return the referral form with the selected apprentice indicated as well as the effective date of hire within 24 hours of selection. The apprentice will be removed from the out of work list, enabling IEC of WA to complete the dispatch process and update necessary records.

Not Hired - A Training Agent may not refuse to hire an apprentice(s) without conducting an interview, unless the apprentice was previously employed and terminated for cause by the Training Agent.

If the Training Agent elects not to hire an apprentice, the reasons for that decision as well as the documentation of the interview shall be noted on the referral form and the form returned to IEC of WA. This will trigger further referrals and allow IEC of WA to update necessary records.

EVALUATING APPRENTICES

Apprentices must be evaluated for two different reasons. The Training Agent must complete them upon request from IEC of WA or when releasing an apprentice from employment; however, they can also complete an evaluation of an apprentice any time he/she feels it is necessary or desirable.

All evaluations shall be conducted on the IEC of WA Apprentice Evaluation Form (Appendix D)

Release From Employment

When the Training Agent releases an apprentice for any reason, an evaluation of the apprentice must be completed and submitted to IEC of WA. This evaluation shall be completed on the IEC of WA form and submitted via email, fax or online submission within 24 hours of the release of the apprentice. Fees for the apprentice will continue to accrue to the Training Agent until the form is received by IEC of WA.

IEC of WA Request for Evaluation

IEC of Washington will request evaluations on apprentices primarily for two reasons: wage progression processing and evaluation for Committee consideration. Each time an apprentice is reviewed for a wage progression an evaluation must be completed by the Training Agent.

If an evaluation submitted for any reason indicates that the apprentice is operating below acceptable levels, the Apprenticeship and Training Committee may request an updated evaluation from the Training Agent to determine if satisfactory progress is being made to improve performance.

RETURNING APPRENTICES

If an apprentice quits, is laid off or is fired by the contractor, or if the apprentice completes the EL01 exam or otherwise leaves the employ of the assigned Training Agent, the Training Agent must complete a Reduction in Force form (Appendix E) noting the reason for the termination of employment of the apprentice and fax or email the completed Reduction in Force form to IEC of WA or submit it through the online form. If the Reduction in Force form notes that the apprentice is not eligible for rehire, clear reasons as to why the Training Agent has decided not to rehire the apprentice must be given, as this helps in future dispatches and in training efforts. IEC of WA will not provide another apprentice/applicant to the contractor without first receiving Reduction in Force form. All billing for that apprentice continues until the date the form is received, either via fax, email or the online submission form. The Training Agent will be financially responsible for the apprentice until the reduction in force form is received by IEC of WA.

Reduction Reasons

- **Laid Off – Will take back:** This is the most common reason for returning an apprentice. It is typically used when the job is completed and the Training Agent has no further work available for the apprentice.
- **Laid Off – Will not take back:** If the performance of the apprentice results in such a lay off, pertinent information about the performance is needed by the Committee to be able to take appropriate action to either aid the apprentice in improvement or to take suitable disciplinary action. Therefore, this type of reduction necessitates clear and definite explanation from the Training Agent. The apprentice may be subjected to serious repercussions for being released under such circumstances. This type of release should be used judiciously by the Training Agent.

- **Quit:** Apprentices are not allowed to quit an employer referred by the IEC of WA. If an apprentice does quit, the Committee needs to know the details from the perspective of the Training Agent in order to act accordingly.
- **Fired:** If the performance of the apprentice results in being fired, pertinent information about the performance is needed by the Committee to be able to take appropriate action to either aid the apprentice in improvement or to take suitable disciplinary action. Therefore, this type of reduction necessitates clear and definite explanation from the Training Agent. The apprentice may be subjected to serious repercussions for being released under such circumstances. This type of release should be used judiciously by the Training Agent.
- **Completed:** When an apprentice successfully completes the state licensing exam for the classification of the chosen apprenticeship program (01, 02, or 06) the Training Agent should notify the IEC of Washington administrative office. This notification is for the benefit of the Training Agent. The apprentice should still notify IEC of WA of the license completion.
- **Other:** Apprentices who are released for any other reason, including apprentice request, incapacitation, death, or any other reason which results in the necessary release of an apprentice, other than listed above, should be indicated with this option. Further explanation is required. Specific details should be included in the Comments section of the form.

