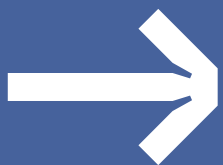




# APPRENTICESHIP APPLICATION PACKET



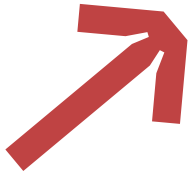
*Build Your Future in the Plumbing Industry*

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.

PHCC Louisiana  
620 Florida St., Ste. 210, Baton Rouge, LA 70801  
P: (225)343-2776 | F: (225)344-1132  
[phccla@amstrategies.co](mailto:phccla@amstrategies.co) | [www.laphcc.org](http://www.laphcc.org)

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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 four-year series of textbooks 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 is a 4-year program, inclusive of 576 classroom hours and 8,000 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.



## 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.
- Approved apprentices must comply with the federal ratio of 1:1 of apprentice to licensed journeyman.
- 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 approximately 8000 hours of employment and training on the job, supplemented by the required hours of related instruction. (click here for work experience requirements)
- A minimum of 144 hours per year (72 per semester) of instruction time is required. These hours are considered separate from on-the-job work hours. (click here for instruction outline)
- Apprentices should maintain satisfactory attendance and grade levels to continue in the program.
- Apprentices should maintain a record of work experience and training on the job. PHCCLA will provide log books for this record-keeping.
- The ratio of apprentices to journey workers shall not exceed one apprentice to one journey worker. Thereafter, one additional apprentice may be added for each three additional journey workers.
- Wage increases should coincide with on-the-job training and related instruction.

# Program QUALIFICATIONS





# TUITION & FEES

Apprenticeship tuition, inclusive of textbook, OJT log book, and online access (for eLearning apprentices), is \$900 per semester (2 semesters per year). 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 semester and after the semester start.
- Tuition is due no later than 7 days before the start date of the semester.

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 OJT log book: \$20
- Replacement of lost or damaged text book: \$95
- 60 day extension to complete outstanding eLearning assignments: \$300

## IWTP Grant Opportunities for Employers

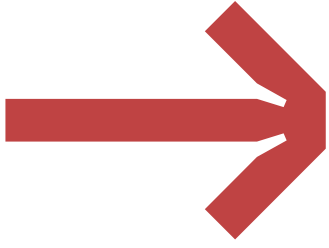
PHCCLA is pleased to assist employers with receiving reimbursement for the Apprenticeship Program enrollment fees through the Louisiana Incumbent Worker Training Program. The IWTP Small Business Employee Training Program (SBET) is designed to benefit business and industry by assisting in the skill development 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 for all schools are accepted May 1st - June 1st (to begin Fall semester in July) and November 1st - December 1st (to begin Spring semester in January). Applications must be submitted through the apprentices' employer.

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

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



## CREDIT FOR PRIOR EXPERIENCE

Applicants may request up to 4,000 hours (2 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. Employer forms required to be submitted with application:

- Employer Enrollment Form
- Sponsor-Employer Agreement
- Employer Responsibilities



## 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 email 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.

## PROGRAM

# CHECKLIST

### APPLICATION FOR ENROLLMENT

- Completed Application
- If Applicable: Supporting documents for consideration of prior experience credit
- Verification of Current PHCCLA Membership in Good-Standing or Application for Membership
- Employer Enrollment Form
- Sponsor-Employer Agreement
- Employer Responsibilities

### SEMESTER START

- Tuition Paid
- Registration / Renewal with State Plumbing Board of Louisiana
- Receipt of OJT Log Book
- Receipt of Textbook (if starting new book)
- Access to PHCC Academy (eLearning only)
- Submission of IWTP Paperwork as Applicable

### SEMESTER END

- Submission of Completed Re-Enrollment Form
- Submission of Change Status Form if Applicable
- Finalize OJT Log Book (to submit upon receipt of new book if advancing)
- Complete PHCC Academy assignments as appropriate (50% or 100%)(eLearning only)

### GRADUATION

- Submission of Completed
- Re-Enrollment Form noting Graduation
- Completion of all Assignments
- Completion of OJT Hours and Log Book

