PLUMBING APPRENTICESHIP PROGAM INFORMATION

Build Your Future in the Plumbing Industry



Never has there been a better time to consider a career in the plumbing industry. Everyday, the demand for skilled workers increases. Begin the path to a rewarding and highly-respected career that will take you into tomorrow's demand.

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ABOUT PHCCLA'S

APPRENTICESHIP PROGRAM



PHCCLA is proud to provide a federally approved apprenticeship program for future Journeyman and Tradesman Plumbers. Overseen by the Louisiana Workforce Commission Apprenticeship Division, the program is designed to prepare prospective plumbing professionals for state regulated testing and licensing by the State Plumbing Board of Louisiana.

PHCCLA follows the PHCC National Educational Foundation's curriculum recognized by the U.S. Department of Labor Office of Apprenticeship. The 4-book series is updated by educators and industry experts to deliver practical information needed to meet the industry's workforce training needs.

The apprenticeship program may be completed as a 3.5-year program, inclusive of 576 classroom hours and 7,000 on-the-job training (OJT) hours.

PHCCLA offers eLearning through our partnership with PHCC Academy, as a self disciplined program completed online. PHCCLA and employers are able to monitor progress to ensure satisfactory advancement. eLearning is available to applicants throughout Louisiana. Online assignments satisfy the required classroom hours.

PHCCLA Northwest Louisiana Chapter is pleased to offer school in the Shreveport. Apprentices meet for two full weeks during each semester to obtain the required classroom hours.

It's official! Effective January 2024, we are a 7,000 OJT Hour Program!



WHY WE NEED TO DEVELOP THE WORKFORCE FOR THE PLUMBING INDUSTRY

AVERAGE TECHNICIAN SALARIES ARE MORE THAN

$54,620

+ BENEFITS

WHY APPRENTICESHIP

- No Student Debt
- Great Salary
- Job Security
- Flexibility
- Sense of Pride
- Earn as You Learn
- Opportunity to learn how to own a business

More than **114,500** workers will be needed by 2028



Great Pay.
Unlimited Possibilities.

Business Owner	$200,000+
General/Operations Manager	$132,600
Construction Manager	$103,110
Materials Engineer	$92,800
Estimator	$68,310
Inspector	$59,700
Drafter	$55,550
Plumbing Technician	$58, 150
Sheet Metal Worker	$52,710



CURRICULUM OUTLINE

WHETHER ATTENDING A PHYSICAL SCHOOL OR ONLINE, THE CURRICULUM IS DESIGNED AS A 3.5-YEAR PROGRAM WITH A 4-BOOK SERIES.

PLUMBING 101

Goals: To provide a practical introduction to the plumbing trade; To broadly overview fundamental topics in plumbing industry; To provide basic mathematical concepts necessary for plumbing work; To provide an introduction to interpreting basic construction drawings.

Unit Topics: Plumbing Essentials and Tools; First Aid and Safety; Basic Math for Plumbing; Plumbing and Construction Basics; Piping Materials and Joining Methods; Squares, Square Roots and Geometry; Fixtures, Faucets, and Valves; Water Heaters; Fundamentals of Plumbing Drawings

PLUMBING 201

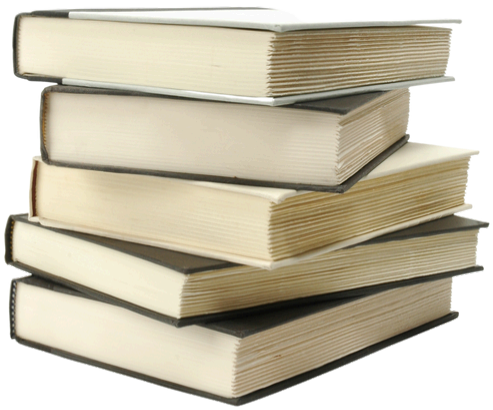
Goals: To familiarize students with water distribution systems, including sizing and DWV systems; To provide an understanding of mathematical concepts necessary for plumbing work and the interpretation of trade drawings and sketches; To introduce venting systems and safety concepts for typical plumbing work.

Unit Topics: Installation Practices; Joining Methods; Installation Practices - Water Supply and DWV; Plumbing Mathematics; Related Science and Venting; Installation Practices; Safety Practices; Blueprint Reading and Construction Drawings

PLUMBING 301

Goals: To familiarize students with fixtures and appliances, including installation; To provide an understanding of blueprints, drawing types, and plumbing plans; To introduce fuel gas piping systems and appliances; To introduce advanced mathematical concepts used in plumbing work; To provide an understanding of electrical concepts related to plumbing work.

