

Mid Coast Construction Academy

Pre-Apprenticeship (High School) Application Packet

Training Interest: _____ Electrical Program _____ Plumbing Program
 _____ HVAC (Heating Venting and Air Conditioning) _____ (Please select ONLY one)

Have you ever taken NCCER CORE? _____

Have you ever taken any other NCCER class? _____

Please enter your NCCER number, if applicable. _____
 (If you answered "no" to both questions above, you will leave this question blank.)

Student Information

Last Name _____
 First Name _____
 Middle Name/Initial _____
 Date of Birth _____
 Soc. Security Number _____
 Driver's License # _____
 Address Line 1 _____
 Address Line 2 _____
 City, State, Zip _____
 Cell Phone _____
 Mobile Provider _____
 Email Address _____
 Age _____
 Gender _____

Parent/Guardian Information

Name _____
 Phone # _____
 Email _____
 Name _____
 Phone # _____
 Email _____

Hispanic/Latino Ethnicity	_____ Hispanic
	_____ Non-Hispanic
	_____ Choose not to respond

Acknowledgements

*Any misrepresentation or falsification on this application/failure to submit required documentation can cause this application to be disqualified and may result in dismissal from the MCA Pre-Apprenticeship program even after the applicant has qualified.

Applicant must remain enrolled in high school, unless early graduation is granted, by the school district, to attend the MCA. Each student must maintain ACCURATE contact information. Failure to do so may result in removal from the program. Student's must submit a request in writing to the MCA Office to be removed.

Every student will be provided current years Handbook with an overview of content at orientation. You are required to abide by the policies and procedures. No verbal communication with ANY ABC staff member or MCA staff member will override the written policies and procedures within the Handbook unless approved by the Director/Apprenticeship Committee. It is your responsibility to read, understand, and follow the Handbook to include attendance, makeup time/fees, homework, assignments, etc.

High School Name _____
 Graduation Year _____
 City _____
 Last Grade _____
 Trade related courses (list all) _____

Race (Multiple selections are allowed)	_____ American Indian/Alaska Native
	_____ Asian
	_____ Black/African American
	_____ Native Hawaiian/Pacific Islander
	_____ White
	_____ Choose not to respond

_____ Parent Signature _____ Date _____ Student Signature _____ Date _____

OFFICE USE ONLY BELOW THIS LINE

The following documents were filled out entirely and correctly (Staff member to initial beside each item):

_____ Student information	_____ Code of Conduct	_____ NCCER Registration & Release Form
_____ Emergency Information	_____ Field Trip Form	_____ Student Waiver and Release of Liability
_____ Drug Test Consent & Permission for Photography Form		_____ Parent Waiver and Release of Liability
_____ Permission form to share contact info (TWC/employers)		_____ Signed Handbook receipt (after class starts)

The following supplemental documentation is included with this application (Staff member to initial beside each item):

_____ High school transcript showing English 1 credit	_____ Proof of Identity & Eligibility to work in the US
_____ Proof of Math Eligibility	_____ Attendance & Conduct Record
	_____ Initial Drug Test Result

I have completed the following tasks (Staff member to initial beside each item):

_____ invoiced student	_____ shared contact info with TWC	_____ added to database
_____ added to spreadsheet	_____ added to Remind Messaging	_____ Verified compliance with Selective Service

STUDENT NAME:

Emergency Contact Information

Father/Guardian 1 name _____
 Cell Phone _____
 Email _____
 Work Phone _____
 Employer _____
 Home Phone _____
 Address _____
 City, State, Zip _____

Mother/Guardian 2 name _____
 Cell Phone _____
 Email _____
 Work Phone _____
 Employer _____
 Home Phone _____
 Address _____
 City, State, Zip _____

Alternate Emergency Contacts (If parents/guardians cannot be reached)

