

MID COAST CONSTRUCTION ACADEMY

Apprenticeship Application Packet

FREQUENTLY ASKED QUESTIONS

1. When are applications due?
April 30, 2019 is the application deadline.
2. What is the drug testing timeline and window? Such as if a student is drug tested in April will he/she have to pass another drug test close to Aug?
Tests can be taken any time prior to April 30, 2019. No further testing will be necessary, but random drug testing does occur within the program.
3. How and who will determine 9th grade reading level? Does that mean a student who passes 9th grade English?
Earning a 9th grade English credit would be sufficient. Also, even if they did not pass 9th grade English, but can pass the math test we provide, that would also be sufficient due to the many word problems on the exam.
4. How will ABC measure the physical qualifications?
We will follow the standards laid out in the Bona Fide Occupational Qualifications Law.
5. When do students take the math test?
Students must either take the math test or give proof of being TSI complete by April 30, 2019. They may make an appointment with ABC this summer (361-572-0299).

What content does math test cover?

The test covers basic math skills needed to perform the duties of each craft including but not limited to: measurement, fractions, decimals, basic addition, subtraction, division, multiplication, and identification of important details and irrelevant details within a set of instructions.

Is there a cost of test?

There is no charge for the test.

6. Whose code of conduct will be signed?
The MCA has a Code of Conduct that must be signed and adhered to by all pre-apprenticeship and apprenticeship students. Each student will be given a copy of the Standards and Student Handbook at the orientation which includes specific requirements for attendance and conduct.
7. How will instructors be vetted?
The instructors are some of our members who have been in the industry for many years (at LEAST journey level) and are NCCER certified. They will sign a release to be background checked.
8. Cost of program?
Please see your MCA approved sponsor employer for details.
9. When and how do students receive an application?
Applications will be sent to our contacts within each school district, so students may get them from their counselors, in an email by request, or can be picked up in our office. We are also working on a website to get the applications accessible online—www.mccademy.org.

10. Who do students turn the application into?

Applications may be directly mailed:

ABC -- Mid Coast Construction Academy

1408 N Ben Jordan

Victoria, TX 77904

(361)572-0299

In the case of mailed applications, the postmark date will be used as date submitted.

Applications may also be scanned and emailed to admin@mcacademy.org.

MID COAST CONSTRUCTION ACADEMY

APPRENTICESHIP PROGRAM APPLICATION

DUE: APRIL 30, 2019

STUDENTS WILL BE ACCEPTED ON A FIRST COME, FIRST SERVE BASIS UNTIL THE SEATS ARE FILLED. FROM THERE, APPLICANTS WILL BE ADDED TO A WAITING LIST AND WILL BE CALLED IF AN OPENING BECOMES AVAILABLE.

TRAINING INTEREST (PLEASE SELECT ONE): ____ ELECTRICAL PROGRAM ____ PLUMBING PROGRAM
 HAVE YOU TAKEN NCCER CORE? ____ NO ____ YES _____ NCCER #

STUDENT INFORMATION

| | |
|---------------------|----------------|
| Last Name | |
| First Name | |
| Middle Name/Initial | |
| DOB (MM/DD/YYYY) | ____/____/____ |
| Social Security # | ____/____/____ |
| Address Line 1 | |
| Address Line 2 | |
| City, State, Zip | |
| Cell Phone # | ____-____-____ |
| Mobile Provider | |
| Home Phone # | ____-____-____ |
| Email Address | |

RACE/ETHNICITY/GENDER

| | |
|---------------------------------------------|---------------------------------|
| CHOOSE ONE. | Choose one. |
| <input type="checkbox"/> American Indian | <input type="checkbox"/> Male |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Female |
| <input type="checkbox"/> Black | |
| <input type="checkbox"/> Hispanic | |
| <input type="checkbox"/> White Non-Hispanic | |

REQUIRED DOCUMENTATION—TO BE FILLED OUT BY STAFF

| | |
|--------------------------|----------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Proof of age (must be 18 or older) |
| <input type="checkbox"/> | Valid Texas Driver's/Identification License |
| <input type="checkbox"/> | Signed Waiver and release of liability form |
| <input type="checkbox"/> | Signed Drug Testing Consent Form |
| <input type="checkbox"/> | Drug Test Results (pre-acceptance requirement) |
| <input type="checkbox"/> | Math test results |
| <input type="checkbox"/> | Signed NCCER Registration & Release Form |
| <input type="checkbox"/> | Signed Permission for Photography form |
| <input type="checkbox"/> | Proof of Selective Service Registration |
| <input type="checkbox"/> | Signed Student Code of Conduct |
| <input type="checkbox"/> | Proof of Eligibility to work in the US |
| <input type="checkbox"/> | Certified copy of HS transcript/GED transcript or completed waiver (if not a HS graduate/GED recipient) |
| <input type="checkbox"/> | Employer MOU on file |
| <input type="checkbox"/> | \$200 nonrefundable down payment to reserve seat |
| <input type="checkbox"/> | Added to Remind messaging |
| <input type="checkbox"/> | Emergency Form |

HIGH SCHOOL INFORMATION

| | |
|----------------------------------|----------------|
| School Name | |
| Graduation Date | ____/____/____ |
| City | |
| State | |
| Last Year Completed | |
| Trade Related Courses (list all) | |

NOTE: HS/GED Transcript Waivers requires the applicant to provide a High School Transcript of GED Certificate with Grades to the office As Soon As Possible. If the applicant does not have a Completion they must **pursue** the completion of a High School Diploma or General Equivalency Degree during their apprenticeship. Completion documentation and transcripts will not be released until this information is on file at the MCA Office. It is the apprentice's responsibility to provide requested documents in a timely fashion.

EMPLOYMENT HISTORY

BEGIN WITH PRESENT JOB AND WORK BACKWARDS AND INCLUDE ALL INFORMATION REQUESTED. SUMMER OR PART-TIME WORK SHOULD ALSO BE LISTED.

| Start Date | End Date | Company Name | City, State | Reason for leaving |
|------------|----------|--------------|-------------|--------------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

| TRADE SCHOOL/COLLEGE INFORMATION (IF APPLICABLE) | |
|--------------------------------------------------|----------------|
| School Name | |
| Graduation Date | ____/____/____ |
| City | |
| State | |
| Last Year Completed | |
| Trade Related Courses (list all) | |

*Any misrepresentation or falsification of any information on this application or a failure to submit any required documentation can cause this application to be disqualified and may result in dismissal from the Mid Coast Academy Apprenticeship program even after the applicant has qualified.

Apprentice applicant must acquire an apprenticeship on-the-job training sponsor employer to attend school. Failure to obtain a sponsor by September 1st will result in the placement of the applicant into an apprenticeship pool for up to two (2) years. The applicant must maintain accurate contact information. Failure to maintain updated contact information can result in the applicant's removal from the apprentice pool. Applicants may also request removal by submitting a request in writing to the MCA Office by Fax, Email or US mail.

Electrical and plumbing applicants are required to apply for a state apprentice license before performing work in Texas. This is the applicant's responsibility.

Apprenticeship pool applicants with verified sponsor employers will be registered with Dept. of Labor and notified to attend mandatory orientation each year. Every applicant will be provided a current year's Apprenticeship Handbook from the MCA staff at orientation with an overview of the handbook. You are required to abide by the policies and procedures within the handbook. No verbal communication with any MCA staff member will override the written policies and procedures within the Apprenticeship Handbook unless approved by the Apprenticeship Director/Apprenticeship Committee. It

is your responsibility to read, understand and follow the Apprenticeship Handbook to include attendance, makeup time/fees, work process sheet submittals and movement between sponsor employers fully after the orientation. This is your responsibility as an apprentice.

Employers will be charged a \$200.00 non-refundable admin fee for new applicants or apprentices returning after the five-year record archive period upon Dept. of Labor registration with the remaining tuition due upon your first-class attendance. **Employer payroll deduction/reimbursement policies are not connected to the Mid Coast Construction Academy Apprenticeship Program. Ensure you know your Sponsor Employer's policies.**

SIGNATURE: _____

DATE: _____

SPONSOR EMPLOYER: _____

CRAFT: _____

Applications may be directly mailed to ABC—Mid Coast Construction Academy, 1408 N Ben Jordan, Victoria, TX 77904, 361-572-0299. In the case of mailed applications, the postmark date will be used as the date submitted. Applications may also be scanned and emailed to admin@mcacademy.org

MID COAST CONSTRUCTION ACADEMY

WAIVER AND RELEASE OF LIABILITY FORM

TYPE OR PRINT LEGIBLY. CHECK ONE: _____ APPRENTICE STUDENT _____ CRAFT INSTRUCTOR

| | | | |
|---------------|--|------------------------|--|
| Name | | Job Title | |
| Company Phone | | Company Address Line 1 | |
| Company Name | | Company Address Line 2 | |
| Company Fax | | City, State, Zip | |

I, _____, have requested that I be allowed to participant in an Apprenticeship Training program offered by the Mid Coast Construction Academy (MCA)—affiliate of the Associated Builders & Contractors, Inc. – Texas Mid Coast Chapter (ABC). In consideration of the experience and the benefits I will gain from this course instruction, I:

