

## Frequently Asked Questions (FAQ's)

1. What is an Apprenticeship program?

***An apprenticeship is a structured training program that combines On-The-Job training (OJT) with Related Technical Instruction (RTI), which includes classroom coursework for individuals with little to no experience in an occupation.***

2. What are the benefits to participating in the Apprenticeship Program?

***The Apprenticeship Program offers participants the opportunity to earn wages while they are learning. Apprentices are exempt from tuition cost for related instructional/college courses.***

3. What are the requirements to participate in an Apprenticeship Program?

***Eligibility criteria may vary by program; however, participants must be at least 18 years of age and have obtained a High School Diploma or GED. Candidates are to have little to no experience with the occupation. Once selected, Apprentices are required to simultaneously complete On-The-Job Training hours as assigned by their employer and required classroom coursework. Apprentices must be able to consistently report to work and campus to participate in their required on-the-job training and related coursework.***

4. How are Apprentices selected?

***Once a recruitment opens, applicants on the program waitlist will receive an email notification to formally apply for the selected Apprenticeship program. Eligible candidates will be invited to a mandatory Informational Webinar to learn about program requirements. Eligible applicants are routed to the perspective employer(s) for interview and final selection.***

5. Why might I be placed on a waitlist for an Apprenticeship program?

***An interested candidate may be placed on a waitlist if the Apprenticeship program has reached its maximum capacity and/or the employer for occupation is currently not hiring. Once you have successfully joined the waitlist and the program is open for recruitment, you will receive an email notification with the next steps. Please ensure that your contact information is up to date.***

6. Can I participate in the Apprenticeship Program if I currently have holds on my MDC account?

***Prospective Apprentices must clear any holds with the college, as this may impede on their eligibility to participate in the Apprenticeship Program. For more information on removing holds, please visit <https://faq.mdc.edu/knowledgebase/i-have-a-hold-on-my-account-which-department-should-i-see-to-address-it/>***

7. Is there a cost to participate in an Apprenticeship program?

**If you are selected to participate in a program, there are no tuition costs. For some occupations, external costs may be necessary for items including books, uniforms, physicals, and background screening.**

8. Once selected for an Apprenticeship Program, will I get paid?

***Selected Apprentices will earn hourly wages as outlined by the employer for the completion of On-The-Job training.***

9. Can previous experience/certifications be used to determine wages?

***The wages are set by the employer. Wage increases are dependent on the training progression of the Apprentice earned during the program.***

10. Are Apprentices released from their employment once they have successfully completed the program?

***As Apprentices are hired by the employer at program start, successful completion of the program allows the Apprentice graduate to maintain employment.***

11. How can I complete the required coursework if I'm working full-time?

***Classroom instruction will be arranged around the work schedule of the Apprentice. Current MDC course offerings are available across several campuses and delivery options include In-Person, Blended, MDC LIVE and MDC Online. For more information, please visit <https://www.mdc.edu/registration/options/>***

12. What happens if an Apprentice's required classroom coursework and/or On-the-Job training is not completed during the length of program?

***Apprentice program status is closely monitored by the MDC Apprenticeship team and the employer. Any potential impacts to timely completion of training will be assessed on a one-on-one basis.***

13. What happens if an Apprentice's does not complete a required course.

***Apprentice program status is closely monitored by the MDC Apprenticeship team and the instructor. Any disruption of training will be assessed on a one-on-one basis. If applicable, disciplinary action up to release from the program can be applied.***

14. What steps should an Apprentice take if a required course isn't available?

***Apprentices must immediately reach out to the MDC Apprenticeship team to assist with enrollment.***