Name	phone number	relationship

Medical Information

Doctor's Name _____
 Office Phone # _____
 Emergency Phone # _____
Dentist's Name _____
 Office Phone # _____
 Emergency Phone # _____
Insurance Carrier _____
 Group Policy # _____
 Allergies
 (environmental,
 drugs, food) _____
 Medication taken daily
 or as needed (name,
 dosage, frequency) _____
 Daily Monitoring
 (example: glucose) _____
 Medical Conditions
 not listed below _____

Please indicate if your child has: ___ Asthma ___ Diabetes ___ Kidney Injuries ___ Seizure Disorder ___ Heart Condition

Please indicate if your child has sensitivity to: ___ Bee Sting ___ Nuts ___ Dairy ___ Latex ___ Other: _____

If the student requires medication, I understand that I am obligated to ensure that the medication to be provided and the Medication Authorization Form are on file with the school. (If ordered by the student's physician, an EpiPen must be provided.)

I, _____, do hereby authorize school administration to render first aid for illness or injury to my child named above. In the event of a medical emergency, I authorize school administration to have my child transported to the nearest hospital /emergency care center for emergency medical or surgical treatment and to contact my child's physician and one of the persons listed above. I further authorize the release of the above medical information to all medical personnel providing treatment. I agree to be solely responsible for the payment of all expenses incurred in such an emergency.

I do hereby release, hold harmless and indemnify the Mid Coast Construction Academy Trust and ABC Texas Mid Coast Chapter, _____ ISD and any other of their officers, agents, employees or representatives ("Released Parties") from any and all liability, claims, losses or expenses arising from personal injury, death, or loss of or damage to property arising from any medical treatment received and/or transportation to the nearest hospital/emergency care center.

Student Signature & Date

Parent/Guardian Signature & Date

Drug Testing Consent

As a student... (initial each)

I have read the Mid Coast Construction Academy’s Student Drug Testing Policy, and I understand and agree that participation in the pre-apprenticeship program is voluntary and a privilege

I understand that as part of my voluntary participation in the pre-apprenticeship program, I hereby consent to undergo drug testing for the presence of alcohol, illicit drugs and/or banned substances in accordance with Board Policy. I understand and agree that my consent shall be in effect unless and until revoked in writing.

I understand the collection process will be overseen by a qualified vendor and that confidentiality will be secured. I hereby consent to the vendor selected by the Mid Coast Construction Academy, its laboratory, doctors, employees, and/or agents to perform testing for the detection of alcohol, illicit drugs and/or banned substances, and to confer with any necessary third parties regarding the results in order to confirm the results.

As a parent/guardian... (initial each)

I have read the Mid Coast Construction Academy’s Student Drug Testing Policy, and I understand and agree that my child’s participation in the pre-apprenticeship program is voluntary and a privilege.

I understand that as part of my child’s voluntary participation in the pre-apprenticeship program, I hereby consent for my child to undergo drug testing for the presence of alcohol, illicit drugs and/or banned substances in accordance with Board Policy. I understand and agree that my consent shall be in effect unless and until revoked in writing.

I understand the collection process will be overseen by a qualified vendor and that confidentiality will be secured. I hereby consent to the vendor selected by the Mid Coast Construction Academy, its laboratory, doctors, employees, and/or agents to perform testing for the detection of alcohol, illicit drugs and/or banned substances, and to confer with any necessary third parties regarding the results in order to confirm the results.

Student Signature & Date

Parent/Guardian Signature & Date

Initial Drug Test Acknowledgement

I understand that I'm responsible for providing the initial drug test results for acceptance into the pre-apprenticeship program. I can either take the test through my school, at a medical provider of my choice, or through MCA for a \$30 fee as long as proper documentation that I passed is submitted with my application to the MCA.

