



APPRENTICESHIP PROGRAM STANDARDS

Effective January 2016

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PURPOSE OF STANDARDS

The Plumbing-Heating-Cooling Contractors of Louisiana (PHCCLA) is approved by the Louisiana Department of Labor-Apprenticeship Division and the U.S. Department of Labor as a Registered Apprenticeship Program Sponsor. The PHCCLA Apprenticeship Program is designed for persons wishing to acquire the skills of a Journeyman Plumber.

The standards as set forth in this document shall serve as guidelines to ensure that PHCCLA is compliant with federal and state regulations, including Title 29 of the Code of Federal Regulations (Parts 29 and 30) and the Louisiana Apprenticeship Law (R.S. 23).

PROGRAM OVERVIEW

The following program standards have been approved by the Louisiana Department of Labor – Apprenticeship Division.

TERM OF APPRENTICESHIP

The term of an apprenticeship shall be a period of reasonably continuous employment, including the probationary period, plus the required hours per year of related instruction. In the event apprentices are required to work overtime, they shall receive credit on the term of apprenticeship for only the actual hours worked, although their pay may be calculated at overtime rates.

The apprentice's progress in each phase of apprenticeship may be determined on an actual hour basis. Therefore, an apprentice who, by unusual aptitude or past education and/or practical experience, achieves the desired level in a phase of the apprenticeship in less than the time designated may be advanced to the next phase. This determination may be made by the PHCCLA Apprenticeship Committee upon review of the apprentice's records.

PROBATIONARY PERIOD

The first 6 months (approximately 1000 hours) of employment for the apprentice, after signing the apprenticeship agreement, shall be a probationary period. During this probationary period, either party may terminate the apprenticeship agreement without stated cause. After the probationary period, the agreement may be canceled for cause, with written notice to the apprentice and after a reasonable opportunity for corrective action. Those completing the probationary period shall be given full credit for such period towards the completion of the apprenticeship.

EQUAL EMPLOYMENT OPPORTUNITY PLEDGE

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29, Code of Federal Regulations, Part 30, as amended.

PHCCLA pledges to take affirmative action to encourage minorities and women to complete the apprenticeship application and enter the eligibility pool. As a LAPHCC member and employer, you must also pledge to encourage minorities and women to apply for the apprenticeship program.

HOURS OF WORK AND WORK EXPERIENCE

Apprentices will be employed under the supervision of a competent journey worker at all times, and the hours of work and other conditions shall be the same as those for journey workers within the PHCCLA's workforce doing comparable work. Apprentices shall be given work experience and training in the occupation which will provide them with the skill and proficiency that characterize a journey worker within the industry. Such on-the-job training shall be carried out under the direction and guidance of a journey worker in the occupation.

RELATED INSTRUCTION

All apprentices shall be required to attend classes in subjects related to the occupation as part of their apprenticeship agreement. A minimum of one hundred forty-four (144) hours of classroom instruction per year is required. These classes may be given during or outside the regular working hours, depending upon available facilities. All time spent in such classes after regular working hours shall not be considered as hours of work. If required to attend classes during regular working hours, the apprentices shall be compensated at their regular hourly rate. Hours accrued during this time may not be counted toward on-the-job training hours. Furthermore, every hour spent attending class must be defined as related instruction. To the extent possible, related instruction shall be closely correlated with the practical experience and on-the-job training.

Failure on the part of apprentices to fulfill their obligation as to the related instruction and/or attendance, or their failure to maintain passing grades therein, shall constitute adequate cause for cancellation of their apprenticeship agreement. The PHCCLA shall monitor and document apprentices' progress in their related instruction through providers' monthly reports.

SAFETY AND HEALTH TRAINING

The apprenticeship program curriculum shall instruct the apprentice in safe and healthful work practices and shall ensure that the apprentice is training in facilities and other environments that are in compliance with either the Occupational Safety and Health Standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, and subsequent amendments to the Public Law, or state standards that have been found to be at least as effective as the federal standards. Safety in the use of tools and equipment and in-job conduct shall be stressed in related training and on-the-job training throughout the term of apprenticeship. Apprentices shall be provided with initial indoctrination and instruction in order to enable them to perform their work in a safe manner. Initial indoctrination shall include instruction relative to pertinent company safety requirements, reporting of accidents, and availability of first aid medical facilities.

CONTINUITY OF EMPLOYMENT

PHCCLA and its employer members intend and expect to provide the apprentice continuous employment. PHCCLA reserves the right, however, to suspend apprentices whenever conditions of business make it necessary. If an apprentice is suspended because of lack of work, he/she shall be offered reinstatement before any other person is employed as an apprentice.

TRANSFER OF TRAINING OBLIGATION

When apprentices are unable to fulfill their obligation under the apprenticeship agreement, PHCCLA and its employer members will make every effort to transfer their training obligation to another participating sponsor with the consent of the apprentice and PHCCLA.

AMENDMENTS OR MODIFICATIONS OF STANDARDS

The standards of apprenticeship may be amended at any time by PHCCLA provided that no amendment or modification adopted shall alter any apprenticeship agreement in force at the time of

such change. PHCCLA will not amend the standards of apprenticeship without the consent of the apprentice involved, and all amendment shall be submitted to the Louisiana Department of Labor – Apprenticeship Division for approval and registration prior to being placed into effect. Copies of each amendment adopted will also be furnished to each provider, employer member, and apprentice.

COMPLAINT PROCEDURE

Apprentices are encouraged to take up individual problems or grievances with their supervisor and/or the designated persons administering this program. The name and address of the appropriate authority under the program to receive, process, and make disposition of complaints will be provided to all apprentices. Either PHCCLA or the apprentice may request advice and assistance from the Louisiana Department of Labor – Apprenticeship Division dealing with any differences that may arise during the term of the apprenticeship.

PHCCLA, through the PHCCLA Apprenticeship Committee, shall hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered apprenticeship standards, as long as written notification is received within fifteen (15) days of alleged violations. PHCCLA shall make such rulings as it deems necessary in each individual case within thirty (30) days of receiving the written notification. Either party to the apprenticeship agreement may consult with the Louisiana Department of Labor – Apprenticeship Division for an interpretation of any provision of the standards over which differences occur. The name and address of the appropriate authority to receive, process, and make disposition of complaints is: PHCCLA, 450 Laurel St., Suite 1400, Baton Rouge, LA, 70801, 225.343.2776.

Equal Employment Opportunity Complaints

Any apprentice or applicant for apprenticeship who believes he/she has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship, or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of the apprenticeship program, may personally, or through an authorized representative, file a complaint with the U. S. Department of Labor or, at the apprentice's or applicant's election, with a private review body established by the PHCCLA (if applicable).

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards.

Complaints involving equal opportunity standards must be filed no later than 180 days from the date of the alleged discrimination or specified failure to follow those standards. With respect to allegations filed directly with the bodies designated by PHCCLA to review them, any referral of a complaint by the complainant to the Department of Labor must occur within the time limitation stated above, or within 30 days of the final decision of the designated review body, which is later. The Department of Labor, for good cause shown, may extend the time limitation.

PHCCLA shall provide each applicant and apprentice with this complaint procedure and the names and addresses of the local, state, and Federal contacts for receiving complaints.

PROGRAM SPONSOR ADMINISTRATION

PHCCLA shall oversee the Apprenticeship Program administration, to include correspondence with the Louisiana Department of Labor – Apprenticeship Division; coordination with the PHCCLA Apprenticeship Committee; the approval of apprenticeship training providers; correspondence with member employers; recruitment and approval of new apprentices; and general administrative duties supporting the program. The PHCCLA Executive Director shall be responsible for managing administrative duties, including directing the PHCCLA administrative staff, as directed by the PHCCLA Board of Directors.

