**Apprenticeship & Training Division**

**New Committee Toolkit**



**Bureau of Labor and Industries**

**Apprenticeship & Training Division**

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# Section 1: Suggested Framework for Establishing a New Committee

*Note: This is a fillable document*

This toolkit is organized by section to make it easier for interested groups to navigate the planning, processes, and documentation required to submit a proposal for a new registered apprenticeship program to the Oregon State Apprenticeship and Training Council (Council). The sections are fillable and progress in the recommended order for approaching developing a registered apprenticeship program.

For groups with more experience establishing apprenticeship programs in State Apprenticeship Council (SAC) states, it may not be necessary to follow the suggested order of this toolkit. For groups and organizations that are new to the requirements of state registered apprenticeship, the progression of this toolkit is intended to breakdown the process in a way that makes it less daunting and is easy to follow.

When you are through filling out the sections of this toolkit and required supplemental forms, you will have all of the necessary documentation to convene an Organizational Meeting, vote on the processes outlined in the toolkit and supplemental forms, and submit the request for a new committee to Council.

## Suggested Activity Steps

1. Notify Apprenticeship and Training Division (ATD) that you are considering starting a new program. An Apprenticeship Representative (AR) will talk with you about the process and work with you to navigate the submission process.
2. Convene group of interested stakeholders (employers, employees, potential training staff etc.).

***Construction Trades*** – Construction trades occupations will only be approved as programs that serve multiple employers.

***Non-Construction Occupations*** – Non-construction occupational programs (such as industrial programs, tech, medical, human services, etc.) may serve one employer; however, the committee must still be comprised of employer and employee representatives.

1. Identify occupation(s) for which the program will be providing training. See *Guide to*

Use Steps 1-3 to complete **Toolkit Section 1: Basic Committee Information**

1. Identify work processes (these are skills that will be learned by on-the-job training) and related training (technical and theoretical learning that often occurs in a classroom setting). Complete **Toolkit Section 2: Apprenticeship Training Plan** and the supplemental form **Apprenticeship Related Training Form**
2. After the above training components are in place, the committee will need to begin developing terms of apprenticeship, including ratio, wage and wage progression, for each occupation in the training program. Complete **Toolkit Section 3: Terms of Apprenticeship**
3. Identify components and responsible parties for program administration. **Toolkit Section 4: Program Administration Plan** and the supplemental form **Committee Policies and Procedures**
4. If it is anticipated that the new program will have five (5) or more apprentices, the committee will need to work with an Apprenticeship Representative to complete Equal Employment Opportunity aligned **Selection Procedures** and an **Affirmative Action Work Plan**
5. Provide all completed Toolkit sections and supplemental forms to ATD Apprenticeship Representative (AR). AR will complete a draft program **Standard** and review with committee until it is ready to be finalized.
6. When draft standard is ready, AR will work with committee to convene an Organizational Meeting. This meeting is the final step before the new committee proposal is submitted to Council.
7. AR will submit proposal for review at the next Council Standards Review subcommittee meeting. AR will continue to work with new committee through final disposition of the new committee proposal process.

# Section 1: Basic Committee Information

**Committee Name:** [ ] **JATC** [ ]  **TATC**

Is this Committee: [ ]  Construction Committee [ ]  Non-Construction Committee (Industrial,

 Tech, etc.)

Do you have an existing program registered with any other state registering agency?

[ ]  No. [ ]  Yes.

If yes, which state(s):

[ ]  Is the program in good standing?

**Program Occupations and Geographical Area:**

The Committee will oversee the following standards:

|  |  |
| --- | --- |
| Occupation | Symbol |
|  |  |

The Committee will operate in the following counties (geographical jurisdiction):

[ ]  **Entire State**

[ ]  Baker

[ ]  Benton

[ ]  Clackamas

[ ]  Clatsop

[ ] Columbia

[ ]  Coos

[ ]  Crook

[ ]  Curry

[ ]  Deschutes

[ ]  Douglas

[ ]  Gilliam

[ ] Grant

[ ]  Harney

[ ]  Hood River

[ ]  Jackson

[ ] Jefferson

[ ]  Josephine

[ ]  Klamath

[ ]  Lake

[ ]  Lane

[ ]  Malheur

[ ]  Marion

[ ]  Morrow

[ ]  Multnomah

[ ]  Polk

[ ]  Sherman

[ ]  Tillamook

[ ]  Umatilla

[ ]  Union

[ ]  Wallowa

[ ]  Washington

[ ]  Wheeler

[ ]  Yamhill

[ ]  SW Washington

# Section 2: Apprenticeship Training Plan

Reference: *Guide to Starting an Apprenticeship in Oregon*, *Part III: Design and Document the Pathway*

## Work Processes (On the Job Training):

For each occupation, list the work processes and approximate number of hours an apprentice will train in each of those processes.

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Work Process | Approximate Hours |
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## Related Training

Please complete the ***Apprentice Related Training Plan Review*** form in Appendix A. Note: Related training certification and outline must be in place at the time of submission to Council.

# Section 3: Terms of Apprenticeship

## Minimum Qualifications

Minimum requirements that applicants must meet in order to enter the program such as age and education level. Requirements must be directly related to ability to perform the specific duties of a given occupation.

|  |  |
| --- | --- |
| Occupation : | Minimum Qualifications: |

## Term of Program

Enter the following total OJT and Related Training hours required to complete training in each occupation.

|  |  |  |
| --- | --- | --- |
| Occupation Name | Total OJT | Total RT |
|  |  |  |

## Probationary Period

For each occupation, specify a probationary period of *up to one year or 25 percent of the length of the program, whichever is shorter*. Within the probationary period, full credit is given for the probationary period toward completion of apprenticeship. During the probationary period, the apprenticeship agreement may be terminated without cause.

|  |  |
| --- | --- |
| Occupation Name | Probationary Period in Hours |
|  |  |

## Ratio

Ratio of apprentice to journey worker. Ratio must align with industry/trade benchmarks and Oregon statutes and rules regarding construction and industrial ratios for apprentices.

|  |  |
| --- | --- |
| Occupation Name | Ratio (i.e. 1:1,1:3 where ratio is 1 apprentice to 1 journey worker for first apprentice and 1 apprentice to 3 journey workers for each apprentice thereafter) |
|  |  |

## Wage Schedule and Progression

Committees are required to determine the average wage of journey workers within their Committee every year. This can be done through Collective Bargaining Agreement or by surveying Training Agents registered to the program. All training agents are required, under law, to participate in the annual wage survey.

For each occupation please complete the following:

Occupation name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Average Journey Wage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total OJT: \_\_\_\_\_\_\_\_\_ Effective date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Wage schedule:

|  |  |  |
| --- | --- | --- |
|  | Wage Percent | Hours Required |
|  |  |  |
|  |  |  |
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# Section 4: Program Administration Plan

## Designated Program Administrator

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** shall be designated as the Program Administrator who shall be permitted to perform clerical, ministerial, and all functions appropriate to the daily work of the training program including, but not limited to:

* Preparation of meeting agendas, minutes, and correspondence;
* Develop and maintain records, policies, and rules pursuant to the statutes and regulations governing apprenticeship for the State of Oregon;
* Physically maintain all records for the Committee.

## Records Maintenance:

All records for the Committee shall be physically maintained at the following location:

|  |
| --- |
|  |

## Location of Related Training:

Related Training must be delivered to all areas where apprentices reside and in the geographic jurisdictions noted in the Standard.

Related Training will be provided at the following location(s):

|  |
| --- |
|  |

Related instruction will be delivered in the following manner:

[ ]  from Community College [ ]  from Training Center [ ]  Online [ ]  Correspondence

[ ]  Combination (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Fiscal Responsibility

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** will serve as the financial sponsor of this Committee and will be responsible for the administrative costs of the apprenticeship program.

## Cost to Apprentice

No Committee or Training Agent shall charge or cause charges to be levied against an apprentice for the purposes of financially supporting the administrative, clerical, or organizational cost of operating a registered apprenticeship program. Apprentices may be required to pay the normal cost of tuition and related training materials.

The following is a detailed statement of costs to apprentices:

|  |  |
| --- | --- |
| Item (i.e. tuition, books, materials): | Cost: |
|  | $0 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Cost: | $0 |

# Section 5: Equal Employment Opportunity Requirements

## Selection Procedure

Oregon law requires that each JATC or Training Agent (non-construction related programs) must have written Selection Procedures in place upon registering their 5th apprentice. The following are allowable Selection Procedure methods pursuant OAR 839-011-0200.

