

**LIMITED ENERGY ELECTRICIAN JATC
MA# 1099
POLICY HANDBOOK**

INTRODUCTION

Welcome to the Limited Energy Technician Class A and Class B program. You have chosen a worthwhile, creative, and rewarding occupation. During your apprenticeship you will receive on-the-job training (OJT) and related training classes to prepare you to become a journey worker.

A committee of limited energy journey worker and contractors, otherwise known as the Joint Apprenticeship Training Committee (JATC), administers this program. The Limited Energy Electrician JATC is responsible under Oregon State Law for your apprenticeship program. You share a part of the responsibility toward developing a successful career.

It is our desire as the JATC to offer the best possible training program so that you can become the finest journey worker that you are capable of being. Work hard and diligently on the job, listen carefully to your journey workers instructions, and observe their work. Treat your journey worker with respect as that person is taking time to instruct you. You will find that you can learn something unique from each journey worker.

Apply yourself in the related training classroom. This additional requirement will enhance your knowledge in areas sometimes not covered on-the-job.

Adhere to the policies and procedures that follow and you will successfully progress through the program.

If you have questions regarding your apprenticeship contact:

Apprenticeship Department
INDEPENDENT ELECTRICAL CONTRACTORS OF OREGON
11481 SW Hall Blvd. Suite 100
Tigard, OR 97223
Ph: (503) 598-7789 Fax: (503) 598-1192

You can also obtain forms and information from our Website:

www.iecoregon.org

INTRODUCTION	1
1. OPENING ANNOUCEMENT	4
1.1 PUBLIC NOTICE –.....	4
2. APPLICATION PROCESS	4
3. MINIMUM QUALIFICATIONS	4
3.1 NON-QUALIFIED APPLICANTS –.....	4
3.2 INITIAL EMPLOYMENT POLICY –.....	4
3.3 POOL PLACEMENT –.....	5
4. SELECTION PROCEDURES	5
4.1 OUT OF WORK REGISTERED APPRENTICES.....	5
4.2 POOL OF ELIGIBLES APPLICANTS.....	5
5. RANKED POOL OF ELIGIBLES	5
6. READY FOR EMPLOYMENT LIST	6
7. COMMITTEE OPERATION	7
7.1 MEMBERSHIP.....	7
7.2 MEETINGS.....	8
8. EXCEPTIONS	9
9. APPRENTICE RESPONSIBILITIES	10
9.1 REGISTRATION.....	10
9.2 APPRENTICE IDENTIFICATION CARDS.....	10
9.3 EXPECTATIONS.....	10
9.4 REGISTERED APPRENTICE PROBATIONARY PERIOD.....	11
9.5 WASHINGTON STATE TRAINEE CARD.....	11
10. OJT (ON-THE-JOB TRAINING)	11
10.1 APPROVED EMPLOYMENT.....	11
10.2 MONTHLY PROGRESS REPORTS (MPRs).....	11
10.3 IMPROPERLY RECORDED HOURS.....	11
11. RELATED CLASSROOM TRAINING	11
11.1 SCHEDULE.....	11
11.2 REGISTRATION.....	11
11.3 TUITION.....	12
11.4 RELATED TRAINING BOOKS.....	12
11.5 CLASSES AND GRADES.....	12
11.6 CERTIFICATIONS.....	12
11.7 ATTENDANCE.....	12
12. EMPLOYMENT POLICY	13
12.1 APPROVED EMPLOYMENT.....	13
12.2 OUT OF WORK APPRENTICES.....	13
12.3 EMPLOYMENT CONTINUITY.....	13
13. CREDIT FOR PRIOR EXPERIENCE	13
13.1 REQUESTING ON-THE-JOB CREDIT.....	14
13.2 REQUESTING RELATED TRAINING CREDIT.....	14
13.3 SUPPORTING DOCUMENTATION.....	14

13.4	REQUESTING PRIOR EXPERIENCE OVER 24 MONTHS.....	15
14.	APPRENTICE REVIEW AND EVALUATION.....	15
14.1	SCHEDULE REVIEWS.....	15
14.2	EVALUATIONS.....	15
15.	ADVANCEMENT (RE-RATE).....	16
15.1	ADVANCEMENT (RE-RATE).....	16
15.2	RE-RATE SCALE (WAGE PROGRESSION).....	16
16.	OTHER PROGRAM REQUESTS.....	17
16.2	SUSPENSION.....	17
16.3	TRANSFERRING APPRENTICES.....	18
16.4	RETURNING APPRENTICES.....	18
16.5	WITHDRAWAL.....	18
16.7	EXAM REFERRAL.....	18
16.8	COMPLETION.....	18
17.	DISCIPLINARY ACTION.....	19
17.1	NOTICE TO APPEAR.....	19
17.2	PROPOSED CANCELLATION.....	19
17.3	FINAL CANCELLATION.....	19
17.4	DISCIPLINARY AGREEMENT.....	19
18.	EXAM REQUIREMENTS.....	19
18.1	APPRENTICE LICENSE.....	19
18.2	LICENSE EXAM REFERRAL.....	19
18.3	EXAM RESULTS.....	20
19.	TRAINING AGENT.....	20
19.1	QUALIFICATIONS.....	20
19.2	APPLICATION.....	21
19.3	APPLICATION SUBMISSION.....	21
19.4	APPLICATION APPROVAL.....	21
19.5	TRAINING AGENT PROGRAM RESPONSIBILITIES.....	22
19.6	TRAINING AGENT GENERAL INFORMATION.....	23
19.7	TRAVELING TRAINING AGENTS.....	24
19.8	DISCIPLINARY ACTION.....	24
20.	EQUALITY & HARASSMENT.....	24
20.1	EQUAL EMPLOYMENT OPPORTUNITY.....	24
20.2	HARASSMENT.....	25
21.	COMPLAINT RESOLUTION PROCEDURE.....	25
22.	APPRENTICESHIP GLOSSARY.....	25

1. **OPENING ANNOUCEMENT** – The committee will establish a reasonable period of at least 2 weeks or 10 days over a period of time for accepting applications for admission to the apprenticeship program.
 - 1.1 **Public Notice** – will be posted 30 days in advance of the earliest date for application. The notice will establish the date, time, and place applications will be accepted, list the minimum qualifications for the program, and provide a general description and duties of the occupation. It will also include the application review and ranking schedule.
2. **APPLICATION PROCESS** – Applications will be available on the first day of opening to all interested individuals at the Independent Electrical Contractors office at 11481 SW Hall Blvd. Suite 100, Tigard, OR 97223.
 - a. Prior to receiving an application, each applicant will sign an Applicant Log that will identify all applications with a log number corresponding to the application number. All applications will be tracked to final disposition.
 - b. All applications and required supporting documentation must be returned to the IEC office by the specified deadline; all information submitted will be date stamped when received. No additional documentation will be accepted after deadline.
 - c. Each applicant that meets minimum requirements is required to attend the trade orientation and oral interview to complete the application process. Applicants who fail to do so will not be placed in the ranked pool.
 - d. The application and interview scores will be combined to determine placement in the ranked pool of eligibles
 - e. Each applicant is responsible for keeping the committee informed of his/her current mailing address and telephone number. Applicants who fail to do so will be ineligible for consideration.
 - f. All applicants will be notified of their score by mail after the Limited Energy Committee has approved the ranked pools.
3. **MINIMUM QUALIFICATIONS** – All applications and supporting documentation will be reviewed for minimum qualifications.
 - a. Must be 17 years of age to apply and may not be registered until 18 years of age.
 - b. Must be a high school graduate or have obtained the equivalent G.E.D. certificate.
 - c. Must have completed one year of high school algebra, integrated math 2, or equivalent post high school algebra course(s) with a grade of “C” or better, or submit equivalent math placement test scores.
 - d. Additional documentation must be submitted by closing deadline.
 - 3.1 **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.
 - 3.2 **Initial Employment Policy** – The Committee maintains 3 pools: pool of eligibles, the rank pool of eligibles, and the ready for employment pool. Applicants on the ready for employment pool are eligible for an interview. Applicants who have been placed in the ranked pool of eligibles are placed in ranked order and will be moved to the ready for employment list as soon as 50% of the current applicants on the ready for employment list are hired. Applicants on the pool of eligibles not attending the scheduled orientation or interview will not be placed in the ranked pool of eligibles. Pool of eligibles applicants will be given another opportunity to be moved to the ranked pool of eligibles by attending the next scheduled opening orientation and interview

3.3 Pool Placement – Applicant will be afforded a reasonable opportunity for employment and will be notified by mail of their placement in any of the pools. Applicants who have been placed in the pool of eligibles, the rank pool of eligibles, or the ready for employment pool shall be retained on list for a period of two years. Applicants may be removed from any of the pools at an earlier date by their request or by the Committee in accordance with the following policies and procedures.