OPERATIONS

TRAINING AGENT RESPONSIBILITIES

Training Agents Will:

1. Request apprentices from IEC of WA to fill company need via the Apprentice Request Form (Appendix B);
2. Accept Apprentices for employment, as the need arises, who are selected and referred by IEC of WA;
3. Notify IEC of WA of contact by, interviews with and election to hire or not to hire referred apprentices via the Referral Form (Appendix C);
4. Employ only registered apprentices as trainees as required by state law (WAC 296-05-303(4)). Not hire individuals with a Department of Labor and Industries trainee card unless the trainee is indentured with the IEC of Washington program or another apprenticeship program;
5. Ensure that apprentices are not scheduled to work during their assigned class hours.
6. Report any change in employment status to IEC of WA immediately using a Reduction in Force Form (Appendix E);
7. Certify the accuracy of all “On-the-Job Training” (OJT) hours on the OJT report (Appendix F) to allow for submittal by the apprentice by the 10th day of the month following the reporting period;
8. Conduct an Apprentice Evaluation (Appendix D) of said apprentice, when released from the Training Agent’s employment and/or at the request of the Apprenticeship and Training Committee. The evaluation will become part of the apprentice’s permanent record;
9. Pay apprentices at least a minimum wage for all private work based on the wage scale published annually by IEC of WA and for the level of apprenticeship established by IEC of WA for each apprentice;
10. Provide notice of voluntary cancellation of Training Agent status at least 30 days in advance;
11. Agree to comply with a standardized schedule of fines assessed for violations of the regulations governing apprenticeship as established by IEC of Washington, the State of Washington, and the United States Bureau of Apprenticeship and Training. These assessments are a legal obligation of Training Agent and must be paid within 30 days of receipt. The schedule of fines is included in Appendix G;
12. Make payment of all fees and charges in compliance with the policies set forth in the Financial Policies section of this handbook;
13. Pay apprentices at or above the established rates of the IEC of Washington. In no circumstances will wages paid to apprentices be below federally, state or locally established minimum wage rates;
14. Not place any apprentice in a position of supervision over another apprentice or other electrician;
15. Not allow apprentices to work without 1:1 journey worker supervision unless the apprentice is in possession of a valid “Work Alone Card” issued by the Department of Labor and Industries;

16. Assist the Apprenticeship and Training Committee in resolving compliance issues with the apprentice before escalated disciplinary action becomes necessary;
17. Upon notification of disciplinary action against an apprentice by the IEC of Washington Apprenticeship and Training Committee or its representative, fully comply with the decision of the Committee up to and including termination of the apprentice by the mandated date;
18. Provide a notarized list of all employees showing each employee's job title to the IEC of Washington upon request;
19. Provide any requested documentation as related to any investigation of compliance with program requirements;
20. Upon request by the IEC of WA, supply copies of payroll records for all prevailing wage and private contracts for which apprentices are employed;
21. Be legally responsible for and bound by any legal fees or damages incurred by the IEC of WA due to actions of Training Agent contrary to the terms and conditions of the Training Agent agreement and regulations;
22. Enter into mediation; binding arbitration or legal action at the discretion of the IEC of WA should the Training Agent and IEC of WA reach an impasse in resolution of a dispute;
23. Take no steps to block or otherwise deny unemployment benefits for all apprentices assigned to Training Agent at time of termination should the agreement between Training Agent and IEC of WA be terminated by either party;
24. Comply immediately and fully with all changes in state and federal law regarding apprentices and with rulings of the Washington State Apprenticeship and Training Council;
25. Comply with all requirements outlined in the Program Standards of the IEC of Washington Apprenticeship and Training Program;
26. Complete the annual wage survey accurately and wholly and within the timelines provided with the survey forms;
27. Provide voluntary members to serve on the Apprenticeship and Training Committee, Interview Committee, Curriculum Development Committee and other committees as deemed necessary for the protection, development, and/or advancement of the program.

Training Agents will not:

1. Hire trainees not registered with IEC of Washington as an apprentice;
2. Work apprentices registered with IEC of Washington outside of the State of Washington unless such employment is covered by a reciprocity agreement between Washington and the other state;
3. Employ persons as journeymen workers who are not legally licensed as journeymen under Washington State law;
4. Prepare or give Affidavits of Experience to apprentices registered with IEC of WA.

