

Idaho Plumbing Apprenticeship Process

Purpose: The purpose of this document is to create guidance for the Idaho plumbing apprenticeship registration, billing, reporting, and certification.

Definitions: Apprenticeship: Students are required to complete 144 classroom hours along with hours worked through on the job training. The plumbing apprenticeship in Idaho is 4 years long.

APR 199 CA: Year one apprentice students

APR 199 CB: Year two apprentice students

APR 199 CC: Year three apprentice students

APR 199 CD: Year four apprentice students

Schedule, Student Registration, and Attendance Procedure:

1. **Step 1:** Students can only enter the program during the Fall quar. The Director, at the beginning of every TVCC registration point make certain the schedule reflects all four course offerings (APR 199 CA/CB/CC/CD) for zero credit: Fall, Winter, and Spring. The students are charged a one-time fee at the start of the Fall registration period (currently \$900). At the beginning of the Winter and Spring quarters, students are re-registered for the following quarter
2. **Step 2:** Registration opens during the normal college catalog registration periods and each student's registration rolls over from Fall to Winter to Spring by the Enrollment Specialist. The student is required to re-register, each quarter, in order to continue Grades, participation, and midterm grades for the APR 199 all follow the college policies and procedures for credit bearing courses.
3. **Step 3:** Student payments follow college deadlines for payment in the Fall and Enrollment Specialist has a list of who is registered and who has or has not paid.
4. **Step 4:** Each Friday the Enrollment Specialist places a sign-in sheet in both classrooms for students to sign in for attendance requirements.
5. **Step 5:** On Monday following the weekend class, the Enrollment Specialist collects the attendance sheet and tracks who attended and who did not that week on an excel sheet (Example attached).
6. **Step 6:** During the Spring quarter, set the classroom dates for the following school year (attached) and the flyer for the new year (attached).

7. **Step 7:** At the end of the Spring quarter, calculate how many hours each student spent in class and create a certificate to present during the last class meeting. This is what the student will use to earn Journeyman status with the State of Idaho.
8. **Step 8:** Mid-August the Director is to inquire about which students completed their fourth year of required classroom time, passed the state test to become a Journeyman and documented on the attendance excel sheet.

Instructor Payment Work Authorizations and Calculation Procedure:

1. **Step 1:** Instructors have agreed to be paid 70% of the income generated by the plumbing students.
2. **Step 2:** During the Fall quarter at the end of the posted drop period instructor payment can be calculated. Total students registered in APR 199 CA/CB/CC/CD and paid in full are to be calculated into the payment. Example:

25 students registered but only 23 have paid in full. 23 students will be calculated for payment.
 23 students X \$900= \$20,700
 \$20,700 X .70= \$14,490 should be paid to the instructors for the year.

3. **Step 3:** The first work authorization should be completed after the drop date for fall quarter with the amount calculated spread into even payments between October and the end of April.
4. **Step 4:** The second work authorization should be created in January for the students who were not calculated in the first authorization and any others who added late. The second authorization should be paid from January to the end of April.

End of Process



Vice President of Academic Affairs

9/10/19

Date