Pre-Apprenticeship Program

Application Toolkit

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**Oregon Labor & Industries**

**Apprenticeship and Training Division**

**800 NE Oregon St. Suite 1045**

**Portland OR 97232**

**We’re here to help! Contact us** [**ATD.Email@boli.oregon.gov**](mailto:ATD.Email@boli.oregon.gov) **and (971)673-0760 or visit our website** [**https://www.oregon.gov/boli**](https://www.oregon.gov/boli) **for more information.**

**Pre-Apprenticeship Program Application Toolkit**

Oregon State Apprenticeship and Training Council (OSATC) approved pre-apprenticeship programs are designed to prepare individuals for OSATC registered apprenticeship programs. This toolkit was developed to assist interested entities to understand the nature and scope of pre-apprenticeship programs and to provide guidance in completing the Application for Certification as an Oregon State Pre-Apprenticeship Program.

In order to apply for OSATC approval, you will need to submit the following to Oregon Labor and Industries’ Apprenticeship and Training Division:

* Application for Certification as an Oregon Pre-Apprenticeship Program
* Supporting Documentation as attachments to your application.
* Council Submission Deadline: All materials must be submitted prior to the OSATC cutoff date prior to the meeting in which OSATC will review the program. A list of Council cutoff dates is available [here](https://www.oregon.gov/boli/ATD/Pages/A_Council.aspx).

Pre-Apprenticeship Application Toolkit

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# Program Purpose Statement (Application Section B)

Quality pre-apprenticeship programs can play a valuable role in preparing qualified entry- level workers for Registered Apprenticeship careers while contributing to the development of a diverse and skilled workforce. Through the combined efforts of industry, government, and education/training institutions, Oregon’s apprenticeship and training system is able to respond to the labor market and contribute to developing a highly skilled workforce that is competitive nationally and internationally.

Through a variety of unique program designs and approaches, pre-apprenticeship programs can be adapted to meet the needs of diverse populations being trained, the various employers and sponsors they serve, and specific opportunities within the local labor market. Please provide the following information in Section B of the application:

1. Please provide the pre-apprenticeship program purpose.
2. Program Goals:
   * Describe the occupational objectives and competencies to which the program is aligned.
   * Share how will this program meet the needs of the registered apprenticeship program and/or industry.
   * Include certifications, continuing education units, etc. that participants will achieve upon completing this program and which relate to Registered Apprenticeship.
   * What will the participant be able to demonstrate?
     1. Attendance
     2. Work Ethic
     3. Dress appropriately for work (boots, pants, tool belt, etc.)
     4. Work comfortably with basic construction tools
     5. Understand essential industry/trade practices and terminology
     6. Remain drug free
     7. Identification and safe use of industry tools
     8. Work readiness
   * Include any additional information:
     1. Industry recognized credentials (i.e. HS Diploma, GED, Pre-Apprenticeship program completion certificate, OSHA 10, First Aid/CPR)
     2. Portfolio (i.e. education profile and plan), résumé
     3. Dual Credit options
     4. Driver’s license
3. Target population served:
   1. Provide how pre-apprenticeship will address equity gaps (i.e. educational, workforce, race, gender, poverty) and be inclusive of all populations, especially if those who participate are not proportionally represented in Registered Apprenticeship.
4. Outreach and recruitment methods:
   1. What specific activities will the program use to attract participants?
   2. Include what specific methods the program will use to recruit women and minorities.
5. Pre-assessment and pre-requisites:
   1. List any minimum requirements, such as pre-requisite classes or age requirements, that must be met for potential participants to be eligible for this program.
6. Registered Apprenticeship Partnership(s):

The intent of pre-apprenticeship is to serve as a pipeline into a registered apprenticeship program.

## Letters of Support vs MOUs

Must be from all partners identified in Section B, Box 6 of application, and:

* + Provided on partner letterhead
  + Signed by partner
  + Emails, handwritten notes, or verbal agreements will not be accepted.

