



# 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)

**THE OREGON REGISTERED TEACHING APPRENTICESHIP STANDARD 3024.0**  
**K-12 Teacher - Preliminary Teaching License**

## Policies and Procedures Handbook

Approved December 8th, 2025

### JATC CONTACT INFORMATION:

Administrator:

Susan Boe

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

971-208-4571



# Contents

Welcome to Apprenticeship .....	5
The Oregon Registered Teaching Apprenticeship Standard .....	5
Definition of Terms.....	5
Policy 1: Committee Operation.....	7
1.1    Membership: .....	7
1.2    Meetings:.....	7
1.3    Administration and recordkeeping:.....	8
1.4    Funding and program costs:.....	8
Policy 2: Training Agents .....	8
2.1    Qualification and approval: .....	9
2.2    Responsibilities: .....	9
2.3    Training Agent Review(s):.....	10
2.4    Disciplinary action: .....	10
2.5    Memorandum of Understanding(s):.....	10
Policy 3: Apprentices – General Information.....	10
3.1    Registration: .....	10
3.2    General expectations:.....	11
3.3    Withdrawal:.....	11
3.4    Suspension:.....	12
3.5    Corrective Actions: .....	12
3.6    Selection procedures (if 5 or more).....	12
3.7    Portability and transferability (Appendix C: MOU).....	13
3.8    Initial Employment policy and Employment application:.....	13
3.9    Apprentice application to the Committee: (Appendix G) .....	13
Policy 4: On-the-Job (OJT) Training.....	14
4.1    Quarterly progress records/reports (QPRs): .....	14
4.2    Work process Competencies:.....	14
4.3    Placement of out-of-work apprentices: .....	15
4.4    Subject Matter Expert (SME) / Mentor: .....	15
Policy 5: Related Training Requirements.....	15
5.1    Description of facilities/delivery method:.....	15
5.2    Instructor qualifications.....	15

5.3	Schedule and Progress:.....	16
5.4	Related Training Supervisor.....	16
Policy 6: Credit for Prior Experience (CPE).....		16
6.1	Request and documentation requirements: .....	17
6.2	Committee review:.....	18
6.3	Communication: .....	18
Policy 7: Apprentice Review and Evaluation.....		18
7.1	Schedule: .....	18
7.2	Components: .....	18
7.3	Committee action:.....	19
7.4	Communication: .....	19
Policy 8: Advancement and Completion.....		19
8.1	Criteria:.....	20
8.2	Completion:.....	20
8.3	Communication: .....	20
Policy 9: Disciplinary Action.....		20
9.1	Causes for disciplinary action:.....	21
9.2	Hold: .....	21
9.3	Notice to appear:.....	21
9.4	Disciplinary probation: .....	21
9.5	Cancellation:.....	21
9.6	Communication: .....	22
Policy 10: Complaint Resolution.....		22
10.1	Submitting complaint:.....	22
10.2	Evaluation and investigation: .....	22
10.3	Committee review and action:.....	22
10.4	Communication: .....	22
Policy 11: Unlawful Discrimination and Anti-Harassment Policy (Language as recommended by the Society for Human Resource Management).....		22
11.1	Objective:.....	23
11.2	Policy statements: .....	23
11.3	Individuals and conduct covered:.....	24
11.4	Reporting an incident of harassment, discrimination or retaliation: .....	24
Estimated Training Costs .....		25
APPENDIX A .....		27

Program Administrator Contact Information.....	27
APPENDIX B .....	28
Memorandum of Understanding.....	28
APPENDIX C .....	29
Related Training Onboarding Requirements .....	29
APPENDIX D.....	30
Apprentice Plan of Assistance.....	30
APPENDIX E .....	32
Selection Procedures &.....	32
Interview Questions and Scoring Rubric.....	32
APPENDIX F .....	37
Apprentice Application .....	37
APPENDIX G.....	38
Program Competencies.....	38
APPENDIX H.....	39
Acknowledgement of Receipt & Statement of Understanding .....	39

# 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 Standard. This standard is guided by this Policies and Procedures under the JATC Committee MA#1149. 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.

