



# OREGON TEACHING APPRENTICESHIP

E A R N . L E A R N . A C H I E V E .

MA# 1149

**Joint Apprenticeship & Training Committee (JATC)**  
*K-12 Teacher - Preliminary Teaching License*

## Policies and Procedures Handbook

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## Welcome to Apprenticeship

Congratulations on your participation in the Oregon Teaching Apprenticeship JATC program. We are pleased that you have chosen to advance the teaching profession as either a Training Agent (TA), a Related Training Provider (RTP), or as a Registered Apprentice. This handbook has been prepared to inform you of the guidelines and regulations governing the Oregon Teaching Apprenticeship Program. The regulations set forth in this handbook meet Oregon state program standards for teaching and the Oregon Bureau of Labor and Industries Apprenticeship Training Division statutes.

As a registered apprentice in this program, it is the intent of the teaching apprenticeship JATC to offer you the opportunity to obtain the following:

- 2800 hours of On-The-Job training including the minimum of 600 hours of clinical experience
- One-on-one mentorship through a qualified Subject Matter Expert/Mentor from your Training Agent
- 1830 hours of instruction provided by your Related Training Provider (Community College & EPP)
- Supervision from a member from your Related Training Provider (EPP)
- Wage increases with increased responsibility (if all progression steps outlined in this manual have been met)
- A bachelor's degree (if you are on the degree-seeking track with your RTP)
- A Certificate of Completion
- An Oregon Preliminary Teaching License and/or an Endorsement
- Career support in your first year of teaching as an Oregon licensed teacher

Thank you for choosing the Oregon Registered Teaching Apprenticeship.

## Definition of Terms

**Apprentice:** Full-time paid employees who produce high-quality work while they learn skills that enhance their employment prospects. They are paid on a graduated scale; this assures that salary reflects the degree of skill achieved.

**Educator Preparation Application:** Paid Teacher Candidate

**Apprenticeship Navigator/Advisor:** The role of the Navigator/Advisor, or in the absence of one the "Authorized Designee", will be to support the candidate in implementing their individualized plan and assess whether all program documents and requirements will support the candidate in achieving completion of the apprenticeship. This person will review and sign the Quarterly Progress Record and support the SME and Apprentice in developing plans of action to support any unsatisfactory marks or other concerns that are documented. The Navigator/Advisor or authorized designee will meet on occasion with the SME and Apprentice to ensure that the candidate is progressing in their program. The Navigator/Advisor will act in an advisory role in making a recommendation, as appropriate, of apprentice program completion alongside the RT Provider (EPP), including any determinations regarding passing probationary status.

**Employer or Training Agent:** Apprenticeship programs require an industry representative or employer to hire and train apprentices. Industry representatives play the most important role in an apprenticeship program, as they work with partners to develop customized work processes and Related Training suited to their needs and employ and mentor apprentices throughout the apprenticeship. **Educator Preparation Application:** In the case of a teaching apprenticeship, the school district that employs the apprentice is the employer/training agent. The training agent must be registered with a Local Joint Apprenticeship and Training Committee (JATC) and the Apprenticeship and Training Division of the Bureau of Labor and Industries.

**Joint Apprenticeship and Training Committee (JATC):** These "local committees" are joint labor-management committees charged with creating, administering, and overseeing apprenticeship programs. The JATC is the acting Sponsor of the program.

**On-the-Job Training (OJT):** Time spent in the placement working directly with the journey worker/Subject Matter Expert. This can be time spent directly with students or doing other aspects of the job (planning, meetings, etc.) as outlined in the collective bargaining agreement. In Oregon, BOLI requires a minimum of 2,000 hours of structured on-the-job training with mentoring. **Educator Preparation Application:** Clinical Placement, Field Placement, Student Teaching, Residency, Internship. Time spent in the placement working directly with the Subject Matter Expert/Mentor. This can be time spent directly with students or doing other aspects of the job (planning, meetings, etc.) as outlined in the collective bargaining agreement. The Oregon Registered Apprenticeship in Teaching requires a minimum of 2,800 hours of structured on-the-job training with mentoring.

**Registered Apprenticeship:** A Registered Apprenticeship Program (RAP) is a proven model of apprenticeship that has been validated by the Department of Labor (DOL) or State Apprenticeship Agency. Registered Apprenticeships are known for their structure, rigor, and quality and are designed for organizations interested in receiving the DOL or state seal of approval and funding opportunities made available by DOL. A Registered Apprenticeship program has three components: On-The-Job Training (OJT), progressive wage increases, and related training (classroom instruction).

**Related Training (RT) or Classroom Instruction or Related Instruction (RI):** An organized and systematic form of classroom/lab instruction designed to provide knowledge of the theory and technical aspects of an apprenticeable occupation. May be provided in-seat or virtual. **Educator Preparation Application:** An organized and systematic form of classroom/lab instruction provided by the Related Training Providers (Educator Preparation Provider(s) and Community College(s)) designed to provide knowledge of the theory, content, and pedagogical aspects of the Preliminary Teaching License being earned. May be provided in-seat or virtual.

**Related Training Provider (RTP):** The organization that provides the training element of an apprenticeship. They are generally separate from the training agent, although larger employers sometimes also act as providers. **Educator Preparation Application:** Also known as the “Unit.” The entity is responsible for the preparation of educators, including a non-profit or for-profit institution of higher education, a school district, an organization, a corporation, or a governmental agency.

**Subject Matter Expert (SME)/Journey Worker:** an individual, such as a journey worker, who is recognized within an industry as having expertise in a specific occupation. If the instructor is a subject matter expert, the submission must include assurances that the instructor has or will have had training in teaching techniques and adult learning styles, which may occur before or within nine (9) months after the apprenticeship instructor has started to provide the related technical instruction. **Educator Preparation Application:** Subject Matter Expert (SME)/Mentor, Cooperating Teacher. (Roles, responsibilities, and qualifications will be found in the Policies and Procedures of the JATC).

## Policy 1: Committee Operation

**Policy statement:** The committee will operate under Oregon Revised Statutes (ORS) [Chapter 660](#), Oregon Administrative Rules (OAR) [Chapter 839-011](#), and the approved program standards.

**Adopted:** [\(August 14, 2023\)](#)

**Revised:** [\(December 4, 2023\)](#)

**Procedures:**

### 1.1 Membership:

The committee consists of equal representation of employer and employee representatives.

