Pre-Apprenticeship Program Request Checklist

* Documents must be received by ATD prior to the Council cutoff date

Oregon State Apprenticeship and Training Council (OSATC) approved pre-apprenticeship programs are designed to prepare individuals for OSATC registered apprenticeship programs.

In order to apply for OSATC approval, you will need to submit the following to ATD:

- **Cover Sheet** – state the name of the program, addresses for administration and training, contact information, program focus, and registered apprenticeship partner(s).

- **Pre-Apprenticeship Participation Agreement**– purpose of the pre-apprenticeship participant agreement is to define the role of the pre-apprenticeship program, participant and the Apprenticeship and Training Division, as well as provide the Division with demographic information for federal and state tracking purposes. The pre-apprenticeship participant agreement should be signed by the participant, or legal guardian, and sent to the Division upon enrollment into the program.

- **Program Purpose Statement**– Identify the need for the pre-apprenticeship program and the target population you plan to serve. State the occupation the program will be aligning with. Include a statement clearly describing the program and the organization operating and sponsoring the pre-apprenticeship training.

- **Program Outcomes**– statement of the outcomes of the program, including what the graduate will be able to demonstrate, competencies achieved, and any additional credentials or external credit obtained.

- **Course Outline**– an overview of the academic 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. Include name of instructor, class location, and any pre-requisites.

- **Facility Assessment**– a detailed description of the training facilities that will be used, a list of tools and equipment, safety measures and procedures, and assurances that program partners have visited and approve of facilities.

- **Instructor Qualifications**– Documentation of instructor qualifications including copies of licenses, credentials, certifications and/or resumes.

- **Letter of Support**– provide a letter of support from each partner and one or more registered apprenticeship programs.

OAR 839.011.0335

REV: 12.3.2018
Cover Sheet

Name of Program

Location Name and Address for Administration & Training

Contact Person Name (please include phone and email address)

Program Focus

Registered Apprenticeship (s) Partners
### Pre-Apprenticeship Training Provider

**Participant Agreement**

**PRE-APPRENTICESHIP TRAINING PROVIDER NAME:**

**OCCUPATION** [If applicable]:

**PARTICIPANT** Last Name (please print clearly) | First Name | MI | Social Security Number or Student ID
---|---|---|---

Mailing Address | Phone – Area Code & Number

City | State | ZIP | Date of Birth
---|---|---|---

Email: | County

**Gender** | **Race** | **Veteran status** | **Education** | **Disability**
---|---|---|---|---

☐ Female | ☐ White | ☐ Yes | ☐ GED | ☐ Yes
☐ Male | ☐ Black/African American | ☐ No | ☐ High School Diploma | ☐ No
☐ Non Binary | ☐ Native American | | ☐ Trade School Certificate | ☐ Decline to State
☐ Asian | ☐ Hawaiian/Pacific Islander | | ☐ College Diploma |
☐ Hispanic | | | |

Note: This information is collected for informational purposes only. It is unlawful for a program or employer to discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 18 years old or older.

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**Performance Reporting Information System (PRISM)**

Consent To Disclose Social Security Number For Use In The Performance Reporting Information System (PRISM)

ORS 657.734 and OAR 839-11-0088(2) authorizes the Bureau of Labor and Industries’ Apprenticeship and Training Division to request that you voluntarily participate in PRISM. Failure to participate will not be used as a basis to deny you any right, benefit or privilege provided by law. If you consent to participate in PRISM, your social security number will only be used only in the following manner. PRISM will collect client and workforce related information from the participating agencies (including this agency), analyze that information and provide the participating agencies and other state agencies and officials with statistical data, including education, training and other services provided to clients and the resulting client outcomes, in order to aid the agencies’ program planning for providing services to Oregon's citizens. PRISM I will release only aggregate statistical information, without any personal identifiers, such as name or social security number. Furthermore, the data produced by PRISM will not be used by any participating agency, or any other state agency or official, to make any decision or take any action directly affecting any individual, including you.

YES, ☐ I consent to disclose my social security number and related records for use in PRISM as described above.

**PARTICIPANT** Signature | Date
---|---

**PARENT/GUARDIAN** Signature (if participant is under 18 years of age) | Date
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**BOLI-ATD**
800 NE Oregon #1045 • Portland OR 97232-2180
Phone 971-673-0760 • Fax 971-673-0768

Rev: 03.21-2019
OREGON STATE APPRENTICESHIP AND TRAINING COUNCIL REGISTRATION AGREEMENT

<table>
<thead>
<tr>
<th>PARTICIPANT Name (please print clearly)</th>
<th>PROGRAM Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement Number [ATD use only]</td>
<td>PROGRAM Address</td>
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This Agreement Revokes and Supersedes Any and All Previous Agreements and Is Subject to the Terms and Provisions Below

THE PROGRAM, agrees to diligently and faithfully train the participant, in accordance with the terms and conditions of the Participant Agreement and Program Curriculum. The Program certifies that they will make substantial efforts to appoint the participant to an apprenticeship program upon satisfactory completion of their training.

THE PARTICIPANT agrees to perform the work of the trade or craft diligently and faithfully during the period of training, in accordance with the terms of this Participant Agreement, the program’s curriculum and the rules and policies of the program.

