



STANDARDS OF APPRENTICESHIP

SPONSORED BY: Ohio Association of Plumbing Heating Cooling Contractors,
in cooperation with the Ohio State Apprenticeship Agency.

Program ID #: OH008060007

Organization Information:

Street Address or P.O. Box: 8226 Stoney Brook Drive

City: Chagring State: Ohio Zip Code: 44023

County: Cuyahoga

Presence in Ohio 12+ Months ☒

Authorized Representative(s):

☒ Verifying **Existing** Point of Contact

☐ Adding **New** Point of Contact

☐ **Remove Prior** Point of Contact in RAPIDS & Add Rep Below

Name: Rocco Fana Jr

Position/Title: Program Manager

City: Chagrin Falls State: Ohio Zip Code: 44023

Phone: (216) 586-5421 Email: rocco@phccohio.org



Authorized Representative(s):

☐ Verifying **Existing** Point of Contact

☐ Adding **New** Point of Contact

☐ **Remove Prior** Point of Contact in RAPIDS & Add Rep Below

Name: _____

Position/Title: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

County(ies) of Jurisdiction:

Allen, Ashland, Ashtabula, Athens, Auglaize, Belmont, Carroll, Champaign, Clark, Columbiana, Coshocton, Crawford, Cuyahoga, Darke, Defiance, Delaware, Erie, Fairfield, Fayette, Franklin, Fulton, Gallia, Geauga, Greene, Guernsey, Hancock, Hardin, Harrison, Henry, Hocking, Holmes, Huron, Jackson, Jefferson, Knox, Lake, Lawrence, Licking, Logan, Lorain, Lucas, Madison, Mahoning, Marion, Medina, Meigs, Mercer, Miami, Monroe, Montgomery, Morgan, Morrow, Muskingum, Noble, Ottawa, Paulding, Perry, Pickaway, Pike, Portage, Preble, Putnam, Richland, Ross, Sandusky, Scioto, Seneca, Shelby, Stark, Summit, Trumbull, Tuscarawas, Union, Van Wert, Vinton, Washington, Wayne, Williams, Wood, Wyandot

Apprenticeship Service Provider: Mike Chastain

FEIN #: 30-0268077

Sponsor Type: Group Union Waiver: NO

Union Workplace: ☐ YES ☒ NO

Union Name: N/A Local Number: N/A

Add Sponsor to WIET List: ☒ YES ☐ NO

EMPLOYMENT:

Number of Employees: 07 Number of Employers: 54

North American Industry Classification System:

NAICS#: 238220

NAICS Title: Plumbing, Heating, and Air-Conditioning Contractors

FOR THE OCCUPATION(S) OF:

Occupation Title	O*Net Code	Type (TB, CB, HY)	RAPIDS Code	Version	Term Length	OJT Variance	Total Journeyworkers
Plumber	47-2151.02	TB	0432		8000		37
Heating & Airconditioning Mechanic & Installer	49-9021.00	TB	0637		8000		17

CURRENT STATUS:

Program Registration Status: Active

Transaction Type: ☐ New Standards ☐ Wage Update ☐ Point of Contact

☒ Full Update ☐ Occupation Update ☐ Related Instruction Update ☐ Revision - Other

Additional Information:

PROGRAM DETAILS

Section 1: DEFINITIONS

Apprentice -- A person of legal working age who is employed and trained under the terms of an apprenticeship agreement that is approved by the Ohio State Apprenticeship Council staff office (OSAC).

Apprenticeship agreement -- An individual written agreement between a Registered Apprenticeship sponsor and an apprentice, that is entered upon an OSAC-designated form; provides that the apprentice will receive employment, training, and instruction in accordance with the sponsor's approved standards; and summarizes the content of those services and of other expectations affecting the two parties. The agreement must be signed by a duly authorized representative of the sponsor, by the apprentice, and, if the apprentice is a minor, by a parent or guardian. It takes effect only when the apprentice's registration is approved by OSAC.

Apprenticeship coordinator -- The person designated by the program sponsor to oversee operation of the program.

Approving Agency or Registration Agency -- The entity legally authorized to register and monitor apprenticeship programs pursuant to state and federal criteria of safety, equity, and quality. In Ohio, this agency is the Department of Job and Family Services (ODJFS), as recognized by the US Department of Labor. ODJFS exercises the respective functions through its Apprenticeship Council staff office (OSAC).

Journey worker or journey person -- A worker who has attained what is recognized within the relevant industry as mastery of the skill, abilities, and competencies required for an occupation. The term may also refer to a mentor, technician, specialist, or other skilled worker who has obtained documented proficiency in an occupation, either through formal apprenticeship or other on-the-job experience and formal training.

Progression step -- An identifiable stage in an apprentice's program participation. A progression step is defined by measurable success in skill attainment and/or program activities, and one or more step(s) shall correlate with each pay increase listed in the required wage schedule.

Ohio State Apprenticeship Council -- The appointed body authorized by the US Department of Labor to advise and consult on state policies concerning Registered Apprenticeship.

OJT -- On-the-job training that is conducted pursuant to Registered Apprenticeship program standards approved by OSAC.

OSAC -- The Ohio State Apprenticeship Council and/or its staff office.

Registered Apprenticeship program -- A program that combines on-the-job training (OJT) and related instruction (RI) under program standards that are approved by OSAC, and that adequately complies, as determined by OSAC, with the requirements of Ohio Administrative Code (OAC) 5101:11.

RI -- Related instruction - i.e., technical instruction delivered primarily in a written and/or verbal format, pursuant to Registered Apprenticeship program standards approved by OSAC.

