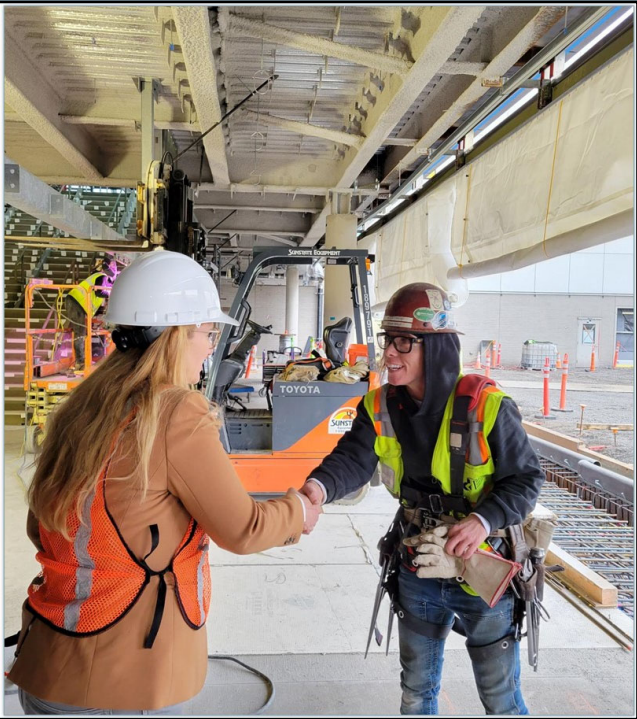


Trades Step by Step

Part 1: Overview of Apprenticeships and Pre-Apprenticeships

Apprenticeship and Training Division with ASPIRE

January 30th, 2024



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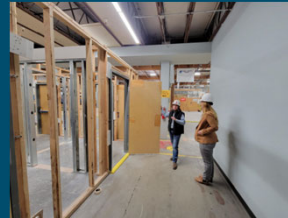
- Apprenticeship in Oregon
 - What is Registered Apprenticeship?
 - Apprenticeship in Oregon
 - Examples of Apprenticeship Occupations
 - Components of Apprenticeship Industry Standard and JATC
 - What to expect as an apprentice
- How to Apply
- Pre-apprenticeship
- Questions?



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Apprenticeship in Oregon

- The Bureau of Labor and Industries (BOLI) – Apprenticeship and Training Division (ATD)
- The Oregon State Apprenticeship and Training Council (OSATC)



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What is Registered Apprenticeship?

Registered apprenticeship as a high-quality career pathway where employers can develop and prepare their future workforce through paid work experience and classroom instruction. This is commonly referred to as the “earn while you learn “.

It is comprised of 3 components:

1. Industry Standard
2. Paid, supervised, on-the-job training
3. Certified classroom instruction



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Examples of Apprenticeship Occupations

- **Electrician**

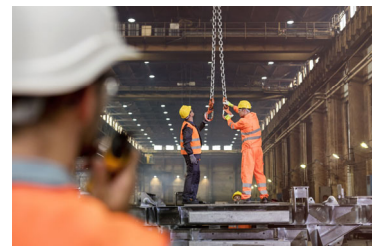
- Install, maintain, replace and repair electrical systems and equipment

- **Maintenance Mechanic**

- Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems

- **Plumber**

- Assemble, install and repair pipes, fittings, medical gas systems and fixtures of heating, water and drainage systems



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Components of Apprenticeship: Industry Standard



STANDARDS OF APPRENTICESHIP
Adopted by

PACIFIC NW CARPENTERS JATC

Occupational Title:	SIC #	SOC #	SYMBOL	SUFFIX	Term
Carpenter	1751	47-2031	0067	000	8,000 hours
MA#: 1057	SOC Title: Carpenters	License: N/A			



APPROVED BY THE
Oregon State Apprenticeship and Training Council (OSATC)

Registered with the
Apprenticeship and Training Division
Oregon Bureau of Labor and Industries

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NECA-IBEW Electrical JATC Inside Electrician MA# 1004

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Notes:
 Pressing the control (Ctrl) button while clicking on an item in the Contents will move to that area in the standards.
 Appendices A – H contain information specific to this program.

