**INTRODUCTION**

Welcome to the Tillamook/Clatsop County Plumbing Apprenticeship program. You have chosen a worthwhile, creative and rewarding occupation. During your apprenticeship you will receive on-the-job (OJT) training and related training (RT) classes to prepare you to become a Journeyman Plumber.

A committee composed of local Journeyman Plumbers and Contractors, otherwise known as the Joint Apprenticeship Training Committee (JATC), administers this program. The Apprenticeship Committee is responsible under *Oregon State Law* for your apprenticeship program. You share an essential 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 Journeyman that you are capable of being. Work hard and diligently on the job, listen carefully to your Journeyman’s instructions and observe their work. Treat your Journeyman with respect, as that person is taking time to instruct you. You will find that you can learn something unique from each Journeyman. Take pride in your work, because the quality of that work helps to secure new and additional contracts for your employer, thereby providing you with continuity of employment and training.

Apply yourself in the related training classroom. This requirement will enhance your knowledge in areas sometimes not covered on the job. The *Oregon State Apprenticeship Regulations* *and Building Codes Licensing Regulations* require you to attend a minimum of 144 hours of (RT) classroom training each year and maintain a 'C' average as a condition of advancing in the program and qualifying to take the License Exam. Adhere to the policies and procedures that follow and you will successfully progress through the program.

Since our business is constantly changing, the Committee expressly reserves the right to revise, modify, delete, or add to any and all policies, procedures, and rules stated in this handbook or in any other documentation.

*If you have questions regarding your apprenticeship, Contact:*

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*Astoria, OR 97103*

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**TABLE OF CONTENTS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **EQUALITY** | |  |
|  |  | Equal Opportunity Employee…………………………………………………….….……………………… | 5 |
|  |  | Harassment…………………………………………………………………………………………………………… | 5 |
|  |  | Political Activity…………………………………………………………………………………………………….. | 5 |
|  |  | Disability | 6 |
|  |  | |  |
|  | **COMMITTEE COMPOSITION AND RESPONSIBILITIES** | |  |
|  |  | Membership……………………………………………………………………………...……..………. | 6 |
|  |  | Alternate Committee Members…………………………………………………………………. | 6 |
|  |  | Elected Positions…………………………………………………………………….……….…………. | 6 |
|  |  | Removal of Committee Members………………………………….…………………........... | 6 |
|  |  | Quorum………………………………………………….………………………………………………….. | 6 |
|  |  | Meeting Schedule…………………………………………………………………….…..……………. | 6 |
|  |  | Delegation of Certain Duties ……………………………………………………………………… | 7 |
|  |  | Committee Responsibilities are as follows…………………………………………………. | 7 |
|  |  |  |  |
|  | **INITIAL EMPLOYMENT POLICY** | |  |
|  |  | Year Round Opening…………………………………………………………………………………… | 8 |
|  |  | Removal from and/or Restoration to the pool…………………………….……………… | 8 |
|  |  |  |  |
|  | **APPRENTICE RESPONSIBILITIES** | |  |
|  |  | Apprentice Registration…………………………………………………………..….……………… | 9 |
|  |  | Apprentice Duties………………………………………………………………………………………. | 9 |
|  |  | Monthly Progress Reports………………………………………………………………………….. | 9 |
|  |  | Out of Work Apprentice…………………………………………………………………………….. | 10 |
|  |  | Probationary Period………………………………………………………….……………………….. | 10 |
|  |  | Proposed Cancellation……………………………………………………………………………….. | 10 |
|  |  | Apprentice Appeal Rights…………………………………………………………………………… | 10 |
|  |  | Apprentice Suspension……………………………………………………………………………….. | 12 |
|  |  | Employment Termination…………………………………………………………………………… | 12 |
|  |  | Apprentice Withdrawal………………………………………………………………………………. | 12 |
|  |  | Vacation Time………………………………………………………………………….………………… | 12 |
|  |  |  |  |
|  | **TRAINING AGENT APPROVAL AND RESPONSIBILITIES** | |  |
|  |  | Training Agent Applications………………………………………………………………………… | 12 |
|  |  | Training Agent Qualification………………………………………………………………………. | 12 |
|  |  | Training Agent Approval………………………………………………………..…………………… | 13 |
|  |  | Training Agent Fee’s/ Payment………………………………………………………………….. | 13 |
|  |  | Apprenticeship Costs………………………………………………………………………………….. | 13 |
|  |  | Training Agent Responsibilities…………………………………………………………………… | 13 |
|  |  | Non-Compliance/Violations………………………………………………………………………… | 14 |
|  |  |  |  |
|  | **RELATED TRAINING POLICY** | |  |
|  |  | Schedule………………………………………………………….…………………………………………. | 14 |
|  |  | Tuition……………………………………………………………..…………………….………………….. | 14 |
|  |  | Books…………………………………………………………………………………………………………. | 14 |
|  |  | Related Training Classes and Grades………………………………………………………….. | 15 |
|  |  | Related Training Attendance……………………………….………………..……………………. | 15 |
|  |  | Unexcused Absence……………………………………………………………..…………………….. | 15 |
|  |  | Oregon Rule (ORS 660.137 (2) (a)………………………….……………..…………………….. | 15 |
|  |  |  |  |
|  | **ADVANCEMENT (RE-RATE) POLICY** | |  |
|  |  | Advancement in the Program…………………………………………………….……………… | 16 |
|  |  | Advancement Criteria……………………………………………………………..…………………. | 16 |
|  |  | Related Training …………………………………………………….………………………………….. | 16 |
|  |  | On the Job Training……………………………………………………………………………………. | 16 |
|  |  | First Aid / CPR……………………………………….…………………..………………………………. | 16 |
|  |  | Re-Rate Schedule……………………………………………………………………………………….. | 16 |
|  |  | Holds………………………………………………………………………………………………………….. | 16 |
|  |  | Cancellation/ Termination………………………………………………………………………….. | 16 |
|  |  |  |  |
|  | P | **PPHASED SUPERVISION** |  |
|  |  | Criteria for Phased Supervision……………………………………………………….............. | 17 |
|  |  |  |  |
|  | **SCOPE OF ACTIVITES** | |  |
|  |  | Phases I-IV…………………………………………………………………….……………………………. | 17 & 18 |
|  |  | Revocation…………………………………………………………………………………………………. | 18 |
|  |  |  |  |
|  | **LICENSE EXAM AND PROGRAM COMPLETION** | |  |
|  |  | Exam Referral…………………………………………………………………….….…………………… | 18 |
|  |  |  |  |
|  | **CREDIT FOR PRIOR EXPERIENCE** | |  |
|  |  | Transfers……………………………………………………………………………………………………. | 19 |
|  |  | Re-Admittance…………………………………………………………………..………………………. | 19 |
|  |  | When to Apply for Previous Credit……………………………………………..……………… | 19 |
|  |  |  |  |
|  |  | **VETERANS** |  |
|  |  | Monthly Certification Form………………………………………………………………………… | 19 |
|  |  |  |  |
|  | **COMPLAINT RESOLUTION PROCEDURE**…………………………………………………………  **ADDENDUMS AND ADDITIONS**……………………………………………………………………… | | 22 |
|  | **ACKNOWLEDGEMENT OF RECEIPT**……………………………………………………….……….. | |  |

