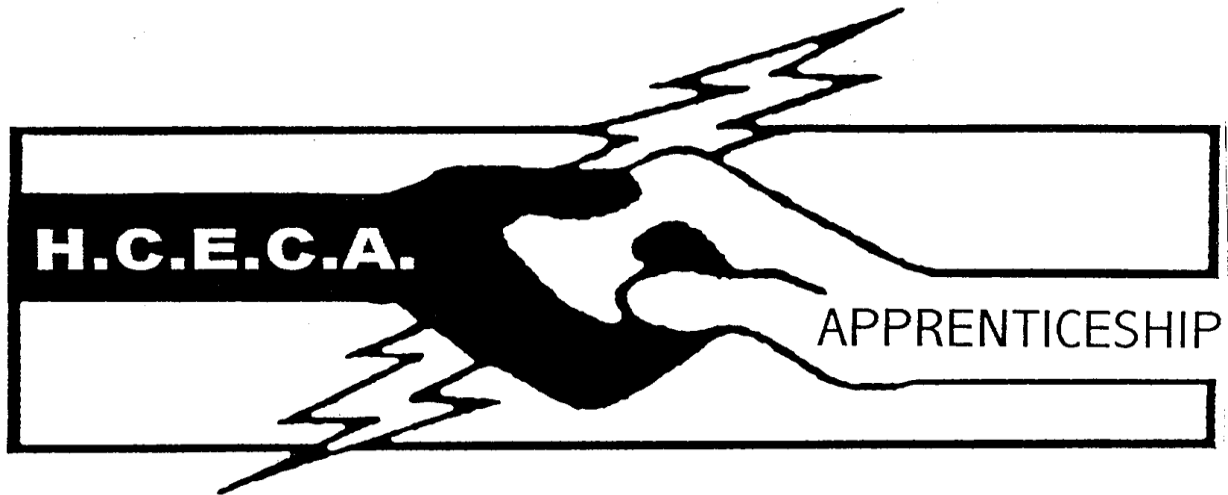


**Harford County Electrical Contractors Association, Inc.**

**H.C.E.C.A., INC.**

**Apprenticeship Program**

is accepting applications for the 2020 – 2021 school year.



**Your company's future is tied directly to the skills of your employees.**

The Harford County Electrical Contractors Association has been a pioneer for electrical apprenticeship since 1977. Since entering into a partnership with Harford Community College, H.C.E.C.A. has developed its electrical apprenticeship program into one of the largest in the State of Maryland and is highly regarded among employers for providing a high quality education to its apprentices. This program has been approved by the Maryland Apprenticeship and Training Council and the Federal Committee on Apprenticeship. If you are interested in becoming a Maryland Certified Journeyman Electrician call: 443-412-2800

Or visit us at:

Harford Community College  
Edgewood Hall, Workforce Development and Apprenticeship Training Center  
Room 225 – H.C.E.C.A. Office  
401 Thomas Run Road  
Bel Air, MD 21015

Applications can be mailed to you or picked up in person at the above address, Monday - Thursday between the hours of 9:00 A.M. and 5:00 P.M. (Closed Friday's)

There is no fee to apply and no prior experience required. Applicants must be 18 years old and have a high school diploma or GED.

Classes will start in September 2020 and run through April 2021 at:

Harford Community College,  
Edgewood Hall  
Workforce Development and  
Apprenticeship Training Center

# **Harford County Electrical Contractors Association (H.C.E.C.A.) Electrical Apprenticeship Training Program**

## **Description:**

The H.C.E.C.A. Electrical Apprenticeship Program is a four-year electrical apprenticeship program approved and certified by the Maryland Apprenticeship and Training Council, Registry #919 and the United States Department of Labor.

## **Mission:**

H.C.E.C.A. Electrical Apprenticeship Program provides accessible and innovative training in understanding electrical codes, principles, fundamentals and theory pertaining to the installation and maintaining of electrical systems at the journeyman level.

## **Vision:**

Prepare and transform lives through a career choice and instill a desire for lifelong learning and individual development.

