



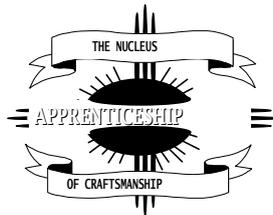
STANDARDS OF APPRENTICESHIP  
Adopted by

**CENTRAL SIGN HANGERS JATC**

(sponsor)

Skilled Occupational Objective(s):    SIC #    SOC #    SYMBOL    SUFFIX    Term  
Sign Maker/Erector                    1731    47-2111    0517    000    8,000 hours

MA#	3002	SOC Title	Electricians	License	Limited Journeyman Sign Electrician
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APPROVED BY THE  
Oregon State Apprenticeship and Training Council  
REGISTERED WITH THE  
Apprenticeship and Training Division  
Oregon State Bureau Labor and Industries  
800 NE Oregon Street  
Portland, Oregon 97232

APPROVAL:

December 8, 1994

Initial Approval Date

By:

**BRAD AVAKIAN**

Chairman of Council

March 15, 2012

Last Date Revised

By:

**STEPHEN SIMMS**

Secretary of Council

December 17, 2009

Committee Amended Date

MA# 3002

Admin revision re: probation, registration timelines: 10-27-2014

## APPRENTICESHIP STANDARDS

The Oregon State Apprenticeship and Training Council (OSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship or on-the-job-training program in the State of Oregon. Apprenticeship programs and committees function to administer, exercise or relinquish authority only with the consent of the OSATC and only apprentices registered with or recognized by the Oregon State Bureau of Labor and Industries (BOLI), Apprenticeship and Training Division (ATD) will be recognized by the OSATC. Parties signatory to these apprenticeship standards declare that their purpose and policy is to establish and sponsor an organized system of registered apprenticeship and training education.

These Standards are in conformity with and are to be used in conjunction with the Apprenticeship Rules, Chapter 839-011 OAR (Oregon Administrative Rules); Apprenticeship and Training Statutes, Chapter 660 ORS (Oregon Revised Statute); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which collectively govern the employment and training in apprenticeable occupations. They are part of the apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship.

If approved by the council, such amendment(s) and such changes as adopted by the council shall be binding to all parties on the first day of the month following such approval. Sponsors shall notify apprentices and training agents of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as it pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Bureau of Labor and Industries (BOLI) may recommend language that will conform to applicable law for adoption by the OSATC. The remainder of the Standards will remain in full force and effect.

See ORS Chapter 660 & OAR 839-011 for the definitions necessary for use with these Standards.

*Sections of the standard inside of a border are specific to the individual standard and may be modified by the sponsor by submitting a revised standard for approval by the Oregon State Apprenticeship and Training Council. All other sections of the standard are boilerplate and may only be modified by the Council.*

### I. GEOGRAPHIC AREA COVERED:

The sponsor only has authority to recognize training agents (employers) that maintain their principal place of business inside of the geographical area covered by these standards. Training agents that maintain their principal place of business outside of the geographical area covered by this standard may only be recognized as traveling training agents when working in geographic area covered by this standard. The Sponsor will ensure compliance with the provisions for traveling training agents and of any Reciprocity Agreement recognized by the OSATC. (See ORS 660.137 / OAR 839-011-0260 / OSATC Policy # 16)

The geographic area covered by these standards shall be Benton, Crook, Deschutes, Douglas, Jefferson, Linn, Marion and Polk counties, southern one-half of Yamhill County, and Lane County east of the Coast Range in the State of Oregon.

### II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (See ORS 660.126 (1b)). Documentation must be provided for all minimum qualifications:

- Age: At least 18 years of age.
- Education: Graduation from high school or GED equivalency.  
One year of high school pre-algebra or higher mathematics with a passing grade of 'C' or better or equivalent community college placement test.
- Physical: None
- Testing: None
- Other: None

Note: See Section X items 6 & 7

III. CONDUCT OF PROGRAM UNDER OREGON EQUAL EMPLOYMENT OPPORTUNITY IN APPRENTICESHIP PLAN (OAR 839-011-0200):

Standards must include the Oregon Equal Employment Opportunity in Apprenticeship and Training Pledge (See OEEOA Section 4)

**THE SPONSOR HEREBY ADOPTS:**

"The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Oregon State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations."

Sponsors with five (5) or more apprentices in an apprenticeable occupation must adopt an Equal Employment Opportunity Plan and Selection Procedures and submit the plans for Council approval. (See OAR 839-011-0200 / Sections 5 & 6 of the Oregon Equal Employment Opportunity in Apprenticeship (OEEOA) / Council policy # 23).

A. SELECTION PROCEDURES:

The committee shall select apprentices from a pool of eligible applicants according to the following procedure: (ORS 660.137 (3) / OEEOA section 6)

1. All out of work apprentices in good standing will be offered the opportunity for re-employment prior to new applicants being registered in conformance with the committee's approved initial employment policy.

2. The committee shall indenture its apprentices from a ranked pool of eligibles according to the following procedure.

APPLICATION NOTICE AND SCHEDULE

- a. The sponsor shall open for applications when its current pool of eligibles (including out-of-work apprentices) falls below the number established by committee action.
- b. The sponsor shall be open for a minimum of ten working days to accept applications.
- c. Prior to distributing notices, the proposed public notice shall be provided to the committee's assigned Apprenticeship Representative for approval.

