

The APPRENTICESHOP

est. 1972

A School for Traditional Boatbuilding and Seamanship

DIRECTORS

John W. Rosenblum, Chair
Francis I. Blair, Vice Chair
Richard J. Marshuetz, Treasurer
Thomas E. Wood, Secretary

Jeff Armstrong
Frederic Boursier
Alec Brainerd
Neil B. Colan, Ed. D.
James H. Cuthbertson
Tatiana Pertzoff Fischer
Nancy Snow Leeson
Patrick Lydon
Drew Lyman
Kathryn Miles
Frederick F. Moon
Thomas R. Moore
Mary L. Moran, M.D.
James O'Leary
Richard V. Palm
Stacey Keefer Palmer
Aaron Porter
Robert B. Rheault
Maria Simpson
Steve Thomas
Hobbs White, Apprentice Rep
C.P. Williamson, Jr.
William Zierden

Directors Emeritus

Julian D. Fischer
Ruth W. Parker
Ralph D. Siewers, M.D.

Executive Director

Eric Stockinger

STAFF

Kevin Carney
KC Heyniger
Mary Ellen Kelleher
Margaret L. Macleod
Brian McClellan
Sheryl Parker
Bella Pierson
Graham Walsh

FOUNDER

Lance R. Lee

Dear Applicant,

Thank you for your interest in our Apprenticeshop programs. There are many fine programs in traditional wooden boatbuilding in the US and abroad. We are honored that you have decided to submit your application to us.

Because we are a close community that expects a great deal from its constituents, our application process is more thorough than most. The first step is completing and returning the paperwork that you will find in this packet. Once we receive your application and forms, we will contact you to schedule your one-week volunteer period. This time working with apprentices and staff is the most important part of your application and will be heavily weighted in your acceptance decision.

We work with volunteers to find housing during the volunteer period if need be. If you would like us to help you arrange a place to stay, please let us know ahead of time.

We start each day promptly, so plan on arriving at the Shop to begin work with us at 8:00 a.m. on your first day. The following pages should address most questions regarding what to bring, how to get here, and what we need from you at this point. If you still have questions after reviewing the information, please feel free to contact us.

We look forward to meeting you.

Sincerely,

Graham Walsh
Student Affairs, Sales & Facilities Manager
(207) 594-1800 x 11 office
(207) 594-5056 fax

What You will Find in this Packet

- Welcome Letter
- Application
- Accommodations/Packing List
- Medical Information and Release Form
- Waiver of Liability, Medical Authorization, and Indemnification
- Drug & Alcohol Abuse Policy
- Tuition & Financial Aid Planning
- 2012 Calendar/Schedule

First Step

- Submit your Application with References to us at:

The Apprenticeshop
643 Main St.
Rockland, ME 04841

Once we receive your application, we'll call you to schedule a volunteer period.

Due Upon Arrival for your Volunteer Period

- Completed and Signed Medical Information and Release Form
- Signed Waiver of Liability, Medical Authorization, and Indemnification
- Drug & Alcohol Abuse Policy

APPRENTICESHOP APPLICATION

Applying for: Internship Apprenticeship Application Date: _____

Apprenticeship Applicants: Date Available for One-Week Volunteer Program: Start: _____ End: _____

1st choice of start date if accepted to the Apprenticeship Program: January _____ or July _____

1st choice of start date if accepted to the Internship Program: _____

How did you hear about us? _____

GENERAL INFORMATION

Name: _____ Age: _____

Street: _____ City: _____

State: _____ Zip: _____ Country: _____ Date of Birth: _____

Telephone: _____ Email address: _____

Citizenship: _____ Social Security # (US Citizens): _____

EMERGENCY CONTACT

Name: _____ Relationship: _____

Phone: _____ Alternate Phone: _____

EDUCATION

Last Year of School Completed: High School College Other (please explain): _____

School	Dates Attended	Degree	Academic/Creative Structure

Please submit proof of high school diploma or GED per admission instructions

WORK HISTORY

Work History: Beginning with your most recent job, please explain briefly:

Employer	City/State	Dates

Duties

Employer	City/State	Dates

SKILLS/EXPERIENCE

Please list any skills or experience you have that you feel is related to the program including: woodworking, seamanship, leadership, etc.

