



**PLUMBING-HEATING-COOLING
CONTRACTORS ACADEMY
OF SAN DIEGO**

PHCC Academy of San Diego

2018-2019 STUDENT APPLICATION

Journeyman Plumbing Apprenticeship Program

HVAC Technician Certification Program

Learn a Trade—Advance Your Career!



PHCC ACADEMY OF SAN DIEGO TRAINING PROGRAMS

Educated and professional workers are in high demand in the Plumbing Heating Cooling Industry, which currently lacks a robust and skilled workforce. Without training, this problem only increases year upon year. The PHCC helps secure the industry's future so that plumbing and HVAC companies have access to the best in quality technicians to continue to provide quality craftsmanship at competitive prices for the community in which it serves. As time progresses, licensed contractors and consumers recognize the value of skilled professionals and look for the PHCC logo first.

The PHCC Academy of San Diego offers two training programs plus a variety of specialized Continuing Education Programs throughout the year:

JOURNEYMAN PLUMBING APPRENTICESHIP PROGRAM

The Journeyman Plumbing Apprenticeship Program is a four-year program accredited by the Office of Apprenticeship, Department of Labor. Licensed contractors are able to Federally register employees as Apprentices, while they are enrolled in this training program. This program provides 156 hours of classroom instruction plus hands-on labs over four years. Curriculum include safety, state and local code and regulations, mathematics, drafting and blueprint reading. This Program gives technicians a thorough knowledge of all aspects of the plumbing trade. By the end of their fourth year, Apprentices will have clocked annually 8000 hours of on-the-job training, more than 600 hours of classroom and hands-on learning, and are given the chance to take the California PHCC Journey Level Certification Exam to ultimately earn their well-deserved PHCC Journeyman Card.

HVAC TECHNICIAN TRAINING PROGRAM

Increasing development of HVAC (heating and air-conditioning systems) technology causes employers to recognize the importance of continuous education and the development of the latest equipment. Our certificate program is **North American Technician Excellence (NATE)** recognized with theoretical and practical skills to prepare HVAC installers and technicians to master the HVAC Technician National Craft Assessment and Certification Exams.

CLASS SCHEDULE & CURRICULUM

- Students attend class one evening per week.
- Some courses require pre-scheduled Saturday hands-on labs.
- Students must attend all classes and follow protocol for make-up hours and attendance
- For optimal learning, class size is limited to 20 students.
- Our curriculum follows data from the National Center for Construction Education & Research (NCCER) for Craft Trades
- Training program employs skilled and experienced industry professionals as instructors.
- Industry experts and manufacturer representatives demonstrate cutting-edge products and technology, and may provide manufacturing certifications at various stages in the curriculum.

CHANGES IN CURRICULUM AND SCHEDULING

PHCC Academy of San Diego reserves the right to cancel, reschedule or combine classes; to change instructors; to adjust tuition, fees, or class size, and to alter curriculum with written notification at any time to enrolled students in good standing. We reserve the right to deny a student permission to enter or continue a course of study based on lack of payment, disciplinary action, or any other reason determined by the PHCC Academy of San Diego Disciplinary Board.

STATEMENT OF NONDISCRIMINATORY POLICY

The PHCC Academy of San Diego admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

JOURNEYMAN PLUMBING APPRENTICESHIP PROGRAM

PLUMBING FIRST YEAR

Introduction to the plumbing trade, history and careers, common plumbing tools and materials, tool safety, trade mathematics, related sciences, introduction to blue print reading and sketching, fixture and fitting identification. Introduction to basic plumbing codes requirements, occupation safety practices and procedures, first aid, customer service and installation practices.

Tuesdays — 5:30 p.m. – 8:30 p.m.

Some Saturday Labs Required—total of 5 from 8am-5pm. Schedule to be posted September 2018

PLUMBING SECOND YEAR

Service and Repair problems and solutions, basic electricity and applications, residential and commercial fixtures installation, local UPC code applications, water, waste, gas, systems, job safety, review of customer relations, math, hands-on applications of commercial, residential, industrial and new construction. Introduction to welding, ladders and scaffolds, plumbing vents and sewage pumps.

Wednesday — 5:30 p.m. – 8:30 p.m.

Some Saturday Labs Required—total of 5 from 8am-5pm. Schedule to be posted September 2018

PLUMBING THIRD YEAR

Isometric drawing, plan reading, sizing water, sizing gas, and sizing waste and vent. Installation practices both commercial and residential, tool use and methods, water heaters and venting blueprint and specifications, job pre-planning, productivity and profitability.

Thursdays — 5:30 p.m. – 8:30 p.m.

Some Saturday Labs Required—total of 5 from 8am-5pm. Schedule to be posted September 2018

PLUMBING FOURTH YEAR

IAPMO Uniform Plumbing Code, California Code, plumbing heating systems, handicap requirements, earthquake valve and seismic requirements, plumbing curriculum review, Journey-Level exam.

Thursdays — 5:30 p.m. – 9:30 p.m.

UPC Update Code Class Required to be scheduled for (1) Saturday in May or June 2019

BOOK REQUIREMENTS

Journeyman Plumbing Apprenticeship Program

Curriculum is based on the National Center for Construction Education & Research (NCCER) four-year series of plumbing textbooks, and the International Association of Plumbing & Mechanical Officials (IAPMO) Uniform Plumbing Code Book, 2015 Edition. Each student is required to obtain the required textbook and Code Book (Illustrated or Non-Illustrated) for the current year of enrollment. All books are available through the PHCC Academy of San Diego, or are available online.

HVAC TECHNICIAN CERTIFICATION PROGRAM

HVAC FIRST YEAR

Introduction to systems and major components, basic electricity, thermodynamics, basic refrigeration cycle, scheduled maintenance, systematic problem solving, basic installation and repair methods, compressors, refrigerants and lubrication, condensers, metering devices, refrigeration accessories, evaporators, evacuation and charging procedures.

Universal EPA 608 Refrigerant Certification.

Schedule to be announced.

HVAC SECOND YEAR

Heating, electrical, electrical troubleshooting, introduction to motors, cooling equipment, mechanical troubleshooting, advanced installation techniques, control systems, psychrometrics and basic sizing, servicing and troubleshooting systems, TAB, energy efficient mechanical systems, fluid handling systems, applied electrical problem solving, applied refrigeration system problem solving, troubleshooting with the psychrometric chart, cooling towers and evaporative condenser, commercial air conditioning and refrigeration systems, indoor air quality, energy efficient installations & selling and customer service. ICE Certification.

Schedule to be announced.

BOOK REQUIREMENTS

Book requirements to be announced.



PHCC Academy of San Diego

2018-2019 Training Program Registration Form

Must be 18 years of age to apply. High School Diploma or Equivalent Required.

Name:	Student Status: RETURNING FIRST TIME
Address:	City, State, Zip:
Phone:	E-mail:
Date of Birth:	Program: <input type="checkbox"/> Plumbing Apprentice <input type="checkbox"/> HVAC Technician
Select One: <input type="checkbox"/> High School Diploma <input type="checkbox"/> G.E.D	Select One: <input type="checkbox"/> New Construction <input type="checkbox"/> Service & Repair
Veteran Status: <input type="checkbox"/> Veteran <input type="checkbox"/> Non Veteran	Class Year: <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4
Race (optional): <input type="checkbox"/> African American <input type="checkbox"/> Asian	<input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian
Emergency Contact Name:	Phone:
Sponsoring Company:	
Contact Name:	Contact E-mail:
Address:	City, State, Zip:
Phone:	Fax:
Current Pay Per Hour:	Company License Number:
<input type="checkbox"/> Current PHCC Member <input type="checkbox"/> Currently Not a Member	<input type="checkbox"/> Bill Student Directly <input type="checkbox"/> Bill Sponsoring Company

The Plumbing-Heating-Cooling Contractors Academy of San Diego admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