- d. Public notices shall be disseminated in accordance with the sponsor's Affirmative Action Plan. This notice shall be distributed not less than 30 days in advance of the first date applications will be accepted. Notices will be provided to the registration agency and other entities established under the sponsor's Affirmative Action Plan.
- e. These items will be included on the public notice:
  - date of notice
  - the trade/occupation and general duties of the occupation
  - minimum qualifications for entrance into the program
  - the supporting documents required to show evidence of minimum qualifications and to receive points for education and work history
  - dates that applications will be available and how to request an application
  - dates, times and places where completed applications and supporting documentation will be accepted
  - geographical area(s) of work
  - statement that program completion meets requirements to sit for Limited Journeyman Sign Electrician license
  - telephone number of contact person
  - Other items that may be included on the public notice:
    - work processes and number of hours
    - average journeyman rate and progression scale for apprentices
    - specific related training requirements such as number of hours per year, statement that classes may be held in evenings and on Saturdays occupational outlook

#### APPLICATION PROCESS

- a. An application shall be provided to any interested individual. Only one application per individual may be submitted during each opening period. Previous applicants terminated for cause must wait 12 months before re-applying.
- b. Instructions with the time and dates of the mandatory trade orientation and sponsor safety course are included in the application package.
- c. All applicants, including those indentured by exception, will be tracked to final disposition. The sponsor shall maintain a log which will include the applicant's name, race, gender and log number that corresponds to the application number. The log will be used to track the history of the individual applicant, noting the date:
  - the application was provided and the manner by which it was provided (U.S. mail or in person)
  - the application was returned to the program sponsor
  - the applicant attended orientation and safety training
  - the application was scored and ranked
  - final disposition
- d. The application form will provide a space for the applicant to indicate geographic availability by county or zone.
- e. The sponsor shall date stamp applications and supporting documentation upon receipt.

#### VERIFICATION OF MINIMUM QUALIFICATIONS

- a. The application-processing dates will be noted in the opening announcement.
- b. All supporting documentation must be received by the 5<sup>th</sup> business day following submission of the application.
- c. All applications and supporting documentation will be reviewed upon receipt by NW College of Construction staff to determine if minimum qualifications are met.
- d. Applicants meeting minimum qualifications will be placed on the qualified applicant list.

- e. If minimum qualification documentation is not received, the applicant is deemed "non-qualified" and cannot attend the sponsor's safety training course.
- f. Applicants who do not meet the minimum qualifications established in the public notification and standards will be notified in writing. Notification will include the
  - reason for rejection
  - requirements for admission into the pool of accepted applicants
  - appeal rights available to rejected applicants

#### QUALIFIED APPLICANT LIST

- a. Applicants meeting minimum qualifications will be invited to attend the sponsors' mandatory trade orientation and safety training course (if they have not within the past 12 months).
- b. The application will be scored, ranked and placed on the Ranked Pool of Eligibles five business days following the applicant's completion of the safety training course,
- c. Individuals who do not complete the trade orientation and safety course will be notified in writing in accordance with the committee's initial employment policy.

#### GEOGRAPHIC ZONES

- a. Geographic zones will be comprised of one or more counties in the geographical area covered by the standard. Zones will be broad enough that each zone has at least one active training agent.
- b. Applicants are required to identify on their application the geographic zone(s) they are willing to travel to for employment.
- c. Employers shall request apprentices by geographic zone.
- d. Applicants may change their geographical zone preferences at any time by notifying the JATC office in writing.

#### RANKED POOL OF ELIGIBLES

- a. Scored applicants will be inserted in the ranked pool of eligibles based on their application score in descending order. In the event of a tie, new applicants will be ranked by the completion date of the safety course and then by application date.
- b. Applicants will be offered employment in descending order based on their ranking on the Ranked Pool of Eligibles and geographical preference(s).

#### REMOVAL FROM LISTS

- a. It is the responsibility of the applicant to keep the committee informed of any address or phone number changes as outlined in the committee's Initial Employment Policy.
- b. Applicants placed on the Qualified Applicant List and/or the Ranked Pool of Eligibles will be removed under any of the following circumstances:
  - i. The applicant has been on either list for two years without being advanced to the next step in the application process.
  - ii. The applicant has requested removal from the list.
  - iii. The applicant has failed to respond to the committee and/or refused employment for a reason not allowed under the committee's Initial Employment Policy.
- c. Applicants removed from any list will be notified in writing of the reason(s) for removal and of their appeal rights.

#### PLACEMENT PROCESS

- a. Prior to indenturing new apprentices, out-of-work apprentices will be given the opportunity for employment based on the number of OJT hours in descending order.

- b. The top three applicants on the ranked pool of eligibles list will be notified by the sponsor of their position to prepare for indenture as per the initial employment policy.
- c. If a training agent rejects an eligible applicant, the training agent will provide the committee with a written, job-related reason and a copy of the training agent's employment policy. The reason(s) must conform to State and Federal EEO Guidelines.
- d.

When apprentices are hired, the sponsor and apprentice will complete the apprenticeship registration agreement, and the sponsor:

- i. Will issue an initial license to the apprentice; and on the first work day following issuance the sponsor will FAX or e-mail a copy of the license to the Portland ATD office and attach a copy of the license to the original agreement and mail to the same office; or
- ii. Where an initial license is not permitted, the committee will submit the agreement to the Portland ATD office within 45 days of the agreement date.

Apprentices must be registered and receive their apprentice license before accruing electrical OJT hours.

#### APPEAL RIGHTS

Any applicant or individual who believes that s/he has been discriminated against in the administration of this selection process and treated in a disparate manner may file a written complaint with the committee. The committee will investigate the complaint and provide a written response to the complainant.

#### EXCEPTIONS:

Applicants entering through an exception must complete or have completed the trade orientation and safety course (or equivalent) within the previous 12 months prior to indenture.

