



**Independent Electrical
Contractors, Inc.**

**Manual for Instructors & Students
in the
IEC of the Bluegrass, Inc.
Electrical Apprenticeship Program**

Offices and Classrooms:
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Succeeding in the IEC Apprenticeship Program

Some Apprentices do extremely well in the IEC's Apprenticeship Program graduating at the top of their fourth year class while others do not even finish one semester. Why do some Apprentices excel and others fail? There are certainly differences in people, as well as, their personal and family lives when attempting to go through the Apprenticeship Program. However, there are some common factors that contribute to the success of Apprentices completing the Apprenticeship Program and thus becoming Certified Journeyman Electricians.

The reason for being in the Program should be based upon your own desire. The desire and motivation must be clear to become an outstanding electrician. It takes dedication and a willingness to make sacrifices so that you can attend class, study, ask questions while at work and be patient as you are slowly taught new skills on the job. In addition, it takes four years to learn all the skills, so do not expect to be shown all the different areas of work right away.

Next, you must take responsibility for your own training, both in the classroom and on the job site. You cannot just attend class and assume you will learn the information. You must study, ask questions and apply what you are learning in the class to the job site. If you do not understand the material or information the instructor is trying to convey to you, then it is your responsibility to ask them to explain it to you. Likewise, you must do more than just show up to the job site. Let your supervisor know you are in the Apprenticeship Program and you would like to be shown how to do new types of work. You should show initiative by asking questions, getting to the job site early, and closely watching other electricians whom you respect.

The IEC Apprenticeship Curriculum Student Manual is a very important tool that if used wisely will greatly enhance your likelihood of successfully completing the Program. Each section within this Manual outlines the objectives for the lesson. Prior to reading the textbooks or doing the written homework for the lesson, it is critical that you read the objectives several times. The objectives should be focused on as you do your reading and written homework. Whenever you come across one of the objectives in the homework, make sure you clearly understand the material associated with the objective. All homework, quizzes and tests (mid-term and final) come from these objectives. You must know the objectives in order to achieve a passing grade.

General Information

Apprenticeship and Education Committee

The IEC Apprenticeship and Education Committee direct the Apprenticeship Program under the guidance of the IEC of the Bluegrass, Inc.'s Board of Directors and are managed in accordance with the Apprenticeship Standards. This statement of policy has been approved by the Department of Labor, Bureau of Apprenticeship and Training and is available in the IEC office. All IEC apprentices/students and employers should have a copy of this standard.

Administrative Staff

The IEC Administrative Offices keeps track of grades, registration records, attendance, on the job training hours (OJT) and VA benefits. All questions regarding your school records, graduation requirements or other issues should be addressed to:

IEC of the Bluegrass, Inc.
493 Blue Sky Parkway
Lexington, KY 40509
859-266-4968
859-266-7971 Fax

Classroom Location:

IEC of the Bluegrass, Inc. Training Center
493 Blue Sky Parkway
Lexington, KY 40509

Notice to Applicants – PLEASE READ!

1. IEC serves only as a registry – a place where application forms are made available to individual's interest in possible employment with an IEC member – company.
2. IEC accepts application forms at its office as a convenience for its members.
3. IEC does not make any recommendations regarding any applicant or application.
4. The IEC member company is solely responsible for making hiring decisions.
5. Applicants must complete the original application and forms. Photocopies are not accepted.
6. As IEC offices are business offices, applicants are requested to promptly leave the premises after completing the application process.
7. Applications and other forms must be completed at the IEC business office at the time they are presented. Applications and other forms may not be taken from the IEC office.

Please SIGN release at the end of this manual.

