



• YOUR COMPANY'S FUTURE IS TIED DIRECTLY  
TO THE SKILLS OF YOUR EMPLOYEES •

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## HCECA Apprentice Tutoring Request Form

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Tutoring is available at no cost for all apprentices currently enrolled in the program. Completed forms may be given to any HCECA Office Team member or you may email the completed form directly to: [hceca@harford.edu](mailto:hceca@harford.edu). Once the form is received an HCECA Team member will be in touch with you to schedule the tutoring session(s).

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### Apprentice Contact Information

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Apprentice Full Name: \_\_\_\_\_ Apprentice Year: \_\_\_\_\_

Current Instructor Name: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Please describe which subject area(s) you are seeking tutoring for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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### HCECA Office Use Only

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Assigned Tutor Name: \_\_\_\_\_ Date Received: \_\_\_\_\_

Date(s) Tutor Session(s): \_\_\_\_\_ Total # Tutor Hours: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Comments / Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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HCECA Staff Signature