CONTRACTOR APPROVAL FORM
IEC-FWCC Online Apprenticeship Program
(This Form to be completed by the Contractor)

I E C

Florida West Coast

The Distance Learning Online Class presents a live instructor in "real time" streaming audio/video with capabilities to interact with each student. The curriculum is identical to IEC's live classrooms. Quizzes and homework are all completed online. Some examinations are also completed online and others are given live at one of our training centers. Even though the curriculum is the same, online classes offer many challenges that traditional classes do not. A large portion of classroom work is performed by the apprentice with no support from fellow apprentices. Additionally, tutoring is not available for distance learning apprentices. Technical challenges with computers also factor into the success of each apprentice. Therefore, as an IEC Contractor Member, it is important that you carefully screen your employees and only enroll those who have a good chance as success.

Qualifications. Each Online apprentice must:

❖ Live or be working and billeting nightly over a 30 mile radius from an IEC training site.

❖ Be a self-starter with exceptional study habits, good math skills, and a proven track record of academic success.

❖ Moderate knowledge of computer operations and basic programs.

❖ Have a reliable computer and internet connectivity that meets the system requirements. Most newer laptops will work just fine. However, tablets, notebooks, and cellphones will not be sufficient for the purposes of this class and should NOT be used. Below are the system requirements.

EQUIPMENT/AUXILLARY	REQUIREMENTS
Computer Processor	Pentium 3 or higher or AMD 850Mhz or higher
Operating System	Windows 7/ 8 / 10 or MAC OS X Onwards (10.4 not supported)
Total Memory & Hard Drive	1 GB RAM / 128 MB Graphics Memory + 80 GB of Storage on Hard Drive
Internet Connection	Ethernet or Wireless with minimum bandwidth of **512 kbps** (dial-up and satellite not supported)
Plugins	Latest version of Adobe Reader & Flash player and Java Runtime Environment (JRE) 1.7.0_45
Audio	Microphone and speaker capabilities (headsets can be purchased for tower computers)
Visual	Webcam (which can be purchased for tower computers)

Travel. Each online apprentice must be willing and able to travel to the Tampa/Clearwater area up to three times a semester on pre-scheduled Saturdays to attend labs and take proctored examinations. Travel expenses and local billeting (if necessary) will be the responsibility of the apprentice.

Books and System Test. Several weeks prior to the start of classes, each apprentice will receive their books and a detailed instruction manual which explains how to download all required programs and how to logon to the site. Several nights before the first class, the training director will schedule a system check to make sure everything is working.

Commitment. Apprentices may spend up to eight hours or more each week completing assignments! Please discuss this level of commitment with your employees prior to submitting the application to attend class.

I approve this person to enroll in the IEC Online Apprenticeship program and believe they will be successful in the program.

Apprentice Name: _____ Company Name: _____

Contractor Signature: _____ Date: _____