IEC Apprenticeship Program Admission Information

Admission Requirements for Enrolling Students

To apply for the IEC Program you must meet the following criteria:

- Must complete an application
- Be at least 18 years of age
- Must pass the approved IEC of the Bluegrass Entrance Exam
- Provide one (1) form of photo identification
- Physical requirements: Must be able to perform the essential duties of the trade
- All applicants must be able to arrange their own transportation to and from the worksite and to and from the related training location where applicable

Advanced Placement

All students enter the IEC Program as first year students unless they pass the IEC Advanced Placement Exam. These exams allow students to “test into” the second year Program. If successful in passing the first year bypass exam, the student can “test into” the third year Program. Students who want to take the exam must request it when completing the application process. There is a non refundable \$100.00 advanced placement testing fee that is required for each test.

When Students Become Apprentices

All applicants that meet the requirements and complete the entire application process shall be enrolled into the IEC Apprenticeship Program, and are considered students. When the student becomes employed by an IEC Contractor Member the student will complete an Apprenticeship Agreement and become registered with the Department of Labor. The student will not be considered an apprentice until the Department of Labor enrollment process has been completed.

Tuition

All students/apprentices are responsible for the school year tuition. The tuition for IEC member employees is \$1,965.00, nontraditional students (those that are not currently employed by an Electrical Contractor) is \$2,243.00 and non IEC member employees the tuition is \$2,978.00. The first payment of the tuition (\$982.50/\$1,121.50/\$1,489.00) is due 30 days prior to first day of class and 30 days prior to first day of class second semester. 2020-2021 school schedule will be posted on the IEC website, www.iecbluegrass.org.

Tuition must be mailed or delivered to the IEC office; tuition will not be collected in class. Students/apprentices who do not pay the tuition by the due dates, will not be allowed to return to class, will not receive grades and will be de-registered with the Apprentice Training Program.

Refund Policy

Any student or registered apprentice having paid their first semester tuition, who elects in writing to discontinue the training program prior to the first night of class, will receive a 100% refund on their first semester tuition (minus book fees). Students and registered apprentices who elect in writing to discontinue the training program after the first night of class but prior to the second night of class shall receive a 50% refund on the first semester tuition (minus book fees). Students and registered apprentices who elect in writing to discontinue the training program within 2 hours following the second night of class will receive a 25% refund on their first semester tuition (minus books fees). Students and registered apprentices who in writing elect to discontinue the training program thereafter will not receive any refund on their first semester tuition.

College Credit

Students may earn up to 37 college credit hours towards an associate's, bachelor's or another degree at colleges and universities that participate in the American Council on Education Recommendation Services (ACE CREDIT) program.

Withdrawing, Terminating Apprenticeship & Re-Application

Prior to choosing to withdraw, quit work or drop out of the Program you should speak with the IEC Director to discuss your options. It is always good to gather as much information as possible before making an important decision that concerns your career and livelihood. However, if you choose to terminate your Apprenticeship, you should let the IEC Director know you are withdrawing, as well as, why you are withdrawing.

If you are terminated by the IEC for policy violations, withdraw, stop attending class or quit working, the IEC will terminate your Apprenticeship Agreement and de-register you as an electrical Apprentice with the Division of Employment Standards Apprenticeship & Training. You may reapply for the IEC Apprenticeship Program by coming to the office and completing a new application, along with submitting a \$20.00 non refundable application fee. When reapplying, an individual may be required to appear before the Apprenticeship and Education Committee if IEC chooses to terminate the Apprentice from the Program. When returning to the Program an individual may continue with the next year of the Apprenticeship as long as the previous year was completed with a 70% passing grade, and it has been no more than one year since attending the Program. Anyone applying with more than one year absence from the Program will be reviewed on a case by case basis, taking such factors as grades, attendance, OJT evaluations and code cycles into account.