- a. Applicant Pool Removal** – Applicants will be removed from the pool of eligibles, rank pool, or the ready for employment pool for the reasons outlined below :
- Applicants not providing current contact information.
 - Applicants who have failed to respond to 3 or more job opportunities will be sent a letter to appear before the Committee. The applicant must respond to the training agent within 24 hours. Failure to respond within 24 hours is construed as a refusal of an employment opportunity.
 - Applicants will be surveyed every six months to determine status of remaining on the pool. Failure to respond to the survey within the established timeline of two weeks will be considered as a request to be removed from the pool. This is covered in the applicant orientation.
 - If the applicant fails to appear a letter will sent notifying the applicant of their removal from the pool.
 - Applicants removed from the pool can appeal this action by filing a written request for reconsideration with the committee postmarked within 30 days from the date of letter.

4. SELECTION PROCEDURES – The committee shall select apprentices or applicants according to the following procedure: (ORS 660.137 (3) / OEEOA section 6)

4.1 Out of Work Registered Apprentices –Apprentices in good standing will be offered the opportunity for re-employment prior to new applicants being registered.

4.2 Pool of Eligibles Applicants – Qualifying applicants will not be ranked but will be placed in the Pool of eligibles and retained in the pool for a period of 2 years.

- a.** Applicants in the pool of eligibles will be scheduled for an orientation and interview at the next scheduled opening. Those who do not attend the 2nd scheduled orientation and interview will remain in the pool of eligibles for the remainder of their 2-year eligibility.
- b.** The pool of eligible applicants will be surveyed every six months to determine status of applicants. Failure to respond to the survey within the established timeline of two weeks will be considered as a request to be removed from the pool of eligibles. This is covered in the applicant orientation.
- c.** Individuals may be removed from the pool of eligibles prior to their two-year expiration date or by the following:
- Based on their request
 - Following their failure to respond to two initial dispatches
 - Following their failure to keep the committee informed of their current address and telephone number
 - Following their failure to respond to the survey within the established timeline of two weeks
- d.** Non-ranked pool of eligibles will be given 2 opportunities to attend an orientation and interview. Failure to attend the orientation and interview will result in being removed from the non-ranked pool of eligibles.

5. RANKED POOL OF ELIGIBLES – Individuals who met the application requirements will be placed in the ranked pool of eligibles subsequent to:

- Completing a trade orientation provided by the committee
 - Scoring by the committee based on the attached point system
 - Participating in a scored interview with the committee
- a. The application and interview scores will be combined to determine placement in the ranked pool, based on their score. Individuals will remain in the pool for a period of two years.
 - b. Individuals who do not complete the interview and orientation will not be added to the ranked pool and will be notified in writing by the committee within 10 days of meeting. Individuals may be removed from the ranked pool prior to their two-year expiration date or by the following:
 - Based on their request
 - Following their failure to respond to two initial dispatches
 - Following their failure to keep the committee informed of their current address and telephone number
 - Following their failure to respond to the survey within the established timeline of two weeks
 - c. The ranked pool will be surveyed every six months to determine status of applicants. Failure to respond to the survey within the established timeline will be considered as a request to be removed from the ranked pool.
 - d. An individual who has been removed from the ranked pool may request reinstatement by submitting a written appeal if the individual wishes to appeal this action you must file a written request for reconsideration with the committee postmarked within 30 days from the date of letter from the committee.
 - e. Applicants still in the ranked pool of eligibles when additional applications are accepted will be placed in the new ranked pool according to their initial score and will be retained in the ranked pool for the remainder of their 2 year eligibility.
- 6. READY FOR EMPLOYMENT LIST** – In January of each year the committee will work with its assigned apprenticeship representative to review registration information for the previous five years and determine the average number of annual apprentice indentures. The ready for employment List for the year will be adjusted if needed to equal 20% of the annual indenture average.
- a. Individuals will be placed on the ready for employment List in order of their rank in the ranked pool of eligibles and issued an employer selection form.
 - b. An employer may select any individual from the ready for employment List by signing the employer selection form.
 - c. The employer's next new apprentice must come from the top of the ready for employment List. The employer may then alternate between selecting any individual from the ready for employment List and the top individual in the List.
 - d. When the ready for employment List falls to half of the 20% annual indenture average the committee may replenish the list by moving the next group of applicants from the top of the ranked pool of eligibles to the ready for employment List.
 - e. Applicants will be asked to designate in which of six zones¹ in the program's geographical area they are willing to work. If a job assignment is not within the zones designated by the top applicant on the ready for employment List, the committee may go to the next applicant on the list and so on. Applicants who refuse assignments according to their designated zones will retain their position on the list.

¹ Zones are 1. Multnomah & Hood River, 2. Yamhill, 3. Washington, Clatsop & Columbia, 4. Clackamas & Wasco, 5. Tillamook 6. Clark County

- f. If all applicants on the ready for employment List refuse an assignment according to their designated zones, the committee will dispatch the top ranked applicant from the ranked pool of eligibles who is willing to accept the assignment.
- g. Individuals in the ranked pool of eligibles will be selected in descending order if a training agent rejects an eligible or an out-of-work apprentice, the training agents must provide the committee with a written, job-related reason that is consistent with the training agent's documented employment policies and applicable State and Federal EEOA requirements.
- h. The ranked pool will be surveyed every six months to determine status of applicants. Failure to respond to the survey within the established timeline will be considered as a request to be removed from the ranked pool.

Individuals may be removed from the ranked pool prior to their two-year expiration date or by the following:

- Based on their request
- Following their failure to respond to two initial dispatches
- Following their failure to keep the committee informed of their current address and telephone number
- Following their failure to respond to the survey within the established timeline of two weeks

7. COMMITTEE OPERATION

The Committee operates under Oregon State Law and administrative rule, the approved program standard, and these policies and procedures.

7.1 Membership – The Committee consists of an equal number of principal employer and employee representatives.

- a. **Elected Positions** – The positions of Chair and Secretary are filled by opposite representation (employer and employee) and are elected by the Committee from current committee members. The officers shall serve for no less than 1 year and no more than 2 years without a contested, secret ballot election. When a vacancy occurs, the employer or employee members shall elect from their representation a replacement to serve the unfilled term of an office.
 - Employer Representative: Has the ability to hire and fire apprentices
 - Employee Representative: Must be a journey worker or employee of the Limited Energy trade and not be able to hire or fire apprentices
 - Alternate Representative: Shall serve in the absence of principal members consistent with ORS660.135.(2): “The Alternate members may attend all committee meetings, participate in discussions and perform such duties as may be delegated to them by the committee, but may not vote at the committee meetings except when actually serving to substitute for an absent principal committee members for their respective employer or employee” (See OAR839-011-0074(4b))
- b. **Delegation** – The Committee has authorized a Coordinator to perform any clerical, administrative or other functions as directed by the Committee
- c. **Trust Member Minimum Requirements**
 - Trust members must currently be employed by or an owner of an active training agent in good standing with the program.
 - Must have the ability to donate the appropriate amount of time by attending the quarterly LETT Meetings.
- d. **New Trust Members Process**

- Limited Energy JATC will appoint all new trust members

Note: the Limited Energy JATC would like a representative from the JATC to attend the LETT Trust Meeting and report back to the JATC on quarterly bases.

e. Committee Member Minimum Requirements

- Must have the ability to donate the appropriate amount of time by attending the monthly JATC meetings
- Must have a general knowledge and understanding of the Limited Energy industry
- Must be currently active or retired as a Limited Energy training agent or journey worker

f. Chairman /Secretary Position Minimum Requirements

- Must have the ability to donate the appropriate amount of time beyond attending the monthly JATC meeting
- Must have a general knowledge and understanding of the Limited Energy industry
- Must be currently active or retired as a Limited Energy training agent or journey worker and has served on the Limited Energy JATC for a minimum of 2 years

g. Committee Member Responsibilities

- Work to help accomplish Limited Energy’s Affirmative Action Goals & Objectives (See OAR 839-011-0145)
- Facilitate the Limited Energy long-term success
- Regularly attend and actively participate in the Limited Energy meetings; bring any relevant information to share with the committee
- Inform the administrator about meeting attendance intentions (by accepting or declining meeting invitation through email, fax, or phone call)

h. Removal of Committee Members – Committee members may be removed by submitting a formal request, inactivity or failure to abide by the policies and procedures of this committee.

