

SUPPLEMENTAL AGENDA
MARYLAND APPRENTICESHIP & TRAINING COUNCIL
MARYLAND DEPARTMENT OF LABOR
SEPTEMBER 10, 2024

I. NEW BUSINESS

A. PROGRAM REVISIONS

SUPP. ITEM 1. Clark Construction (Sheila Jackson) – Revision of standards of apprenticeship to allow School-to-Apprenticeship, update to progressive wage schedule.

B. OTHER BUSINESS

SUPP. ITEM 2. I.E.C. Chesapeake (Sheila Jackson) – Request for registration of apprentice with over 50% credit granted for prior work experience and training.

SUPP. ITEM 3. William H. Brady, Inc. (Amy Belt) – Voluntary cancellation of standards of apprenticeship.

SUPP. ITEM 4. City of Havre de Grace (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. **[YOUTH]**

SUPP. ITEM 5. Daley Computers, Inc. (Jennifer Runkles) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. **[YOUTH]**

SUPP. ITEM 6. Better Engineering (Amy Belt) – Request for approval as an eligible Youth Apprenticeship employer in the Apprenticeship Maryland Program. **[YOUTH]**



September 04, 2024

Maryland Apprenticeship and Training Council
1100 North Eutaw Street, Room 209
Baltimore, Maryland 21201

Dear Council Members:

Clark Construction Group, LLC would like to:

- register an apprenticeship program
- register an affirmative action plan
- add new occupation(s)
- revise work processes
- revise related instruction
- revise affirmative action plan
- request waiver of ratio to
- revise qualifications for apprenticeship
- revise progressive wage scale

For the occupation(s) of:

Form Builder / Setter

We look forward to Council approval.

Sincerely,

(Sponsors Signature)

Sarah Sava

Craft Development Manager

Acknowledged by,

(Signature)

Sheila Jackson

Maryland Apprenticeship and Training Program

ORIGINAL

The Clark Construction Group, LLC herein after referred to as the "*Sponsor*" hereby adopts and subscribes to the Standards contained within this document and to such appendices as may be made a part of this agreement, which shall govern the administration and operation of the Sponsor's apprenticeship program.

1. SUPERVISION OF APPRENTICES

The Sponsor shall designate a *Supervisor of Apprentices* who shall have full direction and control of all apprentices, and who shall further,

- (a) be responsible for assignment of apprentices under the immediate supervision of qualified journeyworker for instruction, and
- (b) be responsible for the keeping and maintenance of progress records on apprentices to include related instruction and insuring that each apprentice is advanced and rotated through the basic work processes and skills of the occupation as stated in appendices attached hereto, and
- (c) perform or otherwise cause the routine and periodic evaluation of the progress of each apprentice, and
- (d) provide for a safe work environment.

2. QUALIFICATIONS FOR APPRENTICESHIP

The Sponsor hereby assures that applicants for the apprenticeship program will meet the required minimum qualifications provided below and as may be further enumerated within this document and as may be set forth in appendices hereto:

Age: 18 years old and older

Education: High School Diploma/GED

Residence: DMV

Physical Condition: Must comply with Clark's Fitness for Duty Policy

Transportation: Reliable transportation to get to job site(s).

Other: Be able to demonstrate that they have the ability, aptitude, and education to master the rudiments of the occupation and provide their own means of transportation and must comply with the Clark's Fitness for Duty Policy.

MODIFIED

The Clark Construction Group, LLC herein after referred to as the "**Sponsor**" hereby adopts and subscribes to the Standards contained within this document and to such appendices as may be made

a part of this agreement, which shall govern the administration and operation of the Sponsor's apprenticeship program.

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- (b) be responsible for the keeping and maintenance of progress records on apprentices to include related instruction and insuring that each apprentice is advanced and rotated through the basic work processes and skills of the occupation as stated in appendices attached hereto, and
- (c) perform or otherwise cause the routine and periodic evaluation of the progress of each apprentice, and
- (d) provide for a safe work environment.

2. QUALIFICATIONS FOR APPRENTICESHIP

The Sponsor hereby assures that applicants for the apprenticeship program will meet the required minimum qualifications provided below and as may be further enumerated within this document and as may be set forth in appendices hereto:

Age: 18 years old and older – Unless participating in School-to-Apprenticeship

Education: High School Diploma/GED – Unless participating in School-to-Apprenticeship

Residence: DMV

Physical Condition: Must comply with Clark's Fitness for Duty Policy

Transportation: Reliable transportation to get to job site(s).

Other: Be able to demonstrate that they have the ability, aptitude, and education to master the rudiments of the occupation and provide their own means of transportation and must comply with the Clark's Fitness for Duty Policy.

ORIGINAL

APPENDIX C

Clark Construction Group, LLC
(Sponsor's Name)

7500 Old Georgetown Road
(Address)

Bethesda Maryland 20814
(City) (State) (Zip)

APPRENTICE WAGE SCHEDULE

Name of Occupation Form Builder/Setter

Journeyworkers Rate \$24.00

Type of Program Time Based Competency Based Hybrid

The progressive wage schedule in this occupation will be as follows:
(please indicate percentages of journeyworkers rate in hours, steps,
levels, grades or months for each period.

1st period: 6 Months – 67%
2nd period: 6 Months – 71%
3rd period: 6 Months – 75%
4th period: 6 Months – 83%
5th period: 6 Months – 92%
6th period: 6 Months – 95%

MODIFIED

APPENDIX C

Clark Construction Group, LLC
(Sponsor's Name)

7500 Old Georgetown Road
(Address)

Bethesda Maryland 20814
(City) (State) (Zip)

APPRENTICE WAGE SCHEDULE

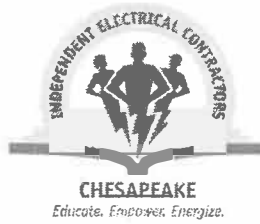
Name of Occupation Form Builder/Setter

Journeyworkers Rate \$24.00

Type of Program Time Based Competency Based Hybrid

The progressive wage schedule in this occupation will be as follows:
(please indicate percentages of journeyworkers rate in hours, steps,
levels, grades or months for each period.

1st period: 1000 hrs – 67%
2nd period: 1000 hrs – 71%
3rd period: 1000 hrs – 75%
4th period: 1000 hrs – 83%
5th period: 1000 hrs – 92%
6th period: 1000 hrs – 95%



8751 Freestate Drive
Suite 250
Laurel, MD 20723
301.621.9545
www.iecchesapeake.com

Chris MacLarion
Director, Apprenticeship and Training
Division of Workforce Development and Adult Learning
Maryland Department of Labor
1100 N. Eutaw Street, Room 209
Baltimore, Maryland 21201

September 03, 2024

Dear Council Members:

The Independent Electrical Contractors, Chesapeake (IECC) would like to request:

- register an apprenticeship program.....
- register an affirmative action plan.....
- add new occupation(s).....
- revise work processes.....
- revise related instruction.....
- revise affirmative action plan.....
- request waiver of ratio to.....
- other : Registration of an apprentice with over 50% credit

The IECC (MATC 1271) requests the approval for registration of an apprentice with over 50% credit. Josue Lago is entering the program with 432 hours of Related Instruction and has 5531 hours of On-the-Job Training. He received his related instruction from ABC Virginia and will complete all four years of Related Instruction with the IECC. We request approval of his registration. Thank you in advance for your consideration.

We look forward to Council approval.

Sincerely,

Acknowledged by,

(Sponsor's Signature)

(Signature)

Grant Shmelzer

Sheila Jackson

CEO

Apprenticeship Navigator





APPRENTICESHIP CANCELLATION



Date:

Maryland Department of Labor
Division of Workforce Development and Adult Learning
Maryland Apprenticeship and Training Program
1100 N. Eutaw Street, Room 209
Baltimore, Maryland 21201

Dear Council Members:

Please be advised that the hereby **requests cancellation** of the registration of its Apprenticeship Program Standards (MATC #) effective on .

I understand that we may re-register our program if future needs dictate.

Sincerely,

Acknowledged by,

Signature

Print Name

Title

Amy Belt

Signature

Print Name
Maryland Apprenticeship & Training Program Specialist

**Division of Workforce Development and Adult Learning
Maryland Apprenticeship and Training Program
1100 N. Eutaw Street - Room 209
Baltimore, MD 21201
410-767-2246
Fax: 410-333-5162**

e-mail: dmatpapprenticeshipandtraining-dllr@maryland.gov

MEMORANDUM

DATE: August 23, 2024

TO: Members of the Maryland Apprenticeship and Training Council

FROM: Amy Belt

SCHOOL DISTRICT(S): Harford County

SUBJECT: Apprenticeship Maryland Program, Eligible Employer Approval: **City of Havre de Grace**

The Apprenticeship Maryland Program Requests City of Havre de Grace be approved as an Eligible Employer for youth apprenticeship. City of Havre de Grace is interested in hiring one (1) student for the occupation of Information Technology Assistant and one (1) student for the occupation of Finance Assistant.

Havre de Grace is nestled where the Chesapeake Bay meets the Susquehanna River. Havre de Grace is a charming historic town located in Harford County. The town is known for its waterfront views, scenic trails, parks, museums, entertainment venues, festivals. The City of Havre de Grace is the governing municipality of the town. Harford County has three municipalities: Aberdeen, Bel Air, and Havre de Grace. Of these, Havre de Grace is the oldest, having incorporated in 1785; followed by Bel Air, the county seat (1874); and Aberdeen (1892).

Related Instruction will be provided by Harford County Public Schools (HCPS) as detailed on the attached course listing. In addition, City of Havre de Grace is using AICPA curriculum for related instruction.

In closing, the Apprenticeship Maryland Program requests approval for City of Havre de Grace.

GENERAL RESPONSE INFORMATION

Respondent: Anonymous

Completed Survey: Yes

Response Start Time: 08/06/2024 09:14:59 Eastern Standard Time

Response End Time: 08/06/2024 09:24:56 Eastern Standard Time

SURVEY RESPONSES

SCORE: 0

1. Employer Identification Number
52-6000796

2. Company Name
City of Havre de Grace

3. Street Address
711 Pennington Ave

4. City
Havre de Grace

5. State
Maryland

6. Zip code
21078

7. Contact Name
Chris Ricci

8. Phone Number

410-939-1800 Ext. 1116

9. Email Address

chrisr@havredegracemd.com

10. Principal Industries of Business

Municipal Government

11. School District

Harford County

12.

1 (Occupation): Information Technology Assistant

1 (Hourly Rate): 15

1 (Hours Per Work Day): 4

1 (Days Per Work Week): 5

1 (Projected Number of Positions): 1

2 (Occupation): Finance Assistant

2 (Hourly Rate): 15

2 (Hours Per Work Day): 4

2 (Days Per Work Week): 5

2 (Projected Number of Positions): 1

13. Provide a description of the on-the-job tasks and work processes that a youth apprentice is expected to learn.

In the IT department they will learn how to set up and install work stations and associated IT devices and infrastructure. They will learn basics of running cables, installation of peripheral devices, and troubleshooting.

In the finance department they will learn basic financial activities including financial documentation and filing. They will acquire an understanding of the duties and responsibilities of a municipal finance department

14. If your company has an arrangement with an association or employee organization with whom you intend to collaborate regarding the Youth Apprenticeship Program, please identify and describe.

AICPA will provide the Related Instruction

15. By submitting this form, the Eligible Employer agrees to the following Youth

Apprenticeship Standards:

SUPERVISION OF YOUTH APPRENTICES

The Eligible Employer shall designate a mentor who shall have full direction and control of each youth apprentice, and who shall further:

be responsible for assignment of youth apprentices under the immediate supervision of qualified mentors for instruction; and

be responsible for the keeping and maintaining of progress records on apprentices to include related instruction and ensuring that each apprentice is advanced and rotated through the basic work processes and skills;

perform or otherwise cause the routine and periodic evaluation of the progress of each youth apprentice, and

provide for a safe work environment.

EMPLOYMENT AND TRAINING OF YOUTH APPRENTICES

The employment and training of youth apprentices during their youth apprenticeship shall be without discrimination of political or religious opinion or affiliation, marital status, race, color, creed, national origin, sex, or age, unless sex or age constitutes a bona fide occupational qualification, or the physical or mental disability of a qualified individual with a disability.

TERM OF APPRENTICESHIP MARYLAND

The term of a youth apprenticeship shall be 450 hours of on-the-job training and at least one-year of classroom instruction related to the eligible career track.

RATIO OF YOUTH APPRENTICE(S) TO MENTOR(S)

No more youth apprentices will be employed than can be properly trained and afforded

reasonable opportunity for future employment in the occupation.

To ensure proper training, the number of apprentices shall not exceed one (1) youth apprentice to every one (1) mentor regularly employed in the occupation.

Each youth apprentice must be assigned a skilled mentor at the workplace. The mentor may assign multiple “trainers” to instruct the youth apprentice while they rotate among the various workstations. One mentor may work with more than one youth apprentice in a company.

YOUTH APPRENTICESHIP AGREEMENT

A Youth Apprenticeship Agreement (YAA) must be signed by all parties for every youth apprentice enrolled in the Apprenticeship Maryland program. The YAA is effective only when signed by all parties. A signed copy must be on file at the school, with youth apprentice’s employer and at Department of Labor.

CANCELLATION OR TERMINATION OF APPRENTICESHIP MARYLAND YOUTH APPRENTICESHIP AGREEMENTS

The Employer shall immediately and in all instances, notify the Maryland Apprenticeship and Training Council, with a copy to the Office of the Secretary, Labor in writing, stating reasons for the cancellation of a Youth Apprenticeship Agreement.

ACCIDENT PREVENTION AND SAFETY

Safety and Health Training. The Eligible Employer shall instruct the youth apprentice in safe and healthful, work practices and shall insure that the youth apprentice is training in facilities and other environments that are in compliance with occupational safety and health. Such instruction shall be coordinated with the actual work performed on the job and to include the appropriate tools and equipment.