This AGREEMENT must be submitted to the Oregon State Apprenticeship and Training Council (OSATC) or the State Director of the Apprenticeship and Training Division. This agreement may be terminated pursuant to the program’s procedure.

SIGNATURES

PROGRAM signature of Chair, Secretary or Authorized Representative

PROGRAM signer’s PRINTED name (please print clearly)

PARTICIPANT Signature

PARENT/GUARDIAN Signature (if participant is less than 18 years of age)

DATE STAMP: For BOLI/ATD internal use only

Registered by the Oregon State Apprenticeship and Training Council

Rev: 03.21-2019
Program Purpose Statement

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 pre-apprenticeship program purpose and identified elements:

1) Share how will this program meet the needs of the registered apprenticeship program and/or industry

2) Target population served
   - 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 regardless of the reason

3) What curriculum and industry standard will the program be aligning to?
   - The intent of the definition is to ensure that training and/or curricula used by the pre-apprenticeship program align with the needs of the Registered Apprenticeship Partner(s), while still allowing flexibility in pre-apprenticeship program design

4) Agreed upon program outcomes:
   - Facilitated Entry and/or Articulation: when possible, formalized agreements exist with Registered Apprenticeship sponsors that enable individuals who have successfully completed the pre-apprenticeship program to enter directly in a Registered Apprenticeship program and/or include articulation agreements for earning advanced credit/placement for skills and competencies already acquired
   - Industry Recognized Credential
   - Community College credits
Program Outcomes

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.

Please share what outcomes a participant will have gained upon completion of this pre-apprenticeship program and how the program will measure each outcome.

*Please note that these are examples of what would be included but should be tailored to the registered apprenticeship/industry standard the program is aligned too.

1) What will the participant have completed?
   - Number of courses
   - Grades
   - Program duration (number of weeks, days per week, hours per day)

2) What will the participant be able to demonstrate?
   - Attendance
   - Work Ethic
   - Dress appropriately for work (boots, pants, tool belt, etc.)
   - Work comfortable with basic construction tools
   - Understand essential industry/trade practices and terminology
   - Remain drug free
   - Identification and safe use of industry tools
   - Work readiness

3) What competencies will the participant be able to show?
   - Measure and cut material accurately
   - Identify common sizes of material, sheet goods, fasteners
   - Read basic blueprints
   - Layout, frame, and stand a stud wall
   - Build a simple concrete form and participate in concrete pour
   - Set up a workstation quickly and completely
   - Demonstrate competency in using all stationary shop tools
   - Knowledge of various registered apprenticeships and their application requirements
4) Include any additional information:
   - Industry recognized credentials (i.e. HS Diploma, GED, Pre-Apprenticeship program completion certificate, OSHA 10, First Aid/CPR)
   - Portfolio (i.e. education profile and plan), résumé
   - Dual Credit options
   - Driver’s license
   - Projects completed
   - School transcript
Course or Program Outline/Syllabus

Please provide an overview of the academic portions of the program. Individual course descriptions or program segments, class hours and measurement tool(s) used to determine successful completion of classes/segments should be provided in this section. Please provide the following information, (*) is required:

1) Course or Program Name*
   • If an Oregon approved CTE Program of Study, please provide the CTE POS title

2) Course Description (e.g. syllabus, course outline)*
   • If an Oregon approved CTE program of study, please provide your CTE POS course lists for secondary and postsecondary
   • 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) Grading (i.e. evaluation tool or checklists for proficiency/completion)*

4) Options for Credit*

5) Instructor (s)*

6) Location and class times (frequency)

7) Required class materials, if any

8) Pre-requisites

9) Lab component
Facility Assessment

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) Number of training rooms and dimensions (sq.ft) (i.e. pictures or blue prints are encouraged)

3) List of equipment and tools (i.e. do not need each individual tool listed)

4) Required safety measures/protocols that are in place (i.e. safety orientation, OSHA 10 training, safety agreements)

5) 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
Instructor Qualifications

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.

Please provide the following documentation:

1) Copy of TSPC License (if applicable),
   - If no teaching license he/she must be a journey worker with some training in teaching techniques
   - If none of these apply, please contact the BOLI Apprenticeship Representative you are working with for further information

2) Résumé of Experience
   - Industry Experience
   - Registered Apprenticeship Experience
   - Competencies
   - Industry Recognized Credentials

3) Must be aligned with registered apprenticeship
   - Recognition or assurance from partnering registered apprenticeship (s) of instructor
Letter of Support

Provide a letter of support from each of your partners (i.e. community college, employer, registered apprenticeship) in your pre-apprenticeship program. This collaboration helps to ensure that the apprenticeship and industry training system is timely, up-to-date and responsive to the needs of industry and the economy.

The letter of support should outline what each partner is agreeing to do and provide to support the pre-apprenticeship program. Agreements with Registered Apprenticeship sponsors should state that upon the completion of the proposed pre-apprenticeship program pre-apprentices will not only meet the committee’s minimum requirements but would gain consideration and are prepared for success as a preferred applicant.

Furthermore, any consideration for direct entry and/or articulation agreement for earning advanced credit/placement for skills and competencies already acquired in a registered apprenticeship program should be included.

*Note: the program must partner with a registered apprenticeship.*

Submitted letters of support must be:

1) Provided on partner letterhead
2) Signed by partner
3) Emails, handwritten notes, or verbal agreements will not be accepted