

IEC Apprenticeship Curriculum Conditions of Use and Licensing Agreement 2024-2025

1. The publication date for the 2024-2025 edition of IEC's apprenticeship guide is June 2024. The materials included therein are believed to be current and reflective of current regulatory requirements and applicable codes. Users should contact Independent Electrical Contractors, Inc., Attention: Apprenticeship and Training Department, 2900 S. Quincy Street, Suite 720, Arlington, VA 22206 to ascertain that these materials are still current prior to use. The apprenticeship guide and student textbooks ("Materials") are sold with the understanding and agreement of the Purchaser that IEC grants the Purchaser a revocable, nonexclusive, nontransferable license to use the Materials for the purposes of teaching apprenticeship courses conditioned on the Purchaser's continued compliance with the IEC Apprenticeship Curriculum Conditions of Use. IEC does not warrant or represent that the Materials are free from errors or conflicts. Purchaser and any Users of the Materials are encouraged to report any errors, conflicts, or omissions to IEC, Attention: Apprenticeship and Training Department, so that errors can be corrected.
2. The IEC Apprenticeship Program is designed with a number of specific components, each of which must be used if the apprentice is to gain full benefit from the curriculum. Specifically, latest editions of both the student and instructor curriculum guides must be used to ensure that all key components are covered. While lessons may be rearranged within a curriculum year, and requirements of a local nature may be incorporated into the curriculum as required, all material within a curriculum year must be covered within that school year to ensure that the apprentice is properly prepared to progress into the subsequent year's program.
3. Current editions of the curriculum guides must be purchased and implemented annually to help ensure that students are being taught with the most up-to-date materials. Students must be provided or required to obtain the textbooks cited in the curriculum. Teaching from out-of-date editions of either the curriculum or the textbooks may result in students being taught outdated subject matter that might conflict with current practices. The electrical industry is continually changing. New materials and processes are being introduced. Standards are being revised; new standards are being introduced; and local, state and federal requirements are subject to continual revision. Textbooks are updated on an regular basis.
4. Students should be encouraged to retain all of their texts for reference throughout their apprenticeship and working career, but should be advised to check current codes, regulations, etc. for specific questions or problems.
5. While the apprenticeship training program with its curriculum guides and related texts incorporates a significant degree of safety training, it does not, nor is it intended to, provide all of the types of safety training required for contractor employees under OSHA, EPA, and similar regulations. Contractors and employees are encouraged to refer to applicable local, state, and federal regulations to ensure that they are in compliance with all applicable safety and health guidelines.
6. Members-at-large usage of the curriculum is limited to training of the employees of members-at-large in home office locations that are not in a recognized designated chapter territory. Members-at-large utilizing the curriculum through bricks-and-mortar and/or distance training must also have an instructor or program manager qualified through Level I of IEC Instructor Training. Members-at-large shall partner with a Certified IEC Training Advantage Chapter for any distance training needs they may have.
7. Upon evidence that Purchaser is not abiding by these conditions, or is no longer in good standing with IEC, IEC reserves the right to revoke this License and refuse to provide future curriculum, texts, or manpower in support of that individual's/organization's apprenticeship program.
8. Purchaser acknowledges that IEC is the owner of all copyrights in and to the Materials. All rights in and to the Materials are reserved. No part of the Materials may be reproduced or copied in any form or by any means—graphic, electronic or mechanical, including photocopying, recording, taping, or use on an information retrieval system—without written permission obtained in advance from IEC.
9. In conjunction with the IEC Apprenticeship Curriculum Conditions of Use and Licensing Agreement 2024-2025, if an online platform is in use it shall be the approved IEC National online platform developed by IEC National and the IEC National A&T Committee. The IEC National approved online platform complies with and aids in the approved instructional online delivery method is intended to be instructor-guided rather than self-paced or self-directed (see A&T definitions MoP). No IEC copyrighted material shall be installed on any platform without the express written consent of the IEC Board of Directors and the IEC National A&T Committee.
10. Copyright of content accessed or provided on the Independent Electrical Contractors course management system IEC's Learning Management System (LMS) and Content Management System (CMS) shall remain the property of the original copyright

IEC Apprenticeship Curriculum Conditions of Use and Licensing Agreement 2024-2025 (Continued)

holder/intellectual property owner with all rights reserved. Development methods, programming, source codes, and navigational structure for the IEC LMS/CMS are the intellectual property of American Technical Publishers (ATP) and subject to provisions of ATP nondisclosure agreement. Intellectual property developed by IEC, IEC Chapters, or donated for the use by IEC and/or IEC Chapters shall remain the property of IEC. When a course template is provided to an IEC Chapter it shall be understood it would be used to its full capability and accessed by IEC instructors. Original template items from the IEC National and ATP shall not be removed or altered in any way. Regardless of course methodology, the approved IEC curriculum needs to be used and implemented in all years. The IEC and its Chapters are responsible for all permissions for content on the IEC LMS/CMS not provided by IEC, IEC Chapters, or ATP. Chapters must agree to abide to the conditions set within the A&T Bylaws to be considered in good standing. IEC National will not use or copy Chapter resources placed within their LMS/CMS course, unless the Chapter, in writing, willingly provides this material. Each online section provided to IEC Chapters, will originate from ATP.

11. Distance Learning: IEC Chapters in good standing are able to offer distance learning in accordance with the IEC Manual of Procedures.
12. Unless agreed upon, IEC National will not have direct access to these courses in obtaining Chapter materials. It shall be up to the Chapter to maintain and monitor their materials and supplemental information online. Once a school year passes (365 days) or a semester passes (180 days) the LMS/CMS course used will become inactive. Chapters and instructors will still be able to view and access their material up to five (5) years.
13. IEC National will retain digital student records for transcript inquiries, American Council on Education (ACE) requests, and student-expressed record needs.

IEC National Standardized Written Exam and Skills-Testing

In conjunction with the IEC National Apprenticeship and Training Committee, various Training Directors and Instructors standardized written exams and core competency skills/hands-on activities are available for each chapter to use within each of the four-year electrical curriculum. A list for each year's core competencies for each program can be found in the Front Matter for that given curriculum year, to ensure that each chapter is providing every apprentice the same training and learning experience. It is recommended and encouraged that all IEC Chapters offer both the written exam and conduct the practical skills testing within the training year for each apprentice. Doing so would provide greater standardization across our IEC network of chapters and training facilities.

By administering these written exams and skills testing, the IEC National Apprenticeship and Training Committee and IEC National, confirm that the chapter is eligible to receive their fourth-year graduation/completion certificate and ACE College Credit. The preferred method to administer these written exams is through the approved IEC CMS system. Instructions on how to add these exams and pull the data will be sent to each chapter.

If for some reason an IEC Chapter cannot administer both or either the written exam and the skills testing for each year, and they would like to obtain the ACE College Credit and/or the IEC completion certificate, then that IEC chapter shall (in writing) explain their circumstance and reasons to the IEC National Apprenticeship and Training Committee at least ninety (90) days before the end of the school year. In special instances, upon the written explanation, a waiver may be given to an IEC Chapter, but would be understood that within a reasonable amount of time the Chapter would be able to administer both exams.

Approved by IEC National Apprenticeship and Training Committee: 9.14.21

Approved by IEC National Board of Directors: 10.9.21