### JOURNEYMAN APPLICATION

- Complete SPBLA Application
- Submit PHCCLA Issued Certificate to SPBLA

### JANUARY

Spring semester begins  
New OJT log books distributed  
New Textbooks shipped  
PHCC Academy enrollments  
Apprentice & Employer orientations

### APRIL

Open Meeting for Program Overview

### MAY

Fall semester enrollment  
Re-enrollment forms distributed

### JUNE

IWTP Employer forms distributed

### JULY

FALL semester begins  
New OJT log books distributed  
New Textbooks shipped  
PHCC Academy enrollments  
Apprentice & Employer orientations

### OCTOBER

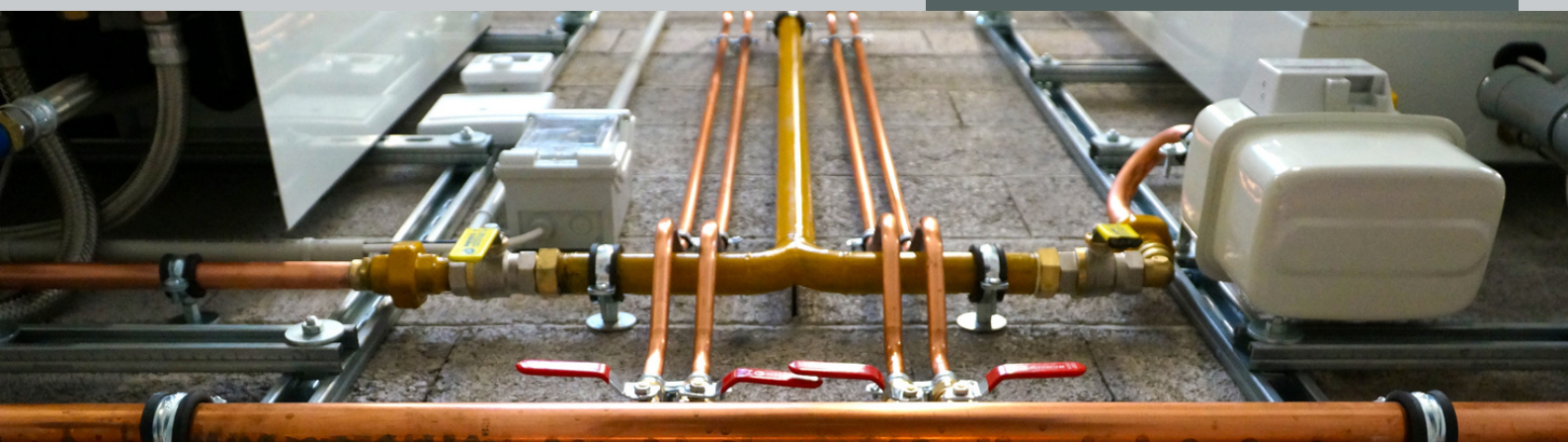
Open Meeting for Program Overview

### NOVEMBER

Spring semester enrollment  
Re-enrollment forms distributed

### DECEMBER

IWTP Employer forms distributed



### 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 May 1st - June 1st (to begin Fall semester in July) and November 1st - December 1st (to begin Spring semester in January). 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 possess 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 four semesters.

### How much does it cost to enroll in the program?

Tuition is \$900/semester, and includes textbooks.

### Can I finish the program early?

You must complete the course work and 1,000 hours of on the job training for every semester in the program. Early graduation may only be approved if all assignments are completed and appropriate documentation of hours are provided.

### How do I navigate the eLearning portal?

You can click here to download the user guide.

### What are my options to attend school?

*Shreveport* - Apprentices meet for a full week three times a year (one or two a semester 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).

### What are the program requirements for IWTP?

- An apprentice must be employed with the employer throughout the ENTIRE semester in order to qualify for reimbursement.
- Requests may only be submitted at the beginning of the semester (during the application timeframe) and claimed at the conclusion of the semester.
- If an apprentice changes employers during a semester, 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 time (June 1st-15th and December 1st-15th), PHCCLA will submit all apprentice information to the IWTP program and inform employers of all necessary follow-up documents that must be submitted on their own.

