



Tennessee PHCC Apprentice Program

1000 Dutch Valley Dr. Suite B, Knoxville TN 37918 865-531-7422

Office@taphcc.com

I, _____ would like to enroll in the TN PHCC Apprentice Program and utilize the online training. I certify that the information recorded below is accurate.

DATE: _____

FULL NAME (first, middle, last):

HOME ADDRESS:

STREET

CITY

STATE

ZIP

PHONE: (____) _____ Social Security #: _____

Date of Birth: _____ (must be 18 years of age to apply) Veteran Non-Veteran

EMAIL: _____

Education Completed: High School GED College Trade School

Emergency Contact: _____
(Name, phone and relationship)

Trade Requested: Plumbing HVAC

Apprentice Program Year (circle one): 1 2 3 4

NCCER Number (if applicable): _____

Completed NCCER CORE (in high school or other)? yes no

If yes- give dates and location: _____

We are an EEO Participant and will abide by all EEO rules and regulations. This information is required by the U.S. Department of Labor: Male Female

American Indian Asian White Latino / Hispanic

African American Native Hawaiian Other (specify) _____

Do you have a disability? Yes No

Have you ever been enrolled in an apprenticeship program (Plumbing or HVAC): YES NO

If yes- Name of Program: _____ Dates: _____

Location: _____ # Years Completed _____

Please answer yes or no to the following questions. Do not calculate points, we will calculate.

	(Yes or No)		POINTS
1. Do you work for a participating contractor member?	_____	50	_____
2. Do you have adequate transportation to/from work?	_____	20	_____
3. Are you physically able to perform the required work?	_____	10	_____
4. Do you have prior work experience in this trade?	_____	10	_____
5. Have you served in the military?	_____	10	_____
		Total Points:	_____

Apprentice Responsibilities:

- Complete the school work in a timely manner with no lengthy lapses between learning portal access.
- Attend all testing centers and/or hands-on scheduled sessions, (will be scheduled bi-monthly based on enrollment locations).
- Complete all assignments with a grade of 70 or higher. Minimum grade point average for NCCER credentials is 70%, (includes all tests).
 - Scale: A: 93-100 B: 84-92 C: 76-83 D: 70-75 F: below 70
- Complete the course within the enrollment year, (the year you start) by 12/31.
- Yearly Requirements-2000 on the job work hours and 144 logged instruction hours online.
- Keep the TN PHCC office informed of your current employer.
- You must work for a TN PHCC member to receive credit for your monthly work hours if your employer is registered with the US Dept. of Labor Apprenticeship Program. Apprentices fill out monthly work cards and turn in to your employer. Employers will collect work cards from apprentices and turn in to TN PHCC at end of each month to be kept in student file.
- Only TN PHCC members who meet the TN PHCC Standards of Apprenticeship guidelines may register their apprentices with the Dept. of Labor (process handled through the TN PHCC State Office). Department of Labor Apprenticeship registration and 4th year program completion DOL Office of Apprenticeship certificates are only available to registered apprentices working for TN PHCC members.
- You must keep the TN PHCC office updated on your mailing address, phone number, email and contact information. This information is needed in case we need to notify you by phone or mail or email with TN PHCC information.

I, the apprentice, (print name) _____ have read and understand the above responsibilities and agree to participate to the best of my ability within the rules and procedures of the program. All of the information is correct on this form.

Date: _____

Apprentice Signature: _____

APPRENTICE: Please fill out this section with your employer:

Sponsoring Company: _____
(Must be a TN PHCC Member for US Dept of Labor Certification)

Address: _____
STREET CITY STATE ZIP

Company Owner: _____ Phone: _____

Email: _____

The supervisor listed below will receive information about the apprentice's performance, attendance, grades, etc. If the contact is same as the company owner, check here:

Supervisor: _____ Supervisor Phone: _____

Supervisor Email: _____ Current Rate of Pay: _____

Have you participated in the US DOL Apprentice Standards program before? YES NO

If yes, please provide your NAIS# _____ and your US DOL Employer #: _____

Will the company be participating in the US Dept of Labor Apprenticeship Standards program?
YES NO

Payment and Tuition Guidelines:

Yearly Fee	TN PHCC Member Rate:	Non-Member Rate:
One Apprentice	\$1450	\$1750
10 or more Apprentices	\$1100	\$1400

- Fees include text book, (mailed to apprentice home address), online course code to access training, and scheduled onsite testing, hands-on activities and registration.
- US Dept. of Labor certification for TN PHCC Members only and includes work cards, tracking and a Davis Bacon Act certificate (when requested).
- Total fee must be paid in advance by check or credit card (3.5% processing fee).
- Fees are NOT REFUNDABLE and NOT TRANSFERABLE.
- Apprentice has 12 months to complete the course by 12/31 of any year. If the course is not completed or dropped at any time, there will be a \$250 re-enrollment fee to repeat the course.
- Every effort will be made to assist students with their progress and their performance, however:
 - **THE SCHOOL DOES NOT GUARANTEE EVERY STUDENT WILL PASS THE COURSE.** It is solely up to the individual to pass and complete the course successfully.
 - **COMPLETION OF THE COURSE DOES NOT GUARANTEE LICENSING.** It is solely up to the individual to pass the licensing exam(s) successfully.

Employer Responsibilities:

- Determine the apprentices’ English language abilities in reading and writing as they should be at least at a high school level prior to enrollment.
- Assess the apprentice’s math skills as they should be at least at a high school level prior to enrollment.
- Be sure the student has the self-motivation to complete an online course.
- Pay careful attention to the progress and grades provided to you by the Administrator and take the necessary steps if corrections are needed.
- Offer additional support and guidance as needed and indicated by the progress reports.
- Turn in completed DOL “work cards” provided by the 15th of the month (if enrolled in the US DOL Apprentice registration).
- Assist the student with access to an electronic portal to complete the course.
- Review the career path with the apprentice: 4 year online program with hands-on learning while on the job, progressively difficult subject matter and then license testing upon completion of the 4 year program (for example). It is very important for the success of the program for the apprentice to be aware of the time and commitment involved before starting the program.
- Review the course syllabus you will receive after your payment is processed and make an effort to align the daily on-the-job activities with the course material if possible.
- Allow the student the necessary time to attend the regional tests, (scheduled bi-monthly and based on enrollment and location) for their certification process.

For the U.S. Department of Labor Employment and Training Administration: The program sponsor and apprentice agree to the terms of the apprenticeship standards (copies provided to include the “Requirements for Apprentice Sponsors Reference Guide and Appendix A”) and incorporated as part of this agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30.3, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29.6.

I agree as Sponsoring Company or Self-paying Apprentice:

1. To be responsible for full payment of tuition fee 30 days prior to starting the online program.
2. To notify the Program Administrator in writing if the student ends their employment or is otherwise ineligible for continuation of company sponsorship.
3. That due to the nature of the program, there will be no refunds or exchanges of fees.
4. To arrange the apprentice’s work schedule to allow completion of online classes and testing dates.
5. That every effort will be made to assist students with their progress and their performance, however the school does not guarantee every student will pass the course. It is solely up to the individual to pass and complete the course successfully.

I, the Supervising Employer (print name) _____ have read and understand the above rules and agree to abide by them.

Date: _____ Employer Signature: _____