## The Oregon Registered Teaching Apprenticeship Standard

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:

- 2000 hours of On-The-Job training including the minimum of 600 hours of clinical experience required by TSPC
- One-on-one mentorship through a qualified Subject Matter Expert/Mentor from your Training Agent
- A minimum of 90 quarter credit hours or 60 semester credits which is equivalent to 900 seat hours of instruction provided by your Related Training Provider (Educator Preparation Provider or EPP)
- Supervision from a member from your Related Training Provider (EPP)
- Wage increases with increased responsibility
- A bachelor's degree (if you have not already earned one) through your Related Training Provider
- A Certificate of Completion
- An Oregon Preliminary Teaching License

## 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 ensures that salary reflects the degree of skill achieved. A teacher apprentice will serve in a classroom of an experienced licensed teacher who serves as the Subject Matter Expert or Mentor.

**Employer or Training Agent (TA):** 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. In the case of a teaching apprenticeship, the school district or ESD that employs the apprentice is the employer/training agent. The Training Agent must be registered with the 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 Subject Matter Expert/Mentor. This can be spent time 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.

**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 provided by the Related Training Providers (Educator Preparation Provider(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. The RTPs supporting the Oregon Teaching Apprenticeship are nationally accredited Educator Preparation Providers in Oregon. These EPPs are responsible for the preparation of educators and for all guiding the apprentice through all the required Oregon licensure requirements. The RTP is responsible for tracking all Licensure testing and supervision requirements of the apprentice and completes the apprentice's Program Completion Report (PCR) for Oregon Teacher Standards and Practices Commission Licensure requirement.

**Subject Matter Expert (SME)/Mentor:** The qualifications of the SME for the Oregon Teaching Apprenticeship must meet the TSPC Cooperating Teacher requirements (Cooperating Teacher/Mentor Qualifications OAR 584-400-0145) and fulfill the responsibilities found in the Policy and Procedures that follow.

## 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 8, 2025

### 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 made by a current committee member.
- 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 representatives.
- 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 where any Action Item requiring a vote will be 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 two 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 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 will be recorded in the minutes.

### **1.3 Administration and recordkeeping:**

- a. **Program Administrator/Coordinator:** See attached (Appendix A) 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. **Recordkeeping:** All apprentice and committee records will be maintained at a central location by the Program Administrator/Coordinator 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 through the Federal SAEF 3 Grant in collaboration with the Higher Education Coordinating Commission (HECC) and the Teacher Standards and Practices Commission (TSPC).
- 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, in combination of JATC funds, or solely funded by the JATC funds.
- c. **Direct costs to Related Training Provider:** The Related Training Provider may award scholarship(s) to the apprentice and counsel them in alternate funding sources. The costs associated with the required related training supervision of the apprentice during clinical practice under the Registered Teaching Apprenticeship standard, may be funded directly by the Related Training Provider (EPP).
- d. **Direct costs to apprentices:** Apprentices may be required to pay a portion of their related training costs (tuition, required assessment fees, and cost of books) 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 8, 2025

## **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/Coordinator 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 in accordance with [OAR 584-400-0145](#).

**c. Required documentation**

1. Training Agent Application Agreement
2. Signed receipt of committee Policies and Procedures

## **2.2 Responsibilities:**

Training agents must comply with all Council and Committee requirements outlined below and in the following policies and procedures.

**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 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 in accordance with [OAR 584-400-0145](#).
2. New apprentices will be registered only after verification of appropriate Subject Matter Experts/Mentors within the approved ratio.
3. Quarterly Progress Records (QPRs) must be reviewed and approved each quarter by both the training agent and the SME/Mentor. The apprentice and SME/Mentor must sign the QPR to verify completion. If a rerate is required, the training agent's signature is also required.

**b. Evaluation:** Training agents must conduct annual reviews of each SME/Mentor to ensure the following: Quarterly Progress Records QPR's have been complete and submitted on time to the JATC Administrator.

1. QPRs are completed and submitted to the JATC Administrator on time.
2. Apprentices receive appropriate support, feedback, and mentoring—verified through a survey or direct consultation with the apprentice.
3. All required formal and informal observations and evaluations are completed and submitted to the Related Training Provider (EPP) in accordance with [OAR 584-400-0140](#).

**c. Onboarding:** Training agents are responsible for onboarding apprentices (Appendix D), which includes but is not limited to:

1. Reviewing the program Standards and Policies and Procedures.
2. Providing training on completing the QPR.

3. Reviewing employment policies specific to the apprentice's workplace.
4. Successful completion of the Anti-Harassment onboarding requirement.

**d. SME/Mentor Training:** Training agents must provide training for SMEs/Mentors that include:

1. A review of the SME/Mentor's roles and responsibilities.
2. Guidance on accurate and timely completion of the QPR.

**e. Funding Compliance:** Training agents must follow the Committee's funding schedule and adhere to all fiscal requirements outlined in the applicable grant agreement.

### **2.3 Training Agent Review(s):**

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

- a. New Training Agents:** Employers will receive a copy of the apprenticeship standard, 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 to ask/answer any questions regarding committee expectations.
- b.** An annual meeting of TAs will be held to discuss current program policies and procedures and the responsibilities of the training agent.
- c.** 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 may have their training agent status revoked.

### **2.5 Memorandum of Understanding(s):**

Employers may use the MOU(s) provided (Appendix C) for current employees and non-employees who are registered with the Oregon Teaching Apprenticeship program.

## **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 8, 2025

### **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 credential 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. Always conduct themselves in a neat and professional manner
  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.
- c. Progression in the program:** Apprentices are responsible for the following:
  1. **Policies and Procedures:** Review and sign the Policies and Procedures document by the specified deadline upon registration. OJT (On-the-Job Training) hours will not be counted until the signed document is submitted.
  2. **Related Training:** Register for required related training courses, attend all classes, and successfully complete coursework as required by the related training provider.
  3. **Credit Requirements:** Enroll in and complete the minimum number of quarter or semester credits specified in the program plan developed by the training agent and related training provider. Any changes to this plan must be reviewed with and approved by the Training Agent (TA).
  4. **Communication:** Maintain regular communication with the SME/Mentor and training agent regarding progress in related training, as required in the program competencies, and inform TA and Administrator of any change in contact information (email, mailing address, phone number).
  5. **Progress Records and Transcripts:** Complete and submit the Quarterly Progress Record (QPR) accurately and on time. Submit an unofficial transcript of related training at program completion or when requested.

### **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.

- a. **Extension:** The apprentice must contact the training agent and 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. This request will be presented to the committee for approval.
- 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.
  2. **The date of return for a suspended apprentice will be determined on a case-by-case basis.**
  3. **Cancellation of the Apprentice:** If the suspension is greater than one academic year, the training agent, in consultation with the committee, may cancel the apprentice from the program.

### **3.5 Corrective Actions:**

Disciplinary action is a process designed to help apprentices conform with the expectations of apprenticeship training and to document the steps the Committee has taken to address performance, behavior, and other actions that are not acceptable in the training program.

- a. **Notice to Appear:** This requires the apprentice to come before the Committee and address disciplinary issues. The Committee must notify the apprentice of the date, time, appearance method (in person or via teleconference) with reasonable notice for the apprentice to make arrangements to attend.
- b. **Disciplinary Hold:** An apprentice is held at their current period until they have resolved some issue of concern; a Non-Disciplinary Hold depends only on the apprentice having completed the necessary hours of OJT and Related Training.
- c. **Disciplinary Probation:** An apprentice is placed on probation for a specified period of time and provided with a corrective action plan that outlines expectations that must be met for the apprentice to return to good standing with the program; some programs may also use a "last chance agreement."
- d. **Proposed Cancellation/Termination:** This is formal notification to an apprentice that they are in jeopardy of being removed from the training program; it can be issued in conjunction with Disciplinary Probation. Proposed cancellation notices must be issued at least 22 calendar days before the meeting where final action is considered.
- e. **Cancellation/Termination:** If the apprentice is unable or unwilling to address performance, behavior, or other issues that have been the subject of disciplinary action, the program may terminate/cancel the apprenticeship agreement.

### **3.6 Selection procedures (if 5 or more)**

Apprentices who are already registered in the original standard but have not yet met the minimum education requirement will be accepted directly into the standard if the apprentice successfully completes all program requirements and has successfully transferred to the EPP serving as the related training provider.

All out of work apprentices in good standing will be offered the opportunity for re-employment prior to new applicants being registered in conformance with the committee's approved initial employment policy.

