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FAX: (717) 279-7520 • [www.lcctc.edu](http://www.lcctc.edu)

June 2023

Dear Parent or Guardian:

On behalf of the Lebanon County Career and Technology Center (LCCTC), I would like to welcome your student to the Electrical Technology program for 2023-2024 school year..

Students in Electrical Technology will be expected to purchase and/or complete the items on the attached sheet(s). All uniform purchases, if applicable, must be made with Major League Screen Printing. They can be contacted at 717-270-9511, or you may use the LCCTC link from [www.lcctc.edu](http://www.lcctc.edu) and use the "Uniform" link at the top of the page. Students are expected to have all necessary items as listed on the attached forms, on the first day of school.

Please plan to attend the event below to obtain the following valuable information regarding the LCCTC: student schedules, attendance and grading policies, curriculum, classroom rules and procedures, lunch information, college credit opportunities, parent portal, etc. A reminder letter will be mailed concerning the Parent Orientation in mid-August.

#### **Important Dates**

August 23, 2023 at 6PM  
August 28, 2023

Back to School Event  
First Day of School

Please contact me at 717-273-8551 ext. 2152 or by email at [ederr@lcctc.edu](mailto:ederr@lcctc.edu) if you have any questions. I look forward to working with you to prepare your student for post-secondary education and/or a career in the electrical field.

Sincerely,

Eric Derr  
Electrical Technology Instructor

Attachment(s)

LEBANON COUNTY CAREER AND TECHNOLOGY CENTER  
ELECTRICAL TECHNOLOGY

INSTRUCTOR: Eric M. Derr

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Hello! My name is Eric Derr. Welcome to the **Electrical Technology** program for the 2023-2024 school year.

First, congratulations on your decision to train to be a tradesperson. These are your first steps in a path that will eventually lead you to a rewarding career. Like all good things, though, a measure of hard work and dedication are required for success. I am excited to instruct you, and as this is your chosen field of study, I expect that you too are enthusiastic about what awaits.

My goal every year is for good communication between myself, student, and parent. To help me accomplish this I plan to use email as a primary method of communication. The students will be provided with a school appointed email address which we will setup in the first few days of school, but it would be hugely helpful if I have an email address that is regularly monitored that I may use to contact a parent at home if the need arises. Please feel free to send me an email this summer, stating your name and your student's name and I will add you to my email contact list. We will also do this the first few days of school so do not stress about it.

The following are **non-negotiable** requirements of the program. If for some reason you feel you will not be able to meet these requirements, please reach out to me so we can figure out how to eliminate the obstacles.

**Dress code:** At the LCCTC every shop has a shop uniform which must be worn while at the LCCTC. Our shop uniform is as follows: uniform, program specific uniform shirt, work pants (jeans with no holes), and boots. My suggestion is to wear your shirt and pants to school in the morning, keep your boots in your locker at the LCCTC or inside the classroom and change shoes when arriving at the school. You are required to be in full uniform from the time the morning bell rings at 8:05 until class is dismissed at 10:30-10:40 depending on your sending district. No time is allotted to change from your uniform into "street" clothes. This is done on your own time should you choose to do so. Please be aware that you are preparing for a career on a construction site, and as such, we do our best to mirror proper work conditions. This is part of your daily work ethic grade and is **non-negotiable**. If you are not in uniform, you cannot work in the shop. Uniform inspection will begin as soon as the bell rings at 8:05 AM, so please plan your life accordingly.

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Uniform shirts **MUST** be purchased thru Major League. To purchase these, go to the following: [www.lcctc.edu](http://www.lcctc.edu) and click on “uniforms” in the upper right hand corner, then click on the program of choice (**Electrical Technology** NOT Electromechanical) and order shirts. It’s a good idea to order your shirt as soon as possible. Far too many students across all programs at the CTC wait until the end of summer to order their uniform shirts. The printer gets back ordered. Calamity ensues. The sooner you order, the better chance of making sure you are properly in uniform for OUR FIRST FULL WEEK OF SCHOOL. This year there are 3 offerings for shirts, a T Shirt, a Polo Shirt, and a Hoodie. As for pants, you will see an option to purchase these as well through Major League but isn’t required. What will be required are actual work pants. They **MUST** be either blue jeans or work pants, ie: Dickies or Redkap.

Sweatpants/Joggers/Long Shorts/Capris/Leggings/etc. **ARE NOT** acceptable! Any items ordered from Major League will then be delivered to the school and handed out on the first day. As for the boots, any ankle length **work** boot will suffice; fashion boots (or Uggs, Crocs, Hey Dudes, Vans, flip flops, sandals, etc.) will not. I would suggest purchasing composite toe as opposed to steel toe. I have personally had very good success with Timberland PRO and Wolverine, both of which are cheaper options and are available locally.

**Shop equipment:** The CTC will provide most of the items you will need to learn the electrical trade. I do ask everyone to have and bring the following items each day: Pen/Pencils, a Calculator (TI-36X or better), 2” 3 Ring Binder, a pack of basic colored pencils. Safety glasses and gloves are **REQUIRED** when doing any work in the shop. Safety glasses must be ANSI Z87 or Z87+ rated. Find a pair that are comfortable. Prescription eyeglasses must also have ANSI Z87 rating. Find a pair of work gloves that are to your liking. I prefer work gloves that have the thumb and first two fingertips removed, as it accommodates dexterous work like turning wire nuts. Inexpensive options can be purchased through Amazon or locally at Harbor Freight. Contact me via email should you like specific options.

The Calculator is available from Amazon for \$20. If you choose to use another calculator that is fine, but you must understand how to use it. Please be aware that a Cell Phone is **NOT** an acceptable calculator as these aren’t allowed in class. I have a few spare calculators that can be used in a pinch.

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Be aware that all my tests are open notebook tests. Just as it is when you are working in the field, you will always be able to reference source material, in class you will be able to reference your OWN notes. Please make sure you are maintaining adequate notes, not only to pass tests but also to build your knowledge base.

Below is a checklist just to help make things easier on you.

Required	Qty	Item	Required Source
✓	3	Uniform Shirt	Major League Printing
✓	3	Work Pants	
✓	1	Composite Toe Leather Work Boots	
✓	1	2” 3 Ring Binder	
✓	12	Pencils/Pens	
✓	1	TI-36X Calculator	
✓	1	Colored Pencils	
✓	1	Work Gloves	
✓	1	ANSI Z87+ Safety Glasses	

Please make sure to have all items purchased and/or secured by the first day of school. If you have any questions, please contact me.

If you have any questions, please do not hesitate to contact me. During the summer months the easiest method is by email @ [ederr@lcctc.edu](mailto:ederr@lcctc.edu). During the school year I will be providing additional contact information as well as a list of our classroom procedures and expectations.

I'm very excited to meet you all!  
Have a wonderful and SAFE summer; see you all in August!

Mr. DERR