



Independent Electrical Contractors

2022-2023 Apprentices Handbook

Florida East Coast Chapter

State Registration - FL-2019-72858

7751th Military Trail STE 1

Riviera Beach, FL 33410

561-697-4893

www.iec-fecc.org

APPRENTICE HANDBOOK

Qualifications

Applicants for Apprenticeship shall possess the following minimum qualifications, which are directly job related:

1. At least 18 years of age
2. Driver's license or government ID
3. Work in the electrical trade with a Participating Electrical Contractor
4. Physically capable of performing the work of the trade
5. High School Diploma or High School Equivalency Diploma or GED
6. Proof of residency if applicable
7. Ability to transport to and from work and school

Enrollment and Registration

After meeting all minimum qualifications as stated above, applicants must:

1. Complete the IEC Apprenticeship Program Application
2. Provide education verification
3. Provide Florida picture ID; Social Security Card; proof of residency – if not a US citizen
4. Provide High School diploma or a GED equivalent
5. Complete the appropriate campus application
6. Complete the State Registration Form for indenture
7. Complete the Release of Student Records authorization if applicable
8. Complete any and all other forms that may be required for the school, the State or the LEA's

General Information for Apprentices

1. All apprentices must be working with a sponsoring licensed electrical contractor and the contractor must fill out a Participating Employer Agreement (PEA form)
2. Apprenticeship is a contractor sponsored program. The contractor is responsible for the yearly service instruction fee of the apprentice. Florida Statutes Title XLV111K-20 Education code 1009.25(b)
3. All Apprentices must obtain textbooks prior to the first day of class. No apprentice will be allowed to remain in class without the appropriate textbooks. Employers are billed for textbooks at the time of registration. Textbook fees are the responsibility of the Apprentice and handled differently by the Participating Contractors
4. Each academic year begins with all apprentices attending mandatory orientation
5. Apprentices are expected to attend the recommended related classroom instruction at their assigned campus based on the academic school year
6. The apprentice's final grade will be an average of each month's homework, quiz and test scores, OJT evaluations and a weighted mid and final exam score
7. Apprentices must meet the requirement for timely submission of OJT reports to their supervisor
8. The sponsoring contractor will have access to his or her apprentices' grades, attendance, and OJT reports through Flashpoint

Responsibilities

1. Work faithfully and diligently at the occupation
2. Comply with all rules and policies set forth by the Apprenticeship Committee as specified in this handbook
3. Complete all homework, lessons, assignments and school tests required by the Apprenticeship program
4. It is up to the Apprentice to inform the instructor of extra help needed with the curriculum, homework or assignments
5. Achieve a minimum academic average of 70% by the year's end
6. Protect the property of your employer, the school and the lab equipment
7. Respect and comply with all rules, regulations and policies of the employer and their campus
8. Complete and submit monthly OJT report of work experience and related instruction to supervisor for evaluation and signature by the 10th of the following month
9. Notify the IEC Apprenticeship Staff of any change in employment status, home address, phone number or email address immediately

Requirements for Program Completion

1. Complete recommended program hours (180 hours per apprenticeship year) of related classroom instruction
2. Complete required program OJT hours (8000 hours) under specific supervision with a licensed electrical contractor

ATTENDANCE AND GRADING POLICIES

Attendance/Class Periods

1. Classes meet weekly, and sometimes twice a week from 5:30-9:30 pm (Apprentices will follow their specific CALENDER)
2. Apprentices are expected to be in class prepared with textbooks, on time and with an attitude for learning
3. Students are required to sign into class each night for attendance credit; if/when virtual instruction is utilized, attendance will be taken by the instructor throughout the night at various intervals

Absences

There are no excused or unexcused absences. Each Apprentice is allowed four (4) absences during a full school year. A 5th absence results in removal from the program. Students are required to contact the apprenticeship office and instructor **by phone call and email** for any class night they will be absent from.

After each absence or tardy, the student and the contractor will receive an auto-generated e-mail from Flashpoint stating the occurrence. After 3 absences, an invitation to a Zoom call to speak to the Apprenticeship and Training Committee will be sent out to the apprentice and his/her contractor. After 4 absences, another meeting with the A&T Committee will occur.