IEC OF WASHINGTON RESPONSIBILITIES

IEC of Washington Will:

1. Provide industry specific training in a classroom setting designed to stay current with industry changes and advancements;
2. Maintain a pool of qualified apprentices for employment throughout Washington State;
3. Prepare Affidavits of Experience as needed for apprentices registered with IEC of WA;
4. Recruit applicants to the program to aid in the maintenance of the pool of apprentices;
5. Hire qualified instructors to teach classes for apprentices;
6. Track and report OJT hours to the Apprenticeship Section of L&I;
7. Track and report classroom instruction hours to the Apprenticeship Section of L&I;
8. Take action deemed appropriate by the IEC of WA Board of Directors to protect the program and insure its continuation;
9. Monitor all Training Agents for compliance with state regulations in order to protect the program for all affiliated companies;
10. Assist Training Agents in complying with state and federal regulations and inform Training Agents of changes in those requirements;
11. Work with other organizations to promote the rights of the independent electrical contractors affiliated with IEC of WA;
12. Maintain Washington State approval to allow Training Agents the ability to meet prevailing wage apprenticeship requirements;
13. Conduct fiscal development and maintenance to enable the continuation of apprenticeship benefits for Training Agents and keep fees and charges as low as possible;
14. Refer apprentices upon request to Training Agents;
15. Track areas of excellence and concern for apprentices for review by Training Agent prior to hiring;
16. Conduct Wage Surveys in compliance with Washington State law in order to establish fair labor rates for apprentices and Training Agents. Increase the awareness of educational opportunities in the electrical trade;
17. Increase the number and size of electrical training facilities;
18. Enhance and develop diverse electrical training courses;
19. Upgrade and create laboratory facilities and equipment to offer men and women the opportunity to train in the latest electrical techniques in order to meet Washington's demand now and in the future;
20. Conduct Training Agent orientation and training in apprenticeship usage
21. Conduct prevailing wage compliance tutorial;
22. Manage registration of apprentices with the Department of Labor and Industries Office of Apprenticeship;
23. Manage registration of Training Agents with the Department of Labor and Industries Office of Apprenticeship.

GENERAL POLICIES

1. Lab fees, book fees, and other incidental charges are in addition to registration and tuition fees, and are the responsibility of the apprentice. If a Training Agent chooses to pay these fees either in part or in total, this does not relieve or transfer the responsibility for payment from the apprentice to the Training Agent.
2. Apprentices will continue to be referred to other employment until written notice is received by the Training Agent of acceptance of the apprentice.
3. Residential (02), low voltage (06) and all other specialty cards will not be considered journeyman licenses and will not qualify any employee in possession of such cards to be considered a journeyman or to supervise apprentices except as legally applicable. *For example, a 02 specialty card holder may supervise a 02 apprentice but cannot supervise a 01 apprentice working on a residential job.*

FINANCIAL POLICIES

BILLING

Annual Training Agent Fees

Annual Training Agent Fees will be sent to the Training Agent from IEC of WA by the 10th of December. This payment is due by the 31st of December for the following year's annual Training Agent fee.

Monthly Fees

IEC of WA monthly apprenticeship fees due will be billed at the beginning of each month for the immediately preceding month. Monthly fees are due on the 30th of the billing month. If the 30th falls on a Saturday, Sunday, or a Holiday the invoice is due the last business day prior to the 30th day of the month. When the month is less than 30 days in length, the fees are due the last business day of the month.

Trainee Fees

Electrician Trainee (ET) Program tuition is not billed. Prior to acceptance, the sponsoring contractor/employer of an Electrician Trainee will pay a non-refundable \$25.00 application processing fee and tuition for the class. No Electrician Trainees will be admitted into class without prior registration and payment.

Returned Check Fee

IEC of Washington charges a fee of \$25.00 for each returned check. Any account subject to a returned check fee may, at the discretion of IEC Accounting, be required to pay all future transactions by cash, credit card or money order and be subject to a surcharge of not more than 3% of the total transaction.

COLLECTIONS POLICIES

30th of the Month: If a Training Agent's IEC monthly apprentice fees are not received by the last business day of the invoiced month, they are considered late.

Late Payment: After the first missed payment, a statement with a reminder note will be faxed or emailed or sent by US Post to the Training Agent. If the payment is not received by the 15th of that month, a phone call will be placed to the Training Agent.

30th of the Following Month: If payment is not received by the 30th, the following actions will be taken:

- Training Agent status with IEC of Washington may be suspended until the bill is brought current
- Apprentices in the employ of a suspended Training Agent will be pulled and dispatched to another Training Agent in good standing or put on the out of work list.

