STANDARDS OF APPRENTICESHIP

SPONSORED BY: Ohio Association of Plumbing Heating Cooling Contractors, in cooperation with the Ohio State Apprenticeship Council staff office (OSAC).

Program ID #: OH008060007
Registration Date: 4/5/2016
Organization Address: 8226 Stoney Brook Dr
Chagrin Falls, OH 44023

Authorized Representative: Rocco Fana Jr.
Position/Title: Sponsor
Address: 8226 Stoney Brook Dr
Chagrin Falls, OH 44023
Phone #: (216) 586-5421
Fax #: (216) 393-0095
e-mail address: rocco@phccohio.org


County(ies) of Jurisdiction: OH

Apprenticeship Service Provider: Michael Chastain

Sponsor Type: Group – Non Joint

Union Work Place? No
Union Name and Local:
Union Waiver?

WIFET Training Provider List No
Workforce Inventory of Education and Training

Employment: Number of employers: 07
Number of employees: 50

Industry:
NAICS #: 238220
NAICS title: Plumbing, Heating, and Air-Conditioning Contractors

FOR THE OCCUPATION(S) OF:

<table>
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<th>RA Title</th>
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<th>O*Net</th>
<th>Training &amp; Model</th>
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**CURRENT STATUS:**

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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 JS 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:

1. 18 Years of age or older.
2. Possess a high school diploma, GED, or be currently enrolled in high school, or be in the process of completing an individual education plan to receive diploma.
3. Physically Capable of performing the work of the trade.
4. Any interested member of the public
5. Current employee of a signatory member company or anyone who is a member in good standing with the PHCC National Association.

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

For the occupation(s) of PLUMBER and HEATING & AIR CONDITIONING MECHANIC & INTSTALLER, the selection procedure will be as follows:

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

A. Applications will be 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 must sign the applicant log, and will receive an apprenticeship application.

D. Upon submission of a completed application and meeting the minimum qualifications, the applicant will be provided 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:

- An apprentice showing documentation (letter of verification from employer, pay stubs, W-2, etc.) from a previous employer of hours worked in the occupations of PLUMBER and HEATING & AIR CONDITIONING MECHANIC & INTSTALLER, will be awarded the applicable advanced credit of OJT hours.

- An apprentice providing documentation of transcripts or certifications from a previous training/education provider in completed classroom activity with a grade of "C" or better in courses directly related to those approved within the apprenticeship program will be awarded the applicable RI hours.
In the following occupation course(s) PLUMBER and HEATING & AIR CONDITIONING MECHANIC & INSTALLER, an apprentice may receive up to 6000 hours of credit for OJT and up to 576 hours for RI. 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: 2000. 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.

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:

8000 hours in the following occupation(s): PLUMBER, 0423
8000 hours in the following occupation(s): HEATING & AIR CONDITIONING MECHANIC & INSTALLER, 0637R1

See Appendix A: Plumber WPS / RI Schedule
See Appendix B: Heating & Air Conditioning Mechanic WPS/RI Schedule

For each approved occupation course, these standards include a Work Processes 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:

576 hours in the following occupation(s): PLUMBER, 0423
576 hours in the following occupation(s): HEATING & AIR CONDITIONING MECHANIC & INSTALLER, 0637R1

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, 0423, and HEATING & AIR CONDITIONING MECHANIC & INSTALLER, 0637R1

RJ Provider Organization: PHCC Academy (On Line)
Provider Address: 180 S. Washington Street
City/State/Zip: Falls Church VA, 22046
Contact Person: Merry Beth Hall
Position/Title: Assistant VP for WF Development
County: USA
Provider type (sponsor, college, etc.): DOL Approved On Line Program
Instruction method (class, shop, etc): On-line eLearning Classes
Phone #: (804) 405-1658
Fax #: (703) 237-7442
e-mail address: hall@naphcc.org

See Appendix C: Merry Beth Hall Resume
See Appendix D: DOL Certificate
See Appendix E: PHCC Instructor Training Certification Southern Region
See Appendix F: PHCC Instructor Training Certification Eastern Region

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.

Overall progression steps
X step-related portions of OJT

Occupation(s):

Current:

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HEATING & AIR CONDITIONING MECHANIC & INSTALLER, 3637R1

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Journey Wage: 18.00

Wage Schedule Start Date: upon entry
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 APRENTICES (5101:11-3-02 (3) (e)(i)(ii)(iii))

In all apprentice work activity, the sponsor will maintain a numeric ratio of journey-persons to apprentices that ensures proper supervision, training, and safety. In the venue of all apprentices and journey workers employed on the job site at the same time, for the following occupation(s):

PLUMBER, 0423
HEATING & AIR CONDITIONING MECHANIC & INSTALLER, 0637R1

the ratio will conform to this formula:

1 Journey-person(s) to the first 1 apprentice(s) counted, and 3 journey-person(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 RJ 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 RJ 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-instituted 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 it sponsorship is non-joint, then in the event that a union serves as collective bargaining agent for its apprentices that union must be allowed 30 days to review and comment on these standards, before they are submitted for OSAC approval. Any comments received in that 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: Pucco Fava Jr.
Title: CREATIVE ADMIN.
Signature: __________________________ Date: 6.20.2018

Attestation of review (where applicable) by work-place union representative:
Name of union representative: N/A
Title: __________________________
Signature: ______________________ Date: ______________________

Approval and registration by the Ohio State Apprenticeship Council staff office (OSAC)
Name of OSAC's authorized representative: Patrick Reardon
Title: Program Administrator
Signature: ______________________ Date: 6-28-2018
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

***********************

APPROVED

JUN 28 2018

OHIO STATE APPRENTICESHIP COUNCIL
DIRECTOR
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, or sex. 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 5111:11; 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. (Select 2)

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X 1. Dissemination of information to OSAC, local school(s), 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:)

Post opportunities on the OhioMeansJobs.com website, reach out to local OhioMeansJobs centers.