- **ACKNOWLEDGE** that Apprenticeship Training can be/is inherently dangerous, and agree that before participating, I will inspect the facilities, equipment, areas, and work to be done and if I believe any of it is unsafe, I will immediately advise the person in charge, and I have knowledge of who this person is.
- **FULLY UNDERSTAND** that participating in this activity is a test of my physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to, those caused by terrain, road conditions, facilities, temperature, weather, vehicular traffic, power tools, the actions or inaction of the MCA, ABC, and its agents, officers, employees and others.
- **ASSUME** any and all risks of personal injuries to me including medical bills, permanent or partial disability, death and damage to any property arising from my participation in this Apprenticeship Training activity.
- **PROMISE** not to sue or present a claim for personal injury, property damage or wrongful death against the MCA, MCA Trust, ABC, or its officers, employees and agents attributable to my participation in this Apprenticeship Training activity.
- **RELEASE, WAIVE, DISCHARGE, HOLD HARMLESS AND RELINQUISH** the MCA, MCA Trust, ABC and its officers, employees and agents from any liability, loss, damage, claim, demand or cause of action against them arising from my participation in this Apprenticeship Training activity.
- **EXPRESSLY AND KNOWINGLY WAIVE AND RELEASE AND FOREVER DISCHARGE** the MCA, MCA Trust, and ABC from any and all claims, demands, losses, suits, responsibilities, liabilities, and actions of any kind, whether at law, in equity, through litigation or arbitration, arising out of or in connection with any injury or death to person or damage to or loss of property arising out of or in connection with my participation in any and all MCA, MCA Trust, or ABC sponsored events and/or negligence, negligent misrepresentation, or fraud of the MCA, MCA Trust, or ABC. It is the parties' intention that this paragraph complies with the express negligence rule.
- **HEREBY AGREE TO HOLD HARMLESS AND INDEMNIFY** the MCA, MCA Trust, and ABC from and all claims, demands, or losses, suits, responsibilities, liabilities, and actions of any kind arising out of or relating to actions at the MCA, MCA Trust, and ABC sponsored events, whether intentional or negligent, including, but not limited to, claims asserted on behalf of insurers who have issued payments to or on behalf of other individuals for losses attributed to my actions at the MCA, MCA Trust, and ABC, sponsored events, whether intentional or negligent. It is the parties' intention that this paragraph complies with the express negligence rule.

THIS DOCUMENT RELIEVES THE MID COAST CONSTRUCTION ACADEMY, MID COAST ACADEMY TRUST, AND THE ASSOCIATED BUILDERS & CONTRACTORS, INC. – TEXAS MID COAST CHAPTER FROM LIABILITY FOR PERSONAL INJURY, WRONGFUL DEATH AND PROPERTY DAMAGE. I HAVE READ THIS DOCUMENT, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND I SIGN IT VOLUNTARILY.

| | | | |
|-----------|--|------|--|
| Name | | Date | |
| Signature | | | |

MID COAST CONSTRUCTION ACADEMY

APPRENTICE DRUG TESTING CONSENT/OPT-OUT FORM

Apprentice Name Printed: _____ Date: _____ Birthday: _____

PLEASE SELECT ONE OPTION BELOW AND SIGN IN THAT SECTION.

OPTION #1 – TO CONSENT

As an apprentice ...

- I have read the Mid Coast Construction Academy's Apprentice Drug Testing Policy, and I understand and agree that participation in the apprenticeship program is voluntary and a privilege.
- I understand that as part of my voluntary participation in the apprenticeship program, I hereby consent to undergo drug testing for the presence of alcohol, illicit drugs and/or banned substances in accordance with Board Policy. I understand and agree that my consent shall be in effect unless and until revoked in writing.
- I understand the collection process will be overseen by a qualified vendor and that confidentiality will be secured. I hereby consent to the vendor selected by the Mid Coast Construction Academy, its laboratory, doctors, employees, and/or agents to perform testing for the detection of alcohol, illicit drugs and/or banned substances, and to confer with any necessary third parties regarding the results in order to confirm the results.

PRINTED NAME Apprentice

SIGNATURE Apprentice

Date

OPTION #2 – TO OPT OUT

As an apprentice ...

- I understand and agree that by opting out or declining to consent to participate in the Apprentice Drug Testing Program, I will be unable to partake in the apprenticeship program.

