



Apprenticeship Program Participating Employer Agreement
between the Employer and Harper College

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

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

The employer agrees to do the following: (a) must hire an apprentice(s) who meets Harper College enrollment requirements into the RA program; (b) permit apprentice to attend RA program scheduled classes; (c) ensure apprentice is supervised by an experienced mentor; (d) mentor will attend Mentor & the Apprentice e-learning course; (e) provide apprentice wage increases commensurate with their advancement in skills and knowledge (at least annually); (f) pay the cost of the RA program on behalf of the apprentice; (g) cooperate with Harper Office of Apprenticeship coaches and staff in monitoring and recording apprentice's progress and (h) abide by all rules, regulations, and standards of Harper College governing the operations of the RA program.

The cost of the RA program is \$_____/semester per apprentice while enrolled. Total cost is \$_____. Harper invoices at the beginning of each semester the total cost divided by the number of semesters in the program. The employer understands that no student is eligible to receive Financial Aid during their apprenticeship.

Tuition rates and fees are subject to change on an annual basis in accordance with Harper College Board Policy. Every effort will be made to provide notice of tuition increases to our employer partners no later than March 1 of each calendar year. Tuition rates will be effective with the Summer semester (May) of each calendar year.

Harper College agrees to do the following: (a) offer a Registered Apprenticeship (RA) program; (b) handle all RA program paperwork for the employer needed by the Department of Labor; (c) register apprentice(s) in the Federal Registered Apprenticeship database; (d) provide coaching for the apprentice while in RTI; (e) provide an Mentor & the Apprentice e-learning course for employer mentors; and (f) through the Office of Apprenticeship support and collaborate with RA program faculty and the employer in monitoring and recording apprentice's progress.

Name _____

Title _____

Employer _____

Signature _____

Date _____

Name _____

Title _____

Harper College

Signature _____

Date _____