



INDUSTRIAL READINESS CERTIFICATE PROGRAM  
REGISTRATION INFORMATION

**2026 REGISTRATION INFORMATION**

Registration for 2<sup>nd</sup> 8-weeks summer and fall 2026 Industrial Readiness Certificate program is open. All classes will be held at Henry Ford College’s **M-Tec Building at 3601 Schaefer Road in Dearborn**. Students may register in one of two ways:

**New Students:**

Complete a registration form and submit it to [Trades@hfcc.edu](mailto:Trades@hfcc.edu).

**Returning Students:**

Log in to Self Service on the HFC website via the HFC portal, <https://my.hfcc.edu/>. You will need to know your username and password. Visit <https://www.hfcc.edu/password> or contact the HFC Help Desk at 313-845-6345.

Please note: If you have an outstanding balance you will not be able to register without paying the bill in full or making payment arrangements with our Cashier’s Office ([cashiers@hfcc.edu](mailto:cashiers@hfcc.edu)).

**Important Information/ Dates for 2026**

<b>Term Start/ End Date:</b>	2 <sup>nd</sup> 8-Week Session (6/30/26 – 8/13/26) Fall 2026 (8/20/26 – 12/13/26)
<b>Registration Window:</b>	Summer 2026 – Open until 6/30/26 Fall 2026 – Open until 8/20/26
<b>Voucher/ Payment Due:</b>	Summer 2026 – 6/15/26 Fall 2026 – 8/13/26
<b>Last Day to drop course for full tuition refund:</b>	First day of class
<b>Process to drop course:</b>	Students must submit a written request via email to <a href="mailto:Trades@hfcc.edu">Trades@hfcc.edu</a> <b>NO PHONE CANCELLATIONS WILL BE ACCEPTED</b>
<b>Contact information at school for student questions:</b>	School of Business, Entrepreneurship, and Professional Development, Trade & Apprenticeship 313-845-9656 <a href="mailto:Trades@hfcc.edu">Trades@hfcc.edu</a>

**Voucher/ Payments**

Students who do not have a voucher on file by the first day of class will be held financially responsible for training regardless of time spent in class.



INDUSTRIAL READINESS CERTIFICATE PROGRAM  
REGISTRATION INFORMATION

**IRC Schedule –2026**

Registration is still open for the 2<sup>nd</sup> 8-week session of the summer term.

**WFPD 160 – Shop Arithmetic – 32 Hours (\$212)**

**SUMMER 2026**

SECTION	START/ END DATES	MEETING DAYS	MEETING TIMES	LOCATION
03 H. Germany	7/6/26 – 8/10/26	Monday	8 a.m. – 12 p.m.	MT - 110
04 A. Eftekhari	7/6/26 – 8/10/26	Monday	5 p.m. – 9 p.m.	MT - 110

**FALL 2026**

SECTION	START/ END DATES	MEETING DAYS	MEETING TIMES	LOCATION
01 H. Germany	8/25/26 – 10/12/26	Monday	8 a.m. – 12 p.m.	MT- 110
02 H. Germany	8/25/26 – 10/12/26	Monday	5 p.m. – 9 p.m.	MT - 110
03 H. Germany	10/20/26 – 12/7/26	Monday	8 a.m. – 12 p.m.	MT - 110
04 A. Eftekhari	10/20/26 – 12/7/26	Monday	5 p.m. – 9 p.m.	MT - 110

**WFPD 161 – Machine Tool Blueprint Reading – 32 HOURS (\$212)**

**Summer 2026**

SECTION	START/ END DATES	MEETING DAYS	MEETING TIMES	LOCATION
03 G. Perdue	6/30/26 – 8/11/26	Tuesday	8 a.m. – 12 p.m.	MT - 110
04 A. Eftekhari	6/30/26 – 8/11/26	Tuesday	5 p.m. – 9 p.m.	MT - 110

**Fall 2026**

SECTION	START/ END DATES	MEETING DAYS	MEETING TIMES	LOCATION
01 G. Perdue	8/26/26 – 10/14/26	Tuesday	8 a.m. – 12 p.m.	MT- 110
02 A. Eftekhari	8/26/26 – 10/14/26	Tuesday	5 p.m. – 9 p.m.	MT - 110
03 G. Perdue	10/21/26 – 12/8/26	Tuesday	8 a.m. – 12 p.m.	MT - 110
04 A. Eftekhari	10/21/26 – 12/8/26	Tuesday	5 p.m. – 9 p.m.	MT - 110

**WFPD 162 – Trade Related Preparation – 48 HOURS (\$320)**

**12 – Weeks (Fall 2026)**

SECTION	START/ END DATES	MEETING DAYS	MEETING TIMES	LOCATION
01 G. Perdue	9/10/26 – 12/11/26	Friday	8 a.m. – 12 p.m.	MT - 110
02 G. Perdue	9/10/26 – 12/11/26	Friday	5 p.m. – 9 p.m.	MT - 110



## INDUSTRIAL READINESS CERTIFICATE PROGRAM REGISTRATION INFORMATION

All students are required to confirm or update their contact information in Henry Ford College's system. After you receive an email confirmation that your account has been set up and you have been registered, you must set up the password and email on your student account. To do so, log in to the HFC portal via <https://my.hfcc.edu>. Select "SELF-SERVICE" in the top ribbon. On the left side in the shaded section, select "User Options". The icon looks like a man in a circle. Select "User Profile" and follow the directions on the page. If you do not confirm your contact information, you will not be allowed to register for future semesters. If you have any issues logging in go to <https://www.hfcc.edu/password>.

### **BOOK INFORMATION**

All Ford IRC students must go to their local or check with their JAC rep in the plant to purchase all books. Non- Ford IRCP students may purchase their books at the College Bookstore on Henry Ford College's main campus.

Henry Ford College does not handle the book reimbursements. Please contact your Human Resource Department regarding this matter.

### **Drop Policy for IRC**

All requests to drop a class **must** be submitted via email to [Trades@hfcc.edu](mailto:Trades@hfcc.edu). **No phone requests or walk-in requests will be processed.** Any drop requests submitted after these drop dates will be processed, but the student will be held financially responsible for the class(es).

### **Student Attendance**

Students are expected to attend the class they are registered for. Failing to do so may result in a failing grade. No grade will be issued if the student is not registered and they will not be registered after the add/ drop registration period. If a student decides not to attend a course, the **student** is responsible for dropping the course (see drop policy above). If a student stops attending and does not formally drop a course, they will be charged the full tuition amount for the course(s).