



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 |
|---------------|------------|-----|----|---------------------------|--------------------------------------|--------------------|-------------------|--------------------|-------------------------------|------------------------------|--------------------|------------|
|               |            |     |    |                           |                                      |                    |                   |                    |                               |                              |                    |            |
|               |            |     |    |                           |                                      |                    |                   |                    |                               |                              |                    |            |
|               |            |     |    |                           |                                      |                    |                   |                    |                               |                              |                    |            |
|               |            |     |    |                           |                                      |                    |                   |                    |                               |                              |                    |            |
|               |            |     |    |                           |                                      |                    |                   |                    |                               |                              |                    |            |
|               |            |     |    |                           |                                      |                    |                   |                    |                               |                              |                    |            |
|               |            |     |    |                           |                                      |                    |                   |                    |                               |                              |                    |            |
|               |            |     |    |                           |                                      |                    |                   |                    |                               |                              |                    |            |
|               |            |     |    |                           |                                      |                    |                   |                    |                               |                              |                    |            |
| <b>Totals</b> |            |     |    |                           |                                      |                    |                   |                    |                               |                              |                    |            |

- 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