Classroom Requirements

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Facility and Classroom Rules

1. No muddy shoes. Please keep an extra pair of shoes in your vehicle. Infraction of this rule will result in fines for cleaning to you and/or your employer.
2. Do NOT put your feet on tables and chairs. Do not sit or lean on any tables. Do not write or mark on tables or chairs.
3. Damaging any property, including, damaging floor, marking on walls and/or equipment may be grounds for fines equal to cleaning and/or replacement of the property and dismissal from the Program.
4. No littering on the premises. Snacks and drinks are allowed in the classroom with the exception of any nuts and seeds in the shell. Please throw out all garbage. Failure to throw out garbage brought into the classroom will result in forfeiting this privilege. Breaks will be given at appropriate intervals.
5. No tobacco chewing or smoking in the building. Designated smoking area is at the entrance to the Training Center.
6. No tank tops, exposed chests or bare feet.
7. No drug or alcohol use on the premises or during school hours will be tolerated.
8. Cell phones will not be allowed in the classroom.
9. No weapons of any kind will be allowed on IEC property.
10. Any violent behavior, threats or violent behavior or harm to any individual will result in immediate removal from the premises and dismissal from the Program. Refusal to do so will result in involving law enforcement officials.

The IEC Program was established to train ALL students regardless of race, creed, gender or religion. All students are to be treated equally and with respect.

Failure to abide by the rules and regulations set forth herein by the Apprenticeship and Education Committee of the IEC may result in your dismissal from the Program.

Rules of Conduct.

Students are expected to conduct themselves professionally and to meet established standards of behavior. Examples of unacceptable behavior include:

- Violation of dress and grooming standards
- Attending classes under the influence of illegal drugs or alcohol
- Possession, use or sale of illegal drugs at class
- Using offensive, foul or abusive language
- Disruptive conduct
- Fighting with or threatening students or non-students
- Harassment of any kind (including sexual harassment)
- Any intentional or negligent act which endangers the safety, health or well being

- of another person
- Misconduct or any act, which disrupts class or discredits the organization
- Conviction of a felony crime

The expected conduct and class rules outlined above are examples of the types of behavior which may subject a student to corrective action. IEC maintains complete discretion over corrective action and expulsion policies and practices.

Disruptive Behavior

Disruptive apprentices/students shall not be tolerated and will be ejected from the classroom and off the property. Disruptive apprentices/students will be required to appear before the Apprenticeship and Education Committee and instructor for review of the continued participation in the IEC Program.

Attendance

To graduate from the IEC Program, IEC must follow the U. S. Department of Labor requirements regarding classroom attendance. Under these standards, students shall complete 144 hours of classroom training per year for a period of four years. IEC Contractor Member employers MUST make every effort to prevent work assignment from interfering with the class attendance. It is the student's responsibility to insure the instructor has certified attendance.

Absences - Classroom attendance policies are very strict. As stated above all apprentices/students must complete 144 hours of classroom instruction per year.

Tardiness - Classes start promptly at 5:00 P. M. and apprentices/students are expected to be on time. Apprentices/students who have been indicated to be late on the class attendance sheet three (3) times during the school year will be charged with an absence.

Make-ups

The decision to offer classes or make-up work is at the discretion of the instructor. If the instructor offers make-up work, the apprentice/student shall complete that work. No partial make-ups will be counted.

Curriculum

The IEC Apprenticeship classroom curriculum will cover the following topics over four (4) years of the classroom instruction:

Electrical Fundamentals and Theory
 Basic Electricity and Math
 National Electrical Code
 Residential Wiring
 Electrical Systems
 Grounding

Voice, Data and Video Cabling
 Motors and Motor Controls
 Generators
 Blueprint Reading
 Transformers
 Safety

Required Textbooks

Textbooks required for each class will be distributed the first night of class. Additional books must be ordered from the IEC Office and paid in advance of order.

Grading System

Employers and Apprentices/students will receive grades at the end of each semester. Semester grades are determined based on homework, quizzes, midterm exams and final exams.

Grades are determined by the following for each semester:

Homework - minimum of 10 per semester	= 25% of grade
Quizzes - minimum of 10 per semester	= 25% of grade
Mid-Term Exam	= 25% of grade
Semester Final Exam	= 25% of grade
<hr/>	
Semester Grade	= 100%

Final Year End Grade = Average of Final Grades for 1st & 2nd semester.

In order to be promoted to the next year's class, apprentices/students must finish the year with a cumulative "C"; average or better, and successfully pass prescribed Skills Testing.