**Letters of Support** Agreements from partners articulating sustainable support to the pre-apprenticeship program.

* Registered apprenticeship programs that offer site visits to training programs and opportunities to engage with active apprentices, training administrators, and exposure to diverse apprenticeship opportunities.
* Organizations and companies that provide lectures, hands on training, coursework instructions.
* There is no limit on how many LOS a program must have.
* Having a variety of partnerships increases a participants’ point of perspective.

**MOU Agreements** A formalized agreement from a registered apprenticeship program articulating entry placement.

* Identify Registered Apprenticeship programs (RAP) based on the occupational industry associated with this Pre-Apprenticeship Training Program.
* Conveys that individuals who have successfully completed the pre-apprenticeship program enter directly or earn advanced credit or placement for skills and competencies acquired during pre-apprenticeship training.
* Defines a clear description of the facilitated entry and how upon completion of this pre-apprenticeship program leads to the RAP.

Included Memorandum of Understanding and Letters of Support as separate attachments to confirm each partnerships agreement.

*Note: The program must supply at least one MOU partnership agreement with an industry registered apprenticeship partner.*

# Program Outline Facilities, Instructional Staff (Application Section C)

In this section, the applicant will provide an overview of the academic portions of the program, including individual course descriptions or program segments, class hours, and measurement tool(s) used to determine successful completion of classes/segments.

Please provide the following information:

1. Course or Program Name

If an Oregon approved CTE Program of Study, please provide the CTE POS title

1. Location and class times (frequency)
2. Facility Assessment (Application Section C, Boxes 9 & 10)

A quality pre-apprenticeship program offers meaningful hands-on training to individuals in a simulated lab experience or through volunteer opportunities, when possible. It should accurately simulate the industry and occupational conditions of the partnering Registered Apprenticeship sponsor(s) while observing proper supervision and safety protocols.

This assessment should include:

1. Location of where training is taking place (i.e. school, training center, community center)
2. Description of training facilities, including number of training rooms and dimensions (sq.ft) (i.e. pictures or blue prints are encouraged), List of equipment and tools (i.e. do not need each individual tool listed)
3. Required safety measures/ protocols that are in place (i.e. safety orientation, OSHA 10 training, safety agreements)
4. Signed assurances from every sponsor or partner of program that they have visited the site and approve of the facility where hands-on training is taking place

4. Instructor Qualifications (Application Section C, Boxes 11 & 12)

Quality pre-apprenticeship programs have qualified subject matter experts. The pre apprenticeship instructor will be aligning standards for apprentice preparation into a registered apprenticeship program.

Instructor qualifications will include subject matter experience in the trades or registered apprenticeship standard, teaching experience or other teaching credentials.

1. Provide a list of the knowledge, skills, and abilities required to be an instructor in the program:
2. Instructor Information: Please provide the following documentation for principal instructional staff:
3. Copy of TSPC License (if applicable),
   1. If no teaching license, he/she must be a journey worker with some training in teaching techniques
   2. If none of these apply, please contact the BOLI Apprenticeship Representative you are working with for further information
4. Résumé of Experience
   1. Industry Experience
   2. Registered Apprenticeship Experience
   3. Competencies
   4. Industry Recognized Credentials
5. Must be aligned with registered apprenticeship
   1. Recognition or assurance from partnering registered apprenticeship (s) of instructor

# Training Outline, Curriculum, Instructional Strategies (Application Section D)

Pre-apprenticeships should address the needs of participants, employers, sponsors, and partner registered apprenticeships. While they may employ different program designs and approaches, the program should form the foundation of a participant in a registered apprenticeship.

