



SOUTHERN NEW MEXICO
Independent Electrical Contractors, Inc.

2023-2024 ACADEMIC GUIDELINES AND POLICIES MANUAL

**Southern New Mexico Independent Electrical Contractors, Inc.
2215 South Main St. C
Las Cruces, NM 88005
575.494.5002**

**Registered Program #577
Registered and Approved by the State Apprenticeship Office**

IEC Office Hours: 8:30 a.m. – 4:30 p.m.



SOUTHERN NEW MEXICO
Independent Electrical Contractors, Inc.

FALL 2023
SOUTHERN NEW MEXICO IEC
TRAINING CENTER CLASS SCHEDULE

All Classes 7:00 a.m. – 5:00 p.m.
 2215 South Main St, Las Cruces, NM 88005
 (575) 494-5002 | info@snmiec.org

**The following classes have been scheduled for FALL 2023 Classroom Related Instruction at SNMIEC.
 This schedule is subject to change at the discretion of the Apprenticeship & Training Committee**

July 28th Mandatory Orientation: 1st Year 8:30-10:30, 2nd Year 10:30-12:30, 3rd Year 1:30-3:30, and 4th Year 3:30-5:30

First Year – Alejandro Chavez & Jeff Jones, Instructors

- July 28th **ORIENTATION**
- August 4th-5th
- September 8th – 9th
- October 6th-7th
- November 3rd-4th
- December 1st-2nd

Second Year – Mark Brown, Instructor

- July 28th **ORIENTATION**
- August 11th -12th
- September 15th – 16th
- October 13th-14th
- November 10th-11th
- December 8th-9th

Third Year – FERNIE MALDONADO, INSTRUCTOR

- July 28th **ORIENTATION**
- August 18th – 19th
- September 22nd -23rd
- October 20th -21st
- November 17th-18th
- December 15th-16th

Fourth Year – Kane Monroe, Instructor

- July 28th **ORIENTATION**
- August 25th-26th
- September 29nd -30th
- October 27th -28th
- November 17th-18th
- December 15th-16th



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SPRING 2024
SOUTHERN NEW MEXICO IEC
TRAINING CENTER CLASS SCHEDULE

All Classes 7:00 a.m. – 5:00 p.m.
 2215 South Main St, Las Cruces, NM 88005
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The following classes have been scheduled for SPRING 2024 Classroom Related Instruction at SNMIEC.
This schedule is subject to change at the discretion of the Apprenticeship & Training Committee

WIRE OFF IS REQUIRED FOR ALL STUDENTS

First Year – Alejandro Chavez & Jeff Jones, Instructors

- January 5th-6th
- February 2nd-3rd
- March 1st-2nd
- April 5th-6th **WIRE OFF**
- May 3rd-4th

Second Year – Mark Brown, Instructor

- January 12th-13th
- February 9th-10th
- March 8th-9th
- April 12th-13th **WIRE OFF**
- May 10th-11th

Third Year – FERNIE MALDONADO, INSTRUCTOR

- January 19th-20th
- February 16th-17th
- March 15th-16th
- April 19th-20th
- April 26 WIRE OFF** (Tentative)
- May 17th-18th
- Graduation June 7th**

Fourth Year – Kane Monroe, Instructor

- January 26th-27th
- February 23rd-24th
- March 22nd-23rd
- April 19th-20th
- April 26 WIRE OFF** (Tentative)
- May 24th-25th
- Graduation June 7th**

Welcome to the Southern New Mexico IEC Electrical Apprenticeship Program

The Academic Guidelines and Policy Manual is prepared to inform you of the Academic Policies and Procedures adopted by the Apprenticeship and Training (A & T) Committee of the Southern New Mexico Chapter of the Independent Electrical Contractors, Inc. (SNMIEC).

The Southern New Mexico IEC is an association of Merit Shop Electrical and Systems Contractors of high standards dedicated to providing training for skilled tradesmen to our members through the IEC Electrical Apprenticeship and Training Program. SNMIEC provides technical education and training through comprehensive on-the-job (OJT) training and classroom related instruction, resulting in the graduation of fully qualified electricians, who are ready to test for their Journeymen Certification license issued by the State of New Mexico, PSI. SNMIEC is a Chapter of the National IEC, and uses the IEC approved curriculum in their Apprenticeship and Training Program. SNMIEC is registered with the New Mexico State Apprenticeship Office and United States Department of Labor, Office of Apprenticeship, and the Department of Veterans Affairs.