Sponsor -- The entity that operates a Registered Apprenticeship program, and is responsible for the program's compliance with apprenticeship rules under OAC 5101:11. This entity may be either an individual sponsor (one employer and/or a union representing its employees) or a group sponsor (comprising multiple employers, acting collectively through a union or association with which they are affiliated). In both cases, the sponsor is also characterized either as "joint" (consisting of a committee with equal membership from labor and management) or "non-joint" (not involving such a committee).

Sponsor's authorized representative -- The person designated by a sponsor to represent it for all legal purposes affecting its program and to be its main point of contact for OSAC, and who is recognized by OSAC to be serving in those capacities.

Staff office -- The unit that staffs the Ohio State Apprenticeship Council and carries out the functions of the State Approving Agency for Registered Apprenticeship in Ohio. This office is housed in the Ohio Department of Job and Family Services (ODJFS).

Standards of apprenticeship -- An operating plan that describes a training program in terms that conform to the laws and regulations for Registered Apprenticeship; an example being the present document along with any required attachments.

Section 2: APPLICATION PROCEDURE

To be allowed to apply for enrollment in this program, an individual must first meet the following requirements:

To be eligible for enrollment in this program, an applicant must:

1. Be at least sixteen (16) years of age. Applicants under eighteen (18) must comply with all applicable federal and state child labor laws and provide parental/guardian consent if required.
2. Possess a high school diploma, GED, be currently enrolled in high school, or be actively completing an Individualized Education Plan (IEP) leading to a diploma or equivalent credential.
3. Be physically capable of performing the essential functions of the trade, with or without reasonable accommodation.
4. Be a current employee of a signatory member company, affiliated with a contractor who is a member in good standing with the PHCC National Association, or any interested member of the public.
5. Applicants under eighteen (18) may be limited in the type of work performed and equipment operated in accordance with applicable labor laws and regulations.
6. Apprentices operating company vehicles must possess a valid driver's license and meet employer insurance requirements.

The procedure for applying to enroll in the program will be as follows:

1. Submit a completed apprenticeship application to Ohio Association of Plumbing Heating Cooling Contractors.

Section 3: SELECTION PROCEDURE

Applicants shall be selected for registration, based strictly on their eligibility to learn and work in the apprentice occupation, as determined by criteria that permit objective review and assessment.

For the occupation(s) of (Plumber, Heating & Airconditioning Mechanic & Installer), the selection procedure will be as follows: Applicants shall be selected for registration, based strictly on their eligibility to learn and work in the apprentice occupation, as determined by criteria that permit objective review and assessment. The selection shall be as follows:

- A. Applications are taken on a year-round basis
- B. The Apprentice Program is available to all employees of signatory employers, and members in good standing with the PHCC National Association, or any member of the public at large who meets the application requirements.
- C. Applicants will receive an apprenticeship application, and activity will be documented and maintained by the program sponsor.
- D. Upon submission of a completed application and meeting the minimum qualifications, the applicant will be provided with the following documents:
 1. Approved program standards to review
 2. If an external applicant, the applicant will receive a list of employer's signatory to the program:
 - The list consists only of employers who have agreed to be contacted
 - The list is limited to employers offering the occupation indicated by the applicant on the application
 - The list will be compiled and updated on a regular basis
- E. The signatory employer agreeing to hire the selected applicant will complete an intent to hire letter and send it to the sponsor. The sponsor will complete the apprenticeship agreement and register the apprentice in RAPIDS. All Apprenticeship program records will be maintained for a period of 5 years by the sponsor.

Section 4: CREDIT FOR PREVIOUS EXPERIENCE

Before registering each apprentice, the sponsor will determine whether he/she merits advanced credit toward program completion, based on previous education, training, and/or experience. At the same time, if credit is found to be warranted, the sponsor will determine the exact number of hours that will be applied toward RI or OJT, or where both activities are affected, the amount that will be applied for each.

The decision shall be based on fair and equitable criteria, using objective methods to assess the individual's work history, previous learning, and/or present skills. Those criteria and methods will be as follows:

Determination of credit for previous experience will include a review of documentation of past instruction to include school transcripts and if applicable work records signed by previous employers, certifications, licenses etc.

Occupation	Maximum OJT Credit Possible	Maximum RI Credit Possible
Plumber	6000	100% of the Hours
Heating & Airconditioning Mechanic & Installer	6000	100% of the Hours

The sponsor will submit each credit award for approval at the time of the recipient's registration, by filing, in the format and manner prescribed by OSAC, a completed credit voucher, plus documentation of all test results, work, and/or training on which credit is based. Upon enrollment, each recipient will be assigned to the level of training and wages for which credit qualifies him/her.

Section 5: PROBATION PERIOD

Immediately after registering in the program, each apprentice will be on probation for the following number of consecutive work hours as indicated below. Each apprentice retained in the program at the end of probation, will receive credit toward program completion, for all work and instruction that he/she successfully performs in this period.

Occupation	Length of Probation
Plumber	2000
Heating & Airconditioning Mechanic & Installer	2000

During probation, the sponsor and/or apprentice may cancel the latter's registration without pre-condition, simply by notifying the other party and OSAC. After the probation period, the apprenticeship agreement may either: be canceled at the request of the apprentice; or be canceled by the sponsor, conditional upon good cause, due prior notice to the apprentice, and a reasonable chance - if such is possible - for corrective action

Section 6: ON -THE-JOB TRAINING

Each registered apprentice will receive on-the-job training (OJT) consisting of structured, supervised work experience in all aspects of his/her occupation. The total length of OJT will be:

Occupation	Length of OJT
Plumber	8000
Heating & Airconditioning Mechanic & Installer	8000

For each approved occupation course, these standards include a Work Process Schedule (WPS) listing: the OJT activities deemed necessary for every participating apprentice; the number of hours to be spent, respectively, in each activity and each progression step; and the total work hours required for completion. The sponsor will ensure that every apprentice receives the work hours listed for each activity. Activities will follow the sequence shown in the WPS if possible, with exceptions as necessary for normal business operations. The sponsor will maintain a record of every apprentice's OJT hours in each listed work process.