LOUISIANA DEPARTMENT OF LABOR CORRESPONDENCE

PHCCLA shall report all enrolled apprentices' information upon approval of their applications to the Registered Apprenticeship Partners Information Data System (RAPIDS). Apprentices' wages and expected program completion dates shall be reviewed and updated as needed at a minimum of twice a year during enrollment periods. Notices of any apprentices' status changes (suspensions, cancellations, extensions, reinstatements, etc.) shall be reported to RAPIDS within five (5) business days of receiving the Notice of Status Change Form.

Upon satisfactory completion of the requirements of the apprenticeship program, PHCCLA shall request that a Certificate of Completion of Apprenticeship from the Louisiana Department of Labor – Apprenticeship Division be awarded to the completing apprentice.

APPRENTICESHIP COMMITTEES

PHCCLA shall appoint an Apprenticeship Committee of no less than five employer members to be responsible for monitoring the administration of the apprenticeship program, regularly reviewing the standards of the program, approving new providers, serving as a liaison between providers and the Board of Directors, and working as necessary with the PHCCLA administrative staff in carrying out administrative duties.

Each approved provider shall appoint an Apprenticeship Review Committee of no less than three employer members to be responsible for monitoring its program and adherence to standards. All Apprenticeship Review Committees shall report directly to the PHCCLA Apprenticeship Committee. A review committee may oversee multiple providers within a geographic area.

Full duties of all committees are outlined in the "Apprenticeship Committees" section of these standards.

APPROVAL OF APPRENTICESHIP TRAINING PROVIDERS

Providers are defined as entities or organizations who are approved to train apprentices as part of the PHCCLA Apprenticeship Program. Providers may include, but may not be limited to, an organized school or in-house training at a member company's facility.

PHCCLA shall approve providers based on the guidelines and standards set forth in this document.

EMPLOYER CORRESPONDENCE

PHCCLA shall correspond with employers to maintain accurate records of enrolled apprentices, to recruit new apprentices, and to ensure the employers are providing on-the-job training appropriate for apprentices' progress in the apprenticeship program. Employers shall also maintain and report records of wage increases as stipulated by the wage increase scale.

APPROVAL AND RECRUITMENT OF NEW APPRENTICES

PHCCLA shall work with employers to recruit new apprentices. Approval of new apprentices shall follow the guidelines and standards set forth in this document.

Interested participants must be employed by a PHCCLA member company in good standing. Prospective participants who are not employed by a PHCCLA member in good standing may not be enrolled in an apprenticeship program. Enrollment periods shall be November 15 – December 15 (for Spring semesters) and May 15 – June 15 (for Fall semesters).

The PHCCLA administrative staff shall review an applicant's initial application and supporting documents, as well as the applicable entrance tests, to ensure eligibility for the program. Once approved, the applicant will be qualified for the new apprentice orientation and interview process to be held by the Apprenticeship Review Committees with the providers.

PHCCLA shall abide by all Affirmative Action rules and regulations in accepting apprentices into the program.

RECORD KEEPING

PHCCLA shall be responsible for keeping accurate records of all apprentices' progress while in training, including verified documentation from the approved providers, employers, and apprentices.

Record Keeping: Providers

All records must be held during the time that the provider is actively enrolling apprentices in a program, and for a minimum of five years following the last apprentices' completion of the program. PHCCLA shall maintain the following records for all approved providers:

- Provider application (including supplemental information)
- Sponsor / Provider agreement
- Instructor Applications (with required attachments) and Standards Acknowledgements
- Course outline (based on syllabus approved by the Louisiana Department of Labor – Apprenticeship Division)
- Copies of supplemental teaching materials (if using material beyond PHCC National's approved textbooks)
- Monthly progress reports (including test and assignment scores, evaluations, and attendance records)
- Yearly Evaluation (completed by the Apprenticeship Review Committee)
- Instructor evaluations

Record Keeping: Employers

All records must be held during the time that the employer actively has enrolled apprentices in a program, and for a minimum of five years following the last apprentices' completion of the program. PHCCLA shall maintain the following records for all employers of registered apprentices:

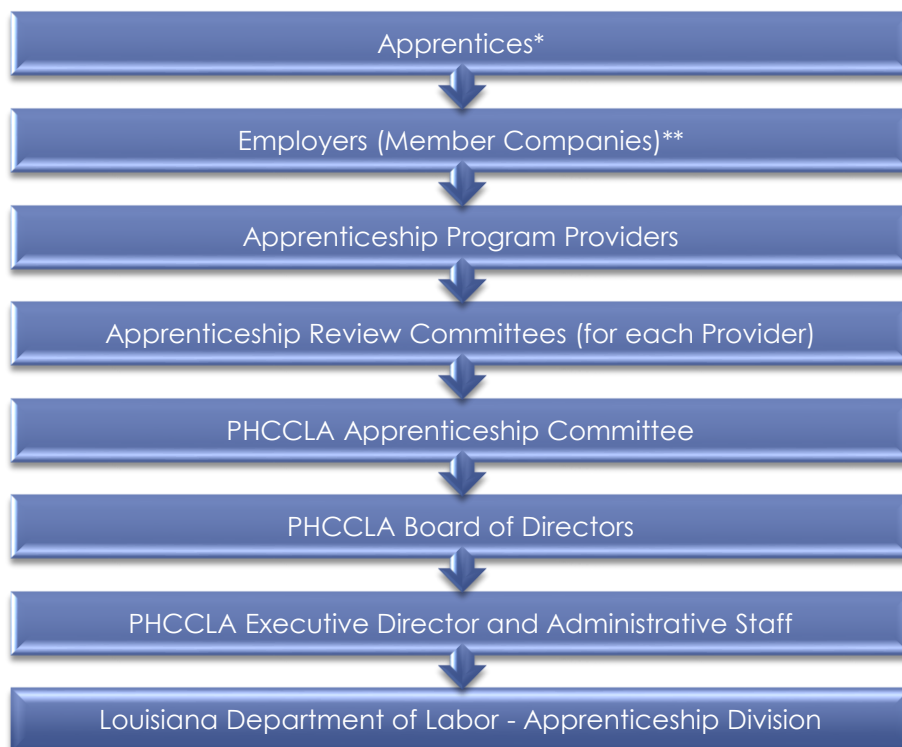
- Sponsor / Employer agreement
- Semester enrollment forms
- Records of tuition payment (home-study only)

Record Keeping: Apprentices

All records must be held during the time that the apprentice is actively enrolled in a program, and for a minimum of five years following the completion of the program. PHCCLA shall maintain the following records for all registered apprentices:

- Apprentice application
- Entrance and Exit Assessment tests
- Proof of previous experience (if applicable)
- Sponsor / Apprentice agreement
- Copy of all certificates of advancement/completion
- Verified on-the-job training logs
- Record of wage increases
- Notice of Status Change form (if applicable)

PROGRAM FLOWCHART OF ACCOUNTABILITY



*Apprentices are accountable to both their employer and the apprenticeship program provider.

**Employers are accountable to both the apprenticeship program provider and the PHCCLA Executive Director and Administrative Staff.

APPRENTICESHIP COMMITTEES

PHCCLA APPRENTICESHIP COMMITTEE

The PHCCLA Board of Directors shall appoint a PHCCLA Apprenticeship Committee to be responsible for the administration and supervision of the apprenticeship program standards. The committee shall consist of no less than five member employers, including a chair, with a quorum of at least three members.