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

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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:)

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X 4. Internal communication of EEO policies. (Describe below:)
EEO Policies are posted on the signatory company Bulletin Board and Common Area.

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

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:)

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

X 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:)

Recruitment will be announced on the Signatory Company Bulletin Boards and at company meetings.

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.
SECTION VI - OFFICIAL ADOPTION

This Affirmative Action Plan is officially adopted by

[Name of Sponsor Organization]

on this [Day] day of [Month], in the year [Year].

[Name of Sponsor’s Authorized Representative]

Title

Signature

Date

APPROVED

JUN 28 2018

[Organization Name]

[Director's Name]
** SPONSOR: PLEASE FILL IN HIGHLIGHTED AREAS ONLY. **

WORKFORCE ANALYSIS WORKSHEET
(A worksheet needs to be completed for each occupation)

Section 1: PROGRAM INFORMATION

<table>
<thead>
<tr>
<th>Program ID#</th>
<th>OH0080600007</th>
<th>Occupational Title:</th>
<th>PLUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor:</td>
<td>Ohio Association of Plumbing Heating</td>
<td>RAPIDS Code:</td>
<td>0432</td>
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<tr>
<td></td>
<td>Cooling Contractors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Address:</td>
<td>8226 Stoney Brook Dr</td>
<td>O*Net Code:</td>
<td>47-2152.02</td>
</tr>
<tr>
<td>Town, State, Zip:</td>
<td>Chagrin Falls, Ohio 44023</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authorized Rep.:</td>
<td>Rocco Fana Jr.</td>
<td>Selection method:</td>
<td>Current</td>
</tr>
<tr>
<td>Sponsor Phone #:</td>
<td>(216) 586-5431</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Market Area</td>
<td>Cuyahoga, Adams, Allen, Ashland,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(county/counties):</td>
<td>Ashtabula, Athens, Auglaize, Belmont,</td>
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<tr>
<td></td>
<td>Brown, Butler, Carroll, Champaign,</td>
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<tr>
<td></td>
<td>Clark, Clermont, Clinton, Columbiana,</td>
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<tr>
<td></td>
<td>Coshocton, Crawford, Cuyahoga, Darke,</td>
<td></td>
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<td></td>
<td>Defiance, Delaware, Erie, Fairfield,</td>
<td></td>
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<td></td>
<td>Fayette, Franklin, Fulton, Gallia,</td>
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<td></td>
<td>Geauga, Greene, Guernsey, Hamilton,</td>
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<td></td>
<td>Hancock, Hardin, Harrison, Highland,</td>
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<td></td>
<td>Hocking, Holmes, Huron, Jackson, Knox,</td>
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<td></td>
<td>Lake, Lawrence, Licking, Logan, Lorain,</td>
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<td></td>
<td>Lucas, Madison, Mahoning, Marion,</td>
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<td></td>
<td>Medina, Meigs, Mercer, Miami, Monroe,</td>
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<td></td>
<td>Montgomery, Morgan, Morrow, Musk</td>
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<td></td>
<td>nung, Noble, Ottawa, Paulding, Perry,</td>
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<td></td>
<td>Pickaway, Pike, Portage, Preble, Pulha</td>
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<tr>
<td></td>
<td>m, Richland, Ross, Sandusky, Scioto,</td>
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<tr>
<td></td>
<td>Seneca, Shelby, Stark, Summit,</td>
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<td></td>
<td>Trumbull, Tuscarawas, Union, Van Wext,</td>
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<tr>
<td></td>
<td>Vinton, Warren, Washington, Wayne,</td>
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<td></td>
<td>Williams, Wood, Wyandot</td>
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Section 2: LABOR MARKET AREA DEMOGRAPHICS (Data available at [http://factfinder2.census.gov](http://factfinder2.census.gov))

<table>
<thead>
<tr>
<th>Total Area Labor Force:</th>
<th>5,847,737</th>
<th>Number Female:</th>
<th>2,546,999</th>
<th>% of Labor Force:</th>
<th>44.0 %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number Minority:</td>
<td>1,011,563</td>
<td>% of Labor Force:</td>
<td>17.30 %</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section 3: SPONSOR'S CURRENT WORKFORCE

| Total Apprentices:     | 0 | Number Female: | 0 | % of Apprentices: | 0 |
| Total Journey-Workers  | 50 | Number Female: | 0 | % of Journey: | 0 |
| Total (Apprentice + Journey): | 51 | Number Female: | 0 | % of Total: | 0 |
| Number Minority:       | 0 | % of Apprentices: | 0 |
| Number Minority:       | 0 | % of Journey: | 0 |
| Number Minority:       | 0 | % of Total: | 0 |

Section 4: GOALS AND UTILIZATION

Prior Expectations for Workforce

0 % Female and 0 % Minority.

Date when goals were set: ___________

Initial Goal? Yes X  No ___________

Current Utilization (See Sec. 3, "% of Total")

-22 % Female and -17.3 % Minority.

New Goals -- The sponsor agrees to make good-faith efforts to attain apprentice enrollment that is:

22 % Female and 17.3 % Minority.

