



Plumbing & Gas Fitting Apprenticeship Sponsor Information Packet

What Is Included In this Packet:

- Letter from our founder - Wayne Ritchie
- Plumbing & Gas Fitting Program Outline & Curriculum
- Plumbing & Gas Fitting Program supply list
- Plumbing & Gas Fitting Program breakdown & tuition information
- Sponsor Application
- Participating Employer Agreement
- Proof of Employment SAMPLE LETTER
- Apprenticeship Agreement (per apprentice)
- Liability Waiver
- Proof of hours Sheet (Make Copies: per apprentice, per quarter)



Dear Applicant,

Thank you in your interest in being a sponsor in the Clearwater Trade School Plumbing & Gas Fitting Apprenticeship Program. I wanted to take a moment to tell you a bit about the vision of Clearwater Trade School & how your partnership with Clearwater Trade School is going to help shape & change the future of plumbers in Florida.

My vision is for Clearwater Trade School to become the premier trade school for future plumbers & gasfitters in Pinellas County, Florida. To provide real, one-on-one training by professionals, to apprentices who are already committed to working in the field. Using a business-partnership approach, we work with the employers (sponsors - like you!) of apprentices to make tuition more affordable while giving the sponsors a return on their investment.

As an employer in the plumbing field, myself, I know that each day we work with one of our helpers or apprentices - is an investment. Investments are hard, but just like any other well-maintained investment portfolio, if you stick with it & have a good broker - you will not be upset about the return you make. But I also know that it is impossibly hard to maintain a well balanced work/train/apprentice environment for all of our team. This is where CTS comes in. By providing a full week of class, rotating every 6 weeks - you get the most out of your apprentices in normal working hours and they get the most out of their in-class training. In 4 years (or less in some cases) your apprentices will become fully certified by NCCER & be ready to take their licensing exam as a Journeyman. There is also an option for a 5th year Master Plumber Course after graduation!

As a sponsor, it will be your job to take off where Clearwater Trade School leaves off in the hands-on training. Giving your apprentices in-field knowledge that can only come from the real-life experience.

Imagine how well *your* company could be doing if the "10" new apprentices you (hypothetically) hire today receive side-by-side training as they work! Imagine the capabilities of your team when each of your apprentices are able to run their own vans & their own teams! This was the vision I had when starting Clearwater Trade School. Turning the guys who are costing me money now - as an apprentice; into a well oiled machine that is making my company top dollar - as a journeyman.

There is SO much plumbing work available, & not enough experienced, well-trained, journeymen to take it on. What our industry needs is to have new life breathed into it. But what our apprentices need is the training & support they can trust.

Too often trade schools try to jam enough class-room training into limited night & weekend time slots & expect tired apprentices to fully absorb what they are being taught. This is both unfair to the apprentices & to their employers. Not to mention, the cost of tuition & inflexible work/school schedules often lead to a higher failure then dropout rate. Our goal is to eliminate the failure rate



by bridging the gap between the needs of the sponsors & the needs of the apprentices. But we can't do it alone.

As a sponsor, you would be directly aiding in the success of your apprentice in multiple ways: By sponsoring 50% of your apprentices costs per a year, you help to alleviate the financial burdens that keep more than 40% of drop outs, from in fact dropping out. By providing flexibility to allow your apprentice to maintain their class schedule, you help to alleviate the job stress that causes over 45% of failing apprentices to give up. Lastly, by providing guidance & support in the field, you are helping to redefine the value of the 10% of apprentices who do not complete programs due to lack of mentoring. By taking the financial leap of faith in becoming a sponsor - you are single handedly changing the future of the plumbing industry.

Join me in the future of plumbing by sponsoring your own team. Maybe it's just 1 guy this year, maybe it's 10. There is no limit (big or small) to the number of apprentices you can sponsor & no limit to the number of futures you can change.

Equally, there is no limit as to how much you can sponsor (over the 50% commitment). As owner of Tampa Bay Plumbing, I am committing to paying for 100% of tuition costs & fees for the apprentices we hire to go through the program. Which is also a *great* tax deduction!

To celebrate our launch, Clearwater Trade School will be giving out 10 1-year scholarships & 5 full scholarships starting in April 2020. Because each apprentice must be sponsored, these scholarships are equally as rewarding to their employers. To become eligible for one of the scholarships a sponsor must first be registered with Clearwater Trade School & have an apprentice enrolled for the opening semester. Terms, conditions & rules will be announced at the end of March 2020. Please follow our social media accounts for announcements & updates: @ClearwaterTradeSchool

Thank you for considering Clearwater Trade School. Take a look at all the information in this packet. If you have any questions or want to know more, please call me directly on my cell listed in the header.

"Imagine how YOUR life can change in as little as 4 years."

Sincerely,

Wayne Ritchie



Plumbing Apprenticeship - CURRICULUM

The following is a brief description of subjects contained in all four levels of the plumbing program as well as the core curricula that all level one students are expected to pass prior to entering a class.

This curriculum is for plumbing apprentices and assumes you are already employed by a plumbing firm!

CORE CURRICULUM - 72.5 / 80 Hours

The core curricula provides a basic introduction to construction work for all crafts. **The CORE CURRICULUM is an internet-based self-study course and is not taught in the classroom like Plumbing levels 1-4.**

- **Basic Safety**

Explains the safety obligations of workers, supervisors, and managers to ensure a safe workplace. Discusses the causes and results of accidents and the dangers of rationalizing risk. Reviews the role of company policies and OSHA regulations in maintaining a safe workplace. Introduces common job-site hazards and protections such as lockout/tagout, personal protective equipment (PPE), and HazCom.