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Last Revised: 04-01-2023



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Mid-Willamette Industrial Electrical JATC Industrial Maintenance Millwright MA# 2008

APPENDIX F: WORK PROCESSES

The work processes and approximate training hours in each area are:

Work processes	Approximate hours
1. General Maintenance a. Safe work practices b. Tool name, use, care, storage, and repair of hand tools, portable tools, power tools and stationary power equipment c. Scaffolding, staging, rigging, and hoisting d. Concrete and steel bases e. Repair of deterioration caused by industrial chemicals f. Maintenance of piping systems g. General Carpentry h. Mechanical Drives i. Conveyers j. General Maintenance of Boilers k. Preventative Maintenance l. Emergency Start Operations and Systems	2,500
2. Maintenance/Repair Machinery a. Troubleshooting b. Dismantle, rebuild, repair, assemble, and install plant machinery including, but not limited to, engines and transmission, control, and transportation systems c. Air compressors d. Air Dryers e. Engines f. Piping g. Lathe, Milling and Grinder h. Precision Measuring Tools i. Predictive maintenance – Vibration Analysis, Ultrasonic Inspections, Infrared/Thermography and Oil Analysis	3,000
3. Lubrication a. Oils and greases b. Applications and specification c. Oil Analysis d. Automatic lube systems e. Record Keeping	200
4. Welding & Fabrication a. Arc and Oxy-Acetylene welding, cutting, and brazing b. Layout and fit up c. Fire Watch/Hot Work d. Plasma cutting e. Shielded Metal Arc (SMAW) f. Flux Core (FCAW) g. Wire Feed (GMAW) h. Gas Tungsten Arc (GTAW) i. Structural Steel Assembly and Welding j. Surface clean up, Metal Prep and Paint Prep k. Mechanical Assembly and Fabrication l. Maintenance and repair of welding equipment	500
5. Shop Practices and repair of welding equipment	500

Paid, Supervised, On-The-Job Training

Certified Classroom Instruction

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OR & SW-WA Glaziers, Architectural
Metal and Glass Workers JATC

Glazier

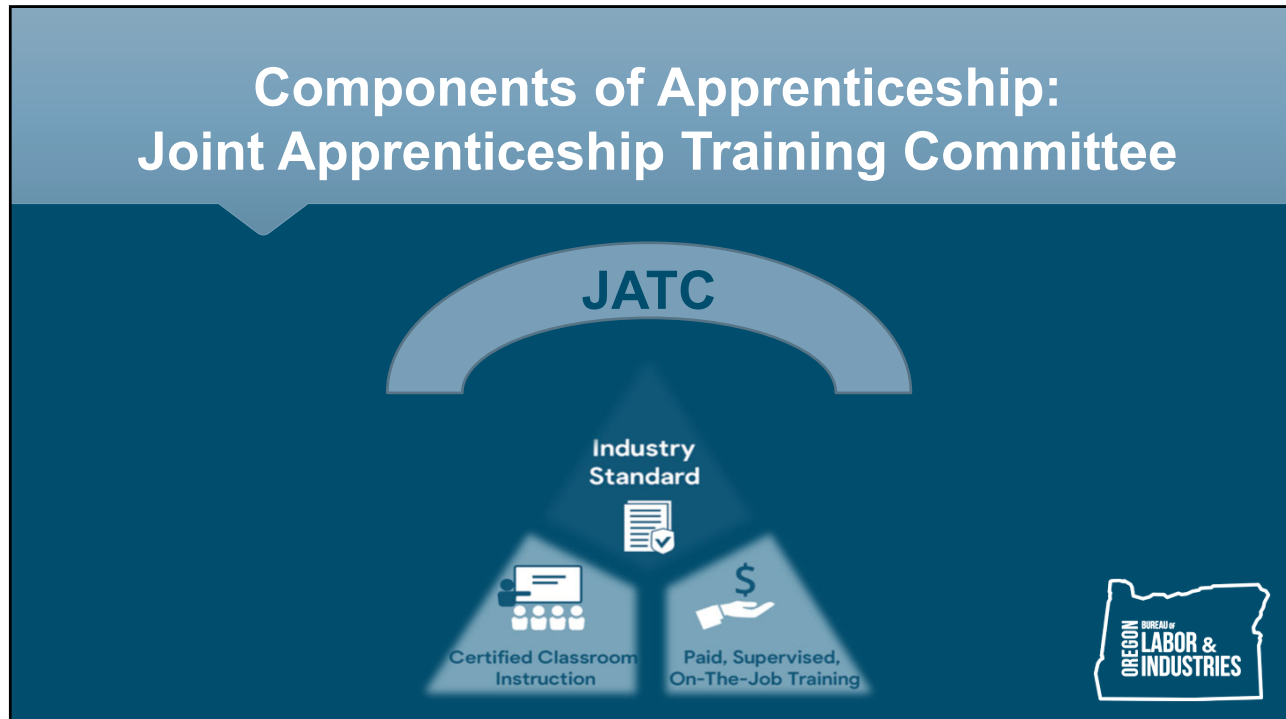
MA# 1017

APPENDIX E: WAGE AND WAGE PROGRESSION

The average wage for those journey-level workers employed by the participating employers in this occupation on **July 1, 2023** is **\$49.91** per hour.

