

# Mid Coast Construction Academy

## Apprenticeship (Adult) Application Packet

Training Interest: \_\_\_\_\_ Electrical Program \_\_\_\_\_ Plumbing Program  
 (Please select ONLY one; you may NOT select both. Doing so can delay the processing of your application)

Have you ever taken NCCER CORE? \_\_\_\_\_ Have you ever taken any other NCCER class? \_\_\_\_\_

Please enter your NCCER number, if applicable. \_\_\_\_\_  
 (If you answered "no" to both questions above, you will leave this question blank.)

### Student Information

Last Name \_\_\_\_\_  
 First Name \_\_\_\_\_  
 Middle Name/Initial \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Soc. Security Number \_\_\_\_\_  
 Driver's License # \_\_\_\_\_  
 Address Line 1 \_\_\_\_\_  
 Address Line 2 \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Mobile Provider \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Age \_\_\_\_\_  
 Gender \_\_\_\_\_

<b>Hispanic/Latino</b>	_____ Hispanic
	_____ Non Hispanic
<b>Ethnicity</b>	_____ Choose not to respond

High School Name \_\_\_\_\_  
 Graduation Year \_\_\_\_\_  
 City \_\_\_\_\_  
 Last Grade \_\_\_\_\_  
 Trade related courses (list all) \_\_\_\_\_

<b>Race</b> (multiple selections are allowed)	_____ American Indian/Alaska Native
	_____ Asian
	_____ Black/African American
	_____ Native Hawaiian/Pacific Islander
	_____ White
	_____ Choose not to respond

### Employment History

Begin with most recent and work backwards. Summer and part time work should also be listed. You may omit the employment history section if you include a resume with your application. You may also add a page if this is not enough.

Employment Dates (mo, yr--mo, yr)	Company Name, phone number	Reason for leaving

### Acknowledgements

\*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 Construction Coast Academy Pre-Apprenticeship program even after the applicant has qualified.

Pre-Apprentice applicant must remain enrolled in high school to attend the MCA. If enrolled, the student must maintain accurate contact information. Failure to maintain updated contact information may result in the student's removal from the Pre-Apprenticeship program. Applicants may also request removal by submitting a request in writing to the MCA Office by Fax, Email or US mail.

Every student will be provided a current year's Pre-Apprenticeship Handbook from 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 ABC staff member or MCA staff member will override the written policies and procedures within the Pre-Apprenticeship Handbook unless approved by the Apprenticeship Director/Apprenticeship Committee. It is your responsibility to read, understand and follow the Pre-Apprenticeship Handbook to include attendance, makeup time/fees, homework, assignments, etc. This is your responsibility as a student.

\_\_\_\_\_ Apprentice Signature \_\_\_\_\_ Date

### OFFICE USE ONLY BELOW THIS LINE

The following documents were filled out entirely and correctly (Staff member to initial beside each item):

_____ Student information	_____ Code of Conduct	_____ NCCER Registration & Release Form
_____ Emergency Information	_____ Field Trip Form	_____ Student Waiver and Release of Liability
_____ Drug Test Consent & Permission for Photography Form	_____	_____ Parent Waiver and Release of Liability
_____ Permission form to share contact info (TWC/employers)	_____	_____ Signed Handbook receipt (after class starts)

The following supplemental documentation is included with this application (Staff member to initial beside each item):

_____ High school transcript showing English 1 credit	_____ Proof of Identity & Eligibility to work in the US
_____ Proof of Math Eligibility	_____ Initial Drug Test Results

I have completed the following tasks (Staff member to initial beside each item):

_____ invoiced student	_____ shared contact info with TWC	_____ added to database
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Apprentice Name: \_\_\_\_\_

**Emergency Contact Information**

Emergency Contact 1 name \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

Emergency Contact 2 name \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Work Phone \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

**Alternate Emergency Contacts (If parents/guardians cannot be reached)**

Name	phone number	relationship

**Medical Information**

Doctor's Name \_\_\_\_\_  
 Office Phone # \_\_\_\_\_  
 Emergency Phone # \_\_\_\_\_

Dentist's Name \_\_\_\_\_  
 Office Phone # \_\_\_\_\_  
 Emergency Phone # \_\_\_\_\_