- **Introduction to Construction Math**

Reviews basic mathematical functions such as adding, subtracting, dividing, and multiplying whole numbers, fraction, and decimals, and explains their applications to the construction trades. Explains decimal-fraction conversions and the metric system using practical examples. Also reviews basic geometry as applied to common shapes and forms.

- **Introduction to Hand Tools**

Introduces trainees to hand tools that are widely used in the construction industry, such as hammers, saws, levels, pullers, vises and clamps. Explains the specific applications of each tool and shows how to use them properly. Also discusses important safety and maintenance issues related to hand tools.

- **Introduction to Power Tools**

Provides detailed descriptions of commonly used power tools such as drills, saws, grinders, and sanders. Reviews applications, proper use, safety, and maintenance. Many illustrations show power tools used in on-the-job settings.

- **Introduction to Construction Drawings**

Covers construction drawings, components, and symbols. Discusses different types of drawings and describes how to interpret and use drawing dimensions.

- **Basic Rigging**

Explains how ropes, chains, hoists, loaders, and cranes are used to move material and equipment from one location to another on a job site. Describes inspection techniques and load-handling safety practices. Also reviews American National Standards Institutes (ANSI) hand signals.

- **Basic Communication Skills**

Provides trainees with techniques for communicating effectively with co-workers and supervisors. Includes practical examples that emphasize the importance of verbal and written information and instructions on the job. Also discusses effective telephone and e-mail communication skills.

- **Basic Employability Skills**

Identifies the roles of individuals and companies in the construction industry. Introduces trainees to critical thinking and problem solving skills and computer systems and their industry applications. Also review effective relationship skills, effective self-presentation, and key workplace issuers such as sexual harassment, stress, and substance abuse.

PLUMBING LEVEL ONE - 145 / 160 Hrs

- **Introduction to the Plumbing Profession - 5 / 8 Hrs**



Introduces the trainee to many career options available in today's plumbing profession. Provides a history of plumbing and also discusses the current technology, industries, and associations that make up the modern plumbing profession. Also reviews human relations and safety skills.

- **Plumbing Safety - 22.5 / 27 Hrs**

Discusses the causes of accidents and their consequences and repercussions in terms of delays, increased expenses, injury, and loss of life. Reviews the types and proper use of personal protective equipment (PPE). Instructs trainees in the use of critical safety information conveyed in hazard communication (HazCom), safety signs, signal, lockout/tagout, and emergency response. Covers confined space safety, and reviews safety issues related to hand and power tools.

- **Tools of the Plumbing Trade - 10 / 12 Hrs**

Instructs trainees in the care and use of the different types of hand and power tools they will use on the job. Gives trainees the information they need to select the appropriate tools for different tasks, and reviews tool maintenance and safety issues.

- **Introduction to Plumbing Math - 12.5 / 15 Hrs**

Review basic math concepts, such as whole numbers, fractions, decimals, and squares, and demonstrates how they apply to on-the-job situations. Teaches trainees how to measure pipe using fitting tables and framing squares and how to measure pipe using fitting tables and framing squares and how to calculate 45-degree offsets.

- **Introduction to Plumbing Drawings - 17.5 / 20 Hrs**

Introduces trainees to the different types of plumbing drawings they will encounter in the job, and discusses how to interpret and apply them when laying out and installing plumbing systems. Discusses the symbols used in plumbing and mechanical drawings and reviews isometric, oblique, orthographic, as well as schematic drawings. Requires trainees to render plumbing drawings and recognize how code requirements apply to plumbing drawings.

- **Basic Communication - 24 Hrs**

Introduces trainees to team, customer, & job-related communication. From notes, to writing professionally 7 legally sound letters.

- **Plastic Pipe and Fittings - 12.5 / 17 Hrs**

Introduces trainees to the different types of plastic pipe and fittings used in plumbing applications, including ABS, PVC, CPVC, PE, PEX, and PB. Describes how to measure, cut, join, and support plastic pipe according to manufacturer's instruction and applicable codes. Also discusses pressure testing of plastic pipe once installed.

- **Copper Pipe and Fittings - 12.5 / 17 Hrs**

Discusses sizing, labeling, and applications of copper pipe and fittings, and reviews the type of valves that can be used on copper pipe systems. Explains proper methods for cutting, joining, and installing copper pipe. Also addresses insulation, pressure testing, seismic codes, and handling storage requirements.

- **Cast-Iron Pipe and Fittings - 12.5 / 17 Hrs**

Introduces trainees to hub-and-spigot and no-hub cast-iron pipe and fittings and their applications in the DWV systems. Reviews material properties, storage and handling requirements, and fittings and valves. Covers joining methods, installation, and testing.

- **Carbon Steel Pipe and Fittings - 12.5 / 17 Hrs**

Discusses threading, labeling, and sizing of steel pipe, and reviews the differences between domestic and imported pipe. Covers the proper techniques for measuring, cutting, threading, joining, and hanging steel pipe. Also reviews corrugated stainless steel tubing.