Student Signature & Date

Parent/Guardian Signature & Date

Permission for Photography

I grant to Mid Coast Construction Academy and Associated Builders and Contractors, LLC—Texas Mid Coast Chapter the absolute and irrevocable right and unrestricted permission concerning any photographs that any staff member, contract employee, vendor representative or other person(s) acting on behalf of either of these organizations has taken or may take of me/my child or in which I/my child may be included with others, to use, reuse, publish, and republish the photographs in whole or in part, individually or in connection with other material, in any and all media now or hereafter known, including the internet, and for any purpose whatsoever, specifically including illustration, promotion, art, editorial, advertising, and trade, without restriction as to alteration; and to use in connection with any use if the Mid Coast Construction Academy or the Associated Builders and Contractors, LLC—Texas Mid Coast Chapter so chooses. I release and discharge photographer from any and all claims and demands that may arise out of or in connection with the use of the photographs, including without limitation and all claims for libel or violation of any right of publicity or privacy. This authorization and release shall also insure to the benefit of the heirs, legal representatives, licensees, and assigns of photographer, as well as the person(s) for whom these organizations took the photograph.

Student Signature & Date

Parent/Guardian Signature & Date

Permission to Share Contact Information

Workforce Solutions of the Golden Crescent

Workforce Solutions of the Golden Crescent can assist Mid Coast Construction Academy (MCA) students with support services such as:

- 1 Tuition and further education expenses (exams, licenses, certifications)
- 2 Eye exams & glasses or contacts (up to \$400)
- 3 Transportation assistance (fuel)
- 4 Tools or work-related assistance (up to \$800)
- 5 Required supplies
- 6 Work Clothing
- 7 Child Care Expenses

There are several ways to qualify. If you would like more information, please sign authorizing us to share your name and contact information with Cindy Torres of Workforce Solutions Golden Crescent so they may get in touch with you to see if you qualify for this assistance. **(361) 578-0341**

Student Signature & Date

Parent/Guardian Signature & Date

Potential Employers

Our office frequently gets calls from local contractors interested in hiring our students. For high school students, it is usually part time or summer work. For the adult apprenticeship program, full time work is required. We will check in with you frequently throughout the year to determine whether you are currently seeking employment and what type. If you would like us to pass along your name and contact information to local employers for potential employment opportunities when they arise, please sign below authorizing us to release that information. You may withdraw your consent in writing at any time in the future if your situation changes.

Student Signature & Date

Parent/Guardian Signature & Date

Parent Permission and Waiver Form for Field Trip

I/We, the parents/guardians of the student named below, understand the nature of potential field trips being planned to jobs sites, member companies, sponsor employers, etc.

We understand that transportation will follow the school districts' policies according to the Memorandum Of Understanding with the MCA and we are in accord with the purposes of and procedures governing the trip(s).

We hereby grant permission for our son/daughter to participate. We understand that adequate and appropriate supervision will be provided.

In the event of an injury requiring medical attention, I hereby grant permission to the supervising teacher(s) or staff (including volunteers) to attend to my son/daughter. If the injury warrants further medical attention, I expect every effort will be made to contact me to receive my specific authorization before action is taken. If efforts to contact me are unsuccessful, I grant permission for necessary medical treatment to be given.

In addition, I hereby give my permission to the supervising teacher(s) or staff (including volunteers) to take my child to the physician, dentist, or to the hospital if an accident or serious illness occurs on the trip and I cannot be located.

Waiver

We recognize, however, that unanticipated situations and problems can arise on any trip, school-sponsored or otherwise, which situations or problems are not reasonably within the control of the supervising teacher(s) or staff (including volunteers). We further agree to release and hold harmless the Mid Coast Construction Academy, its agents, officers, employees, and volunteers, from any and all liability, claims, suits, demands, judgments, costs, interest and expense, (including attorneys' fees and costs) arising from such activities, including any accident or injury to the student and the costs of medical services, or any cause beyond the control of MCA, including, but not limited to, natural disasters, civil disturbances, acts of terrorism, and wars. In the event that a student must return to the MCA independently for reasons of health, accident, failure to conform to rules established by the teacher in charge, etc., we agree to accept full responsibility for and to pay for the cost of medical care, transportation, and other incidental expenses.

