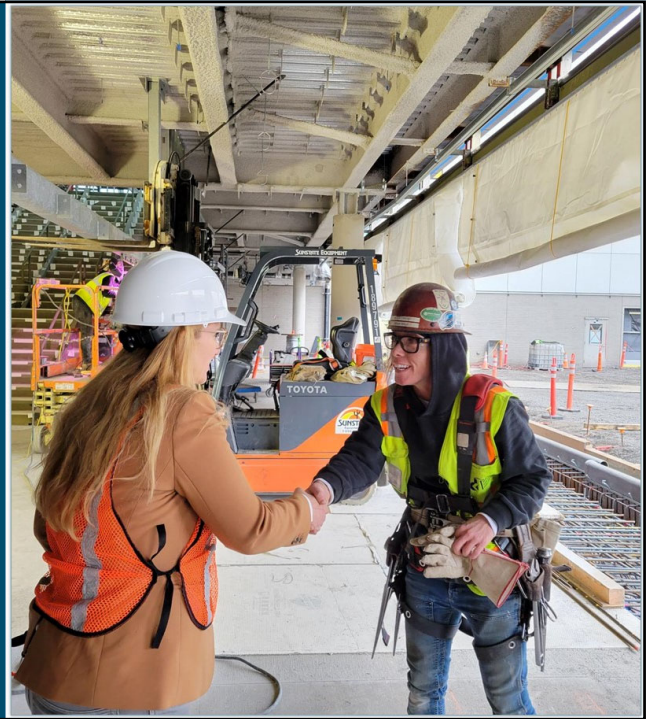


Trades Step by Step

Part 3: Interviews for Apprenticeships, Ranking System and Preparation

Apprenticeship and Training
Division with ASPIRE

March 19th, 2024



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- Selection Procedures and Exceptions
 - What are they and where to find them.
- Scenarios: Applying for Apprenticeship
- What happens next?
 - You made it in!
 - What if you score too low?
- Questions?



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Selection Procedure and Exceptions

What are Selection Procedures?

Do all programs have Selection Procedures?

What are the possible components of a Selection Procedures?

What are Exceptions?



3

Selection Procedures



- **Minimum Qualifications**
- **Application Packet:** which may have a “points system” for ranking applicants
- **Orientation Attendance**
- **Interviews:** questions or hand-ons
- **Combined Scores for a “Ranked List”**



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Exceptions

- Exceptions also called *Direct Entry*
- Found in the Selection Procedure section of a Standards
- There are about 14 Oregon approved exceptions, and a committee *may* elect to have them included.
 - Examples: pre-apprentice graduates, transfer from other program, previous experience, etc.



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Selection Procedure Example: Inside Electrician



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NECA-IBEW Electrical JATC Inside Electrician MA# 1004	NECA-IBEW Electrical JATC Inside Electrician MA# 1004
<p style="text-align: center;">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>An applicant may be removed from the committee's eligibility lists and/or barred from future application for up to one year for documented acts of abuse, assault, battery, harassment, intimidation, stalking, or other threatening behavior toward an individual involved in the operation of an apprenticeship or training committee, including (but not limited to) committee members, staff to the committee, representatives of participating unions and training agents, and staff of classroom training facilities.</p> <p>Selection Process</p> <p>All applicants must complete an application form, provided by this Program, truthfully and accurately <i>responding to all questions, items and terms.</i></p> <p>(a) Open Application Term; Announced: The Committee will accept and process applications, as needs of the Trade arise, at announced locations and on dates specified by the Committee in accordance with statute and regulatory requirements, these Standards, its Affirmative Action Work Plan and its policies and procedures.</p> <p>(b) Conditional Applications; Permitted: The Committee may, at any time, accept applications as a condition, or conditions, described in this paragraph are met:</p> <ol style="list-style-type: none"> From an applicant with at least 2,000 OJT hours of electrical trade experience equivalent to this Program: <ol style="list-style-type: none"> The applicant, within the preceding 180 days, has made no other application for admission to this program; The applicant meets this Program's Minimum Qualifications; The applicant has at least 2,000 hours of verifiable and legal on-the-job hours in the Electrical Industry equivalent to this Program's Work Processes; Complete authenticated apprenticeship records, from the all past and current apprentice programs to which the applicant has been registered, are provided to, and considered by, this Committee before acceptance of the application; Applicant will be interviewed and, based upon score, merged into the existing Ranked Pool. From an applicant who has completed any OSATC-approved Pre-apprenticeship Program: <ol style="list-style-type: none"> The Applicant will be interviewed and, based upon score, merged into the existing Ranked Pool. The applicant must meet this Program's Minimum Qualifications; From an applicant who signs an authorization card during a IBEW organizing effort after receipt of signatures from 30% of the targeted workforce: <ol style="list-style-type: none"> The applicant meets this Program's Minimum Qualifications. <p style="text-align: center;">Page 21 of 32</p> <p style="text-align: left;">Last Revised: 04-01-2023</p>	<ol style="list-style-type: none"> Complete authenticated apprenticeship records, from all past and current apprentice programs to which the applicant has been registered, are provided to, and considered by, this Committee before acceptance of the application; The applicant has documented all electrical industry employment; Applicant will be interviewed and, based upon score, merged into the existing Ranked Pool. <p>4. From a military veteran of the United States armed forces, without electrical trade experience</p> <ol style="list-style-type: none"> The Applicant must meet this Program's Minimum Qualifications; The Applicant, submits a DD-214 form that documents honorable discharge from the US armed forces, Selected Reserve, Ready Reserve or National Guard within 24 months of the date of application; The Applicant is an active duty military member who is within 180 days of the expected separation from date from service with an honorable discharge (prior to registration to these Standards a DD-214 form that documents honorable discharge must be submitted); Applicant will be interviewed and, based upon score, merged into the existing Ranked Pool. <p>5. From an applicant, currently active in the Ranked Pool, who seeks review of the current placement; re-interview will be upon the following terms: The applicant, within the 180 days that precede the request for re-interview, has made neither similar request nor other application for admission to this Program;</p> <ol style="list-style-type: none"> The applicant continues to meet this Program's Minimum Qualifications; The applicant completes this Program's Re-interview Request Form; The applicant provides verifiable documentation to include: <ul style="list-style-type: none"> o Completion of more than 1,000 hour of trade-related work experience, or, o Passing grades in two or more post-secondary trade-related classes from an educational institution accredited by a state education agency Applicant, if eligible, will be interviewed and, based upon score, merged into the existing Ranked Pool or notified, in writing, that the re-interview has been rejected. A rejection will include the basis, but absent claim of discrimination no appeal will be permitted. The completed renewal of application will be the score on which the applicant is ranked, but the 2-year term of initial eligibility for the Ranked Pool will not be extended by the renewed application. No fee will be required for re-interview. <p>Non-Qualified Applicants or Applicants removed from the Pool of Eligibles</p> <p>Applicants who fail to meet the minimum qualifications, or who may be removed from the Pool of Eligibles under terms of ¶ 4, below, will be notified in writing; notification will include the reason for rejection or removal, the requirements for admission to the eligibility pool, and any appeal rights available to the applicant.</p> <p>Pool of eligibles</p> <p>(a) An applicant who meets this Program's Minimum Qualifications; and</p> <ol style="list-style-type: none"> applies in an open application period; or is permitted to apply under conditional bases; and <p style="text-align: center;">Page 22 of 32</p> <p style="text-align: left;">Last Revised: 04-01-2023</p>