RIGHT TO VISIT

Apprenticeship Maryland shall have the right to visit any job site where youth apprentices are employed and youth apprentice related instruction classes are in session in order to determine compliance with Youth Apprenticeship Standards.

I agree



Related Instruction: IT

Harford County Public Schools:

Complete Programs, four courses:

- Cyber Security Program
- Oracle Program
- P-Tech Program

TE40: AP Computer Science Principles

This Advanced Placement course will introduce students to the essential ideas of computer science and show how computing and technology can influence the world around us. Students will be introduced to the central idea of computer science, instilling the idea of computational thinking in addition to understanding how computing changes the world. Students will have the opportunity to creatively address real-world issues and concerns while using the same processes and tools as artists, writers, computer scientists, and engineers to bring ideas to life. Successful completion of this course earns one credit. Note: AP Computer Science Principles has been designated as a course for all students in Harford County Public Schools as part of the Maryland State Department of Education's Technology Education graduation requirement.

Harford Community College:

BE44W: HCC CIS 217 Introduction to Web Programming

This course is an introduction to the development of programs for the web. Students study good programming design and development techniques for the web using advanced HTML, DHTML, JavaScript, and Perl. Prerequisites CIS 111 or CIS 119 or CSI 131 or have instructor permission before enrolling. Course fee. Prerequisite(s): (CIS 111) or (CIS 119) or (CSI 131)

BE64W: HCC CIS 210 Fundamentals of Network Security

This course offers in-depth coverage of the current risks and threats to an organization's data as well as the strategies for safeguarding critical electronic assets. The course provides a foundation for those responsible for protecting network services, devices, traffic, and data. Additionally, Fundamentals of Network Security prepares students for further study in more specialized security fields. The course provides a foundation for those preparing for the Computing Technology Industry Association's (CompTIA) Security+ Certification exam.

BE71W: HCC CIS 201 Assembly Programming Language

This HCC course covers the characteristics and functions of the Assembly programming language. The student learns how to solve application problems using the Assembly language. Students code and debug Assembly programs during computer laboratory activities.

BE72W: HCC ISS 213 Cisco 3



BE76W: HCC CIS 115 Fundamentals of Programming

CA19W: HCC DSCI 101 Introduction to Data Science

The course provides students with a survey of both theoretical and practical aspects in the field of data science. Course topics include an overview of the data science field, data manipulation and flow, artificial intelligence and machine learning, testing, sorting, preparing, and cleaning data sets, and cross-validation. Students will develop skills in relevant programming and scripting languages such as R and Python and be able to make inferences using results from data summaries.



Business Course (All schools, except ones specially indicating AOF as that is only at Edgewood)

BE02: Accounting II

Prerequisite(s): BE4001

BE03: Financial and Technology Literacy

This course will develop proficiency in the use of the most widely adopted business application, Microsoft Office Suite. This course is designed as an integrated approach to developing competencies in the utilization of MS Word, Excel, and PowerPoint to collaborate and communicate in the digital age. Course activities will prepare students for Microsoft Office Specialist Certifications (MOS), which are recommended by the American Council on Education (ACE) for one semester hour of lower division college credit. Additionally, students will develop the knowledge and skills necessary for making informed financial decisions; successfully building, maintaining, and protecting financial resources with particular emphasis on saving, budgeting, investing, and risk management (insurance).

BE16: Principles of Business Management and Entrepreneurship

This is one of two foundation courses required for all pathways in the Business Management and Finance Career Cluster and is essential to all pathways. This course provides a foundational understanding of the role of business in a global society, American business as a dynamic process, forms of business ownership, management concepts, marketing, production and distribution, and accounting and finance. Along with a brief historical perspective, business terminology and principles will be emphasized. Students will develop the communication skills that will be necessary for success in the workplace and college while understanding the business world and preparing to meet their career goals and objectives.

BE31W: Business Economics/Profession Economics AOF

This course provides students with an introduction to the key concepts of business economics including supply, demand, profit, costs and markets and differentiates microeconomics from macroeconomics. The course describes forms of business ownership and discusses the relationship of labor and business, then provides a broad overview of the global economy. Finally, because economics affects every business job, students get a chance to examine careers in business, both as an employee and as a business owner. The second half of the course focuses on the significance and importance of ethics to stakeholders; examine who bears responsibility for ensuring an ethical code is followed; and explore ethical situations common in organizations. The course examines ethics through the lens of various business disciplines, and considers the impact of organizational culture on ethical practices. The course also explores ethics as social responsibility, the evolution of ethics as business becomes more international, and how the free market and organizational ethics can co-exist.

Prerequisite(s): None

BE31W: HCC ECON 101 Macroeconomics

This course is an introduction to economic principles with emphasis on the analysis of aggregate income and employment. Topics include theory of income and employment, role of money and banking system, monetary and fiscal policies, and the problems of economic growth and



fluctuations. Students completing ECON 101 or 102 cannot earn graduation credit for ECON 107.

Pre-req: Eligibility for ENG 101.

Prerequisite(s): None

BE32: Principles of Accounting/Managerial Accounting AOF

Principles of Accounting provide students with the knowledge that accounting is a process of providing data and information that serves internal and external stakeholders. The second half of this course introduces the fundamentals of management accounting, including manufacturing and cost accounting, budgeting, accounting for managerial decision-making, and financial statement analysis. Students learn how to use accounting information for internal decision-making and planning and control. Students also examine career opportunities and the professional certifications and designations earned by individuals in the accounting profession.

Prerequisite(s): None

BE33: Principles of Finance/Financial Services AOF

This course gives students a thorough introduction to the concepts, tools, and institutions of the financial world and serves as a foundation for the core courses offered by the Academy of Finance. Students begin by learning the basics of financial literacy and the function of finance in society. The second half of this course provides students with an introduction to an overview of banks and other financial services. It introduces students to the origins of money and banking and examines the early history of banking in the United States. Students study the financial services industry and the types of companies it includes in depth. They learn about the services offered by such companies and analyze the ways these companies earn profits. Finally, students examine careers in financial services. Successful completion of this course earns one credit.

Prerequisite(s): None

BE34W: Financial Planning/Applied Finance AOF

This course introduces students to an overview of the job of a financial planner. Students learn to consider how all aspects of financial planning might affect a potential client, and learn about the importance of financial planning in helping people reach their life goals. This course includes lessons on saving, borrowing, credit, and all types of insurance, and covers various types of investments. Students also examine careers in financial planning. The second half of this course delves into the financial concepts introduced in Principles of Finance. Students learn to identify the legal forms of business organization. Students will gain a deeper understanding of the important aspects of finance; including such concepts as profit, sales, the risk-return tradeoff, and the time-value of money. In this course, students read common financial statements and are introduced to business plans. They learn the three most common methods by which businesses raise capital (stocks, bonds, and short-term financing). Successful completion of this course earns one credit.

Prerequisite(s): None

BE37: Entrepreneurship/Business in a Global Economy AOF

This course introduces students to the critical role entrepreneurs play in the national and global economy. Students learn the skills, attitudes, characteristics, and techniques necessary to become successful entrepreneurs. They explore starting a business and learn about the operational issues and financial risks that new businesses face. Students examine ethical issues and develop a framework for managing them. The second half of the course focuses on providing students with an understanding of how and why businesses choose to expand their operations into other countries. This course exposes students to the unique challenges facing firms doing business internationally, and to the potential opportunities available to those businesses. Building on concepts introduced in Principles of Finance, Business in a Global Economy broadens students' understanding of how



businesses operate, grow, and thrive in our ever changing world. Successful completion of this course earns one credit.

BE40: Principles of Accounting and Finance

This is one of two foundation courses required for all pathways in the Business Management and Finance Career Cluster and is essential to all pathways. This course provides a foundational understanding of the role of business in a global society, American business as a dynamic process, forms of business ownership, management concepts, marketing, production and distribution, and accounting and finance. Along with a brief historical perspective, business terminology and principles will be emphasized. Students will develop the communication skills that will be necessary for success in the workplace and college while understanding the business world and preparing to meet their career goals and objectives.

BE41: Advanced Accounting

This course is designed to be the second of two sequential accounting courses of the completer requirement for students enrolled in the Financing and Accounting Pathway. This course provides students with accounting knowledge that will prepare them for post-high school levels of education and entry-level positions in the workforce. Focus will be on accounting procedures necessary to address long and short-term assets and investments, long and short-term liabilities, inventory management and accounting ratios used in the decision-making process. A comprehensive study of the accounting procedures used in establishing corporations, declaring and paying dividends, the formation and dissolution of partnerships, distribution of net income and owners' equity statements is included in this course. Career paths for accounting will be examined and the use of accounting knowledge in a variety of career clusters is also explored. Awareness of ethical issues and application of ethical decision-making models will be reinforced throughout the course. Successful completion of this course earns one credit.

BE42: Advanced Business Management

This course is designed to be the second of two sequential Business Management courses of the completer requirement for students enrolled in the Business Management pathway. This course provides students with the knowledge that will prepare them for post-high school levels of education and entry-level positions in the workforce. Focus will be on the role of business in society, the changing nature of contemporary business practice, major management concepts and theories, the processes of management (functional, operational, human relations), business law and ethics, and business communications. Career paths will be examined and the use of business management knowledge in a variety of career clusters is also explored. Awareness of ethical issues and application of ethical decision-making models will be reinforced throughout the course. Successful completion of this course earns one credit.

BE43: Introduction to Marketing

This course introduces students to the essential concepts of marketing theory and the foundations, functions and benefits of marketing in a free enterprise system. Marketing requires a skilled, professional understanding of consumer behavior and economic trends in order to gain a competitive advantage in today's global marketplace. Throughout the Introduction to Marketing course, students will use and incorporate technologies to conduct research and communicate. Students will integrate their knowledge of legal issues, the importance of ethics, and social responsibilities in marketing. Students will understand and demonstrate strong interpersonal skills



and develop an appreciation of human diversity. By the end of this course, students will have a solid understanding of the many diverse career opportunities in the field of marketing. Successful completion of this course will earn one credit.

BE44: Advanced Marketing

This course is designed to be the second of two sequential marketing courses of the completer requirement for students enrolled in the Marketing Program of Study. The Advanced course builds on the concepts studied in Introduction to Marketing by giving students in-depth, comprehensive project-based learning opportunities. Students will apply their understanding of consumer buying behavior and relationships, the tools and techniques used by organizations that identify the factors that influence marketing strategy decisions, market segmentation and target marketing, and other considerations in order to create a written professional marketing plan. Throughout the course, students will use strong interpersonal skills and incorporate technologies when conducting primary and secondary research. Students will integrate their knowledge of legal issues, ethics, diversity and social responsibilities in developing their marketing plan. Students will continue to explore the many diverse career opportunities in the field of marketing

BE45W: Business and Entrepreneurship Capstone

This course will allow students to apply the knowledge and skills acquired in previous business pathway courses through the completion of a final capstone project. The capstone project is a personally-designed, independently conducted activity which will enable the student to further their knowledge/skills in an approved end-of-course final project. The capstone project will involve intense problem-solving in their chosen business pathway and offer the student the opportunity to think critically about a subject of profound interest to them. Successful completion of this course will earn one credit.

BE45: Business and Entrepreneurship Capstone

This course will allow students to apply the knowledge and skills acquired in previous business pathway courses through the completion of a final capstone project. The capstone project is a personally-designed, independently conducted activity which will enable the student to further their knowledge/skills in an approved end-of-course final project. The capstone project will involve intense problem-solving in their chosen business pathway and offer the student the opportunity to think critically about a subject of profound interest to them. Successful completion of this course will earn one credit.

Prerequisite(s): (BE16* & BE40* & BE41* | BE42*| BE43*)

BE46W: HCC ACCT 101 Accounting Principles 101

This course is an introduction to accounting theory and practice with an emphasis on accounting for assets. The complete accounting cycle is presented and end-of-period financial reports are prepared.

Prerequisite(s): None

BE47W: HCC ACCT 102 Accounting Principles 102

This course focuses on accounting for the corporate form of organization. Emphasis is placed on the corporate capital structure, investments, liabilities, the cash flow statement, budgeting and managerial accounting for costs.

Prerequisite(s): None

BE48W: HCC BA 101 Introduction to Business

This course introduces students to the American private enterprise system and the forms of



businesses that operate within it. Students study the role of business in American society, international business activity, the impact of ethics and social responsibility on business, entrepreneurship and small business, and emerging trends in technology, organization, and management. Topics covered include economics, management, marketing, accounting, and financial management.

Prerequisite(s): None

BE49W: HCC BA 110 Introduction to Entrepreneurship

This course introduces students to the process of creating, identifying, evaluating and financing an entrepreneurial venture. Students gain insight into the characteristics, attitudes, habits, and behaviors of successful entrepreneurs. Students learn to craft an idea, good or service into a marketable product.

Prerequisite(s): None

BE50W: HCC BA 203 Principles of Marketing

This course introduces students to fundamental marketing concepts and techniques related to product, pricing, distribution and promotional strategy. Students explore trends in the marketplace and identify opportunities for creating value for customers through marketing strategy.

Prerequisite(s): None

BE51W: HCC ECON 102 Microeconomics

This course deals with resource allocation under the price system, price and output determination when markets are characterized by perfect and imperfect competition, and price and employment determination in the resource market. Current problems of poverty, environment, energy and urbanization are analyzed. Students completing ECON 101 or 102 cannot earn graduation credit for ECON 107. Prereqs: Eligibility for ENG 101 and college-level math.

Prerequisite(s): None

BE52W: NAF Internship Experience AOF

This course intern experience exposes the student to a broad array of soft, workplace skills: critical thinking, teamwork, decorum, ethics, creativity, time management, ingenuity, honesty, problem-solving, comportment, and a solid understanding of the importance of excellent written and oral communication skills. It provides a valuable foundation for any career the student chooses to pursue in the future. All NAF internships are coordinated by the NAF Academy teachers and follow the NAF guidelines. NAF develops and offers students a sequenced set of work-based learning experiences that culminates in paid or unpaid internships as defined by the NAF Internship Gold Standards. These standards provide academies with criteria for high quality internships for high school students.