1. **If a student misses a test night they CANNOT return to class until the exam is taken**
2. **Students have until their next scheduled class to take the missed exam**
3. **It is the apprentice's responsibility to contact the office and Instructor via email and phone call set up their test appointment.**

Emergencies such as birth, death or documented accident may be brought before the A&T committee for possible forgiveness

Big Blue Button

The Big Blue Button (BBB) works similar to Zoom. Although it is required to attend class in person, there may be certain circumstances that would allow/require attendance via this method. This method of attendance will be limited to 1 night per semester and MUST be approved by the Education Training Manager and your Instructor in advance. Known absences must be called into the office as well as to the instructor if a student is going to be absent at least the day before class is held.

Class Tardy

A tardy will be assigned to an Apprentice if the student misses less than 30 minutes of instruction time. Break time not included. If more than 30 minutes of instruction time is missed, then the student is marked absent. Three (3) tardies will result in 1 absence.

Student Dress Code

No Shorts

No Flip-Flops

LAB Dress Code:

Long pants and closed toed shoes must be worn for lab night. NO FLIP FLOPS. NO SHORTS. NO NYLON SHIRTS. Safety glasses are to be worn. If a student is not dressed appropriately for lab as described above, the student will be dismissed from class for the night and recorded as absent.

Make-Up Class

1 make up class will be available each semester of school. This class will erase 1 absence. The class will be held on a Saturday morning, the dates will be determined by the IEC and their will be costs to attend. An apprentice is only allowed to use 1 make-up class per year and a total of 3 over the 4-year program. Cost will be \$25 for the first, \$50 for the 2nd and \$75 for the third and final make-up class

Grading

A passing grade is 70%. Aggregate term tests and final exams are weighted at 35% and 30% respectively. Class assessments like homework and quizzes are weighted at 35%. All assessments may have time restrictions for submissions.

All make-up tests will be proctored at the apprenticeship office or by an instructor outside of class with proper notification and approval by the ETM.

1. No later than one (1) calendar week after the original date of the exam.
2. Only if a student has called and/or emailed the office, contractor, and instructor about the absence into the apprenticeship office at least 24 hours prior to the absence can the test be made-up.
3. Student may petition the A&T committee for extreme situations and have time extended

A zero will be given for any test missed and not made up within one (1) calendar week and prior to the next class

REQUIREMENTS

Requirements for Completing On-The-Job Training and Work records

Apprentices must provide proof of having worked the required number of hours (8000 hours/48 months) for their respective program in accordance with the Standards of Apprenticeship for IEC-FECC Registration Number **GNJ FL 2019-FL-72858** through regular submission of their OJT records. Apprentices are expected to:

1. Work 40 hours per week and overtime as required so long as it does not interfere with class attendance
2. Maintain and submit monthly OJT reports per the method described at orientation; all OJT reports must be signed by both the apprentice and direct supervisor
3. Promotion/Completion certificates WILL NOT be released if work records are not current
4. The tracking and submission of OJT continues during the summer rotation and holiday periods regardless of whether instructional classes are in session or not

Academic Standing

Academic standing is calculated as a percentage grade on a recurring basis. At the end of the school year, a final academic average is determined. Apprentices must achieve a minimum related instruction of 70% to complete the school year successfully and be promoted to the next class.

1. Apprentices with an average below the minimum academic average of 70% who wish to appeal may contact the office and schedule to appear before the Apprenticeship Committee. **See Adjusting Difference below**
2. The apprenticeship committee may choose to cancel the Apprentice or mandate remedial help such as tutoring for the Apprentice to continue the program
3. If an apprentice fails and wishes to re-take a year, the Apprentice and the Sponsoring Contractor must appear before the committee for a hearing and approval

Transferring Apprentices

Apprentices who transfer from other recognized and registered Apprenticeship Programs in the electrical trade may be enrolled at the level earned with proper documentation and in some cases ask to take a test to show the skill of the level earned. However, due to funding from our local educational agencies, transferring during the school year is not allowed. Placement of transfers from other Apprenticeship Programs will be on a case-by-case basis.