- **Introduction to Plumbing Fixtures - 7.5 Hrs**

Discusses the proper applications of code-approved fixtures and faucets in plumbing installations. Reviews the different types of fixtures and faucets and the materials used in them. Also covers storage, handling, and code requirements.



- **Introduction to Drain, Waste, and Vent (DWV) Systems - 10 Hrs**

Explains how DWV systems remove waste safely and effectively. Discusses how system compactness, such as pipe, drains, traps, and vents, work. Reviews drain and vent sizing, grade, and waste treatment. Also discusses how building sewers and sewers drains connect the DWV system to the public sewer system.

- **Introduction to Water Distributions Systems- 10 Hrs**

Identifies the major components of water distribution systems, and describes their functions. Reviews water sources and treatment methods, and covers supply and distribution for the different types of the systems that trainees will install on the job.

PLUMBING LEVEL TWO - 175 / 240 Hrs

- **Plumbing Math - 15 / 20 Hrs**

Explains the Pythagorean theorem and reviews methods for finding angles. Discusses the techniques used to calculate simple and rolling offsets on parallel runs of pipe.

- **Reading Commercial Drawings - 25 / 30 Hrs**

Teaches trainees how to interpret and use civil, architectural, structural, mechanical, plumbing, and electrical drawings when installing plumbing systems. Covers how to create and use isometric drawings, material takeoffs and approved submittal data.

- **Structural Penetrations, Insulation, and Fire-Stopping - 15 / 20 Hrs**

Introduces methods for adjusting structural members, insulating pipe, and installing fire-stopping. Covers reinforcement techniques for modified structural members; how to measure, cut and install fiberglass and flexible foam insulation; and how to identify walls, floors, and ceilings that require fire-stopping.

- **Installing and Testing DWV Piping - 30 / 35 Hrs**

Explains how to locate, install, connect, and test a complete drain, waste, and vent (DWV) system.

- **Installing Roof, Floor, and Area Drains - 5 / 8 Hrs**

Covers the proper techniques for locating, installing, and connecting roof, floor, and area drains according to code. Also discusses waterproof membranes and flashing, drain components, and proper drain applications.

- **Types of Valves - 5 / 8 Hrs**

Reviews the many types and uses of valves, their components, and valve applications. Also covers valve repairs and replacement.

- **Installing and Testing Water Supply Piping - 30 / 35 Hrs**

Explores the proper techniques for locating, installing, and testing complete water supply systems, including piping, meters, water heaters, water softeners, and hose bibbs. Reviews common code requirements for water supply systems.

- **Installing Fixtures, Valves, and Faucets - 20 / 25 Hrs**

Covers the installation of basic plumbing fixtures, including bathtubs, shower stalls, lavatories, sinks, water closets, and urinals. Also reviews the installation of associated valves, faucets, and components.

- **Basic Electricity - 10 / 15 Hrs**

Introduces trainees to the principles of electricity, including voltage, current, resistance, and power. Includes important electrical formulas, circuitry, and common plumbing-related electrical applications.

- **Installing Water Heaters - 10 / 15 Hrs**

Discusses gas-fired, electric, solar, instantaneous, and indirect water heaters, components, and applications. Reviews proper installation and testing techniques and covers the latest federal guidelines that apply to water heaters.

- **Fuel Gas Systems - 20 / 25 Hrs**

Introduces the techniques for safe handling of natural gas, liquefied petroleum gas, and fuel oil. Reviews fuel gas and fuel oil applications, systems installation, and testing.



PLUMBING LEVEL THREE - 160 / 240 Hrs

- **Applied Math - 17.5 / 25 Hrs**

Introduces trainees to the math concepts they will use on the job, including weights and measures, area and volume, temperature, pressure, and force. Also reviews the six simple machines: inclined planes, levers, pulleys, wedges, screws, and wheels and axles.

- **Sizing and Protecting the Water Supply System - 30 / 40 Hrs**

Teaches techniques for sizing water supply systems, including calculating system requirements and demand, developed lengths, and pressure drops. Reviews the factors that can reduce efficiency of water supply piping. Introduces different backflow prevention devices and explains how they work, where they are used, and how they are installed in water supply systems.

- **Potable Water Supply Treatment - 15 / 20 Hrs**

Explains how to disinfect, filter, and soften water supply systems. Discusses how to troubleshoot water supply problems, flush out visible contaminants from plumbing systems, and disinfect a potable water plumbing system.

- **Types of Venting - 20 / 25 Hrs**

Reviews the different types of vents that can be installed in a DWV system and how they work. Also teaches design and installation techniques.

- **Sizing DWV and Storm Systems - 20 / 25 Hrs**

Explains how to calculate drainage fixture units for waste systems. Reviews how to size drain, waste, and vent (DWV) systems; storm drainage systems; and roof storage and drainage systems.

- **Sewage Pumps and Sump Pumps - 12.5 / 18 Hrs**

Discusses the installation, diagnosis, and repair of pumps, controls, and sumps in sewage and storm water removal systems.

- **Corrosive-Resistant Waste Piping - 7.5 / 10 Hrs**

Discusses corrosive waste and reviews related safety issues and hazard communications. Discusses how to determine when corrosive-resistant waste piping needs to be installed, as well as how to correctly select and properly connect different types of piping.

- **Compressed Air - 10 / 12 Hrs**

Explains the principles of compressed air systems and describes their components and accessories. Reviews installation and periodic servicing of air compressor systems.

