The MCC MasterWorks Modern Apprenticeship program is “More than Learning”. This U.S. Department of Labor Registered Apprenticeship is a fully customizable program that allows students a chance to learn and earn and businesses the opportunity to grow their own.

With the growth in skilled trades jobs but lack of a skilled labor force, MCC has developed a program which creates opportunities for a win-win-win scenario: 1.) Allow students to receive a college education while being paid, 2.) support businesses to grow their own workforce, and 3.) increase certificate and degreed program completion rates for MCC.

The objectives of the MCC-BT Apprenticeship program are:

- Serve students employment and experiential learning needs with paralleled application of in-class learned materials.
- Serve local industry needs by sponsoring a structured program where all stakeholders benefit.

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What is the Apprenticeship Fee?
We have set a price per class instead of per credit hour because our program is based on more than coursework. Each apprentice costs $4,000 per year. That fee covers 5 classes (or a maximum of 16 credits) per year from the prescribed list, all student books, Work Process Schedule training management, and the Train the Trainer program.

- **Classes outside of the prescribed program.** If an apprentice wishes to take a class outside the prescribed apprentice program list, it must be approved by the company through a 3rd Party Authorization form.
- **4 Year Degree Seeking Programs.** If the course of study is within the lesser of three general education classes or nine credit hours of an Associates of Applied Science, and so long as the company approves through a 3rd Party Authorization form, the apprentices can take those courses which would be paid for by the MCC Apprenticeship Program. These classes are typically not listed on the Apprenticeship Appendix A form because the Department of Labor does not require general education classes to be in Registered Apprenticeship programs.

What are the Department of Labor Standards and necessary paperwork?
MCC holds a Registered Apprenticeship program through the Federal Department of Labor (DOL). In order to have obtained this registration, MCC was required to sign a contract called the “Revised Standards of Apprenticeship as Approved by the U.S. Department of Labor”. Our DOL registration number is 2017-MO-828. While companies who work with us are not required to sign this contract, they must have a copy of it on file. Other required paperwork includes:

- **Company:**
  - Third Party Payment Agreement
  - Appendix E: DOL Employer Acceptance Agreement

- **Apprentice/Student:**
  - Appendix B: Program Registration and Apprenticeship Agreement
  - FERPA: Family Education Rights and Privacy Act – MCC is held to the high standard of protecting student information set out by the U.S. Department of Education through FERPA. Students will be required to sign a Consent to Release form designating their employer as an approved entity to receive otherwise confidential information such as grades and class schedules. A copy is kept in the student record. For more information on FERPA visit: [https://www2.ed.gov/policy/gen/reg/ferpa/index.html](https://www2.ed.gov/policy/gen/reg/ferpa/index.html).
  - All MCC enrollment paperwork included possibility of a tuberculosis test

How do we define the class list and job training?
Prior to the apprentice starting classes, the company and the college must agree on the classes and Work Process Schedule (on the job training) required for the Apprenticeship Program. This is the Appendix A which MCC submits to the Federal Department of Labor for approval. Changes to the Appendix A during an apprenticeship must first be approved by the DOL.

- **Class List.** The courses are in the Academic Catalog: [http://mcckc.edu/classes/](http://mcckc.edu/classes/) Building the course list must take perquisites into account. Many times the chosen course list will meet most of the requirements for MCC Certificates or Associates Degrees. There might also be options for Industry Certifications.
• **Work Process Schedule**: Every program includes structured Work Process Schedule training. Apprentices get hands-on training from an experienced mentor at the job site. This training schedule 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.

**How does MCC Enrollment work?**

All apprentices will be required to apply at MCC because apprentices are both employees and students: mcckc.edu/apply

Please send previous transcripts to: http://mcckc.edu/transcripts/transcriptrequest.aspx.

Once the apprentices have applied and taken the Accuplacer test, they will need to meet with an Academic Advisor to enroll in classes. Its best to schedule a time, which the Apprenticeship Office can help to facilitate.

**How do students enroll in courses?**

MCC Academic Advisors will work with the student each semester on the course selection. Apprentices need to make an appointment with their advisor shortly after enrollment is opened to ensure class availability. This is not just to sign up for courses, but also to emphasize the resources and support the apprentice has at MCC.

**What is the Accuplacer test?**

All apprentices before starting course work must take the Accuplacer test or provide acceptable ACT scores from a test taken within the last three years. Accuplacer study materials are provided to each apprentice and company at the beginning of an apprenticeship program. Developmental coursework may be necessary depending on the apprentice’s test scores.