Prerequisite(s): None

BE53W: HCC ACCT 108 Computerized Accounting

This course is an introduction to the concepts and uses of computerized accounting information systems. The student learns to apply accounting principles in recording business transactions and generating accounting reports and financial statements using general ledger accounting software.

Prerequisite(s): None

BE54W: HCC BA 103 Public Relations

This course explores the basic concepts of public relations and its relationship to mass communication media and advertising. Students have the opportunity to acquire the basic skills necessary to conduct public relations projects.

Prerequisite(s): None

BE55W: HCC BA 109 Principles of Management

This course enables students to identify and describe the major functions of management which



include planning, organizing, leading and controlling. Students participate in individual and group activities providing practice in exercising these functions. Attention also focuses on the ideas, thoughts and theories of major contributors to the field of management such as Drucker, Maslow, Herzberg, McGregor and McClelland.

Prerequisite(s): None

BE56W: HCC BA 130 Introduction to Supply Chain Management

This course introduces students to the role of supply chain management in the global economic system. Students examine the role of supply chain components, logistics concepts, warehousing practices and distribution management.

Prerequisite(s): None

BE57W: HCC CIS 102 Introduction to Information Sciences

This is a course of the characteristics, functions and applications of computers. It includes the Emphasis is placed on microcomputers and application software packages, such as word processors, spreadsheets, and graphics.

Prerequisite(s): None

BE59W: HCC FIN 100 Personal Finance

This course enables students to acquire an introduction to the various concepts associated with personal finance. Students apply financial management concepts in the areas of basic financial planning, creating a budget, preparing personal income tax returns, managing investment options and other liquid accounts, buying a house, the use of credit, purchasing insurance, managing investments, and saving for retirement.

Prerequisite(s): None

BE60W: HCC ISS 105 Introduction to Cybersecurity

This course introduces students to the evolving field of cybersecurity. Students learn about cyber-attacks and techniques for identifying, detecting, and defending against common cybersecurity threats. Students learn about software and hardware, network, Internet, and wireless security as well as a foundation for a more advanced study of cybersecurity Status (Concept, Pilot, Regular/Active): Active

Prerequisite(s): None

BE61W: HCC OS 116 Communication Technologies

This course introduces students to the fast-paced world of end-user communication technology and telecommunications. Students acquire knowledge of the fundamentals of electronic mail, voice processing, teleconferencing, wireless communication, and related technologies. The course includes student use of speech recognition software. Course fee.

Prerequisite(s): None

BE62W: HCC OS 129 Introduction to Office Procedures and Management

This course provides students with opportunities to explore various office careers for development of short- and long-term career goals. Key topics include: written and oral business communication skills; international etiquette; records/financial management/office design, space and workplace safety; minute-taking; and an introduction to supervision. Hands-on practice in the use of various filing systems, event planning/travel arrangements as well as case studies and role-playing will provide students with experience in real-world business practices. Course fee.

Prerequisite(s): None

BE63W: HCC CIS 104 Computer Operating Systems

This course examines the importance of computer operating systems. Discussion includes how basic computer concepts relate to an operating system and what functions the systems perform.



Operating systems for PCs and UNIX-based systems are discussed

Prerequisite(s): None

BE64W: HCC CIS 210 Fundamentals of Network Security

This course provides an in-depth presentation of the capabilities of MS Windows Server Operating System. Topics include protocol configuration, name resolution, network services, remote access, routing, and security. The course provides a foundation that maybe useful for Microsoft Certification, but is not keyed to a particular Microsoft Exam. Course fee.



Related Instruction- AICPA

Havre de Grace Government is using AICPA curriculum for related instruction.



YOUTH APPRENTICESHIP STANDARDS

ADOPTED BY

City of Havre de Grace

(Eligible Employer Name)

711 Pennington Ave

(Address)

Havre de Grace

MD

21078

(City)

(State)

(Zip Code)

City of Havre de Grace as an Eligible Employer agrees to the following:

1. SUPERVISION OF YOUTH APPRENTICES

The Eligible Employer shall designate a mentor who shall have full direction and control of each youth apprentice, and who shall further:

- (a) be responsible for assignment of youth apprentices under the immediate supervision of qualified mentors for instruction; and
- (b) be responsible for the keeping and maintaining of progress records on apprentices to include related instruction and insuring that each apprentice is advanced and rotated through the basic work processes and skills;
- (c) perform or otherwise cause the routine and periodic evaluation of the progress of each youth apprentice, and
- (d) provide for a safe work environment.

2. EMPLOYMENT AND TRAINING OF YOUTH APPRENTICES

The employment and training of youth apprentices during their youth apprenticeship shall be without discrimination of political or religious opinion or affiliation, marital status, race, color, creed, national origin, sex, or age, unless sex or age constitutes a bona fide

occupational qualification, or the physical or mental disability of a qualified individual with a disability.

3. TERM OF APPRENTICESHIP MARYLAND

The term of a youth apprenticeship shall be 450 hours of on-the-job training and at least one-year of classroom instruction related to the eligible career track.

4. RATIO OF YOUTH APPRENTICE(S) TO MENTOR(S)

No more youth apprentices will be employed than can be properly trained and afforded reasonable opportunity for future employment in the occupation.

- (a) To insure proper training, the number of apprentices shall not exceed one (1) youth apprentice to every one (1) mentor regularly employed in the occupation.

Each youth apprentice must be assigned a skilled mentor at the workplace. The mentor may assign multiple “trainers” to instruct the youth apprentice while they rotate among the various workstations. One mentor may work with more than one youth apprentice in a company.

5. YOUTH APPRENTICESHIP AGREEMENT

A Youth Apprenticeship Agreement (YAA) must be signed by all parties for every youth apprentice enrolled in the Apprenticeship Maryland program. The YAA is effective only when signed by all parties. A signed copy must be on file at the school, with youth apprentice’s employer and at Department of Labor, (MD Labor).

6. CANCELLATION OR TERMINATION OF APPRENTICESHIP MARYLAND YOUTH APPRENTICESHIP AGREEMENTS


The Employer shall *immediately and in all instances*, notify the Maryland Apprenticeship and Training Council, with a copy to the Maryland Apprenticeship and Training Program, MD Labor, *in writing*, stating reasons for the cancellation of a Youth Apprenticeship Agreement.

7. ACCIDENT PREVENTION AND SAFETY

Safety and Health Training. The Eligible Employer shall instruct the youth apprentice in safe and healthful, work practices and shall insure that the youth apprentice is training in facilities and other environments that are in compliance with occupational safety and health. Such instruction shall be coordinated with the actual work performed on the job and to include the appropriate tools and equipment.

8. RIGHT TO VISIT

The Apprenticeship Maryland Program shall have the right to visit any job site where youth apprentices are employed and youth apprentice related instruction classes are in session in order to determine compliance with Youth Apprenticeship Standards.



Signature of Eligible Employer

08-15-2024
Date

Christopher Ricci

Typed or Printed Name

Director of Administration

Title



**Apprenticeship Maryland Program
Safety Checklist for MDOL Navigators**

1. Physical work facility in a commercial facility, not a residence or home office.
2. Structured work area for each employee.
3. Material Safety Data Sheet information posted in facility for industry.
4. Well-marked entrance and exits for emergency purposes.
5. No evidence of Drugs, Alcohol and Substances in the workplace.
6. Hazardous work areas identified within facility with appropriate signage.
7. Appropriate rooms marked for restrooms, first aide, safety controls, emergency shut off valves, etc. per type of facility.
8. Student to have appropriate designated work-space/work area while working on site.
9. Proper access to supervision/administration as needed while in work area.
10. ADA Compliance and Signage.
11. Exposed areas: damp/dark areas, exposed wiring, holes, unsecured openings/areas in building or grounds.
12. Large obstacles in pathways or blocking doors/exits/entrances/hallways/driveways.
13. Poor quality/maintained equipment.
14. No evidence of safety precautions while at facility where needed: Hard hats, safety glasses, masks, and other gear.
15. Tools, hardware not in a properly organized manner for functionality within facility.
16. Falling objects within the facility or grounds that is randomly occurring or unsafe.
17. Dangerous ramps, stairways, doors that are not secure.
18. Improperly secured equipment within the facility.
19. Building structural damage.
20. Toxic substances exposed and not contained properly on the grounds and/or facility.
21. Exterior Grounds marked with appropriate directional signage for emergency purposes.

On August 23, 2024, the above items were found to be in acceptable order for approval by: Amy Belt - Registered Apprenticeship Navigator.

Business Name:

City of Havre de Grace

Search by:

- Business Name
- Department ID

⚠ *The business name you entered was not found. Try your search again.*

» [Log in or create a user account](#) to create a new business filing using this name.

MEMORANDUM

DATE: August 16, 2024

TO: Members of the Maryland Apprenticeship and Training Council

FROM: Jennifer D. Runkles School District: Frederick County

SUBJECT: Apprenticeship Maryland, Eligible Employer Approval, Daly Computers, Inc. for occupation in the Technology Industry.

Apprenticeship Maryland requests Daly Computers, Inc. as an Eligible Employer for the Apprenticeship Youth Program in Frederick County in Maryland. The company will be hiring (two) 2 youth apprentices for the occupation of Computer Production Technician in the Technology Industry.

Related instruction will be provided by Frederick County Public Schools. Youth apprentices will take a one credit class for one year, related to the occupation in which they will be employed. Please refer to the attached summary for detailed descriptions of the classes.

Apprenticeship Maryland requests approval for Daly Computers, Inc.



YOUTH APPRENTICESHIP STANDARDS

ADOPTED BY

Daly Computers, Inc.

(Eligible Employer Name)

5300 Spectrum Drive

(Address)

Frederick, MD 21703

(City)

(State)

(Zip Code)

Daly Computers, Inc. as an Eligible Employer agrees to the following:

1. SUPERVISION OF YOUTH APPRENTICES

The Eligible Employer shall designate a mentor who shall have full direction and control of each youth apprentice, and who shall further:

- (a) be responsible for assignment of youth apprentices under the immediate supervision of qualified mentors for instruction; and
- (b) be responsible for the keeping and maintaining of progress records on apprentices to include related instruction and insuring that each apprentice is advanced and rotated through the basic work processes and skills;
- (c) perform or otherwise cause the routine and periodic evaluation of the progress of each youth apprentice, and
- (d) provide for a safe work environment.

2. EMPLOYMENT AND TRAINING OF YOUTH APPRENTICES

The employment and training of youth apprentices during their youth apprenticeship shall be without discrimination of political or religious opinion or affiliation, marital status, race, color, creed, national origin, sex, or age, unless sex or age constitutes a bona fide

occupational qualification, or the physical or mental disability of a qualified individual with a disability.

3. TERM OF APPRENTICESHIP MARYLAND

The term of a youth apprenticeship shall be 450 hours of on-the-job training and at least one-year of classroom instruction related to the eligible career track.

4. RATIO OF YOUTH APPRENTICE(S) TO MENTOR(S)

No more youth apprentices will be employed than can be properly trained and afforded reasonable opportunity for future employment in the occupation.

- (a) To insure proper training, the number of apprentices shall not exceed one (1) youth apprentice to every one (1) mentor regularly employed in the occupation.

Each youth apprentice must be assigned a skilled mentor at the workplace. The mentor may assign multiple "trainers" to instruct the youth apprentice while they rotate among the various workstations. One mentor may work with more than one youth apprentice in a company.

5. YOUTH APPRENTICESHIP AGREEMENT

A Youth Apprenticeship Agreement (YAA) must be signed by all parties for every youth apprentice enrolled in the Apprenticeship Maryland program. The YAA is effective only when signed by all parties. A signed copy must be on file at the school, with youth apprentice's employer and at Department of Labor, (MD Labor).

6. CANCELLATION OR TERMINATION OF APPRENTICESHIP MARYLAND YOUTH APPRENTICESHIP AGREEMENTS

The Employer shall *immediately and in all instances*, notify the Maryland Apprenticeship and Training Council, with a copy to the Maryland Apprenticeship and Training Program, MD Labor, *in writing*, stating reasons for the cancellation of a Youth Apprenticeship Agreement.

7. ACCIDENT PREVENTION AND SAFETY

Safety and Health Training. The Eligible Employer shall instruct the youth apprentice in safe and healthful, work practices and shall insure that the youth apprentice is training in facilities and other environments that are in compliance with occupational safety and health. Such instruction shall be coordinated with the actual work performed on the job and to include the appropriate tools and equipment.

8. RIGHT TO VISIT

The Apprenticeship Maryland Program shall have the right to visit any job site where youth apprentices are employed and youth apprentice related instruction classes are in session in order to determine compliance with Youth Apprenticeship Standards.

Patricia Ofeda

Signature of Eligible Employer

08/15/2024

Date

Patricia Ofeda

Typed or Printed Name

HR Manager

Title

From: <Christopher.MacLarion@maryland.gov>

Date: Wed, Jul 31, 2024 at 11:42 AM

Subject: New response for survey 'Apprenticeship Maryland'

To: <christopher.maclarion@maryland.gov>

GENERAL RESPONSE INFORMATION

Respondent: Anonymous

Completed Survey: Yes

Response Start Time: 07/31/2024 11:15:32 Eastern Standard Time

Response End Time: 07/31/2024 11:42:43 Eastern Standard Time

SURVEY RESPONSES

SCORE: 0

1. Employer Identification Number

52-1541086

2. Company Name

DALY COMPUTERS INC

3. Street Address

5300 Spectrum Drive

4. City

Frederick

5. State

Maryland

6. Zip code

21703

7. Contact Name

Patricia Ojeda

8. Phone Number

(240) 457-9236

9. Email Address

Patricia.Ojeda@daly.com

10. Principal Industries of Business

Technology Industry

11. School District

Frederick County

12.

