

November 12, 2012

TO: QCC Learning Council

FROM: Kathleen C. Rentsch, Dean for Business & Technology

RE: MA Manufacturing Extension Partnership  
Step Two: Apprentice Training Credentialing

In this segment of the agreement with MMEP, QCC agrees to credential<sup>1</sup> 9 credits of apprentice training hours as Manufacturing Technology (MNT) elective credit. The prospective student must meet the following criteria:

- Must apply and be accepted to QCC's A.S. in Manufacturing Technology, Applied Manufacturing Option (Program Code: TBD);
- Provide documentation of successful completion of a minimum of 600 apprentice hours (beyond the hours utilized to fulfill the requirements of the MNT course articulations in Step One). Documentation must include:
  - Monthly log of specified competencies/tasks as agreed upon with employer/OJT supervisor, MMEP faculty, and prospective student (see attached log);
  - Signed letter from employer/OJT supervisor indicating the prospective student has successfully completed a minimum of 73% of the identified tasks/competencies successfully.
  - Note: Required documentation herein is consistent with that required by the MA Department of Workforce Development, Division of Apprentice Training and represents a well-developed plan of work experience beyond the classroom training. Please refer to attachment: MA Standards of Apprenticeship Employer-Program Sponsor formulated by the Manufacturing Advancement Center, approved by the Commonwealth of Massachusetts in March 2008.

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<sup>1</sup> Applicants will pay the current credentialing fee as posted on the QCC website. As of FA 2012, the fee is \$50/credit for a Transcript Notation of Pass. See this link for more details: <http://www.qcc.edu/services/experience-based-education/credentialing>