STATEMENT OF PURPOSE

On a separate sheet of paper, tell us why you want to be an Apprentice, what you expect to get out of the program, and what you feel you bring to the Apprenticeshop community. Please include how you hope to use your training when you complete the program.

RECOMMENDATIONS

Submit three (3) letters of recommendation with your application. Two (2) professional letters of recommendation; from employers, teachers, or other non-relatives who can speak to your character and personal qualities. One (1) personal letter of recommendation. Please provide the reference instructions attached below to the persons writing your recommendations.

Apprenticeshop Reference Instructions

_____ is applying to The Apprenticeshop, a school for traditional boatbuilding and seamanship in Rockland, Maine. He or she will be working in a professional shop environment learning to craft wooden boats in crews of two to five people. You have been asked to provide a reference in regards to the contributions this student will make to the Shop. If he or she is accepted, this reference will become part of the student's file.

On a separate piece of paper, please tell us:

1. How long and in what capacity have you known the applicant?
2. Describe the applicant's work ethic.
3. Do you think the applicant is truly interested in the Apprenticeship program?
4. Describe how the applicant interacts with others.

Please share any additional comments that may be helpful. Thank you.

Send to: The Apprenticeshop, Attn: Apprenticeshop Manager, 643 Main Street, Rockland, ME 04841

ACCOMMODATIONS

The Apprenticeshop maintains connections with members of the Rockland community who offer inexpensive accommodations for short visits. If you need assistance finding accommodations for your volunteer visit, please contact us and we will put you in touch with folks who can help you with temporary housing.

PACKING LIST

What to Bring

- Bedding: pillow, sleeping bag, or sheets and blankets.
- Work clothes: sturdy materials (you will get dirty), rain gear, closed toe shoes or boots, hat & gloves.
- Personal items: toiletries, towel, sunscreen, a good book, etc.
- There is no need to bring any tools for the volunteer period. All tools will be provided. However, if you have tools that you would like to bring, we encourage you to do so.

Expenses

- Food
- Lodging
- Laundry
- Entertainment

MEDICAL INFORMATION AND RELEASE

MEDICAL AUTHORIZATION

The Apprenticeshop has my permission to authorize emergency medical treatment.

Signature of participant

Date

WHOM SHOULD THE APPRENTICESHOP CONTACT IN AN EMERGENCY?

Name: _____ Name: _____

Phone: _____ Phone: _____

Address: _____ Address: _____

Relationship: _____ Relationship: _____

PERTINENT MEDICAL HISTORY

Do you have any known allergies? Yes No

Describe: _____

Are you currently taking any medications? Yes No

Describe: _____

Do you have a history of medical problems? Yes No

Describe: _____

INSURANCE

The Apprenticeshop and its programs has no means of arranging for or funding workers compensation, hospitalization, major medical, casualty, property or liability insurance coverage for its apprentices, interns, or volunteers. However, The Apprenticeshop is vitally interested in the health, safety and welfare of its apprentices, interns and volunteers and the protection of their property, and suggests that any insurance protection coverage is secured by the individuals themselves.

The Shop has, from time to time, been able to introduce their apprentices, interns and volunteers to insurers and their agents for the purpose of making arrangements adequate for their needs.

Always mindful of its dependence upon the enthusiasm and goodwill of its apprentices, interns and volunteers, The Apprenticeshop must request that they acknowledge their understanding of the need to provide all their own insurance coverage of any kind.

Statement of Acknowledgement:

I have read the above and I understand the foregoing NOTICE. I also ACKNOWLEDGE my responsibility to provide all my own insurance coverage of any kind for my own protection.

All apprentices are required to have medical insurance. If you do not have insurance currently, you will need to begin a plan before apprenticing with The Apprenticeshop.

