



# **Oregon Bureau of Labor and Industries**

## **Apprenticeship & Training Division**

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

### **OSATC Guideline #20110616-01**

**DATE:** July 1, 2011  
**TO:** All Oregon Apprenticeship Sponsors and Programs  
**FROM:** Oregon State Apprenticeship and Training Council (OSATC)  
**REGARDING:** **Council Submissions and Signature Sheets**

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**Background:** OAR-839-011-0030 requires all matters to be included on the Council agenda be submitted in writing by 5:00 pm at least 45 calendar days before the date of the next Council meeting. Council meeting dates and with submission timelines are distributed at each Council and Subcommittee meeting and are also posted on the ATD website.

Part of a committee's required submission includes a signature sheet that is signed by committee representatives or their authorized representative. Upon Council approval of the submittal, the signature sheet is signed by the Council Chair and Secretary. The submittal can be finalized and implemented only upon receipt of a complete signature sheet with original signatures.

To assist in submitting Council items, ATD has allowed programs to fax or email signature sheets by the submission deadline, with the understanding that the original submittal will not be finalized until the original signatures have been received. Due to difficulties in obtaining the original signatures after Council approval, the submission process will be revised as follows.

#### **Effective July 1, 2011:**

- Complete Council submissions must be received by the Division within established timelines.
- Signature sheets are required for all Council submissions and are due by the submission deadline:
  - Signature sheets may be submitted by fax or email by the deadline;
  - Original signature sheets must be received by the Division prior to the subcommittee meeting at which the submittal will be considered.
- Failure to provide original signature sheets prior to the subcommittee meeting will result in the submittal being withdrawn from the subcommittee agenda.
  - For required submittals, the committee would be directed to appear at the upcoming Council meeting or at the following subcommittee meeting depending upon potential impact on apprentice/trainee training.
  - For committee-initiated submittals, the item would need to be resubmitted.