All work will be graded on the following scale:

A = 91 - 100%	Pass
B = 81 - 90%	Pass
C = 70 - 80%	Pass
F = 69% or less	Fail

Report cards show the final exam grade, the overall numerical average for the semester and the final semester letter grade. The report will also show the OJT Hours accumulated. Grade reports will be available to the apprentice/student's address on file in the IEC of the Bluegrass, Inc. office, so report any changes in information to the IEC Office.

On the Job Training Requirements (OJT Hours)

Reporting

The U. S. Department of Labor requires that apprentices receive 8,000 hours of on the job training as electricians in order to graduate. A minimum of 2,000 hours per year of OJT in the electrical field must be performed.

Students may receive credit for OJT that was completed before they became registered apprentices in the Program. This credit will only be granted to students at the time of registration and with the approval of the State Apprenticeship Council (SAC) and the Apprenticeship and Education Committee.

Students will begin accumulating OJT Hours as soon as they are employed and registered as apprentices. OJT reports summarize the type of work completed each month and the quality of the work performed. The apprentice and the employer or supervisor must both sign the weekly OJT form.

OJT Requirements by Subject

The apprentice must complete OJT in the following subject areas in order to graduate the Program.

- A. **Preliminary Work (650 Hours)** - Learning the names and uses of materials, tools, and equipment used in the electrical trade.
- B. **Residential & Commercial Rough Wiring (3200 Hours)** - Preparing materials for the job according to blueprint or instructions, installing wires, cables and conduits connection conductors to switch, receptacles or appliances, etc.
- C. **Residential & Commercial Finish Work (1200 Hours)** - Connecting and setting switches, receptacles and plates, installing proper size and types of fuses, installing various kinds of fixtures, assist in completion of work, etc.
- D. **Industrial Lighting & Service Installation (1150 Hours)** - Wiring all types of heating equipment, installing wiring and controls for air conditioning, installation of conduit, cable and wire molds on all types of heavy electrical equipment etc.
- E. **Troubleshooting (850 Hours)** - Repairing all types of electrical work and checking out trouble and making repairs under the supervision of an electrician.
- F. **Motor Installation & Control (950 Hours)** - Installing over-current devices and replacement motors, analyzing motor circuits and troubleshooting, etc.

A more complete description of each area is available in the IEC Apprenticeship Standards.

Referral System

The purpose of the referral system is to establish an objective means of referring students to potential employers by posting applications to the IEC website should the student permit. IEC does not guarantee employment.

Employer Responsibilities

The employer should keep track of the apprentice's OJT so that the apprentice is paid the proper wage according to the IEC annual wage survey.

It is the employer's responsibility to make sure that the apprentice is paid the correct wage based upon the number of hours the apprentice has worked and the percentage of average journeyman wage paid by the IEC Contractor Members.

This scale is used to establish a minimum pay rate and percentages during your Apprenticeship and when working on prevailing wage jobs under the Davis-Bacon Act. Please note that the percentage goes up when another 1,000 hours of field experience is accumulated. Normally, this will occur every six months (for example: 40 hours work per week x 26 weeks = 1,040). The current wage scale, put into effect as of June 1, 2007, is as follows:

Average Journeyman Electrician wage for Apprentices - \$17.00 Hour

# of OJT Hours	% of Journeyman Wage	Hourly Wage
1000	50%	\$ 8.50
2000	55%	\$ 9.35
3000	60%	\$ 10.20
4000	65%	\$ 11.05
5000	70%	\$ 11.90
6000	75%	\$ 12.75
7000	80%	\$ 13.60
8000	85%	\$ 14.45

If your current rate is already above the established rates listed here, you are not guaranteed an increase in the regulations. However, your employer will pay you based upon your overall skill level and contribution to jobs on which you work.

If, at any time, you are not at the minimum amount shown on this scale while working on a prevailing wage job, please contact the Apprenticeship Coordinator who will review your records and take the appropriate action to assure that you are at the guaranteed wage.