These goals shall not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin, age or sex.
Estimated number of new apprentices to be hired during the next year: 6

Section 5: APPROVALS

[Signature]
Name of Sponsor's Authorized Representative

[Signature]
Name of Sponsor's Authorized Representative

EXECUTIVE DIRECTOR
Title
Date
**SPONSOR: PLEASE FILL IN HIGHLIGHTED AREAS ONLY.**

WORKFORCE ANALYSIS WORKSHEET
(A worksheet needs to be complete for each occupation)

### Section 1: PROGRAM INFORMATION

<table>
<thead>
<tr>
<th>Program ID#</th>
<th>OH00806000*</th>
<th>Occupational Title: HEATING &amp; AIR CONDITIONING MECHANIC &amp; INSTALLER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor:</td>
<td>Ohio Association of Plumbing Heating Cooling Contractors</td>
<td></td>
</tr>
<tr>
<td>Street Address:</td>
<td>8226 Stoney Brook Dr</td>
<td></td>
</tr>
<tr>
<td>Town, State, Zip:</td>
<td>Chagrin Falls, Ohio 44023</td>
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</tr>
<tr>
<td>Authorized Rep.:</td>
<td>Rocco Fana Jr.</td>
<td></td>
</tr>
<tr>
<td>Sponsor Phone #:</td>
<td>(216) 586-5421</td>
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### Section 2: LABOR MARKET AREA DEMOGRAPHICS (Data available at [http://factfinder2.census.gov](http://factfinder2.census.gov))

<table>
<thead>
<tr>
<th>Total Area Labor Force:</th>
<th>5,847,737</th>
<th>Number Female:</th>
<th>2,546,799</th>
<th>% of Labor Force:</th>
<th>44.0%</th>
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</thead>
<tbody>
<tr>
<td>Number Minority:</td>
<td>1,011,663</td>
<td>% of Labor Force:</td>
<td>17.30%</td>
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### Section 3: SPONSOR'S CURRENT WORKFORCE

<table>
<thead>
<tr>
<th>Total Apprentices:</th>
<th>0</th>
<th>Number Female:</th>
<th>0</th>
<th>% of Apprentices:</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number Minority:</td>
<td>0</td>
<td>% of Apprentices:</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Journey-Workers</td>
<td>0</td>
<td>Number Female:</td>
<td>0</td>
<td>% of Journey:</td>
<td>0</td>
</tr>
<tr>
<td>Number Minority:</td>
<td>0</td>
<td>% of Journey:</td>
<td>0</td>
<td></td>
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</tr>
<tr>
<td>Total (Apprentice + Journey):</td>
<td>0</td>
<td>Number Female:</td>
<td>0</td>
<td>% of Total:</td>
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<td>Number Minority:</td>
<td>0</td>
<td>% of Total:</td>
<td>0</td>
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</table>

### Section 4: GOALS AND UTILIZATION

**Prior Expectations for Workforce**

0 % Female and 0 % Minority.

Date when goals were set: ___________  Initial Goal? Yes X  No _______

**Current Utilization** (See Sec. 3, “% of Total”)

-22 % Female and -17.3 % Minority.

**New Goals** — The sponsor agrees to make good-faith efforts to attain apprentice enrollment that is:

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These goals shall not be used to discriminate against any qualified applicant on the basis of race, color, religion, national origin, age or sex.

Estimated number of new apprentices to be hired during the next year: 6
Section 5: APPROVALS

Name of Sponsor's Authorized Representative

Signature

Title

Date
<table>
<thead>
<tr>
<th></th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Installation of piping for waste (500 hrs.), soil (500 hrs.), sewerage (100 hrs.), vent (300 hrs.), and leader lines (100 hrs.)</td>
<td>1,500</td>
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<tr>
<td>2. Installation of piping for hot (500 hrs.) and cold (750 hrs.) water for domestic purposes</td>
<td>1,250</td>
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<tr>
<td>3. Installation of lead pipe, tin pipe, lead joints, sheet lead, solder work and lead burning</td>
<td>10</td>
</tr>
<tr>
<td>4. Assembly in position and connection of fixtures and appliances used in domestic heating (200 hrs.), gas fittings (400 hrs.), plumbing and drainage system (1,900 hrs.)</td>
<td>2,500</td>
</tr>
<tr>
<td>5. Welding and brazing connected with the trade</td>
<td>250</td>
</tr>
<tr>
<td>6. Maintenance and repairing of heating, plumbing, gas fittings, and refrigeration service</td>
<td>800</td>
</tr>
<tr>
<td>7. Operation, care, and use of all tools and equipment connected with the trade</td>
<td>525</td>
</tr>
<tr>
<td>8. Operation and maintenance of complete repair service and drain cleaning</td>
<td>540</td>
</tr>
<tr>
<td>9. Code, blueprint reading and sketching, and safety requirements</td>
<td>625</td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td><strong>8,000</strong></td>
</tr>
</tbody>
</table>
RELATED INSTRUCTION
PLUMBER
O*NET SOC CODE: 47-2152.02  RAPIDS CODE: 0432

1st Year

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation Practices</td>
<td>56 Hours</td>
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<tr>
<td>Mathematics</td>
<td>30 Hours</td>
</tr>
<tr>
<td>Related Science</td>
<td>10 Hours</td>
</tr>
<tr>
<td>Blueprint Reading and Sketching</td>
<td>18 Hours</td>
</tr>
<tr>
<td>Occupation Safety and Health Course</td>
<td>30 Hours</td>
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<tr>
<td>First Aid</td>
<td>12 Hours</td>
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TOTAL HOURS ..................................................156

2nd Year

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation Practices</td>
<td>62 Hours</td>
</tr>
<tr>
<td>Mathematics</td>
<td>24 Hours</td>
</tr>
<tr>
<td>Blueprint Reading and Sketching</td>
<td>24 Hours</td>
</tr>
<tr>
<td>Related Science</td>
<td>18 Hours</td>
</tr>
<tr>
<td>Occupation Safety and Health</td>
<td>16 Hours</td>
</tr>
<tr>
<td>Rigging and Hoisting</td>
<td>12 Hours</td>
</tr>
</tbody>
</table>

TOTAL HOURS ..................................................156
# RELATED INSTRUCTION

## PLUMBER

O*NET SOC CODE: 47-2152.02  RAPIDS CODE: 0432

### 3rd Year

<table>
<thead>
<tr>
<th>SUBJECT</th>
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</thead>
<tbody>
<tr>
<td>Installation Practices</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Mathematics</td>
<td>30 Hours</td>
</tr>
<tr>
<td>Fuel Gas &amp; Gas Code</td>
<td>24 Hours</td>
</tr>
<tr>
<td>Related Science</td>
<td>36 Hours</td>
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<tr>
<td>Blueprint Reading and Sketching</td>
<td>26 Hours</td>
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**TOTAL HOURS** ................................................................. **156**