- **Service Plumbing - 27.5 / 30 Hrs**

Covers the troubleshooting and repair of fixtures, valves, and faucets in accordance with code and safety guidelines. Explains how to diagnose and repair water supply and drainage piping, water heaters, and other appliances and fixtures. Describes the effects of corrosion, freezing, and hard water on plumbing systems.

PLUMBING LEVEL FOUR - 145 / 240 Hrs

- **Business Principles for Plumbers - 15 / 20 Hrs**

Introduces trainees to concepts and practices that are essential for competitive, successful plumbing businesses. Covers basic business accounting project estimating, as well as techniques for cost control and task organization.

- **Fundamentals of Crew Leader - 20 / 30 Hrs**

Introduces trainees to the knowledge and skills required for team leadership. Covers practical information about today's construction industry; basic leadership skills; safety responsibilities of a supervisor; and a detailed survey of project control techniques.

- **Water Pressure Booster and Recirculation Systems - 12.5 / 18 Hrs**

Builds on trainees' previous experience with the pumps, storage tanks, controls, and pipes and fittings by teaching them to assemble those components into systems that boost water pressure and provide hot water.



- **Indirect and Special Waste - 17.5 / 20 Hrs**

Explains the code requirements and installation procedure for systems that protect against contamination from indirect and special wastes.

- **Hydronic and Solar Heating Systems - 17.5 / 20 Hrs**

Introduces the basic types of hydronic and solar heating systems and their components. Reviews hydronic and solar heating system layout and installation. Also discusses methods for inhibiting corrosion in solar heating systems.

- **Codes - 12.5 / 20 Hrs**

Discusses the different types of codes used by plumbers across the country and explains how these codes are written, adopted, modified, and implemented.

- **Private Water Supply Well Systems - 10 / 15 Hrs**

Explains the operation of pumps and well components. Review the qualities of good wells and how to assemble and disassemble pumps and components.

- **Private Waste Disposal Systems - 10 / 15 Hrs**

Describes the types of private sewage systems, discusses the maintenance and replacement of these systems, and explains how to determine the local code requirements for these systems. Covers percolation tests and sewage system planning and layout.

- **Swimming Pools and Hot Tubs - 7.5 / 12 Hrs**

Introduces trainees to plumbing systems in swimming pools, hot tubs, and spas. Allows trainees to learn to install and troubleshoot water supply systems and drains.

- **Plumbing for Mobile Homes and Mobile Home Parks - 7.5 / 12 Hrs**

Describes the location and layout of plumbing systems for mobile home and travel trailer parks. Reviews how to design and lay out a system, how to connect water and sewer lines to a mobile home, and how to estimate materials and costs for the park.

- **Introduction to Medical Gas & Vacuum Systems - 15.5 / 20 Hrs**

Introduces the various types of medical gas and vacuum systems used in the health care facilities. Covers the system requirements and professional qualifications required by code, describes common types of medical gas and vacuum systems, and introduces the safety requirements for installing, testing and servicing these systems

- **Exam Preparation - 15 / 20 Hrs**

Exam review & Preparation for getting licensed



Plumbing & Gas Fitting Apprenticeship Program Tuition Information

The following is a list Breakdown of fees, books & tuition by Total & yearly. Each year tuition must be paid 100% in full no less than 10 business days before the start of each program year to attend class.

TYPE	ITEM	QTY	PRICE	TOTAL
	4 YEAR TOTAL			\$7270.00
Fee	Application	1	\$20.00	\$20.00
Fee	Student ID	1	\$20.00	\$20.00
Year 1	Program - Year 1 *includes 80 hrs CORE training* *See Breakdown below* Units & Lab fees <u>not</u> included)	1	\$480.00	\$480.00
Year 2	Program - Year 2 *See Breakdown below* Units & Lab fees <u>not</u> included)	1	\$310.00	\$310.00
Year 3	Program - Year 3 *See Breakdown below* Units & Lab fees <u>not</u> included)	1	\$300.00	\$300.00
Year 4	Program - Year 4 *See Breakdown below* Units & Lab fees <u>not</u> included)	1	\$460.00	\$460.00
Tuition	240 Units per year x 4 years	1080	\$3.50	\$3,780.00
Fee	Lab Fees (all 4 years)	1000	\$1.50	\$1,500.00
Fee	Faculty Fees (qtrly)	16	\$25.00	\$400.00
	YEAR 1 - Breakdown			\$2,200.00
Tuition	Program - Year 1 *includes 80 hrs CORE training*	360	\$3.50	\$1,260.00
Fee	Lab Fees	240	\$1.50	\$360.00
Fee	Facility Fee - Qtrly	4	\$25.00	\$100.00
Book	NCCER Core (ISBN 9780134130989) Paperback	1	\$90.00	\$90.00
Book	NCCER Plumbing Level 1 TG (ISBN: 9780132921435)	1	\$100.00	\$100.00
Book	ICC International Plumbing Code & Commentary 2018 (ISBN 9781609837457)	1	\$90.00	\$90.00
Module	Core Curriculum - Individual Modules (not needed if boo is purchased; \$20 per module)	8	\$0.00	\$0.00