- The Committee may appoint a replacement committee member at the same meeting at which it removes a member.

i. Subcommittee – Consisting of at least 1 or 2 existing committee members and other volunteers from the Limited Energy industry who will make recommendation for approval to the Limited Energy JATC to deal with any of the following issues:

- Interview and rank new applications
- Review/rerate apprentice files
- Disciplinary action
- Prior OJT and Related Training
- Policy & Standards
- Education

At least 1 member from the main committee will chair subcommittees formed by the main committee. (See ORS 660.135)

j. Political Activity – No committee member, or delegate acting on behalf of the committee, may direct apprentices to perform political activities of any sort or to make progress in or retention in the apprenticeship program dependent on the performance of such activities. Political activities can include, but are not limited to, posting flyers, placing yard signs, working on phone banks, mailings, collecting funds, etc.

7.2 Meetings – The actual date of the next regular meeting is designated at each committee meeting.

- a. **Agenda** – Items must be submitted to the Committee by the 10th of the month prior to the scheduled meeting date for placement on the agenda. All requests received after the 10th will be addressed on the following agenda.
 - b. **Quorum** – Transaction of business and/or committee action requires the presence of at least 2 employer and 2 employee representatives. The Committee will utilize subcommittees as needed to address specific elements of the apprenticeship program.
 - c. **Electronic Meeting** – Conducting business using facsimile or other electronic media as directed by the committee is only permitted on the following items:
 - Removal or accepting a new pool of applicants
 - Registering apprenticeship in ranked order from a committee approved list of qualified applicants
 - Advancing apprentices to the next level of apprenticeship (re-rate) based on established criteria
 - Citing apprentices to appear at the next regularly scheduled committee meeting for established reasons
 - Referring to sit for State Exam
 - d. Under circumstances as described in paragraph (c) above, staff may poll all committee members electronically with the options to either approve or to defer the item for discussion at the next regularly scheduled meeting.
 - e. Voting committee member will be given 24 hours to respond to the question presented electronically with the options to either approve or to defer the item for discussion at the next regularly scheduled meeting.
 - f. If at least two principal employer and two principal employee members respond (and if all responding members express approval, committee staff shall prepare “Minutes of Electronic Actions”. These minutes will be designated to distinguish them from minutes that arise from a “meeting” at which there is the opportunity for a deliberative process per Robert’s Rules of Order.
 - g. Electronic polling is prohibited for issues requiring the personal appearance of applicants, apprentices, training agents or employers.
8. **EXCEPTIONS** – Apprentices shall be permitted to enter the program under any of the exceptions listed below depending on their qualifications
- a. **Experienced Apprentice #2** – Experienced apprentices who gained their experience in a registered low voltage apprenticeship program shall be permitted to enter this program as far as practical and pick up their training where they left off instead of entering as beginning apprentices, provided they:
 1. Meet the current minimum qualifications of this program;
 2. Gained their experience during the 2 years prior to making application; and
 3. Were not terminated from an apprenticeship program for cause. These individuals will be placed at the bottom of the out of work list.
 - b. **New Training Agent #3** – An employer who has not participated in the training of a low voltage apprentice under ORS 660 for at least 2 years prior to seeking entry or reentry into the apprenticeship program may provide the committee with a list of current employees who:
 1. Meet the minimum entry qualifications of this program;
 2. Have been on the employer’s payroll for at least three months; and
 3. Have documented a minimum of 360 work hours.

The employer may indenture these individuals at any time without going to the Ready for Employment Pool. The employer is thereafter restricted to selection from the Ready for Employment Pool.

- c. **Previous Experience Applicant #4** – Applicants for apprenticeship, who establish a minimum of 2000 hours of legal work experience and academic training creditable to the term of apprenticeship will be registered as apprentices, provided they:
 - 1. Meet the minimum entry qualifications of this program;
 - 2. Gained their experience during the 2 years prior to making application; and
 - 3. Document education and legal work experience equal to at least the first 2 periods of this program.

These individuals will be placed at the bottom of the out of work list.

- d. **Veteran's Entry #12** – Veterans may apply to the program at any time if they meet the minimum qualifications of the program and if they are:
 - 1. 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;
 - 2. Members of the Selected Reserve or Individual Ready Reserve with a DD214 issued within the past 24 months; or
 - 3. Members of the Oregon National Guard who are active or with a DD214 issued within the past 24 months.

Individuals qualifying under this exception will be scored and placed at the top of the ranked pool of eligibles

9. APPRENTICE RESPONSIBILITIES – While the Committee is responsible under Oregon State Law and administrative rule for the apprenticeship program, a part of this responsibility is shared by apprentices, who are expected to cooperate with the Committee during the course of their apprenticeship.

9.1 Registration – Apprentices are registered to the Committee, not to individual training agents.

- a. Apprentices being indentured into the program are required to complete a new apprentice orientation with the coordinator before the registration agreement can be submitted to the Apprenticeship and Training Division (ATD)
- b. The effective date of registration is the day the complete and signed apprenticeship agreement and committee minutes are received at the Apprenticeship and Training Division (ATD), or the committee issues an initial license.
- c. Once the Apprenticeship and Training Division has entered your agreement an apprentice card and trainee card will be mailed to the registered apprentice. Both apprenticeship cards must be carried on the job at all times.

9.2 Apprentice Identification Cards – Apprentices must possess a current and valid apprenticeship card issued by the Bureau of Labor and Industries Apprenticeship and Training Division and a photo identification card at all times. (See OAR 839-282-0120(1), OAR 839-282-0270(1)(b)).

9.3 Expectations – Along with the specific requirements outlined in the program standard and in these policies and procedures, apprentices are expected to:

- a. Conduct themselves at all times in a neat and professional manner.
- b. Diligently perform the work assigned, develop and practice safe working habits, and comply with the training agent's environmental, health, and safety programs.
- c. Attend and pass related training classes as required by the Committee.

- d. Keep the Committee informed of current address and telephone number and submit all requested information to the Committee in a timely manner.
- e. Submit a monthly progress report online by the 10th of each month even if apprentice is out of work or referred to test.
- f. A current CPR card is required during your time in the apprenticeship program.

9.4 Registered Apprentice Probationary Period– All new apprentices are in a probationary period of 800 hrs for class B and 1500 hrs for class A, or a period of one year, whichever is shorter, and may be canceled for not keeping file current or progressing in the program as specified in the program standards upon written notice to the Oregon Apprenticeship and Training Division.

9.5 Washington State Trainee Card –Apprentices who will be working in the State of Washington needs to obtain a trainee card in order to perform any electrical work. Oregon’s apprenticeship card isn’t valid in Washington State according to Washington State. Training agents have been receiving fines for apprentices not having a valid trainee card. If you need to obtain a trainee card for your apprentice you will need to contact Washington State Trade and Licensing Department or go online to obtain the forms needed for trainee card:www.lni.wa.gov/tradeslicensing .

