



Memo

To: Oregon apprenticeship committees operating standards with occupations licensed by Building Codes Division (BCD)

From: Oregon Bureau of Labor & Industries - Apprenticeship and Training Division (ATD)

Date: April 2, 2025

Re: Required process for Committees Submitting Apprentice Registration Agreements in Standards Associated with Occupations Licensed by BCD

This memo outlines the process for submitting apprentice registration agreements for occupations licensed through BCD.

While committees have 10 working days (excluding weekends and holidays recognized by the State of Oregon) from the date of a meeting to submit meeting minutes ([OAR 839-011-0170\(2\)\(a\)](#)), the effective date of an apprentice registration must not be prior to the date the meeting minutes are submitted into the Oregon Apprenticeship Tracking System (OATS). Thus, committees must submit apprentice registration agreement(s) through the OATS no later than the agreement's effective date as recorded and approved (M/S/C) in the meeting minutes per [OAR 839-011-0088\(2\)](#):

Example:

- Date of meeting: 12/28/2024
- Registration effective date approved in meeting minutes: 01/05/2025
- Registration effective date on the apprentice agreement: 01/05/2025
- Must be submitted through OATS on 01/05/2025, or prior to 01/05/2025 and the effective date must be entered into OATS as 01/05/2025.

It is invalid to enter a backdated effective date in the registration agreement, minutes and/or OATS, and the Division will not accept backdated registration effective dates. Effective (4/15/2025), OATS will not allow backdated registration dates that do not meet [OAR 839-011-0088\(2\)](#) registration for BCD-licensed occupations. The OATS will provide the following pop-up if a committee attempts to register apprentices outside the timeframe allowed by rule:



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For licensed trades, the effective date (registration date) of the agreement must not be prior to/before the current date.

NOTE: The registration date on the registration agreement, minutes and OATS entry/submission must all align. If agreements are submitted and the dates do not align, the agreements will be rejected by the Division.

Cancel

NOTE: It is illegal to work in a licensed trade without a valid apprentice license. All licensed work performed prior to the date of the apprentice registration is illegal and both the worker and the training agent may be subject to licensing compliance issues with BCD

Apprentice agreement(s) submitted incorrectly by the administrator/coordinator, will not be processed. In such cases, the committee and apprentice must complete a new apprentice agreement and submit along with meeting minutes within the legally required timeframe.

Committees may contact their assigned Apprenticeship Representative for technical assistance.

Requirements for Committees Authorized to Issue Initial Licenses

Committees operating standards associated with BCD-licensed occupations who are authorized for initial licensing must submit apprentice registration agreement(s) and supporting documentation within one workday (excluding weekends and holidays recognized by the State of Oregon) of the effective date on the agreement per [OAR 839-011-0088\(2\)](#) and the conditions of authorization:

Example:

- Date of Minutes: 01/04/2025
- Registration effective Dates approved in Minutes as 01/05/2025
- Registration effective Date written on apprentice agreement 01/05/2025
- Must be submitted to OATS on 01/05/2025, or prior to 01/05/2025 and the registration effective date must be entered into OATS as 01/04/2025.

It is invalid to enter a backdated effective date in the registration agreement, minutes and/or OATS, and the Division will not accept backdated registration effective dates. Effective (4/15/2025), OATS will not allow backdated registration dates that do not meet initial licensing requirements. The OATS will provide the following pop up if a committee attempts to register apprentices outside the timeframe allowed by the conditions of authorization for initial licensing:



For committees authorized for Initial Licensing, the effective date (registration date) of the agreement must not be more than one day in the past.

NOTE:

The registration date on the registration agreement, minutes and OATS entry/submission must all align. If agreements are submitted and the dates do not align, the agreements will be rejected by the Division.

Cancel

NOTE: It is illegal to work in a licensed trade without a valid apprentice initial license. All licensed work performed prior to the date of the apprentice registration is illegal and both the worker and the training agent may be subject to compliance issues with BCD.