- a. All Training Agents must sign the Training Agent Registration Form.** The signatory is the person that can commit the entity (TA) to all the stipulations of being a Training Agent. The Committee approves each Training Agent.
- b. Every Training Agent is entitled to have representation on the Committee, but it is not required.**
- c. Principal Employer representatives** are appointed by current employer members and must represent an active training agent.
- d. Principal Employee representatives** are appointed by current employee members and must have passed their probationary period of a minimum of three years teaching and be in good standing with the school district.
- e. Committee member nominations:** must be submitted in writing prior to the committee meeting in order to be eligible for action.
- f. Committee officers:** The positions of committee chair and secretary are filled by opposite representation (employer and employee) and are selected by current committee members; the term of office is two years. When a vacancy occurs, the respective employer or employee members elect a replacement from their representation.
- g. Alternate members or subcommittee:** One alternate member may be selected for each principal committee member. Selection of Related Training Providers as alternate members shall be determined by the Employer and Related Training Provider partnership. The alternate member does not need to be in attendance at the JATC meeting when they are voted in as an alternate member of the JATC. The alternate members may attend all committee meetings, participate in discussions, and perform such duties as may be delegated to them by the committee, but may not vote at committee meetings except when actually substituting for an absent principal committee member for their respective employer or employee.

## 1.2 Meetings:

Committee meetings are held monthly unless otherwise noted and conducted under Roberts' Rules of Order.

- a. Agenda:** Items must be submitted to the Program Administrator at least 10 business days prior to the meeting or otherwise indicated by the Administrator.
- b. Physical meetings: Electronic meetings or Video Conferencing meets the physical/in-person requirement.** The committee will meet via Microsoft Teams or Zoom or an alternative online platform. At least 2 of the meetings each year must be attended by a quorum of committee members to evaluate apprentices and conduct other committee business.
- c. Quorum:** A quorum requires at least 2 members representing the employers and 2 members representing the employees.
- d. Voting by email or in writing:** The committee may vote by email in writing on issues discussed in a meeting when time did not allow for the vote according to the following procedures:
  1. Every committee member must respond to the call for a vote, in writing (by email).
  2. The due date for responding to the vote by email must be clearly determined.
  3. The vote must be unanimous when the vote is done by email.
  3. The committee will affirm the email vote at the next meeting, so it is recorded in the minutes.

### 1.3 Administration and recordkeeping:

- a. **Program administrator:** See attached Program Information & Training Costs (Appendix C) for contact information.
- b. **Responsibilities:** The committee is responsible for the operation of this program, including the formulation of these policies and procedures, furnishing copies to each apprentice and training agent, and making any changes or revisions needed to improve the program. The committee will enforce the regulations, rules, and policies in a uniform and progressive, and equitable manner.
- c. **Apprenticeship standards:** The committee has developed apprenticeship standards that have been approved by Oregon State Apprenticeship & Training Council and the JATC must administer the program in accordance with these standards and Council requirements. The standards outline the minimum requirements for apprentices along with probationary period, ratio, wage schedule, and on-the-job (OJT) and related training requirements. A copy of the standard has been attached to these policies and procedures and all program participants should become familiar with this information (See Appendix A).
- d. **Recordkeeping:** All apprentice and committee records will be maintained at a central location by the Program Administrator according to the specific procedures outlined in the policies and procedures that follow.

### 1.4 Funding and program costs:

This committee and its approved training agents are responsible for the administrative costs and expenses associated with the operation of the program. The committee, its sponsors, and training agents will not charge or cause charges to be levied against apprentices for the purpose of financially supporting the administrative, clerical, or organizational costs of operating the program.

- a. **Funding source:** The committee is currently funded by braided funding through legislation with future funding by grants at both state and federal level.
- b. **Direct costs to Training Agents:** The apprentices' wages and benefits and the costs associated with the Subject Matter Expert/Mentor may be funded directly by the training agent.
- c. **Direct costs to Related Training Provider:** The costs associated with the required related training supervision of the apprentice during clinical practice may be funded directly by the Related Training Provider (EPP).
- d. **Direct costs to apprentices:** Apprentices may be required to pay tuition, required assessment fees, and purchase their own books for related classroom instruction and provide their own transportation to and from both instructional courses and their OJT site.

## Policy 2: Training Agents

**Policy statement:** The committee will recognize an employer as an approved training agent when (and as long as) it demonstrates that it meets all qualifications established by the committee.

**Adopted:** (August 14, 2023)

**Revised:** (December 4, 2023)

**Procedures:**



## 2.1 Qualification and approval:

- a. **Application process:** Any employer wishing to train apprentices must obtain committee approval as a training agent and should contact the Program Administrator for information and application materials.
- b. **Minimum requirements**
  1. Current accreditation status and registration through the Oregon Department of Education.
  2. Adequate number of licensed teachers who have passed their probationary period and meet the qualifications to serve as a Subject Matter Expert/Mentor to the apprentice to ensure supervision within the ratio specified in the standards.
- c. **Required documentation**
  1. Training agent application
  2. Signed receipt of committee policies and procedures

## 2.2 Responsibilities:

Training agents must comply with all Council and committee requirements. These are outlined below and, in the policies and procedures that follow.

- a. **Supervision:** Apprentices must be supervised by competent and knowledgeable personnel in accordance with [OAR 584-400-0145](#), and the committee will take the following steps to ensure this is in place:
  1. Prior to approval as a training agent, the employer must provide a list of appropriately licensed individuals who will serve as the Subject Matter Expert/Mentor during their OJT hours for the intended endorsement area for the apprentice.
  2. Prior to the registration of a new apprentice, the training agent must provide an updated list of individuals available to serve as the Subject Matter Expert/Mentor.
  3. New apprentices will be registered only after verification of appropriate Subject Matter Experts/Mentors within the approved ratio.
  4. [Quarterly Progress Records](#) (QPRs) will be reviewed regularly for the employer and Subject Matter Expert/Mentor information and will be signed for verification by the apprentice and the Navigator/Advisor. In the absence of a Navigator/Advisor, the Subject Matter Expert or Related Training Supervisor may sign the document.
- b. **Evaluation:** Subject Matter Experts are required to verify and confirm that all OJT training was provided with appropriate mentorship. They must complete the evaluation section of the QPR and must provide more detailed assessment information when requested by the committee, including but not limited to, required formal observations and evaluations of the apprentice in keeping with [OAR 584-400-0140](#) Clinical Practices for Teacher Candidates.

## 2.3 Training plan:

The committee will train participating employers on their duties and responsibilities in accordance with the following procedures:

- a. **New Training Agents:** Employers will receive a copy of the apprenticeship standards, committee policies and procedures, and applicable forms at the time of application, and will be required to acknowledge receipt and understanding of this information prior to approval of training agent status.

1. Prior to obtaining approval, prospective training agents must meet with the Program Administrator and attend a committee meeting in order to ask/answer any questions regarding committee expectations.
- b. **Ongoing:** An annual meeting of all training agents will be held to review and update program requirements.
  1. Training agent facilities may be visited at any time by the Program Administrator or a committee member to review training documentation.

## 2.4 Disciplinary action:

The committee will review all alleged violations against its training agents. If the investigation shows that the program standards and/or committee policies and procedures have been violated, the training agent in question will be notified to appear at the next committee meeting to discuss its continued status as a training agent. Training agents who fail to adhere to program requirements will have their training agent status revoked.

## 2.5 Memorandum of Understanding(s):

Employers may use the MOU(s) provided (See Appendix E) for current employees and non-employees for inclusion in the Oregon Teaching Apprenticeship program (also noted in Policy 4.4).

## Policy 3: Apprentices – General Information

**Policy Statement:** While the committee is responsible under Oregon State law and administrative rule for the apprenticeship program, a part of this responsibility is shared by apprentices, who are expected to cooperate with the committee during the development of their career.

**Adopted:** (August 14, 2023)

**Revised:** (December 4, 2023)

### Procedures:

## 3.1 Registration:

Apprentices are registered to the committee, not to the training agent.

- a. **Effective date:** Registration is effective the date the completed and signed apprenticeship agreement is received by the Oregon Apprenticeship and Training Division (ATD) with meeting minutes registering the apprentice.
- b. **Apprentice card:** Once registered by the committee, ATD will issue an apprentice card upon completion of the registration; this should be carried on the job at all times. Cards will be reissued approximately every six months.

## 3.2 General expectations:

Along with the specific requirements outlined in the program standards and in these policies and procedures, apprentices are expected to comply with the following items:

- a. **The employer contract:** Apprentices must adhere to their current district contract for which they are completing their on-the-job training.

**b. Conduct and attire:** Apprentices must:

1. Conduct themselves in a neat and professional manner at all times
2. Wear proper attire on the job and in class
3. Exhibit orderly behavior, including but not limited to codes of conduct and professional ethics as described in TSPC rule and district and institutional guidance.
4. Keep the committee informed of current address and telephone number, and submit all requested information to the committee in a timely manner

**3.3 Withdrawal:**

Apprentices may withdraw from the program at any time by submitting a written request to the committee. The apprenticeship agreement will be canceled, and the apprentice will receive a letter from ATD listing the number of OJT hours recognized by the committee at the time of withdrawal. The apprentice must follow school district policy and the specific policy informed by the MOU.

**3.4 Suspension:**

Apprentices who are unable to fulfill the responsibilities of the apprenticeship program can request suspension (leave of absence) by submitting a written request to the committee along with supporting documentation when appropriate (doctor's statement, military orders, etc.). Committee approval is contingent upon training agent approval and approved requests will include an expiration date. The apprentice must follow school district policy and the specific policy informed by the MOU (See Appendix E).

**a. Extension:** The apprentice must contact the Program Administrator prior to the expiration of their suspension to provide information on their return. If additional time is needed, a written extension request must be submitted, and additional documentation may be required.

**b. Return:** The apprentice must notify the committee in writing when ready to return. The committee will then take action to un-suspend the apprenticeship agreement at its next meeting, contingent upon training agent approval.

1. **Medical release:** Apprentices on suspension for medical reasons must submit a written doctor's release prior to reactivation.

**3.5 Selection procedures (if 5 or more)**

**3.6 Portability and transferability (See Appendix E: MOU)**

**3.7 Employment application:**

Apprentices are registered to the committee but must complete employment application procedures with their training agent and must abide by the school district employment policies. Outreach can be through either an internal or external referral to the JATC for application.

**a. Internal referral (Employee):** A Training Agent may refer an employee to the JATC for information regarding submitting an application for registration. See MOU for Current Employee.

**b. Internal referral (Student in a Related Training Provider):** A Related Training Provider may refer an applicant or an individual who is currently in their program to the JATC for information regarding

- submitting an application for registration. The JATC will assist the applicant in finding a Training Agent.
- c. External referral: An individual who is not currently employed by a school district or is not currently enrolled in a Related Training Provider, may contact the Administrator of the JATC for information regarding submitting an application for registration.

### 3.8 Future teaching role:

An offer of employment into a vacant position for which they qualify, may be made to apprentices upon successful completion of the program as stated in the MOU. If an offer is not extended, the apprentice may agree to accept a first-round job interview by the employing school district.

## Policy 4: On-the-Job (OJT) Training

**Policy Statement:** Apprentices will work for an approved training agent and must record and submit work hours assuring that apprentices complete OJT in the appropriate licensure, endorsement, specialization, and competency domain areas ([OAR 584-400-0140](#)).

**Adopted:** (August 14, 2023)

**Revised:** (December 4, 2023)

**Procedures:**

### 4.1 Quarterly progress records/reports (QPRs):

Apprentices must submit a completed and signed QPR each quarter (or Monthly if the JATC determines that monthly submissions would benefit the apprentice) whether or not they worked during the month.

- a. **Submission:** The QPR must be submitted to the training agent representative (Subject Matter Expert/Mentor, Navigator/Advisor) on or before the fifth workday of the following month.
- b. **Completion and required signatures:** QPR information must be complete, accurate, and signed by the apprentice and their Subject Matter Expert/Mentor. If the apprentice isn't working, a report must be submitted stating 'NO WORK'.
  1. An apprentice's OJT hours must be directly supervised by an individual holding a license covering the scope of work being performed and who is in compliance with Cooperating Teacher Requirements (See [OAR 584-400-0145](#)).
  2. The training agent representative is responsible for reporting OJT hours to the Program Administrator on a quarterly basis.
- c. **Late reports:** Failure to submit QPRs as required will result in disciplinary action
  1. QPRs received after the due date will be processed the following month and will be considered late.
  2. OJT hours will not be credited until the QPR has been submitted, which may delay advancement. The committee is not obligated to restore rerates lost due to late QPRs.
  3. Any apprentice who is two or more months late in submitting a quarterly report, or who has two or more late reports, will be directed to appear before the committee to show cause why their agreement should not be canceled.

#### 4.2 Phases one through five work processes and steps:

Apprentices must be trained in each of the work processes outlined in the program standards to meet licensure requirements for the endorsement or specialty area and to ensure the apprentice develops and demonstrates all on-the-job competencies required for licensure and experiences all facets of a typical classroom teacher's roles and responsibilities (See [OAR 584-400-0140](#)) (See Appendix G).

- a. **Field Training:** At each step the SME/Mentor will provide training and/or demonstration of a task to the apprentice within the specified target period. Refer to the work process Competencies and related Rubrics found in the Apprenticeship Holistic Evaluation Handbook (See Appendix D).
- b. **Evaluation** - QPRs will be reviewed on an ongoing basis, including addition and distribution of work process hours.
- c. If potential problems are identified, the Program Administrator will notify the committee.
- d. The apprentice and/or training agent will be directed to attend the next committee meeting to resolve the issue.

#### 4.3 Placement of out-of-work apprentices:

An interested candidate can contact the Administrator of the committee for further information and recommendation.