For Example, Training Agents who have apprentices: As of December 30th, if payment for November monthly apprentice fees billed in early December are not received, Contractor A will receive a statement, with a reminder note, by fax or email or US Post. If payment has not been received by January 15th, a call will be placed to the Training Agent. If payment has still not been received by January 30th, Contractor A will be suspended from IEC of Washington, effective January 30th. IEC of Washington will pull all apprentices and dispatch to another contractor or put on the out of work list.

In addition: Any Training Agent found to be chronically delinquent will be considered to be in poor standing as described in this Handbook, and may be subject to additional consequences up to and including:

1. Removal of IEC apprentices;
2. Being required to pay a security deposit;
3. Being required to establish reoccurring credit card payment authorization including an additional surcharge up to 3% of the transaction total; or
4. Immediate cancellation if Training Agent receives a warning and/or suspension notice for the fourth time.

If Training Agent status is cancelled for non-payment and a contractor wishes to reinstate Training Agent status, all accounts and collection and/or legal fees must be paid in full and a security deposit must be made, as described in IEC's Security Deposit Policies. **Contractors wishing to reinstate may also be required to pay a reinstatement fee equal to one month of apprentice fees for the total number of apprentices they employ.** This reinstatement fee will stand as a security deposit for one full year of timely bill payments. After one year of timely payments, this deposit will be applied to the account as a credit to be reduced by future billings.

SECURITY DEPOSIT POLICIES

All applicant contractors will be subject to a credit check to determine if it will be necessary for IEC of Washington to require a cash security deposit equal to three times their monthly apprentice fees (in addition to paying their first month's fees in advance).

If a prospective Training Agent was previously an IEC of Washington Training Agent, the credit and account history for that time period will be taken into account. If cancelled for nonpayment, or any incurred legal fees remain unpaid, these bad debt amounts must be paid in full in order to be considered for reinstatement and Training Agent may be required to pay a reinstatement fee equal to one month's fees.

If the applicant was previously delinquent in dues more than three (3) times in a six (6) month period, the company may be required to post a cash security deposit equal to three times the current calculated monthly apprenticeship fees, depending on the outcome of his or her current credit rating. If no credit rating can be confirmed, the contractor, at his or her own expense, will be allowed to obtain an alternate credit report from an established credit agency; IEC of Washington will use that report to determine his or her current credit rating. If a contractor is not a corporation, or if the business has no established credit, the owner may

be permitted to use a personal credit report to establish risk, at the discretion of the IEC of Washington Board of Directors.

IEC of Washington considers any applicant whose credit check reveals a medium-high to high-risk credit rating, or whose credit rating cannot be confirmed, to be a poor credit risk. If Training Agent status is granted, the contractor's cash security deposit will be held until: (1) Training Agent status ceases; (2) an acceptable, low-risk credit report can be produced at the Training Agent's expense; or (3) when Training Agent remains in good standing for twelve (12) consecutive months.

Training Agent Annual fees must be paid by the 31st of December and monthly apprentice fees must be paid by the 30th of the month following the hours worked, for accounts to be considered in good standing.

If a Training Agent is cancelled for nonpayment, any existing security deposit will be applied against any and all outstanding invoices; the remainder, if any, will be returned upon completion of cancellation. Existing Training Agent's in poor standing may be required to post a security deposit in order to continue training apprentices with IEC of Washington regardless of credit rating, as described in IEC's Collection Policies.

What Happens to Cash Security Deposits?

Cash security deposits made by a Training Agent are held by IEC of Washington for a period of one calendar year from the date they were received.

If a Training Agent remains in good standing for those twelve (12) consecutive months, the cash security deposit will then be credited toward his or her future payment obligations.

If a Training Agent chooses to terminate or lay off all their IEC of Washington apprentice(s) for any reason, the Training Agent status of the contractor will be terminated and any remaining cash security deposit will be returned after all outstanding balances of the contractor's account are satisfied and paid in full.

If a Training Agent resigns from IEC of Washington, or the Training Agent status is cancelled, the cash security deposit will first be applied to any IEC of Washington outstanding account balances. The remaining amount, if any, will be returned to the contractor.

CREDIT RATINGS AND APPLICATIONS TO BECOME A TRAINING AGENT

Training Agents whose credit ratings are:

Low to medium risk: do not need to post cash security deposits to train IEC of Washington apprentices.