For each work activity, the WPS identifies the level of performance required for progression, and the specific method(s) that will be used to assess performance. For each occupation course or course component that is competency-based - if any - the related WPS designates competency goals and the means of assessing their attainment. In that event, each goal is defined as a specific level of practical knowledge, skills, and abilities, and in terms of "KSA" terminology; and specific tests are identified relating to each practical

competency, along with the respective level of required performance. If an interim credential is available for competency attainment, it is named in the relevant WPS, along with the qualifying practical competency(ies).

Section 7: RELATED INSTRUCTION

Each registered apprentice will receive related instruction (RI) in the subjects deemed essential to his/her approved occupation. The total length of RI will be:

Occupation	Length of Related Instruction (RI)
Plumber	624
Heating & Airconditioning Mechanic & Installer	624

Attached to these standards is documentation that RI is designed and/or provided in conjunction with the University System of Ohio (USO), and that each RI instructor meets the qualification requirements of OAC 5101:11.

The attached RI outline shows the subjects of study deemed necessary for every participating apprentice; contact hours to be spent, respectively, in each subject and each progression step; and total number of instruction hours required for completion. To advance through each level of the program, an apprentice must maintain a minimum grade of 70%, for the average in all subjects.

RI will be obtained from the source(s) described below, for the following occupation(s): Plumber, Heating & Airconditioning Mechanic & Installer

RI Provider Organization:	PHCC Academy (On-Line)	
Provider Address:	180 S. Washington Street	
City/State/Zip:	Falls Church VA, 22046	
Contact Person:	Daniel Quinonez	
Position/Title:	Foundation Executive Director	Phone #: (703) 752-9874
County:	USA	Fax #: (703) 237-7442
Provider type (sponsor, college, etc.):	DOL Approved On-Line Program	e-mail address: Quinonez@naphcc.org
Instruction method (class, shop, etc):	eLearning Classes (On-Line)	

For each class that is not designed by a state-chartered educational institution, the RI outline identifies the specific method(s) that will be used to assess learning. For each available occupation course or course component that is competency-based - if any - the related RI outline designates competency goals and the means of assessing their attainment. In that event, each goal is defined as a specific level of theoretical knowledge, skills, and abilities, and in terms of "KSA" terminology; and specific tests are identified relating to each theoretical competency, along with the respective level of required performance. If an interim credential is available for competency attainment, it is named in the relevant RI outline, along with the qualifying theoretical competency(ies).

Section 8: PROGRESSION STEPS AND WAGES

Apprentices' progress in each occupation course, will be measured in steps that conform to specific portions of the respective WPS and RI outline, and that are identified as such in those documents.

Apprentices will be paid according to a consistent schedule of progressively increasing wages, corresponding to step-related portions of OJT. Where an apprentice receives advanced credit, his/her wage level at the point of registration will be the exact amount warranted by the amount of credit.

The starting rate for an apprentice will in no instance be less than the minimum level allowed by the applicable federal and state laws. The wage schedule is as follows:

Occupation(s):	Plumber		
Steps	Total Hours in Step Period	Dollars Per Hour	of Journey Wage
1	1000	\$16.00	
2	1000	\$16.75	
3	1000	\$17.50	
4	1000	\$18.25	
5	1000	\$19.00	
6	1000	\$19.75	
7	1000	\$20.50	
8	1000	\$21.25	
	Journey Wage:	\$22.00	100%

Wage Schedule Start Date: 6/1/2026

Wages paid during RI: No

The sponsor acknowledges that OSAC approval of this wage schedule does not ensure its conformity with the wage and hour requirements for publicly funded construction projects.

The starting rate for an apprentice will in no instance be less than the minimum level allowed by the applicable federal and state laws. The wage schedule is as follows:

Occupation(s):	Heating & Airconditioning Mechanic & Installer		
Steps	Total Hours in Step Period	Dollars Per Hour	of Journey Wage
1	1000	\$16.00	
2	1000	\$16.75	
3	1000	\$17.50	
4	1000	\$18.25	
5	1000	\$19.00	
6	1000	\$19.75	
7	1000	\$20.50	
8	1000	\$21.25	
	Journey Wage:	\$22.00	100%

Wage Schedule Start Date: 6/1/2026

Wages paid during RI: No

The sponsor acknowledges that OSAC approval of this wage schedule does not ensure its conformity with the wage and hour requirements for publicly funded construction projects.

Section 9: RATIO OF JOURNEY-PERSONS TO APPRENTICES

In all apprentice work activities, the sponsor will maintain a numeric ratio of journeypersons to apprentices that ensures proper supervision, training, and safety. In the venue of Shop Floor, Facility, for the following occupation(s): Plumber, , the ratio will conform to this formula:

1 Journeyperson(s) to the first 1 apprentice(s) counted, and 3 journeyperson(s) to each additional apprentice.

Section 10: DISPOSITION OF COMPLAINTS

The sponsor shall maintain a fair and equitable procedure for receiving and resolving apprentice complaints. It will allow for mutual agreement wherever possible and will include, where applicable, any labor contract provisions for addressing disputes. The procedure - including the means for filing complaints and the position title(s) of personnel assigned to receive them, process them, and advise apprentices about this information - will be as follows:

1. The apprentice shall initially present any complaint directly to the authorized sponsor representative for clarification and resolution.
2. In the event that the dispute cannot be fully resolved between the apprentice and the authorized sponsor, then the apprentice may present an appeal to the PHCC Ohio Apprenticeship Committee at the next regularly scheduled meeting.

If the procedure is fully applied but fails to settle a dispute, the apprentice involved may submit the complaint in writing to OSAC, which will review it and issue a finding. The sponsor and/or apprentice may consult with OSAC at any time, for interpretation of a relevant provision of these standards, an apprenticeship agreement, or the state RA rules.