### 4th Year

<table>
<thead>
<tr>
<th>SUBJECT</th>
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</thead>
<tbody>
<tr>
<td>Installation Practices</td>
<td>54 Hours</td>
</tr>
<tr>
<td>Related Science</td>
<td>12 Hours</td>
</tr>
<tr>
<td>Mathematics</td>
<td>12 Hours</td>
</tr>
<tr>
<td>Blueprint Reading</td>
<td>26 Hours</td>
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<tr>
<td>Plumbing Code</td>
<td>40 Hours</td>
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<tr>
<td>Plumbing Curriculum Review</td>
<td>12 Hours</td>
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</table>

**TOTAL HOURS** ................................................................. **156**
APPENDIX B
Work Processing Schedule and RI Schedule
For
HEATING AND AIR CONDITIONING MECHANIC AND INSTALLER
O*NET SOC CODE: 49-9021.01  RAPIDS CODE: 0637

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

<table>
<thead>
<tr>
<th>HOURS</th>
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<tbody>
<tr>
<td>1. General trade orientation .......................................................... 350</td>
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<tr>
<td>a. Use and care of tools</td>
</tr>
<tr>
<td>b. Test and measurement devices</td>
</tr>
<tr>
<td>c. Types and sizes of piping, tubing, and fittings</td>
</tr>
<tr>
<td>d. Introduction to refrigeration system components</td>
</tr>
<tr>
<td>e. Safety procedures and first aid</td>
</tr>
<tr>
<td>f. Equipment records and reports</td>
</tr>
<tr>
<td>2. Fabrication of system components .................................................. 550</td>
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<tr>
<td>a. Cut, thread, flare, bend, and shape piping and tubing</td>
</tr>
<tr>
<td>b. Install fittings</td>
</tr>
<tr>
<td>c. Solder, braze, and tin fittings and components</td>
</tr>
<tr>
<td>d. Care and use of oxy-acetylene and air-acetylene torches</td>
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<tr>
<td>e. Silver and soft soldering</td>
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<tr>
<td>3. System installation and connection ............................................... 1600</td>
</tr>
<tr>
<td>a. Electrical supply lines and cables</td>
</tr>
<tr>
<td>b. Electrical connections</td>
</tr>
<tr>
<td>c. Water service lines</td>
</tr>
<tr>
<td>d. Air supply lines</td>
</tr>
<tr>
<td>e. Steam lines</td>
</tr>
<tr>
<td>f. Steam return lines</td>
</tr>
<tr>
<td>g. Steam traps and strainers</td>
</tr>
<tr>
<td>h. Pressure reduction, expansion, evaporator, stop valves</td>
</tr>
<tr>
<td>i. Suction and discharge lines</td>
</tr>
<tr>
<td>j. Gauges</td>
</tr>
<tr>
<td>k. Dehydrators</td>
</tr>
<tr>
<td>l. Filters and strainers</td>
</tr>
<tr>
<td>m. Controls</td>
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<tr>
<td>4. Equipment installation ................................................................. 950</td>
</tr>
<tr>
<td>a. Install condensers</td>
</tr>
<tr>
<td>b. Prepare compressor and motor bases</td>
</tr>
<tr>
<td>c. Install and align compressors and motors</td>
</tr>
<tr>
<td>d. Install evaporators and other cooling coils</td>
</tr>
<tr>
<td>e. Install and align centrifugal pumps and bases</td>
</tr>
<tr>
<td>f. Safe equipment moving - slings, lines, blocks and falls, chain hcists, rollers, dollies, and skids</td>
</tr>
</tbody>
</table>

Appendix A-1
5. **System maintenance**
   a. Troubleshoot field systems
   b. Test pressure, flow, etc.
   c. Check liquid levels
   d. Check repair leaks (refrigerants, liquids)
   e. Purge, dehydrate, and charge systems
   f. Repair, align, and adjust fans and blower sections
   g. Align pulleys, bearing blocks, belt tension

6. **Equipment repair**
   a. Disassemble and clean, repair, perform shop tests and run-in compressors
   b. Repair, pressure test, dehydrate evaporators
   c. Repair, acidize condensers, and roll condenser tubes
   d. Remove, replace, disassemble, test, clean, calibrate, and renew defective parts on controls of all types including: pneumatic, electrical, electro-pneumatic, thermostatic, humidity, pressure, vacuum

7. **Machine shop practice**
   a. Use of grinders, drill presses, lathes
   b. Tool and drill sharpening

8. **Miscellaneous**
   a. Orientation
   b. Housekeeping
   c. Safety
   d. Activities not otherwise listed

**TOTAL HOURS** 8,000
# RELATED INSTRUCTION

**HEATING AND AIR CONDITIONING MECHANIC AND INSTALLER**

*O*NET SOC CODE: 49-9021.01  RAPIDS CODE: 0637

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to the Trade, Tools and Safety</td>
<td>40 Hours</td>
</tr>
<tr>
<td>Systems and Components</td>
<td>16 Hours</td>
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<tr>
<td>Basic Electricity</td>
<td>24 Hours</td>
</tr>
<tr>
<td>Mathematics</td>
<td>16 Hours</td>
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<tr>
<td>Basic Thermodynamics</td>
<td>12 Hours</td>
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<tr>
<td>Refrigeration Cycle</td>
<td>20 Hours</td>
</tr>
<tr>
<td>Maintenance and Inspection</td>
<td>10 Hours</td>
</tr>
<tr>
<td>Systematic Problem Solving</td>
<td>10 Hours</td>
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<tr>
<td>Energy Efficiency</td>
<td>8 Hours</td>
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</table>