PRINTED NAME Apprentice

SIGNATURE Apprentice

Date

MID COAST CONSTRUCTION ACADEMY

INITIAL DRUG TEST ACKNOWLEDGEMENT FORM

I understand that I am responsible for providing the initial drug test results for acceptance into the apprenticeship program. I can take the test through a medical provider of my choice as long as proper documentation that I passed is submitted with my application to the MCA.

| | | | |
|----------------------|--|------------------|--|
| Student Name Printed | | Date | |
| Student Signature | | | |
| Craft | | Sponsor Employer | |

Local places that will provide a drug test:

- Texas Health Center
4804 N Navarro
Victoria, TX 77904
(361)576-0330
- Twin Fountains
3002 Sam Houston Drive
Victoria, TX 77904
(361)578-5730

Or any other drug testing facility.

Registration and Release Form



Instructions: Type or print legibly. Any inaccuracies on this form may be reflected on credentials. To be entered in NCCER's Registry, you must complete and sign this form. Records containing trainee/participant personal information, including but not limited to score reports, training prescriptions, and transcripts, cannot be distributed until this form has been completed.

* Required fields.

ATS/AAC Name*: _____

Name*: _____

Job Title: _____

Address*: _____

City*: _____ State*: _____ Zip*: _____

Phone*: _____ Home Number OR Cell Number

Email Address: _____

Birth Date*: _____ Birth City: _____

*To enter you into the NCCER National Registry, ONE of the following numbers needs to be provided. Once you are entered into the system, you will be given an NCCER Card Number to use in the future. (System Generated Numbers are no longer an option.) Pipeline users MUST use their Social Security Number.

Social Security Number: _____

NCCER Card Number: _____

State DOE Student Number: _____ Which State? _____

If you choose to use the State DOE Student number, this must first be added into the NCCER Registry System as an approved "Alternate I.D. Type." Please work with your sponsor representative to ensure your state I.D. Type has been added into the system.

Optional Information:

Company/School Name: _____

Company/School Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

I hereby authorize NCCER to verify information in my training and/or assessment records, which may include any of the personal information provided on this form. I release and hold harmless NCCER for the disclosure of any such information in connection with this verification process.

Signature*: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

(Required if individual is under 18 years of age.)

NOTE: This form must be maintained on file per NCCER Accreditation Guidelines.

MID COAST CONSTRUCTION ACADEMY

PERMISSION FOR PHOTOGRAPHY

(AGREEMENT/DISAGREEMENT DOES NOT AFFECT ENTRY INTO THE MCA PROGRAM.)

ADULT APPRENTICESHIP PROGRAM

I grant to Mid Coast Construction Academy and Associated Builders and Contractors, LLC—Texas Mid Coast Chapter the absolute and irrevocable right and unrestricted permission concerning any photographs that any staff member, contract employee, vendor representative or other person(s) acting on behalf of either of these organizations has taken or may take of me or in which I may be included with others, to use, reuse, publish, and republish the photographs in whole or in part, individually or in connection with other material, in any and all media now or hereafter known, including the internet, and for any purpose whatsoever, specifically including illustration, promotion, art, editorial, advertising, and trade, without restriction as to alteration; and to use of my name in connection with any use if the Mid Coast Construction Academy or the Associated Builders and Contractors, LLC—Texas Mid Coast Chapter so chooses. I release and discharge photographer from any and all claims and demands that may arise out of or in connection with the use of the photographs, including without limitation and all claims for libel or violation of any right of publicity or privacy. This authorization and release shall also insure to the benefit of the heirs, legal representatives, licensees, and assigns of photographer, as well as the person(s) for whom these organizations took the photograph.

IF 18 OR OLDER:

☐ Agree ☐ Disagree

| | |
|----------------|--|
| Signature | |
| Print Name | |
| Date of Birth | |
| Address Line 1 | |
| Address Line 2 | |
| Today's Date | |



SELECTIVE SERVICE SYSTEM

OFFICIAL SITE OF THE UNITED STATES GOVERNMENT

Selective Service - Who Must Register

NOTE: With only a few exceptions, the registration requirement applies to all male U.S. citizens and male immigrants residing in the United States who are 18 through 25 years of age.