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NECA-IBEW Electrical JATC Inside Electrician MA# 1004	NECA-IBEW Electrical JATC Inside Electrician MA# 1004
<ol style="list-style-type: none"> Achieves the qualifying score on the NJATC Aptitude Test developed and validated for the electrical trades, and completes a structured interview, as scheduled by the Program, then will be placed in the Ranked Pool of Eligibles based upon the interview score. <p>(b) Placement Order in the Ranked Pool of Eligibles may change as subsequent qualified applicants are merged into the pool;</p> <p>(c) Applicants placed in the Pool of Eligibles will be retained on the list for a period of 2 years measured from the date the applicant is interviewed.</p> <p>(d) Applicants in the Ranked Pool of Eligibles may be removed from the Pool or List:</p> <ol style="list-style-type: none"> at the request of the applicant; if the applicant fails to provide the Committee with current contact information; in accordance with the Committee Policies and Procedures; for dishonesty in completion of the application process; if a test for possession or consumption controlled substances in the Preliminary Screening is positive; if the applicant declines an offer to enter the Placement Process; applicants, removed from the Pool or List based upon ¶ 4 (d) (4) or (5), above, may reapply during an Open Application Term 12 months or more after the removal date; applicants subjected to removal, based upon ¶ 4 (d) (4) or (5), above, have the right to contest the quality of the test or check as well as the verity of the result. <p>Placement Process in the Program:</p> <p>(a) When the Committee determines that registration of additional apprentices is necessary, applicants, in descending order from the Ranked Pool, will be offered the opportunity to complete Program Orientation and the Basic Skills Training Course;</p> <p>(b) Prior to assignment to an employer each applicant will complete Preliminary Screening, which includes adult felony conviction background check and a test for the consumption of illegal controlled substances;</p> <p>(c) An applicant with an adult felony criminal conviction may participate in the program, but the nature of the conviction may prevent employment at certain job sites;</p> <p>(d) A positive test for illegal controlled substances may result in the exclusion from the premises of the program's related training provider.</p> <p>(e) All tests or checks during the Selection Process will be arranged, and associated fees paid, by the Programs' related training provider or separately operated Training Center. Any results of such tests or checks will be shared with an applicant under its written procedures, but all documentation and results become the property solely of the Training Center, which shall maintain them as confidential records.</p> <p>Exceptions:</p> <p>Conditions applicable to exercise of exceptions:</p> <ul style="list-style-type: none"> Each apprentice registered under an exception will complete all related / supplemental instruction curricula in these Standards, except insofar as the Committee may award credit for instruction <p style="text-align: center;">Page 23 of 32</p> <p style="text-align: left;">Last Revised: 04-01-2023</p>	<p>successfully completed prior to registration to these standards, which the Committee finds equivalent, and current, to its validated curricula.</p> <p>Applicants entering through an exception will be registered and placed at the bottom of the out-of-work list except registrants admitted under exceptions 1 (c) or 7. Prior to grant of entry through an exception, the Committee will evaluate each such proposed registration and permit the entry so long as it creates no diminution of its commitment to its Equal Employment Opportunity Pledge, its Affirmative Action Plan and its Goals and Timetables.</p> <p>Each apprentice, prior to registration to these standards, must meet this Program's eligibility requirements under § II and III, A 5 of these Standards.</p> <p>1. APPRENTICE TRANSFER</p> <p>(a) The committee may, at any time, allow transfer of registered apprentices active in a Program sponsored by, or affiliated with, a Joint NECA / IBEW registered apprenticeship program.</p> <p>(b) Upon the following terms, the committee may, at any time, allow application for transfer of such currently registered apprentices:</p> <ol style="list-style-type: none"> The applicant, within the preceding 90 days, has made no other application for admission to this program; The transfer is approved by the applicant's home committee; Application for admission has been made on a form obtained from this Committee and signed by the applicant; The applicant meets this Program's Minimum Qualifications and conditions for dispatch; Complete authenticated apprenticeship records, from the all past and current apprentice programs to which the applicant has been registered, are transferred to, and considered by, this Committee before approval of the transfer. The Committee will grant credit only for equivalent OJT and Related Training experience. Wage Progression may be granted based upon the credit accepted, but the entire Probationary Term will be served. <p>(c) An applicant granted entry by transfer will be placed at the bottom of the out-of-work list unless the transfer is contemporaneous with the registration of the applicant's current employer as a training agent with this Program.</p> <p>4. PREVIOUS EXPERIENCE APPLICANT</p> <p>(a) Upon the following terms, the committee may, at any time, allow application for admission to this program of an applicant with previous electrical trade experience:</p> <ol style="list-style-type: none"> The applicant, within the preceding 90 days, has made no other application for admission to this program; The applicant meets this Program's Minimum Qualifications and all conditions for dispatch; Complete authenticated apprenticeship records, from the all past and current apprentice programs to which the applicant has been registered, are transferred to, and considered by, this Committee before approval of the registration. The applicant has 4,000 hours of verifiable on-the-job hours in the Electrical Industry equivalent to this Program; The Committee will grant credit only for OJT and Related Training experience equivalent to these Standards. Wage Progression may be granted, or deferred, based upon the credit accepted, but the entire Probationary Term will be served. <p style="text-align: center;">Page 24 of 32</p> <p style="text-align: left;">Last Revised: 04-01-2023</p>


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NECA-IBEW Electrical JATC	Inside Electrician	MA# 1004	NECA-IBEW Electrical JATC	Inside Electrician	MA# 1004
<p>(b) An applicant granted entry through this exception will be placed at the bottom of the out-of-work list.</p>			<p>work to be performed is in a geographic area on or near an existing Indian Reservation, Lands or Nation or has been funded by, or at the direction of, an Indian Tribe or Nation. [See (41 CFR § 60.3)]</p>		
<p>5. PRE-APPRENTICESHIP</p>			<p>12. VETERANS ENTRY – DOCUMENTED ELECTRICAL MILITARY EXPERIENCE</p>		
<p>(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:</p>			<p>Upon the following terms, the Committee may, at any time, consider an application for admission from a military veteran of the United States armed forces, within 2 years of the date of honorable discharge, or of an active Service Member who is within 180 days of honorable discharge or a member of the Selected Reserve, Ready Reserve or National Guard honorably discharged within the preceding 24 months:</p>		
<p>i. Applicants must submit document completion from the Pre-apprenticeship Program;</p>			<p>i. The applicant meets this Program's Minimum Qualifications and all conditions for assignment;</p>		
<p>ii. Applicants must meet Minimum Qualifications and assignment conditions.</p>			<p>ii. The applicant completed military technical training in an MOS applicable to the electrical construction industry;</p>		
<p>(b) Applicant granted entry through this exception will be placed at the bottom of the out-of-work list.</p>			<p>iii. The applicant has documented at least 2 years of military experience in the electrical MOS;</p>		
<p>7. Organizing (Union organizes an employer)</p>			<p>iv. The applicant must provide a DD-214 to document service and honorable discharge before registration to these Standards.</p>		
<p>(a) An electrical construction employee of a non-signatory employer, not qualifying as a journeyworker when the employer becomes signatory, shall be evaluated by the JATC and may be registered at the appropriate period of apprenticeship based on previous work experience and related training.</p>			<p>Individuals qualifying under this exception may seek direct entry and, if registered, will be placed at the bottom of the out of work list.</p>		
<p>(b) An applicant granted entry by organizing will be placed at the bottom of the out-of-work list. If, however, the applicant's entry is contemporaneous with the registration of the applicant's current employer as a training agent with this Program the applicant may be assigned directly to that employer.</p>					
<p>8. Organizing (30% + 1 of employees sign bargaining cards)</p>					
<p>(a) A non-journeyworker electrical construction employee of an Oregon electrical contractor, non-signatory to the NECA-IBEW bargaining agreement, who signs an authorization card during an organizing effort (wherein over thirty (30) percent of the employees have signed, may be evaluated by the JATC and registered at the appropriate period of apprenticeship whether or not the employer becomes signatory. Credit for previous work experience and related instructional training will be granted only for work processes and classes equivalent to those required by this Program. An applicant granted entry by signature of bargaining card will be placed at the bottom of the out-of-work list unless the entry is contemporaneous with the registration of the applicant's current employer as a training agent with this Program.</p>					
<p>Note: Applicants registered through use of Exceptions 7 or 8 must meet this Program's minimum qualifications and conditions for assignment as well as all qualifications for referral to exam and completion.</p>					
<p>9. Contractual Requirement</p>					
<p>A training agent, able to document the existence of a valid contractual requirement for specific percentages of minority and/or female apprentices on the job, may request that the sponsor pierce the Ranked Pool of Eligibles to reach the top minority or female qualified applicant(s). The sponsor will record on the registration agreement, and in its minutes, the use of this exception and retain a copy of applicable bid specifications.</p>					
<p>11. NATIVE AMERICAN PREFERENCE</p>					
<p>Applicants, enrolled as members of an Indian Tribe or Nation, and/or Qualified Native American applicants referred by a Tribal Employment Rights Office (TERO), who otherwise meet this Program's minimum qualifications and conditions for dispatch, may be selected for assignment without regard to existing selection procedures according to ranking established by a TERO if the</p>					
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Selection Procedure Example: Cement Mason





