



Dear Year ? Student

Welcome to E Apprenticeship Related Instruction Training. Thank you for registering! This system is designed for you to complete one lesson per week. It is important to maintain the pace to complete the training program. This site is very user friendly but may be confusing in the beginning. Feel free to email the E Apprenticeship Director, Pam Fuhrer at Etraining@iecchesapeake.com, with any questions you may have.

STEP 1: LOG INTO THE SYSTEM

1. Go to <https://iec-chesapeake.eitprep.com/login>
2. Click on the E Apprenticeship link toward the upper left of your screen to log in.
3. Enter your email address and password to log in. Watch for your login information in a separate email from jfuhrer.eapprenticeship@iecchesapeake.com.

You must type in your username and password as it is given, using upper and lowercase as shown, or you will not be able to access the system.

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Login

Email Address:

Remember Me

Password:

(Case Sensitive)

Login

Password Recovery

STEP 2: NAVIGATE THE SYSTEM

Explore the system by placing your cursor on the 4 links across the top.

[Home](#) [About](#) [E Apprenticeship](#) [Contact Us](#)

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REVIEW THE FOLLOWING AREAS **BEFORE YOU BEGIN YOUR TRAINING**

1. Hover your cursor over the [E Apprenticeship](#) link. You will see a drop-down menu containing the following: **E Classroom, Classroom Resources, E Calendar, Using the LMS and Logout**
2. In the [E Apprenticeship](#) drop-down menu, use your cursor to click on [E Classroom](#). Explore this page.
 - a. Scroll down to find information regarding the [Reading Worksheets](#). Reading worksheets are to be completed by **Monday** of each week. The lesson posted on Monday is the Reading Worksheet due that day.
 - b. You will also see the “**Calendar**” link below the green bar. Click on the calendar according to your R Code. This is where you will see which lesson you should be on and/or completed each week according to your assigned R(#) code. Check the top of your calendar for your assigned “R” Calendar Code.
 - c. Also on the [E Classroom](#) page, you will find your **Instructor Contact** information and the semester of training in which you are enrolled.

****If you don't see the above items you may need to click on the + sign on the right side of the green “Classroom” ribbon at the bottom of the page to expand it and reveal the [E Classroom](#) page contents.**

3. Return to the [E Apprenticeship](#) drop-down menu. Click on [Classroom Resources](#). Here you will find the following.
 - a. Online Syllabus
 - b. “How To” Study Guide for online learning
 - c. Year ? tab specific to Year ? information
 - d. List of Labs required for each year.
4. Return to the [E Apprenticeship](#) drop-down menu. Click on [E Calendar](#). It will post information and events, including information regarding your mandatory WEEKLY INSTRUCTOR SESSION. The instructor session time slots are highlighted in orange on the calendar.
5. Return to the [E Apprenticeship](#) drop-down menu. Click on [Using the LMS](#). LMS stands for *Learning Management System*. Read this before you begin training and use it for reference.
6. Use the [E Apprenticeship](#) drop-down menu. Click on [Logout](#) when ready to exit the system.

STEP 3: ACCESS YOUR TRAINING

1. Hover your cursor over the **E Apprenticeship** link.
2. From the drop-down menu click on **E Classroom**
3. Scroll down until you see the training title you were assigned. Click on the blue text link. Reference example below.

[Y1S1 - 24-25 Electrical Residential Wiring I](#)

- Subscription: [23450] Dated: 08/08/2024 Valid ✓
- Subscription: [23454] Dated: 08/08/2024 Valid ✓

Electrical Wiring 1 - covers the basics, concepts and introduction to the following:

4. The next page will show the **semester** in which you will be working. Reference example below.
****Y1S1=Year ? Semester 1**

Y1S1 - 24-25 Electrical Residential Wiring I Rev. NEC 2023		Report
Search in Course: <input type="text" value="Search Course Content..."/>		Q
Chapter	Title	Filter by:
Click on any chapter to view that content.		
100	100 - IEC Electrical Online Apprenticeship	
101	L101 - Orientation and Basic Principles	
102	L102 - Tools and Fasteners	
103	L103 - Introduction to Safety, Navigating the NEC and EWR Plans	
104	L104 - Introduction to Electric Charges and Basic Math	
105	L105 - Applied Math, Circuit Theory, Plans & Specs	

Once you select a chapter (e.g. L102-Tools and Fasteners), you can use the arrows in the gray bar on the upper right-hand side of the page or the **“Previous Page”** and **“Next Page”** buttons at the bottom of the page. There are also highlighters, readers, and other helpful tools in the upper right side of your page. (Shown below)



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Chapter: 100
Y1S1 - 24-24 Electrical Residential Wiring I

100 - IEC Electrical Online Apprenticeship
100 - IEC Electrical Online Apprenticeship

STEP 4: BEGIN TRAINING

Now that you have an overview of the online system, follow the steps below:

1. Pull out your Student Manual, student workbook, and textbook.
2. Open your student manual to the first Lesson, which is L ?01.
The first page of the Lesson chapter is laid out as Homework and Objectives.
3. Read your lesson per the assigned reading instructions. Follow the online training.
4. If you have a **READING WORKSHEET** at the end of your lesson, it is **highly recommended** to complete this worksheet by the corresponding Monday due date.
5. Go back to L ?01.1 at the beginning of the lesson. Read that Objective.
 - a. At the end of the lesson find **Objective ?01.1**
 - b. Compare that Objective Homework in your student workbook
 - c. Locate the next objective in the lesson e.g. **?01.2**
 - d. Repeat the process
6. Once you complete the homework in your student manual, log into the online system.
 - a. Complete the homework objectives online.
 - b. Complete the Safety Homework online.
 - c. Complete the lab if there is one included in the lesson information online.
 - d. Complete the end of chapter quizzes online.

E Apprenticeship Grading Policy

1. Incomplete homework, quizzes, and lessons will receive zero credit upon completion of the midterm exam or upon completion of any lesson prescribed after the midterm exam, per the syllabus. Once the midterm is complete, you will not be able to make up any incomplete work for credit.
2. Incomplete homework, quizzes, and lessons will receive zero credit upon completion of the final exam. Once the final exam is complete, you will not be able to make up any incomplete work for credit.
3. All labs must be completed and graded to pass the course.
4. Students must achieve a **70% cumulative grade to pass the course**.

Mandatory weekly instructor session participation will guide you through the course and keep you on schedule. Following your class schedule and E Calendar sets you up for successful program completion. When unforeseen circumstances occur, please let us know; otherwise, we expect you to follow the guidelines set forth.

If you have any questions, please contact Etraining@iecchesapeake.com



IMPORTANT REMINDERS

- ✓ The recommended online training is set to do **one lesson per week**. View your R Code Calendar to see the semester time frame. This time frame will show up under your name each time you log into your account.
- ✓ It is **required** to **call into the instructor session** as shown on the online calendar.
- ✓ You are **strongly encouraged** to **complete Reading Worksheets** on their corresponding “Monday” due date.
- ✓ It is **mandatory** to **email all required LABS** to your assigned instructor for grading.

Using the LMS link in the **E Apprenticeship** drop down menu will assist you with navigating the system.

If you have questions or need an overview of the system, please contact Pam Fuhrer at Etraining@iecchesapeake.com.

Thank you for joining us online. Please watch for your login information to arrive in the coming days. We hope to make your experience as pleasant as possible and look forward to working with you.

Sincerely,
JoAan Fuhrer
E Training Assistant

Please print this and your R Code calendar for reference.