

Law Enforcement Cadet Registered Apprenticeship Program | May 10, 2022

TO: Division of Workforce Development and Adult Learning (DWDAL) staff and Local Workforce Development Area (Local Area) directors

FROM: Division of Workforce Development and Adult Learning (DWDAL) Maryland Department of Labor (MD Labor)

SUBJECT: Law Enforcement Cadet Registered Apprenticeship Program

PURPOSE: To provide policy guidance on the Law Enforcement Cadet Registered Apprenticeship Program.

ACTION: Local Area directors, American Job Center (AJC) Labor Exchange Administrators, Office of Workforce Development (OWD) Registered Apprenticeship Navigators, and central office managers will ensure all employees are aware of and receive copies of this policy. DWDAL policies are available [on the MD Labor website](#).

EXPIRATION: Until cancelled or replaced.

QUESTIONS:

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Director, Apprenticeship and Training
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TABLE OF CONTENTS
LAW ENFORCEMENT CADET REGISTERED APPRENTICESHIP PROGRAM

GENERAL INFORMATION.....3
REGISTERED APPRENTICESHIP..... 3
 Registered Apprenticeship in Maryland 3
LAW ENFORCEMENT CADET REGISTERED APPRENTICESHIP PROGRAM 5
 ELIGIBLE ENTITIES 5
 ALLOWABLE COSTS..... 6
APPLICATION PROCESSES.....7
 APPLICATION SUBMISSION 7
 APPLICATION APPROVAL/DENIAL..... 7
MONITORING AND RECORD RETENTION 8
 MONITORING 8
 RECORD RETENTION 8
FAIR PRACTICES AND ACCESSIBILITY..... 9
REFERENCES.....10
 LAW 10
 REGULATION 10
 USDOL GUIDANCE..... 10
 OTHER RESOURCES 10
ATTACHMENTS.....11

GENERAL INFORMATION

REGISTERED APPRENTICESHIP

Registered Apprenticeship is a proven model of job preparation that combines paid On-The-Job Learning (OJL)¹ with Related Instruction to progressively increase workers' skill levels and wages. Registered Apprenticeship is a business-driven model that provides an effective way for employers to recruit, train, and retain highly skilled workers. It allows employers to develop and apply industry standards to training programs, thereby increasing productivity and the quality of the workforce. As an "earn and learn" strategy, Registered Apprenticeship offers job seekers immediate employment opportunities that provide sustainable wages and advancement along a career pathway. Graduates of Registered Apprenticeship programs receive nationally recognized, portable credentials, and their training may be applied towards further post-secondary education.

All Registered Apprenticeship programs consist of the following five core components:

1. Business Involvement – Businesses, including public employers, are the foundation of every Registered Apprenticeship program. The skills needed for workforce success, provided through business input, form the core of the model. Businesses must play an active role in building Registered Apprenticeship programs and are involved in every step of their design and execution.
2. OJL – Every Registered Apprenticeship program includes structured OJL. Companies hire apprentices and provide hands-on training from an experienced mentor. This training is developed by mapping the skills and knowledge that the apprentice must learn over the course of the program to become fully proficient at the job. In Maryland, OJL must consist of no less than 2,000 hours of full-time, W-2 paid employment per year of the apprenticeship and must take place at the work site under the direction of a highly skilled journeyworker.
3. Related Instruction (classroom style training) – Registered Apprentices receive Related Instruction or classroom style training that complements the OJL. This instruction helps refine the technical and academic skills that apply to the job. Related Instruction may be provided by a community college, technical school or college, an apprenticeship training school, nonprofit, community-based organization, industry, labor organization, business association, or by the business itself. The instruction may be provided at the school, online, or at the work site. Registered Apprenticeships must include at least 144 hours of Related Instruction per year of the apprenticeship.
4. Rewards for Skill Gains – Apprentices receive increases in pay as their skills and knowledge increase. Progressive wage gains reward and motivate Apprentices as they advance through training and become more productive and skilled at their job.
5. National Occupational Credential – Every graduate of a Registered Apprenticeship program receives a nationally recognized credential, referred to as a Certificate of Completion. This portable credential signifies that the apprentice is fully qualified to successfully perform an occupation. Many Registered Apprenticeship programs, particularly in high-growth industries such as healthcare, advanced manufacturing, and transportation, also offer interim credentials as apprentices master skills as part of their career pathway.