10. OJT (On-the-Job Training)

10.1 Approved Employment – Apprentices must make every effort to maintain employment in the trade with an approved training agent. Hours worked for a non-approved contractor are not applicable to OJT requirements and will not apply toward advancement or completion.

10.2 Monthly Progress Reports (MPRs) – Once apprentices are officially indentured into the program, it will be their responsibility to maintain a daily record of OJT training completed in each of the work process categories listed on the monthly progress report online. Apprentices who are out of work or referred to test are still required to submit monthly progress reports online by the 10th of each month.

- a. We recommend apprentices keep a copy of each MPR submitted to the Committee for own records.
- b. If an apprentice has worked for multiple training agents in the same month, a separate MPR for each company will need to be submitted together indicating which company the hours were obtained.
- c. Failure to submit MPRs by the 10th online is considered late and will result in disciplinary action.
- d. MPR’s are accepted online only <https://workforce.flashpoint.xyz>

10.3 Improperly Recorded Hours – Falsifying hours worked on an MPR will result in the following action:

- a. First Violation will result in the apprentice being placed on six-month disciplinary agreement and be held in current period. All incorrect hours will be deducted.
- b. Second Violation could result in termination from the apprenticeship and training program.

11. RELATED CLASSROOM TRAINING – Apprentices must attend school fall, winter, and spring terms, which is the equivalent of 144 classroom hours each year, and complete the classes with a “C” or better as directed by the Committee. There is no classroom training offered during the summer.

11.1 Schedule – Apprentices will receive a letter from the program administrator 3 to 4 weeks prior to the term beginning. The letter will have all your classroom information dates, night of class(es), location, cost of books, and a registration form enclosed.

11.2 Registration – Apprentices are responsible for registering in class on the 1st night at Clackamas Community College with either a payment in full or have paid in full by week 3. New apprentices

are expected to begin their related training the term following acceptance into the program as an apprentice.

- 11.3 Tuition** – Apprentices need to have tuition paid in full by the first night of class or have made arrangements with program administrator prior to the first night of class. Failure to pay in full the tuition and any late fees by week three of the term will result in removal from the class.
- a. Tuition and Books are the responsibility of the apprentice and not the training agent. (unless the training agent provides education benefits)
 - b. Apprentices currently who are unable to pay for tuition and books for any reasons listed below may submit an email requesting one-term off due to a hardship once their initial probationary period has met. Apprentices will be required to attend the next committee meeting in order to be considered for hardship. Approving any hardships is at the discretion of the Committee..
 1. **Financial – Related Training Hardship** – are for apprentices currently out of work and unable to pay for tuition and books due to financial reasons. Apprentices will only be able to request this once during their time in the program and will be required to attend the next committee meeting in order to be considered for any of the hardships.
 2. **Personal/Medical - Related Training Hardship** – are for apprentices currently who are unable to pay for tuition and books due to personal/medical reasons.
 3. **Veterans - Related Training Hardship** - Military Service - Proof by providing governmental or other official documentation supporting orders if unable to attend classes for a term.
- 11.4 Related Training Books** – Prior to the first night of class apprentices will be required to purchase the books listed on their school letter.
- 11.5 Classes and Grades** – The Committee is responsible for establishing and/or approving the content and curriculum of all related training classes.
- a. All classes must have prior committee approval. Apprentices who identify a class, course, or seminar they wish to challenge to receive credit for must submit written request to the Committee prior to attending. Upon completion, they must provide documentation (completion certificate, letter written on company letterhead, etc.) detailing the course related training topics covered and the number of hours attended in order to receive credit for the class. The amount of credit awarded will be at the discretion of the Committee.
 - b. A term grade of “C” or better is required for a successful completion. Apprentices receiving a lower grade will be cited to appear before the committee and will need to make arrangements to re-take the class the next term. Advancement will be held until the class has been completed.
- Apprentices must comply with Clackamas Community College student policies. Failure to comply could result in disciplinary action with the Limited Energy JATC. All students must be registered as an apprentice in the program in order to take the classes.
- 11.6 Certifications** – Apprentices are responsible for having a current CPR Card on file 90 days from the date of being into the program. A current CPR card is required at all times while in the program failure to have a current card will result in being cited to appear. Online certifications are not accepted. Apprentices will not be rerated or referred to test until a current card is in their file.
- 11.7 Attendance** – Related training hours are based on instruction hours for activities such as classroom lectures, lab projects, and testing. All class hours missed will need to be made up prior to being referred to test even if they fall under excusable absences.
- a. Apprentices who miss class must talk with current instructor by the next class to determine ways to make up the hours missed. If the related training hours are made up after the term is over all documentation must be submitted to apprenticeship department as soon as possible.

- b. Apprentices with **3 or more absences** will result in an automatic fail of the course and will be required to appear before the Committee.
- c. Apprentices are not advised to take extra related training classes unless they have received previous experience OJT credit and are trying to catch up in related training. Program standards require no less than 144 hours of related training per year. If an apprentice completes the 2 or 3 year curriculum in less time, apprentice is still required to complete the states related training requirements.

12. EMPLOYMENT POLICY – Apprentices must make every effort to maintain employment in the trade and only with contractors approved as training agents.

12.1 Approved Employment –If an apprentice is offered work by a contractor who is not an approved training agent the apprentice must notify the Committee within 5 working days of the offer. The contractor must complete all application requirements for approved training agent status within 25 calendar days or before the next committee meeting, whichever time is shorter, and must obtain approval as a training agent prior to allowing the apprentice to perform any electrical work. The Committee can delegate authority to the Coordinator for interim recognition of training agent approval upon verification of all requirements.

- a. When an apprentice accepts employment with a new employer, he/she must submit an email to the apprenticeship director with the following:
 - New employer name
 - Date of hire

12.2 Out of Work Apprentices – All unemployed apprentices in good standing will be placed on the out of work list in no particular order. All apprentices will be given the opportunity for re-employment as soon as possible and prior to indenturing new apprentices as practicable.

- a. Any apprentice who becomes unemployed must contact the Committee within 5 days. They will be provided a current training agent list at that time.
- b. Apprentices who are out of work must submit a monthly progress report with no hours recorded.
- c. The Committee will refer all out-of-work apprentices who are in good standing to registered training agents upon their request.
- d. Unemployed apprentices who refuse an offer of employment must contact the Committee to provide additional information.
 - Apprentices who are unavailable for reemployment must contact the Committee to request a suspension (leave of absence); supporting documentation may be required.
 - If an unemployed apprentice refuses a job offer, the apprentice must submit in writing by email, fax or mail to the apprenticeship director explaining why. If a second job opportunity is declined the apprentice will no longer be in good standing with the Committee and will be cited to appear at the next Committee meeting.
 - Apprentices who have been unemployed for over 60 days will be requested to appear at the next committee meeting for failure to progress in the program
- e. Apprentices who have received two unfavorable releases from employers will be requested to appear at the next committee meeting for failure to progress in the program.

12.3 Employment Continuity – Apprentices must make every effort to maintain employment in the trade. Apprentices are not allowed to “moonlight” or “work on the side” in this trade or a trade-related industry.

13. CREDIT FOR PRIOR EXPERIENCE –The Committee may grant credit for previous on-the-job and related training experience based on the supporting documentation and apprentice must be in good

standing at the time of request. All requests must be made within one year of indenture and will be approved only after the apprentice has been related to the 2nd period. The amount of credit awarded will be at the discretion of the Committee.

13.1 Requesting On-the-Job Credit – Apprentices can request credit for previous work experience by submitting a request by email, mail or fax to the apprenticeship director, work experience verification form or any supporting documentation to the Committee by the 10th of the month in order to be placed on the agenda; those received later will be addressed at the next committee meeting. All individuals will be required to attend committee meeting before any hours can be approved. *Note: All on-the-job hours obtained in the State of Oregon are considered illegal unless earned while in a limited energy registered apprenticeship program and the committee will not be able to grant any hours even if the company was considered exempt from needing Limited Energy Class A or Class B license journey worker to perform the work. (OAR 918-030-0030)*

13.2 Requesting Related Training Credit – Apprentices can request credit for previous related training experience by submitting a request by email, mail or fax to the apprenticeship director, and any supporting documentation to the Committee by the 10th of the month in order to be placed on the agenda; those received later will be addressed at the next committee meeting. All individuals will be required to attend committee meeting before any classes will be reviewed.

a. Challenge Related Training Courses – If an individual can explain or provide supporting documentation verifying that their knowledge and skill level are equal to or higher than the class they are requesting to challenge. If approved the Committee will send the request to Clackamas Community College.