Your advancement in the Program to the next level is based upon your successful completion of both classroom requirements (70% or above) and the required number of On the Job Training Hours (OJT). For any questions regarding your rate or level contact the IEC Office.

Once the Apprentice reaches 8,000 hours of OJT, the monthly report form does not need to be sent to the IEC office, however, the apprentice must continue to follow all other employment rules until graduation or they will be terminated from the Program.

Although basic safety procedures are taught in the classroom, safety training and safety on the job are the responsibility of the apprentice and the employer. Apprentices on the job must be supervised. The contractor must maintain 3:1 ratio of apprentices to journeyman on the job.

Employment Policy

We do want the apprentice to successfully complete the Apprenticeship Program, and have therefore established this policy so that both students and the participating IEC Contractors are treated in a fair, uniform and non-discriminatory manner

If the Contractor releases you from employment, you **MUST**: Obtain a referral for new employment with another IEC Contractor from the IEC Office. The IEC office must receive a release/termination slip from the Contractor before any referrals will be given to an Apprentice. It is the Apprentice's responsibility to request that the Contractor send the release to the IEC office. (Note: a release due to confirmed illegal activity, i.e., drugs, theft, etc will result in dismissal from the Program).

An Apprentice may transfer to another chapter's Apprenticeship Program without dismissal from the Program or the one-year wait period. To make a Program transfer, contact the IEC office. If, at the end of four years, you have not accumulated 8,000 hours of on the job training, the IEC will not be able to certify to the Kentucky Department of Labor, Apprenticeship & Training Division that you have met this standard. Short absences from work, such as vacation and minor illness should not adversely affect your ability to accumulate 8,000 hours. Normally, you will accumulate 2,000 hours of work per year, therefore, when you have completed your four year classroom education, you will have also met the requirement of 8,000 hours.

Employment recruitment by any student/apprentice will be immediate grounds for dismissal from the Program. The IEC office should be contacted if you are approached by a student, instructor or contractor.

Program Policies

Harassment Policy

Non Harassment

It is our policy to prohibit harassment of one student by another student or supervisor on any basis including, but not limited to, race, age, citizenship, color, handicap/disability, national origin, religion and/or sex.

While it is not easy to define precisely what any of these bases are, they certainly include slurs, epithets, threats, derogatory comments, unwelcome jokes, teasing, sexual advances, requests for sexual favors and other similar verbal or physical contact.

Any student who believes that she/he is a victim of such harassment should immediately report the matter to a) their instructor; b) any official at IEC; or c) their sponsoring organization. IEC will investigate all such reports. Violation of this policy will not be permitted and will result in disciplinary action, up to and including expulsion.

Sexual harassment

It is IEC's policy that there is no discrimination against any student or applicant for employment on the basis of gender. In keeping with that policy, IEC will not tolerate sexual harassment by any of its students, supervisors, managers, officers, directors, or any other persons who interact in the class with our students. Sexual harassment is a violation of our rules of conduct and is strictly prohibited. Persons engaging in such acts are subject to sanctions and disciplinary measures, up to and including expulsion. In order to educate all students and others who are associated with IEC and to comply with the law, IEC is issuing this policy together with an internal complaint procedure for investigating allegations of harassment. IEC takes the matter of sexual harassment very seriously.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either explicitly or implicitly a condition of employment.
- Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed student.
- Such conduct has the purpose or effect of substantially interfering with the student's class performance or creates an intimidating, hostile or offensive class environment.

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity or physical assault. Sexual harassment can be of a male to female nature, female to male nature, male to male nature or female to female nature.

