

To enroll in the ACCO/PHCC Ohio Apprenticeship Program, applicants should review the program information and admission requirements available at: www.phccohio.org/apprenticeship-training

Questions regarding enrollment may be directed to the association office.

Required Documentation

Applicants must submit the following documents with their enrollment packet:

- Completed Apprentice Registration Forms
- Copy of High School Diploma or GED (or equivalent)
- Copy of a valid Ohio Driver's License or other government-issued photo identification
- If applying for VA Educational Benefits, a copy of Form DD-214

New Apprentices

Individuals enrolling in the Apprenticeship Program for the first time (or those not previously registered in the program) must complete all required registration documents before enrollment can be processed.

Important Information

Please ensure all information is complete, accurate, and legible. Attention should be given to:

- Legal Name
- Date of Birth
- Veteran Status
- Contact Information

Incomplete or inaccurate information may delay registration with the **Ohio Department of Job and Family Services, Apprenticeship Section**, and the **U.S. Department of Labor, Office of Apprenticeship**, when applicable.

Employer Responsibilities

Employers are encouraged to:

- Direct prospective apprentices to www.phccohio.org/apprenticeship-training for program information and enrollment requirements.
- Ensure required documentation is submitted before the apprentice begins classroom instruction.
- Notify the association office of any changes to an apprentice's employment status or contact information during the apprenticeship.

Completed forms should be mailed, or emailed to Ohio Apprenticeship
8226 Stoney Brook Dr., Chagrin Falls, OH 44023
800-686-7422 / rocco@phccohio.org