Apprenticeship Guidelines - 2026-2027
Manchester Campus at:
Manchester School of Technology
603-628-6144

Welcome to the Electrical and Plumbing Apprenticeship Classes at MST. The following guidelines are intended to improve your learning experience while enrolled in this program.

Program Outline:

- **Classes are Monday and Wednesday in person from 5:30-9PM. (Unless instructor schedules otherwise)**
- **Classes will begin on Sep 9, 2026 and will go until mid-March (approx)**
- **Classes are 156 hours for the semester.**
- **All hours must be completed with a grade of 70% or above to pass for the year.**
- **Off-site classes may occasionally be scheduled to enhance the educational experience of the program - Students will be providing their own transportation to the site.**
- **Class attendance is mandatory each night, there are NO excused absences.**
- **See below for inclement weather conditions**

Tobacco Products or other smoking materials*: NOT ALLOWED.* New Hampshire state law prohibits smoking on public property, especially school grounds. If you smoke or use tobacco, you will be asked to leave for the evening and no hours will be credited for that date. This includes vaping.

Alcohol/drug use: Drinking of alcohol and use of other substances on school property is against the law. It will not be tolerated to have a student in class that has consumed alcohol/drugs prior to attending your apprentice class. The student will be asked to leave for the evening and no hours will be credited for that date.

Language: Profanity will not be tolerated! Please show respect to others in the building as well as yourself. This is not the workplace, but an educational institution.

Parking: Students may use any parking lot. All entrance and exiting of the building shall be through the main entrance of the building. ***Parking is NOT allowed on the roads, grassy areas surrounding MST, or in the handicapped spots directly in front of MST (unless you have a disability).*** We ask that you please abide by these rules. Police patrol and we do not want to have your car towed.

NOTE: Students are required to leave MST as soon as classes have concluded. There shall be no loitering in the parking lots as the neighbors do call the Police. They also call us, and we will obtain your information from our cameras.

Break Time: At a designated time set by your teacher, there will be a break for 15 minutes. Students must not leave the building during break.

Inclement Weather Conditions: Bad weather may force the closing of the Manchester Apprentice Program since it is located within a Manchester School District building. There will not be any on-line classes on those weather-related evenings since our students may need to work, plow or be on call.

- If Manchester schools are **canceled** in the morning, there are no evening classes. If there is only a delayed start, we will still have classes.
- If incoming weather forces Manchester Schools to close early, you will see it noted as: "after school activities and evening classes", your instructor will be notified. We try to make the decision to cancel classes by 3:00PM to give students time to change their route to Manchester.
- The instructor will send out a text to notify you if there are no classes due to weather.
- Occasionally classes might need to be canceled due to a school building issue.
- If your instructor is ill or has an emergency, they will notify you of the class being canceled.

NEW POLICY:

At the end of the school year, all students receive a completion letter confirming they have passed the course by completing required hours and a passing grade. These letters are mailed to the final address we have on file at the end of the course. These letters are important; you are responsible to keep these letters for future reference. If you lose your letter and request another copy there will be a fee of $10.00 paid in cash or check only for each additional letter. It is your responsibility to make sure that we have your correct contact information.

CALENDAR

Monday October 12 - Columbus Day
Wednesday November 25– Thanksgiving Break
December 28-January 3, 2027 - Christmas Break
Monday January 18 - Martin Luther King Day
Monday February 15 - Presidents Day
Monday - Friday February 22-26 Winter Break

NOTE - INSTRUCTOR'S WILL ARRANGE ADDITIONAL CLASSES ON HOLIDAYS OR VACATION WEEKS TO KEEP ON SCHEDULE.

All staff are available for questions, concerns, discussion, and guidance. We are here to make your year successful! Please feel free to stop by the office before classes or during your break. You may also email us at the address below.

Staff of Apprentice Program
Karen Machado- Director khanniganmachado@mansd.org
Wanda Fratus- Operations Administrator wfratus@mansd.org
Jennifer Jenkins- Administrative Assistant-manchesterapprentice@mansd.org

MANCHESTER APPRENTICESHIP PROGRAM at Manchester School of Technology
REGISTRATION FORM (2026-2027)
MAILING ADDRESS FOR CHECKS/FORMS: 100 GERALD CONNORS CIRCLE, MANCHESTER, NH 03103

PROGRAM AND YEAR (Circle the correct program and year):
ELECTRICAL-YR: 1 2 3 4 **PLUMBING-YR: 1 2 3 4**

STUDENT INFORMATION (Print clearly, answer questions completely & accurately, and provide e-mail addresses):

Student Name: _____ Email :_____
Home Phone: _____ Cell# _____Work # _____
Mailing Address: _____City: _____State: _____Zip:_____
High School Diploma or Equivalency Exam_____
Year School & Location
Previous electrical/plumbing instruction: Where/whom: _____Dates _____
(If you attended a different location, you must attach a copy of the document showing attendance/completion.)

EMPLOYER / SPONSOR INFORMATION (Required For ALL Registered Apprenticeship Programs):

PROGRAM COST: $1450.00 (includes tuition and books)
Employer Company Name: _____Supervisor Name: _____
Employer Mailing Address: _____City:_____ State: _____ Zip:_____
Employer Phone: _____ Employer Email (REQUIRED):_____

- We **ONLY** accept check/money orders payable to the **Manchester Apprenticeship Program.**
- Your check/money order must accompany this registration form.
- The deadline is on or before **August 14, 2026** to ensure a place in the class.

