



Apprentice:

1. Interested apprentices must complete the apprenticeship application
2. Print copy of applicable plumbing/HVACR year syllabus
3. Complete and remit OTJ tracking logs of hours worked monthly (document to be provided)

Employer:

1. Review, sign and return the employer acceptance agreement
2. Send tuition payment upon receipt of invoice
3. Review and keep on file a copy of Apprenticeship Standards and Wage Scale
4. Sign monthly OTJ tracking logs (document to be provided)
5. Provide appropriate on-the-job training for all apprentices (Work Processes)
6. Communicate with PHCC Ohio, any issues or concerns regarding program and progress of students

ACCO/PHCC Ohio:

1. Collect/Download Apprentice Forms
2. Invoice Employer for Tuition Fee
3. Order appropriate textbook
4. Register apprentice into US DOL Rapids System
5. Register apprentice in PHCC eLearning Academy
6. Provide syllabus to apprentice and employer for on the job coaching and training
7. Send OTJ Tracking log and instructions to apprentice and employer
8. Collect and monitor monthly OTJ tracking logs
9. Send monthly apprentice progress report to employer

PHCC Educational Foundation:

1. Monitor and communicate with apprentices regarding online testing, discussion board and/or assignments