The PHCCLA Apprenticeship Committee's duties are as follows:

- To meet monthly and report to the PHCCLA Board of Directors quarterly
- To work with the PHCCLA administrative staff as needed to review program standards and provider reports
- To hear and resolve complaints or violations of provider, employer, or apprenticeship agreements
- To review monthly reports from all Apprenticeship Review Committees
- To promote the apprenticeship program to members and prospective members
- To issue warning letters to employers and apprentices in jeopardy of not successfully completing the program
- To issue warning letters to program providers in non-compliance with the standards set forth in this document

APPRENTICESHIP REVIEW COMMITTEES

Each provider shall appoint an Apprenticeship Review Committee to be responsible for reviewing the individual providers' programs. The committee shall consist of no less than three member employers, including a chair, with a quorum of at least two members. This committee may be the appointed Apprenticeship Review Committee for multiple providers within the same geographic area.

The Apprenticeship Review Committees' duties are as follows:

- To meet and report to the PHCCLA Apprenticeship Committee monthly
- To work with the PHCCLA Apprenticeship Committee to review program standards
- To review monthly reports from providers ensuring successful progress for all apprentices
- To interview incoming apprentices and determine eligibility and placement in the program
- To provide a provider evaluation at least once a year
- To attend apprentice advancement reviews at the end of each semester to determine apprentices' eligibility to advance in or complete the program
- To recruit and evaluate qualified instructors
- To visit and inspect provider facilities once per semester

APPROVED PROVIDERS

PHCCLA shall approve entities or organizations to train apprentices as part of the PHCCLA Apprenticeship Program. Providers may include, but may not be limited to, an organized school or in-house training at a member company's facility.

An approved provider shall fulfill the following responsibilities:

- Provide initial supporting documentation to begin the apprenticeship program to the PHCCLA administrative staff
- At the beginning of each semester, hold new apprentice interviews and orientation (with Apprenticeship Review Committee in attendance) to determine apprentices' eligibility and appropriate placement in the program if he/she has previous experience or training
- At the end of each semester, hold an apprentice advancement review (with Apprenticeship Review Committee in attendance) to determine enrolled apprentices' eligibility to advance in the program, as well as confirm that graduating apprentices have successfully completed all program work and on-the-job training hours
- Provide apprentices' employers with semester syllabus
- Provide monthly progress reports for all enrolled apprentices to the Apprenticeship Review Committee and PHCCLA administrative staff
- Provide instructor evaluations at the end of each semester to the Apprenticeship Review Committee, PHCCLA administrative staff, and instructors
- Provide reports and program updates to the Apprenticeship Review Committee and PHCCLA administrative staff as needed
- Pay a monthly administrative fee per apprentice per month to PHCCLA

BEGINNING AN APPRENTICESHIP PROGRAM

To begin an apprenticeship program, entities will be required to provide the following:

- Completed Provider Application
- Signed Sponsor / Provider Agreement
- Instructor Applications (with required attachments) and Standards Acknowledgements
- Course outline (based on syllabus approved by the Louisiana Department of Labor – Apprenticeship Division)
- Copies of supplemental teaching materials (if using material beyond PHCC National's approved textbooks)
- Proposed calendar of class sessions by semester
- Attendance policy
- Description of training facility (compliant with OSHA requirements)
- Names and contact information of the entity's Apprenticeship Review Committee (must be at least three member employers), including an appointed chair
- Learning assessment tools (including sample tests and planned evaluation of applied learning such as application-based activities)
- Method of evaluating instructors' performance

APPRENTICE ENROLLMENT

PHCCLA encourages all approved providers to open enrollment to any interested participant who is employed by a PHCCLA member company in good standing. Interested participants who are not employed by a PHCCLA member in good standing may not be enrolled in an apprenticeship program. Enrollment periods shall be November 15 – December 15 (for Spring semesters) and May 15 – June 15 (for Fall semesters).

At the beginning of each semester, each provider must hold new apprentice orientation and interviews with their Apprenticeship Review Committee. New apprentices who have met applicant qualifications and have passed the appropriate entrance tests are to be interviewed by the provider delegate(s) and the Apprenticeship Review Committee. If the apprentice has previous experience, the committee may determine if the applicant can be awarded credit to advance to a higher level in the apprenticeship program.

APPRENTICE ADVANCEMENT REVIEW

Providers shall conduct an advancement review for each apprentice at the end of each semester. This review shall include the Apprenticeship Review Committee. The provider and committee shall review all of the apprentices' semester grades, assignments, on-the-job training, and attendance records to ensure successful progress in the program. Necessary warning letters shall be issued for any apprentice in jeopardy of not completing the semester or the program.

Providers and the review committee shall review apprentices finishing the program for successful completion of all assignments, on-the-job training hours, exit tests, and appropriate attendance.

EMPLOYER COMMUNICATION

Program providers shall furnish employers with the apprentices' syllabus for the corresponding semesters in which the apprentices are registered. Employers are encouraged to assign curriculum-related jobs to apprentices to allow for the application of the skills learned in the apprenticeship program.

COURSE MATERIALS AND SYLLABUS

Providers shall follow the syllabus approved by the Louisiana Department of Labor – Apprenticeship Division. Apprentices shall have instruction corresponding with their placement in the program. The approved textbooks for the program are those published and purchased through PHCC National. Supplemental materials may be used with the required materials. Copies of this supplemental material must be filed with the PHCCLA administrative staff.

A calendar of the semester must be provided to the PHCCLA administrative staff at the beginning of each semester. This calendar shall include when apprentices at each level will be meeting; the total instruction time shall be at least 144 hours per semester.

LEARNING ASSESSMENT TOOLS

Providers shall regularly assess the progress of apprentices. Each semester, providers shall assess learning through a minimum of four unit tests, a final exam, and one writing assignment. When appropriate, application-based activities should be included as part of the learning assessment. Such activities may include a drawing assignment or practical demonstration of skills learned through the program. All activities shall be graded and be included in the apprentices' record of progress. The minimum passing grade for any assignment or test is 70%.

MONTHLY REPORTING REQUIREMENTS

Program providers shall submit a monthly report both to the Apprenticeship Review Committee and the PHCCLA administrative staff of all progress for enrolled apprentices. This report shall include grades for tests and assignments, or other learning assessment tools, as well as apprentices' attendance records.

INSTRUCTOR QUALIFICATIONS AND EVALUATIONS

All instructors shall be a licensed Journeyman or Master plumber, or have equivalent credentials in the plumbing-heating-cooling industry. Instructors should be teaching topics and curriculum of which they have appropriate training and knowledge. Prior teaching experience and/or professional development initiatives are preferred. Instructors are encouraged to participate in instructor workshops provided by the PHCC Educational Foundation.

Apprentices shall be given the opportunity to evaluate instructors at the end of each semester. These evaluations shall be anonymous and administered by the provider. Summaries of these evaluations shall be provided to the Apprenticeship Review Committee and the PHCCLA administrative staff at the end of each semester. The instructors shall also receive a summary of their evaluations for continued program improvement.

TRAINING FACILITY

Providers must provide an OSHA-compliant facility for apprenticeship program classes. Facilities shall include the appropriate-sized area (based on the number of enrollees) with a classroom setup to facilitate learning.

ADMINISTRATIVE FEES

All providers are required to pay an administrative fee for each apprentice to PHCCLA. This fee shall be paid monthly and the amount is determined by the Board of Directors.

NON-COMPLIANCE

Approved providers shall remain in compliance with these standards. If a provider is non-compliant, a written warning shall be issued by the PHCCLA Board of Directors with a probationary period to correct the identified issue(s). Should a provider not take appropriate action to correct the issue(s), PHCCLA reserves the right to revoke the provider's approved status.

EMPLOYER COMPLIANCE

All apprentices enrolled in the apprentice program must be employed by a member company in good standing. A company with a lapsed membership will place employed apprentices in jeopardy of being suspended from the program.

