

FOREWORD

The Plumbing-Heating-Cooling Contractors – National Association Educational Foundation (PHCC Educational Foundation) recognizes the need for structured training programs to maintain the high level of skill and competence demanded in the construction industry. Registered apprenticeship is the most practical and sound training system available to meet that need, to develop individuals into skilled journeyworkers, and to ensure industry an adequate supply of skilled workers.

Title 29, Code of Federal Regulations (CFR), part 29, outlines the requirements for registration of acceptable apprenticeship programs for Federal purposes, and sets forth labor standards that safeguard the welfare of apprentices. Such registration may be by the U. S. Department of Labor, Office of Apprenticeship, or by a State Apprenticeship Agency recognized by the Office of Apprenticeship as the appropriate body in that State for approval of local apprenticeship programs for Federal purposes. Title 29, CFR part 30 sets forth the requirements for equal employment opportunity in apprenticeship to which all registered apprenticeship programs must adhere.

The purpose of these National Guidelines for Apprenticeship Standards (National Guideline Standards) is to provide policy and guidance to local Sponsors in developing these Standards for Apprenticeship for local approval and registration. These National Guideline Standards developed by the Sponsor are certified by the U. S. Department of Labor, Office of Apprenticeship as substantially conforming to the requirements of Title 29, CFR parts 29 and 30. State Apprenticeship Agencies recognized by the Office of Apprenticeship to register local programs, and/or local laws and regulations, may impose additional requirements that must be addressed in the local apprenticeship standards.

Local Standards of Apprenticeship must be developed and registered by each Sponsor that undertakes to carry out an apprenticeship training program. The local Standards of Apprenticeship will be the Sponsor's written plan outlining all terms and conditions for the recruitment, selection, employment, training, and supervision of apprentices as subscribed by the Sponsor, and must meet all the requirements of the Registration Agency.

The establishment of local apprenticeship programs under these National Guideline Standards will provide the Sponsor with a skilled and versatile work force at each of its locations by providing apprentices the opportunity to become journeyworkers through an organized and properly supervised program of training, practical experience and related instruction.

Experience has demonstrated that the most practical and sound method of preparing workers for employment in skilled occupations is through planned apprenticeship—a training concept which provides for employment and training under actual job conditions supervised by journeyworkers and at wages commensurate with the apprentice's skill.

In addition, the apprentice's knowledge and understanding of the occupation is enhanced through participation in approved courses of related and supplemental instruction.

The PHCC Educational Foundation recognizes this need for continuous training to maintain the high level of skill and competence demanded by this industry. Further, recognizing that the responsibility for training rests with those in industry who are the benefactors of a skilled work force, PHCC has formulated and adopted these apprenticeship standards for the training of apprentices.

Finally, this program will benefit the community and the general public by providing a continuing supply of skilled and competent journeyworkers who will protect the health of the nation. Skilled journeyworkers possess the expertise to provide superior work that result in quality installations.

POLICY

It is the stated policy of the PHCC Educational Foundation is to develop quality training programs for apprentices so that continuity and growth of our worker resources may be assured to the advantage of both the industry and the nation. To this end, it is recommended that local bodies participating in the training of apprentices adopt the guidelines set forth below as local program policy:

1. The local apprenticeship program shall be made available to the widest possible number of employers, regardless of any relationship, agreement or membership a given employer may have with other organizations.
2. Local apprenticeship programs shall secure sponsorship of their state or local affiliate of PHCC.
3. Any local standards of apprenticeship developed under the sponsorship of a PHCC affiliate shall bear the name of that affiliate.
4. Local apprenticeship committees, participating employers and apprentices entering into an apprenticeship agreement under a given set of local standards of apprenticeship shall be governed by the terms of such local standards.

THE PHCC EDUCATIONAL FOUNDATION APPRENTICESHIP COMMITTEE

A. COMPOSITION

The PHCC Educational Foundation Apprenticeship Committee for this program shall be composed of contractor employers appointed by the Chairperson of the PHCC Educational Foundation. However, one of these members, termed an Advisory Member, may be drawn from the field of vocational training.

Each member may serve until replaced.

The Chairperson of the PHCC Educational Foundation shall designate the chairperson.

B. DUTIES

The committee, to the extent authorized by the PHCC Educational Foundation Executive Committee, is the administrative body for the national apprenticeship program and, as such, shall establish rules and regulations governing its procedures as may be required.

The committee shall determine the time, place and frequency of meetings.

Among other duties that may arise, the committee shall:

1. Endeavor to keep this program under constant study with respect to its applicability to the changing needs of the industry and to its effectiveness as a guide, making such recommended changes for improvement as studies indicate.
2. Promote the use and issuance of certificates of completion to apprentices upon their successful completion of apprenticeship, thereby recognizing their efforts and qualifications.
3. Promote the development and use of practical sources of related instruction that can be recommended to local apprenticeship committees in the industry.
4. Encourage and promote the use of the apprenticeship program as a means of improving public relations by development of news releases and articles regarding training programs.
5. Obtain from OA, and other such sources as may be available, the information necessary to build a complete file of information on industry apprenticeship programs.

6. Promote this program through personal appearances and other means at important industry meetings.

DEVELOPMENT OF AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES

Equal employment opportunity is required of every registered apprenticeship program. Such requirements apply to the recruitment, selection, employment, and training of apprentices throughout their apprenticeship.

Those local programs with five or more apprentices, or where there is a likelihood of five or more apprentices, must have a written Affirmative Action Plan and Selection Procedures that are approved by the Registration Agency as part of the Standards of Apprenticeship.

The local Affirmative Action Plan (Appendix E) and Selection Procedure (Appendix F) should be substantially based as presented in the attached appendices. Local programs should be specific regarding outreach efforts to be undertaken. These are to be identified in the affirmative action plan.

A sample Affirmative Action Plan and Selection Procedures are attached.

Representatives of the Registration Agency are available to assist the local Sponsor in developing its Standards of Apprenticeship, Affirmative Action Plan and Selection Procedures using the sample provided. Once developed, the Standards of Apprenticeship, as well as the Affirmative Action Plan and Selection Procedures, must be submitted to the Registration Agency for approval and registration. Company Affirmative Action Plans and Selection Procedures (hiring process) may be considered in lieu of utilizing the samples provided if they meet all of the requirements of Title 29, CFR part 30.

**OFFICIAL ADOPTION OF NATIONAL GUIDELINES FOR
APPRENTICESHIP STANDARDS**

The Plumbing-Heating-Cooling Contractors – National Association Educational Foundation Plumbing Apprenticeship Committee hereby officially adopts these National Guidelines for Apprenticeship Standards on this 21st Day of January 2013.



William P. Jones
Foundation Chairperson



Cindy Sheridan
Chief Operating Officer

Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.