

Memorandum of Understanding

Between

Employer

Employer Address

And

Heartland Community College
1500 West Raab Road, Normal, IL 61761

Employer hereby agrees to partner with Heartland Community College (HCC), the Registered Apprenticeship (RA) Sponsor, and enter into an agreement to participate in the Registered Apprenticeship, registered with the U. S. Department of Labor (DOL).

This MOU shall become effective upon the date of the latter of the Parties' signatures as set forth below and shall remain in effect until either Employer or HCC provides written notice to the other party to terminate this agreement.

I, Name, Title, Company, Company Address, do hereby agree to the terms and conditions outlined in this MOU.

Signature _____

Date _____

I, Noah Lamb, Vice President, Finance and Administration, Heartland Community College, 1500 W. Raab Road, Normal, Illinois 61761, do hereby agree to the terms and conditions outlined in this MOU.

Signature _____

Date _____

I. PURPOSE & SCOPE

The purpose of this Memorandum of Understanding (MOU) is to identify the responsibilities and expectations of each party as they relate to the development and implementation of a high-quality apprenticeship that supports the apprentice's development in accordance with the applicable industry standards and the Registered Apprenticeship requirements for all applicable occupations.

II. RESPONSIBILITIES UNDER THIS MOU

Heartland Community College agrees to the following:

- Manage and administer the apprenticeship in compliance with the standards established by the U.S. Department of Labor (DOL).
- Administer all paperwork related to the Registered Apprenticeship for the Employer, including registrations and updates in the Registered Apprenticeship Partners Information Database Systems (RAPIDS).
- Conduct tests or assessments to evaluate apprenticeship candidates for college readiness, as required by the College and the apprenticeship guidelines.
- Provide relevant Related Training Instruction (RTI) delivered by qualified instructors.
- Monitor apprentice progress in RTI, including attendance and academic performance.
- Provide success coaching to the apprentice during their time in RTI to provide guidance and support for the RA completion.
- Coordinate with the Employer to ensure monitoring of the apprentice's progress on both On-the-Job Training (OJT) and RTI.
- Provide reports to the Employer on the apprentice's attendance and progress in RTI.
- Provide training to mentors designated by the Employer to ensure they are equipped to support apprentices effectively in the workplace.
- Provide Employer with an itemized invoice for each academic semester for costs associated with the apprenticeship, including tuition, fees, textbooks, 15% administrative fee, and any other related expenses.
- Participate in regular meetings or reviews with the Employer to evaluate the apprentice's performance and the effectiveness of the RA.
- Upon confirmation that the apprentice has successfully completed all required RTI, HCC will contact the Employer to verify that the apprentice has successfully demonstrated all competencies outlined in the Work Process Schedule (WPS). Upon Employer confirmation, HCC will request the apprentice's final wage information to complete and close out the apprentice's record in the U.S. DOL RAPIDS system.
- Will contact the Employer biannually verify the employment status of previously completed apprentices. HCC will publicize this data in aggregate form across all participating employers to communicate RA workforce impact and employer ROI.
- Will maintain records received from the Employer related to apprentice competency attainment and RA completion in accordance with applicable recordkeeping requirements and may request such documentation from the Employer as needed for compliance or reporting purposes.

The Employer agrees to the following:

- Identify and select incumbent worker(s) and/or new hire(s) who will participate in the apprenticeship.
- Ensure the selected individual(s) meet(s) the eligibility criteria for the apprenticeship and provide written confirmation of apprentice eligibility to work in the United States to the Heartland Apprenticeship Office.
- ***Regular Employment Status for Traditional Apprenticeship Occupations:*** *Apprentices in traditional apprenticeship occupations will be employed as regular employees, with full-time status, throughout their apprenticeship.*
- ***Full-Time Employment Post-Licensure for Front-Loaded RTI Apprenticeship Occupations:*** *Apprentices in front-loaded apprenticeship occupations that require state licensure/certification (such as Registered Nurse, Certified Nurse Assistant, and Class A Truck Driver) will be employed on a full-time basis following successful licensure.*
- Establish a wage schedule outlining apprentice compensation, including a starting wage at or above minimum wage, intermediate wages that commensurate with advancement in time, skills, and knowledge, and an exit wage upon completion of the apprenticeship, with at least one wage increase during the RA.
- ***Scheduled Hourly Wage for Traditional Apprenticeship Occupations:*** *The employer will pay the scheduled hourly wage for all hours worked during the On-the-Job Training (OJT) and Related Training Instruction (RTI) portions of the traditional apprenticeship occupations.*
- ***Participation Stipend and Hourly Wage for Front-Loaded RTI Apprenticeship Occupations:*** *The employer will provide a participation stipend during the Related Training Instruction (RTI) portion of the front-loaded apprenticeship occupations and will pay the scheduled hourly wage for all hours worked during the On-the-Job Training (OJT) portion of the apprenticeship.*
- Provide structured On-the-Job Training (OJT) in the workplace.
- Allow release time for the apprentice to attend Related Training Instruction (RTI).
- Assign a qualified and appropriately trained mentor to guide the apprentice, oversee their training, sign off on competency attainment, and provide feedback on their development in the workplace.
- Track and document the apprentice's number of hours worked and ensure the apprentice meets the competencies and skills development required for the Registered Apprenticeship (RA).
- Remit payment in full, to HCC, for costs associated with the apprenticeship, including tuition, fees, textbooks, 15% Apprenticeship administrative fee, and any other RTI related expenses, as outlined in the academic semester invoices.
- Participate in regular meetings or reviews with the RTI provider/RA Sponsor to evaluate the apprentice's performance and the effectiveness of the RA.
- Agrees to confirm, upon request from HCC, whether the apprentice has successfully demonstrated all competencies outlined in the Work Process Schedule (WPS) following completion of RTI, and to provide the apprentice's final wage information in a timely manner to support Apprenticeship completion and closure in the U.S. DOL RAPIDS system.
- Agrees to verify the employment status of previously completed apprentices and acknowledge this data will be publicized by HCC in aggregate form across all employers to communicate Apprenticeship workforce impact and employer ROI.

- Agrees to retain documentation verifying each apprentice's attained competencies for a period of five (5) years following the apprentice's completion of the apprenticeship and to make such records available to HCC upon request for compliance or reporting purposes.
- Abide by all policies, standards, and procedures of HCC governing the operations of the College and the RA.

In the event of the discontinuation of this Registered Apprenticeship, the Parties agree to implement a teach-out plan ensuring that all apprentices currently enrolled at the time of discontinuation shall be given the opportunity to complete their apprenticeship under the terms and conditions originally agreed upon. No new apprentices shall be admitted to the RA following the effective date of discontinuation. The Parties further agree to cooperate in good faith to facilitate the completion of training, on-the-job learning, and any necessary credentialing for current apprentices to the extent practicable.

Under this MOU, tuition, fees, course materials, and administration fees are subject to change without notice. The fifteen percent (15%) apprenticeship administrative fee is calculated on total costs each semester.