Medium-high to high risk, or no credit rating: must post cash security deposits in order to train IEC of Washington apprentices, determined as follows:

1. **To train Construction Electrician apprentices** the Training Agent must post a cash security deposit of \$750.00 per apprentice in the employ of the Training Agent. This amount is determined by 3x the monthly Construction Electrician apprenticeship fee. If the contractor increases the number of apprentices employed, the security deposit must be increased by \$750 per additional apprentice during the period in which the security deposit is required.
2. **To train Residential apprentices** the Training Agent must post a cash security deposit of \$450.00 per apprentice. This amount is determined by 3x the monthly fee for a Residential Apprentice. If the contractor increases the number of apprentices employed, the security deposit must be increased by \$450 per additional apprentice during the period in which the security deposit is required.
3. **To train Low Energy apprentices** the Training Agent must post a cash security deposit of \$450 per apprentice. This amount is determined by 2x the monthly fee for a Low Energy Apprentice. . If the contractor increases the number of apprentices employed, the security deposit must be increased by \$450 per additional apprentice during the period in which the security deposit is required.

Training Agents with a medium to high credit risk, or with no credit rating, are not allowed to increase the number of IEC of Washington apprentices dispatched to them above the numbers allowed by the amounts of their cash security deposits. They may however; increase the security deposit if they know they will require more apprentices than the original security deposit allows for and have not yet fulfilled their 12 month probation period.

Training Agents in poor standing may be required to post a security deposit in order to maintain their Training Agent status, as stated in the IEC of Washington Collection Policies.

CURRICULUM

CONSTRUCTION ELECTRICIAN

First Year:

- Orientation, The Independent Way, Hazcom, Safety
- Living Room/Study Circuits, Series/Parallel Circuits
- Hand Tools, Math & Reading Evaluations
- Laundry Outlets, Proportional Values
- General Info: Electrical installations, Intro to Electricity, Whole Numbers, Fractions
- Garage Circuits, Kirchoff's Laws
- Electrical Symbols, Outlets, Circuit Theory, Decimal Fractions
- Rec. Rooms and Workshops, Thevenin's Theorem
- Water Pumps and Heaters, Current Sources, Superposition
- Lighting and Appliance Circuits; Static Electricity, Percents, Averages
- Kitchen Outlets
- Conductor Sizes and Types, Wiring Basic Circuits, Powers and Roots
- Special Purpose Outlets
- Heating Systems Switch Control, Receptacle Bonding, etc., Magnetism, Measures
- Low Voltage Systems
- Ground Fault Protection, Resistors, Ratio & Proportion
- Lamp Identification, Low Voltage Lighting
- Fire Alarm and Security Systems Lighting Fixtures, OHMS Law-Series Circuits, Formulas
- Remote Control Systems, Knots and Rigging
- Bedroom Lighting, Parallel Circuits
- Pipe Bending Lighting Branch Circuits, Using Fractions in Current Dividers
- Service Entrance Equipment
- Entryway Lighting, Trigonometry
- Swimming Pools
- Kitchen Circuits

Second Year

- Orientation Safety and Math Review
- DC Generators
- Trigonometry, Vector Math and Hazcom
- DC Motors
- Introduction to AC Electricity
- 3 Phase Alternators
- Inductance in AC Circuits
- 3 Phase Motors
- Resistive-Inductive Circuits
- Single Phase Motors
- Capacitance
- Series and Parallel Resistive-Capactive Circuits
- Troubleshooting Motor Winding and Components

- Resistive - Inductive - Capacitive Series & Parallel
- Control Circuits Conductors, Components & Connection
- Three Phase AC
- General Wiring, Conduit and Box Sizing
- Single Phase Transformers
- Outlets, Lighting, Appliances and Heating
- Three Phase Transformers
- Services and Feeder Calculations
- Installing Transformers and Transformer Vaults
- Grounding, Bonding and Overcurrent Protection
- Transformer Sizing and Protection
- Hazardous Locations and Motor Circuit Winding
- Secondary Ties, Transformer Windings
- Health Care Facilities and Emergency Systems
- Measuring Instruments
- Industrial and Commercial Wiring
- Special Applications Wiring

