



December, 2010

Next Step Information for Electrical Contractors and Apprentices

Thank you for your interest in the services that Lansing Community College can provide for your company and your apprentices in fulfillment of the State of Michigan's requirements for electrical apprentices. This document contains the following information:

- Brief information on what LCC can offer you and your apprentices
- Next steps for Contractor/Sponsors
- Links for Contractors
- Contact Information for LCC and USDOL
- Steps for Apprentices
- Admission Notes for Apprentices
- Apprentice Advising Sessions
- Contact information for Apprentices
- Links for Apprentices

Brief Information on what LCC can provide for you and your apprentices

- Assistance to you and the USDOL Office of Apprenticeship staff in the set up of your apprenticeship program.
- A streamlined approach to the setup of your apprenticeship program by adopting the Standards of Apprenticeship that Lansing Community College has developed in conjunction with the USDOL Office of Apprenticeship.
- Some or all of the RTI (Related Trade Instruction) for your apprenticeship program.

If you have questions related to the material we have included in this document or what you find on our web site, please contact us via one of the means listed in the "contact information" below. If you would like to pursue one or more of the options listed above, we have provided the following as a guide for you and your apprentice's next steps. Companies and apprentices that desire to be in a class at LCC for the upcoming Spring Semester (starting January 2011) need to be **admitted to the College by January 7th** and **enrolled by January 12th**. Apprentices that cannot meet the above deadlines should contact Dave Mattson.

Next Steps for Contractors/Sponsors:

1. **Get on the contact list with the USDOL Office of Apprenticeship** by going to the MASCI web site and filling out the request form. A step-by-step guide is attached to this email and a link provided below. {Note: The MASCI site only works with the Internet Explorer browser.}
2. **Make a call to Dave Mattson at LCC to discuss your curriculum options/desires.** It is possible that we can take care of this over the phone, allowing your apprentices to begin their curriculum planning immediately. A meeting at your location or LCC is also possible.
3. **Decide** whether you will set up your own USDOL apprenticeship program or sign on as a participant using LCC's apprenticeship standards. Dick Scott of LCC's Apprenticeship office is available to discuss these two options with you. His contact information is below.
4. **Contact** your USDOL Office of Apprenticeship staff (Dave Jackson for most of central Michigan) and/or Dick Scott of the LCC Apprenticeship office to set up a joint meeting of the DOL and LCC to get your program finalized and registered with the DOL. Contact information below.
5. **Setup Billing Arrangements** if appropriate for your company.
6. **Process information release forms for your apprentices.** These forms are filled out by each apprentice in order for LCC to provide student grade information to you, the contractor.

Links for Contractors:

- MASCI (Michigan Apprenticeship Steering Committee, Inc.) web site:
www.aboutmasci.org {Must use **Internet Explorer** web browser.}
- LCC Apprenticeship Office:
<http://www.lcc.edu/techcareers/apprenticeship/>
- Electrical Technology Program Apprenticeship Information page (current information and links):
http://www.lcc.edu/edbt/electrical/electrical_appr_main.aspx
- Electrical Technology Program Main page:
<http://www.lcc.edu/edbt/electrical/>

Contact Information:

- **Dick Scott**, LCC Apprenticeship Coordinator: scott10@lcc.edu or 517-483-1031
- **Dave Mattson**, Electrical Technology Faculty: dmattson@lcc.edu or 517-483-1348
- **Apprenticeship Start Page** for the Michigan office of the US Department of Labor, Office of Apprenticeship: www.aboutmasci.org
- **Dave Jackson**, USDOL Office of Apprenticeship: Jackson.Dave@dol.gov or 517-377-1746
- **Maps to LCC Learning Centers and Campuses:** <http://www.lcc.edu/maps/>

Steps for Apprentices:

1. **Apply for admission to LCC by January 7th**. This is only required if the apprentice has never been admitted to LCC before. The process does not cost anything and establishes their individual student record at LCC. Nothing else can happen at LCC until students have applied and been admitted. Apprentices can apply in person or on-line. It is our recommendation to apply in person at the West Campus location but students can also apply at our Main Campus and at any of the three Learning Centers in East Lansing, St. Johns or Howell. A link to maps is provided below.

For those who desire to apply on line, the web address is:

http://www.lcc.edu/home/future_students/applynow/

Note: If you apply on line, there may be a delay of 2 or more days before you will be allowed to take your basic skills assessments.

Apprentices that cannot make the January 7th deadline should contact Dave Mattson to discuss options.

2. **Take basic skills assessments in Math, Reading and Writing**. There is no cost for this and it can be done at any of the five College locations listed above. Apprentices should plan on 45 minutes per assessment though they may finish more quickly. The assessments can be taken in one sitting but individuals often do better if they take the individual assessments on different days. We encourage those who decide to take their assessments back-to-back to start with the topic they are most comfortable with and move towards the one they are least comfortable with. See information below for site location and hours.
3. **Contact Dave Mattson to arrange for an Apprentice advising session**. Dave can go over the results of the apprentice's basic skills assessments and create a course sequence that follows their company's RTI curriculum guide and fits with their skills and schedule. Contact information is on the next page.
4. **Register for classes before the January 12th deadline** in order to start classes at the beginning of Spring Semester (Spring Semester starts January 15th). Some late start options will be available. Contact Dave Mattson for more information.

Admissions notes, links and contact information on the next page

Admission Notes for Apprentices:

1. Admission information can be found on the College's web site:
<http://www.lcc.edu/admissions/>
2. If you come to West Campus you can apply for admission and immediately be allowed to take your basic skill assessments (testing can not be started less than 60 minutes before closing). http://www.lcc.edu/home/future_students/applynow/contact/
3. Individuals need the following information to fully complete the admission (application) process:
 - a. Public school district you currently live in
 - b. How long you have lived in that school district
 - c. Your program of study (Choose "Electrical Apprenticeship" – code "1570")

Links for Apprentices:

- Electrical Technology Program Apprenticeship information page (current information and links):
http://www.lcc.edu/edbt/electrical/electrical_appr_main.aspx
- Electrical Technology Program Main page:
<http://www.lcc.edu/edbt/electrical/>
- Already an LCC student? Want to know what your Basic Skill Levels are? See the information on looking up Basic Skill levels at the bottom of this link:
http://www.lcc.edu/assessment/on_campus/cptfaq.aspx
- Getting Started at LCC and admissions options:
http://www.lcc.edu/home/future_students/applynow/
- Admissions and Assessment Center locations and hours:
http://www.lcc.edu/home/future_students/applynow/contact/

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