Unit Topics: Installation Practices; Blueprint Reading; National Fuel Gas Code, Piping, Connections, and Controls; Combustion Air, Venting, and Fundamentals of LP; Elevations, Grade, and Trench Safety; Applied Math - Offsets, Ratios, and Tank Capacities; Related Science; Blueprint Reading and Construction Drawings

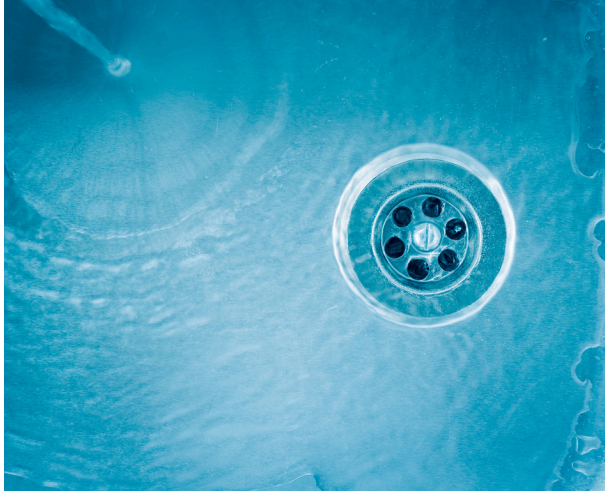


PLUMBING 401

Goals: To familiarize students with service and repair techniques; To provide a an understanding of system sizing using blueprint reading techniques; To familiarize students with methods for protecting the water supply; To introduce heating systems and techniques; To provide understanding of pumps; To familiarize students with the plumbing code and its application in the field work.

Unit Topics: Service and Repair; Blueprint Reading; Installation Practices; Heating Systems; Related Science; Plumbing Code





APPRENTICE QUALIFICATIONS

To qualify for the PHCCLA apprenticeship program, applicants shall meet the following minimum qualifications:

- Applicants must be employed by a regular or affiliate member of PHCCLA. (Employment is defined by the applicant being on payroll with appropriate payroll taxes and records reported to the State of Louisiana.)
- Applicants must be at least 16 years of age at the time of applying.
- Applicants must be physically capable of performing the essential functions of the program without posing a direct threat to the health and safety of the individual or others.
- A high school diploma or GED equivalency is recommended, but not required.
- Upon application approval, applicants must pass an essential skills test with a score of at least 70%.

Affirmative Action

PHCCLA, during the recruitment, selection, employment, and training of apprentices, shall act without discrimination because of race, color, religion, national origin, or sex. PHCCLA takes affirmative action to provide equal opportunity in apprenticeship and operates the apprenticeship program as required under Title 29, Code of Federal Regulations, Part 30, as amended.

PROGRAM REQUIREMENTS OVERVIEW

- Apprentices shall be employed under the supervision of a journey worker at all times and the hours of work and other conditions shall be the same as for the journey workers within the workforce doing comparable work.
- The term of the apprenticeship shall be a period of 7,000 hours of employment and training on the job, supplemented by the required hours of related instruction.
- A minimum of 576 hours (42 per enrollment period) of instruction time, either in person or by the eLearning platform, PHCC Academy, is required. These hours are considered separate from on-the-job work hours.
- Apprentices should maintain satisfactory participation and grade levels to continue in the program.
- Apprentices should maintain a record of work experience and training on the job. All OJT hours are logged through the Department of Labor's "Timesheet" mobile app and records are submitted monthly through employers.
- The ratio of apprentices to journey workers shall not exceed one apprentice to one journey worker.
- Wage increases should coincide with on-the-job training and related instruction.

Program QUALIFICATIONS

TUITION & FEES

Apprenticeship tuition, inclusive of textbook, offered both bound or digitally, is $1,800 per year (billed $450/enrollment period). Please note the following:

- Tuition is contractually obligated at the time of application approval for new apprentices.
- Tuition is contractually obligated at the time of submitting the employer re-enrollment forms (for continuing apprentices).
- Tuition is non-refundable and non-transferable within 21 days of the start date of the enrollment period and after the enrollment start date.
- Tuition is due no later than 7 days before the start date of the enrollment period.

