

Memorandum of Agreement Between

_____Apprentice Program (AP) & _____Pre-Apprentice Program (PAP)

Purpose of the Memorandum; Describe what benefits will be achieved by both parties. ie. EEO outreach for the AP and career opportunities for the PAP.

Term of the Agreement; it does not require that you have an expiration date but it should state the conditions by which either party may sever their relationship.

Partners Information; include each partners address and contact information.

Copy of the curriculum; there is no minimum requirement on the number of hours or subject matter. The curriculum needs to be approved by the AP and included with this memorandum. The AP needs to approve the PAP's curriculum or help the PAP develop an agreed upon lesson plan in order to determine the amount articulated credit.

Articulated Credit; this agreement must state what the transferable credit from the PAP to the AP which will be applied to the apprentices' record once he/she has been accepted into the AP. As an example; the credit can be in related classroom hours, OJT hours, direct entry, or advanced standing on the list or any combination.

Acknowledgment of Restrictions; All parties recognize as there are **no** fees associated with pre-apprenticeship therefore pre-apprentices will not receive an apprentice ID card nor will they be allowed to work on a public works project where an apprentice photo ID card is required by law.

Agreement to supply names; the PAP must agree to supply their graduate names to the Division of Apprentice Training in a format provided by the Division.

Signatures & Dates