This permission slip also serves as a contract that the student and parent(s) understand and agree to the guidelines from each teacher as to making up missed assignments.

Student Signature & Date

Parent/Guardian Signature & Date

Code of Conduct

The Intent of the Code

The intent of the Code of Conduct is to create professional unity and pride in the work of the Mid Coast Construction Academy and its students by having some common agreed standards of professionalism. It is a statement of the high standards of behavior, which apply to all staff and students of the Mid Coast Construction Academy, which are rightly demanded of companies by the wider community. The Code reflects the vision of MCA and its students: To promote and educate students and unemployed individuals about the construction industry and develop skilled labor through pre-apprenticeships and apprenticeships. It acts as an effective demonstration of the values of the Mid Coast Construction Academy and its students which are embodied in the Principals of the Code. All standards contained in this Code are in addition to the general obligations imposed on students including implied duties such as the duty to act with honesty, integrity and in good faith.

Principles

Respecting When working with others, students are expected to treat students and staff with respect for their rights and obligations.

Behaving professionally: Students are expected to carry out their duties in a professional and conscientious manner at all times. CELL PHONE USAGE IS STRICTLY PROHIBITED. Professionalism also includes attendance and punctuality. While enrolled in this program, pre-apprenticeship students agree to take part in enough contact hours of learning per year to meet NCCER requirements in the craft of their choice and maintain an enrollment in a local high school. Classes are held from 8:00-10:00 am, Monday – Friday during a normal school year. All students must attend work and training as agreed as long as fit to do so AND advise the instructor, education director, and/or employer of sickness or absence prior to missing class/work.

Workplace Health & Safety: Health and safety, social responsibility and environmental sustainability are crucial to business. Our students will support WHS by ensuring:

- safe operations are followed not only on equipment, but also on every person working within the industry taking responsibility for preventing workplace-related injuries and illnesses and using the tools and procedures in place.
- they are wearing the appropriate shoes and clothing for the construction work as not to create a hazard.
- they wear the appropriate Personal Protection Equipment (PPE) and other equipment as instructed.

Alcohol & Drug Use: In line with our commitment to providing a safe and healthy work environment, while at work or when conducting Company business, students must be able to function at an acceptable level of performance and not be impaired by illegal or legal drugs, including alcohol. DRUG TESTING WILL BE ADMINISTERED THROUGHOUT THE PROGRAM.

Harassment: MCA does not tolerate any form of harassment. See handbook for complaint procedures.

Related Documents

MCA Mission Statement

Frequently Asked Questions Document

Various MCA Policies

MCA Student Handbook: Presented in detail at student orientation (typically held on first day of class). Please refer to this for more detailed explanations of each principle.

Acknowledgement and Agreement

Student Signature & Date

Parent/Guardian Signature & Date

NCCER Registration & Release



Instructions: Type or print legibly. Any inaccuracies on this form may be reflected on credentials. To be entered in NCCER's Registry, you must complete and sign this form. Records containing trainee/participant personal information, including but not limited to score reports, training prescriptions, and transcripts, cannot be distributed until this form has been completed.

***Required Fields**

We realize you have completed some of this information on the first page of this application packet. It is still necessary to fill it in again here. This form must be a stand-alone document in order to get your NCCER certifications accurately and efficiently. We appreciate your compliance.

ATS/AAC Name*: Mid Coast Construction Academy, an Affiliate of ABC - Texas Mid Coast Chapter

Student Full Name (First, Middle, Last, Suffix)*: _____

Address 1*: _____

Job Title: N/A

Address 2: _____

Birth Date*: _____

City, State, Zip*: _____

Birth City: _____

Cell Phone Number*: _____

Email address: _____

*To enter you into the NCCER National Registry, ONE of the following numbers needs to be provided. Once you are entered into the system, you will be given an NCCER card number to use in the future. (System generated numbers are no longer an option.) Pipeline users MUST use their social security number.