UNIFORM DECLARATIONS

Section 11: CONFORMITY WITH LAWS, RULES, AND CONTRACTS

The sponsor shall operate this program in full conformity with the state and federal regulations governing Registered Apprenticeship, i.e., Parts 29 and 30 of the Code of Federal Regulations Title 29, and Division 5101:11 of the Ohio Administrative Code (OAC) . The sponsor further attests that it has adequate resources for operating a successful Registered Apprenticeship program, including but not limited to those that are needed for related instruction, on-the-job training, administrative duties, and record keeping.

Section 12: EQUAL OPPORTUNITY

The recruitment, selection, employment, and training of apprentices shall be conducted without discrimination because of race, color, religion, national origin, age, or sex. The sponsor shall take affirmative action to provide equal opportunity in its apprenticeship program, as required under Title 29 of the Code of Federal Regulations, Part 30; Ohio Administrative Code (OAC) 5101:11; and the equal employment opportunity regulations of the State of Ohio. Pursuant to OAC 5101:11, the program shall implement the Affirmative Action Plan attached to these standards.

Section 13: APPRENTICESHIP AGREEMENTS

An individual apprenticeship agreement between the sponsor and each apprentice will be entered onto a printed form prescribed by the Ohio State Apprenticeship Council staff office (OSAC). Every agreement will contain a clause incorporating these standards as an integral component. Before consenting to the agreement, both parties will review the form and the standards, and will discuss their meaning and intent.

The agreement will be signed by the sponsor, labor representative (if applicable), the apprentice, and if the apprentice is a minor, by a parent or guardian. The contents of the agreement will then be reviewed by OSAC, whose approval of same shall constitute registration of the apprentice. Upon registration, the sponsor will provide a copy of the fully processed agreement to the apprentice and will retain another copy in its files.

Section 14: PERIODIC EVALUATIONS

Before each advancement stage designated in the "Progression Steps and Wages" section above, the apprentice's progress will be evaluated, based on records of his/her OJT and RI and of the assessments described in the respective attachments, to determine whether advancement has been earned by satisfactory attendance and performance in both areas of activity. The evaluation will be conducted or closely monitored by the program's apprenticeship coordinator.

If the apprentice's progress is satisfactory, he/she will receive the wage increase designated by these standards for the respective advancement stage. If progress is unsatisfactory, the apprentice may be required to repeat the relevant instruction and work activities. If reasonable assistance and opportunities for improvement do not produce satisfactory performance, the sponsor may terminate the apprentice's agreement.

The results of all progress evaluations will be recorded in writing.

Section 15: SAFETY

Work and training activities shall be conducted in a safe environment. The sponsor shall ensure adequacy and safety in equipment, facilities, and supervision. At each stage of his/her training, the apprentice shall receive instruction in accident prevention and safe working conditions and practices. Such instruction shall be provided both in the OJT and RI components of apprenticeship.

Section 16: SUPERVISION OF APPRENTICES

For each apprentice, one or more experienced journey-person(s) in that apprentice's trade will be identified who will work with, supervise, and train him or her on a day-to-day basis. The program's apprenticeship coordinator will provide more general supervision of the apprentice and see that he/she receives the work experience and related instruction outlined in these standards.

Section 17: HOURS AND CONDITIONS OF WORK

Apprentices will work the same hours and be subject to the same conditions as pertain to their employer's non-apprentice personnel in the same occupation(s). Work performed in excess of eight hours a day or 40 hours a week will be credited toward the completion of apprenticeship, on the basis of time actually spent on the job rather than any multiple applied to wage rates.

Section 18: CONTINUOUS EMPLOYMENT

The sponsor intends and expects to give each apprentice continuous employment and will use its best efforts to keep the apprentice employed during the full term of apprenticeship. If an apprentice is temporarily released from work due to business conditions, then before any new or more recently laid-off apprentice is employed in the same occupation, the first apprentice will be given a choice whether to resume that work.

Section 19: CANCELING APPRENTICESHIP AGREEMENTS

The sponsor may arrange for the transfer of an apprentice to another occupation course within the program if one exists, or to another Registered Apprenticeship program for the same occupation, conditional in either case on OSAC approval and the consent of the apprentice and the new sponsor. In the event of a transfer, the prior apprenticeship agreement will first be canceled, and a new one executed for the succeeding enrollment. Training personnel for the receiving course will have prompt access to all records of the apprentice's participation in the preceding course.

An apprentice whose latest agreement with the sponsor has been canceled during the probation period, will not be counted for the purpose of gauging the program's compliance with state rules regarding completion rates.

Upon cancellation of the agreement at any time by either party, the sponsor will provide written verification of this action to the apprentice and OSAC, and will make a record available to the apprentice, summarizing all successfully performed activities among those listed in the OJT and RI attachments to these standards.

If the registration of an apprentice in this program is canceled and then re-instated in the same occupation course, the sponsor will evaluate the credit eligibility of any relevant work and/or training received by that individual in the interim. All credit requests will be submitted for OSAC approval at the time of registration or re-instatement.

Section 20: CERTIFICATES OF COMPLETION

Upon each apprentice's satisfactory completion of the required work and instruction in the program, the sponsor will recommend to OSAC that he/she receive a state certificate of completion. Documentation of all on-the-job training and related instruction (content and hours) received by the apprentice, will be made available to OSAC.

Section 21: RECORDS

The sponsor will keep a thorough record of each apprentice's program participation, including the hours and the nature of apprentice activity in work and related instruction, as well as the results of progress evaluations. A copy of the information on each apprentice will be kept in a separate file specific to that individual. The sponsor will for five years maintain each record of this kind and any other record pertaining to the operation of the program, including but not limited to the documentation of: apprentice recruitment and selection; apprentice job evaluations, assignments, layoffs, and terminations; and the rates of apprentices' pay and other compensation. All such records shall be made available upon request to OSAC and the US Department of Labor.