1. Ranked List -- Selection on the basis of rank from pool of eligible applicants. All required standards for admission to the pool of eligibles must be directly related to job performance. **A detailed list of the scoring criteria for ranking applicants must be attached for each occupation**.
2. Random Selection – Randomly selecting apprentices from a pool of eligibles. Random selection must be conducted by an impartial person selected by the sponsor but not associated with the administration of the apprenticeship program. Time and place of selection must be announced and open to applicants and the public. **A detailed plan for random selection procedures must be attached for Council approval.**
3. Incumbent Workers – Sponsor may select apprentices from an eligibility pool of workers already employed by the program sponsor in a manner prescribed by a collective bargaining agreement or by the sponsor’s established promotion policy. **Established promotion policy must be attached.**
4. Alternative Selection Method – All alternative selection methods must be approved by the Oregon State Apprenticeship and Training Council.

Please specify the Selection Procedure for each occupation overseen by this Committee. Attach documentation indicated for the relevant selection procedure.

Occupation 1: [ ]  Ranked List [ ]  Random Selection [ ]  Incumbent Worker

 [ ]  Alternative Selection Method

## Affirmative Action Work Plan

State law requires that each JATC or Training Agent (non-construction related programs) must adopt an affirmative action plan upon registering their 5th apprentice. The Affirmative Action Work Plan (AAWP) is set of activities approved by OAR 839-011-0200 which serve to equalize opportunity in apprenticeship for women, minorities, and individuals with disabilities.

The AAWP will consist of activities in the areas of :

1. Recruitment – Advertising openings and marketing program to underrepresented populations
2. Outreach – Engaging a variety of communities and agencies to promote equity in apprenticeship
	1. Disseminating information to divers communities
	2. Working with school boards and vocational education systems
	3. Establishing links with community organizations
	4. Other outreach activities the committee identifies
3. Retention – Activities such as mentorship committees, exit interviews, etc., that seek to improve the retention of women, minorities, and individuals with disabilities in apprenticeship.

An Apprenticeship Representative from ATD will provide technical assistance to help committees design their first AAWP, including providing examples of approved activities that are both active and passive and providing an AAWP template for the committee to complete with the AR.

APPENDIX A

**Apprenticeship Related Training (RT) Plan Review**

|  |
| --- |
| Committee Name  |
| Skilled Occupational Objective |
| Term/OJT Hours  | Total RT Hours  |
| Training Provider  |

By the signature placed below, the **committee**  agrees to provide the prescribed RT for each registered apprenticeship and assures that:

1. The RT content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RT is coordinated with the on-the-job work experience.
3. The RT is provided in safe and healthful work practices in compliance with WISHA and applicable federal and state regulations.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Printed Name of Program Administrator |  | Signature of Program Administrator |

By the signature placed below, the **training provider** assures that:

1. The RT will be conducted by instructors who meet the qualifications of “competent instructor” as described in OAR 839-011-0084.

	1. Has demonstrated a satisfactory employment performance in his/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
	2. Meets the Oregon Department of Education or Office of Community colleges and Workforce Development Department requirements for a vocational-technical instructor (see OAR 584-230-0010-0110), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
	3. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
2. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, such instruction is clearly defined.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Print Name Training Provider |  | Signature of Training Provider |
|  |  |  |
| Title of Training Provider |  | Organization of Training Provider |

*If there are additional training providers, please provide information and signatures on the additional page provided.*

**Related Training Certification**

Oregon Administrative Rule (OAR) 839-011-0084, requires all Oregon State apprenticeship related training curriculum and instructional delivery to be certified by either a state education certifying authority or a nationally recognized industry association.

By the signature affixed below, the certifying authority confirms the following:

1. The certifying authority has reviewed the curriculum, instructional methods, expected competencies, grading procedures, and completion criteria; and
2. The curriculum, instructional methods, expected competencies, grading procedures, and completion criteria meet validation and certification criteria of the certifying authority.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

Certification Agency Printed Name of Certifying Authority Title

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Signature of Certifying Authority |  | Date |

**OR**

By signature affixed below, this college confirms the following:

1. The certifying authority for the college has reviewed the curriculum, instructional methods, expected competencies, grading procedures, and completion criteria; and
2. The curriculum, instructional methods, expected competencies, grading procedures, and completion criteria meet validation and certification criteria of the certifying authority.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

College Name College Representative Title

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | College Representative  |  | Date |

**For ATD Use Only**

**ATD Apprenticeship Representative** has reviewed RT plan and recommendations of the JATC/TATC.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Print Name of ATD Apprenticeship Representative |  | Signature of ATD Apprenticeship Representative |  | Date |

|  |  |
| --- | --- |
| [ ]  ATD recommends approval | [ ]  ATD recommends return to Committee |

**Related Training Curriculum and Course Outline**

|  |  |
| --- | --- |
| Program Sponsor: | Skilled Occupational Objective: |

ORS 660.157 – 144 hours of related training per year is recommended for all apprenticeable occupations.

