

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 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? The deadline is June 1, 2026

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

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

3. 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.

4. What are the math requirements?

In order to be accepted into our program, students must either show they've passed Algebra 1 (with no accommodations) in 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.

5. 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.

6. Cost of program?

The program is a \$2,000 all-inclusive fee for one level of your trade for apprentices employed by ABC companies per year. \$500 for CORE. If you are employed by a non-ABC member company, tuition is a \$2,500 all-inclusive fee for one level of your trade. \$200 is required upon registration(non-refundable). Remaining balance is due prior to the first day of class. No refunds are available within 45 days of the first day of class.

7. 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. If mailed, the postmark date will be used as the date submitted.

8. What kind of transcript is required for documentation?

A certified transcript in a sealed envelope.

9. How do I know if I get into the class?

If your application is received after a class is full, you will be given option; 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.

10. 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.

11. 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, 6-8pm based on level.

12. 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 for into modules that have knowledge based and performance testing for each trade. Successful completion of each module is required for certification.

13. 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.

14. 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.

Related Instruction

Apprentices receive related instruction that complements on-the-job learning. This instruction delivers the technical, workforce, and academic competencies that apply to the job. It can be provided by a community college, a technical school, or an apprenticeship training school – or by the business itself. Education partners collaborate with businesses to develop the curriculum based on the skills and knowledge needed by apprentices. All partners work together to identify how to pay for the related instruction, including the cost to the employer and other funds that can be leveraged.

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.