Insurance Carrier \_\_\_\_\_  
 Group Policy # \_\_\_\_\_  
 Allergies (environmental, drugs, food) \_\_\_\_\_

Medication taken daily or as needed (name, dosage, frequency) \_\_\_\_\_

Daily Monitoring (example: glucose) \_\_\_\_\_

Medical Conditions not listed below \_\_\_\_\_

Please indicate if your child has: \_\_\_ Asthma \_\_\_ Diabetes \_\_\_ Kidney Injuries \_\_\_ Seizure Disorder \_\_\_ Heart Condition

Please indicate if your child has sensitivity to: \_\_\_ Bee Sting \_\_\_ Nuts \_\_\_ Dairy \_\_\_ Latex \_\_\_ Other: \_\_\_\_\_

If the student requires medication, I understand that I am obligated to ensure that the medication to be provided and the Medication Authorization Form are on file with the school. (If ordered by the student's physician, an EpiPen must be provided.)

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 MCA administration to transport me 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, 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.

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Date

**Drug Testing Consent**

As a student... (initial each)

I have read the Mid Coast Construction Academy’s Student Drug Testing Policy, and I understand and agree that participation in the pre-apprenticeship program is voluntary and a privilege.

I understand that as part of my voluntary participation in the pre-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.

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Date

**Initial Drug Test Acknowledgement**

I understand that I'm responsible for providing the initial drug test results for acceptance into the pre-apprenticeship program. I can either take the test through my school, at a medical provider of my choice, or through MCA for a \$30 fee as long as proper documentation that I passed is submitted with my application to the MCA.

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Date

**Permission for Photography**

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 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.

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Date

Permission to Share Contact Information

Workforce Solutions of the Golden Crescent

Workforce Solutions of the Golden Crescent can assist Mid Coast Construction Academy (MCA) students with support services such as:

- 1 Tuition and further education expenses (exams, licenses, certifications)
- 2 Eye exams & glasses or contacts (up to \$400)
- 3 Transportation assistance (fuel)
- 4 Tools or work-related assistance (up to \$800)
- 5 Required supplies
- 6 Work Clothing
- 7 Child Care Expenses

There are several ways to qualify. If you would like more information, please sign authorizing us to share your name and contact information with Cindy Torres of Workforce Solutions Golden Crescent so they may get in touch with you to see if you qualify for this assistance. **(361) 578-0341**

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Date

Potential Employers

Our office frequently gets calls from local contractors interested in hiring our students. For high school students, it is usually part time or summer work. For the adult apprenticeship program, full time work is required. We will check in with you frequently throughout the year to determine whether you are currently seeking employment and what type. If you would like us to pass along your name and contact information to local employers for potential employment opportunities when they arise, please sign below authorizing us to release that information. You may withdraw your consent in writing at any time in the future if your situation changes.

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Date

## 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

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

#### 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 enough contact hours of learning per year to meet NCCER requirements in the craft of their choice and maintain employment with a local employer in their trade. Classes are held from 6-8pm on Mondays and Wednesdays, with CORE held on Tuesdays during a normal school year. All students must attend work and training as agreed as long as fit to do so AND advise the instructor, education director, and/or employer of sickness or absence prior to missing class/work. Apprentices are not to interact with any high school student at any time.

**Workplace Health** Health and safety, social responsibility and environmental sustainability are crucial to business. Our

**& Safety:** 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 & 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. Being under the influence or possession of alcohol, drugs, etc. is prohibited. No smoking or chewing tobacco is allowed on property at any time. DRUG TESTING WILL BE ADMINISTERED THROUGHOUT THE PROGRAM.

#### Harrassment:

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

**Failure to abide by campus rules can lead to your arrest and expulsion from the Mid Coast Construction Academy Apprenticeship Program. We are all adults and are all responsible for our own actions.**

### Related Documents

**MCA Mission Statement**

**Frequently Asked Questions Document**

**Various MCA Policies**

**MCA Student Handbook:** Presented in detail at student orientation (typically held on first day of class). Please refer to this for more detailed explanations of each principle.