- Clackamas Community College will schedule and proctor exam
- Clackamas Community College challenges are fee based
- All Challenge exams are closed book
- Course syllabus will be available upon written request to the apprenticeship department once the challenge has been approved by the Committee
- Apprentice has 30 days from date of referral to complete challenge. Failure to complete challenge will result in referral being voided and student will have to take the course.
- Clackamas Community College will fax results back to the JATC
- JATC will acknowledge credit at the next committee meeting if exam has been successfully passed.

13.3 Supporting Documentation – Written information verifying the experience must be submitted with a prior experience verification form:

a. OJT Experience – Credit can be granted only for legally obtained work experience (i.e.: work done in another state that doesn't require a license); supporting documentation may include:

1. A letter on company letterhead with official signature and detailing the type of work done and the amount of time spent in each of the following work process categories:

Class A Technician Work Process Categories (3 year program)

- Install, wire, troubleshooting & maintenance, pull, splices, conduit, flex, tray, duct control, wiring device, finish stock room & materials, overhead, and underground
- **Protective Signaling** – fire, alarms, protective signaling, and nurse call
- **Communication Systems** – data telecommunications, intercom, and paging
- **Specialized Control Systems** – HVAC, medical, boiler, clock, and instrumentation

Class B Technician Work Process Categories (2 year program)

- Install, wire, troubleshooting & maintenance, pull, splices, conduit, flex, tray, duct control, wiring device, finish stock room & materials, overhead, and underground
- **Communication Systems** – data telecommunications, intercom, and paging
- **Specialized Control Systems** – HVAC, medical, boiler, clock, & instrumentation

2. Military records (if applicable)

- b. OJT Hours not previously obtained in a state recognized limited energy licensed trade or in an equivalent apprenticeship program will only be granted up to 50% of requested amount of hours with a maximum amount of 5000 hours for Class A and 3000 hours for Class B will be allowed. Hours granted cannot exceed the minimum OJT hours required in each work process categories.
- c. **OJT Experience Not Accepted** – Classroom Training received in employment or at any education institution classes.
- d. **Related Training Experience** – Documentation includes:
 - 1. Transcripts
 - 2. Completion Certificates
 - 3. Military Records (if applicable)
 - 4. Seminar/Workshop Certificates

13.4 Requesting Prior Experience Over 24 months - If prior experience was obtain more than 24 months amount granted will be at the discretion of the committee. The Committee may request your current employer complete a performance evaluation.

14. APPRENTICE REVIEW AND EVALUATION – The Committee will regularly review and evaluate the progress of each apprentice as to job performance and related classroom instruction.

14.1 Schedule Reviews– Apprentices must keep file current and updated at all time to be considered for rerate. The Committee will review the progress of each apprentice a minimum of twice a year: January and July.

- a. Apprentices may be reviewed more frequently if they appear to be having difficulty in the program. Depending upon the circumstances, apprentices may need to meet with the Committee to provide additional information.
- b. If the apprentice has failed to keep his/her file current or fails to progress in the program, he/she will be cited to appear before the Committee and held at the current period until the next scheduled review.
- c. If the on-the-job or related training hours are insufficient for advancement, the apprentice will be held at his/her current period. Once all requirements to go to the next period are met, the apprentice may submit a request by email, mail or fax to the apprenticeship director to the apprenticeship director requesting that the Committee to re-evaluate his/her file for advancement at the next committee meeting. The request must be submitted by the 10th of the month to the IEC office in order for the committee to review it at the next scheduled meeting.
 - If the re-rate is granted, the coordinator will send a letter to the apprentice and training agent to confirm the rerate, which will become effective 2 weeks from the date of the meeting

14.2 Evaluations – Training agents will receive an Apprentice Evaluation Form, which is required for each registered apprentice in the company. The training agent's evaluation will be carefully

considered when reviewing but will not guarantee apprentice will be held for rerate unless the Committee can justify the cause for being held.

15. ADVANCEMENT (RE-RATE) – The Committee is responsible for advancing apprentices to the next period in the program. The Committee will notify the apprentice and training agent if any of the following actions were taken at evaluation time. All action information will be maintained in each apprentice’s file.

15.1 Advancement (Re-Rate) – The Committee will review each apprentice’s file in January and July. If all requirements for advancement to the next period have been met, the apprentice will be rerated to the next period and training agent will be required to pay the rate as determined by the annual wage survey. Re-rates will be based on apprenticeship file being current on the following:

- a. **OJT Hours** – MPRs will be reviewed for the following requirements:
 1. Minimum number of OJT hours are received
 2. MPRs are current and completed
 3. More than 1 late MPR’s in during the following months February – July & August – January will **result in automatic hold on rerate until next review.**
 4. Employers evaluation comments regarding job attendance, punctuality, quality and quantity of work, and safety practices
- b. **Related Classroom Training** – Term results and other pertinent documentation will be reviewed for the following requirements:
 1. Attendance and minimum classroom hours
 2. Passing grade C or higher
 3. Current CPR Card
- c. Other relevant information will be reviewed as needed.

15.2 Re-Rate Scale (Wage Progression)

LIMITED ENERGY CLASS A TECHNICIAN

Period	Percentage	Minimum OJT	CPR Card	Minimum Related Training
1st Year Apprentice				
1 st	50%	0	n/a	0
2 nd	58%	500	Current	48 hours (Complete 1 Class)
3 rd	63%	1500	Current	96 hours (Complete 2 Classes)
2nd Year Apprentices				
4 th	68%	3000	Current	192 hours (Complete 4 Classes)
5 th	73%	3500	Current	240 hours (Complete 5 Classes)
3rd Year Apprentice				
6 th	79%	5000	Current	336 hours (Complete 7 Classes)
Referred To Test		6000	Current	432 hours (Complete 9 Classes)

LIMITED ENERGY CLASS B TECHNICIAN

Period	Percentage	Minimum OJT	CPR Card	Minimum Related Training
1st Year Apprentice				
1 st	50%	0	n/a	0
2 nd	60%	500	Current	48 hours (Complete 1 Class)
3 rd	65%	1500	Current	96 hours (Complete 2 Classes)
2nd Year Apprentices				
4 th	75 %	3000	Current	192 hours (Complete 4 Classes)
Referred To Test		4000	Current	288 hours (Complete 6 Classes)

The average journey worker wage is reviewed annually and will be calculated by adding all the reported average hourly wages and dividing by the number of participating training agents. In order for the wage scale to change the results need

to be at least a nickel difference and then the committee will round to the nearest nickel to determine the annual journey worker wage.

16. OTHER PROGRAM REQUESTS

16.1 All requests for the committee to review must be submitted in writing by email, mail or fax to the apprenticeship director along with any backup documentation for request by the 10th of the month in order to be addressed at the next committee meeting :

- a. The Committee **doesn't require** the apprentice to attend committee meeting for any of the following reasons:
 - Out of Work
 - Change of Employer/Laid Off
 - Change of address, phone number, or name
 - Indirect Supervision Card
 - Withdrawal from the program
 - Request a Rerate
 - Referral to Test
 - Reverse Suspension
- b. The Committee **requires** the apprentice to attend the committee meeting for any of the following reasons:
 - Suspension
 - Prior On-The-Job Experience
 - Prior Related Training Experience
 - Absence From School
 - If the apprentice would like to address the Committee for any reason
 - To appeal the committee's final decision

16.2 Suspension/ Leave of Absence – Apprentices who are unable to fulfill the responsibilities of their apprenticeship can request a voluntary suspension (leave of absence) by submitting a request in writing by email, mail or fax to the apprenticeship director for the Committee's review.