Third Year

- Registration and Orientation
- Introduction to Motor Controls
- Motor and 3-Phase System Review
- Introduction to Logic & Line Diagrams
- Transformer Review
- Motor Controls-Lab Session #1
- Part 1-Drawings: The Language of the Industry
- Contactors, Starters and Solenoids
- Part 1-Drawings: The Language of the Industry
- AC/DC Contactors and Magnetic Motor Starters
- Part 2-Reading Prints for Trade Information
- Time Delay and Logic
- Part 2-Reading Prints for Trade Information
- Motor Control-Lab Session #2
- Part 3-Multi-Family Construction
- Application and Installation of Control Devices
- Part 4-Commercial Construction
- Reversing Circuits
- Part 4-Commercial Construction
- Power Distribution Systems
- Part 4-Commercial Construction
- Motor Controls-Lab Session #3
- Introduction to Grounding
- Hazardous Locations
- Grounding Conductors
- Special Hazardous Locations
- Grounding Equipment

- Signs and Sign Connections
- Fault Currents/Semester Review Basic
- Fiber Optic

Fourth Year

- **Industry Orientation**
 - Need for High Performance Standards
- **Standards, Codes and Methodologies**
 - NEC, NFPA, BICSI
 - ANSI/TIA/EIA
 - Codes affecting Telecommunications, BICSI
- **Blueprint, Construction specifications**
 - Demonstrate competency & performance
 - Procedures to research code and standards
 - Dimensions and symbols
 - Developing a job plan, layout, Chapter 2 BICSI
- **Electrical Code 1**
 - Article 80, Administration and Enforcement
 - Article 100, NEC Definitions, ANSI/BICSI Definitions & Abbreviations
 - Article 800, telephone, telegraph, outside wiring c/o fire alarm & burglar systems.
 - Article 250, NEC Grounding, Bonding & Electrical Protection. BICSI overview
- **Building Trade Safety**
 - Hazardous environments, personal protective equipment, common safety practices
 - Purpose of (ANSI) American Standard Institute
 - Equipment rooms, Telecommunications rooms
 - Lock-Out, Tag-Out safety reports

LOW ENERGY/SOUND & COMMUNICATION ELECTRICIAN

First Year

Module 1-1 – Introduction to Electricity and Electronics

- Fundamentals of Electricity – Current – Voltage – Resistance
- Ohm’s Law, Kirchoff’s Law; Electrical Measurements and Power
- DC Circuits – Series, Parallel, and Series-Parallel Circuits
- Magnetism, Inductance, and Capacitance
- Alternating Current, AC Measurements, Transformers
- Semiconductors, PN Junctions, Zener Diodes, and Bipolar Transistors
- Power Supplies and Amplifiers

Module 1-2 – Fire Alarm Systems

- Basic Fire Alarm Systems, Components and Circuits
- Power Supplies, Supplementary Circuits, Types of Controls and Addressable Fire Alarm Systems
- Fire Alarm Initiating Devices

- Fire Alarm Notification Appliances
- Installation Instructions for Fire Alarm Systems
- Fire Alarm System Startup and Acceptance
- Proper Maintenance for Fire Alarm Systems

Module 1-3 – Nurse Call Systems

- Nurse Call System Configurations, Power, and Standards
- Nurse Call System Installation and Systems Integration

Module 1-4 – Security Systems

- Security System Design and Sensors
- Alarm Assessment and Communication / Entry Control
- Video Security Systems Installation and Signal Quality
- Introduction to Access Control Systems

Module 1-5 – Audio/Sound Systems

- Technical Fundamentals
- Audio Systems Elements
- Loudspeaker and Microphones
- Labs for installation of Loudspeakers and Audio Systems

Module 1-6 – Broadband Networks

- Technical Fundamentals
- Headend Equipment and Cabling
- Network Design and Signal Quality

Module 1-7 – Building Automation Systems

- Introduction to Building Automation Systems Components and Electrical System Installation Guidelines
- Electrical Wiring Guidelines and Communications Network Wiring Guidelines
- Documentation and System Commissioning

Second Year

Module 2-1 – Introduction to Structured Cabling Systems

- Structured Cabling Systems
- Installing Copper Horizontal Cabling
- Standards and Codes
- Advanced Standards and Codes and Methods for Structured Cabling Systems, Media and Connectors
- Media Cable Characteristics, Signal Transmission and Applications
- Connectors, Connecting Hardware, Copper Cable Pre-Termination and Termination on IDC Blocks
- Terminating Coaxial Cable and Twisted Pair Cable and Cable Management
- Splicing Copper