Additional fees may apply as follows:

- Apprentice applications received after enrollment period: $50 late fee
- Employer re-enrollment forms submitted past published deadline: $50 late fee
- Late tuition payments: $25 per apprentice for every 30 days past due
- Replacement of lost or damaged text book: $95
- 60 day extension to complete outstanding eLearning assignments: $300



IWTP Grant Opportunities for Employers

PHCCLA is pleased to assist employers with receiving reimbursement for the Apprenticeship Program enrollment fees through the Louisiana Incumbent Worker Training Program. The IWTP Small Business Employee Training Program (SBET) is designed to benefit business and industry by assisting in the skill development of existing employees through individual, standardized (off-the shelf) training. Employers are reimbursed for tuition and required textbooks and manuals once the training has been completed and proper documentation has been submitted to the Louisiana Workforce Commission (LWC). Learn more about qualifications and requirements of this grant opportunity.

Grant Opportunities for Apprentices

Grants for apprentices may be available through federal grants to assist with tuition and related costs. For more information, please view our Grant Resources page.

Apprentices are also encouraged to apply with their Local Workforce Development Board for potential financial assistance through the Workforce Innovation and Opportunity Act.

APPLICATION PROCESS



APPRENTICE APPLICATION

Applications are accepted on a rolling basis and must be submitted through the apprentices' employer. Enrollment start dates and subsequent enrollment periods are based on the month in which the application is received. *A schedule of enrollments is included later in this packet.*

Completed applications should include all information requested as part of the application, including supported documentation for any request for prior credit. An Essential Skills Test is included as part of the application and is required. Incomplete applications will not be accepted. All information is required to fully enroll apprentices with the Federal Registered Apprenticeship and appropriately within the Louisiana Apprenticeship Program and schools.

Applications are accepted through the PHCCLA website or on the fillable application form.



CREDIT FOR PRIOR EXPERIENCE

Applicants may request up to 3,500 hours (1.75 years) credit if they are able to provide proof of previous experience in the field of plumbing. In order to receive prior credit, applicants MUST include:

- a letter of recommendation from their current employer verifying that the applicant has demonstrated skills to advance with approved credit, and
- provide proof of previous hours through one of the following manners:
  - Copies of W-2s accompanied by a letter from the applicant explaining his experience with dates of employment.
  - Letters from employer (previous and/or current) providing an explanation of experience with dates of employment.



EMPLOYER SUPPORTING DOCUMENTATION

Applications are accepted only if completed and accompanied by appropriate employer supporting application and agreements. Employers must be in good standing as a current member of PHCCLA. Employer forms required to be submitted with application:

- Employer Enrollment Form with acknowledgement of Employer Responsibilities
- Sponsor-Employer Agreement



APPROVAL & ENROLLMENT

Upon receiving all required documents as listed above, PHCCLA will review applications and approve upon the closing of the enrollment period. Once approved, apprentices will receive an agreement via DocuSign confirming their acceptance, and placement in the program. Employers will receive a copy of this communication, as well as a separate notice of tuition invoicing.

ENROLLMENT PERIODS: APPLICATIONS & START DATES

Applications are accepted on a rolling basis with starting months beginning as noted below. The designated tracks are for identification of the enrollment path and does not have any impact on the placement.

Application Period	Enrollment Period Starting Month	Track
January 11 - February 10	March	A
February 11 - March 10	April	B
March 11 - April 10	May	C
April 11 - May 10	June	D
May 11 - June 10	July	E
June 11 - July 10	August	F
July 11 - August 10	September	G
August 11 - September 10	October	H
September 11 - October 10	November	I
October 11 - November 10	December	J
November 11 - December 10	January	K
December 11 - January 10	February	L

ENROLLMENT PERIODS: PLACEMENT & PROJECTED GRADUATION

Applications are accepted on a rolling basis and evaluated for prior experience credit. The following table reflects the initial month of enrollment in the first column, with the program placement in the first row (based on prior credit awarded), with the projected number of months in the program and final month of graduation in the corresponding blocks. Note that the maximimum prior credit that may be awarded is 3,500 hours.

Starting Month	Q1.1 (0) BOOK 101	Q1.2 (500) BOOK 101	Q2.1 (1,000) BOOK 201	Q2.2 (1,500) BOOK 201	Q2.3 (2,000) BOOK 201	Q2.4 (2,500) BOOK 201	Q3.1* (3,000) BOOK 301	Q3.2* (3,500) BOOK 301
January	42 months (July)	39 months (April)	36 months (January)	33 months (Oct.)	30 months (July)	27 months (April)	24 months (January)	21 months (Oct.)
February	42 months (August)	39 months (May)	36 months (February)	33 months (Nov.)	30 months (August)	27 months (May)	24 months (February)	21 months (Nov.)
March	42 months (Sept.)	39 months (June)	36 months (March)	33 months (Dec.)	30 months (Sept.)	27 months (June)	24 months (March)	21 months (Dec.)
April	42 months (Oct.)	39 months (July)	36 months (April)	33 months (January)	30 months (Oct.)	27 months (July)	24 months (April)	21 months (January)
May	42 months (Nov.)	39 months (August)	36 months (May)	33 months (February)	30 months (Nov.)	27 months (August)	24 months (May)	21 months (February)
June	42 months (Dec)	39 months (Sept.)	36 months (June)	33 months (March)	30 months (Dec)	27 months (Sept.)	24 months (June)	21 months (March)
July	42 months (January)	39 months (Oct.)	36 months (July)	33 months (April)	30 months (January)	27 months (Oct.)	24 months (July)	21 months (April)
August	42 months (February)	39 months (Nov.)	36 months (August)	33 months (May)	30 months (February)	27 months (Nov.)	24 months (August)	21 months (May)
September	42 months (March)	39 months (Dec.)	36 months (Sept.)	33 months (June)	30 months (March)	27 months (Dec.)	24 months (Sept.)	21 months (June)
October	42 months (April)	39 months (January)	36 months (Oct.)	33 months (July)	30 months (April)	27 months (January)	24 months (Oct.)	21 months (July)
November	42 months (May)	39 months (February)	36 months (Nov.)	33 months (August)	30 months (May)	27 months (February)	24 months (Nov.)	21 months (August)
December	42 months (June)	39 months (March)	36 months (Dec.)	33 months (Sept.)	30 months (June)	27 months (March)	24 months (Dec.)	21 months (Sept.)

***QUALIFIED FOR TRADESMAN AT THE TIME OF ENROLLMENT**

PROGRAM DELIVERY & SUPPORT

PHCCLA provides resources for apprentices to succeed. Following outlines what to expect in participating in both eLearning and physical schools.

ELEARNING

- Self-paced enrollment through PHCC Academy completed in 6 months for 101 enrollment, and 12 months each for 201, 301, and 401 enrollments
- Access online resources through PHCC Academy
- Textbook available as physical or digital version
- On-demand reporting of progress
- Requirement of 70% passing grade for all assignments
- Computer System Specs
  - System:Windows Vista or higher or Mac OS X 10.5 or higher
  - Internet Speeds: Download: 1.5 Mbps min. and upload: 1 Mbps min.
  - Hardware: 2 GB RAM min.
  - Browsers: Internet Explorer, Chrome, Firefox or Safari
  - Other Software: Adobe Flash Player v12, Adobe Shockwave Player

PHYSICAL SCHOOLS

- Classes held in person (schedule determined by school)
- Instructed by licensed plumbers and invited industry experts
- Hands-on training labs
- Textbook available as physical version
- Requirement of 70% passing grade for all assignments

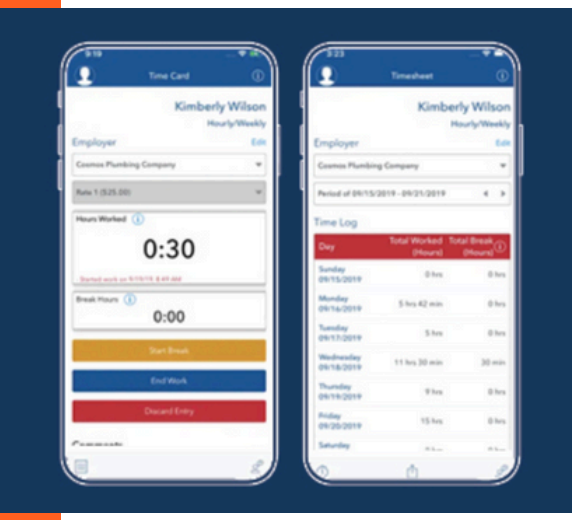
APPRENTICESHIP NETWORK

PHCCLA values the relationships built with apprentices as our up-and-coming workforce. We also want to build a network of communication and continued development of skills with employers and apprentices. PHCCLA hosts the following virtual meetings regularly. For more information about these meetings, please contact us at phcclouisiana@gmail.com.