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OR & SW WA Cement Masons JATC	Cement Mason	MA# 1015	OR & SW WA Cement Masons JATC	Cement Mason	MA# 1015
APPENDIX C: SELECTION PROCEDURES			A. Qualified applicants who have attended an interview and orientation will be ranked based upon the oral interview score. These ranked applicants comprise the Ranked Pool of Eligibles.		
<u>Selection Procedure:</u>			<u>Placement Process</u>		
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.			A. Unemployed apprentices will be placed prior to selecting applicants for apprentice registration according to Division-approved program policy.		
The committee shall select apprentices from a pool of eligible applicants according to the following procedure:			B. Applicants will be dispatched in ranked order according to the initial employment policy.		
An applicant may be removed from the committee's eligibility lists and/or barred from future application for up to one year for documented acts of abuse, assault, battery, harassment, intimidation, stalking, or other threatening behavior toward an individual involved in the operation of an apprenticeship or training committee, including (but not limited to) committee members, staff to the committee, representatives of participating unions and training agents, and staff of classroom training facilities.			C. Prior to initial placement and indenture all applicants must pass a drug test in compliance with X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES: 6.b.		
<u>Application notice and schedule:</u>			D. The JATC/sponsor will complete the apprentice registration agreement and submit it to the registration agency (BOLI/ATD) within 90 days of the agreement date. Failure to register the apprentice within 90 days from the date the apprentice signs the agreement will void the agreement.		
A. The committee will accept applications as the need arises and on dates specified by the committee. If the committee opens for applications, it will do so for a minimum of a two (2) week period. Applications will be accepted during any open period in accordance with these Standards, the committee's Affirmative Action Work Plan, and the committee's policies and procedures.			E. Individuals who are placed in the Ranked Pool of Eligibles will remain in the ranked pool until the two-year anniversary date of their initial ranking interview.		
B. Application information will be disseminated at least semi-annually and by opening announcement at least 30 days prior to the earliest date for accepting applications.			<u>Exceptions:</u>		
<u>Application Processing</u>			1. CURRENT APPRENTICE (Transfer)		
A. The minimum qualifications, time(s) and dates for accepting applications, addresses(s), telephone number where applications are available and general duties of the occupation will be included on the public notice. Applicants residing within a seventy (70) mile radius of Portland must apply in person. Applicants outside the seventy mile radius area of Portland may request an application by mail.			Individuals who are currently registered in a registered Cement Mason apprenticeship program and are in good standing with their current committee may transfer into the Oregon & SW Washington Cement Masons JATC providing they meet the minimum qualifications.		
B. Applications shall be provided to any interested individual.			2. EXPERIENCED APPRENTICE		
C. Applicants' names will be recorded on the "Applicant Log" which shall be dated at the time the applicant receives an application or when the application is mailed, and, identify all applicants by a log number that corresponds to the application number.			Experienced apprentices, who have completed their probationary period in a registered Cement Mason program during the preceding five-years, shall be permitted to return to the program, as far as practical, to pick up their training where they left off instead of re-entering as a beginning apprentice, providing they meet the current minimum qualifications and were not cancelled for cause. Qualifying applicants will be placed at the bottom of the current apprentice out-of-work list.		
D. All returned applications will be processed as described. Applications and supporting documentation will be date stamped when received. All applications for a given opening period will be processed to completion by the last working day of the following month.			3. NEW TRAINING AGENT		
<u>Qualifying Applications</u>			If an employer has not participated in the training of an apprentice under ORS Chapter 660 for at least two years prior to seeking entry or re-entry into the apprentice program, that employer may select his/her initial apprentices, without going to the Accepted for Apprenticeship List. Those bona fide employees who have been on his/her payroll for at least three months, 300 On-The-Job hours of paid employment, prior to the employer's application for an apprentice, and who meet the minimum qualifications may be brought into the program.		
A. Applicants who do not meet the minimum qualifications established in the standards will be notified in writing and given the reasons why they did not qualify and their appeal rights.			Once the initial selection of apprentices has been made, the employer is thereafter restricted to the selection of applicants through this selection process.		
B. All applications will be tracked to final disposition.			4. PREVIOUS EXPERIENCE		
C. Applicants who complete the application and meet the minimum qualifications will be provided a written schedule of the required interview and orientation sessions for the year.			Upon the following terms, the committee shall, at any time, consider an application for admission from an applicant with prior experience in the Cement Masons occupation:		
D. Applicants who do not appear for the required interview and orientation will not be eligible for inclusion in the Ranked Pool of Eligibles until they have participated in the interview and orientation.			• The applicant must meet the minimum qualifications of this program;		
Ranked Pool of Eligibles			• The applicant must document not less than 2000 hours of OJT experience of which 1,500 were obtained within the immediately preceding 12 month period; and		
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OR & SW WA Cement Masons JATC	Cement Mason	MA# 1015	OR & SW WA Cement Masons JATC	Cement Mason	MA# 1015
<ul style="list-style-type: none"> The applicant must submit to a validated objective examination to verify skill level. If registered under this exception, the applicant shall be granted credit for experience, with specificity, relative to the occupational work processes and related/supplemental instruction completed; The Committee will retain all evaluation data consistent with ORS 860, et seq. The applicant will be registered and placed at the bottom of the out of work list. The Committee will permit admission to the program under this procedure only after it considers, and addresses in its minutes, the impact, if any, on the committee's Affirmative Action Plan, its Goals and Timetables, and Equal Employment Opportunity Pledge. 			committee that the potential apprentice(s) was/were selected pursuant to OAR. 839-011-0200 Regulations on Equal Employment Opportunity in Apprenticeship – Section 6. Selection of Apprentices		
5. PRE-APPRENTICESHIP			Non-signatory employers shall adopt an affirmative action plan compliant with OAR 839-011-0200 Regulations on Equal Employment Opportunity in Apprenticeship – Section 5. Affirmative Action Plans before a fifth apprentice will be assigned to the employer by the JATC/sponsor.		
JATC/sponsor will admit into the apprenticeship applicants who have completed and have a recommendation for the apprenticeship program from the Job Corps Cement Mason Program or applicants who have completed joint committee and OSATC approved pre-apprenticeship programs during the preceding five years. Qualifying applicants will be placed at the bottom of the current apprentice out-of-work list.					
7. ORGANIZING (Union organizes an employer)					
An employee of a non-signatory employer, not qualifying at journey level, upon the employer becoming signatory, shall be evaluated by the JATC/sponsor or its representative and registered at the appropriate period of apprenticeship based on education, previous work experience and related training.					
8. ORGANIZING (50% + 1 of the employees sign bargaining cards)					
If an applicant who signs an authorization card during an organizing effect, wherein over fifty percent (50%) of the employees have signed, whether or not the employer becomes signatory, the applicant not qualifying at journey level shall be evaluated by the JATC/sponsor, or its representative and registered at the appropriate period of apprenticeship based on education, previous work experience and related training.					
9. CONTRACTUAL REQUIREMENT					
(Employer documents contractual requirement for women and or minorities) Employers seeking to employ apprentices on projects covered by a contracting agency's workforce utilization program must first utilize the committee's normal procedures for selecting apprentices from the committee's out-of-work list or its pool of eligible applicants. In the event that the committee is unable to satisfy the contractor's request for an applicant who would comply with the contracting agency's workforce utilization goals, the employer may select an individual referred by the ODOT, OTIA/II Regional Workforce Alliance or any graduate from a pre-apprenticeship program approved by the committee and the Oregon State Apprenticeship and Training Council who meets the contractual requirements and the committee may directly enter this individual into the apprenticeship program. A copy of the employer's request and bid specifications containing the workforce utilization requirements shall be submitted to and retained by the committee. The committee shall record the registration of the apprentices as an exception to its selection method and document the use of the exception in its committee minutes.					
15. OTHER (Non-signatory training agent)					
Employers not signatory to an agreement with the Cement Masons Union Local 555 may be recognized as approved training agents by the JATC/sponsor. Apprentices selected by the non-signatory employer may be registered by the JATC/sponsor if the employer can demonstrate to the					
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Scenarios: Applying for Apprenticeship



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Scenario 1: Joe in Brookings

OR SW WA IUOE Local
701 & AGC JATC

Operating Engineer

MA# 1041

APPENDIX B: MINIMUM QUALIFICATIONS

Minimum Qualifications for this standard are:

Age:	Applicant must be at least 18 years of age
Education:	High school graduation/GED/Equivalent
Physical:	None
Testing:	None
Other:	None

Joe, age 19, lives in Brookings and wants to become a crane operator.