Employers shall actively support apprentices' program work by:

- Assigning on-the-job training appropriate for the apprentices' skill level and placement in the program based on the provided syllabus
- Providing appropriate supervision for all on-the-job training (approved ratio of one apprentice to one journeyman)
- Allowing apprentices the appropriate time to attend classes or make-up classes
- Paying apprentices the minimum wage based on the approved schedule of wages
- Granting wage increases after the completion of each semester
- Corresponding with the PHCCLA administrative staff for enrolling apprentices and notices of any requested change of status
- Actively recruiting new apprentices to build a stronger workforce

APPRENTICE STANDARDS

The following standards shall apply to all apprentices enrolled in the apprenticeship program.

QUALIFICATIONS

Applicants accepted and registered as apprentices shall meet the following minimum qualifications:

- **Age:** Shall be at least 16 years of age at the time of entry in the program, unless state or local laws and applicable regulations supersede such minimum age requirement.
- **Physical:** Shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others.
- **Education:** A high school diploma or GED equivalency is recommended. Applicants who do not possess one of the recommended documents must demonstrate, through a math entrance exam, suitable capability to maintain the established pace of the instructional program.

APPRENTICESHIP AGREEMENT

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice shall be covered by a written apprenticeship agreement signed by the PHCCCLA Executive Director and the apprentice. Such agreement shall contain a statement making the terms and conditions of these standards a part of the agreement, as is expressly written therein. A copy of each agreement shall be furnished to the apprentice and will be maintained in the apprentice's permanent file.

CREDIT FOR PREVIOUS EXPERIENCE

The Apprenticeship Review Committees may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these written standards of apprenticeship. Apprentices will be granted credit for previously acquired experience, training, or skills in an equal manner. Apprentices receiving credit for previous experience will be paid the wage rate of the period to which such credit advances them.

The maximum amount of credit shall not exceed 2 years (4000 hours). Vouchers or proof of experience may be requested from an apprentice during the application process.

SUCCESSFUL PROGRESS IN PROGRAM

Apprentices shall maintain a passing grade average (70%) for each semester. In addition, all assignments and on-the-job training logs must be completed and submitted as stipulated by the syllabus and program providers. Adequate attendance, as stated by providers' attendance policy, is required.

RECORD OF ON-THE-JOB TRAINING

All apprentices must maintain a log of on-the-job training hours, approved by a supervisor, as well as by their instructor. These logs must be submitted to PHCCCLA administrative staff at the end of every semester.

DRUG AND ALCOHOL FREE ENVIRONMENT

The possession or use of illegal drugs is prohibited at all times. If apprentices are taking medication, it shall remain in its original prescription bottle or it will not be permitted in the classroom. Apprentices should notify instructors of the type of medication, requiring dosage during class hours and the duration of treatment. If dosage is not needed during class, the medication should not be in the classroom. Consumption of alcoholic beverages before class, during, or on breaks is strictly prohibited. Drug and alcohol testing may be administered at any time during an apprentice's active enrollment.

APPRENTICE CONDUCT

Apprentices' conduct will always be at the highest level and always beyond reproach. PHCCLA will not condone any type of behavior that will cast a negative image upon the association, the apprenticeship program, the instructors, the school, fellow apprentices, employers, or fellow employees. Apprentices will always and at all times represent this organization in a positive manner. This will include time at respective shops, in company vehicles, on a company job site, during lunch or break periods, and in hallways or classrooms of the apprenticeship program. Any negative exhibition along any of these lines either stated or expressed will not be tolerated.

APPENDIX A: SPONSOR / PROVIDER AGREEMENT

PHCCLA Registered Apprenticeship Program
SPONSOR / PROVIDER AGREEMENT

_____(Provider's organizational name) hereby subscribes to the provisions of the Standards of Apprenticeship registered with the Louisiana Department of Labor – Apprenticeship Division by PHCCLA.

The undersigned provider agrees to carry out the intent and purpose of said Standards of Apprenticeship and to abide by the rules and decisions of the PHCCLA established under these Standards. The authorized official representing _____ (Provider's organizational name) has been furnished a true copy of the Standards and has read and understands them, and does hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the PHCCLA or the Louisiana Department of Labor – Apprenticeship Division.

The undersigned provider further agrees to maintain an appropriate educational environment to comply with health and safety standards.

Name of Organization / Company

Physical Address City

Phone Number E-mail address

Authorized Official and Title

Signature Date

Deposition:

Original – PHCCLA

Copies – Louisiana Department of Labor – Apprenticeship Division and Provider

APPENDIX B: SPONSOR / EMPLOYER AGREEMENT

PHCCLA Registered Apprenticeship Program
SPONSOR / EMPLOYER AGREEMENT

_____ (Employer's name)
 hereby subscribes to the provisions of the Standards of Apprenticeship registered with the
 Louisiana Department of Labor – Apprenticeship Division by PHCCLA.

The undersigned employer agrees to carry out the intent and purpose of said Standards of
 Apprenticeship and to abide by the rules and decisions of the PHCCLA established under these
 Standards. The authorized official representing _____
 (Employer's name) has been furnished a true copy of the Standards and has read and understands
 them, and does hereby request certification to train apprentices under the provisions of these
 Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by
 the PHCCLA or the Louisiana Department of Labor – Apprenticeship Division.

While on the job, the apprentice is hereby guaranteed assignment to a skilled and competent
 journeyworker and is guaranteed that the work assigned to the apprentice will be rotated so as to
 ensure training in all phases of work as itemized in the registered Standards. The employer
 further agrees to accept, for employment, apprentices who are selected and referred to it by the
 PHCCLA to the extent appropriate employment opportunities are available.

 Name of Employer / Company

 Physical Address

 City

 Phone Number

 E-mail address

 Authorized Official and Title

 Signature

 Date

Deposition:

Original – PHCCLA

Copies – Louisiana Department of Labor – Apprenticeship Division and Employer

APPENDIX C: SPONSOR / APPRENTICE AGREEMENT (page 1)

**Program Registration and
Apprenticeship Agreement**
Office of Apprenticeship

U.S. Department of Labor
Employment and Training Administration

APPRENTICE REGISTRATION-SECTION II				OMB No. 1205-0223 Expires:						
Warning: This agreement does not constitute a certification under Title 29, CFR, Part 5 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 22)				The program sponsor and apprentice agree to the terms of Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30.3, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29.6.						
PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE										
1. Name (Last, First, Middle), Address(No., Street, City, Zip Code), and *Social Security Number (Voluntary - See Reverse).		Answer Both A And B (Definitions on reverse) 4. a. Ethnic Group (mark one) b. Race (mark one or more)		5. Veteran Status (Mark one) 6. Highest education level (Mark one)						
2. Date of Birth(Mo., Day, Yr.)		3. Sex (Mark one)								
7. Career Linkage or Direct Entry (Mark one) (Instructions on reverse)										
8. Signature of Apprentice _____ Date _____			9. Signature of Parent/Guardian(if minor) _____ Date _____							
PART B: TO BE COMPLETED BY SPONSOR.										
10. Sponsor Program No. LA00108093 Sponsor Name and Address(No. Street, City, County, State, Zip Code) Louisiana Association Of Plumbing, Heating & Cooling Contrac 450 Laurel St., Suite 1400 Baton Rouge, LA 70801			11a. Trade/Occupation (The work processes listed in the standards are part of this agreement) PLUMBER 11b. Occupation Code 0432 12. Term (Hrs., Mos., Yrs.) 8000 Hours 13. Probationary Period (Hrs., Mos., Yrs.) 1000 Hours 14. Credit for previous Experience (Hrs., Mos., Yrs.) 15. Term remaining (Hrs., Mos., Yrs.) 16. Date apprenticeship begins							
17a. Related Instruction		17b. Apprentice wages for Related Instruction Will not be paid		17c. Related Training Instruction Source LA ASSOCIATION OF PLUMBING-HEATING-COOLI						
18. Wages: (Instruction on reverse)										
18a. Pre-Apprenticeship Hourly Wages: \$										
18b. Apprentice's Entry Hourly Wage										
18c. Journeyworker's Hourly Wage										
Period	1	2	3	4	5	6	7	8	9	10
18d. Term(Hrs., Mos., Yrs.)	1000	1000	1000	1000	1000	1000	1000	1000	0	0
18e. Wage Rate: %	45.00	50.00	55.00	60.00	65.00	70.00	75.00	80.00	0.00	0.00
19. Signature of Sponsor's Representative(s) _____ Date Signed _____			21. Name and address of sponsor designee to receive complaints							
20. Signature of Sponsor's Representative(s) _____ Date Signed _____										
PART C: TO BE COMPLETED BY REGISTRATION AGENCY.										
22. Registration agency and address USDOL/ETA/OA 1001 N 23RD ST BATON ROUGE LA 70804 9094			23. Signature (Registration agency) (OLIPHANT, ANDREA)		24. Date registered					
25. Apprentice Identification Number (Definition on reverse):										

APPENDIX C: SPONSOR / APPRENTICE AGREEMENT (page 2)

Item 4.a Definitions:

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino".