1 (Occupation): Computer Production Technician

1 (Hourly Rate): 15

1 (Hours Per Work Day): 8

1 (Days Per Work Week): 3

1 (Projected Number of Positions): 2

13. Provide a description of the on-the-job tasks and work processes that a youth apprentice is expected to learn.

We are seeking computer production technicians at our Frederick facility. The ideal candidate is multi-skilled, hardworking, and efficient with a proven record of accomplishment. The ideal candidate is able to follow standard operating procedures and work in a methodical and tidy manner. Additionally, they must possess basic computer skills including, but not limited to: typing at a proficient level of 40 wpm; the ability to recognize Ethernet; and recognize USB and display ports.

Duties & Responsibilities: • Configure, image, and test hardware components. • Perform quality

assurance/quality control audits • Unbox, Pack, and Scan laptops and desktops. • Asset tag and scan systems according to customer specifications.

14. If your company has an arrangement with an association or employee organization with whom you intend to collaborate regarding the Youth Apprenticeship Program, please identify and describe.

[No Answer Entered]

15. By submitting this form, the Eligible Employer agrees to the following Youth Apprenticeship Standards:

SUPERVISION OF YOUTH APPRENTICES

The Eligible Employer shall designate a mentor who shall have full direction and control of each youth apprentice, and who shall further:

be responsible for assignment of youth apprentices under the immediate supervision of qualified mentors for instruction; and

be responsible for the keeping and maintaining of progress records on apprentices to include related instruction and ensuring that each apprentice is advanced and rotated through the basic work processes and skills;

perform or otherwise cause the routine and periodic evaluation of the progress of each youth apprentice, and

provide for a safe work environment.

EMPLOYMENT AND TRAINING OF YOUTH APPRENTICES

The employment and training of youth apprentices during their youth apprenticeship shall be without discrimination of political or religious opinion or affiliation, marital status, race, color, creed, national origin, sex, or age, unless sex or age constitutes a bona fide occupational qualification, or the physical or mental disability of a qualified individual with a disability.

TERM OF APPRENTICESHIP MARYLAND

The term of a youth apprenticeship shall be 450 hours of on-the-job training and at least one-year of classroom instruction related to the eligible career track.

RATIO OF YOUTH APPRENTICE(S) TO MENTOR(S)

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Each youth apprentice must be assigned a skilled mentor at the workplace. The mentor may assign multiple “trainers” to instruct the youth apprentice while they rotate among the various workstations. One mentor may work with more than one youth apprentice in a company.

YOUTH APPRENTICESHIP AGREEMENT

A Youth Apprenticeship Agreement (YAA) must be signed by all parties for every youth apprentice enrolled in the Apprenticeship Maryland program. The YAA is effective only when signed by all parties. A signed copy must be on file at the school, with youth apprentice’s employer and at Department of Labor.

CANCELLATION OR TERMINATION OF APPRENTICESHIP MARYLAND YOUTH APPRENTICESHIP AGREEMENTS

The Employer shall immediately and in all instances, notify the Maryland Apprenticeship and Training Council, with a copy to the Office of the Secretary, Labor in writing, stating reasons for the cancellation of a Youth Apprenticeship Agreement.

ACCIDENT PREVENTION AND SAFETY

Safety and Health Training. The Eligible Employer shall instruct the youth apprentice in safe and healthful, work practices and shall insure that the youth apprentice is training in facilities and other environments that are in compliance with occupational safety and health. Such instruction shall be coordinated with the actual work performed on the job and to include the appropriate tools and equipment.

RIGHT TO VISIT

Apprenticeship Maryland shall have the right to visit any job site where youth apprentices are employed and youth apprentice related instruction classes are in session in order to determine compliance with Youth Apprenticeship Standards.

I agree

Related Instruction – *Daly Computers (Computer Production Technician)*

13. Provide a description of the on-the-job tasks and work processes that a youth apprentice is expected to learn.

We are seeking seasonal/temporary support in our production warehouse facility. The ideal candidate is multi-skilled, hardworking, and efficient with a proven record of accomplishment to ensure the smooth functioning and operations of our production warehouse. The ideal candidate is able to follow standard operating procedures and work in a methodical and tidy manner. Additionally, they must possess basic **computer** skills including, but not limited to: typing at a proficient level of 40 wpm; the ability to recognize Ethernet; and recognize USB and display ports. The Production Technician work will be performed locally in our Frederick, MD location in a warehouse environment.

Duties & Responsibilities: • Configure, image, and test hardware components. • Perform quality assurance/quality control audits • Unbox, Pack, and Scan laptops and desktops. • Asset tag and scan systems according to customer specifications. • Load and unload product from company vehicles. • Pack and unpack **computing** devices such as tablets, laptops, desktops, servers, etc. • Organize and palletize according to individual requirements of customer order. • Ensure quality of product output following company standards.

OFFICE SYSTEMS MANAGEMENT 1

335111 Grades 10 - 12

OFFICE SYSTEMS MANAGEMENT 2

335121 Grades 10 - 12

OFFICE SYSTEMS MANAGEMENT 3

335131 Grades 10 - 12

PRINCIPLES OF BUSINESS MANAGEMENT AND ENTREPRENEURSHIP

331010 Grades 9 – 12

PRINCIPLES OF FINANCE AND ACCOUNTING

332040 Grades 9- 12

ADVANCED BUSINESS MANAGEMENT

333090 Grades 10 - 12

ADVANCED FINANCE AND ACCOUNTING

333041 Grades 10 - 12

PRINCIPLES OF MARKETING

338000 Grades 10-12

FOUNDATIONS OF COMPUTER SCIENCE

349910 Grades 9 - 12

ENGINEERING DESIGN AND APPLICATIONS

394095 Grades 9 - 12

INTRODUCTION TO ENGINEERING DESIGN: (IED)

497011 Grades 9 - 12

PRE-ENGINEERING TECHNOLOGY 1

394080 Grades 10 - 12

PRE-ENGINEERING TECHNOLOGY 2

390040 Grades 10 - 12

PRE-ENGINEERING TECHNOLOGY 3

390050 Grades 10 - 12

PRINCIPLES OF ENGINEERING: (POE)

497000 Grades 9 - 12

COMPUTER INTEGRATED MANUFACTURING: (CIM)

497201 Grades 10 - 12

MONEY, FINANCE AND ECONOMICS

164370 Grades 10 - 12

DALY COMPUTERS, INC.: D02437648

General Information

Filing History


Annual Report/Personal Property

General Information

Department ID Number: D02437648

Business Name: DALY COMPUTERS, INC.

Principal Office:  5300 SPECTRUM DRIVE
FREDERICK MD 21703


Resident Agent:  TSO-AN YU
5300 SPECTRUM DRIVE
FREDERICK MD 21703

Status: INCORPORATED

Good Standing: THIS BUSINESS IS IN GOOD STANDING

Business Type: CORPORATION

Business Code: 03 ORDINARY BUSINESS - STOCK

Date of Formation/ Registration: 10/23/1987 

State of Formation: MD



**Apprenticeship Maryland Program
Safety Checklist for MDOL Navigators**

1. Physical work facility in a commercial facility, not a residence or home office.
2. Structured work area for each employee.
3. Material Safety Data Sheet information posted in a facility for industry.
4. Well-marked entrance and exits for emergency purposes.
5. No evidence of Drugs, Alcohol and Substances in the workplace.
6. Hazardous work areas identified within the facility with appropriate signage.
7. Appropriate rooms marked for restrooms, first aide, safety controls, emergency shut off valves, etc. per type of facility.
8. Students have appropriate designated workspace/work area while working on site.
9. Proper access to supervision/administration as needed while in the work area.
10. ADA Compliance and Signage.
11. Exposed areas: damp/dark areas, exposed wiring, holes, unsecured openings/areas in building or grounds.
12. Large obstacles in pathways or blocking doors/exits/entrances/hallways/driveways.
13. Poor quality/maintained equipment.
14. No evidence of safety precautions while at facility where needed: Hard hats, safety glasses, masks, and other gear.
15. Tools, hardware not in a properly organized manner for functionality within the facility.
16. Falling objects within the facility or grounds that are randomly occurring or unsafe.
17. Dangerous ramps, stairways, doors that are not secure.
18. Improperly secured equipment within the facility.
19. Building structural damage.
20. Toxic substances exposed and not contained properly on the grounds and/or facility.
21. Exterior Grounds marked with appropriate directional signage for emergency purposes.

All above items found to be approved for: Daly Computers, Inc.

By: Jennifer D. Runkles, Regional Apprenticeship & Training Navigator

MEMORANDUM

DATE: August 16, 2024

TO: Members of the Maryland Apprenticeship and Training Council

FROM: Amy Belt

SCHOOL DISTRICT(S): Baltimore City, Baltimore County, Cecil County, and Harford County

SUBJECT: Apprenticeship Maryland Program, Eligible Employer Approval: **Better Engineering**

The Apprenticeship Maryland Program Requests Better Engineering be approved as an Eligible Employer for youth apprenticeship. Better Engineering is interested in hiring one (1) student for the occupation of Sheet Metal Technician, Electrical Panel Builder, Industrial Painter, Transportation Clerk, Test technician, Quality Assurance Technician, Mechanical Engineering Technician, Electrical Engineering Technician, Customer Service Representative, Marketer, and Purchasing/Receiving Agent.

Better Engineering is a company that designs and manufactures industrial cleaning machines, also known as “part washer,” for various industrial, food, and pharmaceutical processing centers across the globe. The company was founded in 1960 by two WWII veterans, Bill Hiss and Earl Sprecher, who were looking for a way to clean and reuse automatic transmission parts. Better Engineering has become a global leader in manufacturing industrial cleaning machines in the past four decades. Their products are used for automobile parts and in virtually every industrial industry, including precision cleaning for metal passivation and sanitization requirements in food and pharmaceutical processing. From their humble roots with Bill and Earl, their best-in-class engineering and production team partner with their clients to innovate machines that solve some of the toughest cleaning challenges, delivering quality machines that exceed strict cleaning standards.

Related Instruction will be provided by Baltimore City Public Schools, Baltimore County Public Schools, Cecil County Public Schools and Harford County Public Schools as detailed on the attached course listings.

In closing, the Apprenticeship Maryland Program requests approval for Better Engineering.

GENERAL RESPONSE INFORMATION

Respondent: Anonymous

Completed Survey: Yes

Response Start Time: 06/20/2024 15:06:32 Eastern Standard Time

Response End Time: 06/20/2024 15:07:47 Eastern Standard Time

SURVEY RESPONSES

SCORE: 0

1. Employer Identification Number
52-1526358

2. Company Name
Better Engineering

3. Street Address
1802 Fashion Court

4. City
Joppa

5. State
Maryland

6. Zip code
21085

7. Contact Name
Jeremy Salkin

8. Phone Number

410-931-0000

9. Email Address

jeremy.salkin@betterengineering.com

10. Principal Industries of Business

Industrial Machinery Manufacturing

11. School District

Baltimore City

Baltimore County

Cecil County

Harford County

12.

1 (Occupation): Various (see below)

1 (Hourly Rate): 17

1 (Hours Per Work Day): 8

1 (Days Per Work Week): 5

1 (Projected Number of Positions): 6

13. Provide a description of the on-the-job tasks and work processes that a youth apprentice is expected to learn.

Machinist: Operate basic machine tools such as mills, lathes, pipe threaders, and saws to create metal parts.

Sheet Metal Technician: Operate a laser and press brake to cut and form sheet metal parts. Handle large sheets of metal with a crane.

Electrical Panel Builder: Assemble and wire electrical panels for industrial machinery based on electrical schematics.

Industrial Painter: Prep and paint large metal machines. Paint type is similar to auto bodies, not powder coating.

Transportation Clerk: Prepare industrial machinery for transportation. Includes cleaning machinery, building wooden skids & crates, shrink-wrapping, and inspecting.

Test technician: Perform standardized tests on basic machine function. Troubleshoot industrial machinery wiring, switches, and sensors.

QA Tech: Identify quality issues and create documentation to codify and improve procedures, work instructions, and check sheets. Documentation will be created within the ISO 9001 quality assurance system.

Mechanical Engineering Technician: Design machine parts and assemblies in CAD for

industrial machinery. Troubleshoot and solve mechanical design problems. Create bills of material.

Electrical Engineering Technician: Create electrical schematics for industrial machinery. Test and troubleshoot industrial machinery PLC, HMI, & VFD controls.

Customer Service Representative: Contact clients to determine satisfaction levels. Create troubleshooting documentation for servicing machinery.

Marketer: Create social media content, edit videos, and capture product line images for industrial machinery.

Purchasing Agent: Buy products for industrial machine builds defined by a bill of material. Source new vendors and negotiate with existing vendors for pricing & delivery. Receive and ship parts.

14. If your company has an arrangement with an association or employee organization with whom you intend to collaborate regarding the Youth Apprenticeship Program, please identify and describe.

We have been collaborating with Joe and Jeanne for over a year. We've hired a couple welders from Harford Tech with great success and would like to expand into other school districts and job descriptions.

15. By submitting this form, the Eligible Employer agrees to the following Youth Apprenticeship Standards:

SUPERVISION OF YOUTH APPRENTICES

The Eligible Employer shall designate a mentor who shall have full direction and control of each youth apprentice, and who shall further: be responsible for assignment of youth apprentices under the immediate supervision of qualified mentors for instruction; and be responsible for the keeping and maintaining of progress records on apprentices to include related instruction and ensuring that each apprentice is advanced and rotated through the basic work processes and skills; perform or otherwise cause the routine and periodic evaluation of the progress of each youth apprentice, and provide for a safe work environment.

EMPLOYMENT AND TRAINING OF YOUTH APPRENTICES

The employment and training of youth apprentices during their youth apprenticeship shall be without discrimination of political or religious opinion or affiliation, marital status,

race, color, creed, national origin, sex, or age, unless sex or age constitutes a bona fide occupational qualification, or the physical or mental disability of a qualified individual with a disability.

