

Apprenticeship Program Memorandum of Understanding Between the Employer and Kirkwood Community College

The Employer _____ and Kirkwood Community College, the Registered Apprenticeship (RA) Program Sponsor enters into an agreement to participate in the Choose an item. RA program, registered with the United States DOL Office of Apprenticeship.

The Employer agrees to hire an apprentice full time and pay wages while the apprentice is on the job and in the classroom. _____ (Initial here as acknowledgment of terms)

The employer agrees to do the following:

- Hire an apprentice(s) who meets Kirkwood Community College enrollment requirements into the RA program
- Permit apprentice to attend RA program scheduled classes in consecutive years to complete the related training portion on time
- Ensure apprentice is supervised by an experienced mentor
- Allow employer mentor to attend train the trainer program
- Provide apprentice wage increases commensurate with their advancement in skills and knowledge (at least annually)
- Pay the cost of the RA program on behalf of the apprentice
- Pay apprentice wages while apprentice is in class
- Cooperate with Kirkwood Community College Office of Apprenticeship coaches and staff in monitoring and recording apprentice's progress
- Abide by all rules, regulations and standards of Kirkwood Community College governing the operations of the College and RA program

Kirkwood Community college agrees to do the following:

- Offer a Registered Apprenticeship (RA) program
- Handle all the RA program paperwork for the employer needed by the Department of Labor
- Register apprentice in the Federal Registered Apprenticeship database
- Provide an apprenticeship "Train-the-Trainer" course for employer mentors
- Through the Office of Apprenticeship support and collaborate with RA program faculty and the employer in monitoring and recording apprentice's progress

Signed:

Name (print): Click or tap here to enter text.

Company:Click or tap here to enter text.

Date: Click or tap to enter a date.

Signed:

Name (print):

Kirkwood Community College

Date: