

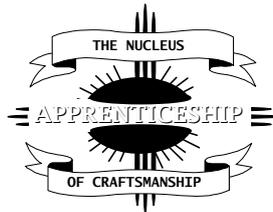


MINIMUM GUIDELINE STANDARDS OF APPRENTICESHIP
Adopted by

OREGON STATE SIGN MAKER/ERECTOR JATC

<u>Skilled Occupational Objective(s):</u>	(sponsor) <u>SOC</u>	<u>SYMBOL</u>	<u>SUFFIX</u>	<u>Term</u>
Sign Maker/Erector	47-2111	0517	000	8000

MA#	8011	SOC Title	Electricians	License	Ltd 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:

June 17, 2004

Initial Approval Date

By: **BRAD AVAKIAN**
Chairman of Council

September 17, 2015

Last Date Revised

By: **STEPHEN SIMMS**
Secretary of Council

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.

STATE COMMITTEES AND MINIMUM GUIDELINE STANDARDS

State joint apprenticeship committees are formed for the purpose of promoting and coordinating the apprenticeship goals of the occupation and for developing statewide standards and related instructional materials. At its discretion, or upon petition by two or more local committees directly affected by minimum guideline standards, OSATC will direct ATD staff to convene a state joint committee composed of members of local committees training in the occupation. The state committee will develop for Council approval proposed or revised Minimum Guideline Standards as may be dictated by the needs of the industry and occupation.

Minimum guidelines are established only in the following standards areas (OAR 839-011-0360):

Minimum qualifications (Section II below)

Hours of employment (Section IV)

Maximum probationary period (Section V)

Maximum ratio of apprentices to journey persons (Section VI)

Work processes and approximate hours (Section VIII)

Minimum related training hours and subjects (Section IX)

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:	Be at least 18 years old
Education:	High school graduate or equivalent GED Certificate. Completion of 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

IV. TERM of APPRENTICESHIP:

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

NOTE: Total hours in local committee standards may not fluctuate below requirements dictated by minimum guideline standards (OAR 839-011-0370).

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

V. INITIAL PROBATIONARY PERIOD:

The maximum probationary period shall be the first 1,000 OJT hours of employment, or one year after the current registration to the local committee 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))

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. (See ORS 660.126 (f))

VIII. WORK PROCESSES:

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.

Local committees proposing new or revised standards affected by minimum guideline standards will be allowed to redistribute no more than 5% of on-the-job training hours within existing individual work processes. (OAR 839-011-0370)

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

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

A minimum of 144 hours of related training shall be required during each year the apprentice is registered in the program. (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

Electrical Courses:

- a. Electrical symbols and blueprint reading
- b. NEC Electrical Codes
- c. Basic electrical fundamentals & theory
- d. UL 48 standards
- e. Related electrical statutes and rules
- f. Wiring Methods and electrical devices and components
- g. Conduit systems, raceways & boxes
- h. Secondary electrical lighting systems

Non-Electrical Courses:

- i. Trade Mathematics
- j. Safety & OSHA Regulations
- k. Care and use of hand and power tools
- l. Foundations and steel structures
- m. Metal fabrication
- n. Welding
- o. Crane operation certification
- p. First aid and CPR

Program Objectives: Each local committee will establish measurement tools to verify that each apprentice has met the minimum competencies in each component listed below prior to referral to the electrical licensing examination:

- a. Demonstrate working knowledge of construction and electrical blueprints, including electrical symbols
- b. Identify NEC articles that apply to assigned tasks, including article 600
- c. Demonstrate basic knowledge of electrical theory and problem solving
- d. Demonstrate comprehension and knowledge of UL 48 standards
- e. Demonstrate knowledge of Oregon administrative rules and statutes as they apply to the sign industry
- f. Demonstrate the ability, per NEC code, to wire primary and secondary sign circuits
- g. Demonstrate proficiency in the use of conduit systems, sizing, raceways and boxes
- h. Demonstrate the ability to wire secondary circuits and outline lighting
- i. Demonstrate math skills as they relate to the electrical trade
- j. Demonstrate basic rules of safety and how they affect all people on the job
- k. Demonstrate proper care and use of hand and power tools
- l. Demonstrate understanding of foundation design and structural steel for the sign industry
- m. Demonstrate the ability to fabricate and understand the fabrication of signage
- n. Demonstrate industry-related welding skills by obtaining the "All-position mild steel welding" certification
- 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

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. State joint apprenticeship committees are formed for the purpose of promoting and coordinating the apprenticeship goals of the occupation and for developing statewide standards and related instructional materials. At its discretion, or upon petition by two or more local committees directly affected by minimum guideline standards, OSATC will direct ATD staff to convene a state joint committee.
2. Each local committee training in the occupation shall designate no more than one employer and one employee representative (with alternates) to the state joint committee; notification of this action must be submitted to ATD in writing.
3. To determine a quorum, the total number of authorized representatives appointed by local committees will be counted; appointed representatives of local trade committees will be counted only if they are present at the state joint committee meeting. A quorum consists of 50% plus one of the total authorized local committee representatives.
4. The state joint committee will develop for OSATC approval proposed or revised Minimum Guideline Standards as dictated by the needs of the industry and occupation.
 - a. New or revised Minimum Guideline Standards presented to the OSATC for approval shall be first distributed to local committees training in the occupation for review and comment.
 - b. Each local committee shall have no more than 30 days to present any written objections they may have. After reviewing this information the state joint committee will prepare its final recommendations to OSATC.
 - c. If consensus is not reached by the state joint committee, a majority and minority report will be submitted to OSATC for consideration. The geographic area covered by each participating local committee as well as the number of apprentices served and the number of training agents affected will be taken into consideration in the OSATC's decision.
5. Each state joint committee may adopt rules consistent with ORS Chapter 660 as it deems necessary for the orderly conduct of its meetings. Unless the state committee determines otherwise, ATD staff will prepare and distribute state joint committee agendas and minutes as needed.