Social Security Number: _____ NCCER Card Number _____

TX DOE Student Number: _____ TX DL Number _____

If you choose to use the State DOE Student number, this must first be added into the NCCER Registry System as an approved "Alternate ID Type." Please work with your sponsor representative to ensure your state ID Type has been added into the system.

Optional Information

Company/High School Name: _____

Company/High School Address: _____

City, State, Zip: _____

Company/School Phone: _____

I hereby authorize NCCER to verify information in my training and/or assessment records, which may include any of the personal information provided on this form. I release and hold harmless NCCER for the disclosure of any such information in connection with this verification process.

Student Signature & Date

Parent/Guardian Signature & Date

Note: This form must be maintained on file per NCCER Accreditation Guidelines
Effective 10/16

I, _____ (student), have requested that I be allowed to participant in a pre-Pre-Apprenticeship Training program offered by the Mid Coast Construction Academy (MCA)—affiliate of the Associated Builders & Contractors, Inc. – Texas Mid Coast Chapter (ABC). In consideration of the experience and the benefits I will gain from this course instruction, I:

** INITIAL BESIDE EACH ITEM **

ACKNOWLEDGE that Pre-Apprenticeship Training can be/is inherently dangerous, and agree that before participating, I will inspect the facilities, equipment, areas, and work to be done and if I believe any of it is unsafe, I will immediately advise the person in charge, and I have knowledge of who this person is.

_____ FULLY UNDERSTAND that participating in this activity is a test of physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to, those caused by terrain, road conditions, facilities, temperature, weather, vehicular traffic, power tools, the actions or inaction of the MCA, MCA Trust, ABC, its agents, officers, employees, and others.

ASSUME any and all risks of personal injuries to me including medical bills, permanent or partial disability, death and damage to any property arising from my participation in Pre-Apprenticeship Training activities.

_____ PROMISE not to sue or present a claim for personal injury, property damage or wrongful death against the MCA, MCA Trust, ABC, its officers, employees, and agents attributable to my participation in this Pre-Apprenticeship Training activity.

_____ RELEASE, WAIVE, DISCHARGE, HOLD HARMLESS AND RELINQUISH the MCA, MCA Trust, ABC, its officers, employees and agents from any liability, loss, damage, claim, demand, or cause of action against them arising from my participation in this Pre-Apprenticeship Training activity.

_____ EXPRESSLY AND KNOWINGLY WAIVE AND RELEASE AND FOREVER DISCHARGE the MCA, MCA Trust, and ABC from any and all claims, demands, losses, suits, responsibilities, liabilities, and actions of any kind, whether at law, in equity, through litigation or arbitration, arising out of or in connection with any injury or death to person or damage to or loss of property arising out of or in connection with my participation in any and all MCA, MCA Trust, and ABC sponsored events and/or negligence, negligent misrepresentation, or fraud of the MCA, MCA Trust, and ABC. It is the parties’ intention that this paragraph complies with the express negligence rule.

_____ HEREBY AGREE TO HOLD HARMLESS AND INDEMNIFY the MCA, MCA Trust, and ABC from and all claims, demands, or losses, suits, responsibilities, liabilities, and actions of any kind arising out of or relating to actions at the MCA, MCA Trust, or ABC sponsored events, whether intentional or negligent, including, but not limited to, claims asserted on behalf of insurers who have issued payments to or on behalf of other individuals for losses attributed to my actions at the MCA, MCA Trust, or ABC sponsored events, whether intentional or negligent. It is the parties’ intention that this paragraph complies with the express negligence rule.

THIS DOCUMENT RELIEVES THE MID COAST CONSTRUCTION ACADEMY AND THE ASSOCIATED BUILDERS & CONTRACTORS, INC. – TEXAS MID COAST CHAPTER FROM LIABILITY FOR PERSONAL INJURY, WRONGFUL DEATH, AND PROPERTY DAMAGE. I HAVE READ THIS DOCUMENT, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND I SIGN IT VOLUNTARILY.