Apprentices requesting a suspension must attend the next Committee meeting. Failure to do so will result in denial of your request and possible disciplinary action.

- a. The apprentice must contact the Committee before their suspension expires. If additional time is needed, a written extension request must be submitted and supporting documentation may be required.
- b. The apprentice must notify the Committee in writing when ready to return to the program. The apprenticeship agreement will be reactivated on the date the Committee takes action to remove the suspension. Apprentice ID card and license will be reissued by ATD.
- c. Apprentices will have the opportunity to present any additional classroom experience during the leave for further consideration in accordance with the Committee's credit for previous experience policy.
- d. Apprentices who fail to contact the Committee before their suspension agreement expires will be cancelled from the program.

- e. Veteran/Military Apprentice must submit governmental or other official documentation supporting orders received if unable to fulfill the responsibilities of their apprenticeship.

16.3 Transferring Apprentices – Apprentices who are currently registered in a low voltage apprenticeship program will be given the opportunity to apply to this program at any time if they:

- a. Are in good standing with their current Limited Energy program and have completed the current programs probationary period before requesting a transfer from one program to another.
- b. Submit a letter verifying current standing with the apprenticeship program at the time of withdrawal, which includes the total number of on-the-job and related training hours completed by the apprentice while in their program.

16.4 Returning Apprentices – Experienced apprentices who gained their experience in a registered low voltage apprenticeship program shall be permitted to enter this program and confirming their training where they left off provided they:

- a. Meet the current minimum qualifications of this program;
- b. Gained their experience during the 2 years prior to submitting their application;
- c. Were not terminated from an apprenticeship program for cause; and
- d. Provide copies of ending on-the-job training hours and related training transcripts

These individuals will be placed at the bottom of the out of work list and may resume the program at their former pay period and related training level indicated on official documents, based on current program requirements. If you have been out of a program over 2 years you must reapply.

- e. Apprentices who were cancelled for cause must wait 1 year from the date of cancellation before reapplying to the program pool.

16.5 Withdrawal – Apprentices may withdraw from the program at any time by submitting a written request to the Committee. The apprenticeship agreement will be canceled and the apprentice will receive a letter from ATD listing the number of OJT hours recognized by the Committee at the time of withdrawal. If you choose to reapply during the following 2 years, you may resume the related training level indicated on official documents based on current program requirements. You will also have the opportunity to present any additional OJT or classroom experience acquired during the withdrawal period for further consideration in accordance with the Committee's credit for previous experience policy.

16.6 Indirect Supervision Card – Only Class A apprentices entering into the final period in a 6,000 hour apprenticeship program with at least 5,000 hours of on-the-job training will be allowed the opportunity to submit an email to the apprenticeship director by the 10th of the month requesting the indirect supervision card in order to be addressed at the next committee meeting. This card would allow the apprentice to work under indirect supervision at the discretion of the responsible supervisor on **projects not exceeding 8 hours duration** that are otherwise within the scope of the apprentice's license. Apprentice ratio must be maintained at all times regardless of supervision status. Also note that this card doesn't allow apprentice to supervise another apprentice. See OAR918-282-0270

16.7 Exam Referral – Apprentice's will be referred to take the Oregon State license exam when all apprenticeship requirements have been satisfied.

16.8 Completion – If all of the program components outlined in the standard have been satisfied, the apprentice will be completed upon receipt of passing exam results, or failing to receive a license 6 months from the date of referral.

17. DISCIPLINARY ACTION – The Committee will take corrective action for any failure to satisfy program requirements. Any disciplinary action will hold advancement and the apprentice will have to wait until the next scheduled review to qualify.

17.1 Notice to Appear – This action requires the apprentice to attend the next committee meeting to discuss the issue(s). If the apprentice cannot appear as directed, they must contact the Committee to discuss other options.

17.2 Proposed Cancellation – This action requires the apprentice to appear at the next committee meeting to show reason why their apprenticeship agreement and license should not be canceled.

a. The Committee must provide at least 22 days written notice to the apprentice prior to the date their agreement will be considered for cancellation.

b. Failure to appear at the Committee meeting will result in cancellation from the program.

17.3 Final Cancellation – This action terminates the apprentice’s agreement and apprenticeship card. Cancellation can occur only for a specified reason and only after the apprentice has been notified (Notice to Appear) and has had sufficient time to correct the problem (Disciplinary Probation, Proposed cancellation, or both). The Committee will consider all information provided in making its decision.

17.4 Disciplinary Agreement – The Committee and apprentice will establish a disciplinary agreement to correct the problem(s), with appropriate timelines. Breach of agreement will result in proposed cancellation or final cancellation of apprenticeship status.

The Committee will notify training agents of any disciplinary action taken, and copies of all notices and related correspondence will be maintained in the apprentice’s file. All actions taken by the Committee will be noted in the minutes of the meeting and submitted to ATD.

18. EXAM REQUIREMENTS - The Committee will ensure that the apprentice’s OJT and related training satisfies the requirements of the appropriate license.

18.1 Apprentice License – Apprentices must be indentured by the Committee and registered with the Oregon Apprenticeship and Training Division (ATD) in order to receive an apprentice card and license.

a. The Oregon law requires that your license be visible to others when you are on the job site unless wearing it would create an unsafe working condition.

b. The apprenticeship registration card and apprentice license expire after 6 months and are reissued automatically as long as the apprentice remains active and in good standing with the Committee and has a current address on file. Please contact the Oregon ATD if the license is lost, or if it expires prior to receiving a new license.

c. Apprenticeship cards and licenses are not issued to apprentices who are on suspension.

18.2 License Exam Referral – Apprentices must have committee approval to take the license exam. The following license requirements must be satisfied prior to referral

a. Completion of the minimum OJT hours in the proper work process categories outlined in the monthly progress reports.

b. Completion of the related training hours in the required classes with a grade of “C” or better.

c. Monthly progress reports current and complete.

d. A copy of a current CPR card on file

• Upon verification of all requirements, the Committee will approve the apprentice for referral to the exam and note the action in its meeting minutes. ATD will then

generate and submit the exam referral letter to the Oregon Building Codes Division (BCD).

- Upon receipt of the referral letter, Oregon BCD will mail an application packet to the apprentice, who will select a test location/date from the list provided and return the application to Oregon BCD.

18.3 Exam Results – Apprentices are expected to take the license exam 2 times within 90 days of the exam referral and must provide a copy of the exam results to the Committee. Failure to take exam 2 times within the 90 days will result in being cited-to-appear before the committee.

- Pass** – Apprentices who pass the exam with a 75% or higher are required to send the Limited Energy apprenticeship department at IEC Oregon a copy of test results or license in order to be completed from the program at the next committee meeting.
- Fail** – Apprentices scoring 74% or less on the exam must wait 30 days to schedule a retake exam through the Building Codes Division (BCD).
- Retest** –The Oregon Electrical Board allows retesting every 30 days.
 - After 3 months from initial referral date, an apprentice must continue schooling or be completed without benefit of license, at which time the apprenticeship card is no longer valid.
 - After 12 months from initial committee referral date will be completed from the program without benefit of license and apprenticeship card will no longer be valid.

Apprentices are required to take the state license exam at least twice within a 3 month period from the initial date of referral. Candidates failing to take or pass the exam during this time period will be cited to appear at the next committee meeting. Failure to appear will result in the apprentice being completed without benefit of license.

19. TRAINING AGENT – An employer wishing to train apprentices must obtain committee approval to become a training agent. The Committee will recognize an employer as an approved training agent when (and as long as) the employer demonstrates that they meet all qualifications established by the Committee and the State of Oregon.

19.1 Qualifications – A contractor applying for training agent status must:

- Be licensed as an Oregon Electrical Contractor for at least 6 month (no exceptions)
- Possess, or employ full time, the holder of an Oregon Electrical license (*CLE# or C#*) equal to or higher than the occupation being trained, as substantiated by copies of that license(s).
 - **Exempt CLE or C License** – Companies that qualify for exemption must provide written verification to the Committee that the company is considered a governmental, educational, and/or a medical facility that is exempt from needing CLE or C license in the State of Oregon.