Section 22: REPORTS AND TRANSACTIONS

The sponsor will immediately report to OSAC every apprentice enrollment, and every change in the status of an apprentice (for instance, completion, resignation, lay-off, training termination) or in the operation of the program. Within 45 days of any such action, the sponsor shall request its authorization, using OSAC-prescribed procedures and recognizing that it will not take effect before the date of OSAC approval.

Section 23: PROGRAM REGISTRATION

The sponsor recognizes that these standards must be approved by OSAC before the described training can be considered a Registered Apprenticeship program.

The sponsor further recognizes that if its sponsorship is non-joint, then in the event that a union serves as collective bargaining agent for its apprentices; that the union must be allowed 45 days to review and comment on these standards before they are submitted for OSAC approval. Any comments received in this process must be forwarded to OSAC along with these standards. The sponsor affirms that it has met its obligations, if any, under this requirement.

Section 24: MODIFICATIONS AND CANCELLATIONS

These standards of apprenticeship may be amended by the sponsor at any time, subject to approval by OSAC. Upon such approval, each apprentice who would be affected by the amendment, shall promptly receive notice of it and be given a choice of either accepting its implementation or canceling his/her apprenticeship agreement.

Cancellation and deregistration of the program may be effected voluntarily by a written request from the sponsor to OSAC or, given reasonable cause, by OSAC through formal deregistration proceedings in accordance with the provisions of OAC 5101:11. Due cause for deregistration may include a lack of apprenticeship activity for a year or more, a failure to meet state and federal requirements for apprentice completion rates, and any other failure to comply with the rules under OAC division 5101:11.

SIGNATURES

Attestation by the following sponsor organization: **Ohio Association of Plumbing Heating Cooling Contractors.**

The sponsor submits these standards, to obtain or renew registration for the apprenticeship program described herein, and affirms that in operating said program, it shall adhere to all rules under division 5101:11 of the Ohio Administrative Code.

Name of sponsor's authorized representative: **Rocco Fana, Jr.**

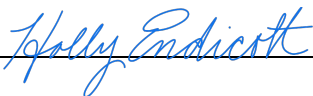
Title: Program **Manager**

Signature:  Date: June 8, 2026

Approval and registration by the Ohio State Apprenticeship Council staff office (OSAC)

Name of OSAC's authorized representative: **Holly Endicott**

Title: **Program Administrator**

Signature:  Date: 6/12/2026

Work Process Schedules

#	PLUMBER	HOURS
1	Installation of piping systems for waste, soil, sewerage, vent, storm drainage, specialty drainage, and related piping systems, including layout, support, testing, and inspection procedures	1,300
2	Installation of hot and cold water distribution systems, water service piping, water treatment systems, water quality components, and related domestic water systems	1,200
3	Installation and service of specialty piping systems and joining methods, including soldering, brazing, welding, fusion processes, ProPress systems, CSST, and related piping applications	200
4	Assembly, installation, testing, and connection of plumbing fixtures, appliances, gas piping systems, drainage systems, hydronic systems, medical gas systems (where applicable), and related equipment	2,200
5	Welding, brazing, pipefitting, fabrication, rigging, and installation practices connected with the plumbing trade	300
6	Maintenance, troubleshooting, diagnostics, repair, replacement, and service of plumbing, hydronic, gas, drainage, water heating, water filtration, leak detection, and related plumbing systems	1,250
7	Operation, care, maintenance, and safe use of tools, power equipment, technology, digital devices, testing instruments, and jobsite safety practices connected with the trade	500
8	Drain cleaning, sewer maintenance, hydro jetting, camera inspection equipment, cross-connection awareness, preventive maintenance procedures, and related service operations	550
9	Plumbing code, blueprint reading, digital plan interpretation, layout, sketching, documentation, OSHA requirements, safety practices, backflow prevention awareness, green plumbing technologies, and related industry standards	500

Total: 8000

#	HVACR MECHANIC & INSTALLER	HOURS
1	General trade orientation, safe use and care of tools and equipment, test and measurement instruments, refrigeration cycle fundamentals, electrical safety, OSHA requirements, digital technology, equipment documentation, and jobsite practices	500
2	Fabrication, installation, and assembly of piping, tubing, fittings, sheet metal components, duct systems, soldering, brazing, welding, refrigerant piping practices, and related fabrication procedures	900
3	System installation and connection of HVACR equipment and related components, including electrical systems, controls, gas piping, hydronic piping, refrigerant piping, air distribution systems, ventilation systems, condensate systems, zoning systems, indoor air quality equipment, and smart control technologies	1,900
4	Installation, startup, testing, balancing, and commissioning of HVACR equipment, including furnaces, air conditioners, heat pumps, boilers, chillers, rooftop units, air handlers, mini-split systems, refrigeration equipment, motors, compressors, fans, pumps, and related components	1,250
5	Preventive maintenance, diagnostics, troubleshooting, testing, refrigerant recovery, evacuation, charging, airflow analysis, combustion analysis, leak detection, system optimization, and service procedures for HVACR systems	1,600
6	Equipment repair, overhaul, replacement, rebuilding, disassembly, cleaning, calibration, electrical troubleshooting, control diagnostics, compressor service, heat exchanger service, refrigeration service, and related repair procedures	1,200
7	Machine shop practices, pipefitting practices, rigging, material handling, equipment moving, use of fabrication equipment, precision measuring tools, and related trade applications	300
8	Industry practices including customer relations, communication skills, documentation, energy efficiency practices, building performance concepts, refrigerant management, EPA compliance, housekeeping, safety, and activities related to the HVACR trade not otherwise listed	350