_____ Student Signature

_____ Date

Waiver & Release of Liability

Parent/Guardian Page

I, _____ (parent/guardian), have requested that my child be allowed to participant in a pre-Pre-Apprenticeship Training program offered by the Mid Coast Construction Academy (MCA)—affiliate of the Associated Builders & Contractors, Inc. – Texas Mid Coast Chapter(ABC). In consideration of the experience and the benefits I will gain from this course instruction, I, individually, or on behalf of the person named above (if the person named above is a minor):

**** INITIAL BESIDE EACH ITEM ****

_____ ACKNOWLEDGE that Pre-Apprenticeship Training can be/is inherently dangerous, and agree that before participating, it is my child’s responsibility to inspect the facilities, equipment, areas, and work to be done and if he/she believes any of it is unsafe, it is his/her responsibility to immediately advise the person in charge, and have knowledge of who this person is.

_____ FULLY UNDERSTAND that participating in this activity is a test of my child’s physical and mental limits and carries with it the potential for death, serious injury and property loss. The risks include, but are not limited to, those caused by terrain, road conditions, facilities, temperature, weather, vehicular traffic, power tools, the actions or inaction of the MCA, MCA Trust, ABC, its agents, officers, employees, and others.

_____ ASSUME any and all risks of personal injuries to my child including medical bills, permanent or partial disability, death and damage to any property arising from his/her participation Pre-Apprenticeship Training activities.

_____ PROMISE not to sue or present a claim for personal injury, property damage or wrongful death against the MCA, MCA Trust, ABC, its officers, employees, and agents attributable to my participation in this Pre-Apprenticeship Training activity.

_____ RELEASE, WAIVE, DISCHARGE, HOLD HARMLESS AND RELINQUISH the MCA, MCA Trust, ABC, its officers, employees and agents from any liability, loss, damage, claim, demand, or cause of action against them arising from my child’s participation in Pre-Apprenticeship Training activities.

_____ EXPRESSLY AND KNOWINGLY WAIVE AND RELEASE AND FOREVER DISCHARGE the MCA, MCA Trust, and ABC from any and all claims, demands, losses, suits, responsibilities, liabilities, and actions of any kind, whether at law, in equity, through litigation or arbitration, arising out of or in connection with any injury or death to person or damage to or loss of property arising out of or in connection with my child’s participation in any and all MCA, MCA Trust, or ABC sponsored events and/or negligence, negligent misrepresentation, or fraud of the MCA, MCA Trust, and ABC. It is the parties’ intention that this paragraph complies with the express negligence rule.

_____ HEREBY AGREE TO HOLD HARMLESS AND INDEMNIFY the MCA, MCA Trust, and ABC from and all claims, demands, or losses, suits, responsibilities, liabilities, and actions of any kind arising out of or relating to my child’s actions at the MCA, MCA Trust, and ABC sponsored events, whether intentional or negligent, including, but not limited to, claims asserted on behalf of insurers who have issued payments to or on behalf of other individuals for losses attributed to my child’s actions at the MCA, MCA Trust, and ABC sponsored events, whether intentional or negligent. It is the parties’ intention that this paragraph complies with the express negligence rule.

THIS DOCUMENT RELIEVES THE MID COAST CONSTRUCTION ACADEMY AND THE ASSOCIATED BUILDERS & CONTRACTORS, INC. – TEXAS MID COAST CHAPTER FROM LIABILITY FOR PERSONAL INJURY, WRONGFUL DEATH AND PROPERTY DAMAGE. I HAVE READ THIS DOCUMENT, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND I SIGN IT VOLUNTARILY.

_____ Parent Signature

_____ Date

I am aware that I must provide the following documentation with my application for it to be complete. These items are my responsibility. I am also aware that my seat in the class is not reserved until my application is complete.

