

PRE-APPRENTICESHIP PROVIDER AGREEMENT

Pre-apprenticeship is a program designed to prepare under-represented, disadvantaged or low skilled individuals to enter and succeed in a registered apprenticeship program. Approved pre-apprenticeship programs must have a documented partnership with at least one, if not more, registered apprenticeship committees. The Oregon State Apprenticeship and Training Council (OSATC) has the authority to approve pre-apprenticeship training programs (PATP) for the purposes of serving the best interest of registered apprenticeship. In order to be used by a registered apprenticeship committee as a direct entry or preferred applicant source, a pre-apprenticeship program must be approved by the Council.

This Provider Agreement is in conformity with and is to be used in conjunction, as applicable, with the Apprenticeship Rules, Chapter 839-011-0335 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, as applicable. If approved by the council, such amendment(s) or changes as adopted by the council shall be binding to all parties on the first day of the month following such approval. PATP shall notify pre-apprenticeship participants and registered apprenticeship committees with whom the PATP facilitated entry or formalized agreements of changes as they are adopted by the Council. If and when any part of this Provider Agreement 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 Provider Agreement will remain in full force and effect.

The following are requirements for administering a pre-apprenticeship program. These provisions are to be used in conjunction with OAR 839-011-0335:

1. The program must incorporate Council approved training and curriculum based on industry standards.
2. The program must specify recruitment strategies focused on outreach to under-represented populations
3. The program must provide assistance in exposing participants to registered apprenticeship programs and provide direct assistance to participants applying to those programs.
4. Pre-apprenticeship programs agree to provide the Council with a list of program graduates at least once every six months indicating the names, addresses and other identifying information for program completers on a form designated by the Division.

PROVIDER AGREEMENT ADDENDUM

*Sections of the standard **in bold** are specific to the individual Provider Agreement and may be modified by the sponsor by submitting a revised Provider Agreement for approval by the Oregon State Apprenticeship and Training Council. All other sections of the Provider Agreement are boilerplate and may only be modified by the Council.*

I. POPULATION SERVED:

OAR 839-011-0335 specifies that pre-apprenticeship programs prepare under-represented, disadvantaged, or low-skill individuals to enter and succeed in a registered apprenticeship program. Please provide a brief statement describing how your program's mission aligns with this purpose:

Currently, over 43% of the regions CTE participants are females with nearly 18% of the participants identifying as Hispanic/Latinx. Of the total CTE participants, more than 25% identified as nontraditional enrollees, with nearly 17% of students having a qualified disability or a Section 504 plan.

II. OBJECTIVES, OUTCOMES, PARTICIPANT COMPETENCIES and BENCHMARKS

OAR 839-011-0335(2)(c) states that pre-apprenticeship programs will provide the objectives, outcomes, and participant competencies upon completion and the benchmarks for success.

Goals

- **Create a student talent pipeline/career pathway for a wide range of careers in the trades and potential advanced entry into registered apprenticeship programs;**
- **Open up post-secondary educational opportunities to our under-represented, disadvantaged student population that lead to high demand and high wage career opportunities in the trades;**
- **Improve our collaboration efforts among various stakeholders (unions, industry, secondary and post-secondary educational institutions, parents, school counselors, and community supporter) and to increase industry involvement;**
- **Combine academic and technical classroom instruction with work experience which will provide students with a foundation to choose among multiple pathways – to enroll in a registered apprenticeship program, enter college, begin full-time employment, or a combination.**
- **Expand future endeavors for high school pre-apprenticeship programs beyond building and construction trades;**
- **Strengthen residential construction training opportunities in central Oregon.**

Outcomes

Students will obtain high school diploma/GED, NCCER Blue Card, OSHA 10 Certificate, and First Aid/CPR Card; complete an Algebra

course with a grade of C or better or equivalent math placement scores and Project Book 1-3 and certificate of completion for the carpenter Career Connection program (residential and/or commercial); develop a portfolio, résumé, and cover letter.

Benchmarks

- **Understand and describe the application process and selection procedures of a registered apprenticeship program.**
- **Effective time management, organized, focused, meeting deadlines and reliable in getting tasks done**
- **Demonstrates good work ethics such as being dependable and responsible, adaptable/flexible in changing workplace situations, possesses a positive attitude, self-motivated, motivated to grow as a learner, overall professional**
- **Understand that learning occurs through trial and error, practice, and repetition.**
- **Understand the importance of maintaining a clean driving record.**
- **Understand the importance of being drug free.**

III. PRE-APPRENTICESHIP HANDS-ON TRAINING AND PROCESSES:

OAR 839-011-0335(1)(d) specifies that Pre-Apprenticeship Programs provide hands-on training to individuals in a simulated lab experience or through volunteer opportunities, when possible, neither of which supplants a paid employee but accurately simulates the industry and occupational conditions of the partnering registered apprenticeship sponsor(s) while observing proper supervision and safety protocols.