Apprentice agreement(s) not submitted timely by the administrator/coordinator, will not be processed. In such cases, the committee and apprentice will be required to complete a new apprentice agreement and submit along with minutes with the assurance that registration requirements for licensed occupations are met. The committee's authorization for initial licensing may be withdrawn if the committee fails to remain in compliance with apprenticeship and licensing rules and regulations or fails to operate in accordance with the conditions of authorization (provided below).

Committees may contact their assigned Apprenticeship Representative for technical assistance.

Committee Authorization to Issue Initial Apprentice Licenses

Conditions of Authorization:

1. A quorum of the committee must give the authority (Motion, Second and Carried (M/S/C)) to their administrator/coordinator to become the authorized individual to register apprentices in accordance with the established selection procedure in the governing standard of apprenticeship.
2. The committee will keep licenses in a secure location and account for all licenses when requested by ATD.
3. The committee will maintain a log of license numbers, names, issue dates and expiration dates for all licenses received, and provide such documentation supporting issuance of licenses to ATD when requested (ATD can provide examples).
4. Authorized individuals may issue licenses only to new apprentices who have completed an Apprentice Registration Agreement and have been registered timely:
 - a. Through a committee-approved pool of eligibles established through the



- committee's selection procedure and in the governing standard of apprenticeship; or
- b. By committee action in meeting minutes.
5. Authorized individuals cannot issue initial licenses to apprentices entering through an exception until the committee has taken action to register them.
 6. The committee or authorized representative must register apprentices who have been issued initial licenses by submitting the registrations with a copy of the initial license directly to the Division through the OATS portal within the first workday following issuance of an initial license (excluding weekends and holidays recognized by the State of Oregon).
 7. Committee must M/S/C to ratify all apprentices who are issued initial licenses and registered by the authorized representative by submitting a set of meeting minutes, with a quorum present, and a list of each apprentice's full name and the date of registration within 45 calendar days from the issuance of the initial license. This includes the 10 business days committees have to submit the meeting minutes after the date of the meeting.
 8. Authorization for initial licensing will be withdrawn if the committee fails to remain in compliance with apprenticeship and licensing rules and regulations or fails to follow all authorization conditions.

PROCESS FOR ISSUING INITIAL LICENSES:

1. ATD will provide blank licenses upon committee request, following
 - a. Confirmation of committee approval for authorization to issue initial licensing; or,
 - b. Confirmation by the assigned Apprenticeship Representative (AR) that the *conditions of authorization* (provided above) are being met.
2. Committee or Authorized Representative will issue initial licenses in sequential order with an expiration date of 60 calendar days from the date of issue. Initial licenses cannot be reissued, renewed or extended.
3. Committee or Authorized Representative will record the initial license number on the original registration agreement in the 'Initial License' space, using the following format: IL #.
4. Within the first workday following issuance of an initial license (excluding weekends and holidays recognized by the State of Oregon), committee or authorized representative shall register apprentices in accordance with the program's selection procedures by submitting the registrations with a copy of the initial license directly to the Division through the OATS portal. That process is as follows:
 - a. Administrator will open a new set of minutes and upload:
 - i. The set of minutes where the administrator/coordinator was given the authority to register apprentices (these minutes should reflect a quorum was present), and
 - ii. The list of apprentices registered and issued initial licenses



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- (registration date can only be one workday old, excluding weekends and holidays recognized by the State of Oregon).
- b. Enter the registration action/s in OATS (this can be done manually or by using the batch upload spreadsheet)
 - c. Upload registration agreements with the copy of the corresponding initial license.
5. Committee must submit meeting minutes, with a quorum present, ratifying (M/S/C) the apprentice registration, that includes a list of each apprentice's full name and the date of registration, within 45 calendar days from the issuance of the initial license. This includes the 10 business days committees have to submit the meeting minutes after the date of the meeting.
 6. ATD will issue all subsequent apprentice licenses.