



Plumbing-Heating-Cooling Contractors of the Greater Sacramento Area
 Plumbers Unilateral Apprenticeship Committee & Training Programs (State Purposes)
 Plumbing-Heating-Cooling Contractors of California Apprenticeship Committee (Federal Purposes)
 1820 Tribute Road Suite A
 Sacramento, CA 95815
 (916) 640-0910 Phone
 (916) 640-0905 Fax

REFRIGERATION & AIR CONDITIONING APPRENTICE/TRAINEE/JOURNEY WORKER MONTHLY HOURS WORKSHEET

Company: _____

Hours: _____ to _____

Please check one: Public _____ or Private work _____

Job and Location:

IMPORTANT

Payments are due by the 17th of Each Month
 Please return completed forms, along with payment to:

**PHCC Educational Foundation
 HVAC Apprentichip Program
 P.O. Box 15467
 Sacramento, CA 95851**

OJT Hours	Class Year	RE*	C*	PHCC Apprentice ID Number	Apprentice/Trainee/Journeyman's Name	Private Work Hours	Public Work Hours	Total Hours Worked	Private Training Contribution	Public Training Contribution	Total Contribution	Job Number
Totals												

- Instructions for completing the Apprentice/Trainee Monthly Private Hours Worksheet:**
- If an apprentice is registered in both the State & Federal programs, please be sure record hours for each Registration Entity (RE) separately.
 - Apprentice/Trainee Fee - \$1.00/hour for Private Work Hours. Minimum contribution is \$160 for 4 week month and \$200 for 5 week month (i.e. apprentice/trainee works only 70 hours per month, you must still pay the minimum amount)
 - Questions: Contact PHCC at (916) 640-0910.
 - Codes: RE = Registration Entity (S=State, B=BAT); C=Classification (A=Apprentice, T=Trainee)
 - Please submit one form per project per month.
- By signing this form I certify that all PHCC apprentices/Trainees were supervised by workers who completed anti-harassment training and that the journey worker ratio to apprentice is correct 1-1.

Print Name / Email / Phone #

Owner/Authorized Representative Signature/ Title

PLEASE PRINT LEGIBLY