

Memorandum of Understanding  
Between  
AIS Heavy Equipment Training Institute (AIS)  
And  
Lansing Community College (LCC)

Article I  
Statement of Cooperation

The purpose of this Memorandum of Understanding (MOU) is to assist students who have completed the AIS Heavy Equipment Training Institute program and earned the Associated Equipment Distributors (AED) National Certification after being awarded the AIS Certificate of Completion to complete an Associate's of Applied Science degree with a major in Heavy Equipment Repair Technician at Lansing Community College. This initiative applies to students who have earned the Associated Equipment Distributors (AED) National Certification after completion of the AIS Certificate of Completion and enrolled at Lansing Community College in the Associate of Applied Science—Heavy Equipment Repair program. The signatories to this MOU commit to work collaboratively to enable qualified students to obtain said Associate's Degree.

Article II  
Agreement on Communication

Each signatory to the MOU agrees to:

- Appoint a contact person as liaison for the initiative.
- Develop and document the system, processes, communications and timeline supporting the initiative.
- Outline student communications, procedures and advisement assistance to complete the Associate's Degree requirements.
- Share student information and ensure that it is done in a manner that is compliant with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) FERPA.
- Develop a method to track the initiative success and share results on an annual basis.
- Follow the parameters of the law and regional accrediting agencies.
- Acknowledge that information received regarding students may be protected by FERPA and the information will be used only for which it was disclosed.

AIS Heavy Equipment Repair Institute agrees to:

1. Identify the students who qualify. Qualified students will be any student who completed the AIS training program with the award of the Certificate of Completion and earned the Associated Equipment Distributors (AED) National Certification.
2. Contact qualified students and give them information related to enrolling in the Lansing Community College Associate of Applied Science – Heavy Equipment Repair Technician Program.
3. Promote this agreement through advising sessions with students.

Article III  
Agreement on Program Specifics

Lansing Community College agrees to:

1. Advise students who will be enrolling in the Associate of Applied Science – Heavy Equipment Repair Technician program.
2. Assist students in using the Lansing Community College Prior Learning Assessment – Credit through Licensure or Certification process to apply the Associated Equipment Distributors (AED) National Certification (Certificate of Completion from AIS required to sit for the exam) toward credits required for completion of the Associate's Degree.
3. Communicate with students AIS has identified to encourage enrollment in the Associate's of Applied Science – Heavy Equipment Repair Technician program at Lansing Community College.
4. Assist AIS students who wish to move to LCC prior to completing the National Certification exam and AIS Certificate of Completion to receive credit for applicable coursework counting toward the AAS – Heavy Equipment Repair Technician program at LCC through the use of LCC's Credit by Examination process (passing exam scores set by departments are required for the award of credit).

Article IV  
Agreement on Maintenance and Review

It is mutually understood that:

- AIS Heavy Equipment Repair Institute and Lansing Community College agree to develop marketing strategies and services which may include web pages, brochures, and related advertising, and to share the costs of these items. Any marketing strategies and services developed and any jointly shared costs must be pre-approved by both parties.
- This MOU may be terminated by either party upon written notice of termination providing it is delivered through registered mail and that the students participating in the Credit for Certification Completion initiative shall be given an opportunity to complete the program.
- This MOU shall become effective upon signing by both parties. It shall terminate on June 30, 2025, however, may be terminated pursuant to Article IV of this MOU. This MOU may be modified at any time only by agreement in writing by the two parties.
- Lansing Community College and AIS Heavy Equipment Repair Institute will meet regularly to assess the process and success.

Review and Modification of the Agreement

Each institution will notify the other of any contemplated curricular changes that would affect the future of this Agreement.

Indemnification

To the extent permitted by Michigan law, LCC and AIS agree to indemnify and hold one another harmless from any and all claims initiated by student participants, their parents, survivors, or agents, arising from any negligent acts or omission on the part of either institution or any of their employees.

**SEVERABILITY.** It is understood and agreed that if any part, term, or provision of this MOU is by the courts held to be illegal or in conflict with any law of the state where made, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this MOU did not contain the particular part, term, or provision held to be invalid.

**NONDISCRIMINATION.** The parties agree to comply with all applicable federal and state non-discrimination statutes including, but not limited to, the Elliot-Larsen Civil Rights Act, the Michigan Persons with Disabilities Civil Rights Act, Title VII of the Civil Rights Act of 1964 and the Americans with Disabilities Civil Rights Act. The parties agree not to discriminate against any person with respect to equal employment opportunities and equal education regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual