



APPRENTICESHIP COMMITTEE

Reply to: Charlie Day, Apprenticeship Program Coordinator ~ 6387 Danner Drive ~ Sarasota, Florida 34240
Phone: (941) 915-6319 Fax: (941) 342-6299 E-mail: vbigac2000@cs.com

July 22, 2019

Dear Colleague:

It is that time of year for recruiting **appropriate** candidates for the **MACCA** Air Conditioning Apprenticeship Program. We need your support to insure having a full and enthusiastic class this year! We have openings for 15-20 candidates for the first-year class.

We are distributing this letter with attachments for your urgent consideration. Attached is a *Sponsor Form*, one for each **firm**, and an *Application Form*, one for **each candidate**. Kindly copy if you require additional candidate application forms. Following your completion of these forms, attach your enrollment fee check, together with the completed forms and **mail** to **MACCA** at 1532 Highway 41 Bypass S. #144, Venice, FL 34293-1032. Your earliest reply would be greatly appreciated.

Orientation for the 2019-2020 year will be 6:00 P.M. on Monday, August 12, 2019 at Suncoast Technical College, 1748 Beneva Road Sarasota, FL 34233, for **all new and returning apprentices**. Classes, all at Suncoast Technical College, will commence Tuesday, August 13, 2019. Kindly cooperate with your Committee to insure your apprentice(s) will attend the **MANDATORY** orientation meeting. Enrollment for the first-year class will be open until August 27th. **No late registrations will be accepted.** An additional letter with the orientation location and details will be distributed in early August to registered candidates in the program and their employers.

This year, as in previous years, we request employers to **carefully** screen and interview their candidates to insure their sincere interest in pursuing this educational apprenticeship. It is a serious and demanding decision. To **not** approach it in that manner will only do an injustice to you the employer, the candidate, the apprentice program as well as the other candidates and their instructors! We urge you to exercise your judgement in sponsoring **appropriate** candidates. Registration fees will need to be paid in full prior to students attending class.

Refund Policy

In accordance with the MACCA Apprenticeship Program refund policy, a 50% refund will be issued should a student decide to drop out of the Apprenticeship Program within the first 21 days of class. Any student that drops out following the 21-day (3 week) period will result in no refund. Written or verbal notification of the student's intent to drop out of the program must be communicated by the student's sponsor and directed to the Apprenticeship Program Coordinator, Charlie Day at: Phone: (941) 915-6319 / Fax: (941) 342-6299
E-mail: vbigac2000@cs.com

If you need more information or assistance, please call the MACCA Apprentice Coordinator, Charlie Day, at **941-915-6319**. E-mail: vbigac2000@cs.com Thank you again on behalf of your Apprenticeship Committee for your continued support of our program.

Sincerely,

Charlie Day

Charlie Day, Coordinator
MACCA-GNJ Apprenticeship Program

Attachments (3)

MACCA Mailing Address ~ 1532 U.S. Highway 41 Bypass S. #144, Venice, FL 34293-1032
Phone: 941-404-3407 • Fax: 941-404-4499 • Email: info@macca.us



APPRENTICE EMPLOYER (SPONSOR) INFORMATION FORM – YR 2019 / 2020

This form initiates the process for sponsoring an apprentice in the MACCA apprenticeship program. If the employee is applying for the first year of the program, this begins the registration process. If the employee is registering for the second or third year, this will be the basis for enrollment records.

The current apprentice enrollment fee is \$650 per year for all apprentices that are employees of MACCA member companies. A check for \$650 **payable to MACCA Apprenticeship**, for each sponsored employee should be forwarded to the MACCA Administrative office, listed below.

For sponsors who are not members of MACCA, the enrollment fee is \$750 per year per apprentice. The cost of MACCA membership is currently \$290 per year for companies with 1-3 employees, \$390 per year for companies with 4-9 employees, and \$490 per year for companies with 10+ employees. All contractor member levels include membership in the State association, FRACCA. If you are not currently a member of MACCA but would like to join, please contact the MACCA Administrative office for details on how to join and how to register your apprentices.

Classes start the week of August 12th – Registration and payment needs to be received by August 9th

Employer (Firm Name): _____

Employer Contact – print name: _____

Address: _____

City, State, Zip: _____ Phone: _____

Email: _____

<u>Employee (please print!)</u>	<u>Program Year</u>	<u>Desired Location</u>

Please enter total amount of fees due \$_____

Following your completion of these forms, email forms to Robin@macca.us or fax to 941-404-4499 and an invoice will be emailed to you. If paying by check, mail to MACCA at 1532 U.S. Highway 41 Bypass S. #144, Venice, FL 34293-1032. If paying with credit card, click on the "view invoice" link.



APPRENTICE EMPLOYER (SPONSOR) INFORMATION FORM – YR 2019 / 2020

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E-mail: ybigac2000@cs.com

Signed By: _____ Title: _____

Print Name: _____ Date: _____

Please contact the Apprenticeship Program Coordinator, Charlie Day at: Phone: (941) 915-6319 if you have any additional questions about the program.

Please attach a copy of the application form(s) for **each** apprentice-sponsored candidate.
Mail, email or fax this sponsor form **and the student** application(s) together with the required fees
made payable to **MACCA**

MACCA

Mailing Address

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