- _Proof of Identity and Eligibility to work in the US
- _High School Transcript showing English I credit
- _Math Eligibility
- _Attendance and Conduct Record or Most Recent Report Card
- _Proof of Compliance with the Selective Service (males 18 and older)
- _Initial Drug Test Results

Student Signature & Date

Parent/Guardian Signature & Date

OPTIONAL: Sign up for push/text notifications to stay up to date on MCA happenings/your application status.



Sign up for important updates from E. Education Direc.

Get information for **Mid Coast Construction Academy** right on your phone—not on handouts.


Pick a way to receive messages for **MidCoast Construction Academy Recruits**:

A If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/midcoa

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.




B If you don't have a smartphone, get text notifications.

Text the message @midcoa to the number 81010.

If you're having trouble with 81010, try texting @midcoa to (578) 552-1203.

* Standard text message rates apply.



Don't have a mobile phone? Go to rmd.at/midcoa on a desktop computer to sign up for email notifications.

Mid Coast Construction Academy

Pre-Apprenticeship (High School) Application Packet

Requirements for Enrollment

1. Must be enrolled in local high school or home school
2. At least a 9th grade reading and math level
3. Must be physically able to perform the tasks/jobs.
4. Capable of paying tuition (if this is your only obstacle, please talk to us. We **may** be able to find/provide support.

Frequently Asked Questions

- 1. When are applications due?** Application deadline is Third Friday of April
- 2. What do I need to know about drug testing?** Tests are due with the application (from within the past month). Must be 10 panel employment tests; performed at a clinic or at our office for \$30. Sometimes school districts may cover this. Students must pass to be allowed into the program AND we test randomly and for cause.
- 3. What are the number of students per school that will be allowed?**
There's no limit. Applications processed on first come basis. From there, applicants are added to a waiting list.
- 4. Whose handbook and code of conduct needs to be signed?** MCA's Code of Conduct/Standards and Student Handbook.
- 5. Cost of program? \$1,300 per semester.** Some schools pay this partially or in full. \$60 for PPE (personal protective equipment.)
- 6. How should applications be turned in?**
High school counselors may accept them (he/she should time and date stamp it) and turn them in. Emailed to admin@mcacademy.org, or mailed to MCA at 1408 N Ben Jordan, Victoria, TX 77901.
- 7. What kind of documentation will prove my identity and authorization to work in the US?**
Must provide: EITHER one document from List A; OR one document from List B AND one document from List C.



Documents that Establish Both Identity and Employment Authorization

or



Documents that Establish Identity

+



Documents that Establish Employment Authorization

— US Passport or Passport Card	— Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	— US Social security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
— Certificate of US Citizenship (INS Form N-560 or N-561)	— ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	— Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
— Certificate of Naturalization (INS Form N-560 or N-561)	— School ID card with photograph	— Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
— Unexpired foreign passport, with I-551 stamp OR attached INS Form I-94 indicating unexpired employment authorization	— Voter's registration card	— Native American tribal document
— Permanent Resident Card or Alien Registration Receipt Card with photograph (INS Form I-151 or I-551)	— US Military card or draft record	— US Citizen ID Card (INS Form I-197)
— Unexpired Temporary Residence Card (INS Form I-688)	— Military dependent's ID card	— ID Card for use of Resident Citizen in the United States (INS Form I-179)
— Unexpired Employment Authorization Card (INS Form I-688A)	— US Coast Guard Merchant Mariner Card	— Unexpired employment authorization document issued by the INS (other than those listed under List A)
— Unexpired Reentry Permit (INS Form I-327)	— Native American tribal document	
— Unexpired Refugee Travel Document (INS Form I-571)	— Driver's license issued by a Canadian government authority	
— Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form I-688B)	For people under age 18 who are unable to present a document listed above:	
	— School record or report card	
	— Clinic, doctor, or hospital record	
	— Day-care or nursery school record	