Registered Apprenticeship in Maryland

The U.S. Registered Apprenticeship system is authorized through the National Apprenticeship Act of 1937. The Maryland Department of Labor's (MD Labor) Division of Workforce Development and Adult Learning

¹ Sometimes also referred to as On-the-Job Training (OJT).

(DWDAL) serves as the “State Apprenticeship Agency” and, in consultation with the Maryland Apprenticeship and Training Council (MATC), is responsible for the following functions:

1. Registering apprenticeship programs that meet federal and State standards;
2. Issuing certificates of completion to Registered Apprentices;
3. Encouraging the development of new programs through outreach and technical assistance;
4. Protecting the safety and welfare of Registered Apprentices; and,
5. Assuring that all programs provide high-quality training.

In Maryland, Registered Apprenticeships are approved through MATC. More information on requirements for Registered Apprenticeships in Maryland is available at <http://www.labor.maryland.gov/employment/appr/>.

LAW ENFORCEMENT CADET REGISTERED APPRENTICESHIP PROGRAM

In 2019, the Maryland General Assembly passed, the “Community Safety and Strengthening Act,”² which, among other things, established the Law Enforcement Cadet Registered Apprenticeship Program. The purpose of the program is to:

1. Provide young individuals with opportunities to begin a career in law enforcement;
2. Foster positive relationships between the public, particularly young individuals, and law enforcement agencies;
3. Develop a cohort of individuals qualified to join a law enforcement agency;
4. Encourage law enforcement agencies to hire Registered Apprentices; and,
5. Help law enforcement agencies offset additional costs, if any, associated with hiring Registered Apprentices.

The program allocates up to \$750,000 annually for MD Labor to disburse as grants for the Law Enforcement Cadet Registered Apprenticeship Program. Grant funds provide flexible funding to offset the costs related to training Registered Apprentices.

ELIGIBLE ENTITIES

Eligible Agencies

Eligible entities for the Law Enforcement Cadet Registered Apprenticeship Program are law enforcement agencies³ that have at least one Registered Apprentice who has been employed by the agency for at least seven months.⁴

Total funding amounts available are:

1. Up to \$2,000 for each Registered Apprentice employed by a **county or municipal corporation law enforcement agency**; and,
2. Up to \$1,000 for each Registered Apprentice employed by a **university law enforcement agency**.

Additionally, a single agency may receive a maximum of \$400,000 of grant funds in a single fiscal year.

Eligible Participants

In order for the applicant to be eligible for the Law Enforcement Cadet Registered Apprenticeship Program, the participant must:

1. Be enrolled in the first year of a Registered Apprenticeship approved by MATC; and,

² MD. Code, Labor and Employment Article § 11-603, full text of the statute can be found on the Maryland General Assembly’s website: <https://mgaleg.maryland.gov/mgawebsite/Laws/StatuteText?article=gle§ion=11-603&enactments=false>.

³ Defined as a police department of a county, municipal corporation, or university (public or private) in Maryland.

⁴ The individual does not have to have been a Registered Apprentice for seven months, only employed by the agency for seven months.

2. Live in a zip code in which at least 10 percent of the population is below the poverty level.⁵

ALLOWABLE COSTS

The Law Enforcement Cadet Registered Apprenticeship Program is designed to provide flexibility to Registered Apprenticeship Sponsors for offsetting the costs related to training Registered Apprentices. Therefore, MD Labor is not prescribing specific costs that are allowable under the grant. Rather, grantees may use funds as are best needed for each individual Registered Apprentice.

The following is a **non-exhaustive** list of examples of what grant funds may be used for:

1. Wages;
2. Staff Instructor time;
3. Related Instruction; and,
4. Supportive Services.

Grantees may email Program Manager Gina Best at ginamarie.best@maryland.gov with any questions related to allowable costs.

Prohibited Use of Funds

MD Labor prohibits the use of funds for capital costs, the purchase of equipment, and food. All courses/classes must be a part of the Registered Apprenticeship's approved program of Related Instruction to be eligible. Funds cannot be utilized for continuing education to maintain current certifications unless required in the Registered Apprenticeship Sponsor's Related Instruction, an occupation skill certification is obtained, or it results in a salary increase for the Registered Apprentice.

