

# APPRENTICESHIP PROGRAM

Powered by the **Pool & Hot Tub Alliance**



## Maintenance and Service Frequently Asked Questions

### WHAT IS THE POOL MAINTENANCE AND SERVICE TECHNICIAN APPRENTICESHIP PROGRAM?

Registered by the U.S. Department of Labor, the Pool Maintenance and Service Technician Apprenticeship Program provides online education and on-the-job training to prospective pool maintenance and pool service technician apprentices. These employer-sponsored opportunities will ultimately improve the quality of the workforce and increase consumer awareness of the pool and hot tub industry's professionalism.

### WHAT POSITIONS ARE AVAILABLE FOR APPRENTICESHIP?

- Pool Maintenance
- Pool Service Technician

### WHO IS ELIGIBLE FOR APPRENTICESHIP?

An apprentice is a person at least 16 years of age, who has met the requirements for selection under the selection procedures of the employer, who is engaged in learning a designated occupation and who has entered into a written apprentice agreement under the provisions of these standards.

Each apprentice shall satisfactorily preform all work and learning assignments both on the job and in related instruction and shall comply with the rules, regulations and decisions of the apprenticeship committee.

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## WHAT ARE THE TRAINING REQUIREMENTS?

Overall, the employer is responsible for:

- Ensuring all apprentices are under the supervision of a qualified journeyman or instructor and shall provide the necessary diversified experience and training in order to train and develop the apprentice into a skilled worker, proficient in all the work processes of the occupation as outlined herein.
- Training each apprentice in the use of new equipment, materials and process as they come into use in the occupation.
- Providing training and education in first aid, safe working practices and in the recognition of occupational health and safety hazards.
- Providing training in the recognition of illegal discrimination and sexual harassment.

In addition, there are specific requirements for each of the apprentice positions.

### Pool Maintenance

The standard term of apprenticeship shall be two thousand (2,000) hours of On the Job Training (OJT) and shall be completed within one (1) year(s); the first five hundred (500) hours of OJT extending over not more than six (6) months shall be a probationary period.

The major work processes in which apprentices will be trained and the approximate hours to be spent on each are as follows:

- Develop and practice worksite safety and maintain safe work environments.
- Evaluate equipment & fixture performance for proper operating condition and/or replacement.
- Perform chemical analysis and dispense chemicals to industry & regulatory standards.
- Calculate water flow and turnover rates and determine pump & filter sizes and perform preventative and scheduled maintenance.
- Maintain chemical and biological distribution systems.
- Maintain and program timers and control systems.
- Perform pool, cleaning and maintenance.
- Perform customer service.

Additionally, apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will be a minimum 144 hours provided by The Pool & Hot Tub Alliance (PHTA).





## Pool Service Technician

The standard term of apprenticeship shall be two thousand (2,000) hours of On the Job Training (OJT) and shall be completed within one (1) year(s); the first five hundred (500) hours of OJT extending over not more than six (6) months shall be a probationary period.

The major work processes in which apprentices will be trained and the approximate hours to be spent on each are as follows:

- Develop and practice worksite safety & maintain safe work environments.
- Perform Chemical Analysis and dispense chemicals to industry and regulatory standards which includes service and maintenance of chemical treatment systems.
- Determine structural and surface conditions and failures of pools, hot tubs, and spas. Determine leaks and warranty procedures.
- Service, maintain and troubleshoot pool, control systems.
- Calculate water flow and turnover rates and determine pump and filter sizes, troubleshoot, and perform preventative and scheduled/unscheduled service and maintenance.
- Identify water filtering system types; determine operational performance, change/clean to meet acceptable standards.
- Service, maintain and troubleshoot pool, and spa operating systems.
- Maintain pools, and spas by cleaning via industry practices.
- Perform customer service.

Additionally, apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will be a minimum 144 hours, provided by The Pool & Hot Tub Alliance (PHTA).



## HOW ARE THEY PAID?

### Pool Maintenance

Apprentices shall be paid not less than the following:

Wage Schedule:	1st 6 months = \$12.00 per hour
	2nd 6 months = \$13.00 per hour
	3rd 6 months = \$14.00 per hour

All hours of work over 8 per day and/or 40 per week shall be compensated at one- and one-half times the straight time rate except that all hours of work over 12 per day shall be compensated at two times the straight time rate.

*Apprentices shall not be paid during hours of related and supplemental instruction.*

### Pool Service Technician

Apprentices shall be paid not less than the following:

Wage Schedule:	1st 6 months = \$12.00 per hour
	2nd 6 months = \$13.00 per hour
	3rd 6 months = \$14.00 per hour

All hours of work over 8 per day and/or 40 per week shall be compensated at one and one half times the straight time rate except that all hours of work over 12 per day shall be compensated at two times the straight time rate.

*Apprentices shall not be paid during hours of related and supplemental instruction.*







## HOW DO I RECRUIT APPRENTICES FOR MY COMPANY?

- Each participating employer, upon determination of the need to employ and train an apprentice, will indenture an apprentice after upholding a fair and consistent sourcing, recruiting and evaluation process
- Employers will report recruitment and selection data annually to the Pool & Hot Tub Alliance (PHTA) Coordinator and employer must keep their records for five years at their place of business
- Minimum age of all applicants shall be 16 years. No maximum age
- Educational prerequisites for entry: High School Diploma or GED/equivalent
- Physical requirements for entry: All applicants must be able to identify normal colors and this will be determined by an exam at no cost to the applicant
- Applicants must hold a valid US Driver's, and have normal insurability, and not be high risk





A person wearing blue overalls and a light blue t-shirt is holding a long-handled pool cleaning tool with a blue brush head. They are standing on a wooden deck next to a swimming pool. The background shows a stone wall and some greenery.