#### 2. EXPERIENCED APPRENTICE

Experienced apprentices who have earned at least 1,000 OJT and 70 related training hours in a registered Sign Hanger apprenticeship program within the last five (5) years shall be permitted to return or enter the program. Application for re-entry can be made prior to any regularly scheduled meeting. Completed applications along with verifiable documentation will be considered. The experienced apprentice must have been canceled in good standing from the prior program or be in good standing with their current committee, meet the current minimum qualifications and possess a current OSHA 10 card (or equivalent). The applications of re-entering apprentices will be rated using the attached scoring system. Their scores will be merged into the existing ranked pool of eligibles. When they are indentured by the committee, they will, as far as practical, be allowed to continue their training beginning where they left off instead of re-entering as a beginning apprentice.

#### 3. NEW TRAINING AGENT

If an employer has not participated in the training of an electrical apprentice under ORS Chapter 660 for at least two (2) years prior to seeking entry or re-entry into the apprenticeship program, the employer may select his/her initial apprentices from bona fide employees who have been on his/her payroll for at least 500 hours prior to the employer's application for an apprentice. The selected candidates for apprenticeship must meet the age and education requirements. Once the initial selection of apprentices has been made, the employer is thereafter restricted to a selection from applicants in the

ranked pool of eligibles established by this committee.

5. PRE-APPRENTICESHIP

The sponsor will approve the direct referral into apprenticeship openings of graduates successfully completing pre-apprenticeship programs within the last 5 years in an electrical trade that have been approved by the local committee and the Oregon State Apprenticeship and Training Council. This priority is granted by the program sponsor without regard to established eligibility lists or the necessity of requiring these pre-apprenticeship graduates to further qualify through written apprenticeship test or application openings. Such priority is granted without regard to race, color, religion, national origin or sex. Qualified applicants will be placed at the top of the ranked pool of eligibles.

12. VETERAN'S ENTRY

Veterans who have completed 178 days of active service within the past 24 months may apply to the program at any time if they meet the minimum qualifications of the program and if they are:

- a) Members of the Regular services who have been discharged from active duty service with a DD214 issued within the past 24 months indicating an Honorable Discharge.
- b) Members of the Selected Reserve or Individual Ready Reserve with a DD214 issued within the past 24 months.
- c) Members of the Oregon National Guard with a DD214 issued within the past 24 months.

Individuals qualifying under this exception will be scored and placed at the top of the Ranked Pool of Eligibles.

**B. EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

1. A sponsor's commitment to equal opportunity in recruitment, selection, employment and training of apprentices shall include the adoption of a written affirmative action plan. (See OAR 839-011-0200 / OEEOA sections 5 a, b and c)
2. In addition the sponsor will set forth the specific steps that it will take under this plan, review and update the specific steps that it will take to implement the plan at least yearly and submit the updated steps to the Apprenticeship and Training Division (ATD) for review and approval. (OEEOA section 5 & 8)
3. Numerical goals and timetables for the selection of minority and female apprentices shall be included with the sponsor's annual updated steps. (OEEOA section 5 & 8)
4. The sponsor hereby adopts the following activities in order to enable it to meet its affirmative action obligations.

5.

1: DISSEMINATE INFORMATION

Dissemination of information concerning the nature of apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship application, and the equal opportunity policy of the sponsor. For programs accepting applications only at specified intervals, such information shall be

disseminated at least 30 days in advance of the earliest date for application at each interval. For programs customarily receiving applications throughout the year, such information shall be regularly disseminated but not less than semiannually. Such information shall be given to Council, local schools, employment offices, women's centers, outreach programs and organizations that can effectively reach women and minorities, and shall be published in newspapers circulated in the minority community and among women, as well as the general areas in which the sponsor operates.

2: PARTICIPATE IN ANNUAL WORKSHOPS

Participate in annual workshops to familiarize educators, career counselors, employment service representatives, and other appropriate personnel with apprenticeship in general as well as current opportunities.

3: PREPARE STUDENTS FOR ENTRY INTO APPRENTICESHIP

Cooperate with local schools and vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.

4: INTERNAL COMMUNICATION

Communicate the equal opportunity policy in a manner to foster understanding, acceptance and support among the committee's members, training agents, and apprentices and to encourage those people to take the action necessary to meet the committee's affirmative action commitments.

5: OUTREACH

Engage in outreach programs for the positive recruitment and preparation of potential applicants for apprenticeship. The committee will identify other apprenticeship program sponsors and community organizations with whom they may collaborate. The sponsor will seek out and support programs to prepare and encourage women to enter traditionally male occupations.

7: UTILIZE JOURNEY WORKERS IN AFFIRMATIVE ACTION

Include journey level workers in the implementation of the affirmative action plan.

C. DISCRIMINATION COMPLAINTS:

1. Any apprentice or applicant for apprenticeship who believes they have been discriminated against with regards to apprenticeship by the committee may file a complaint. (See OAR 839-011-0200 / OEEOA Section 11)
2. The basis of the complaint may be:
  - a. Discrimination on the basis of race, sex, color, religion, national origin, age, disability or as otherwise specified by law by a sponsor or a sponsor's program
  - b. The equal employment opportunity plan has not been followed; or
  - c. The sponsor's equal employment opportunity plan does not comply with the requirements of the Oregon Equal Employment Opportunity in Apprenticeship Plan.

3. Any such complaint must be filed with the Director of the Apprenticeship and Training Division (Secretary of the OSATC) in writing within 180 days of the alleged illegal discrimination or specified failure to follow the equal opportunity requirements.
4. The written complaint must include the name, address and telephone number of the person allegedly discriminated against, the sponsor involved and a description of the circumstances of the complaint.
5. For complaints dealing with program operations see section X of this document.