**TOTAL HOURS ...........................................156**
### RELATED INSTRUCTION

#### HEATING AND AIR CONDITIONING MECHANIC AND INSTALLER

**O*NET SOC CODE: 49-9021.01 RAPIDS CODE: 0637**

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refrigeration Cycle</td>
<td>8 Hours</td>
</tr>
<tr>
<td>Compressors, Condensers, Metering Devices and Accessories</td>
<td>32 Hours</td>
</tr>
<tr>
<td>Evacuation, Charging and Refrigerant Handling</td>
<td>26 Hours</td>
</tr>
<tr>
<td>Heating and Cooling Equipment</td>
<td>12 Hours</td>
</tr>
<tr>
<td>Electricity and Electrical Troubleshooting</td>
<td>20 Hours</td>
</tr>
<tr>
<td>Motors</td>
<td>16 Hours</td>
</tr>
<tr>
<td>Control Systems</td>
<td>14 Hours</td>
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<tr>
<td>Psychrometrics</td>
<td>16 Hours</td>
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<tr>
<td>Basic Sizing</td>
<td>12 Hours</td>
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**TOTAL HOURS** ................................................................. 156
### 3rd Year

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>TIME</th>
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</thead>
<tbody>
<tr>
<td>Servicing and Troubleshooting Systems</td>
<td>20 Hrs</td>
</tr>
<tr>
<td>Testing and Balancing Systems</td>
<td>14 Hrs</td>
</tr>
<tr>
<td>Energy Efficient Mechanical Systems</td>
<td>10 Hrs</td>
</tr>
<tr>
<td>Fluid Handling Systems</td>
<td>8 Hrs</td>
</tr>
<tr>
<td>Electrical Problem Solving</td>
<td>20 Hrs</td>
</tr>
<tr>
<td>Refrigeration System Problem Solving</td>
<td>16 Hrs</td>
</tr>
<tr>
<td>Troubleshooting with the Psychrometric Chart</td>
<td>10 Hrs</td>
</tr>
<tr>
<td>Cooling Towers and Evaporative Condensers</td>
<td>10 Hrs</td>
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<tr>
<td>Commercial Air Conditioning and Refrigeration Systems</td>
<td>12 Hrs</td>
</tr>
<tr>
<td>Water Treatment</td>
<td>10 Hrs</td>
</tr>
<tr>
<td>Indoor Air Quality</td>
<td>16 Hrs</td>
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<tr>
<td>Blueprint Reading</td>
<td>10 Hrs</td>
</tr>
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</table>

**TOTAL HOURS** .................................................. **156**
### RELATED INSTRUCTION

**HEATING AND AIR CONDITIONING MECHANIC AND INSTALLER**

**O*NET SOC CODE: 49-9021.01  RAPIDS CODE: 0637**

<table>
<thead>
<tr>
<th>4th Year</th>
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<tbody>
<tr>
<td><strong>SUBJECT</strong></td>
<td><strong>TIME</strong></td>
</tr>
<tr>
<td>Refrigeration Cycle and Heat Pumps</td>
<td>16 Hours</td>
</tr>
<tr>
<td>Heat Pump Components, Motors, Compressors and Specific Defrost</td>
<td>32 Hours</td>
</tr>
<tr>
<td>Electrical Schematics and Blueprint Reading</td>
<td>16 Hours</td>
</tr>
<tr>
<td>Installation, Maintenance and Service</td>
<td>24 Hours</td>
</tr>
<tr>
<td>System Sizing and Design</td>
<td>12 Hours</td>
</tr>
<tr>
<td>Air Source Heat Pumps</td>
<td>10 Hours</td>
</tr>
<tr>
<td>Geothermal Heat Pumps</td>
<td>36 Hours</td>
</tr>
<tr>
<td>Energy and Efficiency Calculations</td>
<td>10 Hours</td>
</tr>
</tbody>
</table>

**TOTAL HOURS** | **156**
WORKFORCE DEVELOPMENT PROFESSIONAL

Education and Workforce Development Professional with deep and rich knowledge of workforce development systems and developing technical educational programs, labor market trends, and training and funding options. Cross-functional experience in education, job development, working with diverse populations. Strong background in program development, training, administrative support and eLearning management. Adept at ensuring quality in various business environments.

PROFESSIONAL EXPERIENCE

PHCC Educational Foundation, Falls Church, VA  
Assistant Vice President for Workforce Development  
July 2016 - Present

Develop annual budget and performance measures for apprentice and journeyman training programs, implement strategies for program development and marketing activities. Develop, administer, and supervise Foundation apprentice and journeyman technical training programs including HVACR and plumbing eLearning apprentice programs and continuing education courses. Design curriculum for implementation on learning management system platform.

Key Accomplishments:
- Served as event logistics manager for SkillsUSA national plumbing contest, national plumbing apprentice contest, and national HVAC apprentice contest.
- Secured corporate sponsorships and provided sponsorship fulfillment reports for plumbing and HVAC apprentice contests.
- Collaborated with PHCC staff to coordinate workforce development initiatives and to provide input on related regulatory and legislative issues.
- Developed plumbing and HVACR textbooks in cooperation with publisher and authors.
- Coordinated the development and review of plumbing assessment tests with NOCTI.

PHCC Educational Foundation, Falls Church, VA  
Director of Apprentice & Journeyman Training  
April 2005 - July 2016

Developed a series of eight plumbing and HVACR textbooks in cooperation with publisher, author and subject matter experts, managed the annual budget and performance measures for apprentice and journeyman training programs, implemented strategies for program development and marketing activities, and administered programs within the approved budget. Implemented existing and new sponsorships to offset program costs of SkillsUSA and national apprentice contests.