| Category | YES | NO |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| All male U.S. citizens born after Dec. 31, 1959, who are 18 but not yet 26 years old, except as noted below: | X | |
| Military Related | | |
| Members of the Armed Forces on active duty (active duty for training does not constitute "active duty" for registration purposes) | | X* |
| Cadets and Midshipmen at Service Academies or Coast Guard Academy | | X* |
| Cadets at the Merchant Marine Academy | X | |
| Students in Officer Procurement Programs at the Citadel, North Georgia College and State University, Norwich University, Virginia Military Institute, Texas A&M University, Virginia Polytechnic Institute and State University | | X* |
| ROTC Students | X | |
| National Guardsmen and Reservists not on active duty / Civil Air Patrol members | X | |
| Delayed Entry Program enlistees | X | |
| Separatees from Active Military Service, separated for any reason before age 26 | X* | |
| Men rejected for enlistment for any reason before age 26 | X | |
| Immigrants** | | |
| Lawful non-immigrants on current non-immigrant visas. A complete list of acceptable documentation for exemption may be found at https://www.sss.gov/Portals/0/PDFs/DocumentationList.pdf . | | X |
| Permanent resident immigrants (USCIS Form I-551) | X | |
| Seasonal agricultural workers (H-2A Visa) | | X |
| Refugee, parolee, and asylee immigrants | X | |
| Undocumented immigrants | X | |
| Dual national U.S. citizens | X | |
| Confined | | |
| Incarcerated, or hospitalized, or institutionalized for medical reasons | | X* |
| Handicapped physically or mentally | | |
| Able to function in public with or without assistance | X | |
| Continually confined to a residence, hospital, or institution | | X |
| Transgender People | | |
| U.S. citizens or immigrants who are born male and have changed their gender to female | X | |
| Individuals who are born female and have changed their gender to male | | X |

*Must register within 30 days of release unless already age 26.

NOTE: To be fully exempt you must have been on active duty or confined continuously from age 18 to 26.

**Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. citizens. Citizens of American Samoa are nationals and must register when they are habitual residents in the United States or reside in the U.S. for at least one year. Habitual residence is presumed and registration is required whenever a national or a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, or Palau, resides in the U.S. for more than one year in any status, except when the individual resides in the U.S. as an employee of the government of his homeland; or as a student who entered the U.S. for the purpose of full-time studies, as long as such person maintains that status.

NOTE: Immigrants who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after they were 26 years old, were never required to register. Also, immigrants born before 1960, who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after March 29, 1975, were never required to register.

U.S. Embassy or consular office.

- Remember to provide your social security number to the Selective Service as soon as you obtain one.
- Reminder mail-back card
 - A young man may also register by filling out a reminder mail-back card received in the mail. Selective Service sends this card to many men around the time they turn 18 years old. A man can fill out the card at home and mail it directly to Selective Service.
- Check box on FAFSA
 - Another way a young man can register is to check a box on the application form for federal student financial aid (FAFSA). A man can check "Register Me" on Box #22 of that form, and the Department of Education will furnish Selective Service with the information to register the man.
- High School Registrar
 - More than half the high schools in the nation have a staff member or teacher appointed as a [SELECTIVE SERVICE REGISTRAR](#). These individuals help register male high school students.

HOW TO REGISTER

The easiest and fastest way for a man, from age 18 through age 25, to register is to register online.

NOTE: Anyone, U.S. citizen or immigrant, who attempts to register from our website with a social security number that is not first in our system will find they are not able to complete their registration online. These men can still register by filling out a registration form and mailing it to the Selective Service System. The registration form asks for the young man's full name, address, date of birth, gender, and social security number (if he has one). On the form that is mailed to Selective Service, the man's signature is also required.

WAYS TO REGISTER:

- Fill out the online form at <https://www.sss.gov/Registration/Register-Now/Registration-Form>
- You must have a valid social security number
- At the post office
 - Selective Service mail-back registration forms are available at any U.S. Post Office. A man can fill it out (leaving the space for his social security number blank, if he has not yet obtained one *), sign and date, affix postage, and mail to Selective Service without the involvement of the postal clerk. Men living overseas may register at any

MID COAST CONSTRUCTION ACADEMY

CODE OF CONDUCT

THE INTENT OF THE CODE

The intent of the Code of Conduct is to create professional unity and pride in the work of the Mid Coast Construction Academy and its students by having some common agreed standards of professionalism. It is a statement of the high standards of behavior, which apply to all staff and students of the Mid Coast Construction Academy, which are rightly demanded of companies by the wider community.

The Code reflects the vision of MCA and its students:

TO PROMOTE AND EDUCATE STUDENTS AND UNEMPLOYED INDIVIDUALS ABOUT THE CONSTRUCTION INDUSTRY AND DEVELOP SKILLED LABOR THROUGH PRE-APPRENTICESHIPS AND APPRENTICESHIPS.

It acts as an effective demonstration of the values of the Mid Coast Construction Academy and its students which are embodied in the Principals of the Code.

All standards contained in this Code are in addition to the general obligations imposed on students including implied duties such as the duty to act with honesty, integrity and in good faith.

PRINCIPLES

1. Respecting others

When working with others, students are expected to treat students and staff with respect for their rights and obligations.

2. Behaving professionally

Students are expected to carry out their duties in a professional and conscientious manner at all times. **CELL PHONE USAGE IS STRICTLY PROHIBITED.** Professionalism also includes attendance and punctuality.