Module 2-2 – Intermediate Structured Cabling Systems

- Cable Supporting Structures, Backbone and Horizontal Supporting Structure
- Cable Testing Devices and Introduction to Copper Cable Testing and Troubleshooting
- Installation, Labeling, Administration and Standards, Instruments and Tests for Performance Certifications
- Performance Testing and Troubleshooting of Copper Cable Vendor Certification in Cable Performance Testing and Troubleshooting
- Designing Telecommunication Rooms
- Building Telecommunication Rooms
- Telecommunications Equipment Rooms
- Outside Plant Entrance Facilities

Module 2-3 – Introduction to Optical Fiber

- Basics and Installation of Optical Fiber Cable
- Optical Fiber Link Loss, Termination Types and Tools Matching Optical Fiber Media, Connectors, Termination Types
- Attaching and Polishing Optical Fiber Connectors and Splicing Optical Fibers
- Optical Fiber Testing and Troubleshooting
- Inspecting Optical Fiber Connections

Module 2-4 – Introduction to Grounding, Fire-stopping and Blueprint Reading

- Introduction to Grounding and Grounding Electrode Systems and Conductors
- Circuit / System Grounding, the Grounded Connector, Main Bonding Jumper and Equipment and Enclosure Grounding and Bonding
- Fire-stopping and Vendor Certification
- Fundamentals of Blueprint Reading / Site, Architectural and Structured Drawings
- Mechanical and Electrical Drawings / Project Planning
- Planning Retrofit Projects and Implementing Retrofit Plans Through System Cutover
- Material List Development and Manufacturer's Certification

Module 2-5 – Introduction to Networking and Telephone Systems

- Introduction to Computers, the Internet and Data Networking
- Switches, Hubs and Routers
- Telephone Systems and Voice Signal Transmission

RESIDENTIAL ELECTRICIAN

First Year:

- Orientation, The Independent Way, Hazcom, Safety
- Living Room/Study Circuits, Series/Parallel Circuits
- Hand Tools, Math & Reading Evaluations
- Laundry Outlets, Proportional Values
- General Info: Electrical installations, Intro to Electricity, Whole Numbers, Fractions

- Garage Circuits, Kirchoff's Laws
- Electrical Symbols, Outlets, Circuit Theory, Decimal Fractions
- Rec. Rooms and Workshops, Thevenin's Theorem
- Water Pumps and Heaters, Current Sources, Superposition
- Lighting and Appliance Circuits; Static Electricity, Percents, Averages
- Kitchen Outlets
- Conductor Sizes and Types, Wiring Basic Circuits, Powers and Roots
- Special Purpose Outlets
- Heating Systems Switch Control, Receptacle Bonding, etc., Magnetism, Measures
- Low Voltage Systems
- Ground Fault Protection, Resistors, Ratio & Proportion
- Lamp Identification, Low Voltage Lighting
- Fire Alarm and Security Systems Lighting Fixtures, OHMS Law-Series Circuits, Formulas
- Remote Control Systems, Knots and Rigging
- Bedroom Lighting, Parallel Circuits
- Pipe Bending Lighting Branch Circuits, Using Fractions in Current Dividers
- Service Entrance Equipment
- Entryway Lighting, Trigonometry
- Swimming Pools
- Kitchen Circuits

Second Year

- Orientation Safety and Math Review
- DC Generators
- Trigonometry, Vector Math and Hazcom
- DC Motors
- Introduction to AC Electricity
- 3 Phase Alternators
- Inductance in AC Circuits
- 3 Phase Motors
- Resistive-Inductive Circuits
- Single Phase Motors
- Capacitance
- Series and Parallel Resistive-Capacitive Circuits
- Troubleshooting Motor Winding and Components
- Resistive - Inductive - Capacitive Series & Parallel
- Control Circuits Conductors, Components & Connection
- Three Phase AC
- General Wiring, Conduit and Box Sizing
- Single Phase Transformers
- Outlets, Lighting, Appliances and Heating
- Three Phase Transformers
- Services and Feeder Calculations
- Installing Transformers and Transformer Vaults
- Grounding, Bonding and Overcurrent Protection

- Transformer Sizing and Protection
- Hazardous Locations and Motor Circuit Winding
- Secondary Ties, Transformer Windings
- Health Care Facilities and Emergency Systems
- Measuring Instruments
- Industrial and Commercial Wiring
- Special Applications Wiring

IEC OF WASHINGTON LOGO

USE POLICY AND GENERAL INFORMATION

- The IEC of Washington logos function as a positive symbol of the merit shop electrical contracting industry. Proper use of these logos creates a clear and consistent image to the public.
- The purpose of this policy is to ensure that, whether produced by IEC of WA or by other organizations, printed and digital materials bearing the IEC of WA logos maintain a consistency in style and design. It includes specifications and design standards for materials that include the IEC of WA logos.
- Specifications must be conformed to as stated. Cooperation will help maintain a consistent and recognizable image.
- Please contact the IEC of WA Training Director if you have questions concerning proper IEC of WA logo usage or need assistance with graphic reproduction.