Southern New Mexico IEC (SNMIEC) covers a large territory across southern New Mexico, a state characterized by smaller populations living in rural communities. SNMIEC contractor members are located in these communities, resulting in apprentices who are required to travel hundreds of miles to classes in Related Instruction. Due to this logistical issue, the SNMIEC Chapter adopted a training schedule which reduces the need for students to travel to the IEC Training Center once a month. SNMIEC classes in Related Instruction are on a modified block schedule, with students in the classroom on two consecutive days for a total of 18 hours a month. The modified block training schedule meets the State Apprenticeship Agency rule which states that students must be in class, face-to-face with their instructor, for a minimum of four hours per month.

MISSION STATEMENT

“To elevate and grow Southern New Mexico IEC through education, training, networking, advocacy, and support.”

VISION STATEMENT

The merit-shop electrical construction industry will have an adequate supply of trained, skilled Electrical and Systems Journeymen Electricians to meet the needs of the industry in Southern New Mexico, through the IEC Apprenticeship and Training Program

2023-2024 SNMIEC APPRENTICE GUIDELINES AND POLICIES

Employment

Apprentices are to seek employment with an SNMIEC Contractor/Employers. Once employment has been obtained it is to the discretion of the Contractor/Employers when to register an employed apprentice in the SNMIEC program. Apprentices must address any employment issues with the A & T Committee.

Contractor Transfer: While employed by the Contractor, the Apprentice will abide by that Contractor's policies and instructions. Under no circumstances will the Apprentice seek another job with another company while in the program. To do so is grounds for immediate termination.

Release from Contractor: When terminated from an SNMIEC Contractor, an apprentice must notify the SNMIEC office of the termination within three business days. If an apprentice is laid off from work and cannot be placed with another Contractor/Employer, the apprentice may seek permission from the SNMIEC to work for a non-member Contractor and must continue attending class. The apprentice will receive credit for the hours worked for the non-member contractor by submitting weekly timesheets signed by their supervisor to the SNMIEC Office. When SNMIEC has a job opening, the apprentice must return to work for the SNMIEC Contractor or be terminated from the program. The apprentice is allowed 48 hours in which to contact SNMIEC and report to work. A waiver may be granted if a longer time period is requested. Failure to follow these policies will be grounds for dismissal from the IEC program.

Apprentice Resignation: If an apprentice quits working for their SNMIEC Contractor, they will be terminated from the program.

Advancement

In order to advance in the SNMIEC program, an apprentice must be in good standing in the areas of class grades, class attendance and on-the-job (OJT) training. Failure to meet all requirements of class and job specifications may keep an apprentice from advancement to the next level and wage scale.

Advancements will be awarded when the following criteria have been met:

The apprentice must complete 1,000 hours of on-the-job training for each semester of educational classes completed. The apprentice must have attended the required number of classroom hours per semester and passed the class with a "C" or better. Makeup classes and/or assignments will be assigned and must be completed before the apprentice passes the class and is eligible to advance.

An apprentice may be contacted to meet with the IEC Apprenticeship and Training Committee to discuss a problem at work or school. The employer will be notified and, if necessary, the apprentice given time off work to attend the meeting. Failure to attend a meeting with the A & T Committee may result in suspension from work until the apprentice meets with the A & T Committee.

Facility

It is the responsibility of each apprentice to assist in maintaining a clean and organized facility. Thirty minutes before the end of each classroom session, apprentices will assist the instructor in cleaning and organizing the classroom and lab space. Do not leave trash in the building, parking lot or landscaping.

Privacy

IEC does not release information on apprentices, instructors, or individuals involved in the IEC educational programs without individual's written approval. Educational information is released to the apprentice's employer, IEC Board Members, IEC Apprenticeship Committee, and state and federal governing agencies.

Students shall not discuss the terms of their employment, wages, benefits or employment status with other students or instructors. This information is private and is strictly between the employer and the employee.