Provider: _____ Policy Number: _____

Name of Insured: _____ Relationship to Insured: _____

Participant's Printed Name

Signature of participant (or parent/guardian signature if participant is under 18 years of age)

Date

WAIVER OF LIABILITY, MEDICAL AUTHORIZATION, AND INDEMNIFICATION

The Apprenticeshop conducts programs and events aboard our boats and at our facilities. We also invite members and friends to such events and facilities. The purpose of this document is to obtain information so that The Apprenticeshop (the Shop) may more safely conduct events and programs and to relieve the Shop of all liability and expense to the greatest extent permitted under State of Maine law.

1. **Agreement to Provide Information.** The undersigned or his/her parent agrees to:
 - A. Provide lead organizer with information about your skill level, capability, and health.
 - B. Provide medical information to leader prior to participation in the event including, but not limited to, known allergies, current medications, medical problems, information regarding insurance coverage, and any other relevant medication information requested by the leader.
 - C. Provide a contact in the case of an emergency.
2. **Medical Authorization.** The Apprenticeshop has my permission to authorize emergency medical treatment.
3. **Waiver.** The undersigned for his/her self and his/her heirs and assigns releases, waives, discharges, and covenants not to sue The Apprenticeshop for any loss or damage or any claim or demand on account of injury to the undersigned's person or property arising out of or relating to an event or activity run by or sponsored by The Apprenticeshop, its employees, staff, or agents, paid or volunteer, or upon property of the Shop or otherwise, including without limitation injury or damage that was caused by the negligence of the Shop, its employees, staff, or agents, caused by the negligence of the undersigned, or caused by the negligence of others.
4. **Indemnity and Hold Harmless.** The undersigned further agrees to indemnify and hold harmless The Apprenticeshop for any claims, damages, judgments, court cost, legal fees, or any other expenses which the Shop may incur because of a claim based on injury to the undersigned's person or property arising out of or relating to an event or activity run by or sponsored by the Shop, its employees, staff, or agents, paid or volunteer, or upon property of the Shop or otherwise, including without limitation injury or damage that was caused by the negligence of the Shop, its employees, staff, or agents, caused by the negligence of the undersigned, or caused by the negligence of others.

The undersigned states that he/she has read this Waiver of Liability, Medical Authorization, and Indemnity agreement and fully understand its terms and understands that substantial rights are given up by signing it. The signature of the undersigned is a complete and unconditional release of all liability and agreement to indemnify to the greatest extent allowed by law and shall be interpreted under the laws of the State of Maine.

Participant Signature

Date

Street Address

City

State

Zip

Parental Statement of Waiver of Liability, Medical Authorization, and Indemnification.

I, the undersigned parent of the participant, agree that I have read this document and agree to be bound by the terms.

WAIVER: I agree that I shall waive any claim that I may have as a result of injury to the participant according to the terms of the Waiver provision stated above in this document.

MEDICAL AUTHORIZATION: The Apprenticeshop has my permission to authorize emergency medical treatment for my child.

INDEMNIFICATION: I further agree that I shall indemnify and hold harmless The Apprenticeshop from any claims, damages, judgments, court costs, legal fees, or other expense which The Apprenticeshop may incur according to the terms of the Indemnity and Hold Harmless provision stated above in this agreement for any claim made by my child (a participant made by the child's parent or family members of the child or made by any other entity or individual making a claim as a result of the injury to my child's person or property.)

Parent or Legal Guardian of Participant

Date

Street Address:

City

State

Zip

DRUG & ALCOHOL ABUSE POLICY

Statement of Purpose

In recognition of the serious problems created for individuals, families, organizations, and the community by substance abuse, The Apprenticeshop has created the following Drug and Alcohol Abuse Policy.

Due Process

Any apprentice, intern, or participant facing disciplinary action as a result of allegation of illegal drug or alcohol use has the right to a hearing with the Apprenticeshop Programs Director.

The Illegal Use of Drugs

First Offense:	Mandatory two-week suspension from the program.
Second Offense:	Mandatory two-week suspension from the program. Completion of a substance abuse program approved by The Apprenticeshop. Eighty hours of community service.
Third Offense:	Mandatory expulsion from the program.
Police Involvement:	The Apprenticeshop recognizes that illegal drug use is a criminal offense. The above disciplinary actions are intended to be in addition to any penalties provided by the courts.

