

Apprenticeship Program Participating Employer Agreement

Between the Employer and Heartland Community College

The Employer, _____, and Heartland Community College (HCC), the Registered Apprenticeship (RA) Sponsor, enter into an agreement to participate in the _____ RA program, registered with the United States Department of Labor Office of Apprenticeship.

The Employer agrees do the following:

1. To hire an apprentice(s) who meet(s) HCC's enrollment requirements for the RA program;
2. To employ each apprentice on a full-time basis and pay wages while the apprentice is on the job and in the classroom;
3. To permit the apprentice to attend the RA program scheduled classes;
4. To ensure the apprentice is supervised by an experienced mentor;
5. To provide the apprentice with wage increases commensurate with their advancement in skills and knowledge at the completion of the RA program or annually, whichever comes first;
6. To pay the cost of the RA program on behalf of the apprentice;
7. To cooperate with HCC staff in monitoring and recording the apprentice's progress, and;
8. To abide by all policies, standards, and procedures of HCC governing the operations of the College and the RA program.

The total cost of the RA program is \$_____ and includes tuition and universal fees, mentor training, textbooks, course fees and licensing fees when license testing is conducted by the College. HCC invoices at the beginning of each semester the total cost divided by the number of semesters in the RA program.

Heartland Community College agrees to do the following:

1. Offer a Registered Apprenticeship program;
2. Handle all RA program paperwork for the employer needed by the Department of Labor;
3. Register apprentice(s) in the Federal Registered Apprenticeship database;
4. Provide coaching for the apprentice while in RTI;
5. Provide a mentor training program for employee mentors, and;
6. Support and coordinate the monitoring and recording of the apprentice's progress by the RA program faculty and the employer.

On behalf of the Employer

On behalf of the College

Name

Curt Rendall

Title

Exec. Dir. Work Ready Program Development
and Innovation

Employer

Heartland Community College