## **ARE VETERANS ELIGIBLE FOR THE PROGRAM?**

If any of your apprentices are veterans, they may be able to collect on their Montgomery GI Bill benefits. Please contact the State Approving Agency to request applications and instructions to get your facility approved for the training of veterans. If you have any questions, please contact PHTA.

## **WHAT HAPPENS IF THE EMPLOYER CAN NO LONGER FULFILL ITS OBLIGATION TO THE APPRENTICE?**

If an employer is unable to fulfill his/her obligations to train under any apprentice agreement or in the event of a layoff, the apprentice may, with the approval of PHTA, transfer such agreement to any other employer if the apprentice consents, and such employer agrees to assume the obligation of said apprentice agreement.

If for any reason a lay-off of an apprentice occurs, the apprentice agreement shall remain in effect unless cancelled by PHTA. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off.

**If you have any additional questions, please contact PHTA at 703-838-0083.**





## APPLICATION FOR COMPANY ENROLLMENT

**Company Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Program Contact Person** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Company Web Page Address** \_\_\_\_\_

**Company Owner/CEO Name** \_\_\_\_\_

**Month and Year of Company's Founding** \_\_\_\_\_

(DOL requires companies offering apprenticeships to have been in business six months.)

**Anticipated Number of Apprentices per year** \_\_\_\_\_

**Please select the apprenticeship program you are enrolling in.**

☐ Pool Maintenance and Service Technician ☐ Pool Installer Technician

**We,** \_\_\_\_\_ agree to abide by all the procedures and requirements provided forth by the nationally registered Pool Maintenance and Service Technician Apprenticeship Program. We agree to carry out the intent and purpose of said standards of the program and to abide by the rules and decisions of the program sponsor. We have received a copy of the standards and do hereby request authorization to train apprentices under these standards. The on-the-job apprentice is hereby guaranteed assignment to a skilled and competent mentor or "journeyworker" and is guaranteed that the tasks assigned to the apprentice will be rotated to ensure required training in all phases of work. Further, we agree that as our apprentices progress through their on-the-job training and online education, their compensation will increase.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### PAYMENT

There is a one-time company enrollment fee, free for PHTA members and \$500 for non-members for corporate participation in the Apprenticeship Program.

☐ Please find payment included by check.

☐ Please charge ☐ FREE (PHTA member rate) or

☐ \$500 (PHTA non-member rate) to Credit Card: ☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

**Name on Card** \_\_\_\_\_ **Amount to be Charged** \_\_\_\_\_

**Credit Card Number** \_\_\_\_\_ **Exp. Date** \_\_\_\_\_ **CVV (3 or 4 digit code)** \_\_\_\_\_

**Please submit the completed application to:**

**Pool & Hot Tub Alliance**

Attn: Apprenticeship Program  
2111 Eisenhower Avenue, Suite 500  
Alexandria, VA 22314

**Submit Now**





## INDIVIDUAL ENROLLMENT FORM

**Congratulations on being selected to participate in the registered Pool Maintenance and Service Technician Apprenticeship Program to advance your career as a professional. We look forward to seeing your progression through the program.**

**Name** \_\_\_\_\_ **Date of Application** \_\_\_\_\_

**Home Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Email Address** \_\_\_\_\_

### EMPLOYER INFORMATION

**Company Name** \_\_\_\_\_

**Company Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Program Contact Person** \_\_\_\_\_

**Phone Number** \_\_\_\_\_ **Email Address** \_\_\_\_\_

### PREFERRED METHOD OF CONTACT

☐ Home ☐ Work

### REQUIRED DOCUMENTATION

When returning this registration form, please provide:

- ☐ Apprentice's Resume
- ☐ DOL Apprentice Agreement
- ☐ Proof of completion of high school, GED or equivalent, or enrollment in high school\* (e.g. – copy of official transcript)  
(\*not eligible to complete program until proof of graduation)
- ☐ Copy of driver's license, government issued ID card, or birth certificate (must be at least 16 years of age)
- ☐ Proof of eligibility to work in U.S. if not U.S. citizen
- ☐ Name of employer provided mentor and contact information:

My mentor for the apprenticeship program will be: \_\_\_\_\_

His/her email address is: \_\_\_\_\_

His/her phone number is: \_\_\_\_\_

### PAYMENT

FREE for employees of PHTA member companies to enroll in the Apprenticeship Program™ and a fee of \$125 for employees of non-member companies.

Please find payment included by check.

- ☐ Please charge ☐ FREE (PHTA member rate) or  
☐ \$125 (PHTA non-member rate) to Credit Card: ☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

**Name on Card** \_\_\_\_\_ **Amount to be Charged** \_\_\_\_\_

**Credit Card Number** \_\_\_\_\_ **Exp. Date** \_\_\_\_\_ **CVV (3 or 4 digit code)** \_\_\_\_\_

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