Open Application Term: Applications will be accepted year-round and considered on a rolling basis as vacancies occur in the Geographical Subcommittee regions, on dates specified by the Committee in accordance with statute and regulatory requirements, these Standards, their Affirmative Action Work Plan and their policies and procedures.

Geographical Subcommittee Regions:

Region 1: Jackson County (Training Agent: Southern Oregon ESD)

Region 2: Marion County (Training Agent: Woodburn School District)

Region 3: Multnomah County (Training Agent: Multnomah ESD)

Region 4: Wallowa County (Training Agent: Wallowa County ESD)

Region 5: Washington County (Training Agent: Hillsboro School District)

Applicants meeting the minimum qualifications and submitting the required application materials will be contacted for an Interview with the Training Agent.

Interview and Selection Procedures: (See Appendix F for Complete Selection Procedures and Interview Questions)

The interview and selection procedures shall be grounded in the following principles: Identification of candidates who have a strong interest in and commitment to serving the students and communities where apprentices will be working.

Mechanisms for the employer and the related instruction provider to vet and select candidates collaboratively.

Processes to ensure potential apprentices have background knowledge, dispositions, and basic skills that are needed to succeed in the apprenticeship and in the occupation.

### **3.7 Portability and transferability (Appendix C: MOU)**

### **3.8 Initial Employment policy and 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 the training agent and/or the training agents related training partner and may be an internal or external referral to the JATC for application.

- a. 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).
- b. 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.
- c. 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.
- d. 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.

### **3.9 Apprentice application to the Committee: (Appendix G)**

Apprentices are employed by their training agent but must complete the required elements of the Apprentice Application Requirements to become registered to the Committee. Current apprentices have already completed this step. **All application**

requirements must be submitted to the Administrator and held in the apprentice file.

## 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, specialization, and competency domain areas ([OAR 584-400-0140](#)).

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

**Revised:** [December 8, 2025](#)

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

The most current Quarterly Progress Record template will be provided by the TA to each apprentice. Apprentices must use the most updated form, submit a completed and signed QPR each quarter whether they worked during the month.

- a. **Submission:** The QPR must be submitted to the Program Administrator and 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 during that quarter, a report must be submitted stating 'NO WORK'. If the apprentice is not enrolled in RT courses during that quarter, a report must be submitted stating 'NO RT'.
  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](#)).
- 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 submitting a quarterly report, who has two or more late reports, or who has submitted two or more incomplete or incorrect reports may be directed to appear before the committee to show cause why their agreement should not be canceled.
- d. **Rerate:** For the apprentice to be eligible for a rerate, all three accountability measures of the program must be met: (1) OJT hours, (2) Related Training hours, (3) Work Process Competencies. In the case of a rerate, the training agent signature is required.

### 4.2 Work process Competencies:

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

- 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 Excel Workbook.
- b. **Evaluation:** Competencies will be reviewed regularly by the SME and reported on the QPR.

- c. If potential problems are identified, the Program Administrator will notify the committee. The apprentice, SME and/or training agent may 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 Subject Matter Expert (SME) / 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:** An SME/Mentor may be removed for failing to follow TSPC Professional Practices, district employment policies, or committee policies and procedures. Either the SME or the apprentice may request a change through their training agent, after which the case will be reviewed and decided individually.
- d. **Compensation:** The training agent will determine compensation in compliance with the collective bargaining agreement and the related training provider district/ESD stipend agreement. The stipend will not exceed \$6,000 to prioritize funds for other expenses. This amount does not include employment costs related to the SME. If an SME is assigned to two apprentices concurrently, the stipend amount for the second apprentice cannot exceed 75% of the original stipend for mentoring one apprentice.
- e. **Required observations and evaluations Oregon Registered Teaching Apprentice Standard:** Once the apprentice is registered in the Oregon Registered Teaching Apprenticeship Standard leading to licensure, Subject Matter Expert/Mentor will perform required observations and evaluations of the apprentice according to the Related Training Program expectations (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.

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

**Revised:** December 8, 2025

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

Related training will be scheduled and provided by a certified instructor within an Oregon JATC Approved Institute of Higher Education Educator Preparation Provider (EPP). The apprentice may take courses at an Oregon Community College, if an articulation agreement is made with the participating EPP for successful transfer of credits.