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<p>OR SW WA IUOE Local 701 & AGC JATC</p>	<p>Operating Engineer</p>	<p>MA# 1041</p>	<p>OR SW WA IUOE Local 701 & AGC JATC</p>	<p>Operating Engineer</p>	<p>MA# 1041</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>An applicant may be removed from the committee's eligibility lists and/or barred from future application for up to one year for documented acts of abuse, assault, battery, harassment, intimidation, stalking, or other threatening behavior toward an individual involved in the operation of an apprenticeship or training committee, including (but not limited to) committee members, staff to the committee, representatives of participating unions and training agents, and staff of classroom training facilities.</p>					
<p>Application Notice, Schedule, and Tracking Documentation</p>					
<p>a. The program will send a Division approved public notice at least 30-days prior to opening for applications. b. Public notices will indicate the dates, times and locations that applications will be accepted. c. Applications shall be made available at a central point(s) as identified in the public notice to anyone who is interested regardless of any other consideration. d. Whenever an application is provided to an individual, an electronic or paper record shall be made detailing to whom the application was provided, the manner by which it was provided (US mail, in person, via fax or other electronic means). Such record shall also track the history of the application noting the date the application was provided to the individual, date it was returned to the program sponsor, and final disposition of the application. e. An application will be recorded as received when the committee-issued application form is signed by the applicant, dated and delivered to the place designated in the public notice.</p>					
<p>Verification of Minimum Qualifications</p>					
<p>a. Applicants shall be provided an information sheet explaining 1. documentation required to meet minimum qualifications; and 2. documentation required for application scoring. b. Completed applications will be evaluated to determine if the applicant meets the minimum qualifications. c. Individuals who do not provide documentation of meeting the minimum age and/or education qualifications will be notified that their application has been rejected, including what qualifications were not documented and their appeal rights. d. The program shall record when the date that documentation requirements were met and whether the individual has met the minimum age and education qualifications. e. Individuals who meet the minimum qualifications will be placed on a List of Eligibles and will remain on this list until the next scheduled group of interviews.</p>					
<p>Application Score</p>					
<p>a. All applicants placed on the List of Eligibles will be scored based on the attached scoring sheet. b. The following documentation will be evaluated to arrive at a total application score: 1. School transcripts; 2. Post-secondary education; 3. Vocational training;</p>					
			<p>4. Certificates of completion of any additional training; and 5. Letters documenting length of employment from previous employers.</p>		
			<p>Interview</p>		
			<p>a. The top 20 applicants placed on the List of Eligibles will be scheduled for an interview. Additional applicants may be interviewed in groups of 20 in rank order based on labor market needs. b. During the interview the committee will consider documentation that was provided by the applicant with their completed application. c. Applicants who fail to attend the scheduled interview will be notified that their application has been rejected, along with their appeal rights. d. The interview score will not be used as the basis for rejecting any applicant. To permit review, adequate records of the interview and application scoring will be kept and made available to the Council upon request. Included will be a summary sheet for each interview noting the score received on each of the specific factors covered in the interview. Such records will be retained for at least five years. e. The interview score (60%) and application score (40%) will be added to determine the applicant's combined score. Based on this combined score individuals will be ranked and placed on the Preliminary Ranked List.</p>		
			<p>Preliminary Ranking and Invitations to the Pre-employment Training:</p>		
			<p>a. The committee will determine the number of individuals to be invited to Pre-Employment Training in descending order from the Preliminary Ranked List based on its reasonable determination of the number necessary to meet its labor market needs. b. Persons who are not invited to the Pre-employment Training will remain on the Preliminary Ranked List until they are either invited to a future Pre-employment Training or until they have been on the list for two years from the date of application. Individuals who have been on the list for two years from the date of application will be removed and given written notice that their eligibility for selection to attend the Pre-employment Training has expired.</p>		
			<p>Completion of Pre-employment Training</p>		
			<p>a. The Pre-employment Training will include both theoretical and practical aspects of the trade. Instructors will assign a grade to each day's work, as well as identifying safety violations. Instructors will be authorized to disqualify applicants during the training and skills evaluation based on unsatisfactory and/or unsafe performance. b. Applicants who fail to attend or fail to satisfactorily complete the four-week Pre-employment Training will be notified that their application has been rejected, along with their appeal rights. Each rejected applicant will be given an opportunity to participate in a discussion with committee staff to explore methods to improve the applicant's score on future applications. c. Applicants who successfully complete the Pre-employment Training will be ranked by instructors based on daily scores and the number of identified safety violations. These fully qualified applicants will be placed in rank order on the Eligible for Dispatch List.</p>		
			<p>Eligible for Dispatch List:</p>		
			<p>a. Applicants will be dispatched in ranked order from the Eligible for Dispatch List. b. Applicants shall be retained on various lists of eligibles (including Preliminary Ranked List and Eligible for Dispatch List) for a period of two years from the date of application except that individuals may be removed prior to that date based on their request or their failure to keep the committee informed of their current address and telephone number. c. Applicants may be removed from the Eligible for Dispatch List following their failure to respond to an apprentice job opportunity. Such notice of a failure to respond and subsequent removal from the list shall be given the applicant by certified mail.</p>		

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<p>OR SW WA IUOE Local 701 & AGC JATC</p>	<p>Operating Engineer</p>	<p>MA# 1041</p>	<p>OR SW WA IUOE Local 701 & AGC JATC</p>	<p>Operating Engineer</p>	<p>MA# 1041</p>				
<p>d. Applicants shall be afforded a reasonable period of time to respond to an apprentice job consistent with the customs and practices of the industry. All individuals on the Eligible for Dispatch List shall be treated equally in determining such period of time. The program sponsor in conformance with its "initial employment policy" may restore to the Eligible Dispatch List those applicants who have petitioned and received a favorable review of their case.</p>									
<p>List of Documents needed to earn Points for the Ranked List</p>									
<p>Documents must accompany application or be submitted by the application deadline</p>									
<p>Application Points (80 maximum)</p>									
<ul style="list-style-type: none"> • Valid Driver's License (4 points) with CDL-A – permit and/or CDL-A license (2 additional points) 6 pt. max • OSHA 10 (4 points) • 1st Aid & CPR - Current (4 points) • Education (25 points maximum*) Documentation: Transcripts from high school, community college, trade school, 4-yearcollege or university Points are awarded for grades of 'C' or better [*credit of 2.5 points per completed, credited semester or proof of successful completion of 80 classroom/ lab contact hours.*] High School, Community College, or private classes in Industrial Education, Shop, Drafting, Arts and Crafts, Building Construction, Home Economics, Reading and Composition <ul style="list-style-type: none"> • Math – (6 points) • Algebra –(7 points) • Geometry –(8 points) • Trigonometry –(4 points) • Physical Education –(6 points) • Work Experience: (25 points maximum*) Documentation required: Letters from previous /current employers on company letterhead stating the length of employment beginning and end date plus the type of work performed. *points per year calculated per total of full months worked. To be credited for a full month of work, experience the applicant must be able to document at least 80 hours of work during the month in question <table border="0" style="margin-left: 20px;"> <tr> <td>Construction</td> <td>3 points per year</td> </tr> <tr> <td>General</td> <td>2 points per year</td> </tr> </table> • AmeriCorps, Military, Peace Corps, Vista Successful completion of commitment time (8 points) • Graduate of a pre-apprenticeship program approved by OSATC and the Committee (8 points) 			Construction	3 points per year	General	2 points per year			
Construction	3 points per year								
General	2 points per year								
			<p>The interview score (60%) and application score (40%) will be added to determine the applicant's combined score. Based on this combined score individuals will be ranked and placed on the Preliminary Ranked List.</p>						
			<p>Exceptions:</p>						
			<p>1. APPRENTICE TRANSFER Upon the following terms, the committee shall, at any time, allow application for transfer of currently registered apprentices from other programs: • The applicant has made no other application for admission to this program within the preceding 90 days; • Application for admission has been made on a form obtained from the committee and signed by the applicant; • The applicant has not been dismissed for cause from any program within the preceding 90 days; • The applicant meets the program Minimum Qualifications; An applicant admitted under this exception will be placed at the bottom of the out-of-work list.</p> <p>2. EXPERIENCED APPRENTICE Experienced apprentices who completed their probationary period in this registered program or a similar registered program in another jurisdiction during the previous five years shall be permitted to return to the program, as far as practical, and pick up their training where they left off instead of re-entering as beginning apprentices providing they were not terminated for cause by being placed at the bottom of the out of work list.</p> <p>3. NEW TRAINING AGENT If an employer has not participated in the training of an apprentice under ORS 660 for at least two years (24 calendar months) prior to seeking entry or re-entry in to the apprenticeship program, the employer may select as his/her initial apprentices, without going to the pool of eligibles, those bona fide employees who have been on their payroll for at least three months (ninety days-700 hours-) prior to the employer's request for an apprentice and who meet the minimum qualification for entry into the trade or craft. Once the initial selection of apprentices has been made, the employer is thereafter restricted to obtaining apprentices from either the program sponsor's out of work apprentices, or when not available, from the pool of eligibles.</p> <p>5. PRE-APPRENTICESHIP Graduates that have successfully completed Operating Engineer related occupation pre-apprenticeship programs jointly approved by the OSATC and the committee during the preceding four years and meet the current minimum qualifications, will be placed at the bottom of the out-of-work apprentices list, following their successful completion of Pre-employment Training.</p> <p>9. CONTRACTUAL REQUIREMENT A training agent, able to document the existence of a valid contractual requirement for specific percentages of minority and/or female apprentices on the job, may request that the sponsor pierce the Out of Work List and Ranked Pool of Eligibles to reach the top minority or female qualified applicant(s). The sponsor will record on the registration agreement, and in its minutes, the use of this exception and retain a copy of applicable bid specifications.</p> <p>11. NATIVE AMERICAN PREFERENCE Qualified Native American applicants referred and ranked by a Tribal Employment Rights or Human Services Office (TERO), and who otherwise meet the minimum qualifications of these Standards.</p>						