While enrolled in this program, apprenticeship students agree to take part in all required contact hours per year of learning in the craft of their choice and maintain employment with an MCA sponsor approved employer. Classes are held from 6:00 pm-9:00 pm, Monday and Wednesday evenings. CORE class is a pre-requisite and will be held on Tuesday nights from 6:00 pm-9:00 pm for those who have not yet taken it. All students must:

- Attend work and training as agreed as long as fit to do so
- Advise the instructor and/or employer of sickness or absence

3. Workplace Health and Safety (WHS)

Health and safety, social responsibility and environmental sustainability are crucial to business. Our students will support WHS by ensuring:

- safe operations are followed not only on equipment, but also on every person working within the industry taking responsibility for preventing workplace-related injuries and illnesses and using the tools and procedures in place.
- they are wearing the appropriate shoes and clothing for the construction work as not to create a hazard.
- they wear the appropriate Personal Protection Equipment (PPE) and other equipment as instructed.

ALCOHOL AND DRUG USE

In line with our commitment to providing a safe and healthy work environment, while at work or when conducting Company business, students must be able to function at an acceptable level of performance and not be impaired by illegal or legal drugs, including alcohol. **DRUG TESTING WILL BE ADMINISTERED THROUGHOUT THE PROGRAM.**

HARASSMENT

MCA does not tolerate any form of harassment. See handbook for complaint procedures.

RELATED DOCUMENTS

- MCA Mission Statement
- MCA Student Handbook—**PRESENTED IN DETAIL AT STUDENT ORIENTATION. PLEASE REFER TO THIS FOR MORE DETAILED EXPLANATIONS OF EACH PRINCIPLE.**
- Frequently Asked Questions
- Various MCA Policies

ACKNOWLEDGEMENT AND AGREEMENT

| | | | |
|----------------------|--|---------------------|--|
| Student Name Printed | | Date | |
| Student Signature | | | |
| Craft | | Sponsor Employer | |

HOW TO PROVE ELIGIBILITY TO BE HIRED

THE APPLICANT MUST PROVIDE:

EITHER one document from List A OR one document from List B AND one document from List C.



| List A | List B | List C |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| If you have one of these documents, you have established BOTH identity AND employment eligibility. | If you do not have a document from List A, you need documents from BOTH List B AND List C. | |
| | List B establishes identity. | List C establishes employment eligibility. |
| OFFICE STAFF SHOULD PLACE A CHECK BY DOCUMENTATION PROVIDED AND MAKE A COPY FOR THE FILE. | | |
| <ul style="list-style-type: none"> — US Passport or Passport Card — Certificate of US Citizenship (INS Form N-560 or N-561) — Certificate of Naturalization (INS Form N-560 or N-561) — Unexpired foreign passport, with I-551 stamp OR attached INS Form I-94 indicating unexpired employment authorization — Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551) — Unexpired Temporary Residence Card (INS Form I-688) — Unexpired Employment Authorization Card (INS Form I-688A) — Unexpired Reentry Permit (INS Form I-327) — Unexpired Refugee Travel Document (INS Form I-571) — Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B) | <ul style="list-style-type: none"> — Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address — ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address — School ID card with photograph — Voter's registration card — US Military card or draft record — Military dependent's ID card — US Coast Guard Merchant Mariner Card — Native American tribal document — Driver's license issued by a Canadian government authority <p>For people under age 18 who are unable to present a document listed above:</p> <ul style="list-style-type: none"> — School record or report card — Clinic, doctor, or hospital record — Day-care or nursery school record | <ul style="list-style-type: none"> — US Social security card issued by the Social Security Administration (other than a card stating it is not valid for employment) — Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350) — Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal — Native American tribal document — US Citizen ID Card (INS Form I-197) — ID Card for use of Resident Citizen in the United States (INS Form I-179) — Unexpired employment authorization document issued by the INS (other than those listed under List A) |

HIGH SCHOOL TRANSCRIPT/GED WAIVER FORM

THIS IS ONLY TO BE FILLED OUT BY APPLICANTS WHO ARE AWAITING DOCUMENTS, ARE NOT HIGH SCHOOL GRADUATES, OR GED RECIPIENTS. IF YOU ARE SUBMITTING ALL DOCUMENTATION WITH THIS APPLICATION, YOU MAY MOVE ON TO THE NEXT PAGE.

| | |
|---------------------------------|--|
| Trade | |
| Name (First, Middle, Last) | |
| Address Line 1 | |
| Address Line 2 | |
| City, State, Zip | |
| Phone | |
| High School attended | |
| Drop Out School Year Level | |
| Graduation Year (if applicable) | |
| Signature | |

GRADUATES:

You are required to supply the Mid Coast Construction Academy with a high school transcript or a GED Certificate with grades at the time of application. This waiver will give you until November 1 to submit your documents—you will be dropped if you fail to submit. Your transcript can be mailed to the ABC Texas Mid Coast Chapter office or emailed/faxed directly from the school to kristi@abctxmidcoast.org. If you bring the transcript to the office it must be in a sealed envelope stamped by the school.

