



MACCA APPRENTICESHIP COMMITTEE

Reply to: Robin Parsons, MACCA Executive Director/Apprentice Coordinator

Phone: (941) 404-3407 / Fax: (941) 404-4499 / E-mail: robin@macca.us

Mailing Address: 1532 Highway 41 Bypass S. #144, Venice, FL 34293-1032

Dear Colleague:

It is that time of year for recruiting candidates for the MACCA Apprenticeship Program.

We are excited to share that we will be offering two training tracks this year, a one-year program and our standard three-year program. Please read the attached press release for more information to see which program offers the best fit for your employees. We need your support to ensure we have full and enthusiastic classes!

For our Three-Year Program at Suncoast Technical College, there are 15-20 first year candidate openings, at both the Sarasota and North Port Campuses, and we are looking forward to welcoming back your returning apprentices. For our new One-Year Program at Manatee Technical College, we also have 15-20 candidate openings, but they will probably fill up quickly (Please Note: hats or headgear of any kind are against the dress code at the MTC Campus).

We are distributing this letter, with attachments, for your urgent consideration. Attached is a complete Apprenticeship Program Application, one for each candidate. Kindly copy attachments if you require additional candidate application forms.

Following completion of the attached forms, please scan and email, or mail forms along with your payment to MACCA at 1532 Highway 41 Bypass S. #144, Venice, FL 34293-1032. Your earliest reply would be greatly appreciated.

Orientation for our THREE-YEAR Program for the 2023-2024 year, will be 5:00 P.M. on Monday, August 7, 2023, at Suncoast Technical College, 1748 Beneva Road Sarasota, FL 34233, for all new apprentices. Classes, all at Suncoast Technical College, will commence Tuesday, August 8, 2023. Kindly communicate to your apprentices that the orientation is MANDATORY FOR NEW STUDENTS. Enrollment for the first-year class will be open until August 5, 2023; no late registrations will be accepted. An email with the orientation location and details will be distributed in early August to registered candidates in the program and their employers.

Orientation for our New ONE-YEAR program for the 2023-2024 year, will be 5:00 P.M. on Tuesday, July 25, 2023, at Manatee Technical College, 6305 State Rd. 70 E., Bradenton, FL 34203. Classes will commence Tuesday, August 8, 2023. Kindly communicate to your apprentices that the orientation is MANDATORY FOR ALL STUDENTS. Enrollment will be open until July 14, 2023; no late registrations will be accepted. An email 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 carefully screen and interview their candidates to ensure 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, and 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.

If you need more information or assistance, please call the MACCA office at 941-404-3407. Thank you again on behalf of your Apprenticeship Committee for your continued support of our program.

Sincerely,

Robin Parsons
MACCA Executive Director

Attachment

MANASOTA AIR CONDITIONING CONTRACTORS' ASSOCIATION OFFERS ONE-YEAR ACCELERATED HVAC APPRENTICE PROGRAM

The Manasota Air Conditioning Contractors Association (MACCA) announces the launch of its new one-year HVAC Apprenticeship Program at Manatee Technical College. The goal of the program is to help HVAC businesses meet the demand for skilled labor by offering accelerated training. The program provides accelerated, competency-based training two nights a week (Tues./Thurs.) from 6:00-9:00 p.m. for 43 weeks with an on-the-job training component.

Competency-Based Training (CBT) is a learning model where students must demonstrate the required level of knowledge and skill on a task prior to advancing to the next task. CBT is broken down into small units that are focused on specific skills, helping apprentice students acquire skills and knowledge so they can perform a specified standard under certain conditions.

Participants gain experience and learn new skills required of the residential HVAC/R installation and service trade. Instruction is provided in the evening, while the apprentice is working in the HVAC field during the day. To meet on-the-job training requirements, supervision by a fully qualified journey worker is provided by the employer, who is responsible for making work assignments, providing on-the-job training, and ensuring safety at the worksite.

MACCA's one-year program is approved by the Florida Department of Education as a registered apprenticeship program. Apprentices who successfully complete the program will receive the same state certification as our three-year program, in addition to OSHA-10 HR, EPA-608, NATE (Core and Air to Air Heat Pump) certifications.

Our three-year program at the Suncoast Technical College is still available for apprentices who may find it difficult to participate in training two nights a week. The three-year program classes are held one night a week from 5:00-9:00 p.m. for 36 weeks at both the Sarasota and North Port campuses.

For the trainee, an apprenticeship can offer the opportunity to create a career in a skilled trade, receive higher wages, and better employment outcomes. For the employer, apprenticeship programs are a reliable workforce solution to train and retain employees.

Employment by a sponsoring HVAC company is required to participate in the three-year and one-year programs to meet the on-the-job training requirements. If you are currently employed outside of the HVAC field or unemployed and are interested in a career in the HVAC Industry, we can help. Visit MACCA.us/Education/HVAC Apprenticeship.

About MACCA

MACCA's mission statement is the guiding principle of the association: To better the quality and public image of the Heating, Ventilating, and Air Conditioning (HVAC) industry through the proper training of apprentices and to promote excellence, knowledge, and support within the HVAC industry. The association's continuous focus on their training programs has helped to build highly skilled employees, reduce turnover costs, increase productivity, and create company loyalty.

For more information, visit www.macca.us.



APPRENTICE PROGRAM EMPLOYER (SPONSOR) INFORMATION FORM 2023-2024

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 apprentice program enrollment fees are as follows:

	STC 3-Year Program	MTC 1-Year Program
MACCA Members	\$650/per year/per apprentice	\$1,950/per apprentice
Non-Members	\$750/per year/per apprentice	\$2,650/per apprentice

Checks can be made payable to **MACCA Apprenticeship** and mailed to MACCA at 1532 U.S. Highway 41 Bypass S. #144, Venice, FL 34293-1032.

The cost of MACCA membership is currently \$320 per year for companies with 1-3 employees, \$430 per year for companies with 4-9 employees, and \$540 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.

Employer (Firm Name): _____

Employer Contact (Print Name): _____

Address: _____

City, State, Zip: _____ Phone: _____

Email: _____

<u>Employee (please print!)</u>	<u>STC Program Year (1, 2, or 3) / MTC</u> <i>(Sarasota 1st, 2nd, and 3rd year; North Port 1st & 2nd year only)</i>	<u>Desired Location</u>
<i>Ex: John Doe</i>	<i>STC - Year 1</i>	<i>Sarasota</i>
<i>Jane Doe</i>	<i>MTC</i>	<i>Bradenton</i>

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 on the emailed invoice.



APPRENTICE PROGRAM – 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 Robin Parsons via phone: (941) 404-3407 / fax: (941) 404-4499.

Signed By: _____ Title: _____
(Employer Contact)

Print Name: _____ Date: _____

Please contact Robin or Barbara via phone 941-404-3407 or e-mail: robin@macca.us/barbara@macca.us 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 Apprenticeship**.

Mailing Address
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