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Scenario 2: Sam in North Portland

Apprenticeship Program Details

[Back to search results](#) Print Status Letter

Program Requirements

Select Occupation to Update Details Below

Carpenter

Program Length

8000 hours

[View Step Hours](#)

Journey Wage

\$45.80

Ready to Join this Program?

Here's what you need to do:

- Review the Program Standards, including Minimum Qualifications (Section II)
- Contact the program
- Follow the program's apprenticeship application procedures

About the Program

Program Name and Master Agreement Number

PACIFIC NW CARPENTERS JATC (1057)

Counties

Baker, Benton, Clackamas, Clatsop, Columbia, Coos, Crook, Curry, Deschutes, Douglas, Gilliam, Grant, Harney, Hood River, Jackson, Jefferson, Josephine, Klamath, Lake, Lane, Lincoln, Linn, Malheur, Marion, Morrow, Multnomah, Polk, Sherman, Tillamook, Umatilla, Union, Wallowa, Wasco, Washington, Wheeler, Yamhill

Address


4222 NE 158th Ave
PORTLAND, OR 97230-4906

Contact Information

503-287-3708

Website

Sam, age 18, lives in North Portland and wants to become a carpenter.



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APPENDIX B: MINIMUM QUALIFICATIONS

Minimum Qualifications for this standard are:

Age:	Eighteen (18) years of age.
Education:	None
Physical:	None
Testing:	None
Other:	None

Note:	<p>Training Agents may conduct Drug and Alcohol Testing as a condition of employment as long as it is in compliance with the Collective Bargaining Agreement (CBA) and all applicable regulatory requirements, including state and federal laws.</p> <p>Training Agents may require a Background Check as a condition of employment as long as it is required by an established written employment policy and is in compliance with all applicable regulatory requirements, including state and federal laws.</p>
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<p>Pacific NW Carpenters JATC Carpenter MA# 1057</p> <p style="text-align: center;">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>Application notice and schedule:</p> <ol style="list-style-type: none"> a. The Committee will accept and process applications on dates it will specify in accordance with applicable statute and regulation, its approved procedures, these Standards and its Affirmative Action Work Plan. b. Conditional Applications Permitted: The Committee may, at any time, accept applications as a condition, or conditions, described in this paragraph are met: <ol style="list-style-type: none"> i. From any applicant with at least 750 on-the-job hours of experience via a bona fide State or Federal Carpentry-based registered apprenticeship program, or from this sponsor's affiliated organizations, along with a letter of recommendation from a training agent. ii. From any applicant that has completed an OSATC approved pre-apprenticeship program if this committee has an articulation agreement/memo of understanding with. iii. From an applicant who signs an authorization card during a PNWRCC organizing effort after receipt of signatures from 30% of the targeted workforce or individuals who are employed by an employer who becomes a signatory contractor. iv. From a military veteran of the United States armed forces, that has been honorably discharged within the past two years, or is still an active member. v. From an applicant, currently active in the Ranked Pool, who seeks review of the current placement; re-interview will be granted upon the following terms: <ul style="list-style-type: none"> • Verifiable/documentable carpentry related work experience (at least 500 hours) • 6 months of trade related experience (i.e. trades classes, construction related volunteer experience) • Completed a State approved pre-apprenticeship program with whom this committee has a MOU/Articulation agreement. <p>Non-qualified applicants: The Committee will give required notice to an applicant who fails to meet the minimum qualifications.</p> <p>Tiered cohorts and registration:</p> <ol style="list-style-type: none"> a. Interested candidates must apply. Those that score high enough will be invited to complete an orientation session. b. Applicants must complete the sponsor's orientation session, designed to inform the applicant about this trade and this program. c. Upon completion of the orientation, applicants will be invited to complete an interview with their respective committee. d. The interview score will be combined with the application score, giving that applicant an overall combined score. 	<p>Pacific NW Carpenters JATC Carpenter MA# 1057</p> <ol style="list-style-type: none"> e. Applicants will then be placed in Tier 1, Tier 2 or Tier 3, based off that score. f. Applicants placed in a tiered cohort will be removed under the following circumstances: <ol style="list-style-type: none"> 1. The applicant has been in the cohort for two years without registration to these Standards. 2. The applicant has failed to complete a required, scheduled class(es). 3. The applicant has requested removal from either any applicant list or a cohort. 4. The applicant has failed to respond to a communication from the Committee and/or improperly refused employment. 5. An applicant has failed to maintain current contact information. g. The Committee will notify any applicant removed from any list with the reason(s) for removal and their options. <p>Exceptions:</p> <ol style="list-style-type: none"> 1. APPRENTICE TRANSFER An apprentice currently registered in a program affiliated with this program's sponsoring organizations, or with other registered apprentice carpenter programs which provide similar work experience and related instruction, may at any time seek entry into the program. The apprentice must have been registered for a minimum of six months, have at least 500 hours verifiable OJT, be in good standing with their JATC and meet the current minimum qualifications of these standards. Qualifying individuals will be placed at the bottom of the out-of-work apprentice list. 2. EXPERIENCED APPRENTICE (Re-entry to this program) The Committee may permit an apprentice, who voluntarily withdrew from this carpenter program (MA 1057), to re-enter at any time and resume training at that level and term which the Committee finds appropriate to the skills, knowledge, education and training of the apprentice. The Committee may permit an apprentice, who was dismissed for cause from this or any registered apprenticeship program, to apply to this program only after at least 12 months have expired since the date the committee entered the cancellation, termination or dismissal. 3. NEW TRAINING AGENT If an employer has not participated in the training of an apprentice under ORS Chapter 660 for at least two years prior to seeking entry or re-entry into the apprenticeship program, the employer may select as his/her initial apprentice, without going to the pool, those bona fide employees who have been on his/her payroll for at least 480 hours prior to the employer's application for an apprentice and who meet the minimum qualifications for entry into the trade. Once the initial selection of an apprentice has been made the employer thereafter is restricted to a selection from applicants in the ranked pool of eligibles established by the sponsor. 4. PREVIOUS EXPERIENCE Upon the following terms, the committee shall, at any time, consider an application for admission from an applicant with prior experience in the Carpenter occupation: <ul style="list-style-type: none"> • The applicant must meet the minimum qualifications of this program; • The applicant must document not less than 2,000 hours of OJT experience of which 1,500 were obtained within the immediately preceding 12 month period; • The applicant must submit to a validated objective examination to verify skill level; • If registered under this exception, the applicant shall be granted credit for experience in the Carpenter trade based upon the following: <ul style="list-style-type: none"> o demonstrated skills;
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Scenario 3: Cary from Klamath Falls

Cary, age 20, lives in Klamath Falls and wants to become a residential electrician.

