



Apprenticeship Committee Member Requirements

This document is designed to help apprenticeship committees structure themselves in line with Oregon statutes and rules. Proper composition ensures fair decision making and legal compliance. Following these guidelines supports program integrity and equal representation from employers and employees.

Governing Statutes and Rules

- [ORS 660.010](#) — Definitions
- [ORS 660.135 \(1\)-\(4\)](#) — Local joint committees; members, meetings
- [ORS 660.145](#) — Trade apprenticeship and training Committees
- [OAR 839-011-0070](#) — Definitions
- [OAR 839-011-0074](#) — Member Selection

Committee Composition Guidelines

Joint Apprenticeship Training Committee (JATC/JAC/JTC)

- Equal representation: Joint committees must be composed of an equal number of principal employer and employee representatives.
- Size: Each side must have at least two and no more than four principal representatives.

Trades Apprenticeship Training Committee (TATC/TAC/TTC)

- Equal representation: Trades committees must have an equal number of principal employer and employee representatives and cover multiple occupational standards.
- Size: Each occupation covered by the committee must have one principal employer representative, and one principal employee representative. For example, if a TATC has Machinist and Industrial Maintenance Mechanic registered occupational standards, the composition must include one employee and one employer representative for each Machinist and Industrial Maintenance Mechanic standards. A TATC will always have exactly two principal committee members for each occupational standard - no more, no less.

Employer (R) Representatives

- Who nominates?
 - Representatives of employers, or an employer organization representing the industry, shall submit nominations for employer committee members. (OAR 839-011-0074(1)(a)).
- Who qualifies?
 - Any person employing the services of an apprentice, managing the work of an apprentice, or serving as an employer representative from a state or regional organization within the industry.
 - This excludes journeyworkers who supervise apprentices to meet ratio requirements.

Employee (E) Representatives

- Who nominates?
 - Individuals representing the journey-level workforce for the occupation, or an employee organization that represents the employees concerned and is involved with the



occupation, shall submit nominations for employee committee members (OAR 839-011-0074(1)(b)).

- Who qualifies?
 - If a collective bargaining agreement (union) exists, the employee representative must be a member of that collective bargaining unit for employees of participating training agents.
 - If no collective bargaining agreement exists, the prospective employee representative must be, or have been, a skilled practitioner of that occupation who does not serve in a supervisory capacity or management role.

Committee Officers

- The committee must elect a chairperson and a secretary from among the principal committee members, with one officer representing the employer side and the other representing the employee side.

Alternate Members

- Committees may nominate one alternate for each principal member.
- Alternates are selected using the same nomination and approval procedures as for principal members.
- Alternates may attend all committee meetings, participate in discussions and perform duties delegated to them by the committee.
- Alternates may vote at committee meetings only when substituting for an absent principal committee member.
- JATC alternates may substitute for any principal member on their respective side (employer or employee), unless assigned to a specific member, as recorded in the JATC meeting minutes.
- TATC alternates may substitute only for principal members on their respective side and within the same occupation or family of occupations, as recorded in the TATC meeting minutes.

Associate Members

- May be elected or appointed by the committee but such members do not have voting rights on local committee matters.
- Examples of associate members include but are not limited to individuals from industry associations, instructors, and workforce representatives.

Committee Member Selection

Committees must:

- Establish a fair and equitable process for employers and employees to nominate and select their own committee members. This process must be documented in the committee's policies and procedures.
- Follow the selection process as established and approved in the committee's policies and procedures (e.g., random, vote, seniority, etc.).
- Collect a signed Committee Member Registration and Attestation Form from the selected members.
- Enter committee member changes in OATS and include:
 - meeting minutes reflecting the nomination and selection of employer or employee members.



- the Local Committee Member Attestation Form.

Oregon State Apprenticeship and Training Council (OSATC) Approval

- Principal members must be nominated and approved by their peers on the committee prior to OSATC approval.
- Nominations are reviewed and confirmed during the quarterly OSATC meeting.

Term Duration

- Committee officers (chairperson and secretary) serve fixed terms as determined by the committee's policies (at least one year and no more than two years without reappointment (OAR 839-011-0074(8)).
- Terms should be staggered to ensure continuity of experience on the committee.



Local Committee Member Attestation Form

Apprenticeship committees must meet the requirements laid out by Oregon statutes and rules ([ORS 660.135\(1\)-\(4\)](#), [OAR 839-011-0070](#), [OAR 839-011-0074](#)) to be approved by the Oregon State Apprenticeship and Training Council (OSATC). This form is designed to ensure that you, as an appointed apprenticeship committee member, qualify to serve and understand your responsibilities.

MA #:

Committee Name:

Occupation:

Committee Member Information

Member Name:

Email Address:

Employer:

Job Title:

Organization/Union:

Employer/Employee: ☐ Employer

☐ Employee

Principal/Alternate: ☐ Principal

☐ Alternate

Officer Position: ☐ Chair

☐ Secretary

☐ N/A

Attestation

By signing below, I affirm and attest that:

1. I have read and understand the requirements of ORS Chapter 660 and OAR Chapter 839, Division 011, including but not limited to:
 - a. ORS 660.135 – Local joint committees
 - b. OAR 839-011-0074 – Member Selection
 - c. The standards of apprenticeship for my committee
2. I accurately represent the designation selected above (employer or employee) and understand that misrepresentation may result in removal from the committee.
3. I understand that my participation as a committee member is a matter of public record, as apprenticeship committees are public bodies under Oregon law (ORS 660.014).
4. I agree to comply with all applicable Oregon laws and rules governing registered apprenticeship programs, including equal opportunity and nondiscrimination provisions under OAR 839-011-0200.
5. I acknowledge that I am responsible for upholding the integrity and compliance of the apprenticeship program and will act in good faith to support its mission.

Member Signature: _____ Date: _____