

STANDARDS OF APPRENTICESHIP

Adopted by

Teacher Standards and Practices Commission (TSPC)

Occupation Title:
Teacher (K-12)

License:
Preliminary License



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INTRODUCTION – APPRENTICESHIP STANDARDS

The Oregon State Apprenticeship and Training Council (OSATC) has the authority, under the direction of the Apprenticeship and Training Division, to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship or on-the-job training program in the State of Oregon. Apprenticeship programs and committees function to administer, exercise or relinquish authority only with the consent of the OSATC. Only apprentices registered with or recognized by the Oregon Bureau of Labor and Industries (BOLI), Apprenticeship and Training Division (ATD) will be recognized by the OSATC. Parties' signatory to these apprenticeship standards declare that their purpose and policy is to establish and sponsor an organized system of registered apprenticeship and training education.

These Standards are in conformity with and are to be used in conjunction with the Apprenticeship Rules, Chapter 839-011 OAR (Oregon Administrative Rules); Apprenticeship and Training Statutes, Chapter 660 ORS (Oregon Revised Statute); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which collectively govern the employment and training in apprenticeable occupations. They are part of the apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship.

If approved by the OSATC, such amendment(s) and such changes as adopted by the OSATC shall be binding to all parties on the first day of the month following such approval. Sponsors shall notify apprentices and training agents of changes as they are adopted by the OSATC. If and when any part of these Standards becomes illegal, as it pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Oregon Bureau of Labor and Industries (BOLI) may recommend language that will conform to applicable law for adoption by the OSATC. The remainder of the Standards will remain in full force and effect.

See ORS Chapter 660.010 & OAR 839-011-0070 for the definitions of terms used within these Standards.

Notes: The body of this document contains boilerplate language that applies to all registered apprenticeship programs in the State of Oregon. Boilerplate language may only be modified by the Oregon State Apprenticeship and Training Council.

Appendices A-H are specific to the individual standard and may be modified by the sponsor by submitting a revised standard for approval by the Oregon State Apprenticeship and Training Council or by the Apprenticeship and Training Division (ATD) with concurrence from OSATC where permitted by ORS 660 and OAR 839-011.

1. GEOGRAPHIC AREA COVERED:

These standards establish the apprenticeable occupation to be taught and designate the geographical area or areas in which the standards will apply. (ORS 660.126) The Sponsor shall have a plan to ensure that participating employers will provide work in all areas covered by the program standards (OAR 839-011-0084). The Sponsor shall ensure compliance with the provisions for and of any Reciprocity Agreement recognized by the OSATC. (ORS 660.120 / OAR 839-011-0260)

The geographic area covered by these standards are located in Appendix A: Geographical Area.

2. MINIMUM QUALIFICATIONS:

Minimum qualifications, including a minimum age of at least 16, must be clearly stated, comply with federal and state regulations, and be applied in a nondiscriminatory manner (ORS 660.126 (1b)). The Sponsor shall maintain documentation for all minimum qualifications for any apprentice who is registered.

Minimum Qualifications for this standard are located in Appendix B: Minimum Qualifications.

3. OREGON PLAN FOR EQUAL EMPLOYMENT OPPORTUNITY IN APPRENTICESHIP (OAR 839-011-0200) – PROGRAM OBLIGATIONS:

Standards must include the Oregon Equal Employment Opportunity in Apprenticeship and Training Pledge as specified in the Oregon Plan for Equal Employment Opportunity in Registered Apprenticeship Programs (OPEEO) Section 3(h)(i).

EEO PLEDGE

K-12 Classroom Teacher JATC shall not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 18 years old or older. **K-12 Classroom Teacher JATC** shall take affirmative action to provide equal opportunity in apprenticeship and shall operate the apprenticeship program as required under these rules and Title 29 CFR, part 30.

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity Plan and Selection Procedures and submit the plan for OSATC approval. (OAR 839-011-0200 / OPEEO Sections 4 & 10).

A. EQUAL EMPLOYMENT OPPORTUNITY PLAN:

- i. A Sponsor's commitment to equal opportunity in recruitment, selection, employment and training of apprentices shall include the adoption of a written affirmative action plan. (OAR 839-011-0200 / OPEEO section 8). Each Sponsor required under OPEEO section 4 to develop and maintain an EEO program must retain both the written EEO plan and documentation of its component elements set forth in OPEEO sections 5, 6, 7, 8, 9, and 11.
- ii. In addition, the sponsor will set forth the specific steps that it will take under this plan, review and update the specific steps that it will take to implement the plan at least yearly and submit the updated steps to the Apprenticeship and Training Division (ATD) for review and approval. (OPEEO section 8)
- iii. Numerical utilization goals for the selection of minorities, females, and individuals with disabilities for apprenticeship shall be submitted to ATD at least every three (3) years and prior to the date that any previous goals expire. (OPEEO sections 6 & 7).
- iv. The sponsor hereby adopts the following activities, at a minimum, in order to generate an increase in applications for apprenticeship and improve retention of apprentices from the targeted groups and/or individuals with disabilities:

a. RECRUITMENT

Advertising openings for apprenticeship opportunities using methods and in locations that result in applications from candidates from the underutilized groups.

b. OUTREACH

Dissemination of information to organizations serving underutilized groups regarding the nature of apprenticeship.

Cooperation with local school boards and career technical education systems to develop and/or establish relationships with pre-apprenticeship programs targeting students from the underutilized groups to prepare them to meet the standards and criteria required to qualify for entry into apprenticeship programs.

Establishment of formal agreements or partnerships enlisting the assistance and support of pre-apprenticeship programs, community-based organizations, advocacy organizations, or other appropriate organizations, in recruiting qualified individuals for apprenticeship.

c. RETENTION

Practices to retain targeted populations and maintain working and learning environments which support current apprentices to remain with the program.

B. SELECTION PROCEDURES:

Sponsors with five (5) or more apprentices must adopt a selection procedure and apply it uniformly to all applicants regardless of race, color, religion, national origin, sex, sexual orientation, age (18 or older), genetic information, and disability. (ORS 660.137 (3) / OPEEO section 10).

Selection Procedures for this standard are located in Appendix C: Selection Procedures.

C. DISCRIMINATION COMPLAINTS:

- i. Any apprentice or applicant for apprenticeship who believes they have been discriminated against with regards to apprenticeship by the committee may file a complaint. (OAR 839-011-0200 / OPEEO Section 14)
- ii. The basis of the complaint may be:
 - a. Discrimination on the basis of race, sex, color, religion, national origin, age, disability or as otherwise specified by law by a sponsor or a sponsor's program
 - b. The equal employment opportunity plan has not been followed; or
 - c. The Sponsor's equal employment opportunity plan does not comply with the requirements of the Oregon Equal Employment Opportunity in Apprenticeship Plan.
- iii. Generally, a complaint must be filed within three hundred (300) days of the alleged discrimination or specified failure to follow the equal opportunity standards. However, for good cause shown, the Registration Agency may extend the filing time.
- iv. The written complaint must include the name, address and telephone number of the person allegedly discriminated against, the sponsor involved and a description of the circumstances of the complaint, a short description of the events that took place, and the complainant's signature.
- v. For complaints dealing with program operations see section 10 (Administrative Disciplinary Procedures) of this standard.

4. TERM OF APPRENTICESHIP:

- A. The term of apprenticeship, which for an individual apprentice may be measured either through the completion of the industry standard for on-the-job learning (at least 2,000 hours in the time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach).
- B. The time-based approach measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.
 - i. The term of apprenticeship for a time-based approach must be stated in hours unless otherwise required by a collective bargaining agreement, civil service or other governing regulation. (ORS 660.126)
- C. The competency-based approach measures skill acquisition through the individual apprentice's successful demonstration of acquired skills and knowledge, as verified by the program sponsor. Programs utilizing this approach must still require apprentices to complete an on-the-job learning component of Registered Apprenticeship. The program standards must address how on-the-job learning will be integrated into the program, describe competencies, and identify an appropriate means of testing and evaluation for such competencies.
- D. The hybrid approach measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule. (Title 29 Part 29(5)(b)(2) CFR) OAR 839-011-0084(A)(B)(C))
- E. When the apprentice is granted advanced standing, the employer must pay the apprentice at the appropriate wage per the wage progression schedule specified in these standards or higher. (ORS 660.142)

NOTE: In licensed occupations the apprentice must complete the minimum hours of documented legal experience.

The term of apprenticeship for this program is located in Appendix D: Term, Probationary Period, Ratio.

5. INITIAL PROBATIONARY PERIOD:

- A. All apprentices are subject to an initial probationary period, stated in hours of employment, beginning on the effective date of the apprentice's current registration into the program.

During this time, the apprentice's appeal rights are restricted, and the Sponsor may terminate an apprenticeship agreement without cause. (ORS 660.126 (1g))

- B. The initial probationary period must be reasonable in relationship to the full term of the apprenticeship unless otherwise required by Civil Service, Collective Bargaining Agreement (CBA) or law. It cannot exceed one year (12 months) or 25 percent of the length of the program, whichever is shorter. (ORS 660.126 (1g))
- C. During the initial probationary period either party to the agreement may terminate the apprenticeship agreement upon written notice to the Apprenticeship and Training Division of the Oregon Bureau of Labor and Industries. (ORS 660.126 (1g) & ORS 660.060 (6))
- D. Full appeal rights are available to apprentices who have completed the initial probationary period. After the probationary period the Sponsor may only suspend, cancel or terminate the apprenticeship agreement for good cause, with prior written notice to the apprentice, and with written notice to the apprentice and to the Apprenticeship and Training Division of the Bureau of Labor and Industries of the final action taken by the committee. (ORS 660.060 (6) & (7) and section 10 of this standard)

The probationary period for this program is located in Appendix D: Term, Probationary Period, Ratio.

6. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

- A. There shall be a maximum numeric ratio of apprentices to journey-level workers consistent with proper supervision, training, safety and continuity of employment. (ORS 660.126 (1f))
- B. The ratio shall be specifically and clearly stated as to its application to the job site, workforce, department, shift, plant or combination therein. (ORS 660.126 (1f))
- C. To ensure safety and training in all phases of the work, the Sponsor and its Training Agents shall ensure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed. (ORS 660.126 (1f), ORS 660.137 (5), OAR 839-011-0143)

The ratio of apprentices to journey level workers for this program is located in Appendix D: Term, Probationary Period, Ratio.

7. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. The apprentice shall be paid according to a progressively increasing schedule of wage based on specified percentages of the average journey-level wage consistent with skills acquired. (ORS 660.126 (1h), OAR 839-011-0082(6a), OAR 839-011-0093, & OAR 839-011-0310)
- B. Wage progressions shall be indicated in hourly or monthly periods (the registration agency recommends the use of hour periods) set by the Sponsor. (ORS 660.126 (1h))
- C. The entry wage listed in this standard shall not be less than the federal or state minimum wage rate for the region covered by the geographical jurisdiction by that standard, whichever is higher. (ORS 660.142 (4))
- D. The wage listed in this standard at all periods establishes a minimum, but a higher wage shall be paid if it is required by other applicable federal law, state law, respective regulations, or by a collective bargaining agreement. (ORS 660.126 (1h), ORS 660.137 (6), ORS 660.142 & OAR 839-011-310 (3))
- E. The sponsor must re-determine the average journey-level wage at least annually and submit the new average journey wage to the Director of the Apprenticeship and Training Division with a statement explaining how such determination was made and the effective date of the new average journey wage. (ORS 660.137 (6))
- F. Upon receipt of a committee's determination of its current journey worker hourly wage rate, the Director, the Division shall notify all training agents and apprentices of the new wage. (ORS 660.142 (2))

The average wage and wage progression for this apprenticeship standard are located in Appendix E: Wage and Wage Progression.

8. WORK PROCESSES:

- A. The Sponsor shall provide the necessary instruction and experience for apprentices to become journey-level workers versed in the theory and practice of the occupation. (ORS 660.137 / OAR 839-011-0270(1b))
- B. The Sponsor shall require the approximate hours listed in the standard's Work Processes as closely as conditions will permit for every apprentice. A Sponsor unable to provide an apprentice with work experience equaling at least 50% of the hours listed in any of the work processes must provide and document additional related training to compensate for the lack of on-the-job training. (ORS 660.126 (1e), OAR 839-011-0084(3b), and OAR 839-011-0265(1))

NOTE: In licensed occupations apprentices must complete the minimum required total hours prior to being referred to the license examination. (OAR 839-011-0265(2))

Work processes for this program are located in Appendix F: Work Processes.

9. RELATED TRAINING:

- A. The apprentice must attend related/supplemental instruction for at least 144 hours per year unless otherwise stated in this standard. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not required to be paid for time so spent except where the training agent states by policy or CBA whether and under what circumstances an apprentice is entitled to be financially compensated for attending related instruction. (ORS 660.126 (1e), ORS 660.157, OAR 839-011-0084, and OAR 839-011-0088(1b))
- B. The Committee must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Oregon OSHA regulations and applicable federal and/or state regulations. (ORS 660.137 / OAR 839-011-0082 (6a), OAR 839-011-0084, & OAR 839-011-0310)
- C. In case of failure on the part of any apprentice to fulfill the related instruction obligation, the sponsor has the authority to withhold the apprentice's periodic wage advancement; or with a reasonable opportunity to remedy deficiencies, suspend, or cancel the Apprenticeship Agreement. (ORS 660.137 (4))
- D. Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community college, training trust or other approved training provider shall be documented and tracked by the Committee. (ORS 660.137 (2a))
- E. Related instruction activities must be at the direction of a qualified instructor. (ORS 660.120 (3), ORS 660.157 (5), ORS 660.160, OAR 839-011-0084 (3f))

The Sponsor must identify the methods of related/supplemental training must consist of one or more of the following: (ORS 660.120 (3), ORS 660.157, OAR 839-011-0084 (3f)).

A minimum number of 144 hours per year are required unless the program has received a waiver from the Oregon State Apprenticeship and Training Council. (ORS 660.157(2))

A summary of related training topics, hours, and methods are located in Appendix G: Related Training.

10. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

- A. The Sponsor shall administer its program in conformity with its approved standards, with the provisions of ORS 660.002 to 660.210, and with the rules and policies of the council and division. The Sponsor shall establish policies to meet these requirements and list them in this

section. The Sponsor shall maintain a separate document for the procedures it will utilize to implement its policies. (ORS 660.137 (2) and OAR 839-011-0073)

- B. The committee may include provisions for committee-imposed “disciplinary probation,” which is a time assessed when the apprentice's progress is not satisfactory; a “disciplinary probation” may only be used to provide an opportunity for the apprentice to correct deficiencies and cannot affect the apprentice’s appeal rights after the initial probation is completed. (ORS 660.137 (4))
- C. During disciplinary probation the committee may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take other disciplinary action. (ORS 660.137 (4))
- D. The apprentice has the right to file an appeal of the committee's disciplinary action with the Director of the Apprenticeship and Training Division. (ORS 660.120, OAR 839-011-0090 and OAR 839-011-0093)
- E. Complaint and Appeal Procedures:
 - i. Each committee shall adopt and submit complaint review procedures for Division approval. (OAR 839-011-0084 (3g))
 - ii. All approved committees are expected to administer the program's approved complaint review process in a fair and consistent manner. (ORS 660.120, ORS 660.060 & OPEEO Section 14)
 - iii. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section. (ORS 660.126 (2))
 - iv. After the initial probationary period the apprenticeship agreement may be canceled by a written request from the apprentice. (ORS 660.126 (1g) ORS 660.060 (7))
 - v. After the initial probationary period the committee may only suspend, cancel or terminate the apprentice agreement for good cause, which includes but is not limited to: failure to report to work, nonattendance at related instruction, failure to submit work progress reports and lack of response to committee citations. (ORS 660.060 (7))
 - a. Due notice and a reasonable opportunity for correction must be provided to the apprentice.
 - b. Upon suspension a written notice must be provided to the apprentice and to the Apprenticeship and Training Division.
 - c. Upon cancellation a written notice must be provided to the apprentice and to the Apprenticeship and Training Division.

- vi. Each committee shall utilize the following procedures and timelines for disciplinary action (cancellation or termination). Committees may adopt and submit alternate complaint procedures, for Division review and approval, providing the procedures are reasonably expected to offer equal protection to the apprentice. (ORS 660.137, OAR 839-011-0175)
- a. At least 22 days prior to potential disciplinary action by a committee (OAR 839-011-0175):
- The committee must notify the apprentice in writing of alleged reason for the proposed disciplinary action and potential action to be taken if the allegation is substantiated
 - The decisions are effective immediately upon committee action
 - The committee will send written reason(s) for such action to the apprentice by registered or certified mail and will include the appeal rights of the apprentice.
- b. Within 30 days of receipt of committee decision the apprentice may request reconsideration of the action taken by the committee
- The apprentice's request for the local committee to reconsider their disciplinary action must be submitted in writing and must include the reason(s) the apprentice believes the committee should reconsider the disciplinary action.
- vii. Within 30 days of apprentice's request for reconsideration
- The local committee must provide written notification of their final decision including the appeal rights of the apprentice if the committee upholds its decision on the disciplinary action
- viii. If the apprentice chooses to pursue the complaint further
- a. Within 30 days of notification of the committee's final action
- The apprentice must submit the complaint describing in writing the issues associated with the disciplinary action to the Director of the Apprenticeship and Training Division
 - The apprentice must describe the controversy and provide any backup information
 - The apprentice must also provide this information to the local committee/organization
- b. Within 60 working days the Director of the Apprenticeship and Training Division will complete a review of the record
- If no settlement is agreed upon during review, the Director must issue a non-binding written decision resolving the controversy.
- ix. If the apprentice or local committee disputes the Director's decision
- a. Within 30 days of Director's decision the dissenting party must submit a request for the OSATC to hear its case

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- OSATC Rules and Policy Sub-Committee conducts hearing within 45 days and reports its findings to the next regular quarterly meeting of the OSATC
- The OSATC renders a decision based on the sub-committee's report.

b. Within 30 days of the OSATC meeting

- The Secretary of the OSATC issues the decision in writing.

11. COMMITTEE - RESPONSIBILITIES AND COMPOSITION

The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used in conjunction with the corresponding ORS and/or OAR.

- A. The committee is the policymaking and administrative body responsible for the operation and success of this Apprenticeship program.
- B. The committee is responsible for the day-to-day operation of the apprenticeship program and must be knowledgeable in the application of Chapter 660 ORS, OAR 839 division 011 and other law and rule as appropriate to the occupation(s).
- C. Sponsors must develop policies and procedures for committee operations and provide a copy to registered apprentices (ORS 660.060 (8), ORS 660.135, ORS 660.137, OAR 839-011-0170, and OAR 839-011-0310 (1b)). The committee's specific policies pertaining to the operation of the program are included in this standard. The procedures for the implementation of the approved policies are maintained by the committee. After approval by the division the approved procedures shall be distributed to all apprentices and training agents.
- D. Committees shall meet as often as is necessary to transact business and at least semi-annually with a quorum in order to review and evaluate the progress of each apprentice. (ORS 660.137 (4) and ORS 660.145)
- i. A quorum shall consist of at least two (2) members representing the employers and two (2) members representing the employees. (ORS 660.135 (3), ORS 660.145)
 - ii. Sponsors must hold a physical meeting for all disciplinary actions. Electronic polling is prohibited for issues requiring the personal appearance of applicants, apprentices, trainees, training agents or employers. (OAR 839-011-0170)
 - iii. Minutes of all meetings must be submitted to the Apprenticeship and Training Division within 10 working days of the meeting. (OAR 839-011-0170)
- E. Program Operations (ORS 660.135, ORS 660.137, OAR 839-011-0170, OAR 839-011-0200):

i. The Committee will record and maintain records pertaining to the local administration of its Apprenticeship Program and make them available to the OSATC or its representative on request.

a. These records include, but are not limited to:

- Selection of applicants
- Administration of the apprenticeship program
- Affirmative action plans
- Documentation necessary to establish a sponsor's good faith effort in implementing its affirmative action plan
- Qualification standards

ii. Records required by the Oregon Equal Employment Opportunity in Apprenticeship Plan (OAR 839-011-0200) will be maintained for five (5) years; all other records will be maintained for five (5) years after the final action taken by the committee on the apprenticeship agreement.

The following must be submitted by all programs through the Oregon Apprenticeship Tracking System (OATS) apprenticeship management portal:

a. Apprenticeship Registration Agreement – within the first 45 days of employment as an apprentice. (ORS 660.020, OAR 839-011-0088) (In licensed occupations registration must occur prior to employment in the trade)

b. Committee Minutes – within 10 working days of the meeting. (OAR 839-011-0170)

c. Authorized Training Agent Agreements – with the meeting minutes at which they are approved. (ORS 660.020, OAR 839-011-0162))

- Interim recognition may be authorized by committee policy but may not exceed 45 calendar days.

- Any recognition of a training agent prior to formal action of the committee must be in conformance with the committee's OSATC approved policy.

d. Revision of Occupation Standards - as necessary, no later than 45 days prior to OSATC meeting. (OAR 839-011-0030) (Programs should review their Standards at least annually)

e. Revision of Committee Member Composition as necessary (included in committee minutes). (OAR 839-011-0074)

f. Average Journey Level Wage – at least annually or whenever changed (included in committee meeting minutes with a summary of how the average wage was determined). (ORS 660.137 (6), ORS 660.142)

g. Adopt, as necessary or as directed, local program policies and procedures for the administration of the apprenticeship program in compliance with this Standard. (ORS 660.060 (9), ORS 660.120 (4a), OAR 839-011-0073)

- Policies must be submitted to the OSATC for review and approval.
- Procedures must be submitted for Division (ATD) approval and inclusion by reference in this Standard prior to implementation.

h. Authorization for issuance of initial license may be granted after the committee is found to be in compliance for operational purposes.

i. Forms are available from the Apprenticeship and Training Division. If approved by the OSATC, such amendment(s) and such changes as adopted by the OSATC will be binding to all parties on the first day of the month following OSATC approval.

F. Apprentice Management:

i. Applicants accepted by the committee, who have documented legal experience creditable to the apprenticeship in the skilled occupation or in some other related capacity, may be granted advanced standing as apprentices. (OAR 839-011-0088 (3a)) Apprentices admitted to advanced standing will be paid the wage rate for the period to which such credit advances them. In licensed occupations previous credit must be documented legal experience. (OAR 839-011-0088 (3b))

ii. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an Apprenticeship Agreement with the Sponsor, who will then register the Agreement, with the Apprenticeship and Training Division of the Bureau of Labor and Industries within the first 45 days of employment as an apprentice. (ORS 660.020 (1), ORS 660.060, OAR 839-011-0088)

iii. The Sponsor shall provide a copy of the committee meeting minutes approving any change of disposition or modification of the Registration Agreement to the Apprenticeship and Training Division within 10 working days of the committee meeting. (OAR 839-011-0170)

a. Requests for disposition or modification of Agreements include: (1) Certificate of completion, (2) Additional credit, (3) Suspension, military service, or other, (4) Reinstatement, (5) Cancellation, (6) Re-rates, (7) Holds, (8) Examination Referral, (9) Corrections, (10) Limited Supervision-electrical, (11) Phased Supervision-plumbing.

iv. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker. (ORS 660.137 (2c), OAR 839-011-0265.

v. At least once every six months the sponsor must review and evaluate each apprentice's progress and take action to advance based on the apprentice's progress or hold the apprentice at the same level for a reasonable period and opportunity for corrective action or terminate for continued inadequate progress. (ORS 660.137 (4))

vi. The evidence of such action will be the record of the apprentice's progress on the job and during related/supplemental instruction.

a. If the apprentice's progress is not satisfactory, the committee has the obligation to withhold the apprentice's periodic wage advancements, suspend or cancel the Apprenticeship Agreement, or take other disciplinary action as established under the "Administrative/Disciplinary Procedures."

vii. The Sponsor has the obligation and responsibility to provide, within the constraints of industry and market conditions, reasonably continuous employment for all apprentices in the program. (ORS 660.126, ORS 660.020, and OAR 839-011-0310 (2))

a. The committee may arrange to transfer an apprentice from one training agent to another or to another committee when the committee is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in this Standard.

b. If, for any reason, a layoff of an apprentice occurs, the Apprenticeship Agreement will remain in effect unless canceled by the committee.

viii. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the committee approves, participate in related/supplemental instruction classes, subject to the apprentice obtaining and providing written medical approval for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training. (ORS 660.126 (i))

ix. The Sponsor shall hear and address all complaints of violations of apprenticeship agreements. (ORS 660.137)

x. Upon successful completion of apprenticeship, as provided in these Standards, and passing any examination that the committee may require, the committee will recommend that the Oregon Commissioner of Labor award a Certificate of Completion of Apprenticeship. (ORS 660.137, ORS 660.205)

G. Training Agent Management:

i. The Sponsor shall afford all employers and their qualified employees the opportunity to participate, on a non-discriminatory basis, in existing programs. (OAR 839-011-0084 (2))

ii. The Sponsor shall provide equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. (OAR 839-011-0200)

iii. The Sponsor shall provide training agents and prospective training agents with a written statement of costs for program participation. (OAR 839-011-0084(3c))

iv. The Sponsor shall not require an employer to sign a collective bargaining agreement or join an association as a condition of participation. (OAR 839-011-0162 (3))

v. The Sponsor shall determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. (ORS 660.137(5))

vi. The Sponsor shall require all employers requesting approved training agent status to complete a training agent application and comply with all Oregon State apprenticeship laws and the appropriate apprenticeship Standards. (ORS 660.137(5))

vii. The Sponsor shall submit approved training agent agreements to the Apprenticeship and Training Division within ten (10) working days of committee approval with a copy of the agreement and/or the list of approved training agents and committee minutes where approval was granted. (OAR 839-011-0170)

viii. The Sponsor shall make periodic checks of approved training agents and withdraw approval when approval qualifications are no longer met or when it appears to the committee that the employer is in violation of the terms of the apprenticeship agreement, standards, rules, regulations and policies of the committee or OSATC. (ORS 660.137(5))

ix. If a committee acts to withdraw training agent status from an employer, the action must be recorded in the committee minutes and submitted to the Apprenticeship and Training Division within 10 working days of the committee action. (OAR 839-011-0170)

H. OSATC Required Policies: (ORS 660.120 - ORS 660.137/OAR 839-011-0073)

i. All local committees shall develop and administer operating policies and procedures to govern program operations as directed by the OSATC and administer such policies and procedures in a consistent manner. Policies and procedures will be approved by the committee and recorded in the meeting minutes.

ii. When adopted or revised, the Sponsor shall submit these policies and procedures to ATD staff who will advise the Sponsor regarding their conformity with apprenticeship laws, rules and OSATC guidelines.

iii. Committee policies and procedures must include the following written policies:

a. Credit for prior experience

b. OJT requirements (hours, work processes, rotation/partial rotation, monthly progress reports, timelines, applicable penalties)

c. Related training requirements (attendance, grades):

d. Complaint procedures:

e. Process for the review and evaluation of apprentice progress:

f. Advancement requirements (re-rates, completions):

g. Disciplinary process (appearances, holds, cancellations):

h. Training agent requirements (approval, discipline, removal):

i. Traveling training agent policy:

j. Initial employment policy:

k. Placement procedures for out-of-work apprentices:

l. License requirements, including exam referral and completion requirements (for licensed trades only).

I. Composition of Committee:

i. Joint apprenticeship and training committees must be composed of an equal number of employee and employer representatives composed of at least four principal members but no more than eight principal members. An alternate member may be appointed for each principal member. A quorum shall consist of at least two employer members and two employee members. (ORS 660.135; OAR 839-011-0074)

ii. Trades apprenticeship and training committees must be composed of an equal number of employee and employer representatives composed of one principal employee and one principal employer member for each occupation covered by the trades committee. An alternate member may be appointed for each principal member. A quorum shall consist of at least two employer members and two employee members. (ORS 660.145; OAR 839-011-0074)

iii. Employee representatives shall

a. be skilled practitioners of the trade or occupation and be a member of the collective bargaining unit if a collective bargaining agreement exists for the trade or occupation that is the subject of the apprenticeship or training program administered by the committee(OAR 660.135); or

b. be a bargaining unit representative for the employees of a participating training agent (OAR 839-011-0074(1b)); and

c. not serve in a supervisory capacity as defined in the National Labor Relations Act, as amended. (OAR 839-011-0074(1b))

iv. The committee shall elect a chairperson and a secretary from the committee members. One of the offices must be held by an employer member and one office must be held by an employee member. (OAR 839-011-0074(8))

v. The Council or the Sponsor may remove committee members or officers for failure to abide by ORS 660 or the rules and policies of the OSATC or committee. (OAR 839-011-0078)

The program administered by this committee is a:

JATC

(ORS 660.135) or (ORS660.145)

The employer representatives shall be: (See attached committee list)

The employee representatives shall be: (See attached committee list)

12. SUBCOMMITTEE

Subcommittee(s) may be approved by the sponsor but may only recommend actions to the parent Committee.

13. PROGRAM CONTACT INFORMATION

The Sponsor may employ a person(s) as a full or part-time Training Coordinator(s)/Training Director(s)/Administrator(s). This person(s) will assume responsibilities and authority for the operation of the program as are specifically delegated by the Sponsor. (ORS 660.135(5)) See Appendix H for this program's contact information.

Program contact information is located in Appendix H: Program Contact

APPENDIX A: GEOGRAPHICAL AREA

The geographic areas in the State of Oregon covered by these standards are:

Identified Regional Educator Network

<input type="checkbox"/> Entire State	<input type="checkbox"/> Grant	<input type="checkbox"/> Multnomah
<input type="checkbox"/> Baker	<input type="checkbox"/> Harney	<input type="checkbox"/> Polk
<input type="checkbox"/> Benton	<input type="checkbox"/> Hood River	<input type="checkbox"/> Sherman
<input type="checkbox"/> Clackamas	<input type="checkbox"/> Jackson	<input type="checkbox"/> Tillamook
<input type="checkbox"/> Clatsop	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Umatilla
<input type="checkbox"/> Columbia	<input type="checkbox"/> Josephine	<input type="checkbox"/> Union
<input type="checkbox"/> Coos	<input type="checkbox"/> Klamath	<input type="checkbox"/> Wallowa
<input type="checkbox"/> Crook	<input type="checkbox"/> Lake	<input type="checkbox"/> Washington
<input type="checkbox"/> Curry	<input type="checkbox"/> Lane	<input type="checkbox"/> Wasco
<input type="checkbox"/> Deschutes	<input type="checkbox"/> Lincoln	<input type="checkbox"/> Wheeler
<input type="checkbox"/> Douglas	<input type="checkbox"/> Linn	<input type="checkbox"/> Yamhill
<input type="checkbox"/> Gilliam	<input type="checkbox"/> Malheur	<input type="checkbox"/> SW Washington
	<input type="checkbox"/> Marion	
	<input type="checkbox"/> Morrow	

APPENDIX B: MINIMUM QUALIFICATIONS

Age:	18 years of age
Education:	High School Diploma or GED; or *college degree from an accredited institution or AA or Equivalency
Physical:	None
Testing:	None
Other:	Pass a criminal background check

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APPENDIX C: SELECTION PROCEDURES

Selection Procedure:

Your selection procedure explains how a program chooses apprentices from among a pool of qualified applicants. For example, if there are 15 individuals that meet the minimum qualifications, but only 11 available apprenticeship slots, the program must have a selection procedure that identifies how applicants will be evaluated and chosen to fill the open slots. The selection procedure must be transparent, objective, and promote diversity within your workforce.

The following is a Sample from an New Committee Toolkit

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.

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

1. Verification of Minimum Qualifications

All applications and supporting documentation will be reviewed for minimum qualifications.

2. Pool of Eligible Applicants

- a. Qualifying applications will be scored and ranked using an interview system; all applicants will be asked the same questions.
- b. These individuals will then be placed in a pool of eligible applicants and retained on an active list for a period of _____
- c. Individuals may be removed from the pool at an earlier date by their request or by failing to respond to the committee when notified.
- d. It shall be the responsibility of the applicant to notify the committee of any change of address.

3. Placement

- a. Whenever possible, all current apprentices will be employed before new applicants are hired.
- b. Applicants will be offered employment based on the order of their rank in the pool of eligibles.

c. If an individual fails to respond to an apprentice job assignment provided through the placement process, the individual will be removed from the pool.

4. Apprentice Transfer:

5. Pre-Apprenticeship

(a) Upon the following terms, the Committee may, at any time, allow application for admission to this Program from an applicant who verifies completion of an OSATC-approved pre-apprenticeship training program:

- i. Applicants must submit document completion from the Pre-apprenticeship Program;
- ii. Applicants must meet Minimum Qualifications and assignment conditions.

(b) Applicants granted entry through this exception will be placed at the bottom of the out-of-work list.

Application Process: Ideas to discuss and place as sample in Policies and Procedures

School District Sponsorship/Support (more than a letter??)

1. **Interviews** with the JATC/Local Committee
2. **Reviews of applicant portfolios** to assess relevant work experience, projects, coursework an applicant has completed, and other relevant materials
3. **Written assessments** of applicants' basic knowledge, skills, and abilities as they directly correspond to job performance (Essay, prompt, etc).
4. **Philosophy of Teaching?**
5. **Other assessments** that gauge the potential apprentices' specialized skills and are directly relate to job performance
6. **Recommendations** from supervisors and/or employers??

The BOLI Registration Agreement is completed after the selection of the apprentice.

APPENDIX D: TERM, PROBATIONARY PERIOD, RATIO

Term of Apprenticeship

The hybrid approach measures the individual apprentice's skill acquisition through a combination of specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule. (Title 29 Part 29(5)(b)(2) CFR) OAR 839-011-0084(A)(B)(C))

This is a Hybrid-based apprenticeship standard. The term of this standard of apprenticeship shall be no less than five competency domains and 2800 hours of employment (OJT).

Probationary Period

The probationary period shall be no less than the first 600 OJT hours of employment, or one year after the current registration to this standard, whichever is shorter.
(ORS 660.126 (g))

OJT Journey Worker

The on-the-job training journey worker (Mentor) will be selected by the sponsor through a Mentor application process designed by the sponsor.

Ratio:

The ratio of apprentices to journey-level worker shall not be more than:

One (1) apprentice to the first **one (1)** journey-level worker in the classroom.

Additional apprentices are authorized at a ratio of **one (1)** apprentice for each additional **one (1)** journey-level worker(s). (ORS 660.126 (f))

A numeric ratio of apprentices to journeymen consistent with proper supervision, training, safety, and continuity of employment, and applicable provisions in collective bargaining agreements, except where such ratios are expressly prohibited by the collective bargaining agreements. The ratio language must be specific and clearly described as to its application to the job site, workforce, department or plant.

(D) Assurances that instructors meet the Oregon Department of Education or Office of Community Colleges and Workforce Development requirements for vocational-technical

instructors or are subject matter experts, defined as 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.

OJT Mentor Qualifications and Responsibilities as well as the Related Training Providers (EPPs and/or CCs) will be in the Policies and Procedures Handbook and align to TSPC requirements

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APPENDIX E: WAGE AND WAGE PROGRESSION

The average wage for those journey-level workers employed by the participating employers in this occupation on **DATE** is **RATE** per hour.

BELOW IS ONLY AN EXAMPLE

Period	Number of required hours	% of the journey level rate
1	0-200	70%
2	201-400	70%
3	401-600	70%
4	601-800	80%
5	801-1000	80%
6	1001-1300	90%
7	1301-1600	90%
8	1601-200	100%
9	2001-2400	100%
10	2400-2800	100%

APPENDIX F: WORK PROCESSES

The work processes and minimum required hours in each area are:

Competency Domains	Work Process (OJT) Competencies		Approximate Required OJT Hours
	Entry Level	Advanced	
Planning and Preparation	11	20	400
Instruction	17	6	400
Classroom and School Environment	7	6	400
Professional Responsibilities	12	8	400
Demonstration of Student and Teacher Learning	NA	2	400
*Other	*	*	800
Totals	47	42	2800
	89		

Teaching is a licensed occupation therefore apprentices must demonstrate proficiency in each competency, and hold a bachelor's degree, in order to qualify for both the Provisional and Preliminary License within this program. The apprentice must complete X number of entry level competencies before moving on to advanced level competencies. And, a minimum of 1600 OJT Hours must be completed before a candidate can be recommended for provisional licensure.

Entry Level and Advanced Competencies will be included in the Toolkit for JATC guidance.

*In collaboration with the apprentice, the JATC will devise a plan to allocate the 800 hours to the specific OJT competency domains best suited to support the candidate to completion.

NOTE: In licensed occupations apprentices must complete the minimum required total hours prior to being referred to the license examination. (OAR 839-011-0265(2))

Apprentices must complete a total of **2800** hours of on-the-job training. However, the committee recognizes that most apprentices will not be able to fulfill the total amount of hours specified in every work process as set forth in this standard. When an apprentice is unable to fulfill the total work hours in each work process the committee will evaluate the apprentice's knowledge, skills and abilities and provide appropriate additional related instruction to assure that competency is acquired in each work process. The evaluation and summary of the additional instruction will be noted in the apprentice's file. (OAR 839-011-0265(1)).

Additionally, the committee may evaluate and apply the candidates previous qualifying experience to the on-the-job work hours requirement when verifiable equivalent experience exists and aligns with the journey level responsibility targets and the allowable equivalencies as outlined in the TSPC-approved Multiple Measures Holistic Framework.

Additionally, the committee shall create an individualized plan for each new apprentice prior to the candidate starting the apprenticeship journey to determine if any previous credits or experience will be applied.

The work processes shall include opportunities for each apprentice to demonstrate competency (e.g., proficiency) through a scaffolded series of observations, field training, co-teaching, clinicals, and as the teacher of record. The core competency list provides the committee and the apprentice with a list of entry-level and advanced level competencies along with requirements to meet satisfactory progress at each journey level.

Each employer, partnership, and/or XX must determine how to support the candidate in gaining the required level of proficiency in each of the entry level and advanced competencies and by the required step, listed as follows:

By the End of the following Journey Level	Competency to be Met
JL1	Entry Level 1-33 (Field Training Level, 80%+)
JL2	Entry Level 34-51 (Field Training Level, 80%+)
JL3	Entry Level 1-51 (Demonstrates Fundamentals, 70%+)
JL4	Entry Level 1-51 (Demonstrates Fundamentals, 75%+)
JL5	Entry Level 1-51 (Demonstrates Fundamentals, 80%+)- NO lower level scores
JL6	Entry Level 1-51 (Demonstrates Proficiency, 70%)-NO Field Training level scores or lower
JL7	Entry Level 1-51 (Demonstrates Proficiency, 75%)-NO Field Training level scores or lower; Advanced Level Holistic Competency Benchmark Domains 1-5 (No unsatisfactory scores)
JL8	Advanced Level- Holistic Competency Benchmark Domains 1-5 (65% Proficient or higher, No unsatisfactory scores)
JL9	Advanced Level- Holistic Competency Benchmark Domains 1-5 (70% Proficient or higher, No unsatisfactory scores)
JL10	Advanced Level- Holistic Competency Benchmark Domains 1-5 (75% Proficient or higher, No unsatisfactory scores)

COMPETENCY DOMAIN 1: PLANNING AND PREPARATION

Entry Level		Level 1	Level 2	Level 3	Completion Date (Date Met Proficient = Level 3)	Mentor Sign Off	Advanced Level				Level 1	Level 2	Level 3	Level 4	Completion Date (Date Met Proficient = Level 3)	Mentor Sign Off
		Field Training	Developing Fundamentals	Proficient							Field Training	Developing Fundamentals	Proficient	Exemplary		
		Refer to TSPC-approved rubric for guidance on measuring candidate's progress towards proficiency									Refer to TSPC-approved rubric for guidance on measuring candidate's progress towards proficiency					
EL1	Review and make notes on curriculum documents prior to collaboration (i.e. unit starters, standards, lesson plans, etc.).						AL1	Demonstrating Knowledge of Content								
EL2	Attend and bring required materials to grade level collaboration and staff development.						AL2	Demonstrating Knowledge of Content Pedagogy & Learner Progressions								
EL3	Document conversations with Model Classroom Teacher (MCL) (outside of grade level collaborative planning) describing weekly responsibilities for roles within the classroom.						AL3	Demonstrating Knowledge of Pedagogy								
EL4	Meet with SPED staff to review an IEP for at least one student in your class/grade level prior to attending an IEP meeting (each nine weeks?- might be a barrier in small schools).						AL4	Demonstrating Knowledge of Students' Interests, Backgrounds, & Developmental Level — including learner development and learning differences								

EL5	Observe each of the following SpEd offerings within your school one time during the school year: skills-based intervention, speech and language, and extended resources. Candidate may complete this competency at any public school if the placement school does not have all of these offerings.						AL5	Demonstrating a Dedication to All Learners — especially those currently and historically marginalized and/or least served by public higher education						
EL6	Prepare lesson materials (i.e. make copies, gather materials, set up learning stations, etc.) for lessons they are involved in teaching/supporting)						AL6	Setting Instructional Outcomes & Planning for Instruction						
EL7	Utilize backwards design: Review and make notes on district and school assessments prior to common planning for a unit.						AL7	Imparting Knowledge of the Different Types of Skills Involved in Effective Communication to Develop Learners into Effective 21st-century Communicators						
EL8	Review the IEP of each student in your class/grade level within the first nine weeks of school; discuss the use of the at-a-glance reports with the Model Classroom Teacher (MCL).						AL8	Demonstrating Knowledge of and Proficiency in using Resources and Teaching & Learning Standards						
EL9	Observe an eligibility meeting and the follow up IEP meeting for that same student. If the candidate is not able to attend the follow-up meeting, they may work with their mentor to determine an equivalent.						AL9	Designing Coherent and Inclusive Instruction						
EL10	Work with Model Classroom Teacher (MCL) to collect data related to the goals of the IEP of at least one student and determine the effectiveness of the intervention.						AL10	Using a Mastery Approach to Instructional Planning and Learning						
EL11	Follow a child who has been identified through multi-tiered systems of support (MTSS) through the process: consent to test through						AL11	Using Collaborative Group Work within the Classroom						

eligibility and possible IEP or 504's.																										
							AL12	Using Technology & Media Fluently in Service of Learning																		
							AL13	Providing Opportunities for Anytime/Anywhere and Real-world Learning that are Tied to Learning Objectives and Standards																		
							AL14	Maintaining an Orientation Toward and Commitment to a Personalized, Learner-Centered Vision for Teaching and Learning																		
							AL15	Demonstrating Awareness of and Employing Culturally Responsive Practices																		
							AL16	Integrating Social Emotional Learning (SEL) Practices into Content Areas																		
							AL17	Designing Student Assessments & Analyzing Data and Curriculum in Creating Assessments (e.g., formative, interim, and summative)																		
							AL18	Promoting Student Agency and Ownership Regarding Learning																		

COMPETENCY DOMAIN 2: INSTRUCTION

Entry Level	Level 1	Level 2	Level 3	Completion Date (Date Met Proficient = Level 3)	Mentor Sign Off	Advanced Level	Level 1	Level 2	Level 3	Level 4	Completion Date (Date Met Proficient = Level 3)	Mentor Sign Off
	Field Training	Developing Fundamentals	Proficient				Field Training	Developing Fundamentals	Proficient	Exemplary		
	Refer to TSPC-approved rubric for guidance on measuring candidate's progress towards proficiency											

EL12	Post daily clear learning target.					AL19	Instructional Strategies and Delivery						
EL13	Introduce and deconstruct the clear target to the class.					AL20	Communicating with Students						
EL14	Replicate established transition routines when changing activities during the day.					AL21	Questioning and Discussion Techniques						
EL15	Observe two full lessons per nine weeks. Use Observation Tool to take notes about the parts of the lesson observed.					AL22	Engaging Students in Learning						
EL16	Reflect on Observations with Model Classroom Teacher (MCL).					AL23	Using Assessment in Instruction						
EL17	Collaborate with Model Classroom Teacher (MCL) to write [at least] one clear target per week [to align with co-teaching and clinical teaching responsibilities].					AL24	Demonstrating Flexibility and Responsiveness						
EL18	When co-teaching, refer back to the clear target at appropriate times during instruction.												
EL19	Within district resources, choose the most effective materials to support the lesson objective, engage students, and provide opportunities for student to student interaction.												
EL20	Observe four lessons per nine weeks to track Model Classroom Teacher (MCL) and determine the time involved in transitions, distributing materials, and the structure between beginning, middle, and end of the lesson. [At least one of the observations should include a transition out of the classroom and returning to the classroom] - Transition focused observation												

EL21	Using the program/district lesson framework, plan and co-teach a unit of study at least each nine weeks to meet JL level co-teaching/clinical percentage requirements								
EL22	Reflect on the unit of study instruction with Model Classroom Teacher (MCL).								
EL23	Create all of the clear targets for one unit of instruction.								
EL24	Effectively refer back to clear target throughout the entire lesson.								
EL25	In addition to year two, choose the most effective materials that are challenging, elicit a variety of thinking, and incorporate opportunities for blended learning.								
EL26	At a minimum (TBD) times per nine weeks, the TR/apprentice will facilitate instruction and receive feedback from Model Classroom Teacher (MCL) on time involved in transitions, distributing materials, and the structure between beginning, middle, and end of the lesson. [clinical]								
EL27	Using the program/district lesson framework, independently plan and teach a unit of study each nine weeks.								
EL28	The TR/apprentice will receive feedback from Model Classroom Teacher (MCL) throughout the unit of study and make instructional adjustments based on feedback.								

COMPETENCY DOMAIN 3: CLASSROOM AND SCHOOL ENVIRONMENT

Entry Level		Level 1	Level 2	Level 3	Completion Date (Date Met Proficient = Level 3)	Mentor Sign Off	Advanced Level				Completion Date (Date Met Proficient = Level 3)	Mentor Sign Off	
		Field Training	Developing Fundamentals	Proficient			Level 1	Level 2	Level 3	Level 4			
		Refer to TSPC-approved rubric for guidance on measuring candidate's progress towards proficiency					Refer to TSPC-approved rubric for guidance on measuring candidate's progress towards proficiency						
EL29	Support the teacher in reinforcing the rules and procedures for student learning and behavior in the classroom.						AL25	Creating an Environment of Respect and Rapport					
EL30	Follow teacher guidance to identify instructional roles throughout lessons and activities.						AL26	Building Strong Relationships with Students, Peers, Identified Families, and Learning Community Members that Contribute to Individual and Collective Success					
EL31	Communicate with students using positive, professional, and compassionate language and tone.						AL27	Establishing a Culture of Learning and Self-Regulation					
EL32	Review an individualized behavior intervention plan (formal or informal), assist the teacher in collecting student data, and reflect with Mentor Teacher (MT) on next steps.						AL28	Classroom Management: Procedures and Transitions					
EL33	Collaborate (not the right word for the beginning) weekly with Mentor Teacher (MT) to determine instructional roles; reflect on implementation of roles before setting roles for the next week.- including reviewing assessment cycles for apprenticeship framework.						AL29	Classroom Management: Guiding and Leading Student Behavior					

EL34	Review the expectations indicator in the Environment domain of the TEAM General Educator Rubric and work with Model Classroom Teacher (MCL) to set two goals related to this indicator. Share goals with building level administrator. [Align with our competencies] ***Review the Classroom Environment Advanced Competencies (Domain 2) and work the Mentor Teacher to set two goals related to this domain area per journey level.						AL30	Classroom Management: Organizing Physical Space and Resources						
EL35	In conjunction with Model Classroom Teacher (MCL), identify a student in need of an individualized behavior intervention plan, collaborate to establish and communicate expectations of the plan, collect student data, and reflect with Model Classroom Teacher (MCL) on next steps.													

COMPETENCY DOMAIN 4: PROFESSIONAL RESPONSIBILITIES

Entry Level	Level 1	Level 2	Level 3	Completion Date (Date Met Proficient = Level 3)	Mentor Sign Off	Advanced Level	Level 1	Level 2	Level 3	Level 4	Completion Date (Date Met Proficient = Level 3)	Mentor Sign Off
	Field Training	Developing Fundamentals	Proficient				Field Training	Developing Fundamentals	Proficient	Exemplary		
	Refer to TSPC-approved rubric for guidance on measuring candidate's progress towards proficiency							Refer to TSPC-approved rubric for guidance on measuring candidate's progress towards proficiency				

EL36	Within the first week of school [each school year or when starting a new position], request a meeting with your building level supervisor and mentor teacher to introduce yourself and review school expectations.						AL31	Ethics, Confidentiality, and Professionalism						
EL37	Follow the schedule provided for daily routines, including assigned duties and meetings when appropriate						AL32	Reflecting and Developing Professionally						
EL38	When appropriate, utilize school system email to respond to all communication from colleagues (principal, Model Classroom Teacher (MCL), other teachers, college professors, and Clarksville Montgomery County School System (CMCSS staff) within 24-48 hours.						AL33	Staying Up to Date on Evidence-based Practices						
EL39	Review the Professional Growth and Learning indicator of the TEAM Professionalism rubric and work with Model Classroom Teacher (MCL) to set two goals related to this indicator. Share goals with the building level administrator. *** Review the Advanced Competencies Rubric for Domain 4 and work with Mentor Teacher (MT) to set two goals (every 9 weeks) related to this domain to support candidate development; share goals with building level administrator when appropriate.						AL34	Maintaining Accurate Records						
EL40	Utilize FERPA guidelines to ensure the separation of personal and professional relationships.						AL35	Communicating with Families						

EL41	Review and follow the policies and procedures as outlined in the Clarksville Montgomery School System (CMCSS), school level handbook, and TSPC Model Code of Ethics.						AL36	Participating in a Professional Community/Collegial Practices & Community Building						
EL42	Follow expectations for the daily use of time keeping software and time keeping entry as appropriate.						AL37	Practicing and Modeling Self-Care & SEL						
EL43	Follow expectations for the use of the substitute request system as needed and appropriate. {Provisional license?}						AL38	Actively Engages in Team Decision Making to Support All Learners						
EL44	When appropriate, actively participate in faculty professional learning opportunities and complete reflections of use of strategies to discuss with Mentor Teacher (MT). -set goals to implement during co-teaching progression?													
EL45	When appropriate, observe three parent-teacher conferences/meetings per term; reflect with Mentor Teacher (MT) following the meetings.-- when possible one of these should be for a student who has IEP?													
EL46	Review the Use of Data indicator on the TEAM Professionalism rubric and work with the mentor teacher to set two goals related to this indicator. Share goals with the building level administrator. ***review the data related Advanced Competencies Rubric for Domain 1 and work twith the Mentor Teacher (MT) to set two goals related to this indicator to complete at each journey level? (JL4-JL7). And?													

EL47	Pre-plan and role play the content of six parent-teacher conferences with Model Classroom Teacher (MCL) and actively participate in the scheduled conference; reflect with Model Classroom Teacher (MCL) following the meeting.																			
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COMPETENCY DOMAIN 5: DEMONSTRATION OF STUDENT AND TEACHER LEARNING

Entry Level	Level 1 Field Training	Level 2 Developing Fundamentals	Level 3 Proficient	Completion Date (Date Met Proficient = Level 3)	Mentor Sign Off	Advanced Level				Completion Date (Date Met Proficient = Level 3)	Mentor Sign Off		
						Level 1 Field Training	Level 2 Developing Fundamentals	Level 3 Proficient	Level 4 Exemplary				
						Refer to TSPC-approved rubric for guidance on measuring candidate's progress towards proficiency							
EL48	TBD by JATC					AL39	Demonstration of Student Learning and Growth						
EL49	TBD by JATC					AL40	Demonstration of Professional Development Goals						

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APPENDIX G: RELATED TRAINING

A minimum of **240** hours of related training shall be required during each journey level (or approximately 720 hours of related training each year) while the apprentice is registered in the program, except when the candidate can demonstrate that they have already completed some of the required training (verified through official transcripts or multiple measures/holistic assessment options as appropriate) and/or after provisional licensure when the committee may accept less hours if the candidate meets the needed endorsement requirements (e.g., 120 per year). (ORS 660.126 (e) / ORS 660.175(2)). Additionally, the time spent in related training/program coursework will not be considered hours of work (e.g., on the job training hours), and the apprentice is not required to be paid for time so spent except where ...?

The following is a summary of related instruction including required class hours in each element of instruction. A committee may establish and submit clear objectives and outcomes in lieu of hours for each class subject. (ORS 660.157) Additionally, the committee shall create an individualized plan for each new apprentice prior to the candidate starting the apprenticeship journey to determine if any previous credits or experience will be applied.

Related training must cover the following subjects and must be completed with a grade of 'C' or better for graded classes or 'Pass' for non-graded classes. (OAR 918-282-0170 to -0365)

Course	Location of course	Method of course delivery	Minimum Units/ Class Hours
Pre-requisite Courses (MTM, or?)			30
Content Knowledge Aligned with Endorsement (per endorsement)-584-220-0010, 584-220-0015			30
Program Coursework Aligned with Competency Domains			30
Flex to meet Bachelor’s Degree Requirements			30

Program Coursework		Method of course delivery	30+ semester units
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			(900 hours)

Content Knowledge Coursework	30 semester units (900 hours)
Additional Coursework (if apprentice does not hold a bachelor's degree and/or has not completed coursework required in OARs)	To meet Licensure Standards
Professional Learning/added Endorsements	8 semester units (240 hours)
Total hours	74 units (2,220 hours)

APPENDIX H: PROGRAM CONTACT INFORMATION

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