STUDENT AND SPONSORING COMPANY

PLEASE READ CAREFULLY AND SIGN

<p>As a Student in the PHCC Academy of San Diego, I certify that:</p> <ol style="list-style-type: none"> 1. I am currently employed by a company with an active California Plumbing License (C-36) <i>(not a requirement for HVAC Students)</i>. 2. All classroom hours are required. I will attend and report to all classes on time and remain for the duration of class. 3. I will make up all absences within 30 days of a missed class. 4. I will accurately complete my on-the-job training (OJT) sheets every day based on the worked performed that day. 5. I will have my supervisor review and sign my OJT sheets at the end of each month. I will submit my completed and signed OJT sheets to the PHCC office by the 15th of each month. 6. I will adhere to all rules and regulations of the training program. 7. Should I leave my sponsoring company during the current school year, I will immediately inform the admissions office. I understand that tuition for the full month is due regardless of the day I leave the program. <p>Signature of Student: _____</p> <p>Date: _____</p>	<p>As the Sponsoring Company and/or Supervisor of a Student in the PHCC Academy of San Diego, I certify that:</p> <ol style="list-style-type: none"> 1. My company holds a valid California Plumbing (C-36) and/or HVAC (C-20) License, respective to the enrolled program. 2. I currently employ the enrolling student. 3. All classroom hours are required. I will arrange the student's work schedule to permit regular on-time attendance of classes. 4. I will abide by and enforce all rules and regulations of the training program. 5. I will notify the Academy in writing when a student ceases to be employed or is otherwise ineligible for continued company sponsorship. I understand that tuition for the full month is due regardless of the day the student leaves the program <p>Signature of Sponsor: _____</p> <p>Date: _____</p>
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PHCC Academy of San Diego

2018-2019 Training Program Registration Form



TUITION AND FEES CIRCLE RATE & RESPONSIBLE PARTY for each section below. Transfer information to Statement of Financial Responsibility Form

Tuition and Fees per Student	PHCC Member	Students paying on their own	PHCC Non-Member	Responsibility
Full Tuition	\$2,175.00	\$ 3,000.00	\$ 3,696.00	Student Sponsor
Tuition—Monthly Payments <i>Billed Sept—June, due on the 1st</i>	\$ 217.50	\$ 300.00	\$ 369.60	Student Sponsor
Tuition— Annual Discount – 10% off <i>When received with application</i>	\$ 1957.50	\$ 2700.00	\$ 3326.40	Student Sponsor
Application Fee <i>New Student—Non-refundable</i>	\$ 100.00	\$ 100.00	\$ 150.00	Student Sponsor
Application Fee <i>Returning Student—Non-refundable</i>	\$50.00	\$50.00	\$100.00	Student Sponsor
Entrance Exam Fee <i>Non-refundable</i>	Waived	\$ 50.00	\$ 50.00	Student Sponsor
Advanced Placement <i>Non-refundable, Plumbing Year 2 & 3 Must meet qualifications</i>	\$150.00	\$250.00	\$ 350.00	Student Sponsor
Required Textbook + UPC Book **	\$ 135 - 350	\$ 135 - 350	\$135 - 350	Student Sponsor

APPLICATION REQUIREMENTS

- Applicants must be at least 18 years of age at the time of enrollment.
- Applicants to Journeyman Plumbing Apprenticeship Program must be employed by a company with a valid California Plumbing License (C-36) throughout the program (*not a requirement of the HVAC training program*).
- Applicants must pass Entrance Exams with 70% score, and participate in an interview with training committee.
- All fees listed above and in Statement of Financial Responsibility are due by first class, or a student may not participate in class activities.

ENTRANCE EXAM

New Applicants must pass (2) Entrance Exams each with a 70% score: Reading Comprehension and Math Essentials

TO APPLY

Application must be submitted to PHCC Academy of San Diego office with the following by first night of class:

- Signed Application, including Statement of Financial Responsibility and Registration Form, with all portions completed for each enrolled student;
- First (2) months of tuition payment (*full tuition payment receives 10% discount*);
- All applicable administration and entrance exam fees as listed above

** Advanced Placement in Plumbing Year 2 or Plumbing Year 3 Apprenticeship Program is available with strict qualifications. Please ask for detailed information from our admissions staff.*