Update Contact Information

SNMIEC Staff must be able to contact an Apprentice promptly to inform him/her about opportunities for dispatch, events, adjustments to his/her class schedules, and other issues concerning his/her apprenticeship.

Updating Contact Information: An Apprentice is responsible for immediately contacting the SNMIEC Office with the following information:

Name Change

Change of physical, mailing address and/or email address (If P.O. Box is used, physical address is also required)

Changes in telephone numbers (home, emergency, cell, voicemail, email)

Change of employment status

If an Apprentice does not keep the SNMIEC informed of changes to the information listed above, he/she may be terminated from the program.

Lack of Response: If SNMIEC Staff are unable to reach an Apprentice by telephone or by mail, a contact letter will be mailed to their last known address. The letter will ask the Apprentice to contact the SNMIEC Office within fifteen(15) calendar days of the date on the contact letter. If the Apprentice does not respond and comply with the request of the letter within fifteen (15) calendar days, he/she may be terminated from the Program

On-the-Job Training Hours

The Chapter Standards require 8,000 on-the-job (OJT) training hours for the electrical apprenticeship program.

Contractors are expected to provide a well-rounded education in on-the-job hours for their apprentices in all areas of their operation, rather than our program move the apprentice from contractor to contractor to expose them to different areas such as preliminary work, residential and commercial rough-in, residential and commercial trim, troubleshooting, and motor installation and controls.

OJT timesheets must be complete and accurate and signed by your supervisor. Timesheets are due in the IEC office by the 10th of the following month. If the report is incorrect it will be returned to the apprentice and considered late if a corrected copy is received by the IEC office after the 10th. Clear email copies are also accepted.

Recruitment of Employees

No apprentice or instructor should be recruited by another member contractor or by his or her employees, or by an instructor, another apprentice, or member of the committee. Failure to comply will result in a 30 point deduction of the apprentice's Points Account and can result in dismissal from the program and/or the SNMIEC of both parties. Violations of this rule should be brought to the attention of the committee and/or the Executive Director immediately.

Related Instruction Classes

Classes are held at the SNMIEC Training Center, located at 2215 South Main Street, Suite C, Las Cruces, New Mexico 88005.

Classes are scheduled for a modified block schedule, with students in class for two consecutive days each month for a total of 18 hours per month. Classes for the 2023-2024 Training Year begin July 28, 2023 and end the last week May 2023. Each student will complete a total of 180 Related Instruction hours per year, in order to advance to the next level. More information is available in the Program Standards, which are available for review in the IEC Office Lobby, or via email at info@snmiec.org.

Apprentice Responsibilities

Apprentices registered with Southern New Mexico Chapter IEC understand that the Apprenticeship & Training Program are governed by the Standards. Apprentices should read and frequently review the Standards, which are available at the IEC Office Lobby or as a digital file. All Apprentices must complete 8,000 hours of OJT and 720 classroom instruction (RI) before qualifying for completion of the program. These hours will also provide eligibility to test for the journeyman's certification exam required by the State of New Mexico through PSI.

Code of Conduct in IEC Training Center

Apprentices/students who conduct themselves in an unprofessional manner by causing a disturbance, showing aggressive behavior, or a display of temper, will be asked to leave immediately and will not be permitted to return.

Any student found to have cheated or plagiarized, will be immediately expelled from the program.

It is expected that students will interact with instructors, staff, students, the Executive Director and the Apprenticeship Coordinator in a civil manner when present in the Training Center. Foul language or harassment will not be tolerated from any student. Violators will be dismissed from class, counted absent and possibly terminated from class or the A & T Program.

Students are required to use an electronic device in order to participate in related instruction i.e., tablet, or laptop.

Any student suspected of or determined to have been drinking prior to class and attending class under the influence of alcohol or other drugs will be dismissed from class and may be dropped from the program.

Student Conduct

SNMIEC Apprentices are expected to conduct themselves in a manner that reflects positively on themselves, SNMIEC, his/her Member Contractor, the merit shop philosophy and the electrical trade.

- No sleeping or closing of eyes for extended period of time in class
- No disruption or monopolizing the class, interrupting or being engaged in other activities while the instructor is teaching/talking or demonstrating, during tests or when other SNMIEC staff is talking.
- No smoking, e-cigarettes or tobacco use is allowed in the building or within 50' of the front door. Smoking areas are designated on the perimeter of the parking lot.
- No firearms, alcohol, or contraband will be allowed in or on SNMIEC Training Center grounds.
- Verbal or physical harassment will not be tolerated.