#### IV. TERM of APPRENTICESHIP:

1. The term of apprenticeship will not be less than 2,000 hours of work experience in the apprenticeable occupation identified in this Standard. (See ORS 660.126 (d))
2. The term of apprenticeship must be stated in hours unless otherwise required by a collective bargaining agreement, civil service or other governing regulation. (See ORS 660.126)
3. The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. (See ORS 660.137 (4))
4. When the apprentice is granted advanced standing, the employer must pay the apprentice at the appropriate wage per the wage progression schedule specified in these standards. (See ORS 660.142)

NOTE: In licensed occupations the apprentice must complete the minimum hours of documented legal experience.

The term of apprenticeship shall be  8,000 hours of employment.

#### V. INITIAL PROBATIONARY PERIOD:

1. All apprentices are subject to an initial probationary period, stated in hours of employment during this time; an apprenticeship agreement may be terminated without cause. It is the period following the effective date of the apprentice's current registration into the program and during which the apprentice's appeal rights are restricted. (See ORS 660.126 (1g))
2. The initial probationary period must be reasonable in relationship to the full term of the apprenticeship unless otherwise required by Civil Service, CBA or law. It cannot exceed one year (12 months) or 25 percent of the length of the program, whichever is shorter. (See ORS 660.126 (1g))
3. During the initial probationary period either party to the agreement may terminate the apprenticeship agreement upon written notice to the Apprenticeship and Training Division of the Oregon Bureau of Labor and Industries. (See ORS 660.126 (1g) & ORS 660.060 (6))
4. An appeal process is available to apprentices who have completed the initial probationary period. (See ORS 660.060 (6) & (7) and section X of this standard)

The probationary period shall be the first 1,000 OJT hours of employment, or one year after the current registration to this standard, whichever is shorter. (See ORS 660.126 (g))

#### VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

1. There shall be a maximum numeric ratio of apprentices to journey-level workers consistent with proper supervision, training, safety and continuity of employment. (See ORS 660.126 (1f))
2. The ratio shall be specifically and clearly stated as to its application to the job site, workforce, department, shift, plant or combination therein. (See ORS 660.126 (1f))
3. The Sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. (See ORS 660.126 (1f), OAR 839-011-0140 (2g), OAR 839-011-0360)

The ratio of apprentices to journey-level worker shall not be more than one (1) apprentice to the first one (1) journey-level worker on the jobsite. Additional apprentices are authorized at a ratio of one (1) apprentice for each additional one (1) journey-level worker(s). (See ORS 660.126 (f))

#### VII. APPRENTICE WAGES and WAGE PROGRESSION:

1. The apprentice shall be paid according to a progressively increasing schedule of wage based on specified percentages of the average journey-level wage consistent with skills acquired. (See ORS 660.126 (1h))
2. Wage progressions shall be indicated in hourly or monthly periods (the registration agency recommends the use of hour periods) set by the Sponsor. (See ORS 660.126 (h))
3. The entry wage will not be less than the federal or state minimum wage rate, whichever is higher. (See ORS 660.142 (4))
4. The wage listed in this standard at all periods establishes a minimum and a higher wage may be required by other applicable federal law, state law, respective regulations, or by a collective bargaining agreement. (See ORS 660.126 (1h), ORS 660.137 (6), ORS 660.142 & OAR 839-011-140 (2f))
5. The sponsor must re-determine the average journey-level wage at least annually and submit the new average journey wage to the Director of the Apprenticeship and Training Division with a statement explaining how such determination was made and the effective date of the new average journey wage. (See ORS 660.137 (6))
6. Upon approval by the Director, the Division will notify all training agents and apprentices of the new wage. (See ORS 660.142 (2))

The average wage for those journey-level workers employed by the participating employers in this occupation on **March 1, 2016** is \$ **24.86** per **hour** .

Period	Number of required hours	% of the journey level rate
1st	1,000	50
2nd	1,000	55
3rd	1,000	60
4th	1,000	65
5th	1,000	70
6th	1,000	75
7th	1,000	80
8th	1,000	85

**VIII. WORK PROCESSES:**

1. The apprentice shall receive the necessary instruction and experience to become a journey-level worker versed in the theory and practice of the occupation. (See ORS 660.155 / ORS 660.157 / OAR 839-011-0360)
2. The following is a condensed schedule of work experience that every apprentice shall follow as closely as conditions will permit. (See ORS 660.126 (1c) OAR 839-011-0360; OAR 839-011-0140)

NOTE: In licensed occupations apprentices must complete the minimum required total hours prior to being referred to the license examination.

Work processes	Approximate hours	
	Electrical	Non-electrical
a. Stock Room & Material Handling & Equipment Knowledge	100	100
b. Pattern and Blue Prints	150	150
c. Layout (Electrical/Sheet Metal/Glasswork) Design	500	500
d. Assembly of (Electrical/Sheet Metal /Glasswork) Display	1,000	1,000
e. Display Painting and Component Parts	250	250
f. Display Installation, Service, Maintenance	1,250	1,250
g. Transportation & Hoisting Equipment, Maintenance & Repair	750	750
SUBTOTAL	4,000	4,000
TOTAL		8,000

No Sign Maker/Erector apprentice(s) will be referred to the state licensing exam for Limited Journeyman Sign Electrician until all work process hours have been completed.

NOTE: The committee realizes that the completion of 8,000 hours of on-the-job training is the ideal, but recognizes that most apprentices will not be able to fulfill the total amount of hours specified in every work process as set forth in this standard. When an apprentice is unable to fulfill the total work hours in each work process the committee will evaluate the apprentice's knowledge, skills and abilities and provide appropriate additional related instruction to assure that competency is acquired in each work process. The evaluation and summary of the additional instruction will be noted in the apprentice's file.

