

POLICY

It is the stated policy of THACCA to develop quality training programs for HVAC apprentices so that continuity and growth of our workers may be assured to the advantage of both the HVAC industry.

To this end, the THACCA Apprenticeship Committee adopts the guidelines set forth below as local program policy:

1. The Apprenticeship Committee, participating employers and apprentices entering into an apprenticeship agreement under a given set of standards of apprenticeship shall be governed by the terms of such standards.
2. Participation in the THACCA Apprenticeship Program shall be open only to members in good standing of THACCA.

DEFINITIONS

1. Standards - shall mean the THACCA standards of training adopted by the THACCA Apprenticeship Committee.
2. Interested boards or agencies - shall mean local governmental boards or agencies that have authority to issue or control local licensing regulations.
3. THACCA Apprenticeship Training Committee - shall mean the committee established by THACCA that shall administer the Apprenticeship Program.
4. Employer - shall mean an individual THACCA contractor or THACCA firm participating in an apprenticeship training program established through THACCA.
5. Apprentice - shall mean a person who is employed by the employer to learn the trade outlined herein.
6. Apprenticeship Agreement - shall mean a written agreement signed by the employer and the apprentice and approved by the local apprenticeship committee that contains a statement making the terms of the local standards a part of the agreement.
7. THACCA - shall mean the Toledo Heating and Air Conditioning Contractors Association.

THE APPRENTICESHIP COMMITTEE

A. COMPOSITION

The Apprenticeship Committee shall be responsible for the administration and supervision of the standards.

The Apprenticeship Committee shall consist of no less than five (5) HVAC employers or their representatives. A quorum shall consist of at least three (3) such members.

The Committee will select a chairperson and a recording secretary; both of these officers shall have the right of voice and vote on all business that comes before the Committee.

The Apprenticeship Committee may procure advisors or consultants, if such is deemed in the best interest of the training program. Such advisors or consultants shall serve without vote.

The Apprenticeship Committee shall meet at the call of the Chairperson.

The Apprenticeship Committee shall establish any additional rules as may be necessary to fulfill its responsibility for the administration of the apprenticeship program.

B. DUTIES

1. To develop local standards of apprenticeship.
2. To establish minimum standards of related instruction and on-the-job training required of apprentices, and to see these are adhered to both on the job and in the classroom.
3. To approve apprenticeship agreements between the apprentice and employer and to submit these agreements to the appropriate interested boards or agencies when requested.
4. To assist in continuous employment of apprentices insofar as possible.
5. To maintain a record of such apprentices training progress on the job and in related instruction.
6. To visit the school where related training classes are held at least once each semester.
7. To notify all interested boards or agencies when apprentices have satisfactorily completed their apprenticeship.
8. To notify all interested boards or agencies of all terminations and cancellations of apprenticeship agreements.
9. To be responsible for the successful operation of the local standards by performing the duties herein listed.

MODIFICATION OF STANDARDS

As the need to modify these THACCA Standards of Apprenticeship becomes necessary, those changes that will improve the quality of the training program, further the HVAC profession or promote compliance with applicable statutes will be made.

Apprenticeship standards shall not be modified without the majority consent of the apprenticeship committee.

QUALIFICATIONS FOR APPRENTICESHIP

Applicants to be considered for apprenticeship must meet the following minimum requirements:

1. Applicants shall have successfully completed high school or vocational school training, shall have attained an equivalency certificate, or shall demonstrate suitable capability to maintain the established pace of the instructional program.
2. Applicants shall be at least 16 years of age at time of entry in the program.
3. Employed by a THACCA member in good standing.

THE APPRENTICESHIP APPLICATION FORM

The THACCA Apprenticeship Committee shall furnish the apprenticeship application form to the applicant. It must be filled out completely and signed by the applicant.

RESPONSIBILITIES OF THE APPRENTICE

Apprentices shall faithfully perform all duties assigned to them by their employer.

Apprentices shall abide by all provisions of the THACCA standards that are applicable to their conduct.

Apprentices shall abide by the work rules and safety policies of their employer, rendering due respect at all times to the property of the consumer, the employer and their co-workers.

Apprentices shall successfully complete the required related instruction program as established under THACCA standards.

Apprentice must hold a City of Toledo Training Apprenticeship Card for three (3) consecutive years.

TERM OF APPRENTICESHIP

The term of apprenticeship shall consist of four (4) years. During such period, the apprentice must log at least 1400 hours of on-the-job training per year and has to meet the requirement of three (3) consecutive years in the program.

CONDITIONS (CONTINUITY) OF EMPLOYMENT

Apprentices will be given continuous employment in so far as possible. When apprentices are temporarily laid off due to business conditions, they may contact the THACCA Apprenticeship Committee for assistance in re-employment.

The hours of work for apprentices shall be the same as those for journeymen and shall be subject to the same conditions. The apprentices will work under the supervision of the employer or any member of the employer's staff whom the employer designates as an apprentice supervisor.

RECOGNITION FOR COMPLETION OF APPRENTICESHIP

When apprentices have satisfactorily fulfilled the terms and conditions of their apprenticeship agreement, completed on-the-job training and successfully completed their related instruction curriculum, the Committee shall notify all interested boards and agencies of the apprentice completion.

NUMBER OF APPRENTICES TO BE EMPLOYED

No more apprentices shall be employed than can be given proper supervision in performance of their job and be afforded employment opportunity on completion of their apprenticeship.

PROGRESS EVALUATION AND RECORDS

Employers shall assign a member of their staff (usually a journeyman) the responsibility of supervising the apprentice's on-the-job training. As the supervisor of the apprentice, the person assigned shall provide proper instruction in all work processes, including safety.

ASSURANCE OF QUALIFIED TRAINING PERSONNEL

In order to assure that the apprentice will receive competent instruction both on the job and in the classroom, and that the training facilities and quality of instruction are adequate, the following responsibilities are placed upon the employer and the school.

A. Responsibilities of the Employer

1. To see that apprentices are assigned to supervisors and journeymen who understand the apprenticeship and have special capacities for teaching job skills to the apprentice.
2. To provide the technical knowledge and skill needed by the apprentice for proficiency in the trade.
3. To provide safety instruction and adequate safe facilities for training.
4. To assure the apprentices attend and complete their related instruction.

B. Responsibilities of the School

1. To provide adequate facilities and realistic instruction for well-rounded understanding of trade theory and techniques by the apprentice.
2. To work with the industry in establishing the curriculum of related instruction adapted to the trade.

SAFETY TRAINING

Safety in the handling of tools, the use of equipment and in personal conduct shall be stressed throughout the term of apprenticeship. Safety training shall be provided both on the job and in the classroom, as a continuing program. In addition, each apprentice shall be provided with initial safety indoctrination that shall consist of pertinent company safety regulations, reporting of accidents and the availability of first aid medical facilities.

Employees shall comply with the occupational safety and health standards and all rules, regulations and orders issued pursuant to this Act which are applicable to their own actions and conduct.

COURSE OF STUDY

Students must enroll in a THACCA approved educational program and must successfully pass, with documentation of it, a minimum of 576 classroom hours or the equivalent as found acceptable by appropriate local licensing authorities. Owens Community College will be the recognized educational program for the THACCA Apprenticeship Program. Other programs to be recommended are to be Department of Labor (DOL) approved or reviewed by the Apprenticeship Committee.