#### **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 and Progress:

The Related Training Provider is responsible for developing and distributing the related training schedule to program participants. Apprentices are responsible for registering for courses in a timely manner with the Related Training Provider as to not miss course offerings.

- 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 Transcript (unofficial or official):** The RTP will provide accurate information on each apprentice's progress. This information will be used for the Quarterly Progress Record (QPR), which documents the progress of all apprentices in the program.
- c. **Quarterly Progress Record (QPR):** The training agent will review each 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 University Supervisor information.
- d. **Progress:** Apprentices who fail to progress satisfactorily may be cited to appear before the committee to show cause why their agreement should not be canceled.
- e. **Course completion:** If an apprentice fails to successfully complete a course, and that course needs to be repeated by the apprentice, the training agent and/or the related training provider may choose not to pay for the associated tuition/fees required to retake the course(s).
- f. **Summer school:** If the related training provider offers summer courses, apprentices are required to enroll. Any exceptions must be approved by the training agent.

### 5.4 Related Training Supervisor

Apprentices will be observed and evaluated by a RTP University 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.

Adopted: (August 14, 2023)

Revised: December 8, 2025

Step	Responsibility Targets	Typical Positions Aligning with Credit for Prior Experience (CPE) Equivalency Requirements
1	Observational Level (Paraprofessional)	Instructional Paraprofessional Role or other similar instructional position
	Introduction to Practicum & Co-Teaching	Paid Instructional Paraprofessional Role or other similar instructional position (Paraprofessional with limited exposure to co-teaching until appropriate content knowledge requirements completed)
	Co-Teaching Level I	Paid co-teaching, or small group instruction experience aligning to sought license level
No apprentice may enter beyond Step 1 and no more than 1000 hours of OJT may be credited to their entry level		

## 6.1 Request and documentation requirements:

Apprentices wishing to receive credit for work experience related to the occupation gained prior to their registration must work with their training agent. The training agent will provide justification for OJT experience (hours) at the JATC meeting where the applicant is being reviewed for registration.

a. **On the Job Training (OJT) experience:** The training agent must provide justification through school administrator evaluations, letters of support or records of documented hours. The information must document the amount of applicable time worked for that employer and detail the type of work done, including the approximate amount of time spent on each of the following work process domains:

Domain	Total hours in the Program
Domain 1: Planning and Preparation	400
Domain 2: Classroom and the School Environment	400
Domain 3: Instruction	400
Domain 4: Professional Responsibilities	400
Other Category: to be determined in collaboration with the TA, SME, and RTP	400
<b>Total Program OJT hours</b>	<b>2000</b>

1. OJT credit cannot be given for:
  - a) Related classroom instruction 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 apprentices' 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 (RT) experience:** Documentation such as transcripts or completion certificates must be submitted to request credit.

## 6.2 Committee review:

The committee will verify all information provided prior to granting credit/seat hours, 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 progress. Accountability measures will be reviewed quarterly by the SME and TA on the Quarterly Progress Record prior to submission to the Administrator.

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

**Revised:** December 8, 2025

## 7.1 Schedule:

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

- 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/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. The TA may use the RTI Plan of Assistance, the district's Plan of Assistance, or the Committee Plan of Assistance form to assist the Apprentice in areas of growth. (See Appendix E).

## 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 by domains
  - 3. Current QPRs
  - 4. Employer evaluations
  - 5. Subject Matter Expert/Mentor observations and feedback
- b. **Related Training:** Instructor reports, related training competency verification forms, and other pertinent documentation will be reviewed for the following requirements:
  - 1. Attendance of related training hours course completion by term with yearly minimum (any hours less than what is required needs approval by the RTP and the Training Agent)
  - 2. Passing grade
  - 3. Course instructor evaluation and feedback – 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 reviewing the apprentice's progress, including but not limited to the progress in the Plan of Assistance, 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 step have been met, the apprentice will be rerated.  
If all the program components outlined in the credential 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 any further 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 8, 2025

### **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 contingent upon meeting the following criteria:

**a. OJT training**

1. Completion of the minimum OJT hours specified in the program standards and the specified Step.
2. Achievement of competency and other benchmarks as outlined in the apprentice's plan.
3. Submission of current and accurate Quarterly Progress Records (QPRs).