#### IX. RELATED/SUPPLEMENTAL INSTRUCTION:

1. The apprentice must attend related/supplemental instruction for at least 144 hours per year unless otherwise stated in this standard. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not required to be paid for time so spent. (See ORS 660.126 (1e))
2. The Committee must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Oregon OSHA regulations and applicable federal and/or state regulations. (See ORS 660.137)
3. In case of failure on the part of any apprentice to fulfill the related instruction obligation, the sponsor has the authority to withhold the apprentice's periodic wage advancement; or with a reasonable opportunity to remedy deficiencies, suspend, or cancel the Apprenticeship Agreement. (See ORS 660.157 (4))
4. Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community college, training trust or other approved training provider shall be documented and tracked by the Committee. (See ORS 660.157 (2a))
5. Related instruction activities must be at the direction of a qualified instructor. (See ORS 660.157 (3))

Methods of related/supplemental training must consist of one or more of the following: (See ORS 660.157)

- b.  Approved training seminars;
- c.  A combination of home study and approved correspondence courses;
- d.  Community college;
- f.  NW College of Construction

A minimum of 144 hours of related training shall be required during each year for the first four (4) years that the apprentice is registered in the program. During each

subsequent year, a minimum of 40 hours of related training shall be required. (See ORS 660.126 (e))

The following is a summary of related instruction including required class hours in each element of instruction. A committee may establish and submit clear objectives and outcomes in lieu of hours for each class subject. (See ORS 660.157)

Related training must cover the following subjects and must be completed with a grade of 'C' or better for graded classes or 'Pass' for non-graded classes.

Course	Hours
<ul style="list-style-type: none"> <li>a. Trade Mathematics</li> <li>b. Safety &amp; OSHA Regulations</li> <li>c. Care and use of hand and power tools</li> <li>d. Electrical symbols and blueprint reading</li> <li>e. NEC Electrical Codes</li> <li>f. Basic electrical fundamentals &amp; theory</li> <li>g. UL 48 standards</li> <li>h. Related electrical statutes and rules</li> <li>i. Wiring Methods and electrical devices and components</li> <li>j. Conduit systems, raceways &amp; boxes</li> <li>k. Foundations and steel structures</li> <li>l. Metal fabrication</li> <li>m. Welding</li> <li>n. Secondary electrical lighting systems</li> <li>o. Crane operation certification</li> <li>p. First aid and CPR</li> </ul>	
<p><u>Program Objectives:</u></p>	
<p>Each apprentice must demonstrate competency in each element listed below prior to referral to the electrical licensing examination:</p>	
<ul style="list-style-type: none"> <li>a. Demonstrate math skills as they relate to the electrical trade</li> <li>b. Demonstrate basic rules of safety and how they affect all people on the job</li> <li>c. Demonstrate proper care and use of hand and power tools used in the electrical trade</li> <li>d. Demonstrate working knowledge of construction and electrical blueprints, including electrical symbols</li> <li>e. Identify NEC articles that apply to assigned tasks, including article 600</li> <li>f. Demonstrate basic knowledge of electrical theory and problem solving</li> <li>g. Demonstrate comprehension and knowledge of UL 48 standards</li> <li>h. Demonstrate knowledge of Oregon administrative rules and statutes as they apply to the sign industry</li> <li>i. Demonstrate the ability, per NEC code, to wire primary and secondary sign circuits</li> <li>j. Demonstrate proficiency in the use of conduit systems, sizing, raceways and boxes</li> <li>k. Demonstrate understanding of foundation design and structural steel for the sign industry</li> </ul>	

- l. Demonstrate the ability to fabricate and understand the fabrication of signage
- m. Demonstrate industry-related welding skills by obtaining the "All-position mild steel welding" certification
- n. Demonstrate the ability to wire secondary circuits and outline lighting
- o. Demonstrate ability to use crane equipment properly by obtaining and maintaining an industry-related crane operation certificate of the committee's choice
- p. Obtain and maintain a certified First Aid and CPR course of the committee's choice

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

See: ORS 660.120 OAR 839-011-0073

1. Local committee rules or policies and any employment requirement such as driver's license, drug test etc. will be located in this section.
2. The committee may include provisions for committee-imposed "disciplinary probation," which is a time assessed when the apprentice's progress is not satisfactory; a "disciplinary probation" may only be used to provide an opportunity for the apprentice to correct deficiencies and cannot affect the apprentice's appeal rights after the initial probation is completed. ( See ORS 660.137 (4))
3. During disciplinary probation the committee may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take other disciplinary action. ( See ORS 660.137 (4) )
4. The apprentice has the right to file an appeal of the committee's disciplinary action with the Director of the Apprenticeship and Training Division. (See ORS 660.137 (4))
5. Complaint and Appeal Procedures:
  - a. Each committee shall adopt and submit complaint review procedures for Division approval.
  - b. All approved committees are expected to administer the program's approved complaint review process in a fair and consistent manner. (See ORS 660.120, ORS 660.060 & OEEOA Section 9)
  - c. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section. (See ORS 660.126 (2))
  - d. After the initial probationary period the apprenticeship agreement may be canceled by a written request from the apprentice. (See ORS 660.126 (1g) ORS 660.060 (7))
  - e. After the initial probationary period the committee may only suspend, cancel or terminate the apprentice agreement for good cause, which includes but is not limited to: failure to report to work, nonattendance at related instruction, failure to submit work progress reports and lack of response to committee citations. (See ORS 660.060 (7))
    - i. Due notice and a reasonable opportunity for correction must be provided to the apprentice.