Key Accomplishments:
- Reduced departmental operating net by 82 percent.
- Authored many articles for industry trade publications.
- Developed eLearning courses for plumbing and HVACR apprenticeship training, pre-apprenticeship, and review of plumbing assessment tests with NOCTI.
- Served as contact and event manager for SkillsUSA national plumbing contest and PHCC Educational Foundation National Plumbing and HVAC Apprentice Contests.
- Grew sponsorship funding for national apprentice contests by more than 300%.
Plumbing & Mechanical Professionals of Virginia, Richmond, VA  
**Executive Director**  
- Planned annual education conference/convention while developing continuing education programs for HVAC and plumbing technicians and business owners.
- Designed and wrote for quarterly magazine; production of two weekly newsletters.
- Developed membership recruiting and retention marketing materials.
- Coordinated activities of local chapters throughout Virginia.
- Served as liaison to Fairfax County Apprenticeship Advisory Committee, legislative, regulatory monitoring and lobbying.

Richmond Apartment Management Association, Richmond, VA  
**Executive Director**  
- Handled all budgeting and financial management, board development, creation and execution of relevant education programming.
- Wrote newsletters for other member communications media; management of awards programs; and legislative and regulatory monitoring and lobbying.

Circuit City Stores, Inc., Richmond, VA.  
**Wireless Product Specialist/Analyst**  
- Designed advertising text for use in print and radio advertising for national retailer.
- Provided analytical reporting on business development opportunities for wireless communications category of business.
- Coordinated scheduling of advertising for print and radio media on national basis, and managing relationships with wireless carrier representatives.

Virginia Apartment & Management Association, Richmond, VA  
**Publications Director**  
- Developed communication media for statewide trade association such as creation, design and layout of bi-monthly magazine.
- Designed marketing materials for membership recruitment and retention, education program flyers and brochures, and an annual legislative report.

Century 21 Old Richmond Realty, Richmond, VA | **Administrative Assistant**  
Virginia Department of Motor Vehicles, Richmond, VA | **Program Support Technician Senior**  
Senate of Virginia, Richmond, VA | **Legislative Assistant**  
New Kent High School, New Kent, VA | **Band & Choral Director**  
- Mar 1994 - Apr 1995
- Aug 1990 - Dec 1991

**EDUCATION**

Virginia Commonwealth University  
Master of Public Administration, Nonprofit Management Concentration  
May 2002

James Madison University  
Bachelor of Music Education  
May 1990

**REFERENCES**

Danielle Dorsey  
Pfister  
215-901-1497  
danielle.dorsey@spectrumbrands.com

Renee Tomlinson  
ESCO Group  
630-546-8495  
renee@escoinst.com

Julie Turner  
IAPMO  
703-618-7546  
quitobugsy@cox.net

**RESUME | Merry Beth Hall**  
Private & Confidential
The United States Department of Labor

Office of Apprenticeship

Certification of National Guideline
Apprenticeship Standards

PLUMBING-HEATING-COOLING CONTRACTORS
NATIONAL ASSOCIATION EDUCATIONAL FOUNDATION
PHCC EDUCATIONAL FOUNDATION
Certified as part of the National Apprenticeship System
in accordance with the basic standards of apprenticeship
established by the Secretary of Labor

February 14, 2013
Date
C-92067
Certification No.

Hilda L. Solis
Secretary of Labor

 Administrator, Office of Apprenticeship
Continuing Education Certificate

Training for the Future of the Industry
Regional Plumbing & HVACR Instructor Workshops 2013

This certificate is awarded to

Merry Beth Hall

2013 Southern Regional Instructor Workshop

PHCC Educational Foundation

Cindy Sheridan
Chief Operating Officer

June 21, 2013
Continuing Education Certificate

This certificate is awarded to

Merry Beth Hall

For successful completion of 12 continuing education credit

2012 Eastern Regional Instructor Workshop

Educational Foundation

Cindy Sheridan
Chief Operating Officer

August 10, 2012
Representing the Interests of the Plumbing-Heating-Cooling Industry in Ohio

2017-2018 ACCO/PHCC Ohio Apprenticeship Committee

<table>
<thead>
<tr>
<th>PHCC Ohio Officers</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>President</strong></td>
<td>Dave Wolfe</td>
</tr>
<tr>
<td></td>
<td>Wat-Kem Mechanical</td>
</tr>
<tr>
<td><strong>President Elect</strong></td>
<td>Rodger Sweitzer</td>
</tr>
<tr>
<td></td>
<td>Baumann Plumbing</td>
</tr>
<tr>
<td><strong>Vice President</strong></td>
<td>Paul Episcopo</td>
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<tr>
<td></td>
<td>VIP Plumbing</td>
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<tr>
<td><strong>Past President/Treasurer</strong></td>
<td>Brian Nieman</td>
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<td></td>
<td>Nieman Plumbing</td>
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<tr>
<td><strong>Executive Director</strong></td>
<td>Rocco Fana, Jr.</td>
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<table>
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<tr>
<td><strong>Dry Patrol</strong></td>
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<tr>
<td><strong>Federated Insurance</strong></td>
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<tr>
<td><strong>Winsupply of Cleveland</strong></td>
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<td><strong>Famous Supply</strong></td>
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<td><strong>Keeping Score, Inc.</strong></td>
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<td><strong>Welker McKee</strong></td>
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<td><strong>Champion Pump</strong></td>
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</tr>
<tr>
<td><strong>Milwaukee Tool</strong></td>
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</tr>
<tr>
<td><strong>NIBCO</strong></td>
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</tr>
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</table>

- Gerry Gill, G. W. Gill Plumbing & Heating
  80 W. Grace
  Bedford OH 44146
  440-439-4417 / F 440-439-9143
gerry@gwgilplumbingandheating.com

- Jim Haberek, Haberek Plumbing & Heating
  8810 Akins Road
  North Royalton OH 44133
  440-237-7776 / F 440-237-7740
office@haberek.com

- Steve Jerome, Jr., Jerome Plumbing Inc.
  PO Box 43355
  Cleveland OH 44143
  440-473-1152 / F 440-720-0990
stevie@jeromeplumbing.com

- Tony Ferretti, Jr., Tony & Son Plumbing Co.
  5308 Cortland Reserve Drive
  North Royalton OH 44133
  440-582-1111 / F 440-582-3224
 tonyandsonplumbing@gmail.com

- Kevin Zilke, W. F. Hann & Sons
  26401 Miles Road
  Warrensville Heights OH 44128
  216-831-4200 / F 216-464-2523
  kzilke@wfhann.com

- Tim Volpone, H J Ziegler Heating Co. Inc.
  5223 N. Ridge West
  Ashtabula OH 44004
  440-969-1141 / F 440-969-1328
tvolpone@zieglerheating.com
APPENDIX E

EMPLOYER AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the Plumbing-Heating-Cooling Contractors of Ohio (PHCC Ohio). VIP Plumbing, Inc. agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Program Sponsor established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Program Sponsor or Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journey worker and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work.