Period	Number of required hours	% of the journey level rate
Apprentices will be paid fringe benefits in accordance with the collective bargaining agreement or pursuant to the Oregon Prevailing Wage Handbook, whichever is greater.		
1st	1,000	45
2nd	2,000	55
3rd	3,000	65
4th	4,000	75
5th	5,000	80
6th	6,000	85
7th	7,000	90
8th	8,000	95

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Apprentice: What to expect?



Length of Time: 1-5 years

Structure: Supervised on-the-job training

Pay: Paid experience while learning with structure wage increases as your experience increases

Class: Leads to Journey Worker Certification. Licensure for Plumbers and Electricians

Licensure: If in a licensed apprenticeship, training to pass a licensure exam.

College Credit: Some apprenticeship programs are credentialed through local community colleges.



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How to Apply: Minimum Qualifications

Age: At least 18 years old (if you're under 18, check out pre-apprenticeship programs!)

Education: High school diploma or GED, though not every program requires this so explore! You may need specific math training for certain kinds of jobs, but many don't and will teach you what you need to know.

Physical: Certain physical abilities, such as specific stamina or strength, depending on the type of work

Other: Additional Minimum Requirements



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OR SW-WA Mason
Trades JATC

Bricklayer

MA# 1008

APPENDIX B: MINIMUM QUALIFICATIONS

Minimum Qualifications for this standard are:

Age:	Minimum of 18 years of age
Education:	None
Physical:	None
Testing:	None
Other:	None
Note:	As a condition of employment the employer may require: <ul style="list-style-type: none"> a. Substance abuse test b. Valid driver's license c. Demonstrate physical ability to perform the job and to work safely at high elevations Apprentices may be required to sign a Scholarship Loan Agreement.

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How to Apply: Selection Procedures



Minimum Qualifications: These are minimum to apply

Random selection, application points systems, interview process, ranked lists, etc.

Exceptions, also called direct entry: Listed in the selection procedure.



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<p>OR SW-WA Mason Trades JATC</p> <p>Bricklayer</p> <p>MA# 1008</p> <p>APPENDIX C: SELECTION PROCEDURES</p> <p>Selection Procedure:</p> <p>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.</p> <p>The committee shall select apprentices from a pool of eligible applicants according to the following procedure:</p> <p>The committee will select apprentices from a ranked pool of eligibles according to the following procedure:</p> <p>a. Journey level finishers:</p> <ol style="list-style-type: none"> 1) A ranked pool of eligibles will be established consisting of: <ol style="list-style-type: none"> a) Graduates of the MA 1008 Mason Trades Finisher program; and b) Individuals who have documented at least 2,000 hours of previous work experience in a masonry-related occupation. 2) Journey level finishers wishing to enter this program must notify the committee of their interest in writing. They will be placed in the pool of eligibles and ranked according to the date their notification was received. 3) When an apprenticeship opportunity becomes available, the top individual in the ranked pool will be contacted. If they decline the opportunity, they will retain their place on the list and the next individual will be contacted. Training agents will have first opportunity to indenture current employees. <p>b. Open applications:</p> <ol style="list-style-type: none"> 1) When the ranked pool of eligibles established above is too small to adequately address the needs of the program the committee will establish a separate pool and open for applications from the general public. Placement from this pool will occur only after the pool of eligibles established in item 'a' is exhausted. 2) Application Notice and Schedule <ol style="list-style-type: none"> a) The committee will establish a reasonable period of at least 2 weeks for accepting applications for admission to the apprenticeship program. b) An opening announcement will be distributed according to the committee's affirmative action plan at least 30 days in advance of the earliest date for application. It will establish the date, time, and place applications will be accepted, list the minimum qualifications for the program, and provide a general description and duties of the occupation. It will also include information on scoring and ranking timelines. 3) Application Process <ol style="list-style-type: none"> a) Applications will be provided to all interested individuals at locations specified in the opening announcement. Individuals must apply in person and may submit only 1 application during each enrollment period. b) Prior to receiving an application packet, each applicant will sign an Applicant Log that will track applicants to final disposition. c) All applications and supporting documentation must be returned by the deadline specified in the opening announcement; completed applications and supporting documentation will be date stamped when received. <p>Last Revised: 03-18-2021</p> <p>Page 20 of 28</p>	<p>OR SW-WA Mason Trades JATC</p> <p>Bricklayer</p> <p>MA# 1008</p> <ol style="list-style-type: none"> d) Each applicant is responsible for keeping the committee informed of his/her current mailing address and telephone number. 4) Verification of Minimum Qualifications <ol style="list-style-type: none"> a) All applications and supporting documentation will be reviewed for minimum qualifications. 5) Non-Qualified Applicants <ol style="list-style-type: none"> a) Applicants who do not meet the minimum qualifications will be notified in writing. Notification will include the reason for rejection, the requirements for admission to the eligibility pool, and the appeal rights available to the applicant. b) All appeals must be submitted to the committee in writing. 6) Qualified Pool of Eligibles and Orientation <ol style="list-style-type: none"> a) Applicants who complete the application process and meet the minimum qualifications will be placed in the Qualified Pool of Eligibles and retained in the pool for a period of 2 years. b) Applicants in the Qualified Pool of Eligibles will be scheduled for an orientation. Those who do not attend the scheduled orientation will remain in the Qualified Pool of Eligibles for the remainder of their 2-year eligibility, and will be rescheduled for the next available orientation upon receipt of a written request. 7) Ranked Pool of Eligibles <ol style="list-style-type: none"> a) Applicants who attend the orientation will be interviewed, scored, and ranked based upon the attached point system. They will then be placed in the Ranked Pool of Eligibles in rank order and retained in the ranked pool until registered, or for a period of 2 years. b) Individuals may be removed from the Ranked Pool of Eligibles at an earlier date by their request or following their failure to respond to an apprentice job assignment according to Division-approved program policy. c) Applicants still in the Ranked Pool of Eligibles when additional applications are accepted will be placed in the new ranked pool according to their initial score and will be retained in the ranked pool for the remainder of their 2-year eligibility. 8) Accepted for Apprenticeship List <ol style="list-style-type: none"> a) An Accepted for Apprenticeship List will be established consisting of the top applicants in the Ranked Pool of Eligibles. b) The number of applicants to be placed on the accepted list will be determined when the program opens for applications by calculating 20% of the number of apprentices registered to the occupation in the previous 12 months. When the number of applicants on the accepted list falls to 50%, the list will be replenished from the Ranked Pool of Eligibles to its original number. c) Applicants placed on the Accepted for Apprenticeship List will retain their position on the list until registered, or for the remainder of their 2-year eligibility. 9) Placement Process <ol style="list-style-type: none"> a) Training agents may choose one applicant by name from the Accepted for Apprenticeship List. Their next new apprentice must be selected from the top of the accepted list. b) Training agents will have first opportunity to indenture current employees when they reach the top of the Accepted for Apprenticeship List. <p>APPLICATION POINT SYSTEM</p> <p>Qualifying applications will be reviewed and scored according to the following point system. Points will not be given unless the applicant provides written documentation (letters from employers on company letterhead, DDZ14, course certificates, school transcripts, etc.)</p> <p>Last Revised: 03-18-2021</p> <p>Page 21 of 28</p>
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Pre-Apprenticeship?