### Acknowledgement and Agreement

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Date

**Parent Permission and Waiver Form for Field Trip**

I understand the nature of potential field trips being planned to jobs sites, member companies, sponsor employers, etc.

I understand that transportation will still be my responsibility unless otherwise indicated and we are in accord with the purposes of and procedures governing the trip(s).

In the event of an injury requiring medical attention, I hereby grant permission to the supervising teacher(s) or staff (including volunteers) to attend to my needs. If the injury warrants further medical attention, I expect every effort will be made to contact my emergency contacts to receive his/her specific authorization before action is taken. If efforts to contact me are unsuccessful, I grant permission for necessary medical treatment to be given.

In addition, I hereby give my permission to the supervising teacher(s) or staff (including volunteers) to take me to the physician, dentist, or to the hospital if an accident or serious illness occurs on the trip and my emergency contact cannot be located.

**Waiver**

I recognize, however, that unanticipated situations and problems can arise on any trip, school-sponsored or otherwise, which situations or problems are not reasonably within the control of the supervising teacher(s) or staff (including volunteers). I further agree to release and hold harmless the Mid Coast Construction Academy, its agents, officers, employees, and volunteers, from any and all liability, claims, suits, demands, judgments, costs, interest and expense, (including attorneys' fees and costs) arising from such activities, including any accident or injury to the student and the costs of medical services, or any cause beyond the control of MCA, including, but not limited to, natural disasters, civil disturbances, acts of terrorism, and wars. In the event that a student must return to the MCA independently for reasons of health, accident, failure to conform to rules established by the teacher in charge, etc., we agree to accept full responsibility for and to pay for the cost of medical care, transportation and other incidental expenses.

\_\_\_\_\_  
Student Signature & Date

\_\_\_\_\_

# NCCER Registration & Release



**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**

We realize you have completed some of this information on the first page of this application packet. It is still necessary to fill it in again here. This form must be a stand alone document in order to get your NCCER certifications accurately and efficiently. We appreciate your compliance.

**ATS/AAC Name\*:** Mid Coast Construction Academy, an Affiliate of ABC - Texas Mid Coast Chapter

**Student Full Name (First, Middle, Last, Suffix)\*:** \_\_\_\_\_

Address 1\*: \_\_\_\_\_

Address 2: \_\_\_\_\_

City, State, Zip\*: \_\_\_\_\_

Cell Phone Number\*: \_\_\_\_\_

Job Title: N/A

Birth Date\*: \_\_\_\_\_

Birth City: \_\_\_\_\_

Email address: \_\_\_\_\_

\*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 \_\_\_\_\_

TX DOE Student Number: \_\_\_\_\_

TX DL Number \_\_\_\_\_

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

## Optional Information

Company/High School Name: \_\_\_\_\_

Company/High School Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Company/School 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.

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Date

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

Effective 10/16

**Waiver & Release of Liability**

Student Page

I, \_\_\_\_\_ (student), have requested that I be allowed to participant in a pre-Pre-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:

**\*\* INITIAL BESIDE EACH ITEM \*\***

\_\_\_\_\_ ACKNOWLEDGE that Pre-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 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, MCA Trust, ABC, 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 Pre-Apprenticeship Training activities.

\_\_\_\_\_ PROMISE not to sue or present a claim for personal injury, property damage or wrongful death against the MCA, MCA Trust, ABC, its officers, employees and agents attributable to my participation in this Pre-Apprenticeship Training activity.

\_\_\_\_\_ RELEASE, WAIVE, DISCHARGE, HOLD HARMLESS AND RELINQUISH the MCA, MCA Trust, ABC, its officers, employees and agents from any liability, loss, damage, claim, demand or cause of action against them arising from my participation in this Pre-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, and ABC sponsored events and/or negligence, negligent misrepresentation, or fraud of the MCA, MCA Trust, and 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, or 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, or 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 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.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



I am aware that I must provide the following documentation with my application for it to be complete. These items are my responsibility. I am also aware that my seat in the class is not reserved until my application is complete.

- \_\_\_\_\_ Proof of Identity and Eligibility to work in the US
- \_\_\_\_\_ High School Transcript showing English I credit
- \_\_\_\_\_ Proof of Compliance with the Selective Service (males 18 and older)
- \_\_\_\_\_ Initial Drug Test Results
- \_\_\_\_\_ Math Eligibility

For clarification regarding any of the supplemental documentation, please refer to the frequently asked questions at the back of this packet.

