



## PRE-APPRENTICESHIP PROVIDER AGREEMENT

### BTI Heavy Highway Pre-Apprenticeship Training Program

PMA#	9601	Term (hours):	136
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APPROVED BY THE  
Oregon State Apprenticeship and Training Council  
REGISTERED WITH THE  
Apprenticeship and Training Division  
Oregon State Bureau Labor and Industries  
800 NE Oregon Street  
Portland, Oregon 97232

#### APPROVAL:

December 17, 2020  
Initial Approval Date

By:

CHRISTINA E STEPHENSON  
Chair of Council

December 14, 2023  
Last Date Revised

By:

JESSICA GIANNETTINO VILLATORO  
Secretary of Council

## 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:

**Underserved and low-income residents of rural Eastern Oregon within Oregon Department of Transportation Region 5 (Morrow, Umatilla, Union, Wallowa, Baker, Grant, Harney and Malheur Counties).**

### **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.

<b>Goals</b>	<b>To provide training which includes industry readiness skills and certifications in heavy equipment operations, ironwork, and cement masonry.</b>
<b>Outcomes</b>	<b>Upon completion, participants will demonstrate work ready skills in: attendance, work ethic, work site safety, tool and equipment safety, drug-free workplace rules</b>
<b>Competencies</b>	<b>Participants will earn certifications in flagging, forklift operations, OSHA 10 and will have trades specific resumes and interview skills.</b>
<b>Benchmarks</b>	<b>Participants will demonstrate proficiency through attendance records, assessment scores, written exams, and practical knowledge demonstrations.</b>

### **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 will permit.

<b><u>Hands-on Processes</u></b>	<b>Approximate hours</b>
Intro Heavy Equipment Operation	<b>60</b>
Intro to Concrete Masonry	<b>36</b>
Forklift Certification	<b>5</b>
Orientation to Heavy Highways Trades	<b>3</b>

**Approximate total hours of hands-on training = 104 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.

<b>Course or Subject</b>	<b>Approximate Hours</b>
<b>ODOT Traffic Control Flagger Certification</b>	<b>6</b>
<b>Blueprint Reading</b>	<b>4</b>
<b>Applied Construction Math</b>	<b>2</b>
<b>OSHA 10 - Construction</b>	<b>14</b>
<b>Employment Readiness</b>	<b>6</b>

**Approximate total hours curriculum = 32 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 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:

<b>Registered Apprenticeship Program</b>	<b>MA#</b>	<b>Description of Agreement</b>
Knife River Oregon JAC	2035	Preferred source of applicants. Industry specific guidance for participants

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.

**Doug Dalton**  
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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.