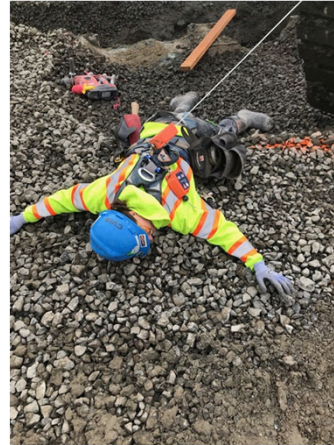


Pre-apprenticeship programs are designed to prepare inexperienced individuals to enter and complete a registered apprenticeship program.

They are located throughout Oregon and offer various resources for individuals sometimes including grants for tools, assistance for lost wages, and offer wrap around services.

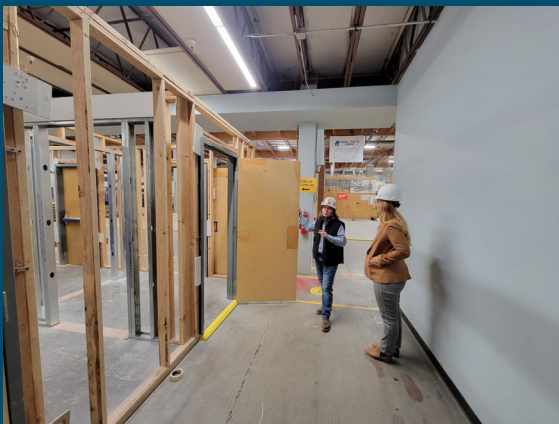


Questions?



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Additional Information and Resources:



- www.apprenticeship.gov
- www.Oregon.gov/boli/apprenticeship
- ATD.General@boli.oregon.gov

Laura Tocki-Toggenburger,
Apprenticeship Representative

Laura.Tocki-Toggenburger@boli.oregon.gov



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Trades Step by Step part 2: Trades Apprenticeship Resources

I Want To Find:

- An Apprentice
- Apprenticeship Program by County or Occupation
- Apprenticeship Program by Name or MA Number
- Training Agent / Employer
- Pre Apprentice
- Pre Apprenticeship Training Program

Using this search criteria:

County
All counties Occupation Search