# FREQUENTLY ASKED QUESTIONS







# APPRENTICESHIP PROGRAM APPLICATION

Please complete the following application. ALL FIELDS MUST BE COMPLETED to ensure your application is appropriately processed. PLEASE PRINT CLEARLY.

## **Personal Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Suffix: \_\_\_\_\_

Nickname (if different from legal name above): \_\_\_\_\_

Personal Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email Address (not your employer's email): \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Emergency Contact (Name, Relationship, and Phone Number):  
\_\_\_\_\_

## **Federal/State Reporting Requirements**

*The following information is only for federal/state reporting requirements. The information you provide below will not in any way affect the admission decision.*

Gender: M / F

Ethnicity: Hispanic / Non-Hispanic Race: \_\_\_\_\_

Are you a current U.S. Citizen? Yes / No

Do you have a disability? Yes / No

Please refer to final page of this page of this document for further information on identifying if you have a disability. This information is for state and federal reporting only, and does not affect your application.

Are you a Veteran? Yes / No

(if yes, please answer the questions below)

Branch: \_\_\_\_\_ Length of Service: \_\_\_\_\_

Discharge Date: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_



# APPRENTICESHIP PROGRAM APPLICATION

NAME: \_\_\_\_\_ Last Four of Social: \_\_\_\_\_

## **Educational Background**

Educational Status (circle one):

Some High School\* / High School Graduate / GED or Equivalent / Some College / College Graduate

*\*If you did not complete high school, please indicate the last grade you completed: \_\_\_\_\_*

Complete the following information as applicable:

High School Name: \_\_\_\_\_ Location: \_\_\_\_\_

College Name: \_\_\_\_\_ Location: \_\_\_\_\_

Area of Study: \_\_\_\_\_

College Name: \_\_\_\_\_ Location: \_\_\_\_\_

Area of Study: \_\_\_\_\_

## **Previous Apprenticeship Enrollment in the Field of Plumbing**

**Have you previously been enrolled in an Apprenticeship Program for Plumbing? YES / NO**

*Please complete the information below if you have previously been enrolled in a plumbing apprenticeship program by either PHCCCLA or another program sponsor. Failure to complete if you have previously been enrolled may jeopardize your ability to receive prior credit for your classroom (RTI) hours. Transcripts are REQUIRED as part of this application.*

School / Program Sponsor: \_\_\_\_\_

Location: \_\_\_\_\_ Dates in Program: \_\_\_\_\_

Semesters Completed: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

School / Program Sponsor: \_\_\_\_\_

Location: \_\_\_\_\_ Dates in Program: \_\_\_\_\_

Semesters Completed: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_



# APPRENTICESHIP PROGRAM APPLICATION

NAME: \_\_\_\_\_ Last Four of Social: \_\_\_\_\_

## Employment Information

Current Employer: \_\_\_\_\_

Supervising Journeyman/Master Plumber Name: \_\_\_\_\_

Apprenticeship Contact at Employer: \_\_\_\_\_

Date of Hire: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Hourly Wage Rate: \$ \_\_\_\_\_

Have you previously worked in the plumbing industry? YES / NO

*If yes, please complete the following information about your previous employment.*

EMPLOYER	LOCATION	SUPERVISOR	EMPLOYMENT DATES	JOB TITLE / TYPE OF WORK	REASON FOR LEAVING

## Enrollment Information

Desired School: eLearning Home Study / Shreveport Brick and Mortar

Preferred Textbook Format: Bound Book / Digital Version

Requested Starting Semester: Spring / Fall of 20\_\_\_\_

## Program Credit

Please check the following if you are requesting program credit for previous enrollment or previous on-the-job training hours.