- ii. Upon suspension a written notice must be provided to the apprentice and to the Apprenticeship and Training Division.
- iii. Upon cancellation a written notice must be provided to the apprentice and to the Apprenticeship and Training Division.
- f. Each committee shall utilize the following procedures and time lines for disciplinary action (cancellation or termination). Committees may adopt and submit alternate complaint procedures, for Division review and approval, providing the procedures are reasonably expected to offer equal protection to the apprentice. (See ORS 660.060 (8))
  - i. At least 22 days prior to potential disciplinary action by a committee
    - o The committee must notify the apprentice in writing of alleged reason for the proposed disciplinary action and potential action to be taken if the allegation is substantiated
    - o The decisions are effective immediately upon committee action
    - o The committee will send written reason(s) for such action to the apprentice by registered or certified mail and will include the appeal rights of the apprentice
  - ii. Within 30 days of receipt of committee decision the apprentice may request reconsideration of the action taken by the committee
    - o The apprentice's request for the local committee to reconsider their disciplinary action must be submitted in writing and must include the reason(s) the apprentice believes the committee should reconsider the disciplinary action.
  - iii. Within 30 days of apprentice's request for reconsideration
    - o The local committee must provide written notification of their final decision including the appeal rights of the apprentice if the committee upholds its decision on the disciplinary action
- g. If the apprentice chooses to pursue the complaint further
  - i. Within 30 days of notification of the committee's final action
    - o The apprentice must submit the complaint describing in writing the issues associated with the disciplinary action to the Director of the Apprenticeship and Training Division
    - o The apprentice must describe the controversy and provide any backup information
    - o The apprentice must also provide this information to the local committee/organization
  - ii. Within 60 working days the Director of the Apprenticeship and Training Division will complete a review of the record
    - o If no settlement is agreed upon during review, the Director must issue a non-binding written decision resolving the controversy.
- h. If the apprentice or local committee disputes the Director's decision
  - i. Within 30 days of Director's decision the dissenting party must submit a request for the OSATC to hear its case
    - o Request must be in writing
    - o Must specify reasons supporting the request

- o Request and supporting documents must be given to all parties
  - o OSATC Rules and Policy Sub-Committee conducts hearing within 45 days and reports its findings to the next regular quarterly meeting of the OSATC
  - o The OSATC renders a decision based on the sub-committee's report.
- ii. Within 30 days of the OSATC meeting
- o The Secretary of the OSATC issues the decision in writing
6. All applicants must complete the sponsor's trade orientation and construction safety certification course prior to being placed in the ranked pool of eligibles.
7. Individual employers may require applicants to:
- a. Have a valid driver's license
  - b. Submit to drug testing

#### XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION:

The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used in conjunction with the corresponding ORS and/or OAR.

1. The committee is the policymaking and administrative body responsible for the operation and success of this Apprenticeship program.
2. The committee is responsible for the day-to-day operation of the apprenticeship program and must be knowledgeable in the application of Chapter 660 ORS, OAR 839 division 011 and other law and rule as appropriate to the occupation(s).
3. Sponsors must develop policies and procedures for committee operations (ORS 660.060 (8), ORS 660.135, ORS 660.137, OAR 839-011-0170). The committee's specific policies pertaining to the operation of the program are included in this standard. The procedures for the implementation of the approved policies are maintained by the committee. After approval by the division the approved procedures shall be distributed to all apprentices and training agents.
4. Committees must convene meetings at least semi-annually that are attended by a quorum of committee members as defined in the approved Standards. (See ORS 660.137 (4))
  - a. A quorum for a local joint or trade committee shall consist of at least two (2) members representing the employers and two (2) members representing the employees. (See ORS 660.135 (3), ORS 660.145)
  - b. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings during a calendar year and may not authorize disciplinary action of apprentices. (See ORS 660.060 (8))
  - c. Minutes of all meetings must be submitted to the Apprenticeship and Training Division within 10 working days of the meeting. (See OAR 839-011-0170)
5. Program Operations (ORS 660.135, ORS 660.137, OAR 839-011-0170, OAR 839-011-0200:

- a. The Committee will record and maintain records pertaining to the local administration of its Apprenticeship Program and make them available to the OSATC or its representative on request.
  - i. These records include, but are not limited to
    - o Selection of applicants
    - o Administration of the apprenticeship program
    - o Affirmative action plans
    - o Documentation necessary to establish a sponsor's good faith effort in implementing its affirmative action plan
    - o Qualification standards
- b. Records required by the Oregon Equal Employment Opportunity in Apprenticeship rules (OAR 839-011-0200) will be maintained for five (5) years; all other records will be maintained for five (5) years after the final action taken by the committee on the apprenticeship agreement.
- c. The following must be submitted by all programs through the Apprenticeship Representative assigned to assist the committee:
  - i. Apprenticeship Registration Agreement – within the first 45 days of employment as an apprentice. (See ORS 660.020, OAR 839-011-0088) (In licensed occupations registration must occur prior to employment in the trade)
  - ii. Committee Minutes – within 10 working days of the meeting. (See OAR 839-011-0170)
  - iii. Authorized Training Agent Agreements – within 10 working days of committee action to approve the training agent. (ORS 660.020, OAR 839-011-0162)
    - o Interim recognition may be authorized by committee policy but may not exceed 45 calendar days.
    - o Any recognition of a training agent prior to formal action of the committee must be in conformance with the committee's council approved policy.
  - iv. Revision of Occupation Standards - as necessary, no later than 45 days prior to OSATC meeting. (See OAR 839-011-0030) (Programs should review their Standards at least annually)
    - o Forms are available from the Apprenticeship Representative. If approved by the OSATC, such amendment(s) and such changes as adopted by the OSATC will be binding to all parties on the first day of the month following OSATC approval.
  - v. Revision of Committee Member Composition as necessary (included in committee minutes). (See OAR 839-011-0074)
  - vi. Average Journey Level Wage – at least annually or whenever changed (included in minutes and by letter to the Director summarizing how the average wage was determined). (See ORS 660.137 (6), ORS 660.142)
  - vii. Authorization of Signature - as necessary (See ORS 660.135 (4))