- Monthly Apprentice Check-ins (held last Thursday of each month)
- Program and Enrollment Overview (held twice a year in April and October)
- IWTP Review for Qualifying Employers (held twice a year in May and November)

On demand videos are also available as part of the introduction and orientation process.





TRACKING ON-THE-JOB HOURS

All OJT hours should be logged using the Department of Labor's *Timesheet* App. This app allows apprentices to log hours, provide the required descriptions of work completed, and note their licensed supervisor.

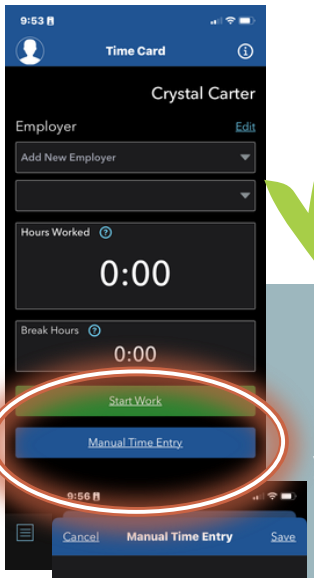
Guidance to Using the DOL-Timesheet App

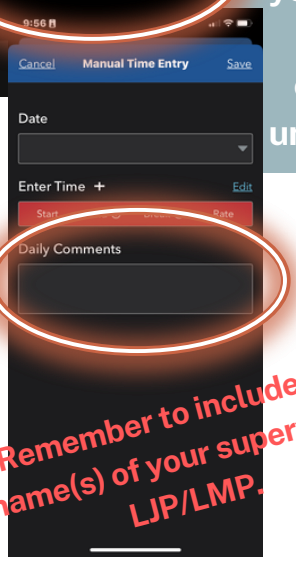
Download the app by searching *DOL-Timesheet* in your app store.

GET IT ON Google Play | Download on the App Store

Enter your personal information and your employer's information to complete your profile.

Choose "Manual Time Entry" and enter your date and times. Include your OJT hour description (what you worked you completed and where) under "Daily Comments."

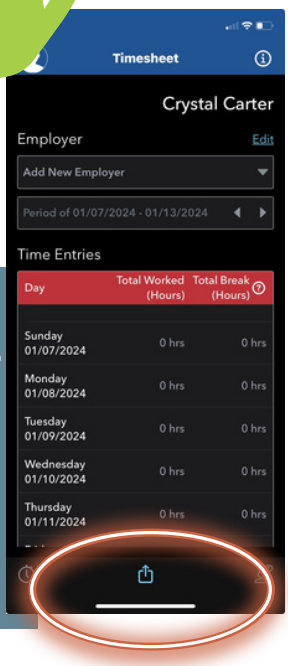




Remember to include the name(s) of your supervising LJP/LMP.

Use the share button to send the weekly log to your employer.

Employers must submit to PHCCLA on the first Monday of each month.



APPRENTICE RESPONSIBILITIES

On-the-Job-Training Hours

The PHCCLA apprenticeship program requires a completion of 500 hours per enrollment period, for a total completion of 7,000 hours. Hours should expose apprentices to appropriate work experience to appropriately prepare them for the Journeyman Exam and job expectations. All hours are documented with a OJT log and are submitted for the apprentices' permanent files on a monthly basis.



Related Instruction / Classroom Hours

LWC has approved an outline of 576 classroom hours of related instruction, which is followed in both brick and mortar schools, as well as eLearning. Employers are copied on all communications from PHCCLA to apprentices relative to completion of assignments.

Physical Schools: Apprentices are required to attend all classroom hours outlined by the course instructor. Missed class should be made up within a reasonable amount of time agreed upon with the instructor.

eLearning: Apprentices enrolled in PHCC Academy should pace themselves to complete 50% of 101 each enrollment period (intended to take 6 months), and 25% each 201, 301, and 401 (intended to take 12 months) of the assigned book each enrollment period. If apprentices complete the eLearning assignments early, they WILL NOT BE ABLE TO ADVANCE EARLY as the OJT hours are consecutively required before advancement.

Maintain Employment by PHCCLA Member

Apprentices must be employed by a PHCCLA member in good standing. Any change of employment should be reported to PHCCLA immediately. Failure to do so may jeopardize apprentice placement in the program.



