



HOW TO PROCESS MONTHLY TRAINING CONTRIBUTION REPORT

Participating contractors/sponsors agree to meet the monthly minimum training contribution of \$160/\$200 per apprentice/trainee enrolled in the PHCC Training Programs. The training contribution breakdown is as follows for 4 or 5 week months, determined by the number of Wednesdays in the month:

- \$40 a week
- 4-week month = \$160
- 5-week month = \$200

1. **Private projects:** training contribution amounts for apprentice/trainee are \$1/per hour worked on Private projects.
2. **Public Works projects:** the "hourly" training contribution is dictated by the Division of Apprenticeship Standards (DAS) GENERAL PREVAILING WAGE APPRENTICE RATES in the county the work is performed in found 24/7 at www.dir.ca.gov.
3. Reporting On-the-Job-Training (OJT) hours using PHCC Contribution form: Private and Public hours worked by the apprentice/trainee are combined to meet the minimum monthly training contribution per enrolled student. One never pays for work hours performed twice. Hours worked are categorized as Private and/or Public.
4. Use one form per project per month and complete all sections where indicated. Each month lists all calendar dates in said month and cannot be shortened or extended (example: December 1-31).
5. Employee completing training contribution forms must sign certifying that apprentices/trainees were supervised by workers who completed anti-harassment training and that the journey worker ratio to apprentice/trainee is 1-1 as outlined in PHCC Standards.
6. Any time the hours worked do not meet the minimum monthly training contribution amount, the participating contractor/sponsor, agrees to meet the balance with a private contribution.
7. Examples of OJT hours worked on for both private & public* projects for contribution form reporting:

Public Works & Private Work Hours Combined

JUNE 4 week month	Private Hours worked @ \$1/per hr.		Public Hours worked @ \$.95*		Total	Monthly Minimum	Amount needed to meet minimum
Joe Plumber	20 x \$1	\$20	145 x \$.95	\$137.75	\$157.75	160	\$2.25
Hours worked	20		145		165	Amount due	\$160

Private Work ONLY (non-prevailing)

JULY 5 week month	Private Hours worked @ \$1/per hr.		Public Hours worked @ \$.95*		Total	Monthly Minimum	Amount needed to meet minimum
Paul Plunger	175 x \$1	\$175	___ x \$.95	___	\$175	200	\$25.00
Hours worked	175		0		175	Amount due	\$200

Public Works ONLY

DECEMBER 5 week month	Private Hours worked @ \$1/per hr.		Public Hours worked @ \$.95*		Total	Monthly Minimum	Amount needed to meet minimum
Judy Rooter	___ x \$1	___	166 x \$3.10	\$514.60	\$514.60	200	\$0
Hours worked	0		166		166	Amount due	\$514.60



MINIMUM TRAINING CONTRIBUTION CALENDAR

2020	Weeks
1/20	5
2/20	4
3/20	4
4/20	5
5/20	4
6/20	4
7/20	5
8/20	4
9/20	5
10/20	4
11/20	4
12/20	5
Yearly Minimum = \$2,120	

2021	Weeks
1/21	4
2/21	4
3/21	5
4/21	4
5/21	4
6/21	5
7/21	4
8/21	4
9/21	5
10/21	4
11/21	4
12/21	5
Yearly Member = 2080	

2022	Weeks
1/22	4
2/22	4
3/22	5
4/22	4
5/22	4
6/22	5
7/22	4
8/22	5
9/22	4
10/22	4
11/22	5
12/22	4
Yearly Member = 2080	

MONTHLY* TRAINING CONTRIBUTION COST BREAKDOWN

Training minimum is \$1/per hour worked on private jobs (non-prevailing wage projects). Public Works projects wage is based on DAS Prevailing Wage Determination sheet according to county project is located in.

Weekly minimum - \$40
 4 Week* Monthly Minimum - \$160
 5 Week*Monthly Minimum - \$200

*Count weeks by Wednesdays in each month