



ENROLLING AN APPRENTICE

Sponsor Program # OH008060007

Apprentice applicant should contact PHCC Ohio at 800-686-7422 for necessary paperwork and information regarding requirements of program. Employer is encouraged to direct the applicant to contact the PHCC Ohio office for registration.

Applicant must provide copy of High School Diploma or GED; a copy of valid State of Ohio Driver's License; and if applying for VA Educational Benefits, a copy of DD-214

An apprentice new to the PHCC Ohio program, (one who did not participate in previous year) is required to complete registration forms for apprenticeship.

Be especially attentive to Date of Birth and Veterans status. Incomplete or illegible information may cause delay in registration with State of Ohio / Department of Labor.

INSTRUCTIONS FOR COMPLETING REGISTRATION FORMS

1. **Application for Apprenticeship Program**: To be completed by Apprentice Applicant
2. **Employer Acceptance Agreement**: To be completed by employer.
Note: "apprentice to enter the level of class related training" refers to the "grade" or "level" the applicant will be entering (i.e. 101, 201, 301 or 401).
3. **Apprenticeship Agreement**: To be completed by Apprentice (Part A Only!)
(OSAC / U. S. Department of Labor Registration Form)
4. **Intent to Hire**: To be completed by employer.
Note: This letter is used for a candidate that is not currently employed by your company (Date of Hire should show date employer is requesting that apprentice be entered into apprenticeship program).
5. **Credit Voucher for Previous Experience**: To be completed by Apprentice and Employer
Note: attached to the voucher there must be documentation (e.g. a transcript) of the course work on which credit is based
6. **On-the-Job (OJT) Form**: Filled out weekly by Apprentice and approved by Supervisor

Completed forms should be mailed, faxed or emailed to PHCC Ohio Apprenticeship
PHCC Ohio / 8226 Stoney Brook Dr., Chagrin Falls, OH 44023
800-686-7422 / Fax : 216-393-0095 / rocco@phccohio.org