

KAPHCC Returning Apprentice Application

Last Name: _____

APPLICATION DEADLINE 12 NOON: Wednesday, August 1, 2018
Applications received after deadline date are subject to approval by Committee.

2018-2019 School Year

Mail applications to: KAPHCC Apprentice School
c/o TAPHCC

9041 Executive Park Dr. Suite 220 Knoxville, TN 37923

Office contact info: Phone: 865-531-7422 Fax: 865-531-7045 Email: appschool@taphcc.com

All classes held @ Lincoln Park Technology & Trade Center, 535 Chickamauga Ave, Knoxville, TN 37917 or
Fulton High School, 2509 N. Broadway, Knoxville, TN 37917

CLASSES WILL START August 20, 2018 at Fulton High School Gymnasium

PLEASE PRINT CLEARLY

DATE: _____ TRADE: (Circle one) PLUMBING HVAC SHEET METAL Year: _____ (1,2,3 or 4)

FULL NAME (first middle last): _____

Cell Phone: (school purposes only): _____

Home Phone: _____ Work Phone: _____

Mailing Address: _____
STREET CITY STATE ZIP

Email: _____

CURRENT EMPLOYER: _____ \$ _____
(Current Hourly Rate of Pay)

Supervisor Name: _____ Supervisor Phone: _____

Supervisor Email: _____

Is this a change of employer from last school year? yes no

To be completed by KAPHCC Apprentice School:
Date Received: _____ Applicant Log # _____ Registered Date: _____ Complete? _____

KAPHCC Apprentice School

c/o TAPHCC 9041 Executive Park Dr. Suite 220 Knoxville, TN 37923

865-531-7422

appschool@taphcc.com

KAPHCC RULES FOR PLUMBING, SHEET METAL AND HVAC APPRENTICE PROGRAMS:

Classes are held at the Lincoln Park Technology & Trade Center, 535 Chickamauga Ave, Knoxville, TN 37917 or Fulton High School, 2509 N. Broadway, Knoxville, TN 37917.

- **All fees are the responsibility of the apprentice and are due the 1st night of class unless paid by employer.** Tuition must be paid by check or money order (no cash). If you work for a NON-PHCC MEMBER, the KAPHCC Apprentice School yearly tuition is \$1275 and includes your book.
- **CLASS STARTING TIME-** Classes begin promptly at 5PM. Students must sign in (note time) and verify that employer name is correct. If you are late, this will be noted on the roll sheet and may accumulate into an absence(s). Attendance is recorded from the sign in sheet so be sure to sign in each night.
- **CLASS ATTENDANCE-** KAPHCC attendance policy supersedes KCS policy. There are **NO excused absences** from class. If you are asked to work late on a school night, remind your employer that you must attend class. If for any reason you will miss class, you must inform the KCS CTE Director by text or phone, (phone number will be provided at registration).
- **KAPHCC classes will run on the Knox County Schools SNOW SCHEDULE.**
- **YEARLY REQUIREMENTS-** 2000 yearly work hours at employer and **160 yearly classroom school hours** (40 total nights)
- **70** minimum grade point average for advancement: **A** 93-100 **B** 84-92 **C** 76-83 **D** 70-75 **F** below 70
- **OUT-OF-WORK LIST-** If you are laid-off, sign the out of work list in the KAPHCC office. The KAPHCC will attempt to keep you employed by a KAPHCC member; however, **it is the responsibility of the apprentice to keep the KAPHCC informed of your current employer.**
- **WORK CARDS-** Apprentices fill out monthly work cards and turn in to your employer. You must work for a KAPHCC member to receive credit for your monthly work hours. Employers will collect work cards from apprentices and turn in to KAPHCC at end of each month to be kept in the student file. Companies who wish to register their apprentices with BAT must turn in work cards.
- **DEPT OF LABOR OFFICE OF APPRENTICESHIP-** Registration and 4th year program completion certificates are only available to registered apprentices working for KAPHCC members. **Only KAPHCC members who meet KAPHCC Standard guidelines may register their apprentices with the Dept. of Labor.**
- **KAPHCC APPRENTICE RECORDS-** Please keep the KAPHCC App School office updated on your current mailing address, phone number and email in case we need to notify you with KAPHCC App School information.
- **BREAK TIME-** There will be two 5 minute breaks. Break time to be at the discretion of the instructor.
- **UNRULY CONDUCT-** Unruly conduct on school property will not be tolerated. Anyone reported disrupting class will be brought before the Apprenticeship Committee and subject to dismissal from school. Anyone caught destroying school property will be responsible for damages and subject to dismissal. Abusive or offensive language will not be tolerated. Weapons or carrying objects with the intent to go armed on school property will be grounds for dismissal. Alcohol or drugs on school property will not be permitted. Smoking including vaping and electronic cigarettes are prohibited on KCS property and strictly enforced. No one will be allowed to attend class who is suspected of being under the influence of alcohol or drugs.
- **NO SOLICITATION OR DISTRIBUTION ALLOWED-** There will be no solicitation distribution of printed or electronic media of any nature allowed by anyone (students, contractors, anyone) during school hours or on school property or in connection with the KAPHCC programs. Breaking of this rule will warrant dismissal from program.
- **CLASS ENDING TIME-** Class ends at 9:00PM. Students will sign out at 9pm and will be given class assignments for the following week.
- **CLASS RULES-** Turn off cell phones during class. No meals during class; please eat before you arrive; only snacks or soft drinks allowed.
- **PROBATION-** All 1st year students are on a six (6) month probation period.

I, apprentice _____ have read and understand the above rules and agree to abide by them.
Print Full Name

Apprentice Signature: _____ Date: _____ Craft & Year: _____

RULE SHEET IS INCLUDED WITH APPLICATION & WILL BE IN EFFECT DURING STUDENTS ENTIRE APPRENTICESHIP TRAINING.