



HOW TO PROCESS MONTHLY TRAINING CONTRIBUTION REPORT

Subscribing employers have agreed to meet a monthly minimum training contribution of \$160/\$200 per apprentice/trainee enrolled in the PHCC Apprenticeship Program. The training contribution amounts for four- and five-week months are determined by the number of Wednesdays in each month and are broken down as follows: • per week = \$40 • 4-week month = \$160 • 5-week month = \$200

Training contribution amounts per apprentice/trainee are as follows:

- Private projects: \$1.00 per hour worked, with no journey-worker contributions required.
- Department of Labor/Davis-Bacon projects: \$1.00 per hour worked, with no journey-worker contributions required.
- Public works projects: The hourly training contribution is established by the Department of Industrial Relations (DIR) and the Division of Apprenticeship Standards (DAS) in the General Prevailing Wage Apprentice Wage Determinations, based on the bid date and the county in which the work is performed.
- Apprentice Prevailing Wage determinations: <https://www.dir.ca.gov/oprl/pwappwage/PWAppWageStart.asp>
- Journey-worker Prevailing Wage determinations: <https://www.dir.ca.gov/oprl/DPreWageDetermination.htm>
- Journey-worker hours on projects with PHCC Apprentice/Trainee requires training contribution on hours worked.
- Training contributions are due on the 17th of the month following the month in which the credited hours were worked. Payments received after the 25th of the month will be assessed interest equal to 10% of the amount owed.

Reporting On-the-Job-Training (OJT) hours using PHCC Contribution form:

- Private and public hours: Private and public hours worked by the apprentice/trainee are combined to meet the minimum monthly training contribution per enrolled student. Hours are only reported and paid once and must be categorized as either private and/or public.
- Minimum contribution shortfalls: If reported hours do not meet the required monthly minimum, the subscribing employer agrees to make a private contribution for the remaining balance due.
- One form per project, per month: Submit one PHCC Contribution Form for each project, each month. Complete all sections. Each form must reflect only the calendar dates within that specific month (for example, December 1–31 only) and may not span multiple months.
- Certification of supervision and ratios: The employee completing the training contribution form must sign to certify that apprentices/trainees were supervised by workers who have completed anti-harassment training and that the journey-worker to apprentice/trainee ratio was 1:1.

Examples of OJT hours worked on for both private & public* projects for contribution reporting:

Public Works & Private Work Hours Combined

JUNE 4-Week month	Private OJT worked @ \$1/per hr.		Public OJT worked @ \$0.95*		Total	Monthly Minimum	Amount to meet minimum
Joe Plumber	20 x \$1	= \$20	145 x \$.95	\$137.75	\$157.75	160	\$2.25
Hours worked	20		145		165	Due	\$160

Private Work ONLY (non-prevailing)

JULY 5-Week month	Private OJT worked @ \$1/per hr.		Public OJT worked @ \$.95*		Total	Monthly Minimum	Amount to meet minimum
Paul Plunger	175 x \$1	\$175	___ x \$.95	___	\$175	200	\$25.00
Hours worked	175		0		175	Due	\$200

Public Works ONLY

DECEMBER 5 week month	Private OJT worked @ \$1/per hr.		Public OJT worked @ \$3.10*		Total	Monthly Minimum	Amount to meet minimum
Judy Rooter	___ x \$1	___	166 x \$3.10	\$514.60	\$514.60	200	\$0
Hours worked	0		166		166	Due	\$514.60

1820 Tribute Road, Suite A, Sacramento, CA 95815

916-640-0910 P | 916-640-0905 F | www.phccgsa.org | info@phccgsa.org | HVACinfo@phccgsa.org



MINIMUM TRAINING CONTRIBUTION CALENDAR

2025	Weeks
1/25	5
2/25	4
3/25	4
4/25	5
5/25	4
6/25	4
7/25	5
8/25	4
9/25	4
10/25	5
11/25	4
12/25	5
Yearly Minimum = \$2,120	

2026	Weeks
1/26	4
2/26	4
3/26	4
4/26	5
5/26	4
6/26	4
7/26	5
8/26	4
9/26	5
10/26	4
11/26	4
12/26	5
Yearly Minimum = \$2,080	

2027	Weeks
1/27	4
2/27	4
3/27	5
4/27	4
5/27	4
6/27	5
7/27	4
8/27	4
9/27	5
10/27	4
11/27	4
12/27	5
Yearly Minimum = \$2,080	

MONTHLY* TRAINING CONTRIBUTION COST BREAKDOWN

Training minimum is \$1/per hour worked on private jobs (non-prevailing wage projects). Public Works projects wage is based on DAS Prevailing Wage Determination according to bid date and county project is located in.

Weekly minimum - \$40

4 Week* Monthly Minimum - \$160

5 Week* Monthly Minimum - \$200

*Count weeks by Wednesdays in each month