#### 4.4 Initial employment policy:

Apprentices will be hired by the training agent according to their district employment policy and align with the MOU pertaining to the collective bargaining agreement (See Appendix E).

#### 4.5 Subject Matter Expert/OJT Mentor:

The Subject Matter Expert/Mentor will supervise and evaluate the apprentice according to [OAR 584-400-0140](#) (6), the policies and procedures and partnership agreements within the committee.

- a. **qualifications:** (See [OAR 584-400-0145](#))
- b. **responsibilities:** (See [OAR 584-400-0140](#)) and partnership agreement according to the apprentices' individualized plan.
- c. **removal:** SME/Mentor may be removed by failing to comply with TSPC Professional Practices and/or district employment policies and the committee policies and procedures.
- d. **compensation:** The training agent will determine compensation in compliance with the collective bargaining agreement and the related training provider stipend agreement.
- e. **required observations and evaluations** - Subject Matter Expert/Mentor will perform observations and evaluations of the apprentice according to ([See OAR 584-400-0140](#) (6)).

### Policy 5: Related Training Requirements

**Policy statement:** Apprentices must attend, and satisfactorily complete related training instruction as directed by the committee and Related Training Provider Program expectations. Also, all apprentices must satisfy the training and licensure requirements as stated in Oregon Administrative Rule (584.210).

**Adopted:** (August 14, 2023)

**Revised:** (December 4, 2023)

**Procedures:**

### **5.1 Description of facilities/delivery method:**

Related training will be scheduled and provided by a certified instructor within a Commission Approved Educator Preparation Provider (EPP), Community College, School District, ESD, or other TSPC-approved modality, combined with self-study and assessment.

### **5.2 Instructor qualifications**

- a. Meet Related Training Provider instructor requirements, or
- b. Hold a higher degree or license than the apprentices they are serving.

### **5.3 Schedule:**

The committee is responsible for developing and distributing the related training schedule to program participants.

- a. **Attendance** – Apprentices must attend the RTP courses as scheduled in their individual program. Each individual apprentice may differ in the number of related training hours that are completed within each year based on their program. Apprentices are required to attend all regular and special classes scheduled. They are expected to always exhibit orderly behavior, including but not limited to codes of conduct and professional ethics as described in TSPC rule and district and institutional guidance.
- b. **Related Training Provider Report** – The RTP will provide a quarterly report to the committee by completing the Quarterly Progress Record (QPR) that indicates the progress of all apprentices in the program.
- c. The committee will review the QPR to determine whether the apprentice is progressing in accordance with the program standards. Quarterly Progress Records (QPRs) will be reviewed regularly for Related Training progress and RTP Supervisor information.
- d. Apprentices who fail to progress satisfactorily will be cited to appear before the committee to show cause why their agreement should not be canceled.

### **5.4 Related training objectives and outcomes:**

Apprentices must demonstrate competency in all identified objectives and outcomes as indicated on their individualized program and have approval from the RTP and the committee to complete their TSPC required performance assessment.

### **5.5 Related Training Supervisor:**

Apprentices will be observed and evaluated by a RTP Supervisor who is assigned through the RTP in accordance with [OAR 584-400-0140](#) (4). The RTP Supervisor in collaboration with the OJT Subject Matter Expert/Mentor, will advise, guide, and evaluate the apprentice throughout the program and report to the committee on the progress of the apprentice assigned to them.

- a. qualifications - hold a current or expired license and endorsement in the apprentice's license and endorsement area, demonstrate expertise in the apprentice's license and endorsement areas, or demonstrate expertise in supervising licensed educators in the apprentice's license area.
- b. ratio to apprentice(s) - The ratio of apprentices to the RTP Supervisor shall not be more than five (5) apprentices to the first (1) Related Training Provider in the classroom.

c. compensation - determined by the RTP.

d. required observations and evaluations - RTP Supervisor will perform observations and evaluations of the apprentice according to (See [OAR 584-400-0140](#) (6)).

## Policy 6: Credit for Prior Experience (CPE)

**Policy statement:** The committee will grant credit for previous experience based on the knowledge, skills, and abilities of the apprentice. The committee may grant credits when the apprentice’s experience aligns with the responsibility targets described in the table below.

Phase	Step	Responsibility Targets	Typical Positions Aligning with Credit for Prior Experience (CPE) Equivalency Requirements		
I	1	Observational Level	Instructional Paraprofessional Role or other similar instructional position		
II	2	Introduction to Practicum & Co-Teaching	Paid Instructional Paraprofessional Role or other similar instructional position		
	3	Co-Teaching Level I	Experience working as a teacher or co-teacher or similar assignment within any aligned Step		
Probationary Periods Ends @700 hrs. Wage Increase at Step 4					
II	4	Co-teaching Level 2	Experience working as teacher or co-teacher or similar assignment within any aligned Step		
	5	Co-teaching Level 3			
An apprentice must complete a minimum of 1000 OJT Hours regardless of credits/equivalency applied.					
III	6	Clinicals Level 1	N/A No CPE at this Step		
	7	Clinicals Level 2			
Bachelor’s Degree earned prior to Apprentice earning a Provisionally License. Wage Increase at Step 8					
IV	NA	Track 1	Track 2	N/A No CPE at this Step	N/A NO CPE at this Step
		Teacher of Record: bachelor’s degree, substantial endorsement coursework, and job offer	Clinical Intensive: Substantial progress towards degree and endorsement requirements		
	Pay bump Track 1	Pay bump Track 2			
	8	PROVISIONAL LICENSE LEVEL 1 (Restricted License Only) Teacher of Record (Mentor Supported)	CLINICALS LEVEL 3 (50-100% on their own, 0-50% co-teaching)		
	9	PROVISIONAL LICENSE LEVEL 2 (Restricted License Only) Teacher of Record (Mentor Supported)	CLINICALS LEVEL 4 (50-100% on their own, 0-50% co-teaching)		
10	PROVISIONAL LICENSE LEVEL 3 (Restricted License Only) Teacher of Record (Mentor Supported)	CLINICALS LEVEL 5 (50-100% on their own, 0-50% co-teaching)	Bachelor's degree or higher and program coursework completed		

V	Preliminary License Earned
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**Adopted:** (August 14, 2023)

**Revised:** (December 4, 2023)

**Procedures:**

### **6.1 Request and documentation requirements:**

Apprentices wishing to receive credit for work experience related to the occupation gained prior to their registration must submit a written request to the committee along with the following documentation:

- a. **OJT experience:** A letter on company letterhead bearing the employer's signature must be submitted. The letter must document the amount of applicable time worked for that employer and detail the type of work done, including the amount of time spent in each work process.
  1. OJT credit cannot be given for:
    - a) Related classroom training received in employment or at an educational institution
    - b) **OJT hours towards RTI:** In limited circumstances, a committee may permit apprentices to count OJT hours towards their related instruction requirements. In some cases, apprentices are paid by their employers (training agent) to attend training specific to the apprentice's trade during regular work hours. If such paid training is within the scope of the Work Processes set forth in the applicable standards and if the training falls within the scope of approved related instruction established in the program standards, the committee may allow apprentices to count such training for OJT and related instruction purposes.
- b. **Related training experience:** Documentation such as transcripts or completion certificates must be submitted in order to request credit.