GED RECIPIENTS:

You are required to supply the Mid Coast Construction Academy with a high school transcript or a GED certificate with grades within one year from the first day of class. You will not receive any certificate or completion information for the apprenticeship program until the required documents are on file. You are required to pursue your GED while in the Apprenticeship Program.

THIS SECTION IS FOR OFFICE STAFF ONLY:

Workforce development committee determination:

MCA STAFF SIGNATURE: _____

DATE: _____

APPRENTICE EMERGENCY INFORMATION FORM 2018-2019

APPRENTICE

NAME: _____ (Last) _____ (First) _____ (MI) _____ (Date of Birth) _____ (Age) _____ (Sex) _____ (Grade)

Social Security Number: _____ Weight _____

Spouse Name: _____ Employer Name: _____

Address: _____ (Street) _____ (City/State) _____ Zip _____ Address: _____ (Street) _____ (City/State) _____ (Zip) _____

Phone: _____ (Home) _____ (Work) _____ (Cell) _____ Phone: _____ (Home) _____ (Work) _____ (Cell) _____

Spouse's Employer: _____

LIST PERSONS TO BE CONTACTED IN CASE OF EMERGENCY WHEN SPOUSE/EMPLOYER CANNOT BE REACHED

| CONTACT NAME | TELEPHONE #'S | relationship | Employer |
|--------------|----------------------------------------|--------------|----------|
| _____ | (Home) _____ (Work) _____ (Cell) _____ | _____ | _____ |
| _____ | (Home) _____ (Work) _____ (Cell) _____ | _____ | _____ |

MEDICAL INFORMATION

DOCTOR'S NAME: _____ OFFICE #: _____ EMERGENCY #: _____

DENTIST'S NAME: _____ OFFICE #: _____ EMERGENCY #: _____

INSURANCE CARRIER: _____ GROUP POLICY #: _____

ALLERGIES (drugs, food, environmental): _____

MEDICAL CONDITIONS (ex. diabetes): _____

MEDICATION TAKEN DAILY OR AS NEEDED (name, dosage & frequency): _____

DAILY MONITORING REQUIRED (glucose monitoring) _____

I, _____, do hereby authorize school administration to render first aid for illness or injury to me. In the event of a medical emergency, I authorize school administration to have me transported to the nearest hospital /emergency care center for emergency medical or surgical treatment and to contact my physician and one of the persons listed above. I further authorize the release of the above medical information to all medical personnel providing treatment. I agree to be solely responsible for the payment of all expenses incurred in such an emergency.

I do hereby release, hold harmless and indemnify the Mid Coast Construction Academy Trust and ABC Texas Mid Coast Chapter, my employer and any other of their officers, agents, employees or representatives ("Released Parties") from any and all liability, claims, losses or expenses arising from personal injury, death, or loss of or damage to property arising from any medical treatment received and/or transportation to the nearest hospital/emergency care center.

Signature of Apprentice _____

Date Signed _____

APPRENTICE BRIEFING PRIOR TO INTERVIEW

THE BASICS OF THE APPRENTICESHIP PROGRAM

What is apprenticeship?

- Federal program through the Department of Labor Approved (DOL)
- 4-year program requiring curricula study and OJT [On the Job Training]
 - DOL Minimum standard is 144 classroom hours
 - DOL Minimum standard is 8,000 hours of OJT and consists of 2000 OJT / work hours which is the equivalent of 50 forty-hour weeks plus two vacation weeks per year

Sponsor Employer and Tuition Costs:

- Requires an employer in your trade to start school
- \$1,500 **all-inclusive** fee for apprentices employed by ABC member companies per year
- \$2,000 **all-inclusive** fee for apprentices employed by non-member companies per year
 - \$200.00 is required upon your registration and is non-refundable. The remaining tuition balance is billed to you through your sponsor employer prior to the first day of class. No refunds are available after the first day of class.
 - The employer may **or may not** pay tuition, offer reimbursement/incentives
 - Payroll deduction, reimbursement or incentive plan may be **worked out between the employer and apprentice** and should be in writing with copies for both the employer and you
 - Mid Coast Construction Academy apprenticeship program bills the employer for tuition and **is not a part of any payroll deduction, reimbursement or incentive plan.** Ensure you keep your copy for your records – if any dispute arises you will need your copy of the agreement.