\_\_\_\_\_  
Student Signature & Date

\_\_\_\_\_  
Parent/Guardian Signature & Date

OPTIONAL: Sign up for push/text notifications to stay up to date on MCA happenings/your application status.



## Sign up for important updates from E. Education Direc.

Get information for Mid Coast Construction Academy right on your phone—not on handouts.

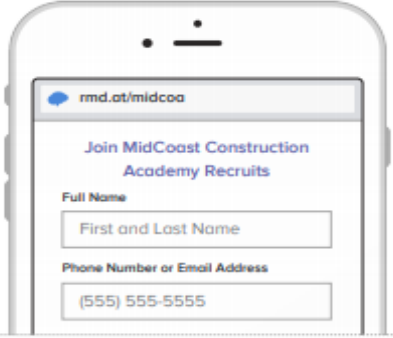
Pick a way to receive messages for MidCoast Construction Academy Recruits:

**A** If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/midcoa](http://rmd.at/midcoa)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.

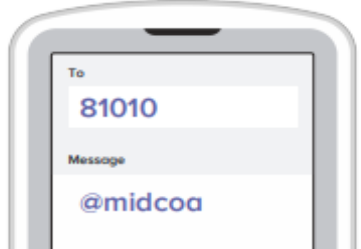


**B** If you don't have a smartphone, get text notifications.

Text the message @midcoa to the number 81010.

If you're having trouble with 81010, try texting @midcoa to (678) 552-1203.

\* Standard text message rates apply.



Don't have a mobile phone? Go to [rmd.at/midcoa](http://rmd.at/midcoa) on a desktop computer to sign up for email notifications.

# Mid Coast Construction Academy

## Apprenticeship (Adult) Application Packet

### Requirements for Enrollment

1. Must be employed in their trade under a licensed journeyman
2. At least a 9th grade reading and math level
3. Must be physically able to perform the tasks/jobs.
4. Capable of paying tuition (if this is your only obstacle, please talk to us. We **may** be able to find/provide support.

### Frequently Asked Questions

#### 1. When are applications due?

We have extended the deadline to July 30th.

#### 2. What do I need to know about drug testing?

Tests are due with the application and should be from within the past month. Tests should be 10 panel employment tests and can be performed at the clinic of your choice, or at our office (1408 N Ben Jordan) for a \$30 fee. Students not only have to pass to be allowed into the program, but to remain in the program. We test randomly and for cause.

#### 3. What are the number of students per company that will be allowed?

There is no limit. As long as the company has enough journeymen to assign to apprentices at a 1:1 ratio, they can be accepted. Applications are processed on a first come first serve basis until the seats are filled by those meeting all the requirements on time. From there, applicants will be added to a waiting list and will be called if an opening becomes available.

#### 4. How and who will determine 9th grade reading level?

Earning a 9th grade English credit or passing English I STAAR would be sufficient. This must be shown on the transcript. However, even if a student did not pass 9th grade English, but can pass the employability test we provide, that would also be sufficient due to the many word problems on the exam.

#### 5. What are the math requirements?

In order to be accepted into our program, students must either show they've passed Algebra 1 within the past four years on their transcript, be able to pass our employability test, OR be TSI complete within the last four years. Only one of these is necessary.

#### 6. How will the MCA measure the physical qualifications?

We will follow the standards laid out in the Bona Fide Occupational Qualifications Law.

#### 7. What do I need to know about this employability test?

The test covers the basic math skills needed to perform the duties of each craft, including but not limited to: measurement, fractions, decimals, basic addition, subtraction, division, multiplication. It also covers reading skills through word problems and ability to identify important and irrelevant details within a set of instructions. **Remember, a student is exempt from this if they can prove their 9th grade reading and math levels in another way (outlined above).** The absolute deadline to meet math and reading requirements is the first day of class. However, the earlier the better. A student's spot in the class is not secured until they have met ALL of the application requirements. In order to save your seat, please call for an appointment ASAP.

