



## INDUSTRIAL READINESS CERTIFICATE PROGRAM REGISTRATION INFORMATION

### Winter 2020 REGISTRATION INFORMATION

Winter 2020 registration for the Ford Industrial Readiness Certificate and the Pre-Apprenticeship Preparation Programs will begin October 31, 2019. Complete the attached registration form and email it back to [bepdinfo@hfcc.edu](mailto:bepdinfo@hfcc.edu).

### Important Information/ Dates for Winter 2020

Term Start/ End Date:	January 13, 2020 – May 5, 2020
Registration Window:	October 31, 2019 – January 13, 2020
Voucher/ Payment Due:	January 13, 2020
Last Day to drop course for full tuition refund:	January 13, 2020
Process to drop course:	Student must submit written request via email to <a href="mailto:bepdinfo@hfcc.edu">bepdinfo@hfcc.edu</a> <b><u>NO PHONE CANCELLATIONS WILL BE ACCEPTED</u></b>
Contact information at school for student questions:	School of Business, Entrepreneurship, and Professional Development, Trade & Apprentice 313-317-6509 <a href="mailto:bepdinfo@hfcc.edu">bepdinfo@hfcc.edu</a>

### Voucher/ Payments

Students who do not have a voucher on file by January 13, 2020 will be held financially responsible for training regardless of time spent in class.



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**IRC Schedule – Winter 2020**

**WFPD 160 – SHOP ARITHMETIC – 32 HOURS (\$212)**

SECTION	START/ END DATES	MEETING DAYS	MEETING TIMES	LOCATION
01	1/13/20- 3/4/20	Mon/ Wed	10 a.m. – 12 p.m.	TBD
02	1/13/20- 3/4/20	Mon/ Wed	6 p.m. – 8 p.m.	TBD
03	3/16/20- 5/6/20	Mon/ Wed	10 a.m. – 12 p.m.	TBD
04	3/16/20 – 5/6/20	Mon/ Wed	6 p.m. – 8 p.m.	TBD

**WFPD 161 – Machine Tool Blueprint Reading – 32 HOURS (\$212)**

SECTION	START/ END DATES	MEETING DAYS	MEETING TIMES	LOCATION
01	1/14/20- 3/5/20	Tues/ Thur.	10 a.m. – 12 p.m.	TBD
02	1/14/20- 3/5/20	Tues/ Thur.	6 p.m. – 8 p.m.	TBD
03	1/14/20- 3/5/20	Tues/ Thur.	10 a.m. – 12 p.m.	TBD
04	1/14/20- 3/5/20	Tues/ Thur.	6 p.m. – 8 p.m.	TBD

**WFPD 162 – Trade Related Preparation – 48 HOURS (\$320)**

SECTION	START/ END DATES	MEETING DAYS	MEETING TIMES	LOCATION
01	2/8/20- 4/25/20	Saturday	8 a.m. – 12 p.m.	TBD
02	2/8/20 – 4/25/20	Saturday	1 p.m. -5 p.m.	TBD



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### **BOOK INFORMATION**

Effective immediately all IRC students must go to their local or check with their ESSP in the plant to purchase all books. Books for Shop Arithmetic and Machine Tool Blueprint Reading can no longer be purchased via Pearson and Cengage.

Henry Ford College does not handle the book reimbursements. Please contact your ESSP or the local for information regarding book reimbursements.

IRCP students may purchase their books at the College Bookstore on Henry Ford College's main campus.

### **Drop Policy for IRC and PAPP**

All requests to drop a class must be submitted via email to Mr. Kenneth Nichols [bepdinfo@hfcc.edu](mailto:bepdinfo@hfcc.edu) . **No phone requests or walk-in requests will be processed.** The last day to drop classes without being charged is January 13, 2020.

Any drop request submitted after January 13, 2020 will be processed, but the student will be held financially responsible for the class(es).

Once classes have begun students may switch sections **only** if they have experienced a shift change. Proof must be presented in writing from your employer.



## Workforce and Professional Development

# Non-Credit Course Registration

### Instructions

Complete and return form by mail: Henry

Ford College  
5101 Evergreen Rd. E-211  
Dearborn, MI 48126

Or, by email:

[bepdinfo@hfcc.edu](mailto:bepdinfo@hfcc.edu)

### Trainee Information

Last: \_\_\_\_\_ First: \_\_\_\_\_ M.I.: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Email Address: \_\_\_\_\_

Day Time Telephone: \_\_\_\_\_ Employer: \_\_\_\_\_

### Enrollment Information

Course Number: WFPD \_\_\_\_\_ Section Number: \_\_\_\_\_

Course Number: WFPD \_\_\_\_\_ Section Number: \_\_\_\_\_

Course Number: WFPD \_\_\_\_\_ Section Number: \_\_\_\_\_



## Workforce and Professional Development

# Non-Credit Course Registration

Do you give HFC permission to send you text messages regarding college-related business?

☐ Yes ☐ No

Do you certify the following? I understand that once my application has been submitted it may NOT be altered in any way.

☐ Yes ☐ No

Do you certify the following? I certify that all of the information submitted in the application is my own work, factually true, and honestly presented. I authorize all schools attended to release all requested records and authorize review of my application. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation or expulsion, should the information I certified be false.

☐ Yes ☐ No

Do you certify the following? I certify that the information provided is accurate to the best of my knowledge. I understand that the submission of false information is grounds for denial of admission or immediate suspension after enrollment. If accepted as a student at HFC, I agree to abide by the rules and regulations of the College regarding conduct and other obligations.

☐ Yes ☐ No

Do you certify the following? I understand that through my application for enrollment at Henry Ford College (HFC), I agree to allow the institution to use my image for marketing, communication and promotional purposes of the college. This includes the use of my image in videos, media releases, marketing collateral materials, College publications, online resources such as websites and email. If you do not want your image used in these materials, you must state their objection to the photographer/videographer during the shoot and/or in writing, or submit your request to the HFC Office of Communications via email at [gjerwin@hfcc.edu](mailto:gjerwin@hfcc.edu) or 313-317-6800.

☐ Yes ☐ No

Tuition and fees for all non-credit classes taken through the Workforce and Professional Development Division are non-refundable and non-transferable. All students are billed upon registration regardless of time spent in training.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_