## **Values:**

We adhere to integrity, honesty, fairness, respect, and trust as our foundation.

## **Improvement:**

To adopt and incorporate into the program new and time saving procedures, methods and materials as they become available.

## **Certification:**

Upon successful completion of the H.C.E.C.A. electrical apprenticeship program a student will be awarded a certificate from the State of Maryland Department of Labor, Licensing and Regulations and the Maryland Apprenticeship and Training Council attesting to the fact that they have received the training and knowledge to be a certified journeyman electrician.

## HARFORD COUNTY ELECTRICAL CONTRACTORS ASSOCIATION AND APPRENTICESHIP PROGRAM

c/o Harford Community College  
Edgewood Hall Apprenticeship & Training Center  
401 Thomas Run Road • Bel Air, Maryland 21015-1698  
443-412-2800 • Fax 443-412-2806



## APPLICATION FOR THE ELECTRICAL APPRENTICESHIP PROGRAM

The Harford County Electrical Contractors Association offers a four-year Apprenticeship Program that is a combination of on-the-job training and classroom instruction. This program does not require prior experience in the electrical field. Upon completion, you will be awarded a journeyperson's certificate from the State of Maryland and may be granted 20 college credits at Harford Community College.

### REQUIREMENTS

1. Applicant must be at least 18 years old.
2. Applicant must have a High School Diploma or GED
3. Applicant must be physically capable of working electrical construction.
4. Applicant must have a valid driver license and transportation to school and to work.
5. Applicant must be able to read, speak, and comprehend the English language.

### APPLICATION PROCESS

We actively recruit January 1 through May 31 each year. Although applications are accepted throughout the entire year, applications received after May 31 will be held on file until the following year. All applications postmarked or delivered before May 31 will be considered for classes starting in September of the same year. Once our office receives your application, you will be scheduled to take a basic math test during the months of May or June. You will receive a letter two weeks' prior with your scheduled test date.

After test scores have been evaluated, an interview will be scheduled during May or June. If you have not taken the basic math test, you will not be interviewed. (Please make arrangements to get GED scores or high school transcripts for the scheduled interview). By June 30 all interviews are complete and all acceptances are made by July 31.

A \$100 non-refundable acceptance fee will be due after you have been officially accepted into the apprenticeship program. This will secure your slot in the program and will be applied to your tuition.

Full tuition payment is due by the date indicated on the invoice. Late fees will apply to any tuition unpaid by this due date. Some employers offer financial assistance. Please check with them prior to due date.

**⌋ TUITION FOR 2020/2021 IS \$1600.00 (this includes books) ⌋**

**Tuition is subject to change**

## EMPLOYMENT

Once you are accepted, you are required to find employment in the electrical trade. All employers must be (or be willing to become) a member of the Harford County Electrical Contractors Association. Most union contractors cannot join our association due to the collective bargaining agreement they have signed with the union; also they have their own apprenticeship program.

Once you are accepted, our office does offer assistance in finding employment in the trade. We do not guarantee you a job. We will give you job leads and it is your responsibility to arrange for interviews with the individual contractors.

Apprentices are required to complete 8000 hours of on-the-job training to graduate from our program. This is simply a full-time, 40-hour a week job.

The wage for an apprentice is based on your employer's average journeyperson's wage. The starting wage for an apprentice is 50% of the company's average journeyperson's wage and with each 1000 hours of on-the-job training the apprentice receives a 5% increase. As long as you work regularly, you will get a raise approximately every six months. Benefits and wages will vary with each employer.

**Example:** If a company's average journeyperson's wage is \$20.20 an hour, an apprentice will start at 50% or \$10.10. After you work 1000 hours you will receive a 5% raise which is equal to \$1.11. So after 1000 hours or about 6 months you will make \$11.11 an hour. This progressive scale of 5% with each 1000 hours worked continues until you have accumulated the required 8000 hours.