Module	Plumbing Level 1 - Individual Modules (not needed if boo is purchased; \$20 per module)	12	\$0.00	\$0.00
Digital	Reconnect Access Card	1	\$90.00	\$90.00
Digital	Core Curriculum - Tests (1 per a Module + 1 spare)	9	\$5.00	\$45.00
Digital	Plumbing Level 1 - Tests (1 per a Module + 1 spare)	13	\$5.00	\$65.00
YEAR 2 - Breakdown				\$1,866.40
Tuition	Program - Year 2	240	\$5.50	\$1,320.00
Fee	Lab Fees	240	\$0.61	\$146.40
Fee	Facility Fee - Qtrly	4	\$25.00	\$100.00
Book	NCCER Plumbing Level 2 (ISBN: 9780133148503)	1	\$130.00	\$130.00
Module	Plumbing Level 2 - Individual Modules (not needed if boo is purchased; \$20 per module)	11	\$0.00	\$0.00
Digital	Reconnect Access Card	1	\$120.00	\$120.00
Digital	Plumbing Level 2 - Tests (1 per a Module + 1 spare)	12	\$5.00	\$60.00
YEAR 3 - Breakdown				\$1,876.40
Tuition	Program - Year 3	240	\$5.50	\$1,320.00
Fee	Lab Fees	240	\$0.61	\$146.40
Fee	Facility Fee - Qtrly	4	\$25.00	\$100.00
Book	NCCER Plumbing Level 3 (ISBN: 9780133404241)	1	\$130.00	\$130.00
Module	Plumbing Level 3 - Individual Modules (not needed if boo is purchased; \$20 per module)	9	\$0.00	\$0.00
Digital	Reconnect Access Card	1	\$120.00	\$120.00
Digital	Plumbing Level 3 - Tests (1 per a Module + 1 spare)	\$10.00	\$5.00	\$50.00
YEAR 4 - Breakdown				\$1,407.20
Tuition	Program - Year 3	240	\$2.92	\$700.80
Fee	Lab Fees	240	\$0.61	\$146.40
Fee	Facility Fee - Qtrly	4	\$25.00	\$100.00
Book	NCCER Plumbing Level 4 (ISBN: 9780133824223)	1	\$130.00	\$130.00
Module	Plumbing Level 4 - Individual Modules (not needed if boo is purchased; \$20 per module)	11	\$0.00	\$0.00
Digital	Reconnect Access Card	1	\$120.00	\$120.00
Digital	Plumbing Level 4 - Tests (1 per a Module + 1 spare)	12.00	\$5.00	\$60.00
Fee	Graduation Fee	1	\$100.00	\$100.00
Fee	Certification Fee	1	\$50.00	\$50.00



Required Book-Tool-Supply List: Plumbing

The following is a list of supplies each apprentice will need for EACH YEAR. If an apprentice would prefer to have these items supplied to him/her, OR they need a replacement, please provide a check for the total amount, along with this sheet filled out

TYPE	ITEM	QTY	PRICE	Size
	Course BCV0508			
Uniform	Black or Navy Blue Work Trousers		\$25	
Uniform	Steel Toe Three Quarter Shoes		\$75	
Uniform	Black Leather Belt		\$20	
Uniform	Clean Work Shirt		\$15	
Tool	30-35 Foot Tape Measure		\$20	
Tool	Torpedo Level		\$15	
Tool	T Handle Torque Wrench		\$25	
Tool	Safety Glasses		\$5	
Supplies	Three-Ring Binder (3")		\$5	
Supplies	Architect's Ruler (Triangle)		\$7	
Supplies	Carpenters Pencil, Writing pen, writing pencil, sharpie medium point		\$5	
Supplies	Notebook w/3hole punch		\$5	
Supplies	Calculator		\$10	
Book Replace	ICC International Plumbing Code & Commentary 2018 **PROVIDED WITH TUITION; COST IS FOR REPLACEMENT**		\$90	
Book Replace	NCCER Core (ISBN 9780134130989) Paperback **PROVIDED WITH TUITION; COST IS FOR REPLACEMENT**		\$90	

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Book Replace	NCCER Plumbing Level 1 (ISBN: 9780132921435) **PROVIDED WITH TUITION; COST IS FOR REPLACEMENT**		\$90	
Book Replace	NCCER Plumbing Level 2 (ISBN: 9780133148503) **PROVIDED WITH TUITION; COST IS FOR REPLACEMENT**		\$130	
Book Replace	NCCER Plumbing Level 3 (ISBN: 9780133404241) **PROVIDED WITH TUITION; COST IS FOR REPLACEMENT**		\$130	
Book Replace	NCCER Plumbing Level 4 (ISBN: 9780133824223) **PROVIDED WITH TUITION; COST IS FOR REPLACEMENT**		\$130	



Employer/Sponsor Application Checklist

Be sure the following is included upon submission of application:

- Application
- Participating Employer Agreement
- Proof of Employment (per apprentice) - SEE SAMPLE LETTER
- Apprenticeship Agreement (per apprentice)
- Liability Waiver
- Tuition Payment (per apprentice, per year)
- Proof of hours (no less than 420 hours) per apprentice; per quarter
- Proof of Worker's Comp. & General Liability Insurance

Mail or submit your application in person (8 am-5 pm M-F), or by mail to:

Clearwater Trade School
Attn: Admissions
613 S. Missouri Ave
Clearwater, FL 33756



PLUMBER & GAS FITTER PROGRAM

SPONSOR APPLICATION FORM

Please fill out this application in its entirety. Including all questions & photo copies requested.