In Section D of the application, proposed programs will share what outcomes a participant will have gained upon completion of this pre- apprenticeship program and how the program will measure each outcome by completing the following:

1. **Course Description:** (e.g. syllabus, course outline)
   1. *If an Oregon approved CTE program of study, please provide your CTE POS course lists for secondary and postsecondary*
   2. Please provide an overview or example of a typical week in the pre- apprenticeship training program (i.e. a copy of a calendar with events)
   3. List any options for credit
2. **Course Name:** (description of content goals example provided)
   1. Total hours participants will spend in Classroom Training (coursework) vs Hands-on Training (simulated experience & jobsite visits)
   2. Instructional methods (i.e. lab, lecture, project-based)
   3. Required class materials if any
   4. Evaluation Methods (i.e. grading, evaluation tool or checklists for proficiency/completion)

# Signature, Assurances, Application Checklist (Application Section E)

Applicants must complete Section E of the application: Statement of Assurances and the Application Submission Checklist. Please note, Applications without a signature and that have not completed the checklist will not be processed.

Please direct any questions you may have to [ATD.EMAIL@boli.oregon.gov](mailto:ATD.EMAIL@boli.oregon.gov)

# Appendix A: Resources

Oregon Community College Apprenticeship Consortium

Oregon Community Colleges & Workforce Development

Bureau of Labor and Industries Apprenticeship and Training Division

Community Website: [www.oregonapprenticeship.com](http://www.oregonapprenticeship.com)

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| --- | --- | --- | --- |
| College/Address | Contact | Phone/ Fax | E-mail Address |
| Blue Mountain CC  2411 NW Carden Ave  PO Box 100  Pendleton OR 97801  [www.bluecc.edu/dept.apprenticeship](http://www.bluecc.edu/dept.apprenticeship) | Jennifer Hills | p. 541.278.5854  f. 541.278.5177 | [jhills@bluecc.edu](mailto:jhills@bluecc.edu) |
| Central Oregon CC  2030 SE College Loop  Redmond OR 97756  [www.cocc.edu/special-curriculum/apprenticeship/](http://www.cocc.edu/special-curriculum/apprenticeship/) | Tracy Crockett  Chris Baughman  Michael fisher | p. 541.504.2905  p. 541.504.2939  p. 541.383.7754  f. 541.504.2933 | [tcrockett@cocc.edu](mailto:tcrockett@cocc.edu)  [cbaughman@cocc.edu](mailto:cbaughman@cocc.edu)  [mfisher@ccocc.edu](mailto:mfisher@ccocc.edu) |
| Chemeketa CC  4000 Lancaster Dr. NE  Bldg. 33  PO Box 14007  Salem OR 97309-7070  [www.chemeketa.edu/programs/](http://www.chemeketa.edu/programs/)  apprenticeship | Megan Cogswell  Tina Sloan | p. 503.399.6266  p. 503.399.5255 (office)  p. 503.399.8690  f. 503.399.5257 | [Megan.cogswell@chemeketa.edu](mailto:Megan.cogswell@chemeketa.edu)  [apprenticeship@chemeketa.edu](mailto:apprenticeship@chemeketa.edu)  [tina.sloan@chemeketa.edu](mailto:tina.sloan@chemeketa.edu) |
| Clackamas CC  19600 S. Molalla Ave.  Oregon city OR 97045  [www.clackamas.edu/Programs/](http://www.clackamas.edu/Programs/)  Electrician-Apprenticeship-Technologies.aspx | Leslie Donohue  Shelley Tracy | p. 503.594.3031  p. 503.594.0945  f. 503.594.0949 | [ldonohue@clackamas.edu](mailto:ldonohue@clackamas.edu)  [shellyt@clackamas.edu](mailto:shellyt@clackamas.edu) |
| Clatsop CC  6540 Liberty Lane  Astoria OR 97103  [www.clatsopcc.edu/apprenticeship](http://www.clatsopcc.edu/apprenticeship) | Kristen Wilkin  Alice Wood | p. 503.338.7696  p. 503.338.2352  f. 503.325.5738 | [kwilkin@clatsopcc.edu](mailto:kwilkin@clatsopcc.edu)  [awood@clatsopcc.edu](mailto:awood@clatsopcc.edu) |
| Columbia Gorge CC  400 E. Scenic Dr.  The Dalles OR 97058  [www.cgcc.edu](http://www.cgcc.edu) |  | p. 541.298.3102  f. 541.298.3104 |  |
| Klamath CC  7390 S. 6th St.  Klamath Falls OR 97603  [www.klamathcc.edu/home](http://www.klamathcc.edu/home) | Christopher Stickles  Chelsey Arnold | p. 541.880.2240  f. 541.885.7758 | [stickles@klamathcc.edu](mailto:stickles@klamathcc.edu) |
| Lane CC  4000 East 30th Ave.  Eugene OR 97405  [www.lanecc.edu/apprenticeship](http://www.lanecc.edu/apprenticeship) | Patrick O’Connor  Joy Crump | p. 541.463.5710  p. 541.463.5496  f. 541.463.3951 | O’connorp@lanecc.edu  [crumpj@lanecc.edu](mailto:crumpj@lanecc.edu) |
| Linn-Benton CC  6500 SW Pacific Blvd  Albany OR 97321  [www.linnbenton.edu/apprenticeship](http://www.linnbenton.edu/apprenticeship) | Holly DeRamus  Linda Dompier | p. 541.917.4621  p. 541.917.4636  f. 541.917.4605 | [Holly.deramus@linnbenton.edu](mailto:Holly.deramus@linnbenton.edu)  Linda.dompier@linnbenton.edu |