LOGOS USE GUIDELINES

- The IEC of Washington logos should not be treated improperly or frivolously.
- The IEC of Washington logos may not be adopted, used or registered anywhere in the world in a form that is confusingly similar.
- IEC of Washington reserves the right to approve or disapprove the use of this policy and withdraw any permission granted under this agreement. IEC of Washington reserves the right to approve or disapprove the use of the IEC of Washington logos at any time.
- IEC of Washington reserves the right, at any time and without cause, to modify or suspend this policy and to take action against any misuse or unfair, misleading, diluting or infringing use of the IEC of Washington word marks or logos.
- The IEC of Washington logos may not be altered in proportion, color, element or type or be animated or otherwise distorted in appearance.
- The IEC of Washington logos may not be used in connection with any disparaging statements about IEC of Washington.

COLORS

- The IEC of Washington logos may be produced using four-color processing, black and white or the Pantone Matching System (PMS), which is used widely by artists and printers. The Pantone colors for the logos are:
 - *Apprenticeship Logo*: Red (PMS 485C), Yellow (PMS 102C), Blue (PMS 2736C) and black.
 - *IEC Logo*: Red (PMS 485C), Blue (PMS 2736C) and black
 - The approved digital renderings of four-color and three-color versions of the logo must be used, and are available from IEC of Washington.

WEB SITE USE

- Regarding Web site use, IEC of Washington logos may be used as a link in digital graphic format as provided by IEC of Washington.
- The IEC of Washington logos may not be altered in proportion, color, element or type and may not be animated or otherwise distorted in appearance.

- The IEC of Washington logos may not be used on any Web site that is in violation of any applicable laws or governmental regulations. The IEC of Washington logos may not falsely imply any relationship with, endorsement by or sponsorship by IEC of Washington.
- The IEC of Washington logos cannot be used in connection with any disparaging statements about IEC of Washington or its products, or in statements that otherwise reflect poorly on IEC of Washington.

WEBSITE LINKS

Training Agents are strongly encouraged to link their company web sites with the IEC of Washington web site. For help with this task, contact the IEC of Washington Training Director at (425) 348-9698.

Our Training Agents also have the opportunity to include their company logo and a link to their company website in IEC of Washington's online directory. If you would like to grant IEC of Washington permission to include your company's logo and/or website link in our online directory, you must complete and return an Online Listing Information Release Form (Appendix H). If we do not receive a completed release form, your company logo and website will not be included in your company's online directory listing.

GOVERNANCE AND ADMINISTRATION

BOARD OF TRUSTEES (at the time of publication)

Rod Dahl, President

Board of Trustees 04/2002 – Present

Jay Horton, Secretary/Treasurer

Board of Trustees 06/2004 – 06/2006 & 09/2007 – Present

Paul Canter, Director

Board of Trustees 06/2006 – Present

Robert Taylor, Director

Board of Trustees 04/2002 – 12/2004 & 02/2008 – Present

Tom McMullen, Director

Board of Trustees 02/2008 – Present

APPRENTICESHIP & TRAINING COMMITTEE (at the time of publication)

Terry Du Beau, Chairman, 04/2002 – Present

Jay Horton, Secretary, 1/2009 – Present

Matt Butenschoen, Member 04/2002 – Present

Jason Ellis, Member 01/2009 – Present

Michael Laughlin, Member, 10/2003 – Present

Sean Muldoon, Member, 03/2008 – Present

Paul Canter, Member, 06/2006 – Present

Leo Doyle, Member, 08/2002 – Present

ADMINISTRATIVE STAFF

Jolie Estes, Training Director

Theresa Hausmann, Bookkeeper, Employment Coordinator, Veterans' Affairs Coordinator

Debby Morgan, Receptionist

Darlene Seymour, Receptionist

Dobrivoje Spasojevich, Education Coordinator

APPENDIXES