#### 8. Whose handbook and code of conduct needs to be signed?

The MCA's Code of Conduct is in this packet and the Standards and Student Handbook, which details specific requirements for attendance and conduct, will be handed out to students on the first day of class. These both must be signed and adhered to by all students.

#### 9. How will instructors be vetted?

The instructors have been in the industry for many years, are required to have at least their journey license, and are NCCER certified instructors.

#### 11. Cost of program?

The apprenticeship program is a \$1,500 all-inclusive fee for one level of your trade for apprentices employed by ABC companies

per year. If you are employed by a non-ABC member company, tuition is a \$2,000 all-inclusive fee for one level of your trade. \$200 is required upon 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, and/or 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 the apprentice. 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 a copy for your records--if a dispute arises, you will need your copy of the agreement.

**12. When and how do students receive an application?**

Applications are sent to our contacts within the high schools, so each student may get one from their counselors, in an email by request, online at [www.mccademy.org](http://www.mccademy.org), or can be picked up at our office: 1408 N Ben Jordan St.

**13. How should applications be turned in?**

Applications can also be scanned and emailed to [admin@mccademy.org](mailto:admin@mccademy.org), or they can be mailed to Mid Coast Construction Academy at 1408 N Ben Jordan, Victoria, TX 77901. In the case of a mailed application, the postmark date will be used as the date submitted.

**14. How do I know if I get into the class?**

If your application is received after a class is full, you will be contacted and given the option to join another program, be put on a waitlist, or withdraw your application. If you are waitlisted, and later moved into a seat in the class that has been vacated, you will be contacted as soon as possible. This can happen if: another student changes their mind, another student's application is not complete, another student did not find employment in their trade, or other various reasons. This is why it is so important to begin seeking employment as soon as you apply. Although we can provide assistance, it is ultimately your responsibility. The DOL also requires us to perform an interview on every applicant. In the case that a class is full, the interview will be used as a means to choose which applicants are awarded the available seats in the class.

**15. What kind of transcript is required for documentation?**

Typically we required a certified transcript in a sealed envelope. You will have to request this from your counselor. However, if your counselor emails it to us directly, it does not have to be certified.

**16. How do I know if I need to register with the Selective Service System?**

Here is a chart that will help you determine whether you are in compliance or not.

**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	
<b>Military Related</b>		
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	
<b>Immigrants**</b>		
Lawful non-immigrants on current non-immigrant visas. A complete list of acceptable documentation for exemption may be found at <a href="https://www.sss.gov/Portals/0/PDFs/DocumentationList.pdf">https://www.sss.gov/Portals/0/PDFs/DocumentationList.pdf</a> .		X
Permanent resident immigrants (USCIS Form I-551)	X	
Seasonal agricultural workers (H-2A Visa)		X

Refugee, parolee, and asylee immigrants	^	
Undocumented immigrants	X	
Dual national U.S. citizens	X	
<b>Confined</b>		
Incarcerated, or hospitalized, or institutionalized for medical reasons		X*
<b>Handicapped physically or mentally</b>		
Able to function in public with or without assistance	X	
Continually confined to a residence, hospital, or institution		X
<b>Transgender People</b>		
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.

### 17. How do I check or verify that I am in compliance?

You can use the following web address, and then input your name, social, and date of birth to verify whether you are in compliance. <https://www.sss.gov/Registration/Check-a-Registration/Verification-Form>

### 18. What if I'm not registered and I should be?

You can register many ways.

1

The easiest and fastest way for a man, from age 18 through age 25, to register is to register **online**. Fill out the online form at <https://www.sss.gov/Registration/Register-Now/Registration-Form>. You must have a valid social security number. 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.

2 You can also register with your **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.

3 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 U.S. Embassy or consular office. Remember to provide your social security number to the Selective Service as soon as you obtain one.

4 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.

5 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.

### 19. What kind of documentation will prove my identity and authorization to work in the US?

The applicant must provide: EITHER one document from List A OR one document from List B AND one document from List C.