Required Minimum Pay Rate

The prevailing rate of pay for a licensed Journeyman Plumber is $19.00. Registered Apprentices' minimum hour wage rate must comply with this schedule:

Q1.1	$. 9.00
Q1.2	$. 9.50
Q2.1	$ 9.98
Q2.2	$10.45
Q2.3	$10.93
Q2.4	$11.40
Q3.1	$11.88
Q3.2	$12.35
Q3.3	$12.83
Q3.4	$13.30
Q4.1	$13.78
Q4.2	$14.25
Q4.3	$14.73
Q4.4	$15.20

Graduating Wage: $19.00/hour

EMPLOYER RESPONSIBILITIES



On-the-Job-Training Hours

Employers are responsible for providing the opportunity for apprentices to complete required OJT hours working in the field and building skills.

Related Instruction / Classroom Hours

Employers shall support apprentices in completing their required instruction, working with PHCCLA to ensure timely completion.

Wage Requirements

Apprentices are guaranteed a minimum wage rate based on the average Journeyman License. This minimum wage rate is based on their placement in the program. At the beginning of each enrollment period, apprentices shall be paid at least the amount on the current wage schedule. If employers pay apprentices above the minimum required, they are not required to provide a raise, but are encouraged to do so to maintain incentive to successfully complete the program. For employers seeking IWTP reimbursement, please note that in order to receive reimbursement at the end of the enrollment period, you must be able to provide either proof of a wage increase (regardless of where the wage falls on the wage schedule), or proof of paying apprentices for instruction time

Changes in Employment

Apprentices, during their full time in the PHCCLA apprenticeship program, are required to maintain employment with a PHCCLA Member. Employers MUST complete a Change of Status Form IMMEDIATELY upon an apprentice leaving their employment. Upon receiving notice of departure of employment, apprentices will be allowed three weeks to confirm new employment with a PHCCLA member without forfeiting their semester enrollment.

Before and During the Enrollment Period

- Actively recruit new apprentices to build a stronger workforce
- Assisting prospective apprentices in completing the application, including providing proof of employment / experience, as necessary
- Ensuring apprentices are completing requirements of the application/enrollment, such as attending necessary orientations, completing requested tests, and signing LWC/Apprentice agreement.
- Complete appropriate PHCCLA forms for the renewal/continuation of currently enrolled apprentices.

During Enrolled Period

- Assigning on-the-job training appropriate for the apprentices' skill level and placement in the program
- 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 and granting wage increases after the completion of each semester
- Submitting the required documents as requested by PHCCLA/schools to prove continued employment and record of training.
- Following up with apprentices relative to any notice of poor performance or excessive absenteeism for instruction.
- Corresponding with the PHCCLA relative to ANY changes of status of apprentices (such as discharging from employment, requests for suspension or cancellation from the program).

GRADUATION, STATE PLUMBING BOARD REQUIREMENTS & LICENSURE

ADVANCING

Apprentices maintaining employment and completing OJT and related instruction as outlined above may advance each enrollment period. Apprentices are advanced (or re-enrolled) through verification by their employer by completing the Re-Enrollment and Employer Responsibility Forms sent directly to each employer at the beginning of each enrollment period.

GRADUATING

An apprentice is eligible to graduate when the following are complete:

- Verification of employment at end of final enrollment period
- Completion of 401 with at least a 70% passing grade
- Completion and record of at least 500 hours of OJT for each enrollment period in the program (totaling 7,000 hours including any prior credit awarded)

When an apprentice graduates, they will receive an email from PHCCLA with the next steps for licensure, including links to SPBLA applications and texts required for the licensing exam.

APPRENTICESHIP REGISTRATION

All apprentices are required to maintain registration as an INDENTURED APPRENTICE with SPBLA throughout their participation in the program. Failure to maintain current registration may result in a denial of your application for the licensing exam.

TRADESMAN LICENSING

The SPBLA tradesman license allows an apprentice to hold a license while completing the apprenticeship program. A tradesman has limited scope of practice for repair services and does not effect the 1:1 ratio, but applicants must be enrolled at least at a Q3.3-level apprentice to qualify for the tradesman license exam. Applicants for this license must be registered as an INDENTURED APPRENTICE at the time of applying for the exam.

JOURNEYMAN LICENSING

Apprentices may apply for the journeyman license exam in the final enrollment period of the program. Proof of completion provided by PHCCLA will be required to finalize the application for and to sit for the exam. Applicants for the licensing exam must have been registered as an INDENTURED APPRENTICE for all enrollment periods of the program at the time of applying for the exam.

Upon passing the exam, proof of completion from the Louisiana Workforce Commission will be required to receive the license. This documentation will be sent to graduating apprentices by PHCCLA upon LWC's approval of the completion.



FREQUENTLY ASKED QUESTIONS

Why do I have to complete the program?
The State Plumbing Board of Louisiana requires that an applicant for the Journeyman Plumbing License must complete an approved apprenticeship program at the time of applying to take the test for the license. PHCCLA's apprenticeship program is approved.

When can I enroll in the program?
Applications for all schools are accepted on a rolling basis. Applications must be submitted through the apprentices' employer.

What are the age requirements of the program?
A potential apprentice must 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.

What are the education requirements of the program?
A high school diploma or GED equivalency is recommended. Applicants who do not posses one of the recommended documents must demonstrate suitable capability through a math entrance exam to maintain the established pace of the instructional program.

What are the employment requirements of the program?
Apprentices must be employed by an approved plumbing heating-cooling contracting company.

Can credit be given for previous work experience?
Credit may be granted to new applicants who demonstrate previous achievement of skills or knowledge equal to what would be received under the apprenticeship program. This credit may be no greater than the equivalent of one-half of the full program.

How much does it cost to enroll in the program?
Tuition is $450/enrollment period, and includes textbooks.

Can I finish the program early?
You must complete the course work and 500 hours of on the job training for every enrollment period in the program. Early graduation may only be approved if all assignments are completed and appropriate documentation of hours are provided.

What is an enrollment period?
Unless otherwise noted, an enrollment period is a three month quarter, unique to the apprentice's placement in the program.

What are my options to attend school?
Shreveport - Apprentices meet for a full week three times a year (one or two a enrollment period depending on placement in the program). Attendance for the full week is mandatory and includes lodging.
eLearning - Apprentices follow online, self-disciplined, instruction, completing all assignments and tests on a pre-defined timeline.

What is IWTP?
The IWTP Small Business Employee Training Program (SBET) is designed to benefit business and industry by assisting in the skill development of existing employees through individual, standardized (off-the shelf) training. Employers are reimbursed for tuition and required textbooks and manuals once the training has been completed and proper documentation has been submitted to the Louisiana Workforce Commission (LWC). Grants are processed each enrollment period.

What are the program requirements for IWTP?
- An apprentice must be employed with the employer throughout the ENTIRE enrollment period in order to qualify for reimbursement.
- Requests may only be submitted at the beginning of the enrollment period (during the application timeframe) and claimed at the conclusion of the enrollment period.
- If an apprentice changes employers during a enrollment period, all reimbursements are forfeited and are not transferrable.
- An employee is only eligible for this program if ALL of the following criteria are met:
  - Employer must be a Louisiana based business with fifty or fewer employees.
  - Employer must have been in business in the state for at least three years, contributing and in full compliance with state UI tax laws.
  - Trainees must be incumbent workers for whom the employer incurs a state UI tax liability.
  - Employer can not receive IWTP Small Business Employee Training and IWTP customized training concurrently.
  - The request for training must be in a labor demand occupation(s) (Excel®) as defined for Workforce Investment Act (WIA) purposes, or in a cluster based industry as defined in Vision 2020.

How do I apply for IWTP?
During the application timeframe, PHCCLA will submit all apprentice information to the IWTP program and inform employers of all necessary follow-up documents that must submitted on their own.

PROGRAM
CHECKLISTS

APPRENTICE: APPLICATION FOR ENROLLMENT

- [ ] Completed Application
- [ ] If Applicable: Supporting documents for consideration of prior experience credit
- [ ] After initial approval, sign DocuSign Apprentice
- [ ] Agreement specifying program placement and important deadlines

APPRENTICE: QUARTER START

- [ ] Verified current Registration as an INDENTURED APPRENTICE with State Plumbing Board of Louisiana
- [ ] Sign DocuSign DOL Agreement acknowledging your enrollment with the Federal Apprenticeship database
- [ ] Download the DOL TIMESHEET App to log OJT hours
- [ ] Receipt of Textbook (if starting new book)
- [ ] Access to PHCC Academy (eLearning only)

APPRENTICE: QUARTER PROGRESS

- [ ] Complete assignments appropriately (eLearning) or attend scheduled classes (Shreveport)
- [ ] Log OJT hours in TIMESHEET App and send to employer weekly
- [ ] Notify PHCCLA immediately if your employment status changes (PHCCLA will provide a specified period to continue in the program with new employer without delay or cancellation in program enrollment)

APPRENTICE: QUARTER END

- [ ] Verify all OJT logs have been electronically submitted to employer
- [ ] Verify complete of all PHCC Academy assignments as appropriate (eLearning only) or class attendance (Shreveport)

APPRENTICE: GRADUATION

- [ ] Completion of all Assignments
- [ ] Submission of all OJT Hours

EMPLOYER: APPLICATION FOR ENROLLMENT

- [ ] Verification of Current PHCCLA Membership in Good-Standing or Application for Membership
- [ ] Employer Enrollment Form and Responsibilities
- [ ] Sponsor-Employer Agreement
- [ ] After initial approval, sign DocuSign Apprentice Agreement specifying program placement and

EMPLOYER: QUARTER START

- [ ] Tuition Paid
- [ ] Verified current Registration as an INDENTURED APPRENTICE with State Plumbing Board of Louisiana
- [ ] Submission of IWTP Paperwork as Applicable
- [ ] Sign DocuSign DOL Agreement acknowledging apprentice's enrollment with the Federal Apprenticeship database

EMPLOYER: QUARTER PROGRESS

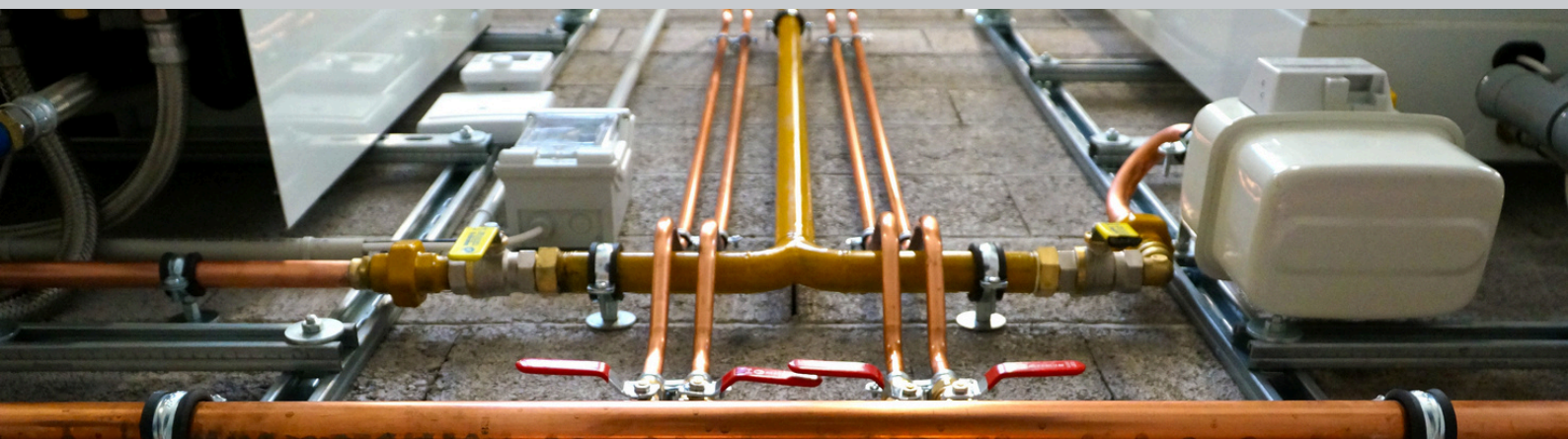
- [ ] Support apprentice completing instruction materials
- [ ] Electronically submit OJT hour logs 1st of every month
- [ ] Submit Change of Status Form if apprentice's employment status changes

EMPLOYER: QUARTER END

- [ ] Submission of Completed Re-Enrollment Form
- [ ] Submission of Change Status Form if Applicable
- [ ] Verify all OJT logs have been electronically submitted to PHCCLA

EMPLOYER: GRADUATION

- [ ] Re-Enrollment Form noting Graduation
- [ ] Current PHCCLA membership in good-standing
- [ ] Submission of all OJT Hours



LOUISIANA PHCC

PLUMBING-HEATING-COOLING CONTRACTORS ASSOCIATION

Best People. Best Practices.

PLUMBING APPRENTICESHIP PROGRAM INFORMATION

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Learn More About PHCCLA

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