This form must be signed and returned to the PHCC Ohio/8226 Stoney Brook Dr., Chagrin Falls OH 44023 no later than the first day of class for the apprenticeship to become effective.

Signed: [Signature] Date: 1-19-18
Title: [Title]

VIP Plumbing, Inc.
20600 Miles Parkway
Warrensville Hts., OH 44128
Phone: 216-581-5730
Fax: 216-581-5732
Email: paul@vipplumbing.com

Insert Occupation: Plumber

Journey worker Wage(s): $20

4-Year Term

<table>
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<tr>
<th>Term</th>
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<tbody>
<tr>
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<td>$12.00</td>
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<tr>
<td>2nd 6 mos</td>
<td>$12.75</td>
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<tr>
<td>3rd 6 mos</td>
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<tr>
<td>4th 6 mos</td>
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<td>5th 6 mos</td>
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<td>6th 6 mos</td>
<td>$15.75</td>
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<tr>
<td>7th 6 mos</td>
<td>$16.50</td>
</tr>
<tr>
<td>8th 6 mos</td>
<td>$17.25</td>
</tr>
</tbody>
</table>

Journeyman $18.00

Total Workforce: 7

Total Certified Workers Employed: 3 Female: 0 Minority: 0
Total Apprentices Employed: 0 Female: 0 Minority: 0
Reviewed and Approved by:

Name of Sponsor: PHCC Ohio

Signature: [Signature] Date: 1-23-2018

Title: [Title]
APPENDIX E
EMPLOYER AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the Plumbing-Heating-Cooling Contractors of Ohio (PHCC Ohio). Tony & Son Plumbing Company agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Program Sponsor established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Program Sponsor or Registration Agency. On-the-Job, the apprentice is hereby guaranteed assignment to a skilled and competent journey worker and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work.

This form must be signed and returned to the PHCC Ohio / 8226 Stoney Brook Dr., Chagrin Falls OH 44023 no later than the first day of class for the apprenticeship to become effective.

Signed: Anthony Ferrer Jr. Date: 01/24/2018
Title: Plumber

Tony & Son Plumbing Company
5308 Cortland Reserve Drive
North Royalton, OH 44133
Phone: 440-582-1111
Fax: 440-582-3224
Email: tonyandsonplumbing@gmail.com

Insert Occupation: Plumber

Journey worker Wage(s): $22.00

4-Year Term

<table>
<thead>
<tr>
<th>1st 6 mos</th>
<th>2nd 6 mos</th>
<th>3rd 6 mos</th>
<th>4th 6 mos</th>
<th>5th 6 mos</th>
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<td>$12.00</td>
<td>$12.75</td>
<td>$13.50</td>
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<td>$15.00</td>
<td>$15.75</td>
<td>$16.50</td>
<td>$17.25</td>
</tr>
</tbody>
</table>

Journeyman $18.00

Total Workforce: 4

Total Certified Workers Employed: 2 Female: 0 Minority: 0
Total Apprentices Employed: 1 Female 0 Minority: 0
Reviewed and Approved by:
Name of Sponsor: PHCC Ohio
Signature: __________________________ Date 1.23.2018
Title: __________________________
APPENDIX E

EMPLOYER AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the Plumbing-Heating-Cooling Contractors of Ohio (PHCC Ohio). Approved Plumbing Company agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Program Sponsor established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Program Sponsor or Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journey worker and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work.

This form must be signed and returned to the PHCC Ohio/8226 Stoney Brook Dr., Chagrin Falls OH 44023 no later than the first day of class for the apprenticeship to become effective.

Signed: ___________________________  Date: ____________  Title: ___________________________

Approved Plumbing Co.
770 Ken Mar Industrial Parkway
Broadview Heights, OH 44147
Phone: 440-526-2905
Fax: 440-576-7698
Email: dennis@approvedplumbing.com

Insert Occupation: ______ Plumber ______

Journey worker Wage(s): ______ $24.50 ______

4-Year Term

<table>
<thead>
<tr>
<th></th>
<th>1st 6 mos</th>
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<td>$15.00</td>
<td>$15.75</td>
<td>$16.50</td>
<td>$17.25</td>
</tr>
</tbody>
</table>

Journeyman $18.00

Total Workforce: ______ 11 ______

Total Certified Workers Employed: ______ 3 ______ Female: ______ 0 ______ Minority: ______ 0 ______
Total Apprentices Employed: ______ 0 ______ Female: ______ 0 ______ Minority: ______ 0 ______
Reviewed and Approved by:

Name of Sponsor: PHCC, Ohio

Signature: [Signature]

Date: 1/23/2018

Title: Director
APPENDIX E

EMPLOYER AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the Plumbing-Heating-Cooling Contractors of Ohio (PHCC Ohio). Joe Schmitt & Sons Plumbing & Heating agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Program Sponsor established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Program Sponsor or Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journey worker and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work.

This form must be signed and returned to the PHCC Ohio/8226 Stoney Brook Dr., Chagrin Falls OH 44023 no later than the first day of class for the apprenticeship to become effective.

