

DRAFT LETTER OF INTENT

COMPANY LETTERHEAD

DATE

Stephen C. Mandes
Executive Director
National Institute for Metalworking Skills
3251 Old Lee Highway
Suite 205
Fairfax, VA 22030

Dear Mr. Mandes:

Please be advised of our intent to develop a Competency-Based Metalworking Apprenticeship Program.

We understand this involves the following expectations of our firm:

- We are expected to register the program with the Department of Labor incorporating the NIMS performance measures and tests within the program.
- We are expected to design the programs to require the earning of NIMS credentials as performance benchmarks.
- Our apprentices will be required to earn NIMS credentials, certifying their skills in accord with our training design.

We anticipate that our apprenticeship program will be in (occupation). (Name) will serve as our company's liaison for the project.

Sincerely,

NAME
TITLE