Electrical Program:
Students participating in the electrical program will have on-the-job training (OJT) in a paid position as an electrical helper. They will also attend weekly classroom instruction to complete year one of Registered Apprenticeship.

Position: Electrical Helper
OJT hours: Monday- Thursday, 6:30 am – 11:30 am
Related Instruction: Fridays, 6:30 am – 11:30 am
Rate of Pay: $12.00-$14.00

Job Description: Under direct supervision the student is responsible for assisting Journeyman and Master Electricians in laying out, assembling, installing, testing, troubleshooting and repairing electrical wiring, fixtures, control devices and related equipment in customer locations, buildings and other structures.

Registered Apprenticeship Sponsor: IEC Chesapeake
IEC Chesapeake, 8751 Freestate Drive Suite 250, Laurel, MD 20723

Participating Employers:
Please submit the following items:

√ **Completed IEC Application**  
  Please print clearly!

√ **Resume, which includes:**  
a. Education (including any courses/programs that support your qualifications and interest in position.  
b. Awards and honors  
c. Extracurricular activities  
d. Any employment information  
e. Volunteer work/community service  
f. Interests and skills

√ **Two recommendation forms**  
Recommendations should come from:  
a. Within school setting (teacher, coach, school counselor)  
b. An individual in the community (employer, extracurricular activity outside of school)  
c. A relative is acceptable ONLY if he or she has supervised you in a paid work setting.

√ **IEC Required Documents**  
a. Copy of Driver License or Learner’s Permit  
b. Copy of Birth Certificate  
c. Copy of Social Security Card  
d. Signed DLLR registration form (must also be signed by parent if under 18 by the start of the program)

Please submit you completed application packet to the Apprenticeship teacher/coordinator
Apprenticeship Training Application

Please Print or Type

Program applying for:

☐ ELECTRICAL (Classroom Based)

Name: ____________________________ SSN: _____ -- -- Date: _____ / _____ / _____

Address: ___________________________________________________________

City: ____________________________ State: ________ Zip: ________________

Home Phone: _____________ Cell Phone: ______________ DOB: _____ / _____ / _____

School _____________________________ Last Grade Completed __

Email (Mandatory): _____________________________________________________

Where Did You Learn About I.E.C. Apprenticeship Program? _______________________

Electrical / HVAC Contractor Presently Working For: (Leave blank if not currently working for a Contractor)

Company: ____________________________ Phone ______________________ Date of Hire: _____ / _____ / _____

Address: _____________________________________________________________________

City: ____________________________ State: __________ Zip: ______________

Supervisor’s Name: ____________________________ Phone: ____________________________
**Work History:** (from most recent or present)

<table>
<thead>
<tr>
<th>Company</th>
<th>From / To 01/01 - 01/01</th>
<th>Type of Work</th>
<th>Phone</th>
<th>Wages</th>
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</table>

All applicants must provide the following documents, along with the application. Applications received without all required documents will not be processed (copies)

- Driver's License
- Social Security Card
- Apprenticeship agreement must be signed by parent if student is under age of 18.
- Birth Certificate
- OSHA10 Card (if previously obtained)
- Resume
- Two Reference forms

I.E.C Chesapeake Apprenticeship and Training
Inc. 8751 Freestate Drive Suite 250
Laurel, MD 20723

Should You Have or Need Additional Information, Please Contact Our Office At: (301) 621-9545

I certify that the information provides is true and correct to the best of my knowledge and I understand that any misrepresentation on this application is cause for not being accepted into the program.

Applicant’s Signature: _______________________________ Date: ____________

**Disclaimer:** The I.E.C. Chesapeake Does Not Discriminate Against Race, Religion, Age, Sex, Gender, National Origin or Veteran Status.

Rev. 11.1.18
Apprenticeship Agreement

The sponsor and apprentice whose signatures appear below agree to the terms and conditions set forth in the Apprenticeship Standards currently in effect and registered with the Maryland Apprenticeship and Training Council (MATC).

Further, the sponsor agrees that the apprentice shall be given equal opportunity in all phases of apprenticeship employment and training without discrimination because of political or religious opinion or affiliation, marital status, race, color, creed, national origin, sex, or age, unless sex or age constitutes a bona fide occupational qualification or the physical or mental disability of a qualified individual with a disability in accordance with the Maryland State Plan for Equal Employment Opportunity in Apprenticeship & Training.

The apprentice agrees to be diligent and faithful in learning the occupation in accordance with the terms and conditions set forth in the Apprenticeship Standards registered with the MATC.

