

## APPRENTICE PROGRAM CHECKLIST



### **Apprentice:**

1. Students must complete the apprenticeship application
2. Print copy of applicable plumbing year syllabus
3. Complete and remit OTJ tracking logs of hours worked monthly (document to be provided)
4. Send tuition payment upon receipt of invoice

### **Employer:**

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

### **ACCO/PHCC Ohio:**

1. Collect/Download Student Enrollment Forms
2. Invoice Student or Employer Tuition Fee
3. Send appropriate textbook to student
4. Register students into US DOL Rapids System
5. Register Students in PHCC e.Learning Academy and send welcome email with login information
6. Provide syllabus to student and employer for on the job coaching and training
7. Send OTJ Tracking log and instructions to student and employer
8. Collect and monitor monthly OTJ tracking logs
9. Send monthly student progress report to employer

### **PHCC Educational Foundation:**

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