Item 4.b Definitions:

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (Including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Item 7. Instructions:

Indicate any career linkage (definitions follow) or direct entry. Enter "None" if no career linkage or direct entry apply. Enter "Incumbent Worker" if the individual before becoming an apprentice was currently employed full-time by the sponsor or entities participating in the apprenticeship program (Military). Career linkage includes participation in programs that provided employment, training, and other services to adults, youth and dislocated workers. Funds for these activities are provided by the U.S. Department of Labor/Employment and Training Administration to states and local communities.

Adult. Also includes individuals participating in Native American Programs, and/or Migrant and Seasonal Farmworker Programs.

Youth. Includes Youth ages 16-21 years, and other concentrated Youth programs in designated areas.

Dislocated Worker. Includes an individual that has been terminated or laid off and is unlikely to return to the industry or occupation. It also includes a displaced homemaker who has been providing unpaid services to family members in the home, is no longer supported, and is unemployed or underemployed.

Trade Adjustment Assistance. Includes trade-affected workers who have become unemployed as a result of increased imports or shifts in production out of the United States.

Job Corps. Youth ages 16-24 years usually receiving services in a residential setting.

School-to-Registered Apprenticeship. Program designed to allow high school youth ages 16-17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

YouthBuild. Program transferred from the U.S. Department of Housing and Urban Development (HUD) to U.S. DOL/ETA in September 2006. It assists youth ages 16-24 to obtain education and skill training and advance toward post-secondary education and career pathways in construction and other high growth, high demand occupations while building affordable housing in their communities.

HUD/STEP-UP. Developed in conjunction with the U.S. Department of Housing and Urban Development (HUD). The program provides the actual apprenticeship experience and the framework for moving into high-skill Registered Apprenticeship.

Direct Entry. A graduate from an accredited technical training school, Job Corps training program, Youth Build Program, or a participant in a military apprenticeship program, any of which training is specifically related to the occupation and incorporated in the Registered Apprenticeship standards. Also, fill in the name of the program.

Item 18. Instructions:

18.a. Pre-Apprentice hourly wage, sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

18.b. Apprentice's entry hourly wage, (hourly dollar amount paid), sponsor enters this apprentice's entry hourly wage.

18.c. Journeyworker's wage, sponsor enters wage per hour.

18.d. Term, sponsor enters in each box the apprentice schedule of pay for each advancement period.

18.e. Percent or dollar amount, sponsor marks one.

Notes:

18.c. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in item 18e. of this agreement.

18.d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the on-the-job learning and the related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

18.e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

Example - 3 YEAR APPRENTICESHIP PROGRAM

Term	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
hrs.,mos.,yrs.	1000 hrs.	1000 hrs.	1000 hrs.	1000 hrs.	1000 hrs.	1000 hrs.
%	55	60	65	75	80	90

Example - 4 YEAR APPRENTICESHIP PROGRAM

Term	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
hrs.,mos.,yrs.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.	6 mos.
%	50	55	60	65	70	75	80	90

Item 25. Definition:

The Registered Apprenticeship Partners Information Data System (RAPIDS), formerly known as the Registered Apprenticeship Information System (RAIS), encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Program Assessment Rating Tool (2005) of the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship will use wage records through the Wage Record Interchange System and needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5, to verify and certify to the U.S. Department of Labor, Employment Standards Administration, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration - Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a.), in a system of records entitled, DOL/ETA-4, Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the U.S. Department of Labor, Office of Apprenticeship. Data may be disclosed to a State Apprenticeship Agency to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

The collection and maintenance persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0023.)

APPENDIX D: EMPLOYER ENROLLMENT FORM



PHCCLA Registered Apprenticeship Program
EMPLOYER ENROLLMENT FORM

Company Name: _____

Primary Contact Name: _____

Phone Number: _____ Fax Number: _____

Mailing Address: _____

Email Address: _____

NEW APPRENTICES TO ENROLL***Apprentice Name**

All new apprentice applicants must complete a New Apprentice Application.*CURRENTLY ENROLLED APPRENTICES**

Apprentice Name	Current Hourly Wage**	Advancing to Next Semester (if not advancing, please complete a Notice of Status Change form)	Supervising Journeyman (Please provide name of the apprentices' supervising Journeyman to meet the required ratio of 1:1 apprentice to journeyman.)
	\$	Yes / No	
	\$	Yes / No	
	\$	Yes / No	
	\$	Yes / No	

****Apprentices shall be paid not less than the following percentages of the Journeyman wage consistent with the skill acquired. Present Journeyman rate being \$18.72 per hour, apprentices should be paid based on the following scale:**

1 Semester (1000 Hours)	2 Semesters (2000 Hours)	3 Semesters (3000 Hours)	4 Semesters (4000 Hours)	5 Semesters (5000 Hours)	6 Semesters (6000 Hours)	7 Semesters (7000 Hours)	8 Semesters (8000 Hours)
45%	50%	55%	60%	65%	70%	75%	80%
\$8.42	\$9.36	\$10.30	\$11.23	\$12.17	\$13.10	\$14.04	\$14.98

APPENDIX E: PROGRAM PROVIDER APPLICATION

PHCCLA Registered Apprenticeship Program
PROGRAM PROVIDER APPLICATION

Organization/Entity Name: _____

Primary Contact Name: _____

Email Address: _____

Secondary Contact Name: _____

Email Address: _____

Phone Number: _____ Fax Number: _____

Mailing Address: _____

Facility Address: _____

Desired Date to Begin Enrolling Apprentices: _____

Will this program be open to all employer members of PHCC? _____

In order for the PHCCLA Apprenticeship Committee to consider this application, all of the following items must be attached to this application:

- ☐ Signed Sponsor / Provider Agreement
- ☐ Instructor Applications (with required attachments) and Standards Acknowledgements
- ☐ Course outline (based on syllabus approved by the Louisiana Department of Labor – Apprenticeship Division)
- ☐ Copies of supplemental teaching materials (if using material beyond PHCC National’s approved textbooks)
- ☐ Proposed calendar of class sessions by semester
- ☐ Attendance policy
- ☐ Description of training facility (compliant with OSHA requirements)
- ☐ Names and contact information of the entity’s Apprenticeship Review Committee (must be at least three member employers), including an appointed chair
- ☐ Learning assessment tools (including sample tests and planned evaluation of applied learning such as application-based activities)
- ☐ Method of evaluating instructors’ performance

Signature of Primary Contact _____

Date _____

APPENDIX F: PROVIDER DOCUMENTATION CHECKLIST

PHCCLA Registered Apprenticeship Program
PROVIDER DOCUMENTATION CHECKLIST

Organization/Entity Name: _____

The following shall be provided to both the Apprenticeship Review Committee and the PHCCLA Administrative Staff at the turn of each semester:

- ☐ Documentation of the interview questions and any orientation materials provided for new apprentices
- ☐ Copies of any materials provided for apprentices during the advancement review
- ☐ Updated syllabus, course materials, or instructor information as necessary
- ☐ Instructor evaluation summaries

The following documents should be provided the apprentices' employers at the turn of each semester:

- ☐ Updated syllabus for semester in which the apprentice will be enrolled for the upcoming semester
- ☐ As needed, notes of practical application of skills acquired during the closing semester

The following shall be provided to both the Apprenticeship Review Committee and the PHCCLA Administrative Staff each month:

- ☐ Progress reports for all enrolled apprentices to include:
 - Attendance Roster
 - Grades for all tests and assignments
- ☐ As needed, notices of any apprentice in jeopardy of not successfully continuing in the program

An apprenticeship administration fee for each apprentice is due to PHCCLA each month. PHCCLA will invoice for this according to the number of apprentices enrolled and the determined fee as set by the PHCCLA Board of Directors.

