

Apprenticeship (Adult) Application Packet

* Have you ever taken any other NCCER class?

Student Information

Employment History

Page 1 of 1

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 number _____
Dentist's Name _____
Office Phone # _____
Emergency Phone number _____
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 I require medication, I understand I am obligated to ensure the medication is provided and the Medication Authorization Form is on file with MCA. (If ordered by a 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

As a student...

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

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.

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.

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.

Permission and Waiver Field Trip Form

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.

I have read, acknowledge, and understand the above statements:

- Drug Testing Consent
- Initial Drug Test Acknowledgement
- Permission for Photography
- Permission and waiver Field Trip form
- Waiver

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

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 & Safety: 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 & 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



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*: _____

Job Title: N/A

Address 2: _____

Birth Date*: _____

City, State, Zip*: _____

Birth City: _____

Cell Phone Number*: _____

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

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 and 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.

Supplemental Documents

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

I have read, acknowledge, and understand the above statements:

- Waiver and Release of Liability
- Supplemental Documents



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

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 on a desktop computer to sign up for email notifications.

ALL COMMUNICATION FROM MCA WILL BE DONE VIA THE REMIND APP.

Such as:

- acceptance into the program
- grants/scholarships available
- deadlines and updates
- orientation
- start date

Mid Coast Construction Academy

Apprenticeship (Adult) Application Packet

Requirements for Enrollment

1. Employed in trade under a licensed journeyman
2. At least a 9th grade reading and math level
3. Must be physically able to perform 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.
5. Must pass initial and random urine drug screening.

Frequently Asked Questions

When are applications due? The deadline is June 30, 2025

What do I need to know about drug testing?

Tests are due with application. Must be 10 panel urine drug screen, can be performed at a clinic or our office/\$30 fee (1408 N Ben Jordan). Students have to pass initial drug screen and we test randomly and for cause.

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 your transcript. However, even if a student did not pass 9th grade English, but can pass the employability test we provide, that would suffice.

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.

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).** 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.

Cost of program?

The tuition is a \$2,000 for one level of your trade for apprentices employed by ABC member companies per year. \$350 for CORE. If you are employed by a non-ABC member company, tuition is \$2,500 for one level of your trade. \$200 deposit is required upon registration(non-refundable). Remaining balance is due prior to the first day of class. No refunds are available within 30 days of the first day of class. A textbook is required for the program. Pricing available upon request.

How should applications be turned in?

Applications can be scanned & emailed to admin@mcacademy.org, or mailed to MCA at 1408 N Ben Jordan, Victoria, TX 77901 ATTN:Admissions. If mailed, the postmark date will be used as the date submitted.

What kind of transcript is required for documentation?

A certified High School transcript in a sealed envelope.

How do I know if I get into the class?

If your application is received after a class is full, you will be given options; to join another program, put on waitlist, or withdraw application. If you're moved into a seat, you will be contacted as soon as possible. This happens if: a student changes their mind, a student's application is not complete, a student didn't find employment, etc. It's important to begin seeking employment immediately. The DOL requires us to interview every applicant. In the case a class is full, the interview will be used as a means to award the available seats.

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.

How often do we have class?

The typical school year is August-June. Some levels/trades last longer than others. Classes are held on Monday thru

Thursday, 6-9pm based on level.

What is NCCER?

The National Center for Construction Education and Research. NCCER's curriculum is nationally recognized throughout the country. The curriculum is broken down into modules that have knowledge based and performance testing for each trade. Successful completion (grade of 70 or above) of each module is required for certification.

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.

Business Involvement

Employers are the foundation of every apprenticeship program and the skills needed by their workforce are at the core. Businesses must play an active role in building the program and be involved in every step in designing the apprenticeship.

On-the-Job Training (OJT)

Every program includes structured on-the-job training. Apprentices get hands-on training from an experienced mentor at the job site for typically not less than one year. On-the-job training is developed through mapping the skills and knowledge that the apprentice must learn over the course of the program in order to be fully proficient at the job.

Rewards for Skill Gains

Apprentices receive increases in pay as their skills and knowledge increase. Start by establishing an entry wage and an ending wage, and build in progressive wage increases through the apprenticeship as skill benchmarks are attained by apprentices. Progressive wage increases help reward and motivate apprentices as they advance through their training.

National Occupational Credential

Every graduate of a Registered Apprenticeship program receives a nationally-recognized credential. As you build the program, keep in mind that apprenticeship programs are designed to ensure that apprentices master every skill and have all the knowledge needed to be fully proficient for a specific occupation.