The Sale of Illegal Drugs

First Offense:	Mandatory expulsion from the program.
Police Involvement:	The Apprenticeshop recognizes that the sale of illegal drugs is a criminal offense.

Alcohol Use by Under Age Persons

First Offense:	Mandatory three months probation and attendance at two meetings of Alcoholics Anonymous.
Second Offense:	Mandatory three-week suspension and the completion of a substance abuse program approved by AC.
Third Offense:	Mandatory expulsion from the program.
Police Involvement:	The Apprenticeshop recognizes that alcohol use by persons under twenty-one years of age is illegal. The above disciplinary actions are intended to be in addition to those provided by the courts.

Selling or Otherwise Providing Alcohol to an Under Age Person

First Offense:	Mandatory two-week suspension from the program.
Second Offense:	Mandatory expulsion from the program.
Police Involvement:	The Apprenticeshop recognizes that selling or otherwise providing alcohol to under age persons is illegal. The above disciplinary actions are intended to be in addition to those provided by the courts.

Significant Alcohol Abuse

Due Process:	Any apprentice, intern, participant, or staff member facing disciplinary action as a result of alleged alcohol abuse has the right to a hearing with the Executive Director or his or her designee.
Step 1:	Referral to a substance abuse agency approved by The Apprenticeshop.
Step 2:	Mandatory three week suspension and completion of an off site substance abuse program approved by The Apprenticeshop.
Step 3:	Mandatory expulsion from the program.

It is not to be construed that The Apprenticeshop will pay for any substance abuse program. All fees for these programs are entirely the responsibility of the person being referred.

I have read and agree to abide by The Apprenticeshop Drug and Alcohol Abuse Policy.

Signature of participant (or parent/guardian signature if participant is under 18 years of age):

Date

TUITION

2012 Tuition

Tuition payment for the two-year apprenticeship is \$15,000.00.

Conditions:

1. A deposit of 10% (\$1,500.00) is due to hold your spot.
2. The balance of tuition (\$13,500.00) is due before the start of the first term.
3. The Refund/Deferral Policy applies to tuition payments.

Tuition breakdown:

Year 1	\$15,000.00
Year 2	No monetary contribution. Tuition is paid through labor for learning as you mentor first year apprentices while continuing to learn the more advanced aspects of boatbuilding.

FINANCIAL AID & PAYMENT PLANS

Financial Aid

Our financial aid assessment process is managed by FACTS tuition management, and is a thorough and fair, need-based analysis. Scholarships and other financial aid options are always changing. Please inquire about current opportunities.

Payment Plans

Payments plans are available through FACTS—a planning & management company committed to enhancing the financial stability and affordability of educational institutions like ours. This goal is accomplished through various financial services including low-cost, automated payment plans for families and students as well as state-of-the-art information management technology. Please contact us for more information about payment planning.

2012 Apprenticeshop Calendar

Spring Building Season Begins	January 3, 2012
Presidents' Day	February 20, 2012
Maine Boatbuilder's Show, Portland	March 16 – 18, 2012
Spring Break (tentative)	March 26 – March 30, 2012
“Float In”	Late April, 2012
Memorial Day	May 28, 2012
Apprentice Graduation	June 22, 2012
Summer Break Begins	June 25, 2012 (tentative)
Fall Building Season Begins	July 9, 2012 (tentative)
Wooden Boat Show, Mystic CT	June 29 – July 1, 2012
Maine Boats, Homes & Harbors Show, Rockland, ME	August 10 - 12, 2012
Labor Day	September 3, 2012
Short Ships Regatta (tentative)	September 8, 2012
Fall Break (tentative)	September 17-21, 2012
Columbus Day	October 8, 2012
Thanksgiving Break	November 22 - 25, 2012 (tentative)
Apprentice Graduation	December 21, 2012
Winter Break Begins	December 24, 2012 (tentative)
Spring Building Season Begins	January 7, 2013