It is not possible to identify in this policy each and every act that may constitute sexual harassment. However, examples of some kinds of conduct that constitute sexual harassment and are therefore prohibited are:

- Threat or suggestion of sexual relations or sexual contact that is not freely or mutually agreeable to both parties.
- Continual or repeated verbal abuse of a sexual nature including graphic commentaries regarding the person's body, and/or the body of another person, comments regarding sexual behavior, unwelcome requests for sexual behavior, lewd comments, sexual innuendoes, and other vocal activity such as cat calls, wolf whistles, etc.
- Sexually suggestive objects or pictures placed in the class area that may embarrass or offend the person.
- Sexually degrading words to describe the person, sexually suggestive gestures, or propositions of a sexual nature.
- Touching, rubbing, patting or other physical contact with a person which is unwanted.
- Repeated requests for social engagements or interactions, where prior social invitations have been refused or when the student has otherwise indicated such invitations are unwelcome, and
- Threats or insinuation that the person's employment wages, promotional opportunities, job or shift assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances.
- All acts of sexual harassment in the classroom, whether specially included in the above list or not, are strictly prohibited by IEC. Any student who feels she or he has been sexually harassed must IMMEDIATELY report such incidents without fear of reprisal.

Violations of this policy will be treated as serious disciplinary infractions, regardless of position. All complaints of harassment will be promptly and thoroughly investigated. If the review reveals that the student was harassed, appropriate disciplinary action will be taken, up to and including expulsion.

No Solicitation Policy

The IEC prohibits solicitations for any reason by outside firms, organizations, companies, associations or solicitors on company premises, school/classrooms, or jobsites. Solicitations by an IEC apprentice/student shall be permitted only during the non-work time, defined as before and after working hours and during lunch breaks and any other rest periods, when not working or in school. Distribution of materials or literature of any kind by an IEC apprentice or student shall be permitted in non-work areas, defined as places where no work is to be performed or classes being conducted, during the non-work time. Persons who may be on non-work shall not disturb those persons who are on work-time.

Complaints and Grievances

Any complaints or grievances regarding the Apprenticeship Program should be presented to IEC Director. If the complaint and grievance is still unresolved, you must go before the Apprenticeship and Education Committee who sets all of the policies and rules of the Apprenticeship Program. In order to meet with the Committee, you must discuss your complaint with the IEC Director. The IEC Director will schedule a time slot with the Apprenticeship and Education Committee and inform you of the time and date of the meeting.

Website Disclaimer

The materials in/on the IEC website are for informational purposes only, are provided “as is”, and are without warranties of any kind, either express or implied. To the fullest extent permissible pursuant to applicable law, IEC disclaims all warranties or commitments, express or implied, including, but not limited to, assurances or legal materials in the website will be uninterrupted or error-free, that defects will be corrected, or that the site or the servers that make such materials available are free of viruses or other harmful components. We do not warrant or make any representations regarding the use or the results of the use of the materials on this website in terms of correctness, accuracy, reliability, legality or otherwise.

Use of and access to the website does not create any relationship, in and of itself, between IEC and the user.

You should not send any confidential information to IEC in response to or via this website. What you send cannot necessarily be treated as confidential. It must also be noted that IEC cannot guarantee that anything sent via email will not be intercepted by others for whom the email was not intended.

IEC cannot ensure that you will be satisfied with the information contained in the site and therefore, cannot make any representations as to the security of the information.

You hereby irrevocably waive any claim against IEC with respect to information contained on the website. You are strongly encouraged to make whatever investigation you feel necessary or appropriate before acting upon any information contained in the site.

Date: _____ Applicant's Signature: _____

Important Information & Conditions

1. I certify that all statements contained in this application or made in conjunction with it are true and correct and any misrepresentation or omission of facts called for may be grounds for rejection of my application by any potential employer (or may result in dismissal should I be employed) whenever the correct information becomes known to the IEC member. I understand that IEC has no authority nor responsibility regarding the hiring process nor employment relationship of its members.
2. I acknowledge that I am aware that IEC is merely a conduit through which applications are posted on IEC's website and, as such, are made available to those IEC members who wish to view it and that IEC and its members do not guarantee or promise that I will be offered employment or even considered for employment by one or more IEC members or that my application will be forwarded to a specific IEC member. Rather, I am aware that IEC makes available to its members the active applications on file upon request by the member. I also understand that if an IEC member wishes to consider me for employment, I may be required to appear at the member's facility, execute various forms and/or be interviewed in person before I will be considered for employment by the member. I also understand the member may engage in background checking before a final decision to employ is made. I also understand that the individual IEC member(s) who interview me may obtain applicants from other sources, such as former employees, word of mouth or advertising and that individual IEC members may have additional employment criteria, experience requirements, testing (including drug testing) or other conditions for employment that may determine whether I have the qualifications for employment and whether I will be chosen from among other qualified applicants. Any of the above possibilities are beyond the control of IEC and IEC makes no representations regarding those possibilities. I acknowledge that IEC is not responsible for any action by any member herein.

