This agreement is between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the "Employer"), and (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the "Apprentice”) regarding the Harper College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Registered Apprenticeship (RA) program.

This agreement is in addition to all hiring conditions applicable to all employees which might include background check, wages, and benefits according to Employer’s policy.

**The Employer’s responsibilities:**

1. Hire the apprentice according to all employer policies and pay apprentice while on the job and in the classroom.
2. Sponsor and agree to pay for the Registered Apprenticeship (RA) program at Harper College. The RA program is \_\_\_ years in length and 6 semesters. The total cost is $\_\_\_\_\_\_\_\_\_for this RA program.
3. Permit apprentice to attend RA Program classes.
4. Provide expert and experienced mentor(s) to assist with the On-the-Job Training (OJT) component of the RA program.
5. Provide apprentice wage increases commensurate with their advancement in skills and knowledge.
6. Meet and collaborate regularly with the Harper College Office of Apprenticeship coaches and staff supporting the success of the apprentice.

**The Apprentice’s responsibilities:**

1. Participate in academic progress reviews scheduled with mentors, faculty, and RA coaches.
2. Observe rules and requirements as an employee of the Employer and a student of Harper College. If I miss school, sick days or vacation will be used.
3. Maintain academic and attendance requirements of the RA program. (Minimum of 2.0 GPA)
4. Reimburse the Employer the cost of the RA Program paid to Harper College for the training should I fail a course, voluntarily terminate my RA training, or otherwise leave the Employer.
5. Remain employed with (Employer) for at least \_\_\_ year(s) after program ends.
6. The apprentice understands that they are ineligible for financial aid during their apprenticeship.

I accept the employment and Registered Apprenticeship sponsorship offered.

|  |  |
| --- | --- |
| **For Employer:** | **For Apprentice:** |
|  |  |
| Signature: |  | Signature: |  |
| Title: |  |  |  |
| Date: |  | Date: |  |