Oregon Community College Apprenticeship Consortium (cont’d)

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| College/Address | Contact | Phone/ Fax | E-mail Address |
| Mt. Hood CC  AC Room 1162  26000 SE Stark St.  Gresham OR 97030  [www.mhcc.edu/apprenticeship/](http://www.mhcc.edu/apprenticeship/) | Dawn Loomis | p. 503.491.7561  f. 503.491.7390 | [Dawn.loomis@mhcc.edu](mailto:Dawn.loomis@mhcc.edu) |
| Portland CC  Swan Island Trades Center  6400 N. Cutter Circle  Portland OR 97217  [www.pcc.edu/programs/](http://www.pcc.edu/programs/)  apprenticeship | Stacey Zumwalt  Rick Willebrand | p. 971.722.5651 (desk)  p. 971.722.5650  p. 971.722.5653  f. 971.722.5656 | [Stacey.zumwalt@pcc.edu](mailto:Stacey.zumwalt@pcc.edu)  [rwillebr@pcc.edu](mailto:rwillebr@pcc.edu) |
| Rogue CC  7800 Pacific Ave.  White city OR 97503  [www.roguecc.edu/workforce/](http://www.roguecc.edu/workforce/)  apprenticeship | Cathy Pierson | p. 541.245.7912  f. 541.245.7955 | [cpierson@roguecc.edu](mailto:cpierson@roguecc.edu) |
| Southwestern Oregon CC  1988 Newmark  Coos Bay OR 97420  [www.socc.edu](http://www.socc.edu) | Karen Helland | p. 541.888.7212  f. 541.888.1590 | [khelland@socc.edu](mailto:khelland@socc.edu) |
| Tillamook Bay CC  4301 Third St.  Tillamook OR 97914  [www.tb.cc.or.us](http://www.tb.cc.or.us) | Darryl Spitzer | p. 503.842.8222 x.1310  f. 503.842.8334 | [darrylspitzer@tillamookbaycc.edu](mailto:darrylspitzer@tillamookbaycc.edu) |
| Treasure Valley CC  650 College Blvd.  Ontario OR 97914  [www.tvcc.cc.or.us](http://www.tvcc.cc.or.us) | Sheryl Romans  Andrea Testi | p. 541.889.6493 x. 283  f. 541.881.2743 | [sromans@tvcc.cc](mailto:sromans@tvcc.cc)  [atesti@tvcc.cc](mailto:atesti@tvcc.cc) |
| Umpqua CC  1140 Umpqua College Rd.  PO Box 967  Roseburg OR 97470-0226  [www.umpqua.edu/apprenticeship-home](http://www.umpqua.edu/apprenticeship-home) | Tracy Placido  Jason Aase | p. 541.440.4675  p. 541.440.4713  f. 888.406.4511 | [Tracy.placido@umpqua.edu](mailto:Tracy.placido@umpqua.edu)  [Jason.aase@umpqua.edu](mailto:Jason.aase@umpqua.edu) |