By signing below, I represent that I have read and understand the above and submit my application under these conditions.

Date: _____ Applicant's Signature: _____

Release Authorization for Information

I, _____, do hereby authorize a review and full disclosure of all records concerning myself. I authorize the company and its representatives the right to investigate all references and the right to secure consumer reporting or other agencies, including but not limited to criminal history and motor vehicle driving records. Furthermore, I authorize all my current and former employers, school officials, instructors, licensing board(s), reporting agencies, or any other persons whether or not named in my application to release any information they may have regarding me, whether or not such information is in their written records; and I hereby release all persons, schools, companies and law enforcement authorities from any damage whatsoever for issuing this information.

A copy of this release form will be valid as an original thereof, even though said photocopy does not contain an original writing of my signature.

Social Security # _____

Telephone # _____

Signature: _____

Date: _____

IEC APPLICATION REGISTRY TERMS OF USE FOR POSTING EMPLOYMENT APPLICATIONS ON WEBSITE

When you submit an application, IEC, Inc. collects some personal information. By signing this document, you acknowledge that you understand that your application will be posted on IEC website (Site) and may be accessed, with IEC's permission by IEC members, but may also be accessed, without IEC's permission, by third parties. In addition to the terms and conditions of any privacy policy on the Site you understand and agree that IEC and its affiliates and agents may access, use, and store this application and may collect and process the application and information in one or more databases maintained directly or indirectly by IEC. In addition, you understand and agree that IEC may disclose to third parties, on any anonymous basis, certain aggregate information contained in your application. IEC will not knowingly disclose to any third party your name, address, email address, Social Security number or telephone number without your prior consent, except to the extent necessary or appropriate to comply with applicable laws or in legal proceedings or where IEC believes in good faith that the law requires such disclosure. You understand and agree that IEC is not responsible or liable for the acquisition of your person information by third parties without IEC knowledge.

You understand and agree that you are solely responsible for the form, content, and accuracy of any application and the information contained therein submitted by you, and uploaded, or otherwise posted by IEC on the Site. You further understand and agree that your application will be searchable and viewable by members of the IEC. IEC uses its best efforts to grant access to this database only to such members. However, you understand and agree that IEC is not responsible or liable if any unknown third party circumvents Security measures and gains access to the database, and subsequently, your application.

IEC will not become your employer. IEC will operate only as a vehicle for your application to be reviewed by its members, as their option. IEC is not to be considered an employer with respect to your use of the Site and IEC shall not be responsible for any employment decisions made, for whatever reason, by any entity posting employment opportunities or other information on the Site. Further, you acknowledge and agree that no joint venture, partnership, employment or agency relationship exists between you and IEC as a result of these Terms of Use, your application, or your use of the Site.

You acknowledge and agree to the following:

Your application remains active for a maximum of 30 days, after which it is deleted from the Site. If you wish to have an application posted, a new form must be completed.

IEC makes no representations about and does not assume any responsibility or liability for the existence and availability of any employment opportunities with the hiring entities, or any such entity's ability and willingness to hire you.

IEC does not participate in, has no control over, and does not assume any responsibility or liability for any transaction between you and a hiring entity, including without limitation the truth or accuracy of employment opportunity listings and the ability and a willingness of a hiring entity to complete an employment transaction with you.

Date: _____

Name _____

Signature _____