TERM OF APPRENTICESHIP MARYLAND

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A Youth Apprenticeship Agreement (YAA) must be signed by all parties for every youth apprentice enrolled in the Apprenticeship Maryland program. The YAA is effective only when signed by all parties. A signed copy must be on file at the school, with youth apprentice’s employer and at Department of Labor.

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ACCIDENT PREVENTION AND SAFETY

Safety and Health Training. The Eligible Employer shall instruct the youth apprentice in safe and healthful, work practices and shall insure that the youth apprentice is training

in facilities and other environments that are in compliance with occupational safety and health. Such instruction shall be coordinated with the actual work performed on the job and to include the appropriate tools and equipment.

RIGHT TO VISIT

Apprenticeship Maryland shall have the right to visit any job site where youth apprentices are employed and youth apprentice related instruction classes are in session in order to determine compliance with Youth Apprenticeship Standards.

I agree

BALTIMORE CITY
PUBLIC SCHOOLS

Youth Apprenticeship Employer: Better Engineering
Industry: Manufacturing

Occupations: Machinist, Sheet Metal Technician, Electrical Panel Builder, Industrial Painter, Machine Crater, Test technician, QA Tech, Mechanical Engineering Technician, Electrical Engineering Technician

Baltimore City Public Schools' Related Instruction

Local Construction Maintenance- Welding - CIP: 480508

CTE-Advanced topics in Welding

Local Course Number: 30025

Course Description: This course provides opportunity for students to gain advanced welding skills necessary in the construction and/or maintenance of a building which includes instruction in advanced topic areas and hands-on experience with oxyacetylene, shielded metal arc and gas tungsten arc (Tig). to ensure that students can achieve a passing score on the welding certification exam.

Construction Design and Management - CIP: 151350

Introduction to Construction and Design

Course Number: 24720

Course Description: This course provides an overview of the design and construction process and an introduction to the many career options in the construction field. Students will be introduced to core concepts in design and construction including: construction methods and materials; fundamental elements of design; and innovative technologies including Green Construction and Design. Students will be introduced to design software as they complete basic design projects, such as a bridge design, floor plans and elevation plans. This course also includes career exploration activities and research.

IGNITE: Mastering Manufacturing – CIP: 150613

Introduction to Advanced Manufacturing

Local Course Number: 25323

Course Description: Introduces fundamental concepts in advanced manufacturing, designed to

ignite interest and develop basic skills. Technical Highlights: Smart Automation, CNC, Robotics, CAD, Additive Manufacturing, and Safety.

Pre-Engineering (PLTW) – CIP: 155000

Honors Computer Integrated Manufacturing

Course Number: 25317

Course Description: How are things made? What processes go into creating products? How has automation changed the face of manufacturing? While students discover the answers to these questions, they're learning about the history of manufacturing; robotics and automation; manufacturing processes; computer modeling; manufacturing equipment; and flexible manufacturing systems.

Computer and Information Sciences – CIP: 110190

AP Computer Science Principles (CTE)

Course Number: 16412

Course Description: AP Computer Science Principles introduces students to the foundational concepts of computer science and challenges them to explore how computing and technology can impact the world. With a unique focus on creative problem solving and real-world applications, AP Computer Science Principles prepares students for college and career.

Occupations: Service Positions, Marketing Positions, Purchasing/Warehousing Positions

Graphic Communications & Design (Print ED) - CIP 100350

Principles of Graphic Communications

Course Number: 30007

Course Description: Principles of Graphic Communications provides a deeper understanding of the graphic communications industry. Students demonstrate 43 competencies in five Subject Areas: Digital Press; Substrates; Bindery, Finishing and Distribution; Math and Measurement; and Job Application and Interpersonal Skills.

Interactive Media Production - CIP: 100150

Principles of Arts, Media and Communication

Course Number: 24614

Course Description: This foundation course provides students an understanding of all aspects of the Arts, Media and Communication industry. Students will examine the opportunities and requirements of the major career pathways in this industry including: Graphic Design, Digital Media, and Interactive Media.

Baltimore County Public Schools – RI for Better Engineering

Here is for BCPS:

- Tooling U modules for manufacturing
- HVAC course: [23-24 \(flippingbook.com\)](#)
- Graphic Comm course: [23-24 \(flippingbook.com\)](#)
- Electrical course: [23-24 \(flippingbook.com\)](#)
- Engineering course: [23-24 \(flippingbook.com\)](#)
- Building and Construction Trades course: [23-24 \(flippingbook.com\)](#)
- Automotive course: [23-24 \(flippingbook.com\)](#)
- PLTW electronics course: [23-24 \(flippingbook.com\)](#)

Heating, Ventilation, and Air Conditioning



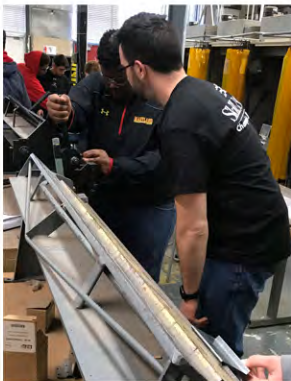
■ Dulaney High School

(Sites are subject to change; please consult school for more information)

PROGRAM DESCRIPTION

The Heating, Ventilation, and Air Conditioning (HVAC) program prepares students with related academic, workplace readiness, technical, and lifelong learning skills that are needed in the industry as it relates to residential and commercial building. The program introduces students to the latest climate control systems with hands-on training on central air, heat pumps, oil and gas furnaces, and most light commercial units being utilized in the HVAC industry. The program is based on the National Center for Construction Education and Research (NCCER) standards that leads to a national certification for those students who successfully complete Core and Level I modules within their curriculum.

- Students apply their knowledge and skills throughout the program and have the opportunity to hone those skills in the final capstone project.
- Students earn their OSHA 10-hour certificate through CareerSafe
- Upon graduation, students can enter employment, complete journey person apprenticeship, and/or earn a degree at a two-year or four-year college.
- Students who complete the program successfully may earn up to 11 articulated credits with the Community College of Baltimore County (CCBC).



COURSE DESCRIPTIONS (4 Courses, Additional courses)

HVAC Careers 1 (62.4200.0)

The foundation of all construction programs is the NCCER Core Curriculum of the Construction and Development Cluster. The course of study includes demonstration of student proficiency of the following topics: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Blueprints and Basic Rigging.

HVAC Careers 2 (62.4210.0)

Introduction to HVAC is a broad introduction to the world of the HVAC technician. The most basic operating principles of HVAC systems are presented along with a review of technician licensing and trade governing regulations. Content also includes

- Trade Mathematics
- Basic Electricity
- Introduction to Heating
- Basic Copper and Plastic Piping Practices.
- Soldering and Brazing

(see back for more information)

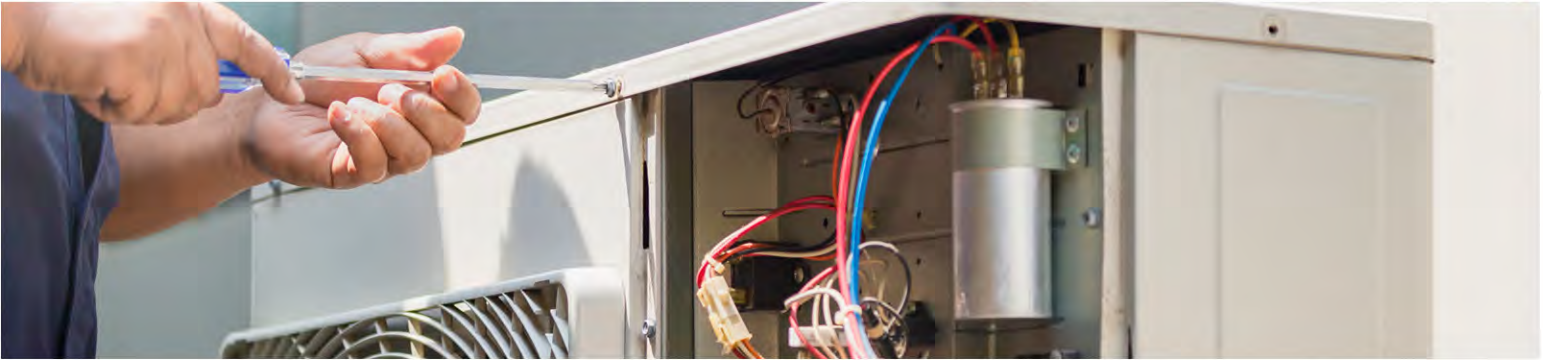
Baltimore County Public Schools

Heating, Ventilation, and Air Conditioning



■ Dulaney High School

(Sites are subject to change; please consult school for more information)



COURSE DESCRIPTIONS (cont.)

HVAC Careers 3 (62.4220.4)

The foundation of all construction programs is the NCCER Core Curriculum of the Construction and Development Cluster. The course of study includes demonstration of student proficiency of the following topics: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Blueprints and Basic Rigging. The final portion of the module describes potential career paths for the well-trained HVAC technician. Students gain content knowledge experience and information about Cooling • Air Distribution Systems • Basic Carbon Steel Piping Practices • Basic Maintenance • and Instructor-led Practical Applications

HVAC Careers 4 (62.4230.4 H)

Students apply their knowledge of HVAC to various projects. Individual programs may include additional requirements of the industry to provide advanced preparation based on the specific recommendations of the local program advisory committee.

Additional Courses

HVAC Welding 62.9120.4 Prerequisites required.

Students learn welding applications for HVAC.

HVAC Careers CWE 62.4270.4 (H) Prerequisites required

HVAC Careers CWE 62.4280.4 (H) Prerequisites required, 2 credits

Capstone Work Experience provides students the opportunity to extend and to apply their academic, technical, and career-based classroom learning under the supervision of a mentor. Students will maintain a reflective journal of their experiences and develop a portfolio that includes an enrichment project related to their career placements.

FOR MORE INFORMATION, PLEASE CONTACT:

Office of Career and Technical Education
Baltimore County Public Schools
Jefferson Building, 3rd Floor
105 W. Chesapeake Avenue
Towson, Maryland 21204
Phone: 443-809-8921 | Fax: 410-821-1719

Value-Added Outcomes

NCCER Core; NCCER HVAC Level I; ABC Advanced Credit; OSHA 10-hour

Post-Secondary Options

22 articulated credits with CCBC appropriate agreement.

Baltimore County Public Schools

Graphic/Print Communication



- Kenwood High School
- Western School of Technology

(Sites are subject to change; please consult school for more information)

PROGRAM DESCRIPTION

Focused in the digital arts, the Graphic/Print Communication programs are outstanding opportunities for hard-working students to learn about cutting-edge design, and craftsmanship through print, design, production, and the web. This program teaches everything needed to be proficient using the Adobe Creative Cloud software, from beginning Photoshop and Illustrator to Dreamweaver! Using industry-standard practices and experiences, Baltimore County Public Schools incorporates these programs into Kenwood High School and Western School of Technology.

Graphic/Print Communication is a BCPS CTE-completer program that is approved by MSDE. Students need to earn a minimum of three credits to qualify for a completer designation. Capstone work experience (CWE) may be available to eligible students in the junior and senior years.

The Graphic/Print Communication Technology program will provide students with the fundamental workplace, technical application, and interpersonal skills necessary to enter and to succeed in the diverse career area of graphic/print communications. Artistic expression, computer operations, graphics and imagery software applications (Adobe Illustrator, InDesign, and Photoshop), electronic publishing, mechanical art, digital photography, image assembly, offset and screen printing processes, and communication/teamwork skills will provide students with the knowledge needed to enter the workplace directly, to receive on-the-job training, and/or to seek postsecondary education. Partnerships with Printing & Graphics Association MidAtlantic and CCBC are available. Students also have the option to participate in Skills USA student competitions.



COURSE DESCRIPTIONS

Graphic Communication Technology 1 (6250100)

Students receive an overview of graphic design and printing production processes as well as an introduction to career options and required skills within the graphic communication industry. Students will learn to create documents for printing and digital production while learning about the impact of the industry on society. The course focuses on safety, copyright, efficiency, and types of printing. Using industry software and equipment, students will apply their knowledge of basic design principles to various printing processes and file preparation.

Graphic Communication Technology 2 (6250200)

With a focus on how the elements and principles of design enhance communication, students will learn to create and edit vector and raster graphics. This course covers binding and finishing for various types of products. Students will use industry software and equipment to create logos, flyers, and other products to meet client needs.

(see back for more information)

Baltimore County Public Schools

Graphic/Print Communication



- Kenwood High School
- Western School of Technology

(Sites are subject to change; please consult school for more information)

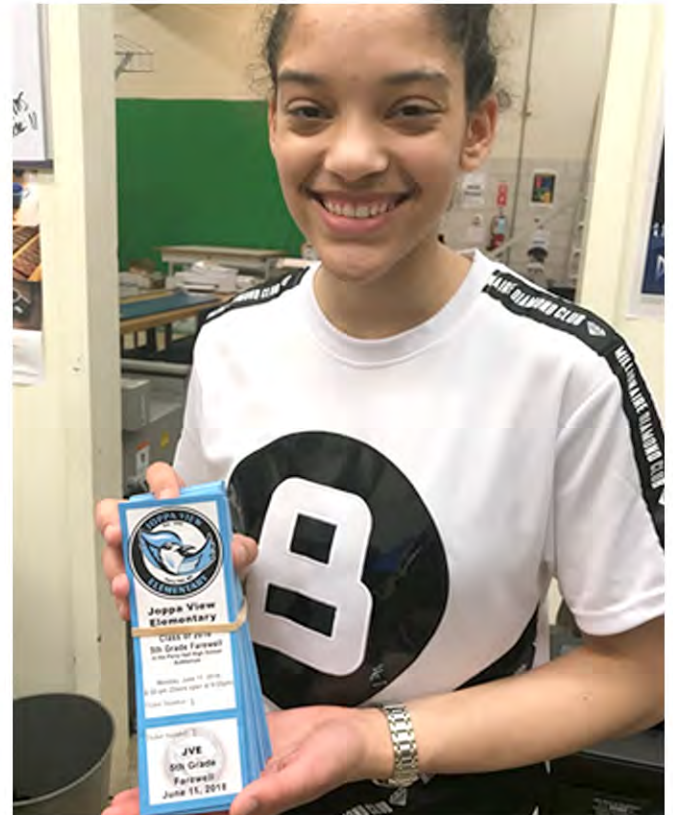
COURSE DESCRIPTIONS *(cont.)*

Graphic Communication Technology 3 (6250304)

Students will explore typography, focusing on the influence of typestyle on design. Students will design a logo, style guide, and business package to create a corporate identity. Variable data, personalization, and distribution methods are explored as well as the economic impact of design choices. Students learn skills required to be successful in the graphic communications business, including workflow, invoicing, ethics, and efficiency.