**b. Related training**

1. Attendance and successful completion of courses as indicated by the Related Training Provider.
2. For apprentices on a Plan of Assistance, documented progress must meet the timeline established in the plan.
3. Completion of all program-related assessments and evaluations.

**c. Advancement Hold:** Apprentices who do not meet all advancement criteria may be held at their current Step until all requirements are successfully completed.

### **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 related training required assessments with results submitted to the committee.
- b. Apprentices who fail to pass the requirements within the timelines noted in their personal program, will be completed without benefit of license.
- c. The Related Training Provider will submit the required Program Completion Report (PCR) for the apprentice to the Oregon Teachers Standards and Practices Commission (TSPC).

### **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 8, 2025

## **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 job site
- 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 14 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 8, 2025

### **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.

## **Policy 11: 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. Everyone 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 people 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 8, 2025

## **11.1 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.

## **11.2 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.

#### **11.3 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.

#### **11.4 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.

## 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 the federal SAEF 3 Grant.
- 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 may be required to pay tuition and purchase their own books for related classroom instruction. All other training expenses will be covered through training agent assessments.

### 2025-2026 Projected Costs

Category	Cost
JATC Administrator	Partial payment for administrative cost (TBD)
JATC Chair	Volunteer
JATC Secretary	Volunteer
Subject Matter Expert (Mentor) Stipend	Determined by the Employer – See Section 4d: The training agent will determine compensation in compliance with the collective bargaining agreement and the related training provider district/ESD stipend agreement. The stipend will not exceed \$6,000 to prioritize funds for other expenses. This amount does not include employment costs related to the SME. If an SME is assigned to mentor two apprentices, concurrently, the stipend amount for the second apprentice cannot exceed 75% of the original stipend for mentoring one apprentice.
Apprenticeship Navigator/Advisor (if appointed)	Determined by the TA and guided by the TSPC JATC Grant language
Apprentice wages	Determined by the Employer contract some or all of the apprentice wages and benefits may be covered by the TA

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

**The following is an approximate estimate of the program costs to apprentices:**

Item (i.e., tuition, books, materials):	Cost
Tuition	\$4,000
Books, Fees, and other Materials	\$1,000
Total Estimated Cost:	\$5,000

## APPENDIX A

### Program Administrator Contact Information

PROGRAM ADMINISTRATOR: 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

Mailing Address:

Susan Boe: JATC Administrator/Coordinator  
250 Division St NE  
Salem, OR 97301

**APPENDIX B**  
**Memorandum of Understanding**

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

## APPENDIX C

### Related Training Onboarding Requirements

All apprentices must successfully complete all Onboarding Requirements prior to the end of the probationary period. Onboarding Requirements are listed as Competency 1 and will be included on the first QPR submitted by the apprentice.

Requirements	Minimum Planned Hours
<b>1. Introduction to the Registered Apprenticeship Program &amp; Portfolio*</b> <b>Required Participants: SME and Apprentice</b>	4 hours Shared responsibility between RTP and Employer
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: RT provider and Training Agent	
*BOLI Required Course	
<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. Interactive Anti-Harassment Training*</b> <b>Required Participants: SME and Apprentice</b>	2 hours
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: Training Agent Required employee training.	
*BOLI Required Course	
<p><b>Description of element/course:</b></p> <p>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.</p>	
<p><b>Options for Course Completion:</b></p> <p>Employers required training.</p>	

## APPENDIX D

### Apprentice Plan of Assistance

(Here)

#### **Oregon Teaching Apprenticeship JATC**

#### **Apprentice Plan of Assistance for Improved Progress**

##### **Description**

The Oregon Teaching Apprenticeship is a Registered Apprenticeship Program (RAP) for K–12 teachers, jointly sponsored by the Oregon Teacher Standards and Practices Commission (TSPC) and the Oregon Bureau of Labor and Industries (BOLI) Apprenticeship & Training Division. Apprentices must meet the requirements of both agencies to complete the program successfully.

This document is to be completed in collaboration with the **Subject Matter Expert/Mentor**, the **Related Training Provider Representative**, and the **Apprentice**.