- viii. Authorization for issuance of initial license may be granted after the committee is found to be in compliance for operational purposes.
  - d. Adopt, as necessary or as directed, local program policies and procedures for the administration of the apprenticeship program in compliance with this Standard. (See ORS 660.060 (8), ORS 660.120 (2), OAR 839-011-0073)
    - i. Policies must be submitted to the OSATC for review and approval.
    - ii. Procedures must be submitted for Division (ATD) approval and inclusion by reference in this Standard prior to implementation.
6. Apprentice Management:
- a. Applicants accepted by the committee, who have documented legal experience creditable to the apprenticeship in the skilled occupation or in some other related capacity, may be granted advanced standing as apprentices. (See OAR 839-011-0088 (3a) Apprentices admitted to advanced standing will be paid the wage rate for the period to which such credit advances them. (In licensed occupations previous credit must be documented legal experience)
  - b. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an Apprenticeship Agreement with the Sponsor, who will then register the Agreement, with the Apprenticeship and Training Division of the Bureau of Labor and Industries within the first 45 days of employment as an apprentice. (See ORS 660.020 (1), ORS 660.060, OAR 839-011-0088)
  - c. The Apprenticeship and Training Division must be provided a copy of the committee minutes approving any change of disposition or modification of the Registration Agreement within 10 working days of the committee meeting. (See OAR 839-011-0170)
    - i. Requests for disposition or modification of Agreements include: (1) Certificate of completion, (2) Additional credit, (3) Suspension, military service, or other, (4) Reinstatement, (5) Cancellation, (6) Re-rates, (7) Holds, (8) Examination Referral, (9) Corrections, (10) Limited Supervision-electrical, (11) Phased Supervision-plumbing.
  - d. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker. (See ORS 660.137 (2c), OAR 839-011-0265.
  - e. At least once every six months the sponsor must review and evaluate each apprentice's progress and take action to advance based on the apprentice's progress or hold the apprentice at the same level for a reasonable period and opportunity for corrective action or terminate for continued inadequate progress. (See ORS 660.137 (4))
  - f. The evidence of such action will be the record of the apprentice's progress on the job and during related/supplemental instruction.
    - i. If the apprentice's progress is not satisfactory, the committee has the obligation to withhold the apprentice's periodic wage advancements, suspend or cancel the

Apprenticeship Agreement, or take other disciplinary action as established under the "Administrative/Disciplinary Procedures."

- g. The committee has the obligation and responsibility to provide insofar as possible, reasonably continuous employment for all apprentices in the program. (See ORS 660.126, ORS 660.020)
  - i. The committee may arrange to transfer an apprentice from one training agent to another or to another committee when the committee is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in this Standard.
  - ii. If, for any reason, a layoff of an apprentice occurs, the Apprenticeship Agreement will remain in effect unless canceled by the committee.
- h. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the committee approves, participate in related/supplemental instruction classes, subject to the apprentice obtaining and providing written medical approval for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training. (See ORS 660.126 (i))
- i. The committee will hear and adjust all complaints of violations of apprenticeship agreements. (See ORS 660.137)
- j. Upon successful completion of apprenticeship, as provided in these Standards, and passing any examination that the committee may require, the committee will recommend that the Oregon Commissioner of Labor award a Certificate of Completion of Apprenticeship. (See ORS 660.137, ORS 660.205)

#### 7. Training Agent Management:

- a. Offer training opportunities on an equal basis to all employers and apprentices. (See OAR 839-011-0084)
- b. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. (See OAR 839-011-0200, Council Policy # 13)
- c. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. (See OAR 839-011-0084)
- d. An employer shall not be required to sign a collective bargaining agreement or join an association as a condition of participation. (See OAR 839-011-0162)
- e. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. (See ORS 660.137)
- f. Require all employers requesting approved training agent status to complete a training agent application and comply with all Oregon State apprenticeship laws and the appropriate apprenticeship Standards. (See ORS 660.137)

- g. Submit approved training agent agreements to the Apprenticeship and Training Division within 10 working days of committee approval with a copy of the agreement and/or the list of approved training agents and committee minutes where approval was granted. (See OAR 839-011-0170)
  - h. Make periodic checks of approved training agents and withdraw approval when approval qualifications are no longer met or when it appears to the committee that the employer is in violation of the terms of the apprenticeship agreement, standards, rules, regulations and policies of the committee or OSATC. (See ORS 660.137)
  - i. If a committee acts to withdraw training agent status from an employer the action must be recorded in the committee minutes and submitted to the Apprenticeship and Training Division within 10 working days of the committee action. (See OAR 839-011-0170)
8. COUNCIL REQUIRED POLICIES: (See ORS 660.120 - ORS 660.137)
- a. Credit for prior experience  
The committee may grant credit for previous legal experience subject to valid documentation in accordance with the committee's published procedures.
  - b. OJT requirements (hours, work processes, rotation/partial rotation, monthly progress reports, timelines, applicable penalties)  
All work processes identified in this standard are to be completed prior to being recommended for completion of the program.  
All OJT hours shall be recorded accurately on monthly progress reports, compiled and totaled by each apprentice and submitted to the committee by the designated due date. Apprentices can only work for the approved training agent as assigned by the committee.
  - c. Related training requirements (attendance, grades)  
Apprentices must attend and satisfactorily complete all related instruction as directed by the committee.
  - d. Complaint procedures  
The committee will promptly and fairly resolve any complaints brought to its attention and shall equitably apply the procedure to all applicants, apprentices and training agents.
  - e. Process for the review and evaluation of apprentice progress  
Performance reviews based on achievements in knowledge, skills and abilities are scheduled for each regular committee meeting but not less than semi-annually with consideration of special evaluations upon written request.
  - f. Advancement requirements (re-rates, completions)  
The committee will advance the apprentice to the next level in the wage progression when the apprentice demonstrates the required knowledge, skills, and abilities.