This agreement may be terminated by either party without cause during the probationary period by submitting written notification of termination to the MATC. After the probationary period, this Agreement may be terminated for good cause with due notice to the apprentice and a reasonable opportunity for corrective action and with written notice to the apprentice and MATC of the final action taken.

Privacy Act Statement: The information requested herein is used for apprenticeship program statistical purposes and may not be otherwise disclosed without the express permission of the undersigned apprentice. Privacy Act of 1974 (P.L. 93-579)

Name of Sponsor
IEC Chesapeake

Name of Apprentice

Address of Sponsor
8751 Freestate Drive, Suite 250  Laurel,  MD 20723

Address of Apprentice

If Sponsor Is An Association, Participating Employer’s Name

Date of Birth (M-D-Y)

Social Security Number

Sex

Occupation
Electrician

Length of Probation
2000 hours

Term of Apprenticeship
8000 hours

Work Experience Credit

Related Instruction Per Year
144 hours

Related Instruction Credit

Date Apprenticeship Began (MDY)

Projected Completion Date (MDY)

Will Apprentice Be Paid While Attending Class? Yes  No X

School-To-Apprenticeship: Yes  No X

If Yes, Indicate County

PROGRESSIVE WAGE SCHEDULE: The Journeyperson Hourly Rate on ____________ was $________ per hour.

1st 1,000 HOURS 40 %
2nd 1,000 HOURS 45 %
3rd 1,000 HOURS 50 %
4th 1,000 HOURS 60 %

5th 1,000 HOURS 65 %
6th 1,000 HOURS 70 %
7th 1,000 HOURS 80 %
8th 1,000 HOURS 85 %

9th HOURS %
10th HOURS %
11th HOURS %
12th HOURS %

13th HOURS %
14th HOURS %
15th HOURS %
16th HOURS %

Signature of Sponsor

Signature of Apprentice

Signature of Guardian (if appr. is under 18)

REGISTERED WITH THE MARYLAND APPRENTICESHIP AND TRAINING COUNCIL

___________________________ _______________________________________________, DIRECTOR  _____

DATE REGISTERED    SIGNATURE AND TITLE OF MATC OFFICIAL   MATC NUMBER

 Revised 6/99
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Apprenticeship Maryland Academy
Recommendation Form

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Name________________________________________ Relationship to Applicant _______________________

Title________________________________________ Business/School______________________________

Signature________________________________________________________________________ Date____________________
Apprenticeship Maryland Academy
Recommendation Form

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Name_________________________ Relationship to Applicant __________________
Title _________________________ Business/School _____________________________
Signature______________________ Date____________________________
HVAC:
Students participating in the HVAC program will have on-the-job training (OJT) in a paid position as an HVAC apprentice. They will also complete online Registered Apprenticeship instruction to advance in the HVAC industry.

Employer:

**Position:** HVAC Apprentice
**Location:** 5200 Minnick Road, Laurel, MD 20707
**OJT hours:** Monday- Friday, 7:00 am – 11:00 am
**Related Instruction:** 5 hours a week
**Rate of Pay:** $13.00

**Job Description:** The Apprentice position is a gateway to becoming a Junior Technician. This job is a learning position that will give an employee the knowledge in HVAC to advance. The main purpose is to work and learn under the Technicians. In the Apprenticeship, employees will be given all the tools for success in the HVAC industry.
Please submit the following items:

√ **Completed Application**
   Please print clearly!

√ **Resume, which includes:**
   a. Education (including any courses/programs that support your qualifications and interest in position).
   b. Awards and honors
   c. Extracurricular activities
   d. Any employment information
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√ **Two recommendation forms**
   Recommendations should come from:
   a. Within school setting (teacher, coach, school counselor)
   b. An individual in the community (employer, extracurricular activity outside of school)
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Please submit your completed application packet to the Apprenticeship Coordinator.
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<td>City, State, Zip:</td>
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<td>Age:</td>
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<td>High School:</td>
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<td>Email:</td>
<td>Cell Phone #:</td>
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**Do you have your driver’s license?**
- Yes □
- No □

**Do you have your learner’s permit?**
- Yes □
- No □

**Do you have reliable transportation to the employment site?**
- Yes □
- No □

**Number of classes needed to meet graduation credits?**
- Two □
- Three □
- Four + □

Check here to indicate the following materials are included with this application:
- Two Recommendation forms □
- Résumé □

**Interest Area(s):**

**Student Signature:**

**Date:**

**Parent Signature:**

**Date:**
Apprenticeship Maryland Academy
Recommendation Form

Student Name: ____________________________________________________________________

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Title _______________________________ Business/School______________________________

Signature________________________________________ Date____________________________
# Apprenticeship Maryland Academy Recommendation Form

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