Graphic Communication Technology 4 (6250404) OR **Graphic Communication Technology Capstone Work Experience** (6250804—1 credit, or 6250904—2 credits)

With a focus on how the elements and principles of design enhance communication, students will learn to create and edit vector and raster graphics. This course covers binding and finishing for various types of products. Students will use industry software and equipment to create logos, flyers, and other products to meet client needs.



Value-Added Outcomes

National certification through PrintED may be obtained in Graphic/Print Communication Technology. Skills USA competitions are also available for students. Students also have the option to earn the Adobe ACA industry certification.

Post-Secondary Options

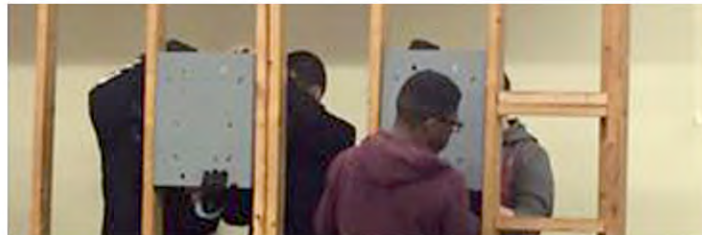
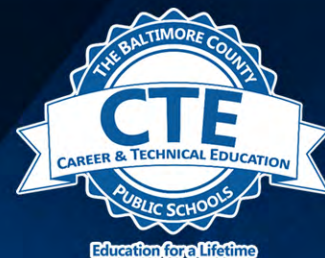
The program is also designed together with the Community College of Baltimore County (CCBC), so students have the opportunity to receive college credit. BCPS students must successfully complete a minimum number of high school credits with a cumulative technical grade point average of "B" or better in the CTE career completer program of study, to be eligible for articulated credit. To receive articulated credit, students must have a portfolio review by the CCBC Graphics/Visual Communications faculty.

FOR MORE INFORMATION, PLEASE CONTACT:

Office of Career and Technical Education
Baltimore County Public Schools
Jefferson Building, 3rd Floor
105 W. Chesapeake Avenue | Towson, Maryland 21204
Phone: 443-809-8922

Baltimore County Public Schools

Electrical Careers



■ Lansdowne High School

(Sites are subject to change; please consult school for more information)

PROGRAM DESCRIPTION

Students receive instruction in the procedures required for the installation and repair of wiring and control systems for residential and commercial systems.

- Students learn and freely use the tools of the trade along with blueprint reading, basic electrical theory, circuitry, circuit protection, installation of lighting and power circuits, and the use of electrical test equipment. All instruction follows the requirements established by the National Electric Code.
- Students may be eligible for first-year apprenticeship in the ABC apprenticeship training program and may also be eligible for advanced placement and/or testing opportunities through other union or non-union apprenticeship programs.
- Upon graduation, students can enter employment, complete journeyman apprenticeship, and/or earn a degree at a two-year or four-year college.
- Students who complete the program successfully may earn articulated college credits with CCBC.

The following course-of-study descriptions correlate to the modules of the NCCER national standards.



COURSE DESCRIPTIONS

ELECTRICAL CAREERS (4 Courses)

Course Sequence:

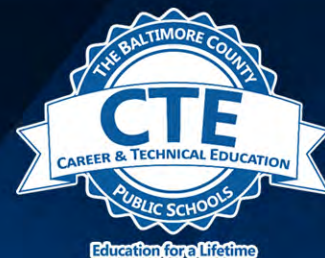
**Program requirements are frequently updated. Please consult school for latest offering.*

- **Course 1: Electrical Careers 1 #62.4000.0**
 - The foundation of all construction programs is the NCCER Core Curriculum of the Construction and Development Cluster. The course of study includes demonstration of student proficiency of the following topics; Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Blueprints, and Basic Rigging.
- **Course 2: Electrical Careers 2 #62.4010.0**
 - This course provides a broad introduction to the types of work and work environments electricians would find in the field. It covers apprenticeship, training programs, and career opportunities, along with the responsibilities and characteristics of an electrical worker. Topics include: Electrical Safety, Introduction to Electrical Circuits, Electrical Theory, Introduction to the National Electrical Code, Basic Electrical Construction Drawings, Electrical Test Equipment, Conductors and Cables, and Alternating Current.

(see back for more information)

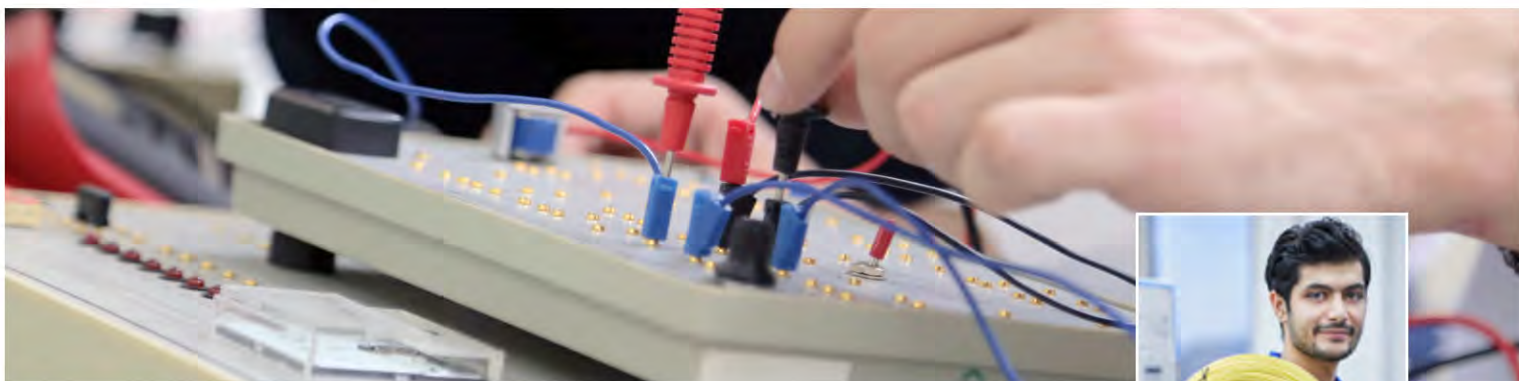
Baltimore County Public Schools

Electrical Careers



■ Lansdowne High School

(Sites are subject to change; please consult school for more information)



COURSE DESCRIPTIONS (cont.)

ELECTRICAL CAREERS (4 Courses)

Course Sequence:

**Program requirements are frequently updated. Please consult school for latest offering.*

- **Course 3: Electrical Careers 3 #62.4020.4 (H)**
 - Students gain content knowledge experience and information about Device Boxes, Hand Bending, Raceways and Fittings, Residential Electrical Services Motors, Theory and Application, Conductor Termination and Splices, Electric Lighting (Practical Applications) (57.5 hours). Instructor-led hands-on applications of skills.
- **Course 4: Electrical Careers 4 #62.4030.4 (H)**
 - Students apply their knowledge of electrical skills to various projects. Individual programs may include additional requirements of the industry to provide advanced preparation based on the specific recommendations of the local program advisory committee.

FOR MORE INFORMATION, PLEASE CONTACT:

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Technical Education**
Baltimore County Public Schools
Jefferson Building, 3rd Floor
105 W. Chesapeake Avenue
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Fax: 410-821-1719

Additional Courses

- **Electrical Careers CWE #62.4060.4 (H) Instructor Permission Required**
- **Electrical Careers CWE #62.4070.4 (H) Instructor Permission Required (2 credits)**
Capstone Work Experience provides students the opportunity to extend and to apply their academic, technical, and career-based classroom learning under the supervision of a mentor. Students will maintain a reflective journal of their experiences and develop a portfolio that includes an enrichment project related to their career placements.

Value added:

The program is based on the National Center for Construction Education and Research (NCCER) standards that leads to a national certification for those students who successfully complete Core and Level I modules within their curriculum.

Students earn their OSHA 10-hour certificate through CareerSafe

Students may earn advanced placement in Registered Apprenticeship programs in construction

Students may earn up to 6 articulated credits with the Community College of Baltimore County.

Schools may explore SkillsUSA for content-specific and leadership competitions as well as the Professional Development Program (PDP) resources to enhance career development and workplace readiness knowledge and skills.

Baltimore County Public Schools Engineering Careers



■ Eastern Technical HS

(Sites are subject to change, please consult school for more information)

PROGRAM DESCRIPTION

The Engineering Careers program is designed for highly motivated students who intend to enter a college engineering program after high school. The program incorporates national standards and emphasizes the preparation of each student for the rigorous natural sciences, mathematics, and computer programming courses required for the mastery of an engineering curriculum. In addition, this program exposes students to the different disciplines of the profession. This enables each student to test his or her decision to choose engineering and evaluate possible college engineering majors. Students will receive classroom and hands-on experiences in engineering disciplines with emphasis on mechanical, electrical/electronics, civil, architectural, and fluid engineering.

By the end of the four-course sequence, students are provided learning experiences that develop their Engineering Habits of Mind, enable them to completely enact Engineering Practices, and appreciate, acquire, and apply, when appropriate, Engineering Knowledge to solve problems they encounter.



COURSE DESCRIPTIONS

Course Sequence:

Course 1: Engineering Careers 1 #56.0310.4 (H)

Topics Include:

- Introduction to Engineering
- The Engineering Design Process
- Materials Processing
- Quantitative Analysis with MATLAB®
- Introduction to 2D and 3D Sketching and Modeling

Course 2: Engineering Careers 2 #56.0320.4 (H)

Topics Include:

- Advanced Sketching and 3D Modeling Techniques
- Statics, Friction, and Dynamics
- Mechanics of Materials
- Measurement and Precision
- Mechanical Design
- Circuit Theory and Electrical Power

(see back for more information)

Baltimore County Public Schools

Engineering Careers



■ Eastern Technical HS

(Sites are subject to change, please consult school for more information)



COURSE DESCRIPTIONS (Continued)

Course Sequence:

Course 3: Engineering Careers 3 #56.0330.4 (H)

Topics Include:

- Digital and Analog Electronics
- Fluid Mechanics and Aerodynamics
- Geometric and Trigonometric Engineering Mathematics
- Design for Manufacturing and Prototyping

Course 4: Engineering Careers 4 #56.0340.4 (H)

Topics Include:

- The Built Environment
- Site Development and Environmental Factors
- Structural Systems
- Mechanical Systems and Thermodynamics
- Engineering Design Grand Challenge

FOR MORE INFORMATION, PLEASE CONTACT:

Office of Career and Technical Education

Baltimore County Public Schools

Jefferson Building, 3rd Floor

105 W. Chesapeake Avenue | Towson, Maryland 21204

Phone: 443-809-8922

Post-Secondary and Value-Added Outcomes

Engineering Careers coursework prepares students to take Autodesk Certified User exams to earn industry credentials. In addition, students can earn articulated credit with the Community College of Baltimore County (CCBC). In order to receive articulated credit, students must successfully complete the program with a cumulative technical grade point average of B or better; and present a portfolio of their work for review, including major team projects.



Baltimore County Public Schools

Building & Construction Technology



Eastern Tech ■ Carver Center (effective SY24-25) ■ Milford Mill ■ Sollers Point Tech

(Sites are subject to change; please consult school for more information)

PROGRAM DESCRIPTION

Building and Construction Technology provides students with knowledge and hands-on experiences in carpentry, plumbing, electrical, and HVAC systems. This hybrid construction program involves the construction of modular units, with a high degree of completion of interior elements, and presents the construction side of the manufactured construction industry. Additional curriculum modules, covering project management and project supervision as it relates to all areas of Construction Trades, are offered as supplemental resources. Students who successfully complete the program are eligible for certification through National Craft Assessment and Certification (NCCER) and Occupational Safety and Health Administration (OSHA). Students completing the program successfully may be eligible for advanced placement and/or testing opportunities through union or non-union apprenticeship programs and/or receive college credit at a postsecondary institution through an articulation agreement with CCBC. Upon graduation students can enter employment, complete journeyman apprenticeship, and/or earn a degree at a two-year or four-year college.

COURSE SEQUENCE

Building and Construction Tech 1

Course Number: 62.8000.0. Prerequisite: None

The Foundations of Building and Construction course is the NCCER Core Curriculum of the Construction and Development Cluster. The course of study includes demonstration of student proficiency of the following topics: Basic Safety; Introduction to Construction Math; Introduction to Hand Tools; Introduction to Power Tools; Introduction to Blueprints; Basic Rigging.