⁵ For more information on which Maryland zip codes qualify, please visit:
<http://www.labor.maryland.gov/employment/appr/apprgrancadets.shtml>.

APPLICATION PROCESSES

APPLICATION SUBMISSION

To apply for funding through the Law Enforcement Cadet Registered Apprenticeship Program, applicants must first complete the application provided in *Attachment A – Sample Application* and submit the U.S. Citizenship and Immigration Services I-9 “Employment Eligibility Verification” form.⁶ Eligible entities should submit completed applications electronically to dldmatpapprenticeshipandtraining-labor@maryland.gov for consideration by the reviewer. Applications will be accepted and reviewed on a rolling, first-come, first-served basis.

APPLICATION APPROVAL/DENIAL

The DWDAL Director of Apprenticeship and Training (or designee) will review submitted applications in a timely manner. MD Labor must inform applicants via email of approvals or denials within 14 calendar days of application receipt.

If approved, the MD Labor Office of Workforce Development shall provide the applicant with a Grant Award Notification, which includes an invoice, to be signed by the applicant. A sample of this notification is provided through *Attachment B – Sample Grant Award Notification*.

Approved grantees must submit the completed grant agreement, invoice and a completed W-9 to MD Labor for review within 14 calendar days of the award notification by email at dldmatpapprenticeshipandtraining-labor@maryland.gov. After the agreement has been formally executed, MD Labor shall provide funds to the approved grantee.

MD Labor will deny incomplete applications. If a grant application is denied, the MD Labor Office of Workforce Development shall provide the applicant with a Grant Denial Notification containing feedback on the application. A sample of this notification is provided through *Attachment C – Sample Grant Denial Notification*.

A denied applicant may request for reconsideration of the decision. The request must be emailed to dldmatpapprenticeshipandtraining-labor@maryland.gov within 15 calendar days of the date of the Grant Denial Notification and (1) be in writing and state the grounds for the request; and, (2) state the reasons why the application should be reconsidered and approved. The DWDAL Assistant Secretary (or designee) will consider all requests for reconsideration and provide a written response to the applicant within 14 business days of request receipt. The DWDAL Assistant Secretary (or designee)’s decision is final.⁷

⁶ The U.S. Citizenship and Immigration Services I-9 form “Employment Verification” can be found here: <https://www.uscis.gov/i-9>.

⁷ Any of the time periods under this section, “Application Approval/Denial,” may be extended by the MD Labor DWDAL Assistant Secretary in their sole discretion.

MONITORING AND RECORD RETENTION

MONITORING

MD Labor, as it deems necessary, may supervise, evaluate, and provide guidance or direction on the eligibility terms under which this grant is awarded. However, failure of MD Labor to supervise, evaluate, or provide guidance and direction shall not relieve the grantee of any liability for failure to comply with the terms of the grant award.

RECORD RETENTION

Maryland requires participating programs to retain grant fiscal records for at least three years. If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until three years after all litigation, claims, or audit findings involving the records have been resolved and final action has been taken.

All records, both electronic and physical, must be maintained in accordance with DWDAL's policy concerning privacy and data security.⁸ PII is participant-level and employee data that either by itself or combined with other data can link to a specific individual or identity.

When emailing documents containing PII, all grantees and MD Labor staff must use password-protection, encryption-preferred, strong authentication procedures, or other security controls to make the information unusable by unauthorized individuals. Physical records must be kept in locked offices or file rooms. If the file room is shared with other programs, and/or staff other than staff authorized for this program have access to that room, then the files must be maintained in locked cabinets.

⁸ DWDAL's Policy Issuance on privacy and data security can be found here: <http://www.labor.maryland.gov/employment/mpi/>.

FAIR PRACTICES AND ACCESSIBILITY

It is MD Labor's policy that all persons have equal opportunity and access to services and facilities without regard to race, religion, color, sex (including pregnancy, childbirth and related medical conditions, transgender status, gender identity, and sexual orientation), marital status, genetic information, age, national origin or ancestry (including Limited English Proficiency), disability, veteran status or political affiliation or belief. Grantees working with participants in need of accommodations are responsible for securing the necessary support. Grantees may refer to MD Labor's Nondiscrimination Plan,⁹ Language Access Plan,¹⁰ and COMAR 09.12.42 Equal Employment Opportunity for more information on accommodations and services.

