

LIMITED ENERGY TRAINING AGENT

GENERAL INFORMATION

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.

Training Agent Approval – An employer wishing to train apprentices must obtain committee approval as a training agent.

Qualifications – A contractor applying for training agent status must:

1. Be licensed as an Oregon Electrical Contractor for at least 1 year
 2. Possess, or employ full time, the holder of an Oregon Electrical license equal to or higher than the occupation being trained, as substantiated by copies of license(s).
 3. Must have an office at an address located in one of the following counties: Multnomah, Clackamas, Columbia, Washington, Hood River, Wasco, Yamhill, and Clatsop.
 4. Be registered with Construction Contractor's Board (CCB), (non exempt status)
 5. Maintain workers compensation insurance
- a. Application** – Upon request, an application packet containing the following information will be provided:
1. Checklist of required documentation
 2. Limited Energy Policies
 3. Limited Energy Class A or Class B Standards
 4. Training Agent Application (pink form)
 5. Prospective New Training Agent Questionnaire Form
 6. Administrative Payment Agreement
 7. Ratio Verification Form
- b. Submission and Approval** – The following information needs to be completed and submitted to the committee 5 days prior to the meeting. Those received later will be addressed at the next committee meeting.
1. Training Agent Application (pink form)
 2. Completed Prospective New Training Agent Questionnaire Form
 3. Copy of your Construction Contractors Board Registration (CCB# with non-exempt status)
 4. Copy of your Oregon Electrical Contractors license
 5. Ratio Verification Form
 6. Copies of Electrical Licenses
 7. Signed receipt of policy and standards
 8. A current list of all potential employee(s) that may enter the program at a later date who have been on the payroll for a minimum of 90 days and have at least a minimum of 360 work hours.

- c. **Agreement of Approval** – A company official must be in attendance at the Committee meeting at which the application is to be considered; failure to appear will result in no action. The contractor must agree to comply with all program requirements, particularly in the areas of:
1. Complete a site visit with a committee member verifying that required training elements are in place.
 2. Apprentice supervision, and adherence to required one to one ratio
 3. Payment of wages, as determined by the Committee’s annual wage survey
 4. 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.
 5. Working conditions of apprentices shall conform to all laws and regulations affecting their health, welfare, and safety.
 6. Notify the Committee in writing when and why an apprentice leaves its employ, including an apprenticeship termination form that states that the apprentice could be re-hired or no re-hire
 7. Report to the Committee any changes in name, location or phone number of company.

Training Agent Responsibilities

- a. **Apprentice Employment** – Training agents are expected to cooperate with the committee to keep apprentice employed and must strive to offer each apprentice a full spectrum of training as defined in the apprenticeship standard.
1. When requesting a new apprentice, training agents must submit an updated Ratio Verification Form.
 2. 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.
- b. **Apprentice Supervision** – Each apprentice employed by the training agent must be directly supervised on-the-job by a licensed journey worker. An authorized representative of the training agent is required to also sign Monthly Progress Reports (MPRs) for each apprentice employed, verifying the amount and type of work performed.
- c. **Communication** – Training agents must report any changes affecting its apprentices or training agent status to the committee within 5 days.
- d. **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.
1. 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.
- e. **Program Costs** – The committee and its training agents are responsible for the costs and expenses associated with the operation of the program. Apprentices cannot be charged for administrative, clerical, or organizational costs. Apprentices may be required to pay for related training classes.

- f. **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 approval.
- g. **Wage Requirement** – Training agents are required to pay no less than the wage as indicated by the percent of journey level pay that the apprentice has been re-rated to. The journey level wage is determined by an annual wage survey that is required by law. Training agents receive written notice of any changes to the rate of pay for apprentices.

Traveling Training Agents – Approved training agents from other 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 1 year 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, if appropriate arrangements have been made for related training with this 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 applicant ready for employment pool in accordance with the approved selection procedure.
- d. Contractors located outside the geographical area of the Committee who do a majority of their work within the geographical area of this committee may request training agent approval. The Committee will ask the Director of ATD to grant exceptional training agent status to the company. Only the ATD Director has the authority to make this decision.

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.
- b. An employer whose training agent status is revoked for cause will not be considered for readmission into the program until it develops and submits an action plan to ensure that future violations will not occur.
- c. **Apprentice Employment** - If training agent rejections are excessive or appear inappropriate, the committee will direct the training agent to appear at the next meeting for review of training agents hiring practices/requirements and disciplinary action may result.