APPENDIX G: INSTRUCTOR APPLICATION



PHCCLA Registered Apprenticeship Program
INSTRUCTOR APPLICATION

Name of Applicant _____
 Address _____
 City _____ State _____ Zip Code _____
 Social Security Number _____ Date of Birth ____/____/____
 Home Phone _____ Work Phone _____
 Cell Phone _____ Work Fax _____
 Email Address _____
 Current Employer: _____
 Current Position: _____

I am applying for the 1st year ____ 2nd year ____ 3rd year ____ 4th year ____ Instructor position.

Please list applicable licenses, certification(s), or degree(s) and the dates that you obtained these.

1. _____ Date _____
2. _____ Date _____
3. _____ Date _____
4. _____ Date _____
5. _____ Date _____

Are you a licensed plumber in the State of Louisiana? Yes (circle one – LMP, LJP, IMP) / No

How long have you been a plumber? _____

Are you a plumbing contractor? Yes / No

How long have you been a plumbing contractor? _____

Are you an inspector? Yes / No

How long have you been an inspector? _____

What state(s) are you licensed in? Please provide copies of all licenses and certifications.

What codes have you taught? _____

Can you read plans / blue prints? Yes / No

Attachments - Please attach the following to this application:

- Full Resume
- Brief description of current job duties
- Description of past teaching experiences (topics, class size, teaching methods, etc.)

I hereby declare that to the best of my ability that the information that I have provided is true and correct.

Signature of Applicant _____ Date _____

FOR OFFICE USE ONLY:

Date Application and Attachments Received: _____

Date of Interview: _____

Application Outcome: Hired / Placed on Waiting List

APPENDIX H: INSTRUCTOR STANDARDS ACKNOWLEDGEMENT



PHCCLA Registered Apprenticeship Program

INSTRUCTOR STANDARDS ACKNOWLEDGEMENT

I, _____, do hereby acknowledge and agree to the following standards in providing related instruction for the PHCCLA Registered Apprenticeship Program.

Instruction Hours

The hours of instruction shall be determined by the approved provider, and with approval of the Apprenticeship Review Committee and PHCCLA Apprenticeship Committee. Instruction hours should be a minimum of 144 hours per semester. Instructors are expected to arrive no less than fifteen (15) minutes prior to the scheduled start of class. Classes may not be dismissed any more than fifteen (15) minutes prior to instruction time unless previously approved by the Apprenticeship Review Committee.

Instruction Location

All related instruction shall be held at the pre-approved training facility. Exceptions may include field trips for practical instruction or demonstrations. Instructors must provide apprentices with at least a two week notice of the change of location for such field trips.

Instructor Supplies

It shall be the responsibility of each instructor to pre-arrange with their provider when instructional materials for the classroom are needed. In no less than 30 days from the start of a semester, the provider shall notify the PHCCLA administrative staff if text books on-the-job record logs are needed.

Class Preparation

Each instructor will prepare lessons for classes using the PHCC National textbooks. Lessons and textbooks shall be appropriate to the level of the program in which the apprentice is enrolled. Instructors are encouraged to utilize supplemental educational material, such as handouts, videos, and demonstrations, as deemed appropriate and approved by the Apprenticeship Review Committee. Per semester, instructors shall create a minimum of four unit tests, a final exam, and one writing assignment.

Apprentice Attendance and Training Logs

Instructors shall maintain an attendance record for every class, noting tardiness, as well. Each semester, apprentices must maintain a log of on-the-job training hours to be reviewed and verified by instructors.

Successfully Progressing Through the Program

Instructors shall grade all assignments. A passing grade of 70% (2.0 GPA) is required to advance to the next level. Instructors shall provide students their grades on a regular basis and provide guidance to those who are failing with a grade below 70%.

Monthly Reports

Instructors are required to submit a monthly report to the provider of all apprentices' graded assignments, attendance records, and any evaluation notes, as applicable, relative to the apprentices' progress.

Classroom Rules

It shall be the responsibility of each instructor to keep their classroom orderly. It shall be noted that each student shall have the right and ability to listen and comprehend the instruction being offered without other disturbances being a deterrent. It shall be incumbent on each instructor to provide an atmosphere conducive to attention and learning for everyone.

Instructor Absenteeism

If the instructor is called away, sick or for any reason cannot attend a scheduled class or outing, it shall be incumbent on each instructor to provide a suitable replacement to act in his/her place. It shall be the responsibility of the instructor to notify the Apprenticeship Review Committee in advance of any type of leave that will affect his appearance in class that is scheduled and the name and phone number of their acting instructor or replacement.

Evaluations

Evaluations will be distributed to students for feedback on instructors. Evaluations may also be made by the Apprenticeship Review Committee or PHCCLA Apprenticeship Committee. Evaluations shall be based on the following: classroom preparation, instructor punctuality, keeping instructional manuals up to date, keeping the classroom orderly, keeping breaks to 10 minutes, personal appearance, classroom instruction techniques, and use of teaching aids.

Signature _____

Date _____

APPENDIX I: CURRICULUM OUTLINE – RELATED INSTRUCTION

PHCCLA Registered Apprenticeship Program
CURRICULUM OUTLINE

RELATED INSTRUCTION OUTLINE

SUBJECT	SUGGESTED TIME
---------	----------------

1st Year

Installation Practices.....	48 Hours
Mathematics.....	33 Hours
Related Science.....	9 Hours
Blueprint Reading and Sketching.....	24 Hours
Occupation Safety and Health Course.....	30 Hours
First Aid.....	12 Hours
TOTAL.....	156 HOURS

2nd Year

Installation Practices.....	54 Hours
Mathematics.....	18 Hours
Blueprint Reading and Sketching.....	18 Hours
Related Science.....	18 Hours
Welding.....	36 Hours
Rigging and Hoisting.....	12 Hours
TOTAL.....	156 Hours

3rd Year

Installation Practices.....	36 Hours
Mathematics.....	36 Hours
Gas Code.....	18 Hours
Related Science.....	36 Hours
Blueprint Reading and Sketching.....	18 Hours
Field Trips.....	12 Hours
TOTAL.....	156 Hours

4th Year

Installation Practices.....	54 Hours
Related Science.....	12 Hours
Mathematics.....	18 Hours
Blueprint Reading.....	24 Hours
Plumbing Code.....	36 Hours
Plumbing Curriculum Review.....	12 Hours
TOTAL.....	156 Hours

