

Oregon Registered Apprenticeship Glossary of Terms

This glossary is a reference tool that provides definitions and explanations for specialized terms used in registered apprenticeship in Oregon. The glossary promotes consistent use of terminology, helps clarify meanings, and facilitates effective communication through a common understanding of key terms and concepts.

Term	Definition	References
Action	The result of a decision made during a committee meeting that was motioned, seconded, and carried, and recorded in the Oregon Apprenticeship Tracking System. Examples of actions are the rerate of apprentices, the registration of training agents, and the election of new committee members.	
Action Code	The BOLI-approved letter or number code that indicates the type of action a program takes with an apprentice, such as R for rerate, E for exam referral, and C for completion. These codes are entered by program administrators in the Oregon Apprenticeship Tracking System when they submit committee meeting minutes.	
Apprentice	A worker who is at least 16 years of age, except when a higher minimum age is otherwise required by law, and who is employed to learn an apprenticeable occupation under standards of apprenticeship approved by the State Apprenticeship and Training Council and under an apprenticeship agreement recognized by the council.	ORS 660.010(1)
Apprenticeship and Training Division (ATD)	A division of the Oregon Bureau of Labor and Industries (BOLI) that is responsible for registering and supporting apprenticeship programs in Oregon. The division works to develop new apprenticeship programs, provide technical assistance to existing programs, ensure the	ORS 660.120

Term	Definition	References
	protection of apprentices' rights, and ensure compliance with state and federal laws and regulations.	
Apprenticeable occupation	A skilled trade that: (a) is customarily learned in a practical way through a structured, systematic program of on-the-job supervised training; (b) is clearly identified and commonly recognized throughout an industry; (c) involves manual, mechanical or technical skills and knowledge that require a minimum of 2,000 hours of on-the-job supervised training; and (d) requires related instruction to supplement the on-the-job training.	ORS 660.010(2)
Apprenticeship Agreement	A written agreement between an apprentice and either the apprentice's program sponsor or the local joint committee acting as the agent for the program sponsor that contains the minimum terms and conditions of the employment and training of the apprentice.	ORS 660.010(3)
BOLI-recognized	Approved by the Oregon State Apprenticeship and Training Council (OSATC) and registered by the Bureau of Labor and Industries (BOLI) Apprenticeship and Training Division (ATD), as listed on BOLI's public apprenticeship website. This designation applies to apprenticeship programs, apprentices, training agents, pre-apprenticeship programs, pre-apprentices, and pre-apprenticeship providers. Under the terms of the Tri-State Apprenticeship Reciprocal Agreement, apprenticeship programs, employer training agents, and apprentices registered in Montana and Washington may also be considered BOLI-recognized for work performed in Oregon.	

Term	Definition	References
Cancellation	The termination of the registration or approval status of a program at the request of the sponsor, or termination of an apprenticeship agreement at the request of the apprentice.	29 CFR 29.2
Certificate of completion	A document issued by BOLI to individuals upon successful completion of a registered apprenticeship program. This is an industry recognized and transferable credential recognizing journey-level status.	
Certifying authority	An organization that reviews and approves a program's curriculum and delivery plan to ensure the quality of related instruction for apprentices. This authority may be a state education certifying authority or a nationally recognized industry association. The state education certifying authority in Oregon is the Higher Education Coordinating Commission (HECC), and by extension any college or university approved by HECC to operate in Oregon. Nationally recognized industry associations represent the collective interests of industry members, are often non-profit organizations, and develop industry standards and best practices. Examples of nationally recognized industry associations are the International Union of Operating Engineers (IUOE) and the National Center for Construction Education and Research (NCCER).	ORS 660.157 OAR 839-011-0084(3)(f)(B)
Completion rate	The percentage of an apprenticeship cohort who receives a certificate of apprenticeship completion within 1 year of the projected completion date. An apprenticeship cohort is the group of individual apprentices registered to a specific program during a 1-	OAR 839-011-0070(13)

Term	Definition	References
	year time frame, except that a cohort does not include the apprentices whose apprenticeship agreement has been cancelled during the probationary period.	
Compliance Review	A comprehensive review conducted by a Registration Agency regarding all aspects of an apprenticeship program's performance, including but not limited to, determining if apprentices are receiving: on-the-job training in all phases of the apprenticeable occupation; scheduled wage increases consistent with the registered standards; related instruction through appropriate curriculum and delivery systems; and that the registration agency is receiving notification of all new registrations, cancellations, and completions. Compliance reviews also examine the program's adherence to equal employment opportunity requirements as set forth in the Oregon Plan.	29 CFR 29.2
Committee	See "Local joint committee"	
Committee chairperson	An officer that is elected from among the local joint committee members to perform functions determined by the committee. Common responsibilities include convening and presiding over committee meetings, delegating tasks to a program administrator, answering questions during compliance reviews, and appearing before the Council. Each committee elects a chairperson and a secretary; one of the offices must be held by an employer member and the other must be held by an employee member.	ORS 660.135(4) OAR 839-011-0170(2) OAR 839-011-0072(2)(d) OAR 839-011-0074(8)

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Committee meeting minutes	The official written account of attendance, actions taken, and decisions made during an apprenticeship committee meeting. Minutes are public records and are important for maintaining transparency, ensuring accountability, and preserving documentation for future reference.	OAR 839-011-0170(2)
Committee member	An individual who serves on a local joint committee and represents either the employee or the employer side of a trade. Committee members are responsible for the administration of a registered apprenticeship program. When a new committee is established, members are nominated by their peers and approved by OSATC. Membership evolves over time as individuals exit and join the committee.	ORS 660.135(4) OAR 839-011-0072(2)(c) OAR 839-011-0074(1)
Committee secretary	An officer that is elected from among the committee members to perform functions determined by the committee. Common responsibilities include recording and submitting meeting minutes, delegating tasks to a program administrator, and answering questions during compliance reviews. Each committee elects a chairperson and a secretary; one of the offices must be held by an employer member and the other must be held by an employee member.	ORS 660.135(4) OAR 839-011-0072(2)(d) OAR 839-011-0170(2) OAR 839-011-0074(8)
Competency	The attainment of manual, mechanical or technical skills and knowledge, as specified by an occupational standard and demonstrated by appropriate written and hands-on proficiency measurements.	OAR 839-011-0070(16)
Construction occupation	Occupations that involve building, repairing, or maintaining structures or infrastructure, typically with	North American Industry Classification System

Term	Definition	References
	changing jobsites. Construction occupations are indicated by standard industrial classification (SIC) codes ranging from 1500 to 1799, or standard occupational classification (SOC) codes beginning with 47.	(NAICS) Association U.S. Bureau of Labor Statistics
Council	See “Oregon State Apprenticeship and Training Council”	
EEO authority	A designated individual who oversees efforts to promote equal employment opportunity for all apprentices and applicants as required by the Oregon Plan. This person may be the program administrator or other individual(s) with the resources, support, and access to the program leadership to ensure effective implementation. The EEO authority monitors all registered apprenticeship activity to ensure compliance with nondiscrimination and affirmative action obligations, maintains records, and generates and submits reports to ATD.	839-011-0200(3)(c)(i)
Electronic media	Media that utilize electronics or electromechanical energy for the end user (audience) to access the content; and includes, but is not limited to, electronic storage media, transmission media, the Internet, extranet, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.	29 CFR 29.2
Employer	Any person employing the services of an apprentice, regardless of whether the person is a party to an apprenticeship agreement with the apprentice.	ORS 660.010(6)
Geographical jurisdiction	The specific geographic area where standards of apprenticeship are applicable. Geographical jurisdiction	ORS 660.126(a) OAR 839-011-0084(3)(f)(C)

Term	Definition	References
	is determined by the principal place of business of training agents registered to the program and the availability of related instruction within the same area. It is also the area from which programs recruit apprentices. In the standards of apprenticeship, the geographical area is indicated as a list of counties.	OAR 839-011-0162(6) OAR 839-011-0200(5)(c)(iv)
Incumbent worker	An existing employee who is working for an employer.	
Joint Apprenticeship Committee (JAC)	See "Local joint committee"	
Joint Apprenticeship Training Committee (JATC)	See "Local joint committee"	
Joint Training Committee (JTC)	See "Local joint committee"	
Journeyworker	A worker who has attained a level of skill, abilities and competencies recognized within an industry as having mastered the skills and competencies required for the occupation.	ORS 660.010(7)
Local joint committee	Any registered joint or trades apprenticeship or training committee approved by the Council. This group is responsible for the management of registered apprenticeship programs within a specific locality. The committee sets standards and ensures compliance with state and federal regulations. The committee also handles the approval of new apprentices, coordinates training schedules, monitors progress, and addresses any issues that arise during the apprenticeship process. Committees are composed of an equal number of principal employer and principal employee	ORS 660.010(8) OAR 839-011-0070 OAR 839-011-0170(1)(a)