Total: 8000

Related Instruction Exemption Request(s)



PHCC Ohio Officers

President

*Brad Bradley
MSD*

President-Elect

*Steve Jerome, Jr.
Jerome Plumbing*

Vice President

*Aaron Belknap
Belknap Plumbing*

Past President/Treasurer

*Bryan Barnes
Barnes Plumbing Services*

Executive Director

*Rocco Fana, Jr.
PHCC Ohio*

PHCC Industry Partners

Federated Insurance

Ohio Propane Council

American National Insurance

Famous Supply

Contractors Choice

SafetyPro Group

The Plumber Protects the Health of the Nation

RE: Request for Related Instruction Exemption – OAC 5101:11-3-02(A)(3)

The Ohio Association of Plumbing-Heating-Cooling Contractors is requesting an exemption to the following portion of Ohio Administrative Code 5101:11-3-02 Program Requirements, Section (A)(3):

“RI shall be designed and/or provided in conjunction with the University System of Ohio (USO).”
The Ohio Association of Plumbing-Heating-Cooling Contractors requests approval to continue utilizing the ACCO/PHCC Ohio Academy as the Related Instruction (RI) provider for both the Plumbing and HVACR apprenticeship programs.

The ACCO/PHCC Ohio Academy is a fully online apprenticeship education platform specifically designed for apprentices employed within Ohio’s plumbing, heating, cooling, and HVACR industries. The program delivers structured online coursework aligned with the approved apprenticeship standards, work process schedules, and related instruction requirements for each occupation. The online format provides significant advantages for both apprentices and participating employers throughout Ohio, including:

- Accessibility for apprentices located across multiple geographic regions, including rural and underserved areas;
- Flexibility for apprentices working full-time within the construction industry;
- Reduced travel and scheduling barriers;
- Consistent curriculum delivery and standardized instruction statewide.

The program is implemented through a structured online learning management system where apprentices complete coursework modules, assignments, assessments, and required instructional hours. Related Instruction includes technical trade education, code instruction, safety training, applied mathematics, blueprint reading, and occupation-specific curriculum.

The Ohio Association of Plumbing-Heating-Cooling Contractors maintains electronic records for all apprentices enrolled in the program, including:

- Apprentice enrollment records;
- Course completion documentation;
- Attendance and participation tracking;
- Instructional hours completed;
- Grades, testing, and assessments;
- Apprentice progress reports.

These records are monitored and maintained by program administration to ensure compliance with apprenticeship standards and Related Instruction requirements.

The ACCO/PHCC Ohio Academy has successfully served as the Related Instruction provider for the program and continues to provide an effective, accessible, and industry-specific educational platform for apprentices throughout Ohio.

Thank you for your consideration of this request.

Sincerely,

Rocco Fana
Executive Director

Related Instruction Outline(s)

**RELATED INSTRUCTION
PLUMBER
O*NET SOC CODE: 47-2152.02 RAPIDS CODE: 0432**

1st Year

SUBJECT	SUGGESTED TIME
Installation Practices	56 Hours
Mathematics	30 Hours
Related Science	10 Hours
Blueprint Reading and Sketching	18 Hours
Occupation Safety and Health Course	30 Hours
First Aid	12 Hours
TOTAL HOURS	156

2nd Year

SUBJECT	SUGGESTED TIME
Installation Practices	62 Hours
Mathematics	24 Hours
Blueprint Reading and Sketching	24 Hours
Related Science	18 Hours
Occupation Safety and Health	16 Hours
Rigging and Hoisting	12 Hours
TOTAL HOURS	156

RELATED INSTRUCTION
PLUMBER
O*NET SOC CODE: 47-2152.02 RAPIDS CODE: 0432

3rd Year

SUBJECT	SUGGESTED TIME
Installation Practices	40 Hours
Mathematics	30 Hours
Fuel Gas & Gas Code	24 Hours
Related Science	36 Hours
Blueprint Reading and Sketching	26 Hours
TOTAL HOURS	156

4th Year

SUBJECT	SUGGESTED TIME
Installation Practices	54 Hours
Related Science	12 Hours
Mathematics	12 Hours
Blueprint Reading	26 Hours
Plumbing Code	40 Hours
Plumbing Curriculum Review	12 Hours
TOTAL HOURS	156

RELATED INSTRUCTION
HEATING AND AIR CONDITIONING MECHANIC AND INSTALLER
O*NET SOC CODE: 49-9021.01 RAPIDS CODE: 0637

1st Year

SUBJECT	SUGGESTED TIME
Introduction to the Trade, Tools and Safety	40 Hours
Systems and Components	16 Hours
Basic Electricity	24 Hours
Mathematics	16 Hours
Basic Thermodynamics	12 Hours
Refrigeration Cycle	20 Hours
Maintenance and Inspection	10 Hours
Systematic Problem Solving	10 Hours
Energy Efficiency	8 Hours
TOTAL HOURS	156

RELATED INSTRUCTION
HEATING AND AIR CONDITIONING MECHANIC AND INSTALLER
O*NET SOC CODE: 49-9021.01 RAPIDS CODE: 0637

2nd Year

SUBJECT	SUGGESTED TIME
Refrigeration Cycle	8 Hours
Compressors, Condensers, Metering Devices and Accessories	32 Hours
Evacuation, Charging and Refrigerant Handling	26 Hours
Heating and Cooling Equipment	12 Hours
Electricity and Electrical Troubleshooting	20 Hours
Motors	16 Hours
Control Systems	14 Hours
Psychrometrics	16 Hours
Basic Sizing	12 Hours
TOTAL HOURS	156

RELATED INSTRUCTION
HEATING AND AIR CONDITIONING MECHANIC AND INSTALLER
O*NET SOC CODE: 49-9021.01 RAPIDS CODE: 0637

3rd Year

SUBJECT	SUGGESTED TIME
Servicing and Troubleshooting Systems	20 Hours
Testing and Balancing Systems	14 Hours
Energy Efficient Mechanical Systems	10 Hours
Fluid Handling Systems	8 Hours
Electrical Problem Solving	20 Hours
Refrigeration System Problem Solving	16 Hours
Troubleshooting with the Psychrometric Chart	10 Hours
Cooling Towers and Evaporative Condensers	10 Hours
Commercial Air Conditioning and Refrigeration Systems	12 Hours
Water Treatment	10 Hours
Indoor Air Quality	16 Hours
Blueprint Reading	10 Hours
TOTAL HOURS	156

RELATED INSTRUCTION
HEATING AND AIR CONDITIONING MECHANIC AND INSTALLER
O*NET SOC CODE: 49-9021.01 RAPIDS CODE: 0637

4th Year

SUBJECT	SUGGESTED TIME
Refrigeration Cycle and Heat Pumps	16 Hours
Heat Pump Components, Motors, Compressors and Specific Defrost	32 Hours
Electrical Schematics and Blueprint Reading	16 Hours
Installation, Maintenance and Service	24 Hours
System Sizing and Design	12 Hours
Air Source Heat Pumps	10 Hours
Geothermal Heat Pumps	36 Hours
Energy and Efficiency Calculations	10 Hours
TOTAL HOURS	156

PHCC Online

Summary

History

Related Actions

Related Training & Instruction Provider

Name PHCC Online

URL

Address 180 S. Washington Street - Suite 100
Falls Church, VA 22046

RTI Status Approved

AFFIRMATIVE ACTION PLAN

ADOPTED BY:

Ohio Association of Plumbing Heating Cooling Contractors
(Sponsor Organization)

OH008060007
(Program ID Number)

In cooperation with the Ohio State Apprenticeship Council Staff Office (OSAC),
as required under Ohio Administrative Code Section 5101:11-5-02

SECTION I - INTRODUCTION

The Sponsor adopts this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity in its Registered Apprenticeship program. In the event that female and/or minority workers are underutilized in the program, the Sponsor will also rely on this Plan to increase the participation of qualified applicants from the group(s) concerned.

This Plan is a supplement to the Apprenticeship Standards. Any changes made by the sponsor to this plan are subject to approval by the Registration Agency (the Ohio State Apprenticeship Council staff office).

SECTION II - EQUAL OPPORTUNITY PLEDGE

The Sponsor commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, age, sex, sexual orientation, genetic information, or disability. The Sponsor shall take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30; Ohio Administrative Code 5101:11; and the equal employment opportunity regulations of the State of Ohio.”

SECTION III - WORKFORCE ANALYSIS, UTILIZATION, AND GOALS

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the Sponsor pledges to make the outreach efforts identified in Section IV. The Sponsor plans these efforts in coordination with an analysis of minority and female representation in the Sponsor's registered occupational courses, as compared to such representation in its labor market area. For this purpose, a Workforce Analysis Worksheet is attached. If the analysis for one or more occupation course(s) reflects underutilization of minority and/or female workers, the Worksheet will also identify percentage goals for their increased representation in the program's apprentice workforce.

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The Sponsor undertakes the outreach and positive recruitment efforts described below, based on a reasonable expectation that they will increase participation of minority and female workers in the program. The Sponsor will document the implementation of all steps taken pursuant to this Plan.

() 1. Dissemination of information to OSAC, local schools, Ohio Department of Job and Family Services (ODJFS) local offices, women's centers, outreach programs, and other community organizations that can effectively reach minorities and women. **(Describe below:)**

() 2. Participation in annual workshops, for the purpose of familiarizing school, ODJFS and other appropriate personnel with the Registered Apprenticeship system. **(Describe below:)**

() 3. Cooperation with local schools and vocational education systems to develop programs to prepare students to meet the qualifications for enrollment in Registered Apprenticeship. **(Describe below:)**

() 4. Internal communication of EEO policies. **(Describe below:)**

(X) 5. Involvement in other organizations' programs of outreach, positive recruitment, and preparation for potential applicants. **(Describe below:)**

The Sponsor will participate, when practical, in outreach, recruitment, and workforce development activities conducted by schools, workforce agencies, industry associations, and community organizations. These efforts may include career fairs, industry events, presentations, and other programs designed to increase awareness of apprenticeship opportunities and prepare individuals for careers in the plumbing and HVACR trades.

(X) 6. Encouraging the establishment of programs of recognized pre-apprenticeship, preparatory trade training, and/or other activities designed to provide related work experience. **(Describe below:)**

The Sponsor will promote apprenticeship opportunities through outreach to career and technical schools, workforce development organizations, and other recognized pre-apprenticeship or trade training programs. Information about apprenticeship pathways will be shared through industry events, presentations, workforce partners, and electronic communications to encourage individuals to pursue careers in the plumbing and HVACR trades. The Sponsor will maintain relationships with these organizations to help create a pipeline of qualified apprenticeship candidates.

() 7. Obtaining the assistance of journeypersons in the implementation of this AAP. **(Describe below:)**

() 8. Other appropriate action, as described below, that is meant to ensure that the recruitment, selection, employment, and training of apprentices shall be without discrimination. **(Describe below:)**

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The Sponsor will conduct an annual review of this Affirmative Action Plan and its effectiveness, and subject to approval by the Registration Agency, will institute any revisions or modifications warranted to achieve the purposes of the Plan as stated above. The review will include both an internal assessment by the Sponsor and consultation with other informed parties, and will analyze each activity under this plan, to gauge the nature and degree of its impact on outreach, recruitment, selection, employment, and training.

The Sponsor will continually monitor the rates of female and minority participation in the program, in order to assess progress toward achieving the purposes of this Plan, the reasons for such performance, and the need for starting, ending, or changing specific affirmative action efforts. All changes to this Plan must be submitted to the Registration Agency for approval.

