

DC APPRENTICESHIP ACADEMY 2018-19 DCAA EMPLOYER REGISTRATION



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 online Apprentice Registration Form for each student, pay registration fee online, 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.
 - Prepare check for total amount due and enclose with registration. Make checks payable to D.C. Students Construction Trades Foundation.
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 for total amount due, by **Monday, September 10, 2018** to:

DC Students Construction Trades Foundation
Attn: DC Apprenticeship Academy
4001 Brandywine Street NW, 4th Floor
Washington, DC 20016
7. Send your apprentice to DCAA Orientation on **Wednesday, September 12, 2018, 4:30pm** at the DC Apprenticeship Academy @ IDEA PCS
1027 45th St NE – Lee Street Entrance
Washington, DC 20019

EMPLOYER INFORMATION FORM

Please print clearly or type information.

Today's Date	Company name	Your Name	Title
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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 June 1, 2018).
 I am applying for DC WIC Eligible Training Provider funds to pay for tuition, and will request a refund from DCAA when those funds are received.

I am registering _____ apprentices in the trade of _____

* Complete online Apprentice Registration Form for each new apprentice:
http://www.dcstudentsctf.org/PDFs/2018-19_DCAAEmployerRegistration.pdf

Website	Facebook or other social media site
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Mailing Address	Street	City, State	Zip
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Billing Address (if different from above)	Street	City, State	Zip
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Registration/Attendance Contact: Name of person who will request and receive information about your apprentice/s	Phone #	Email Address
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Alternate Company Contact: Name	Phone #	Email Address
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BillingA/P Contact: Name	Phone #	Email Address
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Date Company was approved as a registered sponsor by the DC Apprenticeship Council:

Month/Day/Year: _____ / _____ / _____

Registry Number:

Registered Trade:

DC Apprenticeship Council Representative:

INVOICE

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

LEVEL	DISTRICT RESIDENT	TOTAL ENROLLED	TUITION DUE	NON-DISTRICT RESIDENT	TOTAL ENROLLED	TUITION DUE
Core Curriculum Classroom/Lab Required Prerequisite	\$750 \$650 tuition \$100 non-refundable registration fee			\$950 \$850 tuition \$100 non-refundable registration fee		
Electrical / Carpentry Level 1, 2, 3, or 4 Classroom/Lab 144 hours	\$2000 \$1900 tuition \$100 non-refundable registration fee			\$2400 \$2300 tuition \$100 non-refundable registration fee		
Train Your Way Level 1, 2, 3, or 4 For trades where self-guided study or training at your location with your instructor is approved.	\$1450 \$1350 tuition \$100 non-refundable registration fee			\$1550 \$1450 tuition \$100 non-refundable registration fee		
Math for the Trades Course NEW!	\$750 \$650 tuition \$100 non-refundable registration fee			\$950 \$850 tuition \$100 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 \$ _____

- Registration Fee Paid Online - _____

TOTAL AMOUNT DUE \$ _____

Pay By Company Check (enclose with registration)

OFFICE USE ONLY
 Tuition Amount Received _____ Method _____ Date _____

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 DCApprenticeship 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 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.