*** Required books may be purchased thru the PHCC Academy of San Diego or online. Please review the book list as provided by our admissions staff. Books must be brought to class and are the sole responsibility of the student.*

REFUND & FINANCIAL RESPONSIBILITY POLICIES — PLEASE READ CAREFULLY

If student drops from program, PHCC Academy continues to charge tuition until written notice from Financially-Responsible party is received, at which time current month student drops will be charged and remaining tuition will be cancelled. NOTE: If full academic year is prepaid, no refunds are given after first 60 days of school, regardless of date student leaves program. Delinquent accounts: Student is suspended until full payment is received. Thereafter, a valid credit card must remain on file for payment. Non-payment of tuition and fees results in cancellation of registration and withholding of further services, certifications and grades until all liabilities are resolved. Outstanding debt is reported to credit bureaus and collection costs, including attorney fees if litigation is necessary may be incurred.

Signature of Student: _____

Signature of Sponsor: _____



PHCC Academy of San Diego 2018-2019 Statement of Financial Responsibility

- The "Student", _____, is financially responsible for payments to the PHCC Academy of San Diego as designated below.
- The "Sponsor", _____, is financially responsible for payments to the PHCC Academy of San Diego as designated below.

PLEASE READ CAREFULLY AND SIGN—THIS ESTABLISHES YOUR FINANCIAL RESPONSIBILITY

Please Read Carefully and Sign Below:

1. Financially Responsible Party is obligated for the payment of tuition and fees associated with the 2018-2019 Training Program regardless of student attendance.
2. Fees are due no later than the first night of class via cash, check or credit card: First two months of Tuition Payments + Application Processing Fees + application Entrance Exam Fees.
3. Book fees are billed separately upon order. Students may purchase books through the Academy or online as long as the title of the book and version match identically to the Course Curriculum,
4. Monthly invoices are sent via email on the first of every month.
5. We provide a 10-day grace period for all monthly tuition payments. A late fee of \$35 is automatically assessed on the 11th of every month that tuition remains unpaid.
6. In the event a student drops from the program regardless of reason, a written notice must be received by the financially-responsible party, at which time the current month the student drops will still be charged. No refunds are given after the first of the month, regardless of the date the student leaves the program, and no refunds are given for any prepaid tuition.
7. For accounts 30 days past due, student is suspended and letter is issued to financially-responsible party. Student is not permitted to class until full payment is received. Valid credit card must remain on file for payments thereafter. Continuous non-payment of tuition + fees result in cancellation of student enrollment and withholding of services, certifications and grades until financial liabilities are resolved. Outstanding debt is reported to credit bureaus & collection costs including attorney fees may be incurred.

Check one for Financially Responsible Party: * Sponsor Student

Signature: _____ Date: _____

Printed Name: _____

Email: _____ Phone: _____

TOTAL DUE WITH APPLICATION:

(Fees Listed on Registration Form)

(2) TUITION Payments: _____

APPLICATION Fee: _____

Entrance EXAM Fee: _____

BOOKS (optional): _____

Total Due: _____

PAYMENT: Initial payment of (2) months Tuition + Application Fee + Entrance Exam Fee is required no later than first class.

Bill Monthly (8 monthly installments November-June on 1st of month) One-time Payment (10% Discount Applies)

Check (Payable to PHCC Academy of San Diego) \$ _____ Cash \$ _____

Credit Card: Visa MasterCard AmEx Discover Amount \$ _____

Credit Card Number: _____ Exp. Date: _____ CSV: _____

Name on Credit Card: _____

Billing Address: _____

Cardholder Signature: _____

**Real Plumbers
Know Their Trade**



**PLUMBING-HEATING-COOLING
CONTRACTORS ASSOCIATION**

**Build Confidence
Increase Knowledge
Grow Sales**

**The Apprenticeship Program
Will Take YOU There!!**

www.phccsd.org  **858-693-3855**

Return Completed Application to:

(Student & Sponsor Signatures are Required)

PHCC Academy of San Diego

9920 Scripps Lake Drive, #102, San Diego, CA 92131

Phone: 858-693-3855 | Fax: 858-693-3852

Email: Admin@PHCCSD.org

www.phccsd.org