Pre-apprenticeship hands on training shall be **180 hours**.

Below is a condensed schedule of hands-on experience that pre-apprenticeship participants will be offered as conditions will permit.

Hands-on Processes

Approximate hours

Students will learn proper techniques and safety protocols for tools used to build each project at the beginning of each trimester. Students will gain experience using hand and power tools commonly used in the construction industry, which include hammers, drills, routers, nail guns, circular saws, jig saws, band saws, compound miter saws, and table saws. Students will read prints to accurately measure and cut projects to appropriate specifications. This experience will help prepare them for many of the skills needed in today's construction industries.

180

Approximate total hours of hands-on training = 180

IV. ACADEMIC STUDY:

Pre-apprenticeship programs shall provide the Council with an overview of the academic and manipulative portions of the program, including: individual course descriptions, class hours and measurement tool(s) used to determine successful completion of classes. (See OAR 839-011-0335(2)(d))

The following is a summary of academic instruction including required class hours in each element of instruction.

Course or Subject	Approximate Hours
Completion of 3.0 credit hours from list of below courses:	
Architecture 1 – 0.5 credits	60
Construction Tech Mentor A-C – 0.5 credits each	60 each
Construction Technology 1A, 1B, 2A, 2B, 3A, 3B – 0.5 credits each	60 each
ILS Construction A & B – 0.5 credits each	60 each
Intro to Computer Aided Design – 0.5 credits	60
Work Experience: Construction Tech – 0.5 credits	60

V. REGISTERED APPRENTICESHIP PARTNERSHIP:

Pre-apprenticeship programs shall provide a letter of approval from one or more registered apprenticeship committees stating that the pre-apprenticeship program will prepare individuals with the skills and competencies needed to meet the minimum entry requirements of the program and that upon completions, completing pre-apprentices will meet the minimum entry requirements, gain consideration, and are prepared for success in the program as a preferred applicant source. (OAR 839-011-0335(1)(f))

Pre-apprenticeship programs shall provide facilitated entry or articulation with one or more registered apprenticeship programs and, where possible, have a formalized agreement with a registered apprenticeship program that enables individuals that have successfully completed the pre-apprenticeship program to enter directly into a registered apprenticeship program or be granted advanced credit/placement for competencies already acquired.

Below is a summary of the conditions of the registered apprenticeship partnership. Include the name of the committee(s), Master Agreement Number (MA #), describe the nature of the agreement:

Registered Apprenticeship Program	MA#	Description of Agreement
Pacific Northwest Carpenters JATC	1057	Preferred status into apprenticeship entry upon completion of projects and course work, Presentations and demonstrations in school(s), career fair participation, job shadows, classroom tours and interviews with current apprentices, training center tours, one-on-one meetings, mock interviews
OR SW-WAS NW-CA Plumbers & Steamfitters JATC	1071	Exception #5 to the selection procedures- placed on the top of the ranked list if minimum qualifications are met. Hosted job shadows, demonstrations, job-site tours, training center tours, mock interviews
OR & SW-WA Sprinkler Fitters JATC	1077	Presentations and demonstrations in school(s), career fair participation, job shadows, job-site tours, training center tours, one-on-one meetings, mock interviews
Oregon Test Adjust and Balance Technician JATC	1177	Presentations and demonstrations in school(s), career fair participation, job shadows, job-site tours, training center tours, one-on-one meetings, mock interviews
Sheet Metal JATC	1277	Presentations and demonstrations in school(s), career fair participation, job shadows, job-site tours, training center tours, one-on-one meetings, mock interviews
Oregon Columbia Tile Trades JATC	1280	Presentations and demonstrations in school(s), career fair participation, job shadows, job-site tours, training center tours, one-on-one meetings, mock interviews
Area VII Plumbers JATC	7005	Ranking points, plumbing trade demonstrations, job shadows, job-site tours, one-on-one meetings, mock interviews.

VI. COUNCIL RIGHT TO REVOKE:

Upon due notice and a reasonable opportunity to show cause, the council may revoke pre-apprenticeship program approval should it find that the program is not serving the intended purposes of the program in the best interest of registered apprenticeship.

IX. PRE-APPRENTICESHIP PROGRAM ADMINISTRATOR/COORDINATOR/MANAGER:

The program may designate an individual as the Administrator/Coordinator/Manager for the purposes of streamlining communication between the Council, the Division, registered apprenticeship programs, and the pre-apprenticeship program.

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VII. ASSURANCES:

The Provider assures the following:

- Substantial changes in the program will be reported, in writing, to the Oregon State Apprenticeship and Training Council.
- The Provider understands that certification is an acknowledgement that the program:
 1. Meets the quality standards described in OAR 839-011-0335 Oregon Pre-Apprenticeship Programs, and
 2. Has a partnership with at least one Registered Apprenticeship program via letter of intent or Memorandum of Understanding, and
 3. Prepares the trainee with skills and competencies necessary to enter one or more apprenticeship programs.