⁹ MD Labor's Nondiscrimination Plan is available at the following link:

<http://www.labor.maryland.gov/employment/ndp/>.

¹⁰ The DWDAL and Division of Unemployment Insurance Language Access Plan is available at the following link:

<http://www.labor.maryland.gov/employment/wioa-access.pdf>.

REFERENCES

LAW

- [National Apprenticeship Act of 1937](#), 29 U.S.C. § 50; and,
- MD Code Ann., Labor & Emp. § 11-401 et seq. “[Planned Apprenticeship Standards and Activities](#),” and,
- MD. Code, [Labor and Employment Article § 11-603](#).

REGULATION

- 29 CFR § 29-30, “[Apprenticeship Programs; Equal Employment Opportunity](#),”
- COMAR 09.12.42, “[Equal Employment Opportunity](#),” and,
- COMAR 09.12.43, “[Maryland Apprenticeship and Training](#).”

USDOL GUIDANCE

- TEN 44-11, “[Encouraging Enhanced Partnerships and Collaboration between the Workforce Investment System and Registered Apprenticeship Programs](#),” dated May 10, 2012;
- TEGL 39-11, “[Guidance on the Handling and Protection of Personally Identifiable Information \(PII\)](#),” dated June 28, 2012; and,
- TEN 48-08, “[Release and Availability of Report Titled, The Benefits and Challenges of Registered Apprenticeship: The Sponsors’ Perspective](#),” dated June 1, 2009.

OTHER RESOURCES

- American Institute for Innovative Apprenticeship, “[National Occupational Frameworks](#),”
- American Institute for Innovative Apprenticeship, “[Starting a Registered Apprenticeship Program: A Guide for Employers or Sponsors](#),” dated June 2017;
- [DWDAL Policy Issuance Page](#);
- [Language Access Plan](#);
- [Maryland WIOA Combined State Plan](#); and,
- [MD Labor’s Non-Discrimination Plan](#).

ATTACHMENTS

- Attachment A – Sample Application
- Attachment B – Sample Grant Award Notification
- Attachment C – Sample Grant Denial Notification

**Law Enforcement Cadet Registered
Apprenticeship Program Application**

To expedite approval please complete all requested information on the application.
Applicants must submit a W-9 attached to this application in order to be considered.

Amount of Funds Requested \$ _____ Date _____

Number of Registered Apprentices involved _____

Employer Profile

Legal Name _____ Federal Taxpayer ID# _____

Mailing Address _____

City, State, Zip Code _____

Name and Title of Company Contact Person _____

Telephone Number _____ Email Address _____

Number of Full Time Employees _____

Check the following applicable statement. The employer is a

County or municipal corporation law enforcement agency.

University law enforcement agency.

Participant Information

List all Registered Apprentices involved. Attach additional sheets if necessary.

Additional demographic data, including Social Security Number, may be requested for each participant upon award.

| | | |
|--|---------------------------------------|-----------------|
| Registered Apprentice Name | Date Employed by Agency | \$ |
| Date Employed as a Registered Apprentice | Zip Code of Apprentice's Home Address | Funds Requested |

Please list all activities/expenses funds will be used for. Verification for these costs must be attached to this application

| | | |
|--|---------------------------------------|-----------------|
| Registered Apprentice Name | Date Employed by Agency | \$ |
| Date Employed as a Registered Apprentice | Zip Code of Apprentice's Home Address | Funds Requested |

Please list all activities/expenses funds will be used for. Verification for these costs must be attached to this application

| | | |
|--|---------------------------------------|-----------------|
| Registered Apprentice Name | Date Employed by Agency | \$ |
| Date Employed as a Registered Apprentice | Zip Code of Apprentice's Home Address | Funds Requested |

Please list all activities/expenses funds will be used for. Verification for these costs must be attached to this application

| | | |
|--|---------------------------------------|-----------------|
| Registered Apprentice Name | Date Employed by Agency | \$ |
| Date Employed as a Registered Apprentice | Zip Code of Apprentice's Home Address | Funds Requested |