Changing Contractors

1. An Apprentice contemplating leaving the employment of a participating employer should first seek a remedy by contacting the employer's Apprenticeship Director. If the problem remains, the Apprentice will be placed with another participating employer by the IEC-FECC Apprenticeship Director office if possible
2. If, during the course of the program, employment is terminated by either the employer or the Apprentice and the Apprentice desires to remain in the program, he/she must immediately contact the IEC-FECC Apprenticeship Director for help with placement with another participating employer. The Apprentice must continue to stay in contact with the AD pending resolution of the unemployment. The Apprentice must continue to attend related instruction classes pending placement.
3. If an apprentice is changing contractors, it is the apprentice's responsibility to verify that the prospective contractor will continue the sponsorship through graduation.

Credit for Previous Experience / Advanced Placement

Credit for previous experience, training, skills or aptitude in the occupation may be awarded to an Apprentice in the form of OJT hours per state standards.

1. Credit can only be awarded upon written request from the participating employer via a letter or email to the IEC Apprenticeship Staff prior to registration with the state of Florida
2. All credit granted of more than 1000 hours (6 months) of on the job training will require an evaluation method which, at a minimum, shall incorporate the following:
 - a. Consideration of time worked in the specific occupation
 - b. Consideration of wages earned by the incoming Apprentice
3. Individuals who receive credit toward the completion of an Apprenticeship Program must enter a related instructional program at a level commensurate with the amount of credit awarded. Therefore, the maximum amount of OJT credit hours granted for first year applicants is 1999
4. Advanced placement of an applicant with at least one year of previous electrical experience or classroom training is based on passing the first-year by-pass equivalency examination with a score of 70% or greater
5. To be eligible to sit for the first year Apprentice by-pass examination, an applicant must receive written approval from the participating employer via letter or email to the IEC AD
6. No more than fifty percent (50%) of the Apprenticeship Program duration can be awarded to an Apprentice (i.e., up to two years for the Commercial Electrician Program)
7. An applicant who passes a by-pass examination will be:
 - a. Enrolled in the next higher year of the Apprenticeship Program
 - b. Credited with 2000 OJT hours for time worked in the specific occupation
 - c. Paid, upon entrance, the wage rate of the period to which such credit advances them

Classroom Policies

Tobacco use, which includes E-Cigarettes, is prohibited on campus. There are no designated smoking areas. Apprentices who wish to smoke during breaks must walk off campus property to do so. Apprentices and employees who violate this policy may be subject to college disciplinary action.

1. No food is allowed in classrooms. Break areas or cafeteria, when available, will be used for all eating on campus
2. Cell phones must be turned off when in class. However, the Instructor may give the Apprentice permission to keep his/her cell phone on if an emergency call is expected. At the discretion of the Instructor, unauthorized use or activation of a cell phone or similar device may result in dismissal from that class
3. Cheating on an examination will not be tolerated; actions that are considered cheating include but are not limited to:
 - a. Sharing answers during an exam which includes copying answers from another Apprentice's exam or allowing another Apprentice to copy answers from your exam
 - b. Photographing an exam or answer key before or after the exam
 - c. Sharing specific information on exam questions with any Apprentice who is scheduled to take that same exam in the near future
 - d. Placing notes or any other materials, either handwritten or photo copied, inside a codebook or anywhere else visibly accessible during an exam
 - e. Looking at a cell phone or any other personally owned electronic device during an exam
 - f. Keeping or possessing any exam materials after the exam except during the class review; whereas, all exams and scantrons must be returned to the Instructor during class immediately after the review is concluded
 - g. Changing answers on the scantron during the exam review in order to get credit for an incorrect answer

Leasing Companies/Staffing Companies

Apprentices must work for a contractor who is a registered Participating Employer. The Apprentice must work for a company that provides the job supervision and training to be part of a registered Apprenticeship Program. In order to indenture, Apprentices shall work for participating employers and will not be hired through **“skilled staffing services or leasing companies.”**

Apprentice Agreement

Participation in this Apprenticeship Program is through a signed Apprenticeship Agreement between the Apprentice, IEC-FECC and the State of Florida. 6A-23.002(2) FAC.