*All governmental, educational or medical facilities that qualify to become a training agent will only be allowed to employ 1 apprentice at a time.

- Have an office at an address located in one of the following counties: Multnomah, Clackamas, Columbia, Washington, Hood River, Wasco, Yamhill, Tillamook, Clatsop & Clark.
- Be registered with Construction Contractor’s Board (CCB) (non exempt status)
 - **Exempt CCB License** – Companies that qualify for an exemption must provide written verification to the Committee that the company is considered a governmental, educational, and/or a medical facility that is exempt from needing CCB number in the State of Oregon.

*All governmental, educational or medical facilities that qualify to become a training agent will only be allowed to employ 1 apprentice at a time.

- e. Maintain workers compensation insurance (non exempt status)
 - **Exempt Workers Compensation** – Companies that qualify for exemption must provide written verification to the Committee that the company members are of one family and qualify as an exempt independent contractor in the State of Oregon. (See OAR812-003-0250)

*Independent contractors that qualify will only be allowed to employ 1 apprentice at a time unless company changes status to non-exempt and provides the apprenticeship department with the company's workman's compensation insurance information.

19.2 Application – Upon request, an application packet containing the following information will be provided:

- a. Limited Energy Policies
- b. Limited Energy Class A or Class B Standards
- c. Application Checklist & Acknowledgement of Receipt
- d. Training Agent Application
- e. Training Agent Registration Agreement
- f. Administrative Payment & Education Enhancement Fee Agreement
- g. Ratio Verification & Exception 3 Form
- h. Acknowledgment of receipt of the Limited Energy JATC Policy & Standards

19.3 Application Submission– The following information needs to be completed and submitted to the Committee by the 10th of the month to the IEC office in order for the committee to review at the next scheduled meeting. Those received later will be addressed at the next committee meeting.

- a. Application Fee of \$ 250.00 (non-refundable)
- b. Training Agent Registration Agreement (**Signed Original Needed**)
- c. Training Agent Application
- d. **Copy** of your Construction Contractors Board Registration (CCB# with non-exempt status), or a letter verifying CCB License exempt status (if applicable)
- e. **Copy** of your Oregon Electrical Contractors license, or a letter verifying CLE# or C# License exempt status (if applicable)
- f. **Copy/Proof** of your workman's compensation insurance, or a letter verifying non-exempt workman's compensation status (if applicable)
- g. Ratio Verification
- h. Exception 3 Form (if applicable)

A current list of all potential employee(s) and their hire date who may enter the program at a later date but have been on the payroll for a minimum of 90 days and have at least 360 work hours.
- i. Signed Administrative Payment & Education Enhancement Fee Agreement
- j. Signed acknowledgment of receipt of the Limited Energy JATC Policy & Standards

19.4 Application Approval – The Company must determine who their apprenticeship contact person is for their company and that individual must complete a new training agent orientation with the apprenticeship director prior to being approved by the Committee. Failure to attend this

orientation will result in no action by the committee and will have to wait until the following month to qualify. The contractor must also agree to comply with all program requirements.

19.5 Training Agent Program Responsibilities – Training Agents are expected to abide by all rules set for by Oregon State Bureau of Labor & Industries and The Limited Energy JATC.

- Training agents are expected to cooperate with the committee to keep apprentices employed, and must strive to offer each apprentice a full spectrum of training as defined in the apprenticeship standard.
 - Report to the Committee any changes in name, location or phone number of company.
 - Apprentice supervision and adherence to require a one journey worker to one apprentice ratio.
 - When requesting a new apprentice, training agents must submit an updated Ratio Verification Form.
 - Notify the Committee in writing when and why an apprentice leaves its employ, including an apprenticeship termination form that states whether the apprentice could be re-hired or not re-hired.
 - Payment of wages, as determined by the Committee’s annual wage survey
 - Apprentices registered in the apprenticeship program may not be paid at a lower pay rate at any point during the program even if the apprentice is doing work outside of the program work process categories.
 - Scheduling work for apprentices so that the apprentice is able to attend related training classes. Apprentices are required to attend related training classes fall, winter and spring terms.
 - Working conditions of apprentices shall conform to all state and local laws and regulations affecting their health, welfare, and safety.
 - When the Training Agent has selected an apprentice or an applicant from the ready for employment pool they will be required to complete the intent to hire form and return it to the Apprenticeship Coordinator with reasons for not hiring or date of hiring the individual.
 - Apprentices cannot be placed in work situations that would cause them to miss scheduled related training classes. Training agents must contact the Committee immediately if a conflict arises so that other related training options can be identified.
- a. **Communication** – Training agents must report any changes affecting their apprentices or training agent status to the Committee within 5 days.
- b. **Discontinuing Employment** – If an apprentice’s employment is terminated for cause, written documentation must be submitted to the Committee within 5 days for committee review.
- The Committee will notify the training agent in a timely fashion of any committee actions affecting the training agent or an apprentice employed by the training agent.
- c. **Apprentice Supervision** – Each apprentice employed by the training agent must be directly supervised on-the-job by a licensed journey worker. At no time can an apprentice be unsupervised unless they hold an indirect supervision card.
- d. **Proper Supervision** – All apprentices must always be under direct supervision of a licensed journey worker or supervisor on the job-site of an approved training agent. “Direct

supervision” means that apprentices and their supervisors (journey-level or higher) must be on the same job-site. Supervision by means of only a telephone is not allowed.

- e. **Washington State Trainee Card** – Apprentices working in Washington State will need to obtain a trainee card in order to perform any electrical work because your Oregon apprenticeship card isn’t valid for Washington State. If you need your apprentice to obtain a trainee card you will need to visit Washington State Labor & Industries Trade and Licensing Department online to obtain the forms needed for trainee card:
www.lni.wa.gov/tradeslicensing .

19.6 Training Agent General Information

- a. **Joinder Agreement** – Training agents must agree to execute and comply with the current joinder agreement.
 - **Apprentice Lay Off** – Training Agents have 5 business days to notify the apprenticeship department of any apprentice layoffs. Failure to notify the apprenticeship department will be charged the full monthly administration fee and fee will not be reversed.
 - **Billing Cycle** – Monthly (*bill in arrears on OJT hours worked for the prior month*)
 - **Due Date** – 15 days from the date of invoice
 - **Late Fees** – Past due invoices will incur an additional **\$15 per apprentice** late fee.
 - **60 days or more past due** will result in being cited to appear before the committee. Failure to attend meeting will result in cancellation of training agent status.
- a. **Administrative Monthly Fees** – The monthly fee is **\$85 per month** per employed apprentice working for the Training Agent. No committee member, sponsor or registered training agent shall charge or cause charges to be levied against an apprentice for purposes of financially supporting the administrative, clerical or organizational cost of operating the apprenticeship program. This policy does not affect any requirement that a registered apprentice be required to pay the normal cost of tuition of educational services.
- b. **Education Enhancement Fees** – The **annual fee is \$60** per registered training agent will be invoiced in July. All registered training agents will be assessed this fee even if you don’t have apprentices. Failure to pay this annual fee will result in being removed as a training agent from our program. This fee will be only used to make improvements to the related training program.
- c. **Valid Employment Criteria** – Training agent rejecting either an applicant or apprentice must provide the committee with a written, job-related reason which is consistent with the training agent’s employment policies and applicable state and federal EEOA requirements.
- d. **Out of Work Apprentices** – Training Agent is required to inform the apprenticeship department of any lay-offs within 5 business days.
- e. **Apprentice Wage Requirement** – Approved training agents have agreed to pay the apprentice a minimum wage according to the average journey worker wage scale as established by this committee and approved by the Director of Apprenticeship of the Bureau of Labor and Industries. (See ORS 660.142) Training Agents aren’t allowed to pay apprentices at a lesser rate to preform other work within the company.
- f. **Yearly Wage Survey** – Training agents are required to comply with Oregon Revised Statute 660.137(6) and provide the Limited Energy JATC with annual wage information regarding their journeymen. Employers who fail to provide their committee with the information shall be terminated as approved training agents. (See ORS 660.137(6))

- g. **Mandatory Training Agent Meeting** – Training Agents are required to attend mandatory training agent meetings as scheduled. Failure to do so may result in revocation of their training agent status.
- h. **Committee Policies** – Failure to comply with the apprenticeship and training policies of this committee will result in a review by the committee of the training agent’s status in the program and may result in the training agent being removed from the approved training agent list. Loss of approved training agent status will result in all apprentices currently working for that employer being notified to place themselves on the out of work list within 30 days.