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Oregon Community Colleges & Workforce Development

Bureau of Labor and Industries Apprenticeship and Training Division

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| Community College Workforce Development  255 Capitol St. NE  Salem OR 97310 |  | 503.947.2431 |  |
| Bureau of Labor and Industry – ATD  800 NE Oregon St. Ste 1045  Portland OR 97232  [www.oregon.gov/boli/atd](http://www.oregon.gov/boli/atd) | Steve Simms  Jessica Ponoman | p. 971.673.0777  p. 971.673.0771 | [Steve.simms@state.or.us](mailto:Steve.simms@state.or.us)  [Jessica.ponoman@state.or.us](mailto:Jessica.ponoman@state.or.us) |
| Oregon State Dept. of Education  255 Capitol St. NE  Salem OR 97310 | Gabby Nunley | p. 503.947.5660 (Salem)  p. 971.673.0114 (PDX) | [Gabby.nunley@state.or.us](mailto:Gabby.nunley@state.or.us) |
| Oregon State Emp. Dept.  875 Union St. NE  Salem OR 97311 | Shaun Engstrom | p. 503.931.5379 | Shaun.c.engstrom@oregon.gov |

# Appendix B: Oregon Administrative Rules for Pre-Apprenticeship [*839-011-0335*](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=293992)

Pre-apprenticeship is a program designed to prepare under-represented, disadvantaged or low-skilled individuals to enter and succeed in a registered apprenticeship program and has a documented partnership with at least one, if not more, registered apprenticeship committee(s). In order to be used by a registered apprenticeship committee as a direct entry or preferred applicant source, a pre-apprenticeship program must be approved by the Council.

Written request for Council approval of a pre-apprenticeship program shall include the following information:

1. Identification of the need for the pre-apprenticeship program and the target population served;
2. A statement clearly describing the program and the organization sponsoring and operating the pre- apprenticeship training;
3. A statement of program objectives, outcomes, participant competencies upon completion and benchmarks for success;
4. A statement outlining specific outreach and recruitment activities designed to encourage participation from Priority Populations;
5. A course outline providing an overview of the academic and manipulative portions of the program. Individual course descriptions, class hours and measurement tool(s) used to determine successful completion of classes should be provided in this section;
6. A description and images of the training facilities used for pre-apprenticeship training;
7. A list of the knowledge, skills and abilities required to be an instructor in this program; and
8. A formalized agreement, such as a memorandum of understanding, which documents facilitated entry or articulation with at least one registered apprenticeship program and where possible, enables individuals who have successfully completed the pre-apprenticeship program to enter directly into a registered apprenticeship or earn advanced credit or placement for skills and competencies acquired during pre-apprenticeship training.

### Council approval elements:

1. Council-approved training and curriculum based on industry standards;
2. Detailed recruitment strategies focused on outreach to that demonstrate effective strategies for engaging Priority Populations;
3. Provide exposure to diverse apprenticeship opportunities including but not limited to site visits to training programs and opportunities to engage with active apprentices, training administrators, or employers from specific occupations; and
4. Provides hands-on training to individuals in a simulated lab experience or through volunteer opportunities, when possible, neither of which supplants a paid employee but accurately simulates the industry and occupational conditions of the partnering registered apprenticeship sponsor(s) while observing proper supervision and safety protocols.

### Regulatory Pre-apprenticeship program requirements

Pre-apprenticeship program sponsors agree to provide the Council with a list of pre-apprenticeship program graduates no later than 30 days from the date of completion on a form designated by the Division.

Upon due notice and a reasonable opportunity to show cause, the Council may revoke pre-apprenticeship program for inactivity, inadequate activity, or failure to abide by the rules and policies of the Council.

Stat. Auth.: ORS 660.120

Stats. Implemented: ORS 660.126, 660.137 Hist.: BLI 15-2015, f. & cert. ef. 11-12-15