Drug-free Environment

The SNMIEC is a drug free environment, with zero tolerance for use of alcohol and non-prescription illegal drugs. This rule is strictly enforced and any apprentice in violation of the policy will be subject to termination.

Contractors/Employers require drug testing of apprentices according to their employment policies. Any apprentice who fails a drug test while employed by an SNMIEC Contractor shall go before the Apprenticeship Committee for disciplinary action.

The instructor has authority to determine what is appropriate for their classroom as well as excuse the apprentice from class. If an apprentice is removed from class due to misconduct he/she will not be allowed back in the classroom until they have met with the SNMIEC Apprenticeship & Training Committee

Tuition and Textbooks

SNMIEC and its contractor employers are responsible for full tuition of each SNMIEC registered apprentice who is in good standing in the program. Non-apprentice students are responsible for payment of their tuition prior to the first day of class.

Apprentices are responsible for purchasing their textbooks prior to the first class of Fall Semester. Required textbooks are listed in the class syllabus and purchased at the IEC Office. Non-apprentice students must also purchase textbooks prior to first class.

Tuition

Tuition paid by Non-Apprentice Students is due the first (1st) day of class, unless arrangements have been made otherwise (see “Tuition & Textbooks”) . If the monies are not paid by the second day of class, the apprentice will not be allowed to attend the subsequent classes until all monies are paid in full.

TUITION: \$800 per semester
LAB FEES \$50

Non-Apprentice Students Withdrawal / Refund

If a student withdraws or is dropped from training before attending the first class, 100% tuition will be refunded.

If a student withdraws or is dropped from training after attending 1 class and before attending the 2nd class, a 50% refund of the tuition will be given.

If a student withdraws or is dropped after attending 2 or more classes, no refund will be given.

Textbooks

The textbooks will not be issued to an apprentice if the SNMIEC has not received the payment for books. Some Contractor Members may be willing to pay for the textbooks and deduct small weekly payments. SNMIEC recommends that the contractor and the apprentice sign a written agreement for their method of payment/ repayment for the textbooks. SNMIEC is not a party to any financial reimbursement agreements between employer and the apprentice.

Pertinent Textbook Information:

Apprentices/students must purchase their textbooks prior to the first class of Fall semester. Financial arrangements to cover the cost of the textbooks must be made with the student’s contractor employer and the SNMIEC Office prior to the first class.

SNMIEC does not ‘buy-back’ textbooks from the student. No refund for textbooks is given after kit is opened.

COST OF TEXTBOOKS: Each Training Year has a separate price list - see class registration form for more information

ACE Accredited

IEC curriculum has been approved by the American Council on Education with a course credit recommendation of up to 46 credits toward a college degree for the IEC four-year Apprenticeship classes. For more information, contact Gentry L. Roberts at 575-494-5002.

Attendance and Tardy Policy

Apprentices are required to complete 180 hours of RI per year. Attendance is mandatory.

Any time an Apprentice has less than the required number of classroom instruction hours per class year, their attendance will be evaluated by the instructor and Apprenticeship Director to determine if any necessary corrective action is required.

The Apprenticeship Coordinator is responsible for tracking apprentice absences, tardies, violations throughout the class year.

Make-Up Class Assessment

\$25 per make-up class will be assessed to the Contractor. Make-up is mandatory.

These rules will be vigorously enforced.

Considerations for Absence and Tardy Reinstatement:

SNMIEC Staff are NOT authorized to excuse Apprentice absences or tardies. However, Apprentices may submit an Appeal Form and request consideration that penalized points be credited back to their APA. Requests will be

reviewed by the ATC and the Apprentice will be notified of the Committee's decision.

Dispute of Points Deducted

An Apprentice will have the right to dispute any points that he/she feels were not deducted in accordance with this policy at any time. Disputes must be submitted in writing and addressed to the Apprenticeship & Training Committee (A&T). Disputes will be documented in the apprentice's file and reviewed by the ATC at their next scheduled meeting.