### **6.2 Committee review:**

The committee will verify all information provided prior to granting credit, and the apprentice and/or the training agent may need to meet with the committee to answer questions and provide any additional information needed.

### **6.3 Communication:**

The committee will provide written notification of any action taken to apprentices and training agents, and copies of all related correspondence and supporting documentation will be maintained in the apprentice's file. All actions taken by the committee will be noted in the minutes of the meeting and submitted to ATD.

## **Policy 7: Apprentice Review and Evaluation**

**Policy Statement:** The committee will regularly review and evaluate the progress of each apprentice as to job performance and related instruction, including providing feedback on the apprentice's work process competency proficiency levels. Each apprentice must meet the benchmarks approved by the committee to progress from one Step to the next, as described in the table below. Program Competencies and related Rubrics can be found in the Apprenticeship Holistic Evaluation Handbook.



	Step	Competency Targets	Benchmark	
	1	Competency Level 1	Field Training Competency Rating	
	2			
	3			
Probationary Periods Ends @700 hrs. Wage Increase at Step 4				
	4	Competency Level 1	Demonstrating Fundamentals Competency Rating	
	5			
	6			
	7			
Bachelor's Degree earned prior to Apprentice earning a Provisional License. Wage Increase at Step 8				
	8	Competency Level 2	Demonstrate Proficiency	65% Proficiency or better*
	9			70% Proficiency or better
	10			75% Proficiency or better*
Preliminary License Earned *No unsatisfactory scores allowed to progress. The candidate must receive support from the Committee and the SME/Mentor as to steps the candidate can take to progress to the next Step.				

**Adopted:** (August 14, 2023)

**Revised:** (December 4, 2023)

**Procedures:**

**7.1 Schedule:**

Apprentices must progress in job performance, competencies, related training, and the committee will review the progress of each apprentice quarterly.

- a. **Additional evaluations** – Apprentices may be reviewed more frequently if they appear to be having any difficulty in the program. Depending upon the circumstances, apprentices may need to meet with the committee to provide additional information.
- b. **Apprentices that need additional support** - Apprentices may be placed on a Plan of Assistance or Plan of Improvement for areas of growth by either the Related Training Provider as it pertains to coursework or by the Training Agent as it pertains to OJT.

**7.2 Components:**

The committee will review the following information to determine whether apprentices are progressing in accordance with the program standards:

**a. OJT training**

1. Minimum number of total OJT hours
2. Work process distribution
3. Current QPRs
4. Employer evaluations
5. Subject Matter Expert/Mentor observations and evaluations
6. Related Training Supervisor observations and evaluations
7. Degree progress for those who do not hold a bachelor's degree or better upon entry to program

**b. Related training** – Instructor reports, related training competency verification forms, and other pertinent documentation will be reviewed for the following requirements:

1. Attendance and minimum related training hours
2. Passing grade
3. Instructor evaluation – if areas of growth are noted on the QPR
4. Program required Assessments and Evaluations

**c. Additional components** – Other relevant information will be reviewed as needed.

**7.3 Committee action:**

After review of the apprentice's progress including but not limited to the progress in the Plan of Assistance/Improvement) the committee will take one of the following actions, note the action taken in the meeting minutes, and communicate it in writing to the apprentice and training agent. Evaluation and committee action information will also be maintained in each apprentice's file.

**a. Advancement and/or completion** – If all requirements for advancement to the next period have been met, the apprentice will be rerated.

If all the program components outlined in the standards have been satisfied, the apprentice will be completed.

**b. Non-disciplinary hold** – If any of the requirements for advancement have not been met, the apprentice will be held at their current Step. The committee will track the apprentice's progress and will take rerate action when all requirements are satisfied.

**c. Disciplinary action** – If the apprentice has failed to progress in job performance and/or related training, the committee will consider disciplinary action in accordance with Policy 9 section of this Handbook.

**d. Suspension** – The committee may take action to suspend an apprenticeship agreement if the apprentice is unable to fulfill the responsibilities of the program for a period of time .

**7.4 Communication:**

The committee will provide written notification of evaluation results and subsequent action to apprentices and training agents, and copies of all related correspondence and supporting documentation will be maintained in the apprentice's file. All actions taken by the committee will be noted in the minutes of the meeting and submitted to ATD.

## Policy 8: Advancement and Completion

**Policy Statement:** The committee will advance apprentices to the next Step in the wage progression when they demonstrate the required knowledge, skills, and abilities.

**Adopted:** (August 14, 2023)

**Revised:** (December 4, 2023)

**Procedures:**

### 8.1 Criteria:

Apprentices are expected to progress in both on-the-job training, including competencies, and related instruction. Advancement is not automatic and is based upon meeting the following criteria:

#### a. OJT training

1. Minimum OJT hours specified in the program standards and the specified Step
2. Satisfactory marks on Observations and Evaluations (See [OAR 584-400-0140](#) (6)) provided by Subject Matter Expert/Mentor and Related Training Provider Supervisor
3. Meeting competency and other benchmarks as indicated on plan
4. Current Quarterly Progress Records (QPRs)

#### b. Related training

1. Attendance and successful completion as indicated by the Related Training Provider
2. Satisfactory progress as verified on related training competency verification form
3. If on a Plan of Assistance/Improvement, progress must be being made according to the timeline designated on the plan
4. Program required Assessments and Evaluations

**c. Additional components:** Apprentice must meet the state credential requirements to become a licensed teacher; Fully complete their related instruction or EPP sequence of courses; Fully complete their structured, on-the-job training; Meet any other requirements partnerships require in their apprenticeship program. Other relevant information will be reviewed as needed.

**d.** Apprentices who do not satisfy all advancement criteria will be held until all requirements have been met.

### 8.2 Completion:

Apprentices who have completed all program components outlined in the program standards will be approved for completion.

- a. Apprentices will be completed when passing all state-required assessments with results submitted to the committee.
- b. Apprentices who fail to pass the required assessments within the timelines noted in their personal program, will be completed without benefit of license.
- c. Timelines for completion of required assessments will be determined on an individual basis with the recommendation by the committee.

### 8.3 Communication:

The committee will provide written notification of any action taken to apprentices and training agents, and copies of all related correspondence and supporting documentation will be maintained in the apprentice's file. All actions taken by the committee will be noted in the minutes of the meeting and submitted to ATD.