— US Passport or Passport Card	— 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	— US Social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
— Certificate of US Citizenship (INS Form N-560 or N-561)	— 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	— Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
— Certificate of Naturalization (INS Form N-560 or N-561)	— School ID card with photograph	— 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
— Unexpired foreign passport, with I-551 stamp OR attached INS Form I-94 indicating unexpired employment authorization	— Voter's registration card	— Native American tribal document
— Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)	— US Military card or draft record	— US Citizen ID Card (INS Form I-197)
— Unexpired Temporary Residence Card (INS Form I-688)	— Military dependent's ID card	— ID Card for use of Resident Citizen in the United States (INS Form I-179)
— Unexpired Employment Authorization Card (INS Form I-688A)	— US Coast Guard Merchant Mariner Card	— Unexpired employment authorization document issued by the INS (other than those listed under List A)
— Unexpired Reentry Permit (INS Form I-327)	— Native American tribal document	
— Unexpired Refugee Travel Document (INS Form I-571)	— Driver's license issued by a Canadian government authority	
— Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)	<b>For people under age 18 who are unable to present a document listed above:</b>	
	— School record or report card	
	— Clinic, doctor, or hospital record	
	— Day-care or nursery school record	

**20. What is an apprenticeship program?**

We are a federal program through the Department of Labor (DOL). It's a 4-year program requiring curricula study and OJT (On the Job Training) with a minimum standard of 144 classroom hours and 8,000 hours of OJT, with a minimum of 2,000 OJT or work hours which is the equivalent of 50 forty-hour work weeks plus two vacation weeks per year.

**21. How often do we have class?**

The typical school year is August-June and is not divided into semesters. Some levels of certain trades last longer than others. Holidays and summer break will follow the campus schedule. This involves CORE and Trade Classes. Trade classes are held on Mondays and Wednesdays from 6-8pm, and CORE (if necessary) is held on Tuesdays from 6-8pm.

**22. What is NCCER?**

The National Center for Construction Education and Research was founded to establish a nationwide craft training curriculum. It's mission is 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 country.

**23. What should I know about safety?**

Our apprentices must meet jobsite standards, OSHA mandatory safety requirements and school/facility standards. Further guidelines are covered in the handbook during the new school year.

**24. What do I need to know about the interview process?**

We are required by the DOL to interview every applicant each year. The interviews will only be used as a means to eliminate candidates if the classes are in danger of being to full. A sample score sheet is below for your reference.

**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 \_\_\_\_\_**

**24. What do I need to know about employment?**

We do provide job placement assistance, but ultimately it is your responsibility to find a job within your trade, which is a requirement of the apprenticeship program. Here are some tips that can help with the process:

**Job Application Tips**

**Be Prepared**

Make sure you know the correct names, dates, places and other information you will need. It may be helpful to create a sample application to bring with you when you apply for a job, in case you must fill out an application form on the spot.

**Read the Form**

Before you start writing, look for instructions that say "use pen only" or that tells you to list information in a certain order.

**Be Honest**



### **Be neat**

Use a pen or, if you take the form home, you might want to type the information in. If you need to correct a mistake, use correction fluid.

### **Answer All Questions Completely and Correctly**

Know proper dates, addresses and how to spell names and places. Don't make up answers.

### **Be Positive**

List what you have been doing, not what you haven't done. For example, if you have been unemployed for a period of time, show the work you have been busy with, such as going to school, managing a household or doing carpentry on your home. If paid experience is not specified, list any volunteer jobs or activities that can show your skill and ability to work.

### **Be Clear**

Know the position title you are applying for and the right salary range. You may have to do some research to find this information. Also, most application forms ask when you will be available to start work. Be prepared to answer this question.

### **Alert References Beforehand**

List people whom you have checked with and who have agreed to give a reference. There are two kinds of references, 1) Character or Friend, 2) Employer. Do not use relatives as references.

### **Re-read The Application When You Are Finished**

Make sure you correct any errors or omissions. Check your spelling. Then, hand it in or mail it. If you are mailing the form, it is a good idea for you to make a copy for yourself and to note the date you sent the application. Also, when mailing an application, be sure to send a cover letter re-stating your interest and qualifications.