APPENDIX B: MINIMUM QUALIFICATIONS

Minimum Qualifications for this standard are:

Age:	Eighteen (18) years of age.
Education:	<ol style="list-style-type: none"> a. High school diploma or GED Equivalency Certificate; or have completed an Associate degree or higher b. One year of high school algebra, Integrated Math II, or equivalent with a grade of C or higher, or submit equivalent math placement test scores.
Physical:	N/A
Testing:	N/A
Other:	N/A


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STANDARDS OF APPRENTICESHIP
Adopted by

**AREA VII LTD RESIDENTIAL
ELECTRICAL JATC**

<u>Occupational Title:</u>	<u>SIC #</u>	<u>SOC #</u>	<u>SYMBOL</u>	<u>SUFFIX</u>	<u>Term</u>	
Residential Electrician	1731	47-2111	0159	100	4,000 hours	Area VII Ltd Res Elec JATC Residential Electrician MA# 7007

MA#: 7007 SOC Title: Electricians License: Limited Residential Electrician



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

Registered with the
Apprenticeship and Training Division
Oregon Bureau of Labor and Industries
800 NE Oregon Street
Portland, Oregon 97232

APPROVAL:

<u>SEPTEMBER 21, 2023</u> Initial Approval Date	<u>N/A</u> Last Revision Date
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APPENDIX C: SELECTION PROCEDURES

Selection Procedure:
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.

N/A- Less than five


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STANDARDS OF APPRENTICESHIP
Adopted by

CRATER LAKE ELECTRICAL JATC

<u>Occupational Title:</u>	<u>SIC #</u>	<u>SOC #</u>	<u>SYMBOL</u>	<u>SUFFIX</u>	<u>Term</u>	
Limited Residential Electrician	1731	47-2111	0159	100	4,000 hours	Crater Lake Electrical JATC Limited Residential Electrician MA# 5001

MA#: 5001 SOC Title: Electricians License: Limited Residential Electrician



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

Registered with the
Apprenticeship and Training Division
Oregon Bureau of Labor and Industries
800 NE Oregon Street
Portland, Oregon 97232

APPROVAL:

<u>JUNE 21, 2001</u> Initial Approval Date	<u>OCTOBER 1, 2017</u> Last Revision Date
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APPENDIX C: SELECTION PROCEDURES

Selection Procedure:
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:


N/A (Fewer than 5 apprentices in this occupation)

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STANDARDS OF APPRENTICESHIP
Adopted by
CENTRAL ELECTRICAL JATC

Occupational Title:	SIC #	SOC #	SYMBOL	SUFFIX	Term
Limited Residential Electrician	1731	47-2111	0159	100	4,000 hours

MA#: **3001** SOC Title: **Electricians** License: **Limited Residential Electrician**



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

Registered with the
Apprenticeship and Training Division
Oregon Bureau of Labor and Industries
800 NE Oregon Street
Portland, Oregon 97232

APPROVAL:

SEPTEMBER 10, 1971 Initial Approval Date	APRIL 1, 2019 Last Revision Date
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APPENDIX B: MINIMUM QUALIFICATIONS

Minimum Qualifications for this standard are:

Age:	Applicant shall be at least seventeen (17) years of age at time of application and may not be registered until they are eighteen (18) years of age.
Education:	Applicant shall: <ol style="list-style-type: none"> a) Be a high school graduate, from a school accredited by a State Education Agency, with a 2.0 GPA or higher; -or- b) Be a high school graduate, from a school accredited by a State Education Agency, with a GED Pretest examination score: of 255 for GED taken before December 31, 2001 of 2550 for GED taken after December 31, 2001 of 600 for GED taken after January 1, 2014; -or- c) Have a GED Certificate of Equivalency score: of 255 for GED taken before December 31, 2001 of 2550 for GED taken after December 31, 2001 of 600 for GED taken after January 1, 2014; -or- d) Have received an associate's degree or higher from an accredited school. Minimum math: Must have completed one full year of high school algebra with a passing grade of 'C' or better -or- one of the following: <ol style="list-style-type: none"> a) One post high school algebra course (equivalent to one year high school algebra with a passing grade of 'C' or better) b) Current math placement results from a community college facility indicating a placement level of intermediate Algebra c) Completion of the online NJATC math tech course with a passing grade and certificate Must provide high school and/or post high school transcripts showing courses and grades to validate completion of high school and algebra with the required grades.
Physical:	None
Testing:	Applicant must achieve a qualifying score on the NJATC Aptitude exam. The qualifying score will be determined by the local JATC.
Other:	None
OR	
Age:	Applicant shall be at least eighteen (18) years of age.
Education:	A military veteran who completed a military technical training school in a Military Occupational Specialty (MOS) applicable to the electrical construction trade (as determined by the JATC), and can document a minimum of two (2) years of military experience in that MOS.
Physical:	None
Testing:	Applicant must complete the NJATC screening exam for norming purposes.
Other:	None
Notes:	<ol style="list-style-type: none"> a. After a conditional offer of employment, all apprentices will be required to take a drug screen following procedures set by the Local Industry Drug Free Workplace Program. If the apprentice fails the drug screen he/she will be allowed to reapply for the apprenticeship after completing the steps required under the Drug Free Workplace Program. b. A \$30.00 non-refundable application fee will be charged. Individuals with incomes below 150% of the federal poverty guidelines may apply for a fee waiver.

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Central Electrical JATC	Limited Residential Electrician	MA# 3001
APPENDIX C: SELECTION PROCEDURES		
<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>An applicant may be removed from the committee's eligibility lists and/or barred from future application for up to one year for documented acts of abuse, assault, battery, harassment, intimidation, stalking, or other threatening behavior toward an individual involved in the operation of an apprenticeship or training committee, including (but not limited to) committee members, staff to the committee, representatives of participating unions and training agents, and staff of classroom training facilities.</p> <p>All applicants must complete an application form provided by this program truthfully and accurately responding to all questions, items and terms.</p> <p>a. Open Application Term: Announced: The committee will accept and process applications, as needs of the Trade arise at announced locations and on dates specified by the committee in accordance with the statute and regulatory requirements, these Standards, its Affirmative Action Work Plan and its policies and procedures.</p> <p>b. Conditional Applications permitted: The committee may at any time accept applications as a condition or conditions described in this paragraph are met:</p> <ol style="list-style-type: none"> 1. From an applicant with at least 2000 OJT hours of electrical trade experience equivalent to this program: <ol style="list-style-type: none"> i. The applicant is in good standing with a State registered JATC program. ii. The applicant, within the preceding 180 days has made no other applications for admission to this program; iii. The applicant meets this program's minimum qualifications; iv. The applicant has at least 2000 hour of verifiable and legal on the job hours in the electrical industry equivalent to the program's work processes; v. Complete, authenticated apprenticeship records from all past and current apprentice programs to which the applicant has been registered, are provided to, and considered by this Committee before acceptance of the application; vi. Applicant will be interviewed and based upon score merged into the existing Ranked Pool of eligible applicants; vii. Applicant will be evaluated by the JATC and indentured at the appropriate period of apprenticeship based on previous work experience and related training. 	<ol style="list-style-type: none"> 2. From an applicant who signs the authorizations card during an IBEW organizing effort after receipt of signatures from 30% of the targeted workforce: <ol style="list-style-type: none"> i. The applicant meets this program's minimum qualifications. ii. Complete, authenticated apprenticeship records from all past and current apprentice programs to which the applicant has been registered are provided to, and considered by, this Committee before the acceptance of the application; iii. The applicant has documented all electrical industry employment; iv. Applicant will be interviewed and based upon score, merged into the existing Ranked Pool of eligible applicants; v. Applicant will be evaluated by the JATC and indentured at the appropriate period of apprenticeship based on previous work experience and related training. 3. From a military veteran of the United States Armed forces: <ol style="list-style-type: none"> i. The applicant must meet this programs minimum qualifications; ii. The applicant submits a DD-214 form that documents honorable discharge from the US armed forces, Selected Reserve, Ready Reserve, or National Guard within 24 months of the date of application; iii. The applicant is an active duty military member who is within 180 days of the expected date of separation from service with an honorable discharge. Prior to registration to these standards, a DD 214 form documenting honorable discharge must be submitted. iv. Applicant will be interviewed and based upon score, merged into the existing Ranked Pool of eligible applicants; v. Applicant will be evaluated by the JATC and indentured at the appropriate period of apprenticeship based on previous work experience and related training. <p>c. Verification of minimum qualifications - All applications and supporting documentation will be reviewed for minimum qualifications.</p> <p>d. Non-qualified applicants - 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</p> <p>e. Aptitude test</p> <ol style="list-style-type: none"> i. All qualified applicants will be scheduled to take the NJATC aptitude test. ii. Applicant must achieve a qualifying score on the NJATC aptitude exam. The qualifying score will be determined by the JATC. <p>f. Pool of eligible applicants</p>	<p style="text-align: center;">Page 21 of 29</p> <p style="text-align: center;">Last Revised: 04-01-2019</p>
<p style="text-align: right;">Page 22 of 29</p> <p style="text-align: center;">Last Revised: 04-01-2019</p>		

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<p>Central Electrical JATC Limited Residential Electrician MA# 3001</p> <p>i. Qualifying applicants will be scored and ranked during an oral interview using the interview rating form recommended by the NJATC for the Electrical Industry and Certified and Approved by the U.S. Department of Labor, Bureau of Apprenticeship and Training on September 8, 1997.</p> <p>ii. These individuals will then be placed in the ranked pool of eligible applicants and retained for a period of 2 years.</p> <p>iii. Individuals may be removed from this pool at an earlier date by their request or by failing to respond to the committee in conformance with the committee's initial employment policy. Individuals that are removed from the ranked pool of eligibles will be notified in writing.</p> <p>iv. It shall be the responsibility of the applicant to notify the committee of any change of address.</p> <p>g. Placement</p> <p>i. Central Electrical JATC will follow the NJATC policy to determine the maximum number of apprentices in the program. Based on an annual evaluation of future industry manpower needs, the JATC will also determine a minimum number of new apprentices to start. At the discretion of the JATC, all current apprentices in good standing will be employed before new apprentices are started in conformance with the committee's initial employment policy.</p> <p>ii. Applicants will be offered employment based on the order of their rank in the pool of eligibles and the zone(s) for which they have indicated preference. An applicant may change the zone or zones of choice at any time by notifying the JATC office in writing.</p> <p>iii. If an individual fails to respond to an apprentice job assignment provided through the placement process, the individual will be removed from the pool in conformance with the committee's initial placement policy.</p> <p>h. From an applicant, currently active in the Ranked Pool of eligible applicants, who seeks review of their current placement, re-interview will be granted upon the following terms:</p> <p>i. The applicant, within the 180 days that precede the request for re-interview, has made neither similar request nor other application for admission to this program;</p> <p>ii. The applicant continues to meet this program's minimum qualifications;</p> <p>iii. The applicant provides verifiable documentation to include:</p> <p style="margin-left: 20px;">a. Completion of more than 500 hours of trade work experience</p> <p style="margin-left: 20px;">-or-</p> <p style="margin-left: 20px;">b. Passing grades in two or more post-secondary trade-related classes from an education institution accredited by a state education agency</p> <p>iv. Applicant, if eligible, will be interviewed and based upon score, merged into the existing Ranked Pool of eligible applicants.</p> <p style="margin-left: 20px;">a. Applicants score from the request for re-interview will supersede any previous score from their initial interview.</p> <p style="margin-left: 20px;">b. The two-year term of initial eligibility for the Ranked Pool from the initial interview will not be extended by the request for re-interview.</p> <p>v. If not eligible, Applicant, will be notified in writing that the re-interview has been rejected. A rejection will include the basis for rejection, but absent a claim of discrimination, no appeal will be permitted.</p> <p>vi. No fee will be required for re-interview.</p> <p style="text-align: right;">Page 23 of 29</p> <p style="text-align: left;">Last Revised: 04-01-2019</p>	<p>Central Electrical JATC Limited Residential Electrician MA# 3001</p> <p>Exceptions:</p> <p>7. ORGANIZING (Union organizes an employer) An employee of a non-signatory contractor not qualifying as a journeyman when the employer becomes signatory, shall be evaluated by the JATC and indentured at the appropriate period of apprenticeship based on previous work experience and related training.</p> <p>8. ORGANIZING (50% + 1 of employees sign bargaining cards) An individual who signs an authorization card during an organizing effort wherein over fifty percent of the employees have signed; Whether or not the employer becomes signatory, an individual not qualifying as a journeyman shall be evaluated by the JATC and indentured at the appropriate period of apprenticeship based on previous work experience and related training.</p> <p>9. CONTRACTUAL REQUIREMENT A training agent, able to document the existence of a valid contractual requirement for specific percentages of minority and/or female apprentices on the job, may request that the sponsor pierce the Ranked Pool of Eligible applicants to reach the top qualified minority or female applicant(s). The sponsor will record on the registration agreement, and in its minutes, the use of this exception and retain a copy of applicable bid specifications.</p> <p>11. NATIVE AMERICAN PREFERENCE Individuals enrolled as members of an Indian Tribe or Nation, and/or Qualified Native American applicants referred by a Tribal Employment Rights Office (TERO), who otherwise meet the minimum qualifications of these Standards, may be selected for dispatch without regard to existing selection procedures according to ranking established by a TERO. The committee will review the need for new apprentices in each geographical area and may select up to four individuals annually by piercing the ranked pool of eligibles to reach members referred by the TERO.</p> <p>* Zone 1 Includes all areas north of Highway # 34 to the northern boundary of the jurisdiction. Zone 2 Includes all areas south of Highway # 34 to the southern boundary of the jurisdiction. Zone 1&2 Together include all areas from the western boundary of the jurisdiction to the Cascade Mountain Range summit. Zone 3 Includes all areas east of the Cascade Mountain Range Summit to the eastern boundary of the jurisdiction.</p> <p>† The jurisdiction of the Central Electrical JATC includes the following counties: Deschutes, Crook, Jefferson, Linn, Benton, Marion, Polk, Lane (east of a line running north and south from the NE corner of Coos County to the SE corner of Lincoln County), and Yamhill (south of Newberg).</p> <p style="text-align: right;">Page 24 of 29</p> <p style="text-align: left;">Last Revised: 04-01-2019</p>
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Scenario 4: Nick from Bend

Apprenticeship Program Details

Back to search results Print Status Letter

<p>Program Requirements</p> <p>Select Occupation to Update Details Below</p> <p>Laborer ▾</p> <p>Program Length</p> <p>4000 hours</p> <p>View Step Hours ▾</p> <p>Journey Wage</p> <p>\$27.27</p> <p>Ready to Join this Program?</p> <p>Here's what you need to do:</p> <ul style="list-style-type: none"> Review the Program Standards, including Minimum Qualifications (Section II) Contact the program Follow the program's apprenticeship application procedures 	<p>About the Program</p> <p>Program Name and Master Agreement Number</p> <p>OREGON COLUMBIA LABORERS JATC (2023)</p> <p>Counties</p> <p>Baker, Benton, Clackamas, Clatsop, Columbia, Coos, Crook, Curry, Deschutes, Douglas, Gilliam, Grant, Harney, Hood River, Jackson, Jefferson, Josephine, Klamath, Lake, Lane, Lincoln, Linn, Malheur, Marion, Morrow, Multnomah, Polk, Sherman, Tillamook, Umatilla, Union, Wallowa, Wasco, Washington, Wheeler, Yamhill</p> <p>Address</p> <p>8111 NE HOLMAN PORTLAND, OR 97218</p> <p>Contact Information</p> <p>503-256-7300</p>
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Nick, age 22, lives in Bend and wants to become a laborer.

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STANDARDS OF APPRENTICESHIP
Adopted by
OREGON/COLUMBIA LABORERS JATC

Occupational Title:	SIC #	SOC #	SYMBOL	SUFFIX	Term	Oregon/Columbia Laborers JATC	Laborer	MA# 2023
Laborer	1600	47-2061	0628	000	4,000 hours			

MA#: **2023** SOC Title: **Construction Laborers** 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
800 NE Oregon Street
Portland, Oregon 97232

APPENDIX B: MINIMUM QUALIFICATIONS

Minimum Qualifications for this standard are:

Age:	Eighteen (18) year of age
Education:	None
Physical:	None
Testing:	None
Other:	None

Note: As a condition of employment, a training agent may require an employee:

- o pursuant to a reasonable written policy, submit to a test for detectable levels of illegal drugs or alcohol present in the applicant's body;
- o possess a valid driver's license;
- o demonstrate, through validated tests, requisite physical ability to perform job-related tasks;
- o disclose felony convictions.

Prior to participation in the sponsor's safety and orientation class, applicants will be required to conform to the NW College of Construction drug-free campus policy, which requires negative analysis on a standard test for alcohol and illegal drugs, and disclosure of felony convictions.

An applicant who fails any NWCC test for alcohol and illegal drugs will be refused attendance at all NWCC classes for the 180 days that follow disclosure of the results to the applicant. The sponsor will refuse to accept any application for admission to this program from that applicant within that time period.