## Policy 9: Disciplinary Action

**Policy statement:** The committee will take corrective action for any failure to satisfy program requirements.

**Adopted:** (August 14, 2023)

**Revised:** (December 4, 2023)

**Procedures:**

### 9.1 Causes for disciplinary action:

Problems resulting in disciplinary action include (but are not limited to):

- a. Violation of committee policies and procedures
- b. Refusal to sign required paperwork
- c. Late or missing QPRs
- d. Absenteeism or tardiness in class or on the job
- e. Unsatisfactory job performance reports from employers or termination for cause
- f. Unsatisfactory progress in related classroom and self-study instruction
- g. Irresponsible acts, falsification, cheating, or severe attitude problems
- h. Use of alcohol or controlled substances in class or on the jobsite
- i. Violation of training agent and/or district contract policies

### 9.2 Hold:

This action delays advancement in the wage progression.

- a. **Non-disciplinary:** Advancement is delayed until all requirements have been satisfied.
- b. **Disciplinary:** Advancement is delayed for failure to make satisfactory progress.

### 9.3 Notice to appear:

This action requires the apprentice to attend the next committee meeting to discuss the issue(s) and required follow-up.

### 9.4 Disciplinary probation:

The committee and the apprentice will establish an action plan to correct the problem(s), with appropriate timelines. This may coincide with a proposed cancellation action.

### 9.5 Cancellation:

This action terminates the apprentice's agreement.

- a. **Cancellation during initial probationary period:** The agreement may be canceled upon written notice to ATD.
- b. **Cancellation after probationary period:** Will occur only for a specified reason, and only after the apprentice has been notified and has had sufficient time to correct the problem.
  - 1. **Proposed cancellation:** This action requires the apprentice to appear at the next committee meeting to show cause why their apprenticeship agreement and license should not be canceled.
    - a) The committee must provide at least 22 days written notice to the apprentice prior to the date their agreement will be considered for cancellation.
    - b) Failure to appear at the committee meeting will result in cancellation from the program.
  - 2. **Final cancellation:** The committee will cancel the apprenticeship agreement if the identified problem(s) have not been resolved and will consider all information provided in making its decision.

## 9.6 Communication:

The committee will provide written notification of any action taken to apprentices and training agents, and copies of all related correspondence and supporting documentation will be maintained in the apprentice's file. All actions taken by the committee will be noted in the minutes of the meeting and submitted to ATD.

## Policy 10: Complaint Resolution

**Policy Statement:** The committee will promptly and fairly resolve any complaints brought to its attention.

**Adopted:** (August 14, 2023)

**Revised:** (December 4, 2023)

### Procedures:

#### 10.1 Submitting complaint:

Any program participant who has a problem is encouraged to bring it to the committee's attention promptly.

- a. All complaints must be submitted in writing to the Program Administrator at least two weeks prior to the next committee meeting for placement on the meeting agenda. Unless immediate resolution is needed, complaints received after that time will be addressed at the following committee meeting.
- b. Attendance at the committee meeting is required to attempt resolution of the dispute.

#### 10.2 Evaluation and investigation:

The committee will evaluate all complaints to determine the appropriate action. If additional information is needed before the issue can be resolved, a specific timeline for investigation will be established and communicated in writing.

#### 10.3 Committee review and action:

The committee will review all information presented in making its decision. Depending upon the circumstances, the complainant may need to meet with the committee to provide additional information.

- a. If the committee determines that the program standards, policies, or procedures have been violated, it will cite the violator to appear at the next committee meeting to discuss their continued status in the program.

- b. Participants failing to adhere to the committee’s standards, policies, and procedures will be subject to disciplinary action.

#### **10.4 Communication:**

The committee will provide written notification of any action taken to apprentices and training agents, and copies of all related correspondence and supporting documentation will be maintained in the apprentice’s file. All actions taken by the committee will be noted in the minutes of the meeting and submitted to ATD.

- a. **Suspended apprentices** – Licenses are not issued to apprentices on suspension, and they cannot perform work requiring a license.

### **Policy 11: Oregon Teaching Apprentice Licensure Assessment Requirements**

**Policy Statement:** The committee will ensure that all training satisfies the requirements of the Oregon Preliminary Teaching Licensure.

**Adopted:** (August 14, 2023)

**Revised:** (December 4, 2023)

#### **Procedures:**

##### **11.1 Required Licensure Assessments:**

Apprentices must be registered by the committee and have an account at the Teacher Standards and Practices Commission (TSPC) and be in good standing with their Related Training Provider and the Training Agent prior to taking any required licensure assessments/exams.

##### **11.2 Assessment/exam timelines and results:**

Apprentices are expected to take all required license assessments, including the Teacher Performance Assessment (See 11.3), according to their individualized plan and must provide a copy of the results to the committee.

- a. **Pass** - Apprentices who pass the assessments will have the results added to their file and included in the JATC minutes.
- b. **Fail** - Apprentices who fail the assessments/exams must meet with the committee to determine an appropriate course of action; this may include additional OJT and/or related instruction prior to retesting. Failure to appear or to complete this course of action will result in completion from the apprenticeship program without benefit of license.

Apprentices waiting to retake the assessments/exams must continue to comply with all committee requirements. Failure to do so will result in completion from the apprenticeship program without benefit of license.

##### **11.3 Teacher Performance Assessment (TPA):**

Apprentices must adhere to all TSPC licensure requirements. The Teacher Performance Options are listed in [OAR 584-400-0120](#).

- a. edTPA or,
- b. Commission Approved Local Assessment Option, or a combination of,
- c. Multiple Measures

## Policy 12: Unlawful Discrimination and Anti-Harassment Policy (Language as recommended by the Society for Human Resource Management)

**Policy Statement:** Oregon Teacher Apprenticeship JATC is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Oregon Teaching Apprenticeship expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment.

Oregon Teacher Apprenticeship JATC has developed this policy to ensure that all its employees, apprentices, and training agents can work in an environment free from unlawful harassment, discrimination, and retaliation. Oregon Teacher Apprenticeship JATC will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

**Adopted:** (August 14, 2023)

**Revised:** (December 4, 2023)

### **Procedures:**

#### **12.1 Objective:**

Any employee, apprentice, or training agent who has questions or concerns about these policies should talk with Oregon Teacher Apprenticeship JATC or the human resources department at the training agent to which they are employed.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of Oregon Teacher Apprenticeship JATC prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

#### **12.2 Policy statements:**

##### *Equal employment opportunity*

It is the policy of Oregon Teacher Apprenticeship JATC to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Oregon Teaching Apprenticeship prohibits any such discrimination or harassment.