First Year Apprentice Guidelines:

- The typical school year is Sept thru June and is not divided into semesters
- Holidays and summer break will follow the campus schedule
- Involves Basic classes (CORE) and Trade classes
 - Attendance one night a week for trade training from Sept. thru June
 - Attendance one night a week for CORE training from Sept thru end of January

NCCER—the National Center for Construction Education and Research:

- Founded to establish a nationwide craft training curriculum
- Mission: To build a safe, productive and sustainable workforce of craft professionals
- Each trade course is broken into modules that have Written and Performance Testing for completion
- Completion leads to credentials recognized throughout the nation

Keys to Success:

- Attitude
- Communication (ABC-Texas Mid Coast Office, MCA Office, Instructors, Sponsor Employers, etc.)
- Diligence
- Perseverance
- Safety

Completion of Four Year Program:

- Graduation Ceremony
- NCCER will award certificates of achievement
- Before a DOL completion is requested You must complete:
 - OJT must be at 8,000 hours or more
 - All curricula
 - High School Transcript or GED must be on file with our office

Mandatory Orientation:

- For sponsored students that have been qualified by the apprenticeship committee, enrolled into the program fully are to attend orientation and start school
- Held before the start of school each year (date and times to be announced)
- Will Include additional details and explanations of apprenticeship information
- ***IF YOU HAVE A SPONSOR EMPLOYER - CONTACT THE ABC-TEXAS MID COAST OFFICE BEFORE THE END OF AUGUST IF YOU HAVE NOT RECEIVED AN ORIENTATION LETTER FOR ORIENTATION DATES AND ADDRESS OF THE MID COAST CONSTRUCTION ACADEMY***
- Bring Outstanding Documents:
 - High school transcript or GED certificate copy
 - Proof of enrollment in a GED program

Safety:

- Must meet Jobsite Standards
- Must Mandatory OSHA Safety Requirements
- Must meet School/Facility Standards
 - Further guidelines are covered in the Apprentice Handbook during the new school year orientation to include clothing

Promptness:

- 6:00 pm is the starting time of ALL classes
- 9:00 pm is the ending time of ALL classes

YOU ARE A GUEST WHEN ATTENDING ORIENTATION AND/OR CLASSES

- You should not interact with any high school student
- Being under the influence or possession of alcohol, drugs, etc. is prohibited
- No smoking is allowed on property at anytime
- Adhere to all parking requirements to avoid being towed

FAILURE TO ABIDE BY CAMPUS RULES CAN LEAD TO YOUR ARREST AND EXPULSION FROM THE MID COAST ACADEMY APPRENTICESHIP PROGRAM. WE ARE ALL ADULTS AND ARE RESPONSIBLE FOR OUR OWN ACTIONS.

MID COAST CONSTRUCTION ACADEMY

SAMPLE APPLICANT INTERVIEW SCORE SHEET (FOR OFFICE USE ONLY)

APPLICANT RANKING: _____

SCORING CRITERIA NOTES:

EDUCATIONAL BACKGROUND-SUBJECTS RELATED TO THE TRADE (FROM APPLICANT'S SCHOOL TRANSCRIPT)

Maximum points for this category: 25

| Criteria | Possible Points | Actual Points Earned | Notes/Commentary from interviewer |
|------------------------------------------------------|-----------------|----------------------|-----------------------------------|
| Construction-industry related School-to-Work Program | 10 | | |
| Two Years of related vocational training | 10 | | |
| One year of related vocational training | 5 | | |

GRADE OF C OR ABOVE FOR:

Maximum points for this category: 25

| Criteria | Possible Points | Actual Points Earned | Notes/Commentary from interviewer |
|----------------------------------------------|-----------------|----------------------|-----------------------------------|
| High School general subjects or related math | 5 | | |
| Physical Science | 10 | | |
| Algebra | 10 | | |

WORK EXPERIENCE:

Maximum points for this category: 28

| Criteria | Possible Points | Actual Points Earned | Notes/Commentary from interviewer |
|---------------------------------------------------|-----------------|----------------------|-----------------------------------|
| Previous or current employment in the industry | 15 | | |
| Related work in military | 8 | | |
| Related work experience in school-to-work program | 5 | | |

INTERVIEW:

Maximum points for this category: 22

| Criteria | Possible Points | Actual Points Earned | Notes/Commentary from interviewer |
|--------------------------|-----------------|----------------------|-----------------------------------|
| Appearance | 3 | | |
| Personality/Friendliness | 3 | | |
| Alertness/ambition | 3 | | |
| Communication Skills | 3 | | |
| Preparedness/promptness | 3 | | |
| Attitude/Interest | 3 | | |

TOTAL POINTS POSSIBLE: 100

TOTAL EARNED _____