19.7 Traveling Training Agents – Approved training agents from other Oregon jurisdictions must meet this committee’s training agent requirements to be approved as a traveling training agent in accordance with the following requirements:

- a. A letter from the out-of-area apprenticeship program must be submitted verifying that the employer is an approved training agent, is currently in good standing with that committee, and has been a training agent for at least 6 months prior to seeking traveling agent status with this committee.
- b. The traveling training agent may bring apprentices from its home jurisdiction with approval by that committee.
- c. If the traveling training agent does not bring apprentices from its home jurisdiction, it must hire apprentices from this committee’s out-of-work list. If there are no unemployed apprentices, the traveling training agent may request applicants from this committee’s ready for employment pool in accordance with the approved selection procedure.

19.8 Disciplinary Action – The Committee will review any information it receives indicating that a training agent may be in violation of the apprenticeship standard, policies, or procedures.

- a. If the Committee determines that a violation did occur, the training agent will be directed to attend the next committee meeting to discuss the issue(s). Revocation of training agent status may be considered depending upon the circumstances. Failure to appear will result in proposed cancellation.
- b. An employer whose training agent status is revoked for cause will not be considered for readmission into the program for 1 year.
- c. **Apprentice Employment** – If training agent rejections for hire are excessive or appear inappropriate, the Committee will direct the training agent to appear at the next meeting for review of the training agent’s hiring practices/requirements, and disciplinary action may result.

20. EQUALITY & HARASSMENT –The Committee will uniformly apply rules and regulations concerning, but not limited to, equality of wages, periodic advancement, promotion, job performance, rotation among all work processes of the trade/occupation, assignment of work, imposition of penalties or other disciplinary matters and all other aspects of the administration of an apprenticeship program to all apprentices during their apprenticeship according to the United States Code, Code of Federal Regulations and Oregon State Law.

20.1 Equal Employment Opportunity – It is the policy of this committee that any committee member, training agent, sponsor or representative who acts on behalf of the Committee, training agents or sponsors shall:

- a. Provide equal opportunity in the recruitment, selection, employment and training of apprentices without regard to race, color, religion, gender, sexual orientation, national origin, marital status, age (where the individual is 18 years or older), expunged juvenile record, family relationship, opposition to safety and health hazards, mental or physical disability or

association with anyone of a particular race, color, gender, sexual orientation, national origin, marital status, age or religion; and

- b. Provide a workplace or training site free from harassment of any kind, including but not limited to gender, sexual orientation, race, color, religion, national origin, political affiliation, marital status, mental or physical disability or association with anyone of a particular gender, sexual orientation, race, color, age, national origin, political affiliation, marital status or religion and uniformly apply rules and regulations concerning harassment to all employees.

20.2 Harassment – Unwelcome verbal and physical advances, requests for favors and other verbal and physical conduct constitutes harassment when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/training;
- b. Submission or rejection of such conduct by an individual is used as a basis for employment/training decisions affecting the individual
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating hostile or offensive working or training environment.

21. COMPLAINT RESOLUTION PROCEDURE –The Committee will promptly and fairly address any complaints brought to its attention. A training agent/training agent applicant or apprentice/apprentice applicant who has a dispute with the program must proceed as follows:

- a. State the grievance in writing and submit to the Committee no less than 5 days before the next committee meeting date for placement on the agenda.
- b. Attend the meeting and attempt resolution of the dispute.
- c. The resolution will be communicated to the grievant in writing and noted in the Committee minutes.

22. APPRENTICESHIP GLOSSARY

Apprentice - An individual approved by an apprenticeship committee and registered with the state of Oregon to learn a skilled trade under approved industry standards.

Apprenticeship and Training Division (ATD) - The division of the Bureau of Labor and Industries that provides technical assistance to apprenticeship committees, works with industry to develop new programs, registers new apprentices and ensures compliance with state and federal regulations and policies. ATD also issues nationally recognized journey worker certificates to individuals who successfully complete an apprenticeship program.

Apprenticeship Committees - Made up of employer and employee representatives of the industry, the committees operate individual apprenticeship programs. They decide how apprentices are selected, what apprentices learn in the program, how apprentices progress through the program, apprentice wage rates and the supervision ratios. Committees select apprentices, approve advancements, discipline apprentices and approve an apprentice's completion of the program based on program standards and committee policies. In doing this, committees must follow state and federal regulations and policies for operating a program. Other names for Apprenticeship committees are Joint Apprenticeship and Training Committees (JATC), Trades Apprenticeship and Training Committees (TATC), and Joint or Trade Apprenticeship Committees (JAC) or (TAC) and sometimes apprenticeship committees.

Building Codes Division (BCD) - The division provides code development, administration, inspection, plan review, licensing, and permit services to the construction industry. These are integral to the safe and effective construction of structures in Oregon.

The division was added to the newly formed Department of Consumer & Business Services in 1993.

Bureau of Labor & Industries (BOLI) - The division of the U. S. Department of Labor that regulates apprenticeship on the federal level. In Oregon it has delegated its registration authority to the Oregon State Apprenticeship and Training Council. Coordinator/Administrator: The person who conducts the day-to-day operations of the committee and provides program information to apprentices and employers registered with the committee, the general public, committee members and regulatory agencies.

Construction Contractors Board (CCB) - The Builders Board was created in 1971 and is responsible for safeguarding the security and property of the citizens of Oregon by preventing and resolving construction contracting problems and by insuring contractors' compliance with the law. The board administers the Oregon Contractors Law that provides for licensing of residential and commercial construction contractors, subcontractors and home inspectors; investigation and adjudication of complaints filed against licensees; and assessment of sanctions against unlawful contractors. The board tests applicants on a 16-hour course in construction laws and business practices. The board also engages in education activities aimed at preventing construction problems, resolving disputes and promoting a competitive business environment.

Electrical Contractor, Limited Energy (CLE) - May make, direct, supervise or control work on limited energy systems. The scope of limited energy installations allowed is limited to the signing supervisor's license limitations. Limited energy is defined in ORS 479.905(4)

Journey Worker - An individual who has successfully completed an apprenticeship program and can demonstrate a high level of competency in an occupation is considered to have reached journey-level status. Journey workers receive a journey card and certificate that is nationally recognized and respected by industry employers.

OSATC (Council) - The Oregon State Apprenticeship and Training Council is the organization that oversees the state's apprenticeship committees, approves new programs and enforces state and federal apprenticeship laws. The Council has 8 members representing labor, management and the general public. Members are appointed by the governor and approved by the state Senate. The labor commissioner is chair of the Council.

On-the-Job Training (OJT) - The majority of the apprenticeship training occurs on the job. OJT is hands-on work experience with an employer registered with the committee to provide the training. Apprentices are paid for their OJT hours.

Related Training (RT) - Classroom training related to an occupation is required as part of an apprenticeship. The requirement is usually 144 hours per year and is most often provided through a community college, a labor organization or an industry training center. Apprentices are not paid for the related training hours and may have to bear the cost of tuition and books.

Standards - The written agreement among Council, the committees and the apprentices that contains all of the terms and conditions for the qualifications, employment and training of apprentices. Every committee must train its apprentices according to the standards that have been approved by Council.

Training Agent (TA) - An employer registered with a committee to provide on-the-job training to apprentices according to standards. Training agents must provide training experience, sufficient supervision, treat apprentices in a fair and impartial manner, and adhere to state and federal regulations as well as committee policies.