PLEASE TYPE OR PRINT CLEARLY

Company	Owner Name	Lic. #
EIN#	Apprentice Supervisor Name	Supervisor Email
Phone #	Company Address	City/State/Zip
Website	Instagram	Facebook

How long have you been in business?	How many employees do you employ?
How many field technicians?	How many running vans?
How many office staff?	Do you contract (1099) any of your team members?
How many apprentices do you have on payroll?	How many apprentices are you considering enrolling in the Clearwater Trade School Apprenticeship Program?
Highest level of education requirements for apprentices?	Apprenticeship Wage \$ _____ paid weekly/biweekly/other:



Business Hours: ___ : ___ am to ___ : ___ pm M Tu W Th F Sa Su ___ : ___ am to ___ : ___ pm M Tu W Th F Sa Su ___ : ___ am to ___ : ___ pm M Tu W Th F Sa Su	Do you offer 24hr/emergency plumbing services?
Do you offer insurance, PTO, Life Insurance or other benefits?	Do you do background screenings?
What is your starting salary for apprentices?	What is your starting salary for journeymen?
What is your overall salary range for new hires?	Is overtime mandatory?
Will you require new apprentices to be on-hire for a certain amount of time, before sponsoring them? If so, explain:	Would you consider sponsoring a new apprentice who needs employment (provided they meet the hiring requirements for your company)?
What are the hiring requirements for apprentices in your company?	Are you interested in potentially teaching a class at CTS in exchange for reduced tuition for your apprentices? Yes / No *Subject to changes, terms & condition* *Mandatory training**Not yet available for 2020*

Please note: EMAIL is the primary means of contact for routine correspondences during the application process.

Has any disciplinary action been taken against you OR are you the subject of pending



disciplinary actions by a licensing/certification board located in the United States or any country or foreign jurisdiction? Yes/No

If yes, please state the details (use a separate sheet if necessary):

Have you ever voluntarily surrendered or resigned a professional license to a licensing/certification board in the United States or any country or foreign jurisdiction?

Yes/No

If yes, please state the details (use a separate sheet if necessary):

Have you ever applied for and been denied a professional license in the United States or any country or foreign jurisdiction? Yes/No

If yes, please state the details (use a separate sheet if necessary):

List all professional licenses/certifications you have held in the United States, or any country or jurisdiction, and the state/jurisdiction from which the license/certification was originally issued.

Type of License	Jurisdiction	License Number
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Type of License	Jurisdiction	License Number
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I hereby make an application to register as a sponsor in the Clearwater Trade School
Apprentice Program. I hereby certify that the previous statements are true and are made
under the pains and penalties of perjury by the provisions of Florida General Laws.

Signature of Owner

Name (Print)

Date



Plumbing & Gas Fitting Apprenticeship Program PARTICIPATING EMPLOYER SPONSOR AGREEMENT

_____ (“Participating Employer”;
“Sponsor”) with Clearwater Trade School Corp.

1. EFFECT OF THIS AGREEMENT. By executing this Agreement the undersigned becomes a Participating Employer in the Clearwater Trade School Plumbing & Gas Fitting Apprenticeship Program. Furthermore, this Agreement sets forth the terms under which the Participating Employer may elect rules and procedures and the terms for participation in the program. The program sponsor and apprentice agree to the terms of the Clearwater Trade School Apprenticeship Program, incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards. This agreement may be terminated by either of the parties, citing cause(s), with notification to Clearwater Trade School Corp.

2. TERMS AND CONDITIONS OF PARTICIPATION. By becoming a Participating Employer in the Clearwater Trade School Plumbing & Gas Fitting Apprenticeship Program, the Participating Employer certifies that it acknowledges, understands and agrees to the following terms and conditions:

A. Plan Document. The current version of the Clearwater Trade School Plumbing & Gas Fitting Apprenticeship Program is maintained by Clearwater Trade School Corp, and the rules and procedures document(s) of the Participating Employers. **B. Administrative Rules and Procedures.** The Participating Employer understands changes to rules and procedures are limited to eligibility, compensation, contributions, and other items specifically noted in the Plumbing & Gas Fitting Apprenticeship Program as being governed by rules and procedures. **C. Adoption Agreement Changes.** Clearwater Trade School Corp has adopted the Plumbing & Gas Fitting Apprenticeship Program and controls those features of the Adoption Agreement which are not controlled by the Participating Employer’s rules and procedures documents (see C above). If the Participating Employer decides to amend options in the Adoption Agreement that are different from what Clearwater Trade School Corp has elected, the Participating Employer will need to enter into a separate plan to implement those options. **D. Acceptance of Plan Administrator Delegation.** By becoming a Participating Employer in the Plumbing & Gas Fitting Apprenticeship Program, the Participating Employer agrees to act as manager & supervisor through the entirety of the Plumbing & Gas Fitting Apprenticeship Program, for each of their sponsored apprentices. The Participating Employer agrees to provide no less than 1680 paid hours per a year to each of their sponsored apprentice for the entirety of the Plumbing & Gas Fitting Apprenticeship Program. **E. Requirements for Participation.** The Participating Employer will provide the Clearwater Trade School Corp or their