Should the Committee determine that the disputed points assessed were not in accordance with these Rules, the Apprentice will be awarded those points to his/her Points Account Balance. Should the Committee determine that the disputed points assessed were in accordance with these Rules, no further action will be necessary.

**APPEAL FOR
REINSTATEMENT OF POINTS**

APPRENTICE NAME:

Circle Class Year: 1st / 2nd / 3rd / 4th

Circle Point Value 5 10 20 30 40

Instructor:

Reason for Absence/Tardy/Violation (Circle One):

Appeal Comments:

X

Apprentice Signature

Date Submitted

Disciplinary Point System

Each Apprentice will start with **50** points in their account at the beginning of their Apprenticeship. Violations will result in deductions from the Apprentices Points Account (APA). A letter will be sent to both the Apprentice and his/her employer advising them when points have been deducted, and their total points APA balance.

When an Apprentice has depleted all points in his/her account he/she may be immediately terminated from the Apprenticeship Program.

Violation Levels

An Apprentice may have points deducted from his/her Points Account for the following reasons:

Level 1 Violations- 30 Points Deducted for each Occurrence

- 30 Points - Employed Indentured Apprentice solicits or accepts employment from Another IEC Member Contractor.

Level 2 Violations- 20 Points Deducted for each Occurrence

- 20 Points - Failure to Appear before ATC without Notice
- 20 Points - Verified Cheating
- 20 Points - Required Safety Training Attendance Violation

Level 3 Violations- 10 Points Deducted for each Occurrence

- 10 points - Failure to Appear for Performance Improvement Counseling = -10 points
- 10 points - Absence from class (per absence)

Level 4 Violations - 5 Points Deducted for each Occurrence

- 5 Points - Tardy (arriving late to or leaving early from class without the consent of the instructor)
- 5 Points - Time Sheets for the previous month are due *by or before* the 10th of each month. A late Monthly Time Sheet will be penalized as follows:
 - 5 Points - Less than 30 Days.
 - 5 Points - More than 30 Days = the report will not be accepted, and an additional
 - 5 Points - Failure to Obtain Appropriate Signatures on Monthly OJT Report
 - 5 Points - Failure to Provide Totals on Monthly OJT Report

Other violations committed by an Apprentice will be reviewed by the Apprenticeship and Training Committee as they arise. Penalties will be assessed at the discretion of the Committee.

Apprentices are free to request a meeting at any time with the Apprenticeship and Training Committee in order to review their Disciplinary Points Account (APA).

Progressive Discipline Steps

Points Account Balance	Progressive Discipline Action	Description
40 Points	Warning Letter	Warning Letter informing Apprentice of their balance and violation.
30 Points	Letter of Appearance	Apprentice will be required to appear before the ATC.
20 Points	Performance Improvement Counseling	Apprentice will be required to meet with Apprenticeship Training Director to discuss necessary areas of improvement in order to remain in the program. A Written Agreement will be established at this time.
0 Points	Termination	Apprentice is terminated from the Program.

Grading System

Points are earned based on the following graded requirements:

ATTENDANCE	25 POINTS
HOMEWORK	25 POINTS
LAB	20 POINTS
TESTS & QUIZZES	30 POINTS
TOTAL: 100 POINTS	

Grades

Apprentice grades are based on attendance, Wire-off participation, homework, labs, quizzes, tests, mid-term and the semester final exam. Students will reference their class syllabus for detailed information on their classes. *The SNMIEC considers a passing grade as a "C" or better and grades lower than this will be considered as failing.* The apprentice will be given the opportunity to retake the semester when it is offered again. A repeated failure of the same semester or an additional semester will be cause for dismissal from the program.

Academic Probation

If your midterm grade or overall average falls below 70, you will be placed on ACADEMIC PROBATION. We want you to learn, excel, and be ABOVE average. It is strongly recommended that you seek additional aid from your instructor to increase your average.

If your grade is not brought up to average/passing by the end of that semester, you will be unable to go onto the next semester. You will then have the option, pending the outcome of a meeting with the ATC to reregister for that semester the following school year.

Apprentices who are experiencing difficulty at work or school should contact the SNMIEC Executive Director to discuss the problem. It is the apprentice's responsibility to ensure compliance with work and school requirements.