Term	Definition	References
	representatives, ensuring a balanced perspective in decision-making.	
Master agreement (MA) number	The registration number assigned by ATD to an approved local joint committee.	N/A
Monthly progress report (MPR)	See “Work progress report”	N/A
Occupation	A specific trade or job role for which an apprenticeship program is designed. Each occupation has its own standards, which outline the requirements to become a fully qualified journeyworker. See also “Standard occupational classification (SOC).”	N/A
Office of Apprenticeship	The office designated by the Employment and Training Administration within the U.S. Department of Labor to administer the National Apprenticeship System.	29 CFR 29.2
On-the-job training (OJT)	Paid, hands-on experience that apprentices receive while working under the supervision of qualified journeyworkers in the occupation. During OJT, apprentices perform tasks and duties related to their occupation, gradually building their skills through hands-on practice. They learn industry-specific techniques, safety protocols, and job responsibilities by engaging in actual paid work. Apprenticeable occupations require a minimum of 2,000 hours of OJT.	ORS 660.010(2)(a)(c) ORS 660.143(b)(A) 839-011-0070(11) 839-011-0084(3)(A)
Oregon Apprenticeship Tracking System (OATS)	The Oregon Apprenticeship Tracking System (OATS) is a web application used by registered apprenticeship programs in Oregon to submit records to ATD. OATS allows program administrators to document committee business, such as actions related to apprentices, training agents, and committee members. It provides	

Term	Definition	References
	quick access to information about the status of apprentices and training agents, as well as an overview of the demographics of the program.	
Oregon Pre-Apprenticeship Tracking (OPAT)	The Oregon Pre-Apprenticeship Tracking System (OPAT) is a web application used by registered pre-apprenticeship programs in Oregon to submit records to ATD. OPAT enables administrators to document the actions of participants throughout the pre-apprenticeship program. It provides quick access to information about the status of pre-apprentices and offers an overview of the demographics of the programs.	
Oregon State Apprenticeship and Training Council (OSATC)	The governing body that oversees apprenticeship and training programs in Oregon. The Council approves new apprenticeship committees, programs, and policies while making decisions on apprentice registration, discipline, and placement. Holding four regular public meetings per year, the Council ensures that apprenticeship programs meet state statutes, rules, and federal regulations in collaboration with ATD. The Council has nine members including the Commissioner of Labor and eight Governor appointees confirmed by the Senate, with equal representation from employers and employees. The Director of ATD serves as its secretary.	ORS 660.110 OAR 839-011-0020
Organizational meeting	An initial meeting held by a party or group that aims to form a local joint committee. This meeting is required for setting up the structure and governance of the apprenticeship program. During the organizational	OAR 839-011-0072(1-3)

Term	Definition	References
	meeting, participants adopt Robert's Rules of Order; specify the committee's name, its geographical jurisdiction, and the occupation(s) for which it will train; nominate committee members and submit their names to the Council; and elect a chair and secretary as committee officers.	
Period	A level on a wage progression schedule that indicates the required hours of on-the-job training to advance to the next period. The number of periods on a wage schedule varies by occupation. Committees may also consider job performance and hours of related instruction when advancing apprentices from one period, or "step," to the next.	ORS 660.137(4)
Program	See "Registered apprenticeship program"	
Program administrator	An individual authorized by a quorum of committee members to perform clerical, ministerial, or other functions as the committee may direct. This is the designated point person for the committee who interacts with ATD. This person may also be referred to as a "training coordinator."	ORS 660.135(5) 839-011-0084(3)(c)(A)
Program Probationary Period	A period of three (3) years after Council approval during which new programs must demonstrate the ability to operate a satisfactory program based upon periodic program reviews conducted by ATD. Failure to operate the program satisfactorily shall result in deregistration of the program by ATD in consultation with the Council.	OAR 839-011-0084(5)
Quality assurance assessment	See "Compliance review"	

