



Pennsylvania Chapter Independent Electrical Contractors

Checklist for IEC Apprenticeship Program Application

- OPTION 1: Complete all items, and mail to the address listed at the bottom of this page as a single packet including this checklist. All applications must be **received** by 4pm on the final day of the open enrollment period.
- OPTION 2: Complete all items, and drop off at the IEC Pennsylvania training facility, 8 Long Lane, Mechanicsburg, PA 17050 or 200 Trinity Rd, York, PA 17408 (by appointment only). You can also make an appointment to review your application materials with staff at this time. All applications must be received by 4pm the final day of the open enrollment period. A locked black mailbox is located inside the building at the Mechanicsburg Facility, outside of the IEC office to submit if staff is unavailable.
- OPTION 3: Complete all items and submit as an email (with multiple attachments not to exceed 5MB total; if attachments exceed 5MB, multiple emails may be accepted) to apprenticeshipcoordinator@iecpennsylvania.org. The email and online payment must be submitted by 4pm on the final day of the open enrollment period.

Applicant name: _____

A. READ "Dear Open Enrollment Candidate" letter, and Job Description.

B. All applicants must submit the following documents: **Enclosed?**

1. \$100 Non-refundable application fee. Check payable to **Central PA IEC**. Do not mail cash. Requests to pay by credit card through our Square account online, must be submitted in an email no later than noon on the last application day. You will be emailed in return with a link to pay the fee online (processing fees apply). YES NO
2. Proof of Age. Copy of driver's license, birth certificate, and social security card. (All 3 items must be submitted.) YES NO
3. Copy of High School Diploma* or GED Certificate or letter from high school that diploma not available. *Date on transcripts is acceptable.* High school seniors may apply, but employment and acceptance are contingent upon successful graduation. YES NO
4. High school transcripts (required). May also submit additional transcripts. YES NO
5. Proof of electrical trade work experience, if any.
(Letter from employer noting dates and hours to be logged as previous OJT hours) YES NO
6. Form DD214 for veterans applying YES NO
7. Three (3) letters of reference from acquaintance, other than family YES NO

C. Complete the Application for IEC Electrician Apprenticeship Program. DONE

D. READ Important Next Steps with the details about the assessment date. If you do not complete the required assessments, you will be removed from further consideration and will not be scheduled for an interview, if seeking employment.

Questions: Call Kristi Wickard at 717-697-7553 (office) or email apprenticeshipcoordinator@iecpennsylvania.org.