



## MEMORANDUM OF UNDERSTANDING (MOU)

Between

The Technical College System of Georgia

and

**[INSERT EMPLOYER]**

This Memorandum of Understanding (hereinafter referred to as the “MOU”) is made effective beginning with the date of last signature hereon, between the Technical College System of Georgia (hereinafter referred to as “TCSG”) and **[name of the employer]** (hereinafter referred to as “Employer”).

**WHEREAS**, the TCSG Board through a competitive application process, has selected the employer to participate in the High Demand Career Initiative Program (hereinafter referred to as the “HDCI Program”).

**WHEREAS**, participation in the HDCI Program deems the employer eligible for a total contract completion award of **[\$XXX.XX]** (“Award Amount”) for **[# of Apprentices]** apprentices enrolled in a Registered Apprenticeship Program with the U.S. Department of Labor.

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties do hereby agree to as follows:

1. Employer agrees to participate in the HDCI Program as administered by TCSG.
2. Employer shall provide TCSG with the apprentice’s full name(s), respective contact information, RAPIDS Apprentice Identifier Number, and required documentation within 60 days of the execution of this agreement. Employers may request in writing additional time to provide apprentice information. All requests are subject to approval by TCSG. Failure to submit this information to TCSG per the terms of this MOU may result in denial of program participation.

### *Required Documentation*

- a. Completed ETA Form 671 of the Apprentice
- b. Copy of Photo Identification of the Apprentice
- c. Memorandum of Record for authority to HR actions (Wage Verification)

3. Employer shall provide TCSG with a progress report of apprentices every six (6) months of the program and wage verification for each apprentice participant.
4. Employer shall participate in a press release announcing the selection into the HDCI Program and at least one public event announcing the award of HDCI Program funding. TCSG may also set up a time with the employer to conduct a site visit to take photos/film the progress of the program.
5. TCSG will conduct due diligence review of the application, employer, apprentice(s), and Registered Apprenticeship Program to ensure compliance to state and federal law. Employer may be asked to provide verification of special designations or qualifications listed in the application such as re-entry hires, youth or female focused cohorts or external partnerships. TCSG reserves the right to deny participation of the employer in the HDCI Program and notify the employer in writing.
6. Both parties agree to timely provide information and documentation necessary to develop and execute a formal agreement governing participation in the program. An executed agreement will be required for each apprentice that will be supported under the HDCI Program.
7. This MOU serves as tentative acceptance of the employer into the HDCI program by TCSG. Failure to meet the aforementioned requirements or additional requirements requested by TCSG may result in denial of program participation.

**IN WITNESS WHEREOF**, the parties have caused this MOU to be duly executed by their authorized representatives.

Signatures

[EMPLOYER]

Technical College System of Georgia

By:

By:

Name:

Name: Kristin Laarhoven

Title:

Title: Executive Director

Date:

Date: