

**The Oregon Teaching Apprenticeship JATC**  
**Apprentice Application Checklist**

Submit all documents to the Administrator [Susan.Boe@tspc.oregon.gov](mailto:Susan.Boe@tspc.oregon.gov)  
10 days prior to the requested JATC meeting for Registration



Name of Training Agent: \_\_\_\_\_  
Name of Applicant: \_\_\_\_\_

<b>Standard Minimum Requirements and Required Documents to be Submitted</b>		<b>Administrator Use Only</b>
<b>Minimum Age Requirement: 18 years of age</b>	Proof of age (driver's license, birth certificate, passport)	
<b>Education: High School Diploma or GED through a higher education institution or equivalent education provider</b>	HS – transcripts showing graduated, GED – test scores	
<b>Minimum Education Credits: 90 quarter credits</b>	90 quarter credits: certified transcript of a minimum of 90 quarter credits from a higher education institution or equivalent education provider.	
<b>Fingerprint Based Background Check</b> 1). Applicants TSPC Clinical Practices Clearance (in eLicensing select "Clinical Practices" for the licensing category, complete the eLicensing application, receive codes and instructions through your email, contact the nearest Fieldprint office for an appointment) <a href="#">Fingerprinting</a> <b>OR</b> 2). District Fingerprinting and Background check	Attach a screenshot of the eLicensing account or provide the six-digit ID # <b>OR</b> Evidence of District Fingerprinting and Background check	
<b>(Optional) Program Support Contact Information: Navigator/Advisor</b>		
<b>Name</b>		
<b>Title</b>		
<b>Organization (RTP, TA or Other)</b>		
<b>Subject Matter Expert (SME)/Mentor 1.1 Ratio Preferred</b>		
<b>Name of SME/Mentor</b>		
<b>Contact Information (email and phone #)</b>		
<b>Endorsement Area</b>		
<b>TSPC Account Number</b>		
<b>Number of Years of Teaching Experience</b>		
<b>Name of the Apprentice Assigned</b>		
<b>Enrollment in Related Training Provider (RTP)</b>		
<b>Name of Related Training Provider (Oregon EPP)</b>		
<b>RTP Program/Endorsement</b>		
<b>Applicant Year in School upon entry</b>		
<b>Placement Upon Registration</b>		
<b>Training Hours Credited to Applicant on TA Letterhead</b>		
<b>Prior Learning Credits (after transcript review)</b>		
<b>Entering STEP 1 or STEP 2 (See Appendix E of Standard <a href="#">here</a>)</b>	No more than 1000 OJT hours may be credited to the apprentice upon registration.	
<b>Registration With the JATC</b>		
<b>Registration Date with JATC Requested</b>		
<a href="#">Apprenticeship Registration Agreement</a>	Attach completed Form	
<b>After JATC Administrator confirms your submission, you must be present at the JATC meeting to present your applicant information to the JATC for approval. The applicant does <u>not</u> attend.</b>		