##### *Retaliation*

Oregon Teacher Apprenticeship JATC encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Oregon Teacher Apprenticeship JATC to promptly and thoroughly investigate such reports. Oregon Teacher Apprenticeship JATC prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

##### *Sexual harassment*

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an

individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

### *Harassment*

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work or classroom environment, b) has the purpose or effect of unreasonably interfering with an individual's work or class performance, or c) otherwise adversely affects an individual's employment or educational opportunities.

Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the worksite or classroom, on company time or using company equipment by email, phone (including voice messages), text messages, social networking sites or other means.

### **12.3 Individuals and conduct covered:**

These policies apply to all applicants, employees, apprentices, and training agents, whether related to conduct engaged in by fellow employees, apprentices, and training agents, or by someone not directly connected to Oregon Teaching Apprenticeship (e.g., an outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the worksite or classroom and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

### **12.4 Reporting an incident of harassment, discrimination or retaliation:**

Oregon Teacher Apprenticeship JATC encourages reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, Oregon Teaching Apprenticeship, the human resources department at the training agent to which they are employed, or any ombudsman.

In addition, Oregon Teacher Apprenticeship JATC encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Oregon Teacher Apprenticeship JATC recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.



## Program Administrator Contact Information

Susan Boe, Ed.D.

Organization: Teacher Standards and Practices Commission (TSPC)

Title: Licensure Pathways Policy & Academic Program Specialist

Email: [Susan.Boe@tspc.oregon.gov](mailto:Susan.Boe@tspc.oregon.gov)

Phone: 971.208.4571

Office Location: 2247 Lamplighter Court, West Linn, Oregon. 97068

TSPC Office Location: 250 Division St NE, Salem, OR 97301

## Estimated Training Costs

This committee and its approved training agents are responsible for the administrative costs and expenses associated with the operation of the program.

- a. **Funding source:** The committee is currently funded by braided funding through legislation with future funding by grants at both state and federal level.
- b. **Direct costs to training agent:** Training agents will determine direct costs and communicate those costs to the Committee.
- c. **Direct costs to apprentices:** Apprentices are required to pay tuition and purchase their own books for related classroom instruction. All other training expenses will be covered through training agent assessments.

### 2023-2024 Projected Costs

Category	Cost
JATC Administrator	NA - currently, the role of the Administrator is being carried out by a TSPC employee at no additional cost to the JATC
JATC Chair	Volunteer
JATC Secretary	Volunteer
Subject Matter Expert (Mentor) Stipend	Determined by the Employer - per contract there will be a mentor stipend provided by the district. Additional stipends may be provided by the JATC.
Related Training Provider Supervisor	Determined by the RTP
Apprenticeship Navigator/Advisor (if appointed)	Determined by the RTP and the TA

<b>Apprentice wages</b>	<b>Determined by the Employer contract</b>
<b>Other?</b>	

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 an approximate estimate of the costs to apprentices:**

<b>Item (i.e., tuition, books, materials):</b>	<b>Cost</b>
<b>Approximate Preliminary Teaching License (Tuition, Books, Fees, Materials)</b>	<b>\$30,000</b>
<b>Licensure Fees (Testing, Transcripts, Licensure)</b>	<b>\$700.00</b>
<b>Total Cost:</b>	<b>*\$37,000</b>

\*Each apprentice may have a different structure based on previous learning and coursework. For example, those seeking to earn their bachelor's or master's Degree while earning their Preliminary Teaching License may incur additional costs.

## Acknowledgement of Receipt & Statement of Understanding

Program participants are required to sign a copy of these policies and procedures, acknowledging that they fully understand them. Refusal to sign will be considered cause for cancellation from the program.

### APPRENTICE

**I acknowledge receipt of the Oregon Teacher Apprenticeship JATC Policies and Procedures and the apprenticeship standards. I have read and understand these documents and realize that failure to comply with program requirements will result in disciplinary action.**

Apprentice Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

### TRAINING AGENT

**I acknowledge receipt of the Oregon Teacher Apprenticeship JATC Policies and Procedures and the apprenticeship standards. I have read and understand these documents and realize that failure to comply with program requirements will result in disciplinary action.**

Training Agent Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Training Agent Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

### Related Training Provider

I acknowledge receipt of the Oregon Teacher Apprenticeship JATC Policies and Procedures and the apprenticeship standards. I have read and understand these documents and realize that failure to comply with program requirements will result in disciplinary action.