- **Re-testing.** Apprentices with low test scores that indicate they need Developmental coursework are strongly advised to read through provided study material and retake the test. The MCC Apprenticeship program will cover the $25.00 retesting fee one additional time.
- **Payment.** Should an apprentice require Math 31 (or equivalent) or Read 11 (or equivalent) those classes will be charged to the company separately and books can be purchased separately.
- **Schedule.** All Developmental coursework will be paired with an appropriate program level class. (Example: Student will be enrolled in Math 31 and an INTE 103 class for a semester.)

**Work Process Schedule Reporting**

The Work Process Schedule is a major component of the apprenticeship program. If the apprentice does not have adequate records, the Department of Labor will not supply a Certificate of Completion. It is the responsibility of the apprentice to keep track. Either their supervisor or HR person should sign off that they are accurate and send to MCC on a monthly basis.

MCC will provide an electronic tracking form. However, it is up to the company to use whatever method works the best for them. They can either track on paper or with the excel document so long as approval is supplied to MCC on at least a monthly basis.
When will we be billed?
The company is required to complete a 3rd Party Payment Agreement at least 3 weeks before an apprentice enrolls in the first class. MCC will bill on a per semester basis after the (50%) refund date (typically the first couple of weeks in September, January, and June). When the apprenticeship fee is covered by a grant, MCC will send an invoice with an appropriately adjusted amount.

What if my apprentice drops out of classes before the end of the semester?
Should a student drop a class, or an apprenticeship end before the end of a semester, the reimbursement schedule will follow that of the college’s as found here: http://mcckc.edu/pay/refunds.aspx

Can the apprentice take out financial aid?
Student eligibility for financial aid is guided by federal, state, and institutional regulations. However, because the spirit of an apprenticeship program is specific to job skills and therefore business led, this classification of student is not eligible for financial aid. This does not prevent apprentices from future use of financial aid if they should become a degree seeking student. For more information on MCC Financial aid visit: http://mcckc.edu/financialaid/. MCC is constantly working on grant funding and whenever possible will pass awarded dollars onto the business through grant fee waivers.

Is a High School Diploma required?
MCC has an open admission policy, which means all students who apply for admission are accepted to MCC. This means a high school diploma or equivalency is not necessary to take classes. However, students who wish to complete an AAS or MCC certificate must have a high school diploma or pass an equivalency test. MCC offers resources to take the HiSet test for the high school equivalency: http://mcckc.edu/testing/types/HiSet.aspx

What are the DOL Affirmative Action Plan requirements?
The Equal Employment Opportunity Commission regulations apply to all sponsors of apprenticeship programs registered with the DOL or a State Apprenticeship Agency. Sponsor companies involved in the Registered Apprenticeship program have always been required to maintain Affirmative Action Programs (AAPs) with regards to race, sex, and ethnicity, and the new regulations add AAP obligations for Individuals with Disabilities (IWD).

MCC is required to report to the DOL several key components. As a partner company, you will need to report to MCC at the beginning of the apprenticeship the following:

- Total employees at facility
- Total minorities at facility
- Total women at facility
- Journey workers/mentors or supervisors in the field where apprentices work
What if the apprentice is not working out?
As outlined in the Revised Standards of Apprenticeship as Approved by the U.S. Department of Labor, all apprenticeships are guaranteed a probationary period equaling 25% of the total intended apprenticeship timeframe and no more than 1 year. This is a “no fault” time frame that allows for the apprenticeship relationship to be ended for no reason. If for some reason the apprentice is fired or leaves, MCC just needs a stated reason as to why so we can report it to the DOL.

How Do Companies Access Grades?
During the Semester. For companies interested in regular grade reports, MCC can provide a grade tracking form for the apprentice to be filled out by the instructor when they attend class.

Final Semester Grades. MCC will provide a grade report to the company at the end of each semester provided the student has signed the Student Consent to Release (FERPA form). These will be available no more than 1 week after final grades are posted.

Life Long Learning at MCC
Today, MCC is one of the largest public education providers in the area. With five campuses on the Missouri side of Greater Kansas City and a robust online program, MCC serves more than 30,000 students annually through credit and noncredit courses and business services. From the beginning, MCC has been a vibrant and ever-changing system that works to create a better community through education. We have options to fit every need including: continuing education, contracted education, apprenticeship, Career and Technical Education, and more!

Additional Resources
Here are a few great resources on how to effectively run an apprenticeship program in your facility, no matter the size of your business.

- Manufacturing Institute: [http://www.themanufacturinginstitute.org/Skills-Certification/Apprenticeships/Apprenticeships.aspx](http://www.themanufacturinginstitute.org/Skills-Certification/Apprenticeships/Apprenticeships.aspx)