***Note:*** The description of each element must be in sufficient detail to provide adequate information for review by ATD and Review Committee.

|  |  |  |  |
| --- | --- | --- | --- |
| Course:  |  | Planned Hours:  |  |
| Mode of Instruction (check all that apply)[ ]  Classroom ☐ Lab ☐ Online [ ]  Self-StudyProvided by:  |
| Description of element/course: |

|  |  |  |  |
| --- | --- | --- | --- |
| Course:  |  | Planned Hours:  |  |
| Mode of Instruction (check all that apply)[ ]  Classroom ☐ Lab ☐ Online [ ]  Self-StudyProvided by:  |
| Description of element/course: |

|  |  |  |  |
| --- | --- | --- | --- |
| Course:  |  | Planned Hours:  |  |
| Mode of Instruction (check all that apply)[ ]  Classroom ☐ Lab ☐ Online [ ]  Self-StudyProvided by:  |
| Description of element/course: |

**Related Training Curriculum and Course Outline, continued**

|  |  |  |  |
| --- | --- | --- | --- |
| Course:  |  | Planned Hours:  |  |
| Mode of Instruction (check all that apply)[ ]  Classroom ☐ Lab ☐ Online [ ]  Self-StudyProvided by:  |
| Description of element/course: |

|  |  |  |  |
| --- | --- | --- | --- |
| Course:  |  | Planned Hours:  |  |
| Mode of Instruction (check all that apply)[ ]  Classroom ☐ Lab ☐ Online [ ]  Self-StudyProvided by:  |
| Description of element/course: |

|  |  |  |  |
| --- | --- | --- | --- |
| Course:  |  | Planned Hours:  |  |
| Mode of Instruction (check all that apply)[ ]  Classroom ☐ Lab ☐ Online [ ]  Self-StudyProvided by:  |
| Description of element/course: |

|  |  |  |  |
| --- | --- | --- | --- |
| Course:  |  | Planned Hours:  |  |
| Mode of Instruction (check all that apply)[ ]  Classroom ☐ Lab ☐ Online [ ]  Self-StudyProvided by:  |
| Description of element/course: |

**Related Training Curriculum and Course Outline, continued**

|  |  |  |  |
| --- | --- | --- | --- |
| Course:  |  | Planned Hours:  |  |
| Mode of Instruction (check all that apply)[ ]  Classroom ☐ Lab ☐ Online [ ]  Self-StudyProvided by:  |
| Description of element/course: |

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| Course:  |  | Planned Hours:  |  |
| Mode of Instruction (check all that apply)[ ]  Classroom ☐ Lab ☐ Online [ ]  Self-StudyProvided by:  |
| Description of element/course: |

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| Course:  |  | Planned Hours:  |  |
| Mode of Instruction (check all that apply)[ ]  Classroom ☐ Lab ☐ Online [ ]  Self-StudyProvided by:  |
| Description of element/course: |

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| --- | --- | --- | --- |
| Course:  |  | Planned Hours:  |  |
| Mode of Instruction (check all that apply)[ ]  Classroom ☐ Lab ☐ Online [ ]  Self-StudyProvided by:  |
| Description of element/course: |

**Related Training Curriculum and Course Outline, continued**

|  |  |  |  |
| --- | --- | --- | --- |
| Course:  |  | Planned Hours:  |  |
| Mode of Instruction (check all that apply)[ ]  Classroom ☐ Lab ☐ Online [ ]  Self-StudyProvided by:  |
| Description of element/course: |

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| Course:  |  | Planned Hours:  |  |
| Mode of Instruction (check all that apply)[ ]  Classroom ☐ Lab ☐ Online [ ]  Self-StudyProvided by:  |
| Description of element/course: |

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| Course:  |  | Planned Hours:  |  |
| Mode of Instruction (check all that apply)[ ]  Classroom ☐ Lab ☐ Online [ ]  Self-StudyProvided by:  |
| Description of element/course: |

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| --- | --- | --- | --- |
| Course:  |  | Planned Hours:  |  |
| Mode of Instruction (check all that apply)[ ]  Classroom ☐ Lab ☐ Online [ ]  Self-StudyProvided by:  |
| Description of element/course: |