

DC APPRENTICESHIP ACADEMY 2016-17 EMPLOYER REGISTRATION PACKAGE FOR NEW APPRENTICES



***If you are registering a RETURNING APPRENTICE who trained with us last year, please use our [online registration form](#).**

EMPLOYER REGISTRATION INSTRUCTIONS:

1. Complete the Employer Information Form in this package and attach required documents:
 - Copy of commercial liability insurance policy.
2. Complete the NEW Apprentice Registration Form for each student, and attach required documents:
 - Copy of transcripts from prior year/s apprenticeship training (if training was at location other than the DC Apprenticeship Academy)
 - Copy of valid driver's license, or other proof of identity
 - Copy of student's Apprenticeship Agreement signed and approved by the DC Apprenticeship Council
3. Use the Invoice to calculate tuition amount due.
Select method of payment:
 - Prepare check for total amount due and enclose with registration. Make checks payable to D.C. Students Construction Trades Foundation.
 - Submit credit card payment for total amount due, and print a copy of your receipt to enclose with registration, using the link in the package.
4. Review the Policies of the DC Apprenticeship Academy.
5. Sign the Statement of Understanding in this package.
6. Mail complete package, with all attachments, and check or credit card payment receipt for total amount due, by **Friday, September 2, 2016** to:

DC Students Construction Trades Foundation
Attn: DC Apprenticeship Academy
5151 Wisconsin Avenue NW, Suite 307
Washington, DC 20016

EMPLOYER INFORMATION FORM

Please print clearly or type information.

Company name

Check all that apply:

- I am a donor to the DC Students Construction Trades Foundation.
- My apprentices trained at DC Apprenticeship Academy last year.
- I am a new registered sponsor with the DC Apprenticeship Council (approved after September 1, 2014).

Website Facebook or other social media site

Mailing Address Street City, State Zip

Billing Address (if different from above) Street City, State Zip

Registration/Attendance Contact: Name of person who will request and receive information about your apprentice/s Phone # Email Address

Alternate Company Contact: Name Phone # Email Address

BillingA/P Contact: Name Phone # Email Address

Date Company was approved as a registered sponsor by the DC Apprenticeship Council:

Month/Day/Year: _____ / _____ / _____

Registry Number:

Registered Trades:

DC Apprenticeship Council Representative:

I am registering _____ apprentices in the trade of _____ for the 2016-17 school year.

INVOICE

Include all books, materials, lab supplies, safety equipment.

LEVEL	DISTRICT RESIDENT	TOTAL ENROLLED	TUITION DUE	NON-DISTRICT RESIDENT	TOTAL ENROLLED	TUITION DUE
Electrical / Carpentry Level I Classroom/Lab includes Core Curriculum Sep-June	\$2000 \$1950 tuition \$50 non-refundable registration fee			\$2400 \$2350 tuition \$50 non-refundable registration fee		
Electrical / Carpentry Level 2,3,4 Classroom/Lab Sep-June	\$1600 \$1550 tuition \$50 non-refundable registration fee			\$1950 \$1900 tuition \$50 non-refundable registration fee		
Roofing /Operating Engineer Self-Paced Study Course Levels 1-4	\$1250 \$1200 tuition \$50 non-refundable registration fee			\$1350 \$1300 tuition \$50 non-refundable registration fee		
Advance Placement earn credit for experience and prior training by testing out email Director to schedule	\$750			\$795		
Transfer credits from course using NCCER curriculum that did not earn NCCER credential email Director for details	\$250			\$295		

TOTAL AMOUNT DUE \$ _____

Pay By:

Company Check (enclose with registration)

Credit card — Submit credit card payment using our secure site (attach receipt with registration):

<http://dcstudentsctf.org/apprenticeship/tuitionpayment.htm>

STATEMENT OF UNDERSTANDING

By my signature, I certify the information provided herein to be true and accurate.