\_\_\_\_\_ Requesting Credit for Previous Enrollment (Number of semesters: \_\_\_\_\_)

\_\_\_\_\_ Requesting On-the-Job Training Hours Credit (Number of hours: \_\_\_\_\_)

*Please note that the following page lists all REQUIRED documents to award program credit.*



# APPRENTICESHIP PROGRAM APPLICATION

NAME: \_\_\_\_\_ Last Four of Social: \_\_\_\_\_

## Essential Skills Test

### 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.  $26 - 29 =$  \_\_\_\_\_
6.  $3 \times 21 =$  \_\_\_\_\_
7.  $81 \div 9 =$  \_\_\_\_\_
8.  $2.95 + .50 =$  \_\_\_\_\_
9.  $94 - 11 =$  \_\_\_\_\_
10.  $1.50 \times 3 =$  \_\_\_\_\_

### Grammar / Spelling Skills

Circle one answer for each question.

1. Which word best fits 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. pees
4. Which word is spelled correctly?  
a. forty  
b. fourty  
c. forety
5. Which word best fits this sentence? "Can I be of \_\_\_\_\_?"  
a. assistence  
b. assistance  
c. assistants
6. Which word best fits 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 to meaning to "compliance"?  
a. adherence  
b. flexible  
c. confidence  
d. acceptance

I attest that I have completed the above skills test without any outside aids such as a dictionary, a calculator, or a computer. Initial: \_\_\_\_\_



# APPRENTICESHIP PROGRAM APPLICATION

NAME: \_\_\_\_\_ Last Four of Social: \_\_\_\_\_

## **Application Submission Checklist**

Please review and check all items required are attached to this application:

### **Required for ALL applications:**

- \_\_\_ High School Diploma or Certificate of Equivalence Test (if applicable)
- \_\_\_ Proof of current employment (REQUIRED) (payroll records or letter from employer attesting to dates of employment)
- \_\_\_ Completion of Essential Skills Test (REQUIRED) (included in this application file)

### **Required if requesting credit for prior on the job experience:**

- \_\_\_ Letter from current employer attesting to dates of employment AND confirmation of supporting previous credit be considered
- \_\_\_ Description of your experience in the PLUMBING field and your skills
- \_\_\_ Proof of previous employment, if applicable (payroll records or letter from employer attesting to dates of employment)

### **Required if requesting credit for prior apprenticeship enrollment:**

- \_\_\_ Transcript showing dates of enrollments and completions
- \_\_\_ Description of your experience in the PLUMBING field and your skills
- \_\_\_ Letter from current employer confirming support of previous credit be considered

By signing below, you understand and agree that:

- 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: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Send form to: PHCC of Louisiana, 620 Florida St., Suite 210, Baton Rouge, LA 70801  
or fax to 225-344-1132 or email to phccla@amstrategies.co (not .com).

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



## APPRENTICESHIP PROGRAM

# VOLUNTARY SELF-IDENTIFICATION OF DISABILITY

### **Why are you being asked if you have a disability?**

Because we do are a sponsor approved by the Federal Registered Apprenticeship Program, we must reach out to, enroll, and provide equal opportunity to qualified people with disabilities.

To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Self-identification is voluntary, but we hope that you will choose to fill it out. Any answer you give will be kept private and will not be used against you in any way. Your self-identification is a YES or NO and it is not required or requested that you disclose what disability you have.

### **How do you know if you have a disability?**

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral Palsy
- HIV/AIDS
- Schizophrenia
- Muscular Dystrophy
- Bipolar
- Major Depression
- Multiple Sclerosis (MS)
- Missing Limbs or Partially Missing Limbs
- Post-traumatic Stress Disorder (PTSD)
- Impairments Requiring the Use of a Wheelchair
- Intellectual Disability (Previously Called Mental Retardation)

If you have any self-identified disability and require special accommodations to complete the apprenticeship program, you may contact Crystal Carter, PHCCLA Executive Director, to further discuss.

Your information will be held confidential.



## **CONTACT US**

PHCC Louisiana

Crystal Carter, MPA, DES, Executive Director  
620 Florida St., Ste. 210, Baton Rouge, LA 70801

P: (225)343-2776

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