g. Disciplinary process (appearances, holds, cancellations)

The committee will take corrective action for any failure to satisfy program requirements. All disciplinary procedures and / or actions shall be in written form and provided to appropriate parties.

h. Training agent requirements (approval, discipline, removal)

The committee will recognize the employer as an approved training agent when (and so long as) the employer demonstrates that it meets all qualifications established by the committee.

i. Traveling training agent policy

Approved training agents domiciled in other jurisdictions must meet the committee's requirements for an approved traveling training agent.

j. Initial employment policy

An applicant who has been placed in the ranked pool shall be afforded a reasonable opportunity for employment and shall only be removed from the pool in accordance with the committee's published procedures.

k. Placement procedures for out-of-work apprentices

The committee will make every effort to maintain each apprentice with full-time employment through the term of the apprenticeship. In the event of an apprentice layoff, the displaced apprentice will be given the opportunity for re-entry into the program prior to indenturing new apprentices.

l. License requirements, including exam referral and completion requirements (for licensed trades only)

The committee will ensure that all apprentice training satisfies the requirements of the appropriate license.

9. Optional Policies

a. Employment of Apprentices and Responsibilities

The JATC and apprentices must adhere to the employment policies and procedures of the committee, such as notifying the JATC when unemployed, and the inability to own, manage or supervise the company where the apprentice receives OJT hours.

b. Apprentice suspensions

An apprentice may request a suspension or leave of absence in accordance with committee procedures.

c. Ratio Violations

All reports of violations of the ratio of journeypersons to apprentices will be investigated by the committee.

d. Harassment

The committee will ensure that each workplace and training site is free from harassment of any kind. It will uniformly apply rules and regulations concerning harassment to all employees.

e. Political Activity

The Committee will not require apprentices to perform political activities of any sort.

f. Administrative Costs

The committee and its training agents are responsible for the administrative costs and expenses associated with the operation of this program.

g. Apprentice behavior

The committee has established procedures for dealing with prohibited behaviors such as the use of alcohol or drugs.

h. Employment Criteria

The committee will allow each employer to establish valid employment criteria and implement it on an equal basis for all employees in this classification.

10. Composition of Committee:

- a. Joint apprenticeship and training committees must be composed of an equal number of employee and employer representatives composed of at least four principal members but no more than eight principal members. An alternate member may be appointed for each principal member. A quorum shall consist of at least two employer members and two employee members. (See ORS 660.135; OAR 839-011-0074)
- b. Trades apprenticeship and training committees must be composed of an equal number of employee and employer representatives composed of one principal employee and one principal employer member for each occupation covered by the trades committee. An alternate member may be appointed for each principal member. A quorum shall consist of at least two employer members and two employee members. (See ORS 660.145; OAR 839-011-0074)
- c. Employee representatives shall not be supervisors as defined by the National Labor Relations Act (as amended). (See OAR 839-011-0074)
- d. Employee representatives shall be skilled practitioners of the trade, except;
- e. A labor organization which is the recognized bargaining representative may designate elected representatives as employee members. (See ORS 660.135 & OAR 839-011-0074)

- f. The committee shall elect a chairperson and a secretary from the committee members. One of the offices must be held by an employer member and one office must be held by an employee member.
- g. Committee members or officers may be removed for failure to abide by ORS 660 or the rules and policies of the council or committee. (See OAR 839-011-0078)

The program administered by this committee is a: **JATC**  
 (See ORS 660.135) or (ORS660.145)

The employer representatives shall be:  
**(See attached committee list)**

The employee representatives shall be:  
**(See attached committee list)**

**XII. SUBCOMMITTEE:**

Subcommittee(s) may be approved by the sponsor but may only recommend actions to the parent Committee.

**XIII. TRAINING DIRECTOR/COORDINATOR/ADMINISTRATOR/CONTACT PERSON:**

The Sponsor may employ a person(s) as a full or part-time Training Coordinator(s)/Training Director(s)/Administrator(s). This person(s) will assume responsibilities and authority for the operation of the program as are specifically delegated by the Sponsor.

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Application Point System – Central Sign Hangers JATC MA #3002

Qualifying applications will be reviewed and scored according to the following point system. Points will only be given if the applicant provides written documentation (letters from employers on company letterhead, DD214, course certificates, school transcripts, etc.). Credit for previous work experience is awarded in six-month blocks.

	Maximum Points
Valid Drivers License	3
<u>Education</u>	
High School Diploma;	5
GED; or equivalent	3
AA or AS degree	5
<u>Program Completion</u>	9
Americorp, Military, Peace Corp, Vista (Successful completion of commitment time) 3 points per year	
<u>Vocational Training</u>	10
Completion of trade school electrical program, trade-related or construction-related military schools or construction-related civilian trade school program. Passing grades only 5 points per semester credit or equivalent 4 points per HS semester credit or equivalent	
<u>Industry-Related Certifications</u>	10
Crane Operators card Welding Certification(s) Class B or A Drivers License 2 points per certificate	
<u>Work Experience</u>	
General Work Experience 1 point per 1,000 hours	10
Construction-related Work Experience 2 points per 1,000 hours	10
Legal Electrical Work Experience 5 points per 1,000 hours	10
Graduate of an approved pre-apprenticeship program, or an equivalent to, Youth Build, Job Corp	10
<b>Total Possible Points</b>	<b>85</b>