Term	Definition	References
Quorum	The minimum number of committee members who must be present at a meeting to conduct business legally.	ORS 660.135(4) OAR 839-011-0141(1)(d)
Ratio	The required proportion of apprentices to journey-level workers on the job, as stated in the standards of apprenticeship. The ratio ensures that apprentices receive adequate supervision and training from experienced professionals. Specific ratios can vary by trade and apply to different scenarios in terms of jobsite, workforce, shift, department, or plant. A ratio of 1:2 (one to two) means that for each apprentice on the job, there must be at least two journeyworkers.	ORS 160.126(1)(f) OAR 839-011-0143(3-5)
Reason code	The letter or number code that a program administrator uses to indicate why an action was taken in the Oregon Apprenticeship Tracking System. For example, when selecting the action code “H” to hold an apprentice at the same period, the administrator also enters a reason code such as “SH” to indicate the reason as insufficient on-the-job training hours.	
Registration agency	See “State Apprenticeship Agency”	
Registered apprenticeship program	The total system of apprenticeship as operated by a particular local joint committee, including the committee’s registered standards and all other terms and conditions for the qualification, recruitment, selection, employment and training of apprentices in that apprenticeable occupation.	ORS 660.010(9)
Related instruction	An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the	ORS 660.010(2)(d) ORS 660.157

Term	Definition	References
	<p>apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence. The recommended amount of related instruction for all apprenticeable occupations is a minimum of 144 hours per year. Apprentices are not required to be paid for time spent in related instruction.</p>	OAR 839-011-0088(1)(b)
Related instruction hours	<p>The number of hours an apprentice spends in related instruction led by a competent instructor including contact time and excluding homework or out-of-class time.</p>	OAR 839-011-0084(3)(b)(B)
Related technical instruction (RTI)	See "Related instruction"	
Related training	See "Related instruction"	
Rerate	<p>The movement of an apprentice from one period to the next higher period on the wage progression schedule. Rerates may include a pay increase for apprentices as they gain experience, knowledge, and skills in their occupation.</p>	
Secretary	See "Committee secretary"	
Selection procedure	<p>Any measure, combination of measures, or procedure used as a basis for any decision in apprenticeship. Selection procedures include the full range of assessment techniques from traditional paper and pencil tests, performance tests, training programs, or probationary periods and physical, educational, and work experience requirements through informal or casual interviews and unscored application forms.</p>	OAR 839-011-0200(2)(u)

Term	Definition	References
Sponsor	Any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved. See also “Local joint committee.”	OAR 839-011-0070(19) OAR 839-011-0200(2)(v)
Standards	A written agreement submitted by a local committee and approved by the Council, that contains all terms and conditions for the qualification, employment and training of apprentices or trainees.	839-011-0070(8)
Standard Industrial Classification (SIC)	Refers to a system used by federal agencies and ATD to classify workers into industrial categories for the purpose of collecting, analyzing, and publishing data related to the U.S. business economy. Each industry is assigned a unique code, which helps in comparing data across different sectors and regions. The SIC system was replaced by the North American Industry Classification System (NAICS) in 1997, however, some government agencies continue using SIC codes.	North American Industry Classification System
Standard Occupational Classification (SOC)	Refers to a system used by federal agencies and ATD to classify workers into occupational categories. Each occupation is assigned a SOC code, which helps compare data across different sectors and regions.	US Bureau of Labor and Statistics
State Apprenticeship Agency (SAA)	A government agency responsible for overseeing apprenticeship programs within a state. It ensures that apprenticeship programs comply with federal and state regulations, registers apprentices and programs, and provides guidance to training agents and related instruction providers. Because BOLI-ATD is an SAA approved by the US DOL Office of Apprenticeship, all	29 CFR 29.2

