# Refrigeration & Air Conditioning

## Apprentice/Trainee/Journey Worker Monthly Hours Worksheet

### Instructions for completing the Apprentice/Trainee Monthly Private Hours Worksheet:

1. If an apprentice is registered in both the State & Federal programs, please be sure record hours for each Registration Entity (RE) separately.
2. 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)
3. Questions: Contact PHCC at (916) 640-0910.
4. Codes: RE = Registration Entity (S=State, B=BAT); C=Classification (A=Apprentice, T=Trainee)
5. 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.

## 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

### Important

- **ORKER MONTHLY HOURS WORKSHEET**

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

Print Name / Email / Phone 

Owner/Authorized Representative Signature/ Title

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PLEASE PRINT LEGIBLY