



Oregon Industrial Development Apprenticeship

Getting Started as a Training Agent

Oregon Industrial Development JATC MA #1143

In Partnership with Portland Community College
Future OMIC Training Center

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What is Apprenticeship?

Registered apprenticeship is a system where employers take on the responsibility to train employees on the job while facilitating their education through a formal course of study. At the culmination of the program an apprentice receives a national industry recognized journey card issued by the State of Oregon Bureau of Labor & Industries. Apprenticeship programs are overseen and managed by an independent body called a Joint Apprenticeship Training Committee (JATC) which is registered by the State to manage the program. Apprentices apply to and are registered with the JATC. They work and are paid as regular employees while attending class year round in the evening at the educational institution chosen by the JATC. A registered apprenticeship is based upon the premise that an apprentice will be advanced in pay as they accrue more on the job and classroom hours.

How does a Joint Apprenticeship Training Committee (JATC) work?

The apprentice and the training agent are registered to receive training under the auspices of the Committee and the Committee has oversight over all aspects of the program. The OID Committee meets quarterly on the 2nd Wednesday of the month in January, April, July and October. The Committee reviews apprentice files every six months for re-rate. Both the apprentice and the training agent must appear in person at the meeting where the apprentice is formally registered. After an apprentice is registered, the training agent should not need to appear before the Committee again unless the apprentice requires disciplinary action. If an apprentice requires disciplinary action, the training agent must provide an authorized representative to attend the required meeting with the apprentice to discuss the disciplinary matters. The JATC partners with PCC for administration of the program but all decision-making authority lies with the independent Committee.

Can I choose my own apprentice?

Training agents choose their own apprentices from a pool of current employees that meet the minimum qualifications. However, Committee operations are governed by federal and state EEOC guidelines and training agents must affirm that their internal apprentice selection procedures adhere to those guidelines. Further, if a training agent has five or more registered apprentices, they must submit a copy of their internal policy to the Committee. It is a priority of this Committee that the apprentice population represent the general population as much as possible and highly encourages employers to support and facilitate the registration of apprentices from underrepresented populations such as women and minorities.

Thank you for your interest in becoming a registered Training Agent for the OID JATC!

As a registered Training Agent you are making a strong commitment to worker training, safety and employee retention. Apprenticeship has proven long-term cost savings for employers and allows for a consistent pipeline of skilled workers. This document details the most important aspects of serving as a registered Training Agent. All prospective Training Agents should also be sure they have reviewed the official Standards and Policies of the Committee which are available online at the PCC Apprenticeship & Trades website.

Ready to get registered? The next step is to fill out and submit the following (download copies online):

- ❖ *Training Agent Application Form*
- ❖ *Registration form for BOLI*
- ❖ *Apprentice Fee Agreement*

We look forward to working with you and your new apprentices!

All Training Agent and Apprentice Application paperwork must be submitted 10 business days prior to the Committee meeting at which you are asking to be considered.



How much does an apprenticeship program cost?

There are two main expenses involved for employers participating in a registered apprenticeship program: Administrative fees that fund the management of the program and educational fees that fund the apprentice's college tuition, fees, books and materials. Employers are required to pay the monthly administrative fee per apprentice and are not legally allowed to pass this cost on to the apprentice. The administration fee is charged monthly per apprentice and is billed quarterly. Employers typically subsidize apprentice school expenses but are not required by the State to do so. Specific arrangements regarding payment of tuition and other school expenses vary widely by employers and are made independently as agreements between employers and their employees.

How are apprentices supervised?

Although the apprenticeship programs managed by the OJD JATC are for unlicensed trades, apprentices must be directly supervised by an approved journey worker who is a documented "skilled practitioner of the trade" in order to count on the job training hours toward completion of their apprenticeship. All supervising journey workers must be employees of the training agent and cannot be contractors. The ratio of supervision is set by the State and is 1:1; one journey worker per one apprentice. Direct supervision is defined as same shift and in the same building as the apprentice at all times.

How much are apprentices paid?

A set wage progression and regular pay increases are central premises of a registered apprenticeship program. As trainees, apprentices are entitled to only a percentage of the journey wage but as they accrue more hours and experience they can become eligible for a pay raise that represents a higher percentage of the average journey wage.

The apprentice wage progression is based directly on the average journey level wage and is re-evaluated each year through a survey of all employers registered with the program. Every registered training agent agrees to report each year the hourly wage of an entry level worker in the trade who holds the journey card and all reported wages are considered to set the overall average journey wage used by the Committee. Employers may pay apprentices any wage as long as it is not LOWER than what is required by the wage progression set by the Committee each year. The current average journey wage and wage progression is listed in the Committee Standards and updated each year.

*Apprentices who are part of a pre-existing collective bargaining agreement (CBA) must submit a copy to the Committee as part of their application. Apprentices that are part of a CBA are not initially subject to the wage progression set by the Committee but if the CBA expires during the term of the apprenticeship, the employer must verify that a new CBA compensates apprentices at the level of the wage progression (or higher).

Where and how often will an apprentice attend class?

Apprentices take their classes through Portland Community College and follow all the procedures to become a student including taking placement exams in reading, writing and math. Apprentices are expected to comply with all student rules and procedures including any additional program requirements in the Department through which the apprentice's classes are offered such as orientation sessions or supply requirements. Until completion of the OMIC Training Center in Fall 2020, classes are being held at various locations in Columbia County. An apprentice class schedule will vary due to individual circumstances. As a registered training agent, the employer makes the commitment to arrange work schedules so that apprentices are able to take their core classes and employers commit to not scheduling work shifts or trainings that require an apprentice to miss class. Apprentices are required to pass all classes with a 'C' or better.