The Sponsor's workforce goals also will be reviewed periodically as determined by the Registration Agency, and will be updated where necessary.

WORKFORCE ANALYSIS WORKSHEET

(A worksheet needs to be completed for each occupation)

Section 1: PROGRAM INFORMATION

Program ID#	OH008060007	Occupational Title:	Heating & Air Conditioning Mechanic & Installer
Sponsor:	Ohio Ass of Plumbing Heating Cooling Contractors	RAPIDS Code:	0637
Street Address:	8226 Stoney Brook Dr	O*Net Code:	49-9021.00
Town, State, Zip:	Chagrin Falls		
Authorized Rep.:	Rocco Fana Jr.	Selection method:	Internal
Sponsor Phone #:	(216) 586-5421		
Labor Market Area (county/counties):	Allen, Ashland, Ashtabula, Athens, Auglaize, Belmont, Carroll, Champaign, Clark, Columbiana, Coshocton, Crawford, Cuyahoga, Darke, Defiance, Delaware, Erie, Fairfield, Fayette, Franklin, Fulton, Gallia, Geauga, Greene, Guernsey, Hancock, Har		

Section 2: LABOR MARKET AREA DEMOGRAPHICS

Total Area Labor Force:	5,997,740	Number Female:	2,693,473	% of Labor Force:	44.9%
		Number Minority:	1,318,099	% of Labor Force:	22.0%

Section 3: SPONSOR'S CURRENT WORKFORCE

Total Apprentices:	13	Number Female:	0	% of Apprentices:	0.0%
		Number Minority:	0	% of Apprentices:	0.0%
Total Journey-Workers:	17	Number Female:	0	% of Journey:	0.0%
		Number Minority:	1	% of Journey:	5.9%
Total (Apprentice + Journey):	30	Number Female:	0	% of Total:	0.0%
		Number Minority:	1	% of Total:	3.3%

Section 4: GOALS AND UTILIZATION

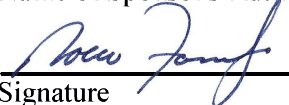
Initial Goal? Yes ☐ No ☒

Prior Expectations for Workforce:		
% Female	% Minority	Date when goals were set
7	20	6/18/2018
New Goals: The sponsor agrees to make good-faith efforts to attain an apprentice workforce that is:		
% Female	% Minority	These goals shall not be used to discriminate against any qualified applicant based on race, color, religion, national origin, age or sex.
22.5%	22.0%	
Estimated number of new apprentices to be hired during the next year:		5
Current Utilization: (See Sec. 3, "% of Total")		
% Female	% Minority	
-22.5%	-18.6%	

Section 5: APPROVALS

Rocco Fana Jr.

Name of Sponsor's Authorized Representative



Signature

Program Manager

Title

June 8, 2026

Date Signed

WORKFORCE ANALYSIS WORKSHEET

(A worksheet needs to be completed for each occupation)

Section 1: PROGRAM INFORMATION

Program ID#	OH008060007	Occupational Title:	Plumber
Sponsor:	Ohio Ass of Plumbing Heating Cooling Contractors	RAPIDS Code:	0432
Street Address:	8226 Stoney Brook Dr	O*Net Code:	47-2151.02
Town, State, Zip:	Chagrin Falls		
Authorized Rep.:	Rocco Fana Jr.	Selection method:	Internal
Sponsor Phone #:	(216) 586-5421		
Labor Market Area (county/counties):	Allen, Ashland, Ashtabula, Athens, Auglaize, Belmont, Carroll, Champaign, Clark, Columbiana, Coshocton, Crawford, Cuyahoga, Darke, Defiance, Delaware, Erie, Fairfield, Fayette, Franklin, Fulton, Gallia, Geauga, Greene, Guernsey, Hancock, Har		

Section 2: LABOR MARKET AREA DEMOGRAPHICS

Total Area Labor Force:	5,997,740	Number Female:	2,693,473	% of Labor Force:	44.9%
		Number Minority:	1,318,099	% of Labor Force:	22.0%

Section 3: SPONSOR'S CURRENT WORKFORCE

Total Apprentices:	46	Number Female:	1	% of Apprentices:	2.2%
		Number Minority:	1	% of Apprentices:	2.2%
Total Journey-Workers:	37	Number Female:	0	% of Journey:	0.0%
		Number Minority:	1	% of Journey:	2.7%
Total (Apprentice + Journey):	83	Number Female:	1	% of Total:	1.2%
		Number Minority:	2	% of Total:	2.4%

Section 4: GOALS AND UTILIZATION

Initial Goal? Yes ☐ No ☒

Prior Expectations for Workforce:		
% Female	% Minority	Date when goals were set
7	20	6/18/2018
New Goals: The sponsor agrees to make good-faith efforts to attain an apprentice workforce that is:		
% Female	% Minority	These goals shall not be used to discriminate against any qualified applicant based on race, color, religion, national origin, age or sex.
22.5%	22.0%	
Estimated number of new apprentices to be hired during the next year:		10
Current Utilization: (See Sec. 3, "% of Total")		
% Female	% Minority	
-21.2%	-19.6%	

Section 5: APPROVALS

Rocco Fana Jr.

Name of Sponsor's Authorized Representative


Signature

Program Manager

Title

June 8, 2026

Date Signed

SECTION VI - OFFICIAL ADOPTION

This Affirmative Action Plan is officially adopted by:

Ohio Association of Plumbing Heating Cooling Contractors

(Name of Sponsor Organization)

On this ____8th____ day of ____June____, in the year 2021.

Rocco Fana Jr.

(Name of Sponsor's Authorized Representative)

Program Manager

Title



Signature

June 8, 2026

Date