appointees with any information or documentation necessary or desirable for the Plumbing & Gas Fitting Apprenticeship Program administration or legal compliance of the Plumbing & Gas Fitting Apprenticeship Program. This includes providing: no less than 50% of total Plumbing & Gas Fitting Apprenticeship Program costs per apprentice each 'quarter,' as outlined in the Payment Plan Agreement &/or Apprenticeship Agreement; Proof of Employment per apprentice; Proof of Hours with no less than 420 hours per quarter, per apprentice; **F. Withdrawal from Participation.** The Participating Employer may withdraw from participation in the Plumbing & Gas Fitting Apprenticeship Program at any time by giving written notice & reason to the Clearwater Trade School Corp. In the event of withdrawal, no payments will be refunded. If the sponsored apprentice withdraws from the Plumbing & Gas Fitting Apprenticeship Program without the Participating Employer's written notice, the Participating Employer will be responsible for all resulting financial obligations, including but not limited to: re-enrollment fees, administrative fees, and tuition increase.

3. EXECUTION OF AGREEMENT. The undersigned Participating Employer, by executing this Participating Employer Agreement, elects to become a Participating Employer in the Plumbing & Gas Fitting Apprenticeship Program. The Participating Employer accepts and agrees to be bound by, all of the elections made by Clearwater Trade School Corp to the Adoption Agreement, except as otherwise provided in this Participating Employer Agreement. The Participating Employer also hereby consents to Clearwater Trade School Corp's sole authority to amend, to restate, or to terminate the Plumbing & Gas Fitting Apprenticeship Program or to terminate the Participating Employer's participation in the Plan.

PARTICIPATING EMPLOYER: Hereby agrees to the terms and duties as set forth in this Agreement

Signature : _____ Date: _____

Name: _____ Title: _____

SPONSORING EMPLOYER: Approves and accepts the Participating Employer as being eligible to be a Participating Employer for the purpose of this Plan.

613 S. MISSOURI AVE.
UNIT #101
CLEARWATER,
FL 33756

WWW.CLEARWATERTRADESCHOOL.COM
WAYNE@CLEARWATERTRADESCHOOL.COM
DIRECT #727-224-9551



Signature : _____ Date: _____

Name: _____ Title: _____



Employment Verification Letter

Please provide proof of employment for each enrolling apprentice. Be sure to include the following information, or use the sample provided as a template, on your company's letterhead. Mail the signed original to:

Clearwater Trade School
613 S. Missouri Ave, #101
Clearwater, FL 33756

SAMPLE LETTER:

Employer Name
Address
City / State / Zip
Website / Email / Main Phone#

RE: Verification of Employment for {Name of Apprentice}

To whom it may concern:

Please accept this letter as confirmation that {Full Legal Name of Apprentice} has been employed with {Name of Company} since {date of hired}.

{Name of Apprentice} currently works {average hours} a week as a full-time {position title}. {Name of Apprentice} is paid {daily/weekly/bi-weekly/monthly/quarterly/annually} at a rate of {hourly/salary}.

{Name of apprentice's supervisor} is {Name of Apprentice}'s supervisor & will be reporting {Name of Apprentice}'s hours on a quarterly basis to Clearwater Trade School. If you have any questions or concerns, please contact {Name of apprentice's supervisor} at {phone} or by email {email of apprentice's supervisor}.

Sincerely,
Signature & Print name
Title / Email / Direct Phone



Apprenticeship Agreement

The SPONSOR _____ {legal entity} and APPRENTICE _____ {legal name}, whose signatures appear below, agree to the terms of the Clearwater Trade School Apprenticeship Program, incorporated as part of this Agreement, as follows:

1. The SPONSOR agrees to be responsible for the selection, placement & training of the APPRENTICE, and to abide by all Florida state laws concerning Equal Employment Opportunities & Apprenticeship Training. The SPONSOR will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity standards. The SPONSOR {Participating Employer} shall be responsible for the employment, supervision, safety & training of the Clearwater Trade School Apprenticeship Program standards.
2. The APPRENTICE agrees to apply him/herself diligently & faithfully to the work of the Plumbing & Gasfitting trade, during the period of apprenticeship, in accordance with the terms and conditions of _____ {SPONSOR/ Participating Employer}. The APPRENTICE agrees to fulfill all required classes & hours through completion of the program.
3. The SPONSOR agrees to provide no less than 1680 hours to {APPRENTICE} per a year, through the completion of the program. The SPONSOR agrees to the Clearwater Trade School Apprenticeship Program class schedules and agrees to provide those dates available to the APPRENTICE for in-class training. The SPONSOR agrees to the Clearwater Trade School Apprenticeship Program approved standards & curriculum as set forth and agrees to continue training the APPRENTICE according to these standards.
4. The SPONSOR agrees to report all required hours on time & with full honesty, as outlined in the Participating Employment/Sponsor Agreement.. The APPRENTICE agrees to report all hours as required, on time and with full honesty.
5. The SPONSOR agrees to pay the APPRENTICE no less than the legally required hourly wage, as determined by Florida State (and local county), this includes, but is not limited to, the bylaws governing overtime, paid time off etcetera.
6. In the event there are controversies arising out of the agreement and they cannot be adjusted locally, either party should contact Clearwater Trade School Corp immediately for conflict resolution. This agreement may be terminated by either of the parties, citing cause(s), with notification to Clearwater Trade School Corp. Upon termination, no refunds will be issued.