## **Job Interview Tips**

### **Practice strong answers**

In the days before your job interview, set aside time to do the following:

1. Research the company so you can go into your interview with a solid understanding of the requirements of the job and how your background makes you a great fit.
2. Prepare your answer to the common question: "Tell me about yourself, and why are you interested in this role with our company?". The idea is to quickly communicate who you are and what value you will bring to the company and the role—it's your personal elevator pitch.
3. Re-read the job description. You may want to print it out and begin underlining specific skills the employer is looking for. Think about examples from your past and current work that align with these requirements. Prepare to be asked about times in the past when you used a specific skill and [use the STAR method](#) to tell stories with a clear **Situation, Task, Action** and **Result**.
4. Practice! Actually practicing your answers out loud is an incredibly effective way to prepare. Say them to yourself or ask a friend to help run through questions and answers. You'll find you gain confidence as you get used to saying the words.

### **Prepare smart questions**

Interviews are a two-way street. Employers expect you to ask questions: they want to know that you're thinking seriously about what it would be like to work there. Here are some questions you may want to consider asking your interviewers:

5. "Can you explain some of the day-to-day responsibilities this job entails?"
6. "How would you describe the characteristics of someone who would succeed in this role?"
7. "If I were in this position, how would my performance be measured? How often?"
8. "What departments does this team work with regularly? How do these departments typically collaborate? What does that process look like?"
9. "What are the challenges you're currently facing in your role?"

### **Think about first impressions**

10. Dress for the job you want. If you're speaking to a recruiter before the interview, you can ask them about the dress code in the workplace and choose your outfit accordingly. If you don't have someone to ask, [research the company](#) to learn what's appropriate.
11. Don't forget the little things. Shine your shoes, make sure your nails are clean and tidy, and check your clothes for holes, stains, pet hair and loose threads.
12. Plan your schedule so that you can arrive 10–15 minutes early. Map out your route to the interview location so you can be sure to arrive on time. Consider doing a practice run. If you're taking public transportation, identify a backup plan if there are delays or closures. **Pro-tip:** When you arrive early, use the extra minutes to observe the workplace dynamics.

## What to bring to the interview

Set aside time before your interview to get the following items together.

13. At least five copies of your printed resume on clean paper. While the hiring manager has likely seen your resume, they may not have read every line. Or you might be speaking with someone new. In either case, you might want to highlight specific accomplishments on your copy that you can discuss.
14. A pen and a small notebook. Prepare to take notes, but not on your smartphone or any other electronic device. Write information down so that you can refer to these details in your follow-up thank you notes. Maintain eye contact as much as possible.
15. A written version of the [prepared questions for your interviewers](#).
16. A single bag for all your materials. It's easy to mistake nervous for disorganized, so keep all your documents in a single, multi-use messenger bag or portfolio. Make sure that it's professional and appropriate to the corporate culture as well as your own style.

## Remember good manners and body language

Nonverbal communication can be just as important as anything you say in the interview.

17. Practice confident, accessible body language. Sit or stand tall with your shoulders back. Before the interview, take a deep breath and exhale slowly. This will help you manage any feelings of anxiety and will encourage greater self-confidence.
18. Treat every single person you encounter with respect. This includes people on the road and in the parking lot, security personnel and front desk staff. Treat everyone you don't know as though they're the hiring manager. Even if they aren't, your potential employer might ask for their feedback.
19. Nail the handshake. During a job interview, the hiring manager (or person in seniority) should extend their hand first to initiate the handshake. Stand, look the person in the eye and smile. A good handshake should be firm but not crush the other person's fingers.
20. Send personalized thank you notes to each interviewer. Ask for the business card of each person you speak with during the interview process so that you can follow up individually with a separate thank you email. If you interviewed in the morning, send your follow-up emails the same day. If you interviewed in the afternoon, the next morning is fine. Make certain that each email is distinct from the others, using the notes you took during the conversations.

## Be authentic, concise and upbeat

21. Respond truthfully to the questions you're asked. Tie your answers back to your skills and accomplishments by providing examples of solutions and results you've achieved.
22. Keep your answers short and focused. Your time with each interviewer is limited so be mindful of rambling.
23. Don't speak negatively about current and former employers or colleagues. Companies want to hire problem solvers who overcome tough situations. If you're feeling discouraged about your current job, focus on talking about what you've gained from that experience and what you want to do next.