PRE-APPRENTICESHIP PROVIDER AGREEMENT

Community Services Consortium Clinical Medical Assistant

PMA: **9204** Term (hours): **84-120**

APPROVED BY THE
Oregon State Apprenticeship and Training Council

REGISTERED WITH THE
Apprenticeship and Training Division
Oregon State Bureau of Labor and Industries
1800 SW 1st Ave, Suite 500
Portland, Oregon 97201

APPROVAL

SEPTEMBER 16, 2021 Initial Approval Date	By	**VAL HOYLE** Chair of Council
N/A Last Revised Date	By	**LISA J RANSOM** Secretary of Council

Contents

Pre-apprenticeship provider agreement 3
Provider agreement addendum 4
I. Population served 4
II. Objectives, outcomes, participant competencies and benchmarks 4
III. Pre-apprenticeship hands-on training and processes 5
IV. Academic study 5
V. Registered apprenticeship partnership 5
VI. Council right to revoke 6
VII. Pre-apprenticeship program administrator/coordinator/manager 6
VIII. Assurances 6

Pre-apprenticeship provider agreement

Pre-apprenticeship is a program designed to prepare underrepresented, 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 interests 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 conforms 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 underrepresented populations
3. The program must assist 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 underrepresented, 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:

Community members in Lincoln county interested in pursuing health career opportunities through an apprenticeship including: JOBS/STEP participants; traditionally under-represented groups including BIPOC; women; those who are under-employed; opportunity youth, and high school students that do not have a rigorous CTE program for health careers.

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.

Objectives:	**To help people experiencing poverty attain self-sufficiency through adequate training and work preparation. Participants will work through the curriculum at their own pace in order to gain the skills required to successfully enter and complete a Registered Apprenticeship.**
Outcomes:	**Upon successful completion of this program, pre-apprentices will:**
	Understand health occupations as a career.
	Discuss basic concepts of medical terminology, abbreviations, and symbols.
	Identify body systems and major disease processes.
	Develop healthy methods to communicate and solve problems.
	Identify safe practices in healthcare settings.

Apply basic computer skills.

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.

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

Hands-on Processes	**Approximate hours**
Introduction to Health Occupations	30-40
First Aid/CPR	8

Approximate total hours of hands-on training = 38-48 hours

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**
Introduction to Health Occupations	30-40
Job Seeker Workshop Series	8-10
Basic Computer Skills	1.5-3

Approximate total hours of academic study training = 39.5-53 hours

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 completion, pre-apprentices will meet the minimum entry requirements, gain consideration, and be 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 who 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
Allied Health West JATC	4024	Extra point on application

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.

VII. 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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VIII. 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.