APPRENTICE INFORMATION:

Last Name	First Name	Middle Name
Date Of Birth	Driver's Lice # & ST	SSN (mandatory)
Cell #	Address	City/State/Zip
Email	Social Media	

Race/Ethnic Group (check only 1)? <input type="checkbox"/> <u>Caucasian/White</u> <input type="checkbox"/> <u>African American</u> <input type="checkbox"/> <u>Asian/Oriental</u> <input type="checkbox"/> <u>American/Native Indian</u> <input type="checkbox"/> <u>Asian Indian</u> <input type="checkbox"/> <u>Hispanic</u> <input type="checkbox"/> <u>Prefer Not To Answer</u>	Highest level of education completed? <input type="checkbox"/> <u>Highschool</u> <input type="checkbox"/> <u>GED</u> <input type="checkbox"/> <u>Some college</u> <input type="checkbox"/> <u>Trade School Certification</u> <input type="checkbox"/> <u>AA</u> <input type="checkbox"/> <u>BA</u> <input type="checkbox"/> <u>Masters/PHD or higher</u> <input type="checkbox"/> <u>Did no finish High School or equivalent</u>
Are You A Veteran? <input type="checkbox"/> <u>Yes</u> <input type="checkbox"/> <u>No</u> <input type="checkbox"/> <u>Prefer Not To Answer</u>	Identifying Sex? <input type="checkbox"/> <u>Male</u> <input type="checkbox"/> <u>Female</u> <input type="checkbox"/> <u>Prefer Not To Answer</u>

SPONSOR INFORMATION:

Company	Owner Name	Lic. #
Apprentice Supervisor Name	Supervisor #	Supervisor Email



Supervisor Cell #

Company Address

City/State/Zip

Website

Social Media

Highest level of education requirements for apprentices?	Apprenticeship Wage \$ _____ paid weekly/biweekly/other:
Weekly Schedule: ___ : ___ am to ___ : ___ pm M Tu W Th F Sa Su ___ : ___ am to ___ : ___ pm M Tu W Th F Sa Su ___ : ___ am to ___ : ___ pm M Tu W Th F Sa Su ___ : ___ am to ___ : ___ pm M Tu W Th F Sa Su ___ : ___ am to ___ : ___ pm M Tu W Th F Sa Su ___ : ___ am to ___ : ___ pm M Tu W Th F Sa Su ___ : ___ am to ___ : ___ pm M Tu W Th F Sa Su	Do you offer 24hr/on call or weekend shifts? Do you offer insurance or benefits? Do you do background screenings? Is your apprentice fully insured? Driving, liability etc.?

The SPONSOR and APPRENTICE, whose signatures appear below, agree to the above terms of the Clearwater Trade School Apprenticeship Program, and agree that all submitted information is 100% true and accurate.

Apprentice Signature

Apprentice Name

Date

Sponsor/Supervisor Signature

Name

Date



Sponsor Waiver of Liability & Assumption of Risk

Plumbing & Gas Fitting Apprenticeship Waiver Liability Agreement: In consideration of my application & acceptance as a SPONSOR into the Clearwater Trade School Plumbing & Gas Fitting Apprenticeship, we, _____ (sponsoring company) do hereby release, waive, discharge, and covenant not to sue or hold Clearwater Trade School, it's trustees, directors, officers, employees and agents from liability from any and all claims including negligence, resulting in personal injury, accidents, or illnesses (including death) and property loss arising from the use of premises. Assumption of Risk: Plumbing & Gas Fitting Apprenticeship carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries.

I have read the previous paragraphs and I know and understand and appreciate these and other risks are inherent in the activity our apprentices are participating in. I hereby assert that our participation is voluntary and that we knowingly assume all such risks. Indemnification and Hold Harmless: we also agree to indemnify and hold harmless Clearwater Trade School, its trustees, directors, officers, employees, and agents from any and all claims, actions, suits, costs, expenses, damages and liabilities including attorney fees as a result of this use of premises. Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risk agreement is intended to be as broad and inclusive as is permitted by the law of the State of Florida and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, and fully understand its terms.

I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Last Name

First Name

Title

Address

City/State/Zip

Phone

Signature

Date



Apprenticeship Verification Of Hours

Please provide proof of hours for each enrolled apprentice (per quarter). Hours must be received no less than 5 business days before the next quarter begins. Be sure to use the sample provided as a template, on your company's letterhead. You may email the scanned, signed letter to:

administrations@clearwatertradeschool.com Or you can mail it to: Clearwater Trade School
613 S. Missouri Ave, #101
Clearwater, FL 33756

SAMPLE LETTER:

Employer Name
Address
City / State / Zip
Website / Email / Main Phone#

RE: Verification of Hours for {Name of Apprentice}

To whom it may concern:

Please accept this letter as confirmation that {Name of Apprentice} has completed {# of hours} with {Name of Company} of paid apprenticeship hours from {Date - see reporting list} to {Date - see reporting list}.

I, {name}, as acting {title/role} certify that these hours and dates are true & honest, and that {Name of Apprentice} has been paid fairly for these hours in agreement with Clearwater Trade School Apprenticeship Program's terms & conditions - along with the labor & apprenticeship laws of the State of Florida.

If you have any questions or concerns, please contact {Name of apprentice's supervisor} at {phone} or by email {email of apprentice's supervisor}.

Sincerely,
Signature & Print name
Title / Email / Direct Phone