Please list all activities/expenses funds will be used for. Verification for these costs must be attached to this application

| | | |
|--|---------------------------------------|-----------------|
| Registered Apprentice Name | Date Employed by Agency | \$ |
| Date Employed as a Registered Apprentice | Zip Code of Apprentice's Home Address | Funds Requested |

Please list all activities/expenses funds will be used for. Verification for these costs must be attached to this application

FOR OFFICE USE ONLY

**Approval of Training by Maryland Department of Labor
Division of Workforce Development and Adult Learning**

Name and Title of Maryland Department of Labor Representative

Telephone Number

Email Address

Date Submitted to Maryland
Department of Labor

Date Approved by Maryland
Department of Labor

DATE

Dear **PERSON OF CONTACT**,

On behalf of the Maryland Department of Labor (MD Labor), I would like to thank you for your interest in the *Law Enforcement Cadet Registered Apprenticeship Program*. Our team has reviewed your application and agrees to fund your proposal in the amount of \$**xxxxxx**. The award number is **XXX**. The effective date of this award is the date of this award.

By accepting the grant award, you, as the Grantee, are agreeing to the following terms:

- 1) You acknowledge that grant funds are subject to the availability of State funds.
- 2) You agree to establish and maintain records related to the receipt of grant funds for no less than three (3) years from the completion of the activities. You further agree to allow MD Labor, if requested, access to these records for the purpose of monitoring.
- 3) MD Labor, as it deems necessary, may supervise, evaluate, and provide guidance or direction on the eligibility terms under which this grant is awarded. However, failure of MD Labor to supervise, evaluate, or provide guidance and direction shall not relieve Grantee of any liability for failure to comply with the terms of the grant award.
- 4) You certify that you possess and maintain any and all necessary licenses, approvals, certifications, and are in compliance with all applicable State and federal laws and regulations. Such approvals, licensing, certifications, and compliance include, but are not limited to, the laws, regulations, and policies of:
 - a) Maryland Unemployment Insurance;
 - b) Maryland Occupational Safety and Health (*MOSH*);
 - c) Maryland Apprenticeship and Training Council; and,
 - d) The Comptroller of Maryland.
- 5) The representations, statements, and other matters contained in the approved Application and any amendments thereto are and remain true and complete in all material respects.
- 6) You certify that you prohibit, and covenant that you will continue to prohibit, discrimination on the basis of: race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, or disability or political affiliation or belief. You will comply with applicable federal, State, and local laws regarding discrimination and equal opportunity in employment and credit practices, including:
 - a) Titles VI and VII of the Civil Rights Act of 1964;
 - b) Title VIII of the Civil Rights Act of 1968, as amended;

- c) The Americans with Disabilities Act of 1990;
 - d) Maryland Annotated Code, State Government Article, § 20-601 *et seq.*; and
 - e) COMAR 09.01.42 Equal Employment Opportunity.
- 7) You will comply with the State of Maryland's policy concerning drug and alcohol free workplaces as set forth in the Governor's Executive Order 01.01.1989.18, COMAR 21.11.08, the Drug-Free Workplace Act of 1988, and its implementing regulations codified at 29 CFR 98, Subpart F.I. The Grantee must remain in compliance with these policies throughout the term of this Agreement.
- 8) You agree to maintain confidentiality of records as required by applicable law and regulation, including but not limited to Md. Code. Ann., Gen'l Prov. Art. § 4-201, Md. Code. Ann., Lab & Empl. Art. §8-625, COMAR 09.01.01, 09.33.01, and 42 U.S.C. §503.
- 9) To the extent permitted by Maryland law and the extent of available appropriations, each party shall be responsible for the conduct of its employees, agents, volunteers, and assigns. Notwithstanding anything to the contrary, nothing herein is to be deemed a waiver of any governmental immunity to which any party may be entitled under Maryland law, or otherwise. No party to this agreement shall assume any obligation to indemnify, hold harmless, or pay attorney's fees that may arise from or in any way be associated with the any other parties' performance or operation of this MOU. This Section shall survive the term of this Agreement.
- 10) All notices, requests, approvals, and consents of any kind made pursuant to this Agreement shall be in writing. Communications to Grantee shall be directed to the party identified in the Proposal as the Applicant. Any such communication, unless otherwise specified, may be delivered:
- a) Via electronic mail to the Grantee's assigned Grant Advisor, or
 - b) By mail to:
- Maryland Department of Labor
Division of Workforce Development and Adult Learning
Attn: Christopher MacLarion, Director of Apprenticeship and Training
1100 North Eutaw Street, Room 209
Baltimore, MD 21201
- 11) This Agreement shall be governed by, subject to, and construed according to the laws of the State of Maryland. The Grantee shall comply with all applicable federal, State, and local laws.
- 12) MD Labor intends to make available to the public certain information regarding the grant and the Grantee. In addition, the Department may desire to disclose such information to other State officials or their staff, local government officials or their staff, and funding sources. Such information that may be disclosed to any of the foregoing, including the public, may include the name of the Grantee; the name, location, and description of the grant; the date and amount of financial assistance awarded by the Department; the terms of the financial assistance; information contained in the Application; and the sources, amounts, and terms of other funding used to complete the grant, including capital contributions from the Grantee. This information may be confidential under Maryland's Public Information Act, General Provisions Article § 4-101 *et seq.* of the Annotated Code of Maryland (the "Public Information Act"). If Grantee does not want