I understand that:

- No refunds will be granted after the third night of classes; textbooks issued must be returned.
- I must attend 150 hours of classroom instruction to successfully complete the year.
- Classes are held Monday and Wednesday evenings from 5:30-9:00 PM
- No more than six hours of make-up time will be credited for attending other seminars or classes.
- I must take a minimum of ten tests and average 70% or higher to successfully complete the year.
- ALL MAKE-UP HOURS MUST BE APPROVED. We do not grant make-up hours for vacations.
- **We need to have a minimum of 6 students enrolled in a class in order for it to be conducted.**

I authorize the Apprenticeship Director to release academic progress in apprenticeship related instruction (i.e., attendance records and grades) to my employer / sponsor, US DOL-Office of Apprenticeship, and/or state licensing board. Additionally, if I am registered with an out-of-state registration agency, I authorize the release of my information to that agency. I understand that released information will be used ONLY to monitor and evaluate my progress in the apprenticeship program and for no other purpose. I understand that no information will be released to other persons or organizations without my written consent. This release is in conformity with the Privacy Act of 1974.
[ ]I have enclosed a copy of my Apprentice ID card with this registration(Check box).

Student Signature:

_____**Date:**_____

MANCHESTER SCHOOL DISTRICT

2026-2027 School Calendar

CALENDAR

All days below fall during the school year. Details on days off and other important dates are listed on the right side of this page.

Calendar legend:
No school: ◯ Elementary early release: □

September 2026

M	T	W	T	F
			3	4
(7)	(8)	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2026

M	T	W	T	F
			1	2
5	6	7	8	(9)
(12)	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2026

M	T	W	T	F
2	(3)	4	5	□6
9	10	(11)	12	13
16	17	18	19	20
23	24	(25)	(26)	(27)
30				

December 2026

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	□23	(24)	(25)
(28)	(29)	(30)	(31)	

January 2027

M	T	W	T	F
				(1)
4	5	6	7	8
11	12	13	14	15
(18)	19	20	21	22
25	26	27	28	29

February 2027

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
(15)	16	17	18	19
(22)	(23)	(26)	(27)	(28)

March 2027

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
(15)	16	17	18	19
22	23	24	25	26
29	30	31		

April 2027

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
(26)	(27)	(28)	(29)	(30)

May 2027

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
(31)				

June 2027

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	**16**		

IMPORTANT DATES

Full calendar is available at www.mansd.org/events

Translated calendars available at www.mansd.org/page/calendars-printable

First day of school (K-12): Thursday, September 3
Last day of school (preschool): Monday, June 14
Last day of school: Wednesday, June 16

No school dates:

Monday, September 7: Labor Day
Tuesday, September 8: Primary Election Day
Friday, October 9: Professional Learning Day
Monday, October 12: Columbus Day
Tuesday, November 3: Election Day
Wednesday, November 11: Veterans' Day
Wednesday-Friday, November 25-27: Thanksgiving Break
December 24-January 1: Winter Vacation
Monday, January 18: Dr. Martin Luther King, Jr. Day
Monday, February 15: Presidents' Day
Monday-Friday, February 22-28: February Vacation
Monday, March 15: Professional Learning Day
Monday-Friday, April 26-April 30: April Vacation
Monday, May 31: Memorial Day Holiday

Early release dates:

Friday, November 6: K-4 only early release
Wednesday, December 23: Elementary only early release

Middle School/High School Quarter Dates:

Monday, November 9: First quarter ends
Wednesday, January 26: Second quarter ends
Thursday, April 7: Third quarter ends
Wednesday, June 16: Fourth quarter ends

Elementary Trimester Dates:

Friday, December 4: First trimester ends
Thursday, March 18: Second trimester ends
Wednesday, June 16: Third trimester ends

MANCHESTER APPRENTICESHIP PROGRAM *at Manchester School of Technology*
100 Gerald Connors Circle Manchester, NH 03103
603-628-6144

APPRENTICESHIP COMPLETION LETTER REQUEST FORM

PROGRAM AND YEAR (Circle the correct program and year):

ELECTRICAL-YR: 1 2 3 4 **PLUMBING-YR: 1 2 3 4**

Year of last completed year:_____

STUDENT INFORMATION (Print clearly, answer questions completely & accurately, and provide e-mail addresses):

Student Name: _____

Email :_____

Home Phone: _____

Cell # _____Work # _____

Mailing Address: _____

City: _____State: _____Zip:_____

Signature _____ Date _____

Please confirm if you want a copy of the completion letter sent to the email or mailing address listed above:

_____

Completion letters prior to 2023, please call 603-271-3397 (NH Department of Education)

*There is a $10.00 fee for each *reprint* of completion letters sent.*
Please send a check made out to Manchester Apprentice Program
100 Gerald Connors Circle Manchester, NH 03103

**Once payment is received we will send out a copy of the completion letter that had previously been provided at the completion of the last course level completed. (We do not provide transcripts).*

_____

OFFICE USE:

Rec'd $10.00 Fee _____ Check # _____
Date

Transcript Mailed _____ _____
Date Initial of Sender