Annual Apprentice Wire-off

All students are required to participate in the annual SNMIEC Wire-off. The Wire-off is part of the class grade, class schedule and testing. Tests administered in the Annual Apprentice Wire-off include the National Standardized Written Exam and the National Standardized Demonstration of Skills Test, for hands-on skills testing

SECTION II.

Lab Policies and Procedures

All Apprentices and students will follow Lab Policies and Procedures during each Lab session. Failure to follow these Policies and Procedures will result in disciplinary action by the Apprenticeship and Training Committee.

Dress Code and Personal Equipment

Students must wear work attire to class, i.e., company shirts, long pants and work boots.

Students must wear personal protective equipment at all times in the Lab.

Students must wear safety glasses while working on lab projects and activities.

If you are ill or have an injury that prevents you from participating in the lab, please advise your instructor and bring a doctor's excuse and/or release to class.

Conduct

Horseplay will not be tolerated.

Do not sit or stand on tables or equipment.

No cell phone usage in the Lab.

Treat the Lab equipment with respect. Do not write or mark on equipment. Actions resulting in intentional damage to equipment may result in expulsion from the program.

No food or beverages allowed in lab; water only is allowed.

Tools

All students are required to bring their own tools and tool belt to each class. *No tool bags or buckets are allowed in the building.*

The instructor will inspect your tools for serviceability.

All students/apprentices must have a small control type screw driver for each class.

Clean-Up

All items shall be returned to the proper place and all areas must be clean before dismissal.

Sweep your countertop and the floor in your area. There are brooms available.

No writing on equipment boards, etc. No sharpies allowed in the lab. Use "post it" notes or pieces of paper if you require identification. These must be removed during your cleanup.

Before you leave, remove all your temporary wiring and place it in the wire barrel. Wire will be reused.

The wire barrels are not for trash. Do not place wire nuts in the wire barrel.

Training Boards and Equipment

No materials will be removed from the lab.

Do not disassemble or remove any equipment from the trainer boards without the instructor's permission.

No items may be screwed into wood, tables or walls.

Do not over-torque terminal screw or wire nuts. Your connections are temporary. All items will be reused.

If you remove the covers from any equipment, such as push button stations, these must be replaced with the cover screws in place.

Remove all items, heaters/blanks when your lab is complete.

If you discover malfunctioning equipment, please advise your instructor so that he can red-tag it for repair or replacement.

Power/Lockout/Tagout

Only the instructor will turn on Power to lab materials.

Any student/apprentice that uses power directly from the wall and bypasses Lab Lockout/Tagout Policy will be removed from lab class and counted absent from class.

All safety switches will remain locked in the OFF position except when your circuit is being tested by your instructor.

Circuits are to be energized after he has determined that your wiring is safe to energize. When the instructor is not present at your station your safety switches are to remain locked in the OFF position.

Missing or Damaged Equipment/Materials

Following each lab class, the lab will be inspected. If the rules outlined above are not followed, you will receive a tardy or an absence at the discretion of your instructor, as a minimum result.

If lab rules are not followed and items are missing or malicious damage has been done, you will lose your lab privileges and your contractor will be notified. You will be liable for damages. If you lose lab privileges, you will not receive credit for lab class and counted as an unexcused absence.

2023-2024 SNMIEC APPRENTICE GUIDELINES AND POLICIES

By signing below, I verify that I have read and understand the following guidelines, policies and procedures:

SNMIEC Standards

SNMIEC Apprentice Guidelines and Policies

SNMIEC Lab Policies & Procedures

I, (print name) _____, do hereby acknowledge the availability of the Standards in the IEC Office and in digital format upon request, and I have read and reviewed them. I also acknowledge the receipt of the 2023-2024 Apprentice Guidelines and Policies and Lab Policies & Procedures, and I recognize my responsibility to read, understand, and abide by the guidelines, policies and procedures herein that govern my term of Apprenticeship and Training under the Southern New Mexico Independent Electrical Contractors, Inc. I understand that these policies may be revised or amended and will be enforced by the IEC Apprenticeship and Training Committee.

Signature

Date

Apprentices will read, sign, date and give this page to IEC Staff

Questions? Contact the IEC Office at 575.494.5002