The program requires apprentices to make satisfactory progress in key areas:

**1. On-the-Job Training (OJT) – 2,000 Hours**

Apprentices are employed by a school district (training agent) and work under the guidance of an experienced teacher-mentor. The OJT component is structured and supervised by the employer and mentor, with progress documented quarterly in the Quarterly Progress Record (QPR).

**2. Related Classroom Instruction**

Apprentices complete coursework through an approved educator preparation program aligned with requirements for the Preliminary Teaching License in their endorsement area. Continuous enrollment and progress each term are required, with documentation recorded in the QPR.

**3. Work Process Competencies**

Employers and mentors are responsible for ensuring apprentices have opportunities to practice and demonstrate proficiency in all required competencies. These are organized within four program domains, aligned with the InTASC Standards and the Danielson Framework, and evaluated using a four-part rubric. Progress is recorded in the QPR.

**4. Professional Dispositions**

Professional dispositions are essential to teacher preparation. Apprentices will collaborate with their Subject Matter Expert/Mentor to explore the values, beliefs, ethics, and behaviors that shape professional conduct with students, families, and colleagues. While teacher dispositions are addressed within the program competencies, insufficient progress may result in one or more of the following actions: placement on a Plan of Assistance, review by the JATC, or program termination.

---

##### **Quarterly Progress Record (QPR)**

The QPR must be submitted by the **fifth workday following the end of each quarter**. Late or missing submissions may result in one or more of the following actions: placement on a Plan of Assistance, review by the JATC, or cancellation of the program.

---

#### **Section 1: Goal Setting and Evaluation**

Identify specific areas for improvement from the categories listed above.

- **Define the area for improvement:**

---

- **Set specific goal(s):**

---

- Establish how the apprentice will be assessed:

---

---

### **Section 2: Support and Resources**

Identify how and when the apprentice will receive support and resources to assist them in achieving the goal(s).

---

---

---

### **Section 3: Timeline and Communication**

Identify the dates by which progress toward goal(s) must be met, how progress will be communicated, and how regular and transparent feedback will take place.

---

---

---

### **Required Signatures**

<b>Title</b>	<b>Printed Name</b>	<b>Signature</b>	<b>Date</b>
Apprentice			
Subject Matter Expert			
Training Agent			

---

## APPENDIX E

### Selection Procedures &

### Interview Questions and Scoring Rubric

Applicants meeting the minimum qualifications and submitting the required application materials will be contacted for an Interview with the Training Agent.

**Interview and Selection Procedures:** The interview and selection procedures shall be grounded in the following principles: Identification of candidates who have a strong interest in and commitment to serving the students and communities where apprentices will be working.

Mechanisms for the employer and the related instruction provider to vet and select candidates collaboratively.

Processes to ensure potential apprentices have background knowledge, dispositions, and basic skills that are needed to succeed in the apprenticeship and in the occupation.

Training Agent will use interview questions and a scoring rubric approved by the committee (see scoring rubric below for details).

The Training Agent shall select apprentices from a pool of eligible applicants according to the following procedure:

**Pool 1:** Individuals that meet minimum qualifications, have earned their bachelor's degree, currently enrolled in an Oregon Educator Preparation Program in the endorsement area supported by the training agent and are employed with an active registered training agent with at least 200 hours of verifiable employment with the current employer.

**Pool 2:** Individuals that meet minimum qualifications have not earned their bachelor's degree but are currently enrolled in an Oregon Educator Preparation Program and are employed by an active training agent.

**Pool 3:** Individuals that meet the minimum qualifications but have not earned their bachelor's degree, are not currently enrolled in an Oregon Educator Preparation Program and are not employed by an active training agent. Oregon Teaching Apprenticeship JATC K-12 Teacher MA# 1149

Training agents must select apprentices from Pool #1. If Pool #1 is exhausted, training agents must select their next apprentices from Pool #2. If Pool #2 is exhausted, training agents must select their next apprentices from Pool #3.