this information made available to the above referenced parties, Grantee must attach a written objection to this Agreement. If an objection is received, the Department will notify Grantee if a request is received pursuant to the Public Information Act and will review the listed objections to make a determination if disclosure is required by law.

Should you or any member of your staff have any questions regarding this grant, please contact Mr. Christopher MacLarion, Director of Apprenticeship and Training at 410-767-3969 or Christopher.MacLarion@maryland.gov.

Sincerely,

James E. Rzepkowski
Assistant Secretary
Division of Workforce Development and Adult Learning

Grant Information

| | |
|---------------------------------------|--|
| Grantee Name | |
| Grantee DUNS Number | Federal Taxpayer ID# |
| Total Amount Obligated to the Grantee | |
| Awarding Official | James E. Rzepkowski, Assistant Secretary |
| | |

IN WITNESS WHEREOF, the undersigned have executed this to the Grant Agreement on or before the date first set forth herein.

Witness/Attest:

FOR GRANTEE:

By: _____ (SEAL)

Name: _____

Title: _____

Date

MARYLAND DEPARTMENT OF LABOR, a principal
department of the State of Maryland

By: _____ (SEAL)

James E. Rzepkowski

Date Executed on behalf of Department

INVOICE

Remit Payment To:

Company Name:
Address:
Address:

Bill To:

Maryland Department of Labor
DWDAL Fiscal Administration
1100 N Eutaw Street, Room 209
Baltimore, MD 21201

Grant Award # _____

Award Amount: \$ _____

Invoice No.: _____

Invoice Date: _____

| Description | Amount |
|-------------|--------|
| | \$ |

\$

TOTAL Due

Authorized Signature

Date

Printed Name

Date



Dear Mr./Ms.:

The Maryland Department of Labor (MD Labor)'s Division of Workforce Development and Adult Learning (DWDAL) has denied your request for funds under the *Law Enforcement Cadet Registered Apprenticeship Program*. The reason for denial is

Though we are denying your current application, our office can assist you with your application to create an opportunity that meets the parameters of the grant. Should you wish to have additional assistance please do not hesitate to contact us.

Through this *Law Enforcement Cadet Registered Apprenticeship Program*, MD Labor invests in a well-trained, productive law enforcement workforce which meets the needs of the State's economy. The program encourages Law Enforcement agencies to hire cadets, and it helps agencies offset additional costs, if any, associated with hiring Registered Apprentices.

If you wish to file a request for reconsideration, please submit a request within 15 calendar days from the notice of denial. The request for reconsideration must be emailed to dmatpapprenticeshipandtraining-labor@maryland.gov and: (1) be in writing and state the grounds for the request for reconsideration; and, (2) state the reasons why the request should be approved. DWDAL's Assistant Secretary (or designee) will consider all requests for reconsideration and provide written response to the applicant within 14 calendar days of receipt of the requested reconsideration. The Assistant Secretary (or designee) may extend before mentioned time periods in their sole discretion.

Thank you for your interest in the *Law Enforcement Cadet Registered Apprenticeship Program*. Should you have additional questions or concerns, please contact me at 410.767.3969 or Christopher.MacLarion@maryland.gov.

Sincerely,

Chris MacLarion
Director, Apprenticeship and Training
Maryland Department of Labor