

AGREEMENT

APPLICANT INFORMATION

Name: _____
 Address: _____

 Cell Phone: _____
 Email: _____
 School: _____
 Date of Birth: _____

Race/Ethnic Group (X One) Gender: Male Female

White (Not Hispanic) Asian/Pacific Islander
 Black (Not Hispanic) Information Not Available
 Hispanic Other
 American Indian or Alaska
 Native

APPRENTICESHIP MARYLAND COORDINATOR

Name: _____
 Address: _____

 Cell Phone: _____ Fax: _____
 Email: _____

PARENT/GUARDIAN INFORMATION

Name: _____
 Address: _____

 Cell Phone: _____ Home: _____
 Email: _____

EMPLOYER REPRESENTATIVE

Name: _____
 Title: _____
 Company Name: _____
 Address: _____

 Cell Phone: _____ Fax: _____
 Email: _____

STUDENT SCHEDULE AND EMPLOYER SITE INFORMATION

Start Date: ___/___/___ End Date: ___/___/___ Job Title: _____

Related Instruction Description: _____ min. wage or higher: _____
 Description: _____ Wage/hour: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
On the job training					
Related to Instruction					
High School Grad coursework					

SIGNATURES

Student: _____ Date: ___/___/___
 Employer: _____ Date: ___/___/___
 Parent/Guardian: _____ Date: ___/___/___
 Coordinator: _____ Date: ___/___/___

EMPLOYER RESPONSIBILITY

- Employ the apprentice for at least 450 hours within the specified period, for all work performed within the established hours at no less than minimum wage.
- Comply with applicable child labor and employment of minors laws with regard to number of hours worked, prohibited occupations and equipment, and time of day.
- Recognize that student is a minor and is participating in a school-sponsored program at the worksite. Therefore, the employer agrees that all conduct and communication will be appropriate to a teaching environment.
- Define competencies and needed related instruction and work with coordinator to determine the related instruction options that are available and appropriate for each apprentice.
- Provide instruction in the required work processes/competencies associated with their occupation under direct supervision of qualified skilled training personnel and assigned mentor/supervisor.
- Provide the student with safety instruction in work practices, safe equipment and healthful facilities in compliance with OSHA, Federal and State law requirements.
- Promptly contact Coordinator regarding any questions, concerns, or problems (attendance, attitude, etc.)
- Conduct Interim and Quarterly performance evaluations documenting progress of employability skills, professionalism and industry related competencies and contact coordinator regarding any questions, concerns, or problems (attendance, attitude, etc.)
- Provide assurance of qualified mentor with a description of the mentor's role and qualifications;
- Apprentice will be eligible for all company benefits under the State Workers' Compensation and Employers' Liability Laws.
- Apprentices will not displace any currently employed worker (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits).
- Employer will not hire an apprentice when any other individual is on temporary layoff, with the clear possibility of recall, from the same or any substantially equivalent jobs or employer has terminated the employment of any regular employee or otherwise reduced its workforce with the intention of filling the vacancy so created with an apprentice.

STUDENT RESPONSIBILITY

- Comply with all school system policies and regulations while participating in the program and all program-related activities. Note: Failure to comply with policies and regulations may result in loss of placement and dismissal from program.
- Follow all employer policies and procedures and safety guidelines and professional expectations.
- Student hours may extend beyond the traditional school day.
- Notify employer and Apprenticeship Coordinator of any absence or late arrival including request for time off according to employer policy.
- Notify Coordinator of any concerns or complaints with the assigned employer placement and/or working conditions.
- Maintain passing grades in all remaining school subjects and complete all assignments required by teacher.
- A parent conference is required in order for the student to terminate employment.
- Complete the minimum number of work hours and related instruction per week.
- Provide own transportation to the work site and related instruction and assume all transportation costs, including fuel and parking fees.
- Participate in progress/performance reviews scheduled with employer and Apprenticeship Coordinator.

COORDINATOR RESPONSIBILITY

- Monitor student progress of high school graduation requirements
- Visit workplace and maintain open communication with the employer; with contact at least twice per quarter and additionally as needed.
- Assist students in resolving workplace problems and concerns, taking appropriate action to remedy unsatisfactory situation.
- Secure all signed agreements and documents.
- Collaborate with employer to evaluate student progress to assign grade at each interim and marking period.
- Award to student one credit for completed related instruction and three credits for completed on the job training.
- Ensure employer provides student safety instruction for work considered hazardous under child labor laws.
- Participate in progress/performance reviews scheduled with employer and apprenticeship coordinator.

The parties to this agreement also agree to comply with the following assurances:

- No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with Apprenticeship Maryland Program on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or sexual orientation.
- All parties will receive the complaint resolution procedure established by the Office of the Secretary of the Maryland Department of Labor.
- The Apprenticeship Maryland Program will not impair existing contracts for services or collective bargaining agreements. Any apprenticeship program that would be inconsistent with the terms of a collective bargaining agreement shall be approved only with the written concurrence of the labor organization and Eligible Employer involved.
- A work permit is required for apprentices under the age of 18 to work in the State of Maryland.

All signatures must be affixed to this agreement before student is allowed to participate in the program.