Layer 1: Objective Profile Score	Max Points	Layer 2: Interview Score Scored based on seven categories in the interview rubric:	Max Points
Bachelor's Degree (20%)	20	Communication Skills	5
Accepted into an EPP (20%)	20	Motivation for Teaching	5
Verified Hours (25%) 0-199 verified hours 10 points 200+ verified hours 15 points	25	Understanding the Role	5
Employer Endorsement (e.g., evaluation, reference check,	25	Classroom Readiness/Potential	5

sponsorship letter or letter of recommendation) (25%)			
Applicant is Multilingual	10	Growth Mindset & Coachability	5
Total Max Points	100	Cultural Competence Awareness	5
		Teamwork & Collaboration	5
		Total Max Points	35

As openings for the registration of new apprentices occur, the highest ranked applicant(s) will be notified by their Training Agent. It will be the responsibility of the applicant to keep the training agent informed of their current mailing address, email, and telephone number.

Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period that were on the ranking list will be required to reapply.

**Prior to Registration, all applicants must:**

Be accepted into the relevant endorsement program by a JATC approved Oregon Related Training Provider (Education Preparation Provider)

Submit a signed Policies and Procedures Handbook

Submit a completed Apprenticeship Registration Agreement

**Interview Questions**

Applicant _____	Rating Key:  1. Unsatisfactory: Minimal skills and experience 2. Needs Improvement: Below expectations; Less than average skills and experience 3. Satisfactory: Meets basic expectations; Average skills and experience 4. Strong: Above average skills and experiences; shows solid readiness 5. Outstanding: Exceeds expectations in this area; shows exceptional potential; Exemplary skills and experience
Interviewer _____	Score (Interview Ques. 1-6): _____
Date _____	Overall Communication Skills Score (Ques. 7): _____
	TOTAL Score: _____

1	2	3	4	5	<b>Motivation for Teaching</b>  Please tell us about yourself. What qualities, experiences, and skills would make you a successful teacher?  Notes:
---	---	---	---	---	---

2.

1	2	3	4	5	<b>Understanding the Role</b>  Why are you interested in the teaching apprenticeship program? If you were asked by a friend what a teacher apprentice is, what would you tell them?  Notes:
---	---	---	---	---	---

3.

1	2	3	4	5	<b>Classroom Readiness/Potential: Scenario</b>  What do you do about a student who is constantly disruptive in your classroom? How would you structure the classroom environment to promote student success?  Notes:
---	---	---	---	---	--

4.

1	2	3	4	5	<b>Growth Mindset &amp; Coachability</b>  Describe a time when you have worked with a difficult student and how you worked through the situation.  What areas have you targeted for professional growth?  Tell us about your most successful lesson you have done in a classroom.  Notes:
---	---	---	---	---	---

5.

1	2	3	4	5	<p><b><i>Cultural Competence Awareness</i></b></p> <p>Describe to us your experiences with diverse populations and what you learned from those experiences.</p> <p>Describe your current thinking around equity in education. Has this thinking changed over time? If so, how?</p> <p>Describe how teaching in an urban school district might be different from teaching in a rural school district in Oregon?</p> <p>Notes:</p>
---	---	---	---	---	--

6.

1	2	3	4	5	<p><b><i>Teamwork &amp; Collaboration</i></b></p> <p>How do you go about building relationships with students, staff and parents?</p> <p>What could you do to help your Subject Matter Expert (SME/Mentor) if they are teaching a whole group, small group, or during testing?</p> <p>Notes:</p>
---	---	---	---	---	--

7.

1	2	3	4	5	<p><b><i>Overall Communication Skills</i></b></p> <p>Speaks clearly and confidently; uses appropriate tone and language; listens actively and responds thoughtfully.</p> <p>Notes:</p>
---	---	---	---	---	--

Wrap Up and Next Steps

Is there anything additional you would like to tell us about yourself that you haven't had an opportunity to share?

Questions?

**Selection Procedure: Layer 2 - Interview Score**

Total Score Range	Recommendation
31–35	Highly Recommend
26-30	Recommend
0–25	Recommend with Reservations

**APPENDIX F**  
**Apprentice Application**

([Here](#))

## APPENDIX G

### Program Competencies

([Here](#))

## **APPENDIX H**

### **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.

This signage pertains to December 8, 2025, Policies and Procedures for the Oregon Teaching Apprenticeship Standard 3405.0.

#### **APPRENTICE**

**I acknowledge receipt of the Oregon Teacher Apprenticeship JATC Policies and Procedures for the Registered Teaching 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 for the Registered Teaching 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 for the Registered Teaching 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** \_\_\_\_\_