Building and Construction Tech 2

Course Number: 62.8010.0. Prerequisite: Building and Construction Tech 1

An emphasis on Carpentry skills are explored in this course, including the following topics: Orientation to the Trade; Building Materials, Fasteners, and Adhesives; Introduction to Construction Drawings, Specifications, and Layout; Floor and Wall Systems; Ceiling Joist and Roof Framing; Building Envelopes; Basic Stair Layout



(See back for more courses)

Building & Construction Technology



Eastern Tech ■ Carver Center (effective SY24-25) ■ Milford Mill ■ Sollers Point Tech

(Sites are subject to change; please consult school for more information)

COURSE SEQUENCE *(cont.)*

Building and Construction Tech 3

Course Number: 62.8020.4 (H). Prerequisite: Building and Construction Tech 2

An emphasis on Electrical skills are explored in this course, including the following topics:

- Electrical Safety
- Introduction to Electrical Circuits
- Electrical Theory
- Introduction to the National Electrical Code
- Device Boxes
- Hand Bending
- Raceways and Fittings
- Conductors and Cables
- Basic Electrical Construction Drawings
- Residential Electrical Services
- Electrical Test Equipment

Building and Construction Tech 4

Course Number: 62.8030.4 (H). Prerequisite: Building and Construction Tech 3

An emphasis on Plumbing skills are explored in this course, including the following topics:

- Introduction to the Plumbing Profession
- Plumbing Safety
- Tools of the Plumbing Trade
- Introduction to Plumbing Math
- Introduction to Plumbing Drawings
- Plastic Pipe and Fittings
- Copper Tube and Fittings
- Cast-Iron Pipe and Fittings
- Steel Pipe and Fittings
- Introduction to Plumbing Fixtures
- Introduction to Drain, Waste, and Vent (DWV) Systems
- Introduction to Water Distribution Systems



Building and Construction Tech 5

Course Number: 62.8040.4 (H). Prerequisite: Building and Construction Tech 4

Students apply their knowledge of carpentry, electrical, HVAC, and plumbing to build various projects. Individual programs may include additional requirements of the industry to provide advanced preparation based on the specific recommendations of the local program advisory committee.

Building and Construction Tech CWE

Course Number: 62.8080.4 (H) Prerequisite: Varies by school offerings. Credit: 1 Course Number: 62.8090.4 (H) Credit: 2

Capstone Work Experience provides students the opportunity to extend and to apply their academic, technical, and career-based classroom learning under the supervision of a mentor. Students will maintain a reflective journal of their experiences and develop a portfolio that includes an enrichment project related to their career placements.

FOR MORE INFORMATION, PLEASE CONTACT:

Office of Career and Technical Education

Baltimore County Public Schools
Jefferson Building, 3rd Floor
105 W. Chesapeake Avenue
Towson, Maryland 21204
Phone: 443-809-8921
Fax: 410-821-1719

Value-Added Outcomes: The program is based on the National Center for Construction Education and Research (NCCER) standards that leads to a national certification for those students who successfully complete Core and Level I modules within their curriculum.

- Students earn their OSHA 10-hour certificate through CareerSafe
- Students may earn advanced placement in Registered Apprenticeship programs in construction

Post-Secondary Options: Students may earn up to 6 articulated credits with the Community College of Baltimore County.

Additionally, schools may explore SkillsUSA for content-specific and leadership competitions as well as the Professional Development Program (PDP) resources to enhance career development and workplace readiness knowledge and skills.

Baltimore County Public Schools

Automotive Services Technology



■ Milford Mill ■ Sollers Point Tech ■ Western Tech

(Sites are subject to change; please consult school for more information)

PROGRAM DESCRIPTION

The automotive service technology program introduces students to the career field of automotive service and repair. Students are required to perform selected manipulative activities as outlined in Automotive Service Excellence (ASE) requirements, using specialized tools and equipment on late-model vehicles. A variety of teaching methods are used to enhance the learning process by reinforcing critical thinking and academic skills which prepare students with electronic diagnosis, troubleshooting, and customer relations skills needed by today's automotive technicians. Students can learn skills through computerized automotive simulators, shop demonstrations, diagnostic testing, and several hands-on activities performed on shop vehicles. Students who complete the program successfully may earn certification in maintenance and light repair, as well as articulated college credits with CCBC.



COURSE DESCRIPTIONS

Automotive Service Tech 1 #62.4410.0 (Prerequisite: None, Credit: 1) AND

Automotive Service Tech 2 #62.4420.0 (Prerequisite: Automotive Service Tech 1, Credit: 1)

Students in Automotive Service Tech 1 and 2 complete various ASE modules focusing on ASE Supplemental Tasks (A0) such as safety, tool use, Electrical and Electronic Systems Repair (AST A6), and Heating and Air Conditioning Service (MLR A7). Students also learn basic automotive shop communication, procedures, how to prepare a vehicle for service, and complete an automotive shop repair order (RO).

Automotive Service Tech 3 #62.4430.4 (H) (Prerequisite: Automotive Service Tech 2, Credit: 1) AND

Automotive Service Tech 4 #62.4440.4 (H) (Prerequisite: Automotive Service Tech 3, Credit: 1)

Students in Automotive Service Tech 3 and 4 study Suspension and Steering (AST A4) and Brakes (AST A5). Students learn strategy-based diagnostic routines to help interpret and verify customer concerns. The students perform tests and inspections using special tools and scan tools to determine the cause of problems. Through the inspection, testing, or measurement of components process, the student will be able to apply this knowledge to determine needed repairs and repair vehicle.

Automotive Service Tech 5 #62.4450.4 (Prerequisite: Automotive Service Tech 4, Credit: 1)

In this course, students will learn the principles of Engine Repair (MLR A1) and Automatic Transmission/Transaxle Service (MLR A2). It builds on the essential laws of physics, thermodynamics, and chemical reactions and how these principles apply to the operation of engine and powertrain systems.

(see back for more information)

Baltimore County Public Schools

Automotive Service Technology



■ Milford Mill ■ Sollers Point Tech ■ Western Tech

(Sites are subject to change; please consult school for more information)

COURSE DESCRIPTIONS *(continued)*

Automotive Service Tech CWE #62.4480.4 (H) (Credit:1), #62.4490.4 (H) (Credit:2)

Automotive Capstone Work Experience provide students the opportunity to extend and to apply their academic, technical, and career-based classroom learning under the supervision of a mentor. Students will maintain a reflective journal of their experiences and develop a portfolio that includes an enrichment project related to their career placements.



VALUE-ADDED OUTCOMES:

- **AYES Students** - Students who graduate from AYES programs are eligible for paid mentored work experience at dealerships.
- **2-Year Colleges** - The Community College of Baltimore County (CCBC) offers up to 5 articulated college credits in Automotive Repair to students who successfully complete the Automotive Program. The community college has a number of certificates in automotive pathways.
- **4-Year Colleges** - Students may pursue advanced degrees in Automotive Engineering.
- **Military** - The military offers many opportunities for students interested in pursuing the automotive technology trades in the service branches.
- **Employment** - Students may enter employment in a variety of positions. Additional education may required for certain positions.
- Students may earn up to 5 articulated credits with the Community College of Baltimore County.
- Schools may explore **SkillsUSA** for content-specific and leadership competitions as well as the Professional Development Program (PDP) resources to enhance career development and workplace readiness knowledge and skills.

FOR MORE INFORMATION, PLEASE CONTACT:

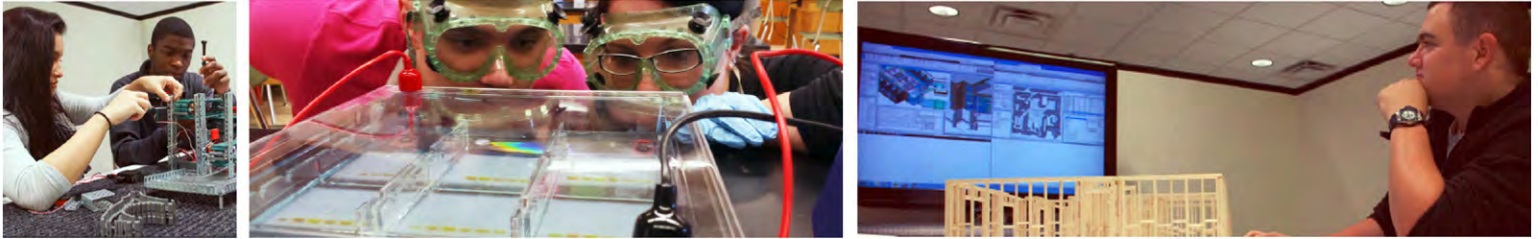
Office of Career and Technical Education

Baltimore County Public Schools
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105 W. Chesapeake Avenue | Towson, Maryland 21204
Phone: 443-809-8921 | Fax: 410-821-1719



Baltimore County Public Schools

PLTW Engineering



PROGRAM DESCRIPTION

The PLTW Engineering Program of Study empowers students to step into the role of an engineer and adopt a problem-solving mindset. The program's courses engage students in real-world challenges that not only build knowledge and skills in engineering, but also empower students to develop essential skills such as problem solving, critical, and creative thinking, communication, collaboration, and perseverance. Students take from the courses in-demand knowledge and skills they will use in high school and for the rest of their lives, or any career path they pursue. The PLTW Engineering Program of Study consists of one (1) Technology Education graduation credit, and three (3) core courses. As part of the pathway, students complete one year (or semester) in a specialized engineering discipline. Engineering disciplines vary by school.



- Catonsville High School
- Chesapeake High School
- Dulaney High School
- Dundalk High School
- Owings Mills High School
- Parkville High School
- Perry Hall High School
- Pikesville High School
- Woodlawn High School

(sites are subject to change, please consult school for more information)

(See back for course information)



FOR MORE INFORMATION, PLEASE CONTACT:

Office of Career and Technical Education

Baltimore County Public Schools

Jefferson Building, 3rd Floor | 105 W. Chesapeake Avenue | Towson, Maryland 21204

Phone: 443-809-8922



COURSE SEQUENCE

Course 1: PLTW Introduction to Engineering Design - #56.0200.4 (H)

Students dig deep into the engineering design process, applying math, science, and engineering standards to hands-on projects. They work both individually and in teams to design solutions to a variety of problems using 3-D modeling software and use an engineering notebook to document their work.

(This course meets the Technology Education graduation credit and is the prerequisite to PLTW Principles of Engineering.)

Course 2: PLTW Principles of Engineering - #56.0210.4 (H)

Through problems that engage and challenge, students explore a broad range of engineering topics, including mechanisms, the strength of structures and materials, and automation. Students develop skills in problem solving, research, and design while learning strategies for design process documentation, collaboration, and presentation.

(Prerequisite: PLTW Introduction to Engineering Design)

Course 3: Engineering Specialization - Specialized offerings vary by school.

(Prerequisite: PLTW Principles of Engineering)

PLTW Aerospace Engineering - #56.0240.5 (GT/AA)

This course propels students' learning in the fundamentals of atmospheric and space flight. As they explore the physics of flight, students bring the concepts to life by designing an airfoil, propulsion system, and rockets. They learn basic orbital mechanics using industry-standard software. They also explore robot systems through projects such as remotely operated vehicles.

PLTW Civil Engineering and Architecture - #56.0230.5 (GT/AA)

Students learn important aspects of building and site design and development. They apply math, science, and standard engineering practices to design both residential and commercial projects and document their work using 3-D architectural design software.

PLTW Computer Integrated Manufacturing - #56.0260.5 (GT/AA)

This course sheds light on the manufacturing industry. At the same time, it teaches students about manufacturing processes, product design, robotics, and automation.

PLTW Digital Electronics - #56.0220.4 (H)

This course provides a foundation for students who are interested in electrical engineering, electronics, or circuit design. Students study topics such as combinational and sequential logic and are exposed to circuit design tools used in industry, including logic gates, integrated circuits, and programmable logic devices.

Course 4: PLTW Engineering Design and Development (Capstone) - #56.0250.5 (GT/AA)

The knowledge and skills students acquire throughout PLTW Engineering come together in Engineering Design and Development as they identify an issue and then research, design, and test a solution, ultimately presenting their solution to a panel of engineers.

VALUE-ADDED OUTCOMES

PLTW Engineering coursework prepares students to take Autodesk Certified User exams to earn industry credentials.

POST-SECONDARY OPTIONS

Students who successfully complete designated PLTW courses and meet college enrollment requirements may receive college credit at various PLTW College and University Partner schools. Qualifications for credits vary by school and may include but are not limited to grades in the PLTW eligible course, performance on the PLTW End of Course (EoC) assessment, and/or a portfolio submission. Your PLTW teacher can assist you in making an informed decision based on the school of your choice.





CECIL COUNTY PUBLIC SCHOOLS

DIVISION OF EDUCATION SERVICES

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER
201 BOOTH STREET • ELKTON, MD 21921

phone: 410.996.5056 • fax: 410.996.5465 • www.ccps.org

Jeffrey A. Lawson, Ed.D.
Superintendent of Schools

Diana B. Hawley
President, Board of Education

July 2, 2024

[Amy Belt -LABOR-](#)

Apprenticeship Navigator
Division of Workforce Development and Adult Learning
Maryland Department of Labor

Dear Ms. Belt,

This letter is to inform you of the curriculum used for business within Cecil County Public Schools for Better Engineering.

Each pathway has 3 classes depending on the appropriate type of apprentice and they are as follows:

Business or Marketing Apprentice

- Principles of Business Management
- Introduction to Marketing
- Honors Advanced Marketing

Engineering Apprentice

- Advanced Technology 1
- Advanced Technology 2
- Advanced Technology 3

Hospitality Apprentice

- Principles of Hospitality and Tourism
- Hospitality and Tourism Management
- Hospitality and Tourism Work Based Learning

Industrial Maintenance Apprentice

- Foundations of Building and Construction
- Industrial Maintenance I
- Industrial Maintenance II

Machining Apprentice

- Principles of Competitive Manufacturing
- Manual Milling
- CNC Turning: Programming Setup-Operations

Electrical Apprentices

- Foundations of Building and Construction
- Electrical 1
- Electrical 2

If a student is not able to attend the Cecil County Public Schools, then they will follow the same sequence through a dual enrollment program at Cecil College.

Thank you,

A handwritten signature in cursive script that reads "J. Heather Handler". The signature is written in black ink and is positioned to the left of the typed name.

