



Oregon Bureau of Labor and Industries

Apprenticeship & Training Division

800 NE Oregon St #1045
Portland, OR 97232-2180

OSATC Guideline #20110616-02

DATE: July 1, 2011
TO: All Oregon Apprenticeship Sponsors and Programs
FROM: Oregon State Apprenticeship and Training Council (OSATC)
REGARDING: **Effective Registration Dates and Registration Requirements for Training Agents, Apprentices and Trainees**

Background: Employers must be registered with the Division in order to be considered a training agent per ORS 660.010(10). OAR-839-011-0162 states that the Division will register training agents upon receipt of committee minutes showing approval of the employer as training agent and a fully executed training agent registration agreement.

Under current regulations, a training agent is not considered registered (and thus not eligible to have registered apprentices and/or pay a sub-prevailing wage on public works projects) until the Division has received both committee minutes approving the employer as a training agent and a fully executed training agent registration agreement.

Registration of apprentices or trainees also requires receipt of a fully executed registration agreement and committee action in meeting minutes per OAR 839-011-0088(1). OAR 839-011-0088(2) allows a period of no more than **90 days*** to submit an apprentice or trainee agreement for non-licensed occupations.

Registration requirements:

Division receipt of:

- Committee meeting minutes showing approval of training agent, apprentice, or trainee;
and
- Fully executed registration agreement with **original** signatures.

Effective registration dates:

- Training agents:
 - Registration is effective the date both items are received by the Division.
 - If minutes and agreement submitted separately, receipt date of last item will determine effective registration date.
- Apprentices or trainees in non-licensed trades:

** Effective July 18, 2011 this period is reduced to 45 days per ORS 660.020(1) as revised in 2011 Legislative Session.*

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RE: Effective Registration Dates and Registration Requirements for Training Agents, Apprentices and Trainees

- If minutes and agreement submitted separately, receipt date of last item will determine effective registration date.
- Effective registration date may be retroactive **90 days*** from Division receipt of last item.
- Apprentices in licensed trades:
 - For committees who have written authorization from the Division to issue an initial license, registration date will be effective in accordance with the conditions of authorization.
 - Otherwise, registration is effective the date both items are received by the Division.
 - If minutes and agreement submitted separately, receipt date of last item will determine effective registration date.

** Effective July 18, 2011 this period is reduced to 45 days per ORS 660.020(1) as revised in 2011 Legislative Session.*