Attendance and completion of a safety / orientation class is required prior to being placed in the ranked pool of eligibles.

APPROVAL:

<u>DECEMBER 1, 1983</u> Initial Approval Date	<u>November 1, 2022</u> Last Revision Date
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Oregon/Columbia Laborers JATC	Laborer	MA# 2023
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APPENDIX C: SELECTION PROCEDURES

Selection Procedure:

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:

The goal of this ranked selection method is to bring apprentices into the program who are the most qualified and likely to complete to journey worker.

Application

- a. The committee will open for applications on dates it specifies, in accordance with applicable statute and regulations, these standards, its affirmative action plan, and policies and procedures.
- b. Public notice of the opening will be distributed at least 30 days in advance. Prior to distribution, the proposed notice will be submitted to ATD for approval.
- c. Any interested individual will apply electronically through the NWCCO online portal. All applicants will receive detailed program information through the portal regarding the mandatory Trade Orientation class/OSHA 10 training/Jump Start pre-construction training and submission of minimum qualification documentation / applicant point system. Paper applications will be distributed in rare cases should the online portal unexpectedly malfunction. Applicants who apply through an exception will use a paper application or the online application portal.
- d. An applicant log will track all applicants to final disposition.
- e. Supporting documentation must be submitted at time of application. Individuals applying to more than one program must submit a separate application and documentation for each program.
- f. Previous apprentices terminated for cause must:
 - i. Wait 12 months before reapplying for the program;
 - ii. Appear before the committee prior to submitting a new application; and
 - iii. Complete the Jump Start program, regardless of prior experience.
- g. The committee will review applications and documentation to determine whether minimum qualifications have been met. Non-qualified applicants will be notified in writing, with the reason for rejection and their appeal rights.
- h. Applicants who have successfully documented minimum qualifications will be placed on the Qualified Applicant List.

Qualified Applicant List

- a. Qualified applicants must complete the Trades Orientation, OSHA 10 training, and Jump Start pre-construction training (provided at no cost to the applicant).
- b. Exceptions to Jump Start requirements:
 - i. Applicants who document 1,000 hours of previous labor experience
 - ii. Applicants who enter through Exception 3: New Training Agent
- c. Upon completion of Jump Start qualified applicants will be ranked according to the attached point system and placed on the Ready for Employment List in descending order based on their score. Ranked Pool positions are subject to monthly re-ranking if, and when, additional applicants are accepted into this Pool and additional applicant documentation is submitted.

Ready for Employment List

- a. Applicants will be offered employment in descending order based on their rank on the Ready for Employment List.
- b. New applicants will be scored and merged with the existing Ready for Employment List.

Geographic Zones

- a. Apprentices are expected to work throughout the geographic area of the committee. Individuals on the Ready for Employment List who refuse employment will be removed from the list in conformance with committee policies.

Removal from Lists

- a. Applicants are responsible for keeping the committee informed of address and telephone number changes.
- b. Applicants on the Qualified Applicant and/or the Ready for Employment Lists will be removed under the following circumstances:
 - At applicant request;
 - Failure to respond and/or refusal of employment for a reason not allowed under committee policies;
 - The applicant has registered for, but twice failed to complete, a scheduled trade orientation / safety course; or
 - Expiration of 2-year eligibility.
- c. Applicants removed from a list will be notified in writing, with the reason for removal and their appeal rights.

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, DD214, course certificates, school transcripts, etc.).

Application Point System – Oregon-Columbia Laborers JATC	Maximum Points Possible
Valid Photo ID documenting proof of age	3
Valid Driver's License	5
Military: Honorably discharged Veteran, 3 points per year, maximum of four years counted	12
Education and Certifications	
1. High School Diploma or GED Completion or Equivalent	10
2. HS or Post-Secondary Classes (with a C or better)	10
a) HS/trade school/community college construction related courses (2 points per class with 10 pts max)	
b) HS/trade school/community college math courses (2 points per class with 10 pts max)	10
Work experience: Credit for previous work experience, including volunteer work, is awarded in six-month blocks. To receive credit, proof of employment is required. The intent here is to reward consistent, committed performance; not multiple, short duration jobs.	20
• 1 points per 1000 hours worked with same employer	
• 2 points per 1000 hours worked in construction	5
Resume	
Possible Points	75

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<p>Exceptions:</p> <p>1. CURRENT APPRENTICE (Transfer) Experienced apprentices may request transfer from a registered laborer trades apprenticeship program at any time provided they meet the following: a) Have completed at least 500 OJT hours in the previous program; b) Are in good standing with the previous program; c) Meet the current minimum qualifications of this program, and d) Possess a current OSHA 10 card (or equivalent). Transferring apprentices will be placed on the out-of-work list based upon their prior OJT hours.</p> <p>2. EXPERIENCED APPRENTICE Experienced apprentices who have earned at least 1,000 OJT hours in a registered laborer program within the last five (5) years will be permitted to return to the program during an open enrollment. They will be allowed to continue their training beginning at the level at which they left off instead of re-entering as a beginning apprentice. The returning apprentice must have been canceled in good standing, meet the current minimum qualifications and, possess a current OSHA 10 card (or equivalent). These applicants will be placed on the out-of-work list based upon their prior OJT hours.</p> <p>3. NEW TRAINING AGENT If an employer has not participated in the training of a laborer apprentice under ORS Chapter 660 for at least two years prior to seeking entry or reentry into the apprenticeship program, that employer may select his/her initial apprentices from the bona fide employees who have been on his/her payroll for at least 500 hours (typically three months) prior to the employer's application for an apprentice. The selected candidates for apprenticeship must meet the minimum qualifications for entry in the trade or craft at the time they are brought into the program. Once the initial selection of apprentices has been made, the employer is thereafter restricted to selection from applicants in the "Ready for Employment List."</p> <p>5. PRE-APPRENTICESHIP Applicants that have successfully completed trades specific pre-apprenticeship programs jointly approved by the OSATC and the committee during the preceding four years will be registered and placed at the bottom of the apprentice out of work list, providing that the applicant meets the current minimum qualifications. Such priority is granted without regard to race, color, religion, national origin, or sex.</p> <p>9. CONTRACTUAL REQUIREMENT A training agent, able to document the existence of a valid contractual requirement for specific apprentices, based upon identifiable characteristics, may request that the sponsor pierce the Ready for Employment list to reach the top qualified applicant(s) who manifests those specific characteristics. The sponsor will record on the registration agreement, and in its minutes, the use of this exception and retain a copy of applicable bid specifications. Applicants entering through this exception must complete the Jump Start pre-construction training prior to indenture.</p>		
<p>11. NATIVE AMERICAN PREFERENCE Individuals enrolled as members of an Indian Tribe or Nation, and/or qualified Native American applicants referred by a Tribal Employment Rights Office (TERO), who otherwise meet the minimum qualifications of these standards, may be selected for dispatch without regard to existing selection procedures according to ranking established by a TERO if the work to be performed is in a geographic area on or near an existing Indian Reservation, Lands or Nation or has been funded by, or at the direction of, an Indian Tribe or Nation.</p> <p>12. VETERAN'S ENTRY Veterans may apply to the program at any time if they meet the minimum qualifications of the program and if they are: a) Members of the Regular services who have been discharged from active duty service with a DD214 issued with the past 24 months indicating an Honorable Discharge; b) Members of the Selected Reserve or Individual Ready Reserve with a DD214 issued within the past 24 months; or c) Members of the Oregon National Guard with a DD214 issued within the past 24 months. Individuals qualifying under this exception will be placed at the top of the Ready for Employment List based on date of application received.</p> <p>15. OTHER: HAP WORKFORCE AGREEMENT A training agent, registered to this committee, may request direct entry to this program for certain applicants subject to terms of a Workforce Agreement approved by the committee, Northwest College of Construction, Housing Authority of Portland and the Bureau of Labor and Industries. An applicant will meet Minimum Qualifications for these standards and eligibility requirements set by the Housing Authority of Portland. An applicant registered under this exception will be dispatched directly, and only, to the training agent / employer who requests the direct entry.</p>		
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You Made it In!

Congratulations!

Get ready for paperwork, hard work, and lots of learning.

Remember: you are an apprentice learning skills and an employee.



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What if you score too Low?



Talk to the program and ask them for your options to reapply

Get some experience!

Find a pre-apprenticeship program

Apply to another program



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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,
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