Term	Definition	References
	registered apprenticeship programs in Oregon are federally recognized.	
State committee	See "State joint committee"	
State joint committee	A committee formed by representatives of all local committees in one occupation for the purpose of promoting and coordinating the apprenticeship goals of that occupation. State committees may be convened by OSATC to develop statewide minimum guideline standards and related instruction outlines for a course of study in an occupation. See also, "state minimum guideline standards."	ORS 660.155 OAR 839-011-0141
State minimum guideline standards (MGS)	Industry/trade benchmarks developed by a Council approved state committee and approved by the Council that represent the fundamental requirements necessary for entry into and completion of specific Council approved apprenticeship or training programs. Apprenticeship standards for the same occupation must be in substantial conformity with these established statewide guidelines to ensure consistency, quality, and effectiveness across the industry and occupation. If no MGS exists for an occupation, the first standard approved for that occupation serves as the default MGS.	ORS 660.137(1) ORS 660.155 OAR 839-011-0070(4) OAR 839-011-0141
Step	See "Period"	
Suffix	A code added to the end of a symbol to distinguish closely related occupations, or when a committee reactivates a dissolved standard. See also, "Symbol." Example:	

Term	Definition	References
	Limited Energy Technician A: 0459.0 Limited Energy Technician B: 0459.1	
Supervision	The oversight and guidance provided by a qualified journeyworker or experienced professional to apprentices during on-the-job training. Supervision ensures that apprentices perform tasks correctly, safely, and in accordance with industry standards. Supervision is a required element of on-the-job training and must be consistent with the ratios set forth in the standards of apprenticeship.	ORS 660.010(2)(c) ORS 660.126(1)(f) OAR 839-011-0143
Symbol	The identification number used by the Oregon Bureau of Labor and Industries and the federal Office of Apprenticeship to identify a specific apprenticeable occupation within an industry sector. For example, 0510 is the occupational symbol for a sheet metal worker. At the federal level, this number is called a RAPIDS code, which stands for Registered Apprenticeship Partners Information Data System.	
Technical assistance	Guidance provided by ATD staff in the development, revision, or processing of a potential or current program sponsor's standards of apprenticeship to promote compliance with state and federal statutes, rules, and regulations of registered apprenticeship.	29 CFR 29.2
Term	The total amount of on-the-job training (OJT) time needed to develop requisite skills and complete an apprenticeship program, as established by industry practice. The term for registered apprenticeship programs must be at least 2,000 hours of OJT.	ORS 660.126(d)

Term	Definition	References
Trades Apprenticeship Training Committee (TATC)	A committee that oversees various occupational programs in an area where there are not enough employers to form a multi-employer local joint committee. The TATC manages training for various occupations across different standards. Members consist of one training agent and one employee from each occupation. The trade committee functions the same as a local joint committee, except that modifications to a program's standards may only be voted on by representatives of that specific occupation. See also, "local joint committee."	ORS 660.145
Trainee	A worker who is at least 16 years of age, except when a higher minimum age is otherwise required by law, and who is to receive, in part consideration for services, complete instruction in an occupation that meets all the requirements of an apprenticeable occupation, except that such occupation requires, in the opinion of the council, less than 2,000 but not less than 1,000 hours of on-the-job supervised training.	ORS 660.010(10)
Training Coordinator	See "Program administrator"	
Training agent (TA)	An employer or organization approved by a local committee to employ and train apprentices and registered with the Division.	OAR 839-011-0070(10)
Transfer	A shift of apprenticeship registration from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the	29 CFR 29.2

Term	Definition	References
	affected apprenticeship committees or program sponsors.	
Work Progress Report	A record of on-the-job training hours spent in each work process or competency during apprenticeship. This is a form provided by the committee for the apprentice to fill out and the supervisor to verify and sign. The work progress report may also contain supervisor comments and ratings of the apprentice's work, skills, and behavior on the job. When used monthly, this report is referred to as a monthly progress report, or MPR.	OAR 839-011-0084(3)(d)
Youth Apprentice	A student aged sixteen or older who is enrolled in a high school career and technical education (CTE) program directly related to a registered apprenticeship program in which they are simultaneously participating. Youth apprentices, like adult apprentices, earn wages through on-the job training and gain knowledge through related instruction. In order to participate as a youth apprentice, a student must demonstrate career exploration competencies contained in a curriculum approved by the Oregon State Board of Education.	ORS 344.745 OAR 839-011-0401 OAR 839-011-0403