## CLASSROOM TRAINING

Apprentices must attend 144 hours of classroom instruction each year. We teach 154 hours, which allows you to miss four nights (11 hours). If you miss more than four nights (11 hours) you will have to repeat the year or attend make-up classes which are given at the end of each school year at a cumulative progressive fee for each 2 ¾ hour session. If you miss 11 nights, you will be dropped from the program and it will be necessary to repeat that school year.

Apprentices must maintain at least a 70% grade point average to advance in the program.

Our classes are held on campus at Harford Community College in the Edgewood Hall Workforce Development Apprenticeship & Training Center. Classes start in September and run through April. Classes begin promptly at 6:15 p.m. and dismiss at 9:00 p.m. with a break halfway through the evening.

When you complete four years of classroom instruction and 8000 hours of on-the-job training, you will be a certified journeyperson electrician in the State of Maryland. Remember, both requirements must be fulfilled.

## TUITION

Tuition is due by the date indicted on the invoice. Late fees will apply to any tuition unpaid by this due date. Some employers may offer financial assistance. It is your responsibility to discuss this with your employer.

# APPLICATION FOR ELECTRICAL APPRENTICESHIP PROGRAM

## The Harford County Electrical Contractors Association Apprenticeship Program

c/o Harford Community College -- Edgewood Hall Apprenticeship & Training Center, Room 225  
401 Thomas Run Road -- Bel Air, Maryland 21015-1698  
443-412-2800 - Fax 443-412-2806

### APPLYING FOR YEAR 2020/2021

❖Must use FULL LEGAL NAME (no Nicknames please)❖

1. NAME \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
Last First Middle Initial

2. ADDRESS \_\_\_\_\_ Apt# \_\_\_\_\_

3. CITY, STATE, ZIP \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

4. PHONE - - - - - CELL # - - - - - email: \_\_\_\_\_

5. SOCIAL SECURITY # - - - - - DATE OF BIRTH / / AGE \_\_\_\_\_

6. PLACE OF BIRTH / / US CITIZEN -YES/ NO  
CITY STATE COUNTRY

7. Have you ever attended HCECA or any other electrical apprenticeship program? If yes, where \_\_\_\_\_

8. EDUCATION SCHOOL NAME/ ADDRESS DATES ATTENDED (from-to)

High School \_\_\_\_\_

College \_\_\_\_\_

Specialized Education \_\_\_\_\_

\*Documentation of education credit claimed above must be presented to the interviewing committee for certification.

9. Have you ever been convicted of felony, misdemeanor or received probation before judgment in any State or Federal Court?  Yes  No

If "yes", provide date(s) \_\_\_\_\_

If "yes", explain \_\_\_\_\_

❖The College prohibits the enrollment or employment of sex offenders listed on the National or Maryland Department of Public Safety and Correctional Services Sex Offender Registry or with the Harford County Child Advocacy Unit. A list of Maryland registered sex offenders can be found at [www.socem.info](http://www.socem.info)

10. EMPLOYMENT DATE

Present or Current \_\_\_\_\_

Past employers 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I hereby certify that the facts set forth in this application are true to the best of my belief and knowledge. If accepted, I agree to abide by all rules and agreements and assume responsible for tuition. Applicant must be working for a HCECA member contractor to attend school. No exceptions.

11. SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

⌘ Mail applications to: HCECA, Inc., c/o HCC, Edgewood Hall, 401 Thomas Run Rd., Bel Air, MD 21015 ⌘

**PLEASE NOTE: EMAILED OR FAXED APPLICATIONS MUST ALSO BE MAILED. ORIGINAL SIGNATURE IS REQUIRED.**

\*\*\*\*\*  
The information requested below is for statistical purposes only. You are not required to give this information but it will help the State provide better assistance to those who need it.

12. SEX  
 Male  Female

13. ETHNIC BACKGROUND  
 White (not Hispanic)  Black (Not Hispanic)  American Indian or Alaskan  
 Hispanic  Asian or Pacific Islander  Other  Information Not available

14. VETERAN STATUS  
 Non-Veteran  Vietnam Era  Other Veteran