APPENDIX I: CURRICULUM OUTLINE – WORK EXPERIENCE

PHCCLA Registered Apprenticeship Program
CURRICULUM OUTLINE

SCHEDULE OF WORK EXPERIENCE

Work Processes	Approximate Hours
Installation of piping for waste (500 hrs.), soil (500 hrs.), sewerage (100 hrs.), vent (300 hrs.), and leader lines (100 hrs.)	1,500
Installation of piping for hot (500 hrs.) and cold (750 hrs.) water for domestic purposes	1,250
Installation of lead pipe, tin pipe, lead joints, sheet lead, solder work and lead burning	10
Assembly in position and connection of fixtures and appliances used in domestic heating (200 hrs.), gas fittings (400 hrs.), plumbing and drainage system (1,900 hrs.)	2,500
Welding and brazing connected with the trade	250
Maintenance and repairing of heating, plumbing, gas fittings, and refrigeration service	800
Operation, care, and use of all tools and equipment connected with the trade	525
Operation and maintenance of complete repair service and drain cleaning	540
Code, blueprint reading and sketching, and safety requirements	625
TOTAL.....	8,000 hours

APPENDIX J: NEW APPRENTICE APPLICATION – PAGE 1



Apprenticeship Program Application

Plumbing 4-year Instructor to Student Apprenticeship Training Program & Apprenticeship Home Study Program

These programs provide the contractor with a comprehensive course of study available to train employees. The Apprenticeship Program follows the Bureau of Apprenticeship and Training approved standards and guidelines, and is overseen by the Louisiana Workforce Commission. PHCCLA encourages minorities to apply and does not discriminate because of race, color, religion, national origin, or sex.

QUALIFICATIONS FOR APPRENTICESHIP

1. **Age:** Shall be at least 16 years of age at the time of entry in the program, unless state or local laws and applicable regulations supersede such minimum age requirement.
2. **Physical:** Shall be physically capable of performing the essential functions of the apprenticeship program without posing a direct threat to the health and safety of the individual or others.
3. **Education:** A high school diploma or GED equivalency is recommended. Applicants who do not possess one of the recommended documents must demonstrate suitable capability through an entrance exam to maintain the established pace of the instructional program.
4. **Employment:** Shall be employed by an approved plumbing-heating-cooling contracting company and employment as an apprenticeship must meet the program's ratio of apprentices to journey walkers.
5. **Previous Experience:** Credit may be granted to new applicants who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under the apprenticeship program. This credit may be no greater than the equivalent of four semesters.

Please complete the following application. ALL INFORMATION MUST BE COMPLETELY FILLED OUT to ensure your application is appropriately processed. PLEASE PRINT CLEARLY.

Last Name: _____ First Name: _____ MI: _____ Suffix: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email Address: _____

Date of Birth: ____ / ____ / ____ Social Security Number: _____ - _____ - _____

Gender: M / F Race: _____

Veteran? Yes / No (if yes, please answer the questions below)

Branch: _____ Length of Service: _____

Discharge Date: _____ Type of Discharge: _____

Educational Background

High School Graduate: Yes / No / GED (If no, last grade completed: _____)

Higher Education:

School	Location	Course of Study	Completed (Yes / No)

Previous Apprenticeship School Attendance:

School	Location	Semesters Completed	Reason for Leaving

APPENDIX J: NEW APPRENTICE APPLICATION – PAGE 2**Apprenticeship Program Application**

Plumbing 4-year Instructor to Student Apprenticeship Training
Program & Apprenticeship Home Study Program

Employment Background relevant to Plumbing Industry

Employer	Location	Type of Work	Employment Dates	Reason for Leaving

Apprenticeship Information

Current Employer: _____ Supervisor Name: _____

Date of Hire: ____ / ____ / _____ Current Hourly Rate: \$ _____

Desired School: Baton Rouge / Shreveport / eLearning Home Study

Desired Starting Semester: Spring / Fall of 20 _____

Requested Number of On-the-Job Training Hours to be considered for Program Credit: _____

(may receive up to 4 semesters, or 4,000 hours, of credit based on employment background relevant to plumbing industry)

Application Submission

Check the following items to be attached to this application:

- ☐ Proof of current employment (REQUIRED)
- ☐ Proof of previous employment (REQUIRED if requesting program credit)
- ☐ High School Diploma or Certificate of Equivalence Test (if applicable)

By signing below, you agree that

- You will be required to pass an entrance exam before to complete the application process
- You may be required to appear before a PHCCLA committee for an interview prior to be accepted into the program
- You certify that all of the information included in this application is true and correct to the best of your knowledge and that falsification of the above application will be sufficient cause for disqualification.

Signature: _____ Date: _____

**Send form to: PHCC of Louisiana, 620 Florida St., Suite 210, Baton Rouge, LA 70801
or fax to 225-344-1132 or email to phcccla@amstrategies.co.**

If you have any questions about the program, please contact Crystal Carter at 225-343-2776.

APPENDIX K: ESSENTIAL SKILLS ENTRANCE TEST – PAGE 1**Essential Skills Test**

PLEASE PRINT

Applicant

Name _____ Date ____/____/____
(Last) (First) (Middle)Address _____
(Street) (City) (State) (Zip)

Phone _____

Math Skills**Without the use of a calculator or computer, please write the correct answer.**

- | | |
|--------------------------|-----------------------------|
| 1. $217 + 48 =$ _____ | 2. $20.00 - 3.75 =$ _____ |
| 3. $53 \times 3 =$ _____ | 4. $49 \div 7 =$ _____ |
| 5. $26 - 19 =$ _____ | 6. $3 \times 21 =$ _____ |
| 7. $81 \div 9 =$ _____ | 8. $2.95 + .50 =$ _____ |
| 9. $94 - 11 =$ _____ | 10. $1.50 \times 3 =$ _____ |

Grammar/Spelling Skills**Check one answer for each question.**

- | | |
|---|---|
| 1. Which word would best fit this sentence?
“The cash register is over _____.”
a. they’re
b. there
c. their | 2. Which word is spelled correctly?
a. preformance
b. performance
c. performance |
| 3. Which word is spelled correctly?
a. piece
b. peice
c. peese | 4. Which word is spelled correctly?
a. forty
b. fourty
c. forety |

APPENDIX K: ESSENTIAL SKILLS ENTRANCE TEST – PAGE 2

5. Which word would best fit in this sentence?

“Can I be of _____?”

- a. assistance
- b. assistence
- c. assistants

6. Which word would best fit in this sentence?

“I _____ your apology.”

- a. regret
- b. accept
- c. except

7. Which word is closest in meaning to “comprehend”?

- a. adhere
- b. affix
- c. understand
- d. compose

8. Which word is closest in meaning to “compliance”?

- a. adherence
- b. flexible
- c. confidence
- d. acceptance

I have completed the above skills test without using any outside aids, such as a dictionary, a calculator, or a computer.

Applicant's Signature _____ *Date* ____/____/____

For Office Use Only

Number of correct answers in Math Skills Section _____

Number of correct answers in Grammar Skills Section _____

Total Number of Correct Answers _____ ÷ 18 questions = _____ % correct

Evaluator Signature _____ Date ____/____/____

APPENDIX L: NEW APPRENTICE ORIENTATION

PHCCLA Registered Apprenticeship Program
NEW APPRENTICE ORIENTATION

Apprentice Applicant: _____ Date: _____

Please answer the following questions.

1. Why do you wish to become a plumber?
2. Describe some of your most important career accomplishments.
3. What would your former boss/colleagues say about you?
4. Are you aware that this is a physical job, that you will be required to work outside in the extreme temperatures, that you will have to dig ditches, carry heavy loads, climb high ladders and scaffolding, work safely, use heavy power tools, operate company machinery, and possibly drive their trucks? Do you have any physical or mental limitations that would prevent you from performing any of the duties I just described?
5. Are you currently employed by a member contractor? If not, have you made application to any of our member contractors?
6. What are your strengths? What can you offer to your employer that would make them keep you employed?
7. In your past employment history, did you have any plumbing experience? How many years?
8. We have a strict absentee policy. All classes are on Mondays and Thursdays from 5:30 p.m. to 9:00 p.m. Excessive absences are grounds for dismissal from the program. Do you understand these policies? Do you have reliable transportation?
9. Do you have any questions for us?