J. Heather Handler

201 Booth Street

Elkton, MD 21921

410-996-5401 Ext: 54625

Program Coordinator for Career and Technical Education & STEM: Cecil County Public Schools



Related Instruction- Better Engineering Additional Occupations

Electrical

CT37: Electricity I

This course focuses on broadening the student's skills and knowledge in residential, commercial, and industrial light, power, and control wiring. Content includes interpreting and use of the national electrical code, calculating circuit capacity by reading, drawing, and analyzing electrical schematics, diagrams, and blueprints, and installing and maintaining light, power, audio, video, signal, and alarm circuits. Successful completion of this course earns two credits.

CT38W: Electricity II

Engineering

CT33W: Principles of Engineering PLTW

This foundation course provides an overview of engineering and engineering technology and exposes students to major concepts they'll encounter in a postsecondary engineering course of study. Topics include mechanisms, energy, statics, materials, and kinematics. They develop problem-solving skills and apply their knowledge of research and design to create solutions to various challenges, document their work and communicate solutions. Successful completion of this course earns one credit.

CT39W: Aerospace Engineering PLTW

This specialization course explores the evolution of flight, navigation and control, flight fundamentals, aerospace materials, propulsion, space travel, and orbital mechanics. In addition, this course presents alternative applications for aerospace engineering concepts. Students analyze, design, and build aerospace systems. They apply knowledge gained throughout the course in a final presentation about the future of the industry and their professional goals. Successful completion of this course earns one credit.

CT48W: Civil Engineering And Architecture PLTW

This specialization course explores the interrelationship and dependence of the fields of civil engineering and architecture on each other. Students apply their knowledge to the design and development of residential and commercial properties and structures. In addition, students use 3D design software to design and document solutions for major course projects. Students communicate and present solutions to their peers and member of a professional community of engineers and architects. Successful completion of this course earns one credit.

CT52W: Engineering Design And Development PLTW

This capstone course will allow students to work in teams to design and develop an original solution to a valid open-ended technical problem by applying the engineering design process. Students perform research to choose, validate, and justify a technical problem. After carefully defining the problem, teams design, build, and test their solutions while working closely with industry professionals who provide mentoring opportunities. At the end of the course, student teams present and defend their original solution to an outside panel. Successful completion of this course earns one credit.



Industrial Painter

CT35W: Carpentry II

This course will begin with safety procedures within the construction craft. International Residential Code (IRC) certification will continue and students will have an opportunity to take two certification exams in the 12th grade. If students pass all 4 exams, they will have 4 certifications for their portfolios. Windows, exterior doors, interior doors and all trim work for the Habitat Home will take place. Drywall installation and finish, along with painting and kitchen installation, will be identified and installed. Along with the "hands on" activities, high-level research and design will take place in the area of "Net Zero" green construction best practices for future classes to follow. Successful completion of this course earns two credits.

Marketing/Customer Service/Purchasing and Receiving Agent

BE03: Financial and Technology Literacy

Students will develop proficiency in the use of the most widely adopted business application, Microsoft Office Suite. This course is designed as an integrated approach to developing competencies in the utilization of MS Word, Excel, and PowerPoint to collaborate and communicate in the digital age. Course activities will prepare students for Microsoft Office Specialist Certifications (MOS), which are recommended by the American Council on Education (ACE) for one semester hour of lower division college credit. Additionally, students will develop the knowledge and skills necessary for making informed financial decisions; successfully building, maintaining, and protecting financial resources with particular emphasis on saving, budgeting, investing, and risk management (insurance).

BE16: Principles of Business Management and Entrepreneurship

This is one of two foundation courses required for all pathways in the Business Management and Finance Career Cluster and is essential to all pathways. This course provides a foundational understanding of the role of business in a global society, American business as a dynamic process, forms of business ownership, management concepts, marketing, production and distribution, and accounting and finance. Along with a brief historical perspective, business terminology and principles will be emphasized. Students will develop the communication skills that will be necessary for success in the workplace and college while understanding the business world and preparing to meet their career goals and objectives.

BE40: Principles of Accounting and Finance

This is one of two foundation courses required for all pathways in the Business Management and Finance Career Cluster and is essential to all pathways. This course provides a foundational understanding of the role of business in a global society, American business as a dynamic process, forms of business ownership, management concepts, marketing, production and distribution, and accounting and finance. Along with a brief historical perspective, business terminology and principles will be emphasized. Students will develop the communication skills that will be necessary for success in the workplace and college while understanding the business world and preparing to meet their career goals and objectives.

BE41: Advanced Accounting

This course is designed to be the second of two sequential accounting courses of the complete requirement for students enrolled in the Financing and Accounting Pathway. This course provides students with accounting knowledge that will prepare them for post-high school levels of education



and entry-level positions in the workforce. Focus will be on accounting procedures necessary to address long and short-term assets and investments, long and short-term liabilities, inventory management and accounting ratios used in the decision-making process. A comprehensive study of the accounting procedures used in establishing corporations, declaring and paying dividends, the formation and dissolution of partnerships, distribution of net income and owners' equity statements is included in this course. Career paths for accounting will be examined and the use of accounting knowledge in a variety of career clusters is also explored. Awareness of ethical issues and application of ethical decision-making models will be reinforced throughout the course. Successful completion of this course earns one credit.

BE42: Advanced Business Management

This course is designed to be the second of two sequential Business Management courses of the completer requirement for students enrolled in the Business Management pathway. This course provides students with the knowledge that will prepare them for post-high school levels of education and entry-level positions in the workforce. Focus will be on the role of business in society, the changing nature of contemporary business practice, major management concepts and theories, the processes of management (functional, operational, human relations), business law and ethics, and business communications. Career paths will be examined and the use of business management knowledge in a variety of career clusters is also explored. Awareness of ethical issues and application of ethical decision-making models will be reinforced throughout the course. Successful completion of this course earns one credit.

BE43: Introduction to Marketing

This course introduces students to the essential concepts of marketing theory and the foundations, functions and benefits of marketing in a free enterprise system. Marketing requires a skilled, professional understanding of consumer behavior and economic trends in order to gain a competitive advantage in today's global marketplace. Throughout the Introduction to Marketing course, students will use and incorporate technologies to conduct research and communicate. Students will integrate their knowledge of legal issues, the importance of ethics, and social responsibilities in marketing. Students will understand and demonstrate strong interpersonal skills and develop an appreciation of human diversity. By the end of this course, students will have a solid understanding of the many diverse career opportunities in the field of marketing. Successful completion of this course will earn one credit.

BE44: Advanced Marketing

This course is designed to be the second of two sequential marketing courses of the completer requirement for students enrolled in the Marketing Program of Study. The Advanced course builds on the concepts studied in Introduction to Marketing by giving students in-depth, comprehensive project-based learning opportunities. Students will apply their understanding of consumer buying behavior and relationships, the tools and techniques used by organizations that identify the factors that influence marketing strategy decisions, market segmentation and target marketing, and other considerations in order to create a written professional marketing plan. Throughout the course, students will use strong interpersonal skills and incorporate technologies when conducting primary and secondary research. Students will integrate their knowledge of legal issues, ethics, diversity and social responsibilities in developing their marketing plan. Students will continue to explore the many diverse career opportunities in the field of marketing



Machinist, Machine Crater, Sheet Metal Technician, Test Technician and QA Tech Welder

CT25: Computer Aided Machining And High Performance Manufacturing I

This course provides students with opportunity to learn and practice skills associated with precision machining of all types of metals. Students use both hand and machine tool operations to construct complex projects that require accurate measuring in both decimal and metric scales. Computer numerical control lathes and mills are used to develop basic skills and understanding of modern technology. Successful completion of this course earns two credits.

CT26W: Computer Aided Machining And High Performance Manufacturing II

This course will allow students to learn and practice modern manufacturing techniques through the utilization of computerized lathes and milling machines to construct both individual and mass production projects with a high degree of accuracy. Successful completion of this course will earn two credits.

CT28: Certified Welding I

This course gives students opportunity to learn and practice welding skills on complex projects using shielded metal arc and gas metal arc (Mig) welding practices and techniques. Students design, plan, and construct projects using modern manufacturing and fabrication technology. Successful completion of this course earns two credits.

CT29W: Certified Welding II

This course provides an opportunity for students to learn and practice skills associated with oxyacetylene, shielded metal arc and gas tungsten arc (Tig). Students who successfully complete this course are given opportunity to become certified welders by achieving passing scores on tests administered by an independent testing laboratory. Successful completion of this course earns two credits.



YOUTH APPRENTICESHIP STANDARDS

ADOPTED BY

Better Engineering

(Eligible Employer Name)

1802 Fashion Court

(Address)

Joppa

MD

21085

(City)

(State)

(Zip Code)

Better Engineering as an Eligible Employer agrees to the following:

1. SUPERVISION OF YOUTH APPRENTICES

The Eligible Employer shall designate a mentor who shall have full direction and control of each youth apprentice, and who shall further:

- (a) be responsible for assignment of youth apprentices under the immediate supervision of qualified mentors for instruction; and
- (b) be responsible for the keeping and maintaining of progress records on apprentices to include related instruction and insuring that each apprentice is advanced and rotated through the basic work processes and skills;
- (c) perform or otherwise cause the routine and periodic evaluation of the progress of each youth apprentice, and
- (d) provide for a safe work environment.

2. EMPLOYMENT AND TRAINING OF YOUTH APPRENTICES

The employment and training of youth apprentices during their youth apprenticeship shall be without discrimination of political or religious opinion or affiliation, marital status, race, color, creed, national origin, sex, or age, unless sex or age constitutes a bona fide

occupational qualification, or the physical or mental disability of a qualified individual with a disability.

3. TERM OF APPRENTICESHIP MARYLAND

The term of a youth apprenticeship shall be 450 hours of on-the-job training and at least one-year of classroom instruction related to the eligible career track.

4. RATIO OF YOUTH APPRENTICE(S) TO MENTOR(S)

No more youth apprentices will be employed than can be properly trained and afforded reasonable opportunity for future employment in the occupation.

- (a) To insure proper training, the number of apprentices shall not exceed one (1) youth apprentice to every one (1) mentor regularly employed in the occupation.

Each youth apprentice must be assigned a skilled mentor at the workplace. The mentor may assign multiple “trainers” to instruct the youth apprentice while they rotate among the various workstations. One mentor may work with more than one youth apprentice in a company.

5. YOUTH APPRENTICESHIP AGREEMENT

A Youth Apprenticeship Agreement (YAA) must be signed by all parties for every youth apprentice enrolled in the Apprenticeship Maryland program. The YAA is effective only when signed by all parties. A signed copy must be on file at the school, with youth apprentice’s employer and at Department of Labor, (MD Labor).

6. CANCELLATION OR TERMINATION OF APPRENTICESHIP MARYLAND YOUTH APPRENTICESHIP AGREEMENTS

The Employer shall *immediately and in all instances*, notify the Maryland Apprenticeship and Training Council, with a copy to the Maryland Apprenticeship and Training Program, MD Labor, *in writing*, stating reasons for the cancellation of a Youth Apprenticeship Agreement.

7. ACCIDENT PREVENTION AND SAFETY

Safety and Health Training. The Eligible Employer shall instruct the youth apprentice in safe and healthful, work practices and shall insure that the youth apprentice is training in facilities and other environments that are in compliance with occupational safety and health. Such instruction shall be coordinated with the actual work performed on the job and to include the appropriate tools and equipment.

8. RIGHT TO VISIT

The Apprenticeship Maryland Program shall have the right to visit any job site where youth apprentices are employed and youth apprentice related instruction classes are in session in order to determine compliance with Youth Apprenticeship Standards.



Signature of Eligible Employer

6/24/24

Date

Jeremy Salkin

Typed or Printed Name

Director of Operations

Title



**Apprenticeship Maryland Program
Safety Checklist for MDOL Navigators**

1. Physical work facility in a commercial facility, not a residence or home office.
2. Structured work area for each employee.
3. Material Safety Data Sheet information posted in facility for industry.
4. Well-marked entrance and exits for emergency purposes.
5. No evidence of Drugs, Alcohol and Substances in the workplace.
6. Hazardous work areas identified within facility with appropriate signage.
7. Appropriate rooms marked for restrooms, first aide, safety controls, emergency shut off valves, etc. per type of facility.
8. Student to have appropriate designated work-space/work area while working on site.
9. Proper access to supervision/administration as needed while in work area.
10. ADA Compliance and Signage.
11. Exposed areas: damp/dark areas, exposed wiring, holes, unsecured openings/areas in building or grounds.
12. Large obstacles in pathways or blocking doors/exits/entrances/hallways/driveways.
13. Poor quality/maintained equipment.
14. No evidence of safety precautions while at facility where needed: Hard hats, safety glasses, masks, and other gear.
15. Tools, hardware not in a properly organized manner for functionality within facility.
16. Falling objects within the facility or grounds that is randomly occurring or unsafe.
17. Dangerous ramps, stairways, doors that are not secure.
18. Improperly secured equipment within the facility.
19. Building structural damage.
20. Toxic substances exposed and not contained properly on the grounds and/or facility.
21. Exterior Grounds marked with appropriate directional signage for emergency purposes.

On June 27, 2024, the above items were found to be in acceptable order for approval by: Amy Belt - Registered Apprenticeship Navigator.

BETTER ENGINEERING MANUFACTURING, INC.: D02358091

Department ID Number:

D02358091

Business Name:

BETTER ENGINEERING MANUFACTURING, INC.

Principal Office: 

7101 BELAIR ROAD
BALTIMORE MD 21206

Resident Agent: 

STUART R. ROMBRO
2115 FIRST MARYLAND BUIDLING
25 S CHARLES ST
BALTIMORE MD 21201

Status:

INCORPORATED

Good Standing:

THIS BUSINESS IS IN GOOD STANDING

Business Type:

CORPORATION

Business Code:

03 ORDINARY BUSINESS - STOCK

Date of Formation/ Registration:

06/11/1987

State of Formation:

MD

Stock Status:

STOCK

Close Status:

YES