Signed: ___________________________ Date: 01/19/2018
Title: President

Joe Schmitt & Sons Plumbing & Heating
4878 Heckathorn
Brookville, OH 45309
937-836-3086
Fax: 937-832-1827
Email: schmitt.ronald@gmail.com

Insert Occupation: Plumber

Journey worker Wage[s]: $20.00

4-Year Term

1st 6 mos $12.00 5th 6 mos $15.00
2nd 6 mos $12.75 6th 6 mos $15.75
3rd 6 mos $13.50 7th 6 mos $16.50
4th 6 mos $14.25 8th 6 mos $17.25

Journeyman $18.00

Total Workforce: 3

Total Certified Workers Employed: 2 Female: 0 Minority: 0
Total Apprentices Employed: 0 Female: 0 Minority: 0
Reviewed and Approved by:

Name of Sponsor: PHCC Ohio
Signature: [Signature] Date: 1-23-2018
Title: [Title]
APPENDIX E

EMPLOYER AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the Plumbing-Heating-Cooling Contractors of Ohio (PHCC Ohio). Roger Storer & Son, Inc. agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Program Sponsor established under the Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Program Sponsor or Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journey worker and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work.

This form must be signed and returned to the PHCC Ohio/8226 Stoney Brook Dr., Chagrin Falls OH 44023 no later than the first day of class for the apprenticeship to become effective.

Signed: ____________________________ Date: January 24, 2018
Title: President

Roger Storer & Son, Inc.
315 S. Center Street
Springfield, Ohio 45506
Phone: 937-325-9873
Fax: Email: jackie@rogerstorerson.com

Insert Occupation: Plumber

Journey worker Wage(s): $24.50

4-Year Term

<table>
<thead>
<tr>
<th>Term</th>
<th>Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 6 mos</td>
<td>$12.00</td>
</tr>
<tr>
<td>2nd 6 mos</td>
<td>$12.75</td>
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<tr>
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<td>$15.75</td>
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<tr>
<td>7th 6 mos</td>
<td>$16.50</td>
</tr>
<tr>
<td>8th 6 mos</td>
<td>$17.25</td>
</tr>
</tbody>
</table>

Journeyman: $18.00

Total Workforce: 15

Total Certified Workers Employed: Female: 0 Minority: 0
Total Apprentices Employed: Female: 0 Minority: 0
Reviewed and Approved by:

Name of Sponsor: FHCC, Ohio

Signature: [Signature] Date: 1/23/2018

Title: [EXECUTIVE DIRECTOR]
APPENDIX II

EMPLOYER AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the Plumbing-Heating-Cooling Contractors of Ohio (PHCC Ohio). Haberek Plumbing and Heating agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Program Sponsor established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Program Sponsor or Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journey worker and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work.

This form must be signed and returned to the PHCC Ohio/8226 Stoney Brook Dr., Chagrin Falls OH 44023 no later than the first day of class for the apprenticeship to become effective.

Signed: ________________________________ Date: __________

Title: ________________________________

Haberek Plumbing & Heating
8810 Akins Road
North Royalton, OH 44133
216-433-7774
Fax: 440-237-7740
Email: office@haberek.com

Insert Occupation: Plumber

Journey worker Wage(s): $18

4-Year Term

1st 6 mos $12.00  5th 6 mos $15.00
2nd 6 mos $12.75  6th 6 mos $15.75
3rd 6 mos $13.50  7th 6 mos $16.50
4th 6 mos $14.25  8th 6 mos $17.25

Journeyman $18.00

Total Workforce: ______ 5 ______

Total Certified Workers Employed: 3 ______ Female: ______ 0 ______ Minority: ______ 0 ______
Total Apprentices Employed: ______ 0 ______ Female: ______ Minority: ______
Reviewed and Approved by:

Name of Sponsor: [Signature] Date: 1.27.18

Title: EXECUTIVE MINUTES
APPENDIX II

EMPLOYER AGREEMENT

The foregoing undersigned employer hereby subscribes to the provisions of the Apprenticeship Standards formulated and registered by the Plumbing-Heating-Cooling Contractors of Ohio (PHCC Ohio). Haberek Plumbing and Heating agrees to carry out the intent and purpose of said Standards and to abide by the rules and decisions of the Program Sponsor established under these Apprenticeship Standards. We have been furnished a true copy of the Standards and have read and understood them, and do hereby request certification to train apprentices under the provisions of these Standards, with all attendant rights and benefits thereof, until cancelled voluntarily or revoked by the Program Sponsor or Registration Agency. On-the-job, the apprentice is hereby guaranteed assignment to a skilled and competent journey worker and is guaranteed that the work assigned to the apprentice will be rotated so as to ensure training in all phases of work.

This form must be signed and returned to the PHCC Ohio/8226 Stoney Brook Dr., Chagrin Falls OH 44023 no later than the first day of class for the apprenticeship to become effective.

Signed: ___________________________ Date: ____________
Title: ______________________________

Haberek Plumbing & Heating
8810 Akins Road
North Royalton, OH 44133
216-433-7774
Fax: 440-237-7740
Email: office@haberek.com

Insert Occupation: _______________

Insert Occupation: ____________ Heating and Air Conditioning Mechanic

Journey worker Wage(s): ____________ $18

4-Year Term

<table>
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<tr>
<th>Term</th>
<th>Wage</th>
</tr>
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<tbody>
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<td>$12.00</td>
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<tr>
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<td>$15.75</td>
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<td>7th 6 mos</td>
<td>$16.50</td>
</tr>
<tr>
<td>8th 6 mos</td>
<td>$17.25</td>
</tr>
</tbody>
</table>

Journeyman $18.00

Total Workforce: __________

Total Certified Workers Employed: _____ Female: _____ Minority: _____
Total Apprentices Employed: _____ Female: _____ Minority: _____
Reviewed and Approved by:
Name of Sponsor: [Signature]
Date: 1/29/2018
Title: [Signature]