I agree to and certify my understanding of the Policies of the DC Apprenticeship Academy.

I authorize the D.C. Students Construction Trades Foundation (“DCSCTF”), and its agents, to bill my credit card for the total amount due per the information provided herein.

I understand that all tuition and fees are payable in full prior to the first day of class, and that students may not receive books or instruction until their fees are paid in full.

I confirm that the training provided by DCSCTF is to promote and assist the employers’ ongoing operations by providing employees with education and training required by the proper performance of such operations.

I hereby agree to name DCSCTF and the IDEA Public Charter School (“IDEA”), as additional insured under the employer’s commercial general liability, auto liability, and umbrella/excess liability policies of insurance per standard ISO endorsement form CG 20 26 (07/04) or equivalent form. The insurance afforded the additional insured shall be the primary insurance, and any other insurance carried by DCSCTF and the other additional insured shall be excess of all other insurance carried by employer and shall not contribute with employer’s insurance. Employer further agrees to provide endorsements on its insurance policies which shall state the foregoing.

To the fullest extent permitted by law, I shall indemnify, defend, and hold DCSCTF, IDEA, and each of their officers, directors, trustees, employees, agents and representatives harmless from and against any and all claims alleging personal injury, sickness, disease, death or property damage by any student or other person or third-party (collectively, “claims”) arising out of or related to the training provided by or through DCSCTF at the DC Apprenticeship Academy’s locations wherever situate, regardless of whether such claims are caused in whole or in part by DCSCTF or IDEA.

Company Representative’s Signature

_____/_____/_____
Date

Print Name

POLICIES OF THE DC APPRENTICESHIP ACADEMY

REGISTRATION

Employers are required to register each employee who will be attending the DC Apprenticeship Academy. There is a non-refundable registration/administrative fee for each student, and tuition and fees are payable in full at the time of registration.

TERMINATION

The DC Apprenticeship Academy reserves the right to terminate any student for lack of payments, lack of progress or improper conduct, violating safety regulations or other policies and or procedures discussed in the student handbook. The official date of termination shall be the last date of recorded attendance.

LAYOFFS

Layoffs often occur in the construction industry. A student enrolled in the DC Apprenticeship Academy who has been laid off is still required to continue attending classes and the employer must let the Academy know in writing that the student has been laid off.

WITHDRAWALS

When withdrawing from the DC Apprenticeship Academy, the employer is required to submit written notification to the Academy. Student will be considered enrolled until written notification is received. Refunds will be given according to our refund policy.

DC Apprenticeship Academy instructors are unable to act on the behalf of the student or employer to withdraw a student. If a student stops attending class and written notification has not been received by the employer a failing grade will be recorded on his/her permanent record

TUITION REFUND POLICIES

Tuition and fees must be paid in full prior to the first day of class. All registration, textbook, materials, or application fees, however named, are non refundable.

A \$35.00 fee will be charged for all checks returned to the DC Apprenticeship Academy for Non-Sufficient Funds (NSF).

REFUND SCHEDULE

Letter of Withdrawal from employer:	You will receive a refund of:
Prior to 1st class	Full refund of tuition less the registration fee
After 1st class	75% of tuition
After 2nd class	50% of tuition
After 3rd class	25% of tuition
After 4th class	No Refund

***NON-ATTENDANCE DOES NOT CONSTITUTE A WITHDRAWAL. REFUNDS WILL NOT BE ISSUED WITHOUT WRITTEN NOTIFICATION OF WITHDRAWAL.**

TRANSFERS

All NCCER modules that have been successfully completed and recognized by the NCCER Registry are transferable to other accredited NCCER programs within the United States and Puerto Rico.

CANCELLATION

The DC Apprenticeship Academy reserves the right to cancel any class that does not meet minimum enrollment numbers. If a class does not meet enrollment, employers will receive a full refund and all efforts will be made by the DC Apprenticeship Academy to assist in placement of the student at another training location.