Adjusting Difference

In case of dissatisfaction by the Participating Employer or the Apprentice, either party has the right and privilege of appeal to the Apprenticeship Committee for such corrective action and adjustment of such matters as come within these standards. The Apprenticeship Committee will have full authority to supervise matters as come within these standards. Its decision will be final and binding on the employer and the Apprentice. The Registration Agency is available to receive, investigate and resolve any complaints the Apprentice has about the Apprentice Training program in which the Apprentice is registered.

The apprentice and his Participating Employer shall be notified by the apprenticeship coordinator within five (5) business days of the date of any proposed adverse action, with stated opportunity to the apprentice during such period for corrective action. 6A-23.004(2) (t,u)FAC.

Apprentice Wages—Progression Increases

Each Apprentice will progress to the next pay level and will receive an increase in the minimum wage based upon the current wage schedule at each 6-month OJT level, unless the apprentice's current wage is equivalent or above the current wage schedule per the state. Copies of the current schedule are available upon request through the Apprenticeship Director.

Dress Code

The IEC Apprenticeship Program requires the following minimum dress and grooming standards. If the supporting institution has requirements that are more or less stringent, the more stringent requirements shall be administered.

1. No short shorts or cutoffs
2. Skirts must be longer than the point where the longest finger extends toward the hem when the arm is fully extended; no backless dresses are allowed
3. Shirts must have sleeves; no tank tops, midriff shirts or halter tops. Men's shirts shall have quarter length or longer sleeves
4. See through and mesh garments may be worn only with appropriate opaque garments underneath them
5. No offensive texts, symbols or pictures. Garments which display or suggest sexual, vulgar or drug related wording or graphics; or which provoke or may tend to provoke violence or disruption in the academic environment shall not be worn

LAB: Long pants and closed toed shoes must be worn for lab night. NO FLIP FLOPS. NO SHORTS. Safety goggles are provided by the college. If not dressed appropriately for lab as described above, the student will be dismissed from class for the night and recorded as absent

Personal Conduct

Apprentices are professionals and will conduct themselves in a manner that always reflects the highest standards.

1. Apprentices are expected to refrain from vulgar or obscene language and to limit social discussions to break periods. Common courtesy and respect is the expected demeanor of all persons that are part of the IEC Apprenticeship Program
2. Possession, sale or being under the influence of alcohol or illicit drugs, including marijuana, is a violation of the IEC Apprenticeship Program policy. Apprentices found violating this policy are subject to termination from the program and referral to the appropriate law enforcement agency
3. Possession of knives, firearms, weapons, ammunition or explosive devices on campus is prohibited. Violations may result in termination and referral to the appropriate agency
4. Violations of the harassment and/or discrimination policy will not be tolerated

5. Subject to all rules listed in the campus handbooks

Major Apprenticeship Violations

The following examples of behavior are considered serious by the IEC Apprenticeship Committee and may result in mandatory appearance by the Apprentice before the Apprenticeship Committee and/or termination from the Program:

1. Threatening, assaulting, battering or physical injury to Apprentices or school personnel
2. Theft, extortion, damage or misuse of school and private property
3. Non-compliance with directions of IEC Staff, school administrators, teachers and other school personnel
4. Unlawful protest, marches and picketing
5. Contributing to the delinquency of a minor
6. Illegal possession or use of alcoholic beverages, drugs or narcotics
7. Use of profane or abusive language
8. Disruptive behavior
9. Carrying or using weapons or dangerous instruments
10. Sending false fire alarms or bomb threats
11. Violation of the harassment and/or discrimination policy
12. Cheating on an examination
13. Continued and willful disobedience of the rules and policies set forth in this handbook

Commencement and Awards Ceremony

A commencement and awards ceremony will be held annually for the 4th year students

1. Participating employers shall release graduating Apprentices, honor students and award recipients from work in sufficient time to attend the ceremony
2. Apprentices receiving awards will be determined and selected from each class by their instructor and recognized at the ceremony
3. Selection of Awarded Students are based on attitude, attendance, academic average and demonstrated leadership skills

Harassment, Intimidation and Discrimination Policy

The IEC Apprenticeship School is committed to maintaining a work and educational environment that is free from harassment and/or discrimination and in which employees at all levels can devote their full attention and best efforts to the job. Harassment and/or discrimination have no place in a work or educational environment. All aspects of the IEC Apprenticeship Program will conform to Title 29 of the Code of Federal Regulations, Part 30. **6A-23.004(2) (y) FAC.** The Chapter does not authorize and will not tolerate any form of harassment and/or discrimination based on race, color, age, sex, religion, creed, disability, handicap, marital status, national origin, or any other legally protected category. This policy applies to management and non-management employees including Instructors, all Apprentices, and even to non-employees who harass our employees or Apprentices.

Examples of harassment and/or discrimination that are covered in the policy include offensive language, jokes, or other physical, verbal, written, or pictorial conduct relating to the employee's sex, race, religion, national origin, age, disability, or other factor protected by law that exhibit cultural or sexual bias towards others and would make a reasonable person experiencing such behavior feel uncomfortable or would interfere with the person's academic or work performance. This policy not only applies in the classroom, but anywhere on campus.

The examples below are just that – examples. It is impossible to list every type of behavior that can be considered harassment and/or discrimination in violation of this policy. In general, any conduct based on these traits that could interfere with an individual’s work performance or could create an offensive environment will be considered harassment and/or discrimination in violation of this policy. ***This is the case even if the offending employee did not mean to be offensive. It is essential that employees and Apprentices be sensitive to the feelings of others.***

1. Sexual Harassment. Sexual harassment (whether opposite sex or same sex) is strictly prohibited. Examples of the types of behavior that may be considered sexual harassment in violation of this policy include the following:
 - a. Sexually offensive jokes or comments
 - b. “Sexist” comments or behavior (in other words, conduct that demeans other individuals because of their sex, even if not vulgar, lewd, or sexually provocative)
 - c. Physical assaults or other touching that is sexual in nature
 - d. Promising favorable treatment or threatening unfavorable treatment based on the employee’s response to sexual demands
 - e. Displays of sexually oriented reading materials or pictures, including electronic materials
 - f. Viewing pornographic materials
 - g. Punishing an employee or Apprentice for complaining about sexual harassment, including but not limited to, any of the above
2. Harassment and/or Discrimination Based on Race, National Origin, Age, Disability, or Religion. Harassment and/or discrimination based on these other traits deserves special mention and is also strictly prohibited. Examples of the types of behavior that will be considered harassment based on these characteristics include the following:
 - a. Jokes or negative comments about these characteristics
 - b. Displays of reading materials or pictures containing negative material about these characteristics, including electronic materials
 - c. Vandalism or “pranks” based on these characteristics
 - d. Name-calling based on these characteristics
 - e. Punishing an employee for complaining of these types of harassment and/or discrimination
3. Reporting Harassment and/or Discrimination. An effective No Harassment and/or No Discrimination policy depends on all of us working together to address this very important subject. To report harassment and/or discrimination, you must use the Open-Door Policy. The Chapter cannot resolve matters that it does not know about. Any employee or Apprentice who experiences harassment and/or discrimination on campus has a duty to immediately report harassment and/or discrimination so that the Chapter can try to resolve the situation. Apprentices may make reports directly to their Instructors before or after class or to the Training Director or the Executive Director via email or phone call. Employees may make reports directly to the Training Director or Executive Director in person. You should report harassment and/or discrimination when:
 - a. You believe that you have been or are being harassed
 - b. You believe that someone else has been or is being harassed
4. Resolution. No employee or Apprentice will be punished for bringing a good faith report of harassment to the Chapter’s attention or for participating in an investigation.

Once your report has been received, the Chapter will:

- a. Conduct a prompt and thorough investigation.
- b. Discuss the results with the complaining employee or Apprentice and, where appropriate, the action to be taken.
- c. Keep the investigation and results as confidential as possible.
- d. If the complaint is verified, take appropriate corrective action, up through and including cancellation or termination.



APPRENTICE ACKNOWLEDGEMENT

I certify that I have read and comprehend the contents of the 2022-2023 IEC Apprentice Handbook.

By my signature, I attest that:

I will comply with all provisions and policies outlined herein.

I have read, understand, and agree to ascribe to the behavior and procedures outlined in the Harassment & Discrimination Policy

I agree to release information regarding grades and attendance to my sponsor.

I have read and understand the Attendance and Absence Policy.

Apprentice Signature

Printed Name

Date