



**NEW FORM  
EFFECTIVE  
MAY 2019**

*PHCCLA Registered Apprenticeship Program*  
**EMPLOYER RESPONSIBILITIES**  
**This form is REQUIRED to be completed by employers  
each semester that they employ enrolled apprentices.**

By signing this form below, you, as an employer of apprentices enrolled in the PHCCLA Apprenticeship Program, do agree to the following:

- My company must maintain active membership with PHCC-National, PHCCLA, and PHCC Local Chapters (as appropriate). Failure to maintain current and active membership will place apprentices in jeopardy of being unenrolled.
- Upon submitting the Enrollment form for new and/or returning apprentices, I understand that I will be accountable for the \$900/semester/apprentice tuition.
- During apprentices' enrollment, I will ensure they are obtaining the required 1,000 hours of OJT per semester.
- I understand that PHCCLA "semesters" are January – June (Spring) and July – December (Fall).
- I will hold apprentices accountable to attending their required in-class instruction (as scheduled) or completing online assignments (eLearning).
- If an apprentice is no longer employed by my company, I will send a Change of Status form to PHCCLA within 15 business days of their departure from my company.
- I understand that all of my apprentices should be registered as an apprentice through the State Plumbing Board of Louisiana (SPBLA application and fee separate from PHCCLA forms and fees). This registration is renewed each year until license is obtained.
- If I am applying for IWTP grant reimbursements, it is my responsibility to file all final paperwork with the Louisiana Workforce Commission. I understand that PHCCLA assists by beginning the applications and invoices and will send me all information needed to be sent to LWC with deadlines.

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Name of Employer / Company

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Person Completing this Form

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Signature

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Date