Related Training Provider Signature \_\_\_\_\_

**Print Name** \_\_\_\_\_

Date \_\_\_\_\_

Related Training Provider Signature \_\_\_\_\_

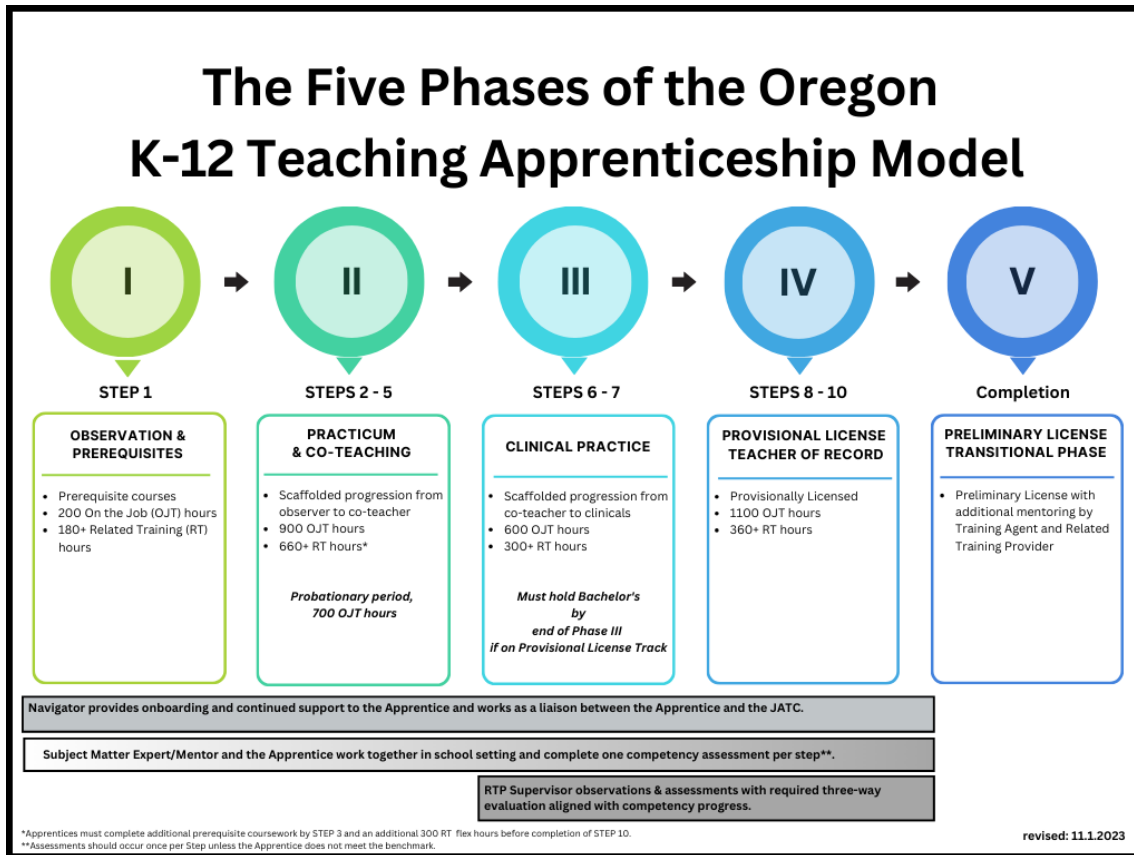
**Print Name** \_\_\_\_\_

Date \_\_\_\_\_

## **APPENDIX A: APPRENTICESHIP STANDARD**

(The Oregon Teaching Apprenticeship Standard can be found [here](#))

## APPENDIX B: APPRENTICESHIP PHASES AND STEPS



## APPENDIX C: RELATED TRAINING CURRICULUM

### \*Prerequisites & Required Courses

All apprentices must successfully complete all prerequisite courses prior to the end of the probationary period or 700 on-the-job training hours. All other courses required by the Related Training Provider Commission approved Endorsement program must be successfully completed prior to the apprentice earning their Oregon Preliminary Teaching License.

\*The Committee may alter prerequisite course completion timeline on an individual apprentice basis as needed under unique circumstances.

Course	Minimum Semester Units/ Credit	Equivalent Related Training Hours
Prerequisites	NA	30
Content Endorsement (Other)	30	900
Preliminary Teaching License Program Related Courses	30	900
Total Preliminary Teaching License Minimum Required	60	1830

Five Prerequisite Courses	Minimum Planned Hours
<p><b>1. Course:</b> Introduction to the Registered Apprenticeship Program &amp; Portfolio*</p> <p><b>Required Participants:</b> SME and Apprentice</p>	<p>4 hours</p> <p>Shared responsibility between RTP and Employer</p>
<p>Mode of Instruction (check all that apply)</p> <p>X Classroom   <input type="checkbox"/> Lab   X Online   X Self-Study Provided by: RT provider and Training Agent</p>	
<p>*BOLI Required Course</p> <p><b>Description of element/course:</b></p> <p>Each candidate must receive training on the components and requirements of the Registered Apprenticeship, including but not limited to journey level progressions, on the job hours, related-training coursework, portfolio requirements, and assessments (e.g., competencies).</p>	
<p><b>Options for Course Completion:</b></p> <p>RTP and Employer shares the responsibility for portions of this course. In-person or online interactive modality will be used to cover content BOLI resources will be included</p>	

<b>2. Course:</b> Interactive Anti-Harassment Training*	Planned Hours: 2 hours
<b>Required Participants:</b> SME and Apprentice	
Mode of Instruction (check all that apply) X Classroom <input type="checkbox"/> Lab X Online X Self-Study Provided by: Training Agent required employee training.	
*BOLI Required Course <b>Description of element/course:</b> The sponsor will provide anti-harassment training to all individuals connected with the administration or operation of the apprenticeship program, including all apprentices and journey workers who regularly work with apprentices. This training must not be a mere transmittal of information, but must include participation by trainees, such as attending a training session in person or completing an interactive training online. The training content will include, at a minimum, communication of the following: 1. That the Sponsor shall not tolerate harassing conduct; 2. The definition of harassment and the types of conduct that constitute unlawful harassment on the basis of race, color, religion, national origin, sex, sexual orientation, age (18 or older), genetic information, and disability; and 3. The right to file a harassment complaint under section 14, ORS 660, and ORS 65A.	
<b>Options for Course Completion:</b> Employers required training.	

<b>3. Course:</b> Cultural Perspectives and Responsive Practices Competence Training*	Planned Hours: 15 hours
Mode of Instruction (check all that apply) X Classroom <input type="checkbox"/> Lab X Online <input type="checkbox"/> Self-Study Provided by: Micro credential	
*BOLI Required Course <b>Description of element/course:</b> Diversity, equity, and cultural competence (DECC) is integral to being a skilled and informed educator. In today's global and interconnected society, educators must constantly grow in their ability to teach culturally diverse students and groups. These training materials are provided free of charge for programs to provide training about culturally intelligent communication or an equivalent course that incorporates anti-harassment training. This can be a JATC decision for which training is used. The training in some form is federal apprenticeship requirement.	
<b>Options for Course Completion:</b> Training Agent Professional Development Related Training Course Micro credential Major Transfer Map Community College and Educator Preparation Programs Transfer Agreement Course ED 258 BOLI: Four (4) sessions that range from 1.5 – 2 hours each.	
<b>4. Course:</b> Civil Rights Training*	Planned Hours: 1 hour
Mode of Instruction (check all that apply) Classroom <input type="checkbox"/> Lab X Online <input type="checkbox"/> Self-Study Provided by:	



<p><b>Description of element/course:</b></p> <p>Provides an overview of the American educational system, including historical, legal, and philosophical foundations. Explores the governance of local schools and districts and considers the roles and ethical obligations of professional educators. Apprentice must earn a grade C or higher. Civil Rights Module Requirement included in this course.</p>
<p><b>Options for Course Completion:</b></p> <p>TSPC Approved Civil Rights Modules RTP Course with Civil Rights Test</p>

<p><b>5. Course: Creating a Positive Classroom Environment to Support Whole Child Approach</b></p>	<p><b>Planned Hours:</b> 15 hrs. (.5 credit)</p>
<p>Mode of Instruction (check all that apply)  <input checked="" type="checkbox"/> Classroom    <input type="checkbox"/> Lab    <input checked="" type="checkbox"/> Online    <input checked="" type="checkbox"/> Self-Study Provided by:</p>	
<p><b>Description of element/course:</b></p> <p>This stack is designed to help classroom educators to develop skills to successfully build a community of learners. You will have an opportunity to explore classroom organization and routines, as well as discover new ways to support students who have behavioral challenges due to trauma or other circumstances.</p>	
<p><b>Options for Course Completion:</b></p> <p>IRIS Behavioral Management Modules PDU's from SD ODE Micro credential Course from the RTP</p>	

## APPENDIX D: WORK PROCESS COMPETENCIES & HOLISTIC EVALUATION HANDBOOK

Work process [Competencies for the Preliminary Teaching License and all Program Endorsements](#) with the related Rubrics can be found in the [Apprenticeship Holistic Evaluation Handbook](#).

## APPENDIX E: MEMORANDUM OF UNDERSTANDING

MOU for [Current Employees](#) and MOU for [Non-employees](#).