APPENDIX M: APPLICANT RATING FORM

PHCCLA Registered Apprenticeship Program
APPLICANT RATING FORM

Name: _____ Date: _____

Rating Categories	Maximum Points	Points Earned
1. Experience		
A. Previous Experience in the Plumbing Trade (Amt. Awarded: _____)	5	_____
B. Working for a Member Contractor	10	_____
2. Education		
A. Courses taken pertinent to the trade with a C average	10	_____
3. Essential Skills Test		
A. 70% +	5	_____
B. 69% -	2	_____
4. References		
A. Personal references from employer(s)	5	_____
5. Oral Interview (Interests, attitude & personal traits)	15	_____
Possible Score	50	Total _____

Remarks: _____

Signature: _____

APPENDIX N: RECORD OF WAGE INCREASE

PHCCLA Registered Apprenticeship Program
RECORD OF WAGE INCREASE

Apprentice Name: _____

Employer: _____

Program Enrollment Date: _____

Starting Semester in Program: _____

Record of Wages:

Wage at Start of Program:	\$
After Semester 1:	\$
After Semester 2:	\$
After Semester 3:	\$
After Semester 4:	\$
After Semester 5:	\$
After Semester 6:	\$
After Semester 7:	\$
After Completion of Program:	\$

Apprentices shall be paid not less than the following percentages of the Journeyman wage consistent with the skill acquired. Present Journeyman rate being \$18.72 per hour, apprentices should be paid based on the following scale:

1 Semester (1000 Hours)	2 Semesters (2000 Hours)	3 Semesters (3000 Hours)	4 Semesters (4000 Hours)	5 Semesters (5000 Hours)	6 Semesters (6000 Hours)	7 Semesters (7000 Hours)	8 Semesters (8000 Hours)
45%	50%	55%	60%	65%	70%	75%	80%
\$8.42	\$9.36	\$10.30	\$11.23	\$12.17	\$13.10	\$14.04	\$14.98

APPENDIX O: NOTICE OF STATUS CHANGE FORM

PHCCLA Registered Apprenticeship Program
NOTICE OF STATUS CHANGE FORM

Please complete the following form for any apprentice changing from ACTIVE status to INACTIVE status in the program and for all REINSTATEMENTS.

Apprentice Name: _____ Indentured #: _____

Employer: _____

Person Completing this Form: _____

Requested Status Change: SUSPENSION / CANCELLATION / REINSTATEMENT

Please complete the appropriate section below to complete the status change request:

REQUEST FOR SUSPENSION

Suspension Effective Date: _____ Wage at time of Suspension: \$ _____/hr.

Is the apprentice in the first 6 months of the program (probationary period)? YES / NO

Have the appeal rights been explained to the apprentice? YES / NO

Suspension requested by: SPONSOR / PROGRAM PROVIDER / EMPLOYER / APPRENTICE

Reason for Suspension (please select one):

- | | | |
|---|---|--|
| <input type="checkbox"/> Disciplinary Action | <input type="checkbox"/> Entered Military Service | <input type="checkbox"/> Illness |
| <input type="checkbox"/> Incarcerated | <input type="checkbox"/> Injury | <input type="checkbox"/> LEAVE |
| <input type="checkbox"/> Lateness, Missed Classes | <input type="checkbox"/> Low Attendance | <input type="checkbox"/> Negative Reports from Contractors |
| <input type="checkbox"/> Personal Hardship | <input type="checkbox"/> Poor Performance | <input type="checkbox"/> Refused Drug Testing |
| <input type="checkbox"/> Substance Abuse Rehab | <input type="checkbox"/> Theft | <input type="checkbox"/> Unknown |

REQUEST FOR CANCELLATION

Cancellation Effective Date: _____ Wage at time of Cancellation: \$ _____/hr.

Is the apprentice in the first 6 months of the program (probationary period)? YES / NO

Have the appeal rights been explained to the apprentice? YES / NO

Cancellation requested by: SPONSOR / PROGRAM PROVIDER / EMPLOYER / APPRENTICE

Reason for Cancellation (please select one):

- | | | |
|--|---|--|
| <input type="checkbox"/> Discharged/Released | <input type="checkbox"/> Entered Military Service | <input type="checkbox"/> Illness/Death |
| <input type="checkbox"/> Lack of Work | <input type="checkbox"/> Accepted Other Employment | <input type="checkbox"/> Accepted Related Employment |
| <input type="checkbox"/> Not Attending Related Instruction | <input type="checkbox"/> Program Cancelled by Registration Agency | |
| <input type="checkbox"/> Program Cancelled by Sponsor | <input type="checkbox"/> Retired / Resigned | |
| <input type="checkbox"/> Transferred to Another Program | <input type="checkbox"/> Unsatisfactory Performance | <input type="checkbox"/> Voluntary |

REQUEST FOR REINSTATEMENT

Reinstatement Effective Date: _____ Wage at time of Reinstatement: \$ _____/hr.

Reason for Reinstatement (please select one):

- | | | |
|---|--|--|
| <input type="checkbox"/> Problem Resolved | <input type="checkbox"/> Resolved Family Matters | <input type="checkbox"/> Resolved Other Issues |
| <input type="checkbox"/> Sponsor Action | <input type="checkbox"/> Unknown | |

Additional Comments: _____

APPENDIX P: PROVIDER YEARLY EVALUATION

PHCCLA Registered Apprenticeship Program
PROVIDER YEARLY EVALUATION

Organization/Entity Name: _____

Primary Contact Name: _____

Facility Address: _____

Apprenticeship Review Committee Members: _____

Date of Review: _____ Period Reviewed: _____

Complete the following information for the period reviewed:

Active Instructors	
Number of Apprentices Enrolled	
Percentage of Apprentices Passing	
Number of New Apprentices	
Number of Apprentices Graduated	
Number of Apprentices Dropped	

Did the provider have the following required documentation?

Documentation	Satisfactory Records?	Additional Comments
Copies of all tests and assignments		
Attendance records		
Records of all apprentices' grades		
Instructor evaluation summaries		
Current course outline		

Did the provider perform the following responsibilities?

Responsibility	Completed	Additional Comments
Provide employers with syllabi		
Report monthly to the Apprenticeship Review Committee and PHCCLA staff		
Hold new apprentice interviews/orientation		
Hold apprentice advancement review		
Provide instructor evaluation summaries to the Apprenticeship Review Committee, PHCCLA Staff, and instructors		
Pay monthly administrative fees to PHCCLA		

Additional comments/observations of the Apprenticeship Review Committee: _____

Apprenticeship Review Committee Chair Signature _____

Date _____

APPENDIX Q: INSTRUCTOR/COURSE EVALUATION

PHCCLA Registered Apprenticeship Program
INSTRUCTOR/COURSE EVALUATION

Provider Name (School): _____

Instructor Name: _____

Semester Enrolled: ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th ☐ 6th ☐ 7th ☐ 8th

Date Evaluation Completed: _____

Please rate the following so PHCCLA may continue to improve the Apprenticeship Program.

	Poor	Fair	Satisfactor	Very Good	Excellent
CONTRIBUTION TO LEARNING					
Level of effort you put into the course	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your level of skill/knowledge at start of semester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your level of skill/knowledge at end of semester	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SKILL AND RESPONSIVENESS OF THE INSTRUCTOR					
Instructor's effectiveness as a lecturer/demonstrator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clarity and organization of instructor's presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor's ability to stimulate interest in the course materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Effective use of time during class periods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course organized to allow all apprentices to participate fully	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instructor's availability and helpfulness to apprentices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL QUALITY OF THE COURSE					
Overall quality of the course materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The applicability of the subject matter to your every day job tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide any additional comments:
