

## **IEC CERTIFIED INSTRUCTOR TRAINING**

### **IEC Certified Instructor – Level I**

The classroom value of IEC's curriculum is only as good as those delivering the material, which is why our educators are the best-of-the-best. In striving to produce the most highly-trained and skilled electricians, future journeymen must be taught by the industry's best. All IEC educators maintain a high-level of excellence in the chapter classrooms and comply with U.S. Department of Labor mandates for apprentice programs to be trained in adult learning styles.

### **Getting Started**

The IEC Instructor training process is chapter driven. Chapters who want their instructors to participate in this IEC Certification program can print applications from the IEC website and submit electronically to IEC National. Once the application for a specific level/phase is received, along with applicable fees, the instructor candidates will receive an email with an access code and information on how to access the Instructor Training LMS.

The Instructor Training LMS will guide the instructor candidates through the steps to complete the training. Various training methods will be utilized throughout each phase, including audio clips, video clips, reading exercises, assessment quizzes, and other exercises. Once an instructor candidate has begun a specific phase, he or she must successfully complete each unit and module before proceeding to the next. The instructor candidate's progress is managed online as part of the Instructor Training LMS. When the instructor candidate has completed all aspects of the phase, his or her chapter will be notified by the IEC National office. The IEC National office will issue a certificate for the successful instructor candidate, which will be mailed to the instructor candidate's chapter.

### **Benefits**

Upon completion of the requirements necessary to obtain Level I instructor training, each candidate will receive a Certificate of Completion and wallet card.

### **Requirements**

- Achieve High school diploma, GED, or college degree
- Must have five (5) years of field-related work experience in the electrical construction trade
- Must apply and pay \$100 fee
- Must complete Level 1 training modules

### **Instructor Certification Criteria for Level I**

The candidate for Level I Instructor Certification would need to submit the following documentation:

1. The chapter's Executive Director and/or Training Director shall submit an application found on the IEC Instructors web site and submit the appropriate fee.
2. Completion of specified IEC LMS-based instructor training modules listed below.

*\*Level I Instructor Certification is valid for two years. See "Continuing Education Courses" section for renewal guidelines.*

## Required Units

To earn Level I certification, instructors must complete the applicable units as indicated below.

### Level I Instructor Certification Requirements

- Unit 1: IEC and Apprenticeship
- Unit 2: Instructor and Student Roles\*
- Unit 3: IEC Curriculum
- Unit 4: Lesson Planning in the IEC Curriculum
- Unit 5: Exam

*\* Adult Education provided by others will be considered by the A&T Resource Committee and approved by the A&T Committee, in lieu of the Level I, Unit 2 requirement. All IEC material in Level I must be completed.*

### Continuing Education (CE) Courses/Activities

To maintain his or her Level I certification, instructors are required to complete a Continuing Education (CE) course/activity within a two (2) year period after completion of Level I certification and within every two (2) year renewal period thereafter.

### To Maintain Level I Certification

Instructors must complete one of the bulleted items below within a two year period to maintain a Level I certification. The same course/activity cannot be used as CE for two consecutive renewals.

- Attend one (1) IEC Instructor Conference.
- Attend IEC Code (NEC®) Update course with IEC material and IEC instructor. This course must be a minimum of eight (8) contact hours.
- Submit CE papers from a pre-determined educational session at the IEC National annual convention.
- Earn an IEC Certified Professional Electrician (CPE) credential.
- Submit course completion transcript of 12 contact hours from an adult education department of a local college.
- Complete two (2) units of IEC Instructor Level II training. (Level II is broken into five (5) units—three (3) parts.)
- Serve as a reviewer of CPE, Apprentice of the Year (AoY), and Year End tests from the IEC Standardized Testing Subcommittee.
- Instructors have the option to maintain Level I certification by completing Level II requirements in piecemeal. If he or she chooses this option, Level II requirements must be completed in sequential order during the renewal period. Level II units must be completed in the following order:
  - Unit 1: The Professional Instructor and Unit 2: Proficiency
  - Unit 3: Planning and Unit 4: Practice
  - Unit 5: Endorsement Exam

**Duration of Validity:** 2 Years

### Chapter Benefits

Leads to Certified Training Advantage Program Status (75% must be at least Level 1)