**EQUALITY**

**NORTH COAST PLUMBERS JATC** will not discriminate against apprenticeship applicants or apprentices based on RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX (INCLUDING PREGNANCY AND GENDER IDENTITY), SEXUAL ORIENTATION, GENETIC INFORMATION, OR BECAUSE THE ARE AND INDIVIDUAL WITH A DISABILITY OR A PERSON 40 YEARS OLD OR OLDER. **NORTH COAST PLUMBERS JATC** will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

**Harassment:**

Unwelcome verbal and physical advances, requests for favors and other verbal and physical conduct constitute harassment when:

* Provide a workplace or training site free from harassment of any kind including but not limited to sex, 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
* Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment/training;
* Submission or rejection of such conduct by an individual is used as a basis for employment/training decisions affecting the individual, or;
* 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.
* 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, assignment of work, imposition of penalties or other disciplinary matters and all other aspects of the administration of this apprenticeship program to all apprentices during their apprenticeship according to the United States Code, Code of Federal Regulations and Oregon State Law.

**Political Activity:**

* It is a violation of *ORS 260.432, the Little Hatch Act, or ORS 260.655*, undue influence, for any committee member or delegates that act on behalf of a committee, to direct apprentices of any committee to perform political activities of any sort or to make progress in or retention in or retention in an 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.
* Any complaint by an apprentice regarding involuntary political activity, retaliation against an apprentice for refusal to participate in political activity or for reporting to the Apprentice Training Division (ATD) an attempt to require political activity, will be immediately investigated by ATD. ATD shall report to the Oregon State Apprenticeship and Training Council the findings of their investigation or appropriate action by the Council.

**Disability:**

* Provide invitation to self-identify as an individual with disability form to all apprentices yearly.

**COMMITTEE COMPOSITION AND RESPONSIBILITIES**

**Membership:**

In accordance with “*ORS 660”*, the committee consists of no more than eight principal members and is composed of equal numbers of employer and employee representatives, employee representative must have a current Journeyman’s Plumbers card.

**Alternate Committee Members:**

There may be one, but no more than one alternate committee member for each principal committee member.

The Chair shall preside over the meetings and oversee operations of the committee.

**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 one year and no more than two years successive without a contested, secret ballot election. When a vacancy occurs, the respective employer or employee members shall nominate from their representation a replacement to serve the unfilled term of an office.

**Removal of Committee Members:**

Committee members can be removed for inactivity (i.e.; a member who fails to attend three consecutive committee meetings) failure to abide by “*ORS 660”* or the policies and procedures of this committee and/or the Oregon state apprentice and training council. Council may remove committee members for failing to abide by their statutory duties or based upon the recommendation of the committee. Only employer members may propose and vote for removal of an employer member. Only employee members may propose and vote for removal of an employee member.

**Quorum:**

A quorum for the transaction of business consists of at least two employer and two employee representatives. Alternate members may vote only when a principal member is absent.

**Meeting Schedule:**

The committee generally meets on the second Tuesday of the month. The actual date and time of the next regular meeting is designated at each committee meeting. Meetings are conducted under *“Robert’s Rules of Order*”.

* The Chair may call special committee meetings.
* Special meetings may be called at the request of a majority of the principal committee members
* Any business that a training agent/traveling training agent or apprentice wishes to bring before the committee should be submitted to the administrator no less than ten days before the meeting.

*In addition, the committee agrees to hold electronic polling/meetings as necessary to conduct*

*certain business of the committee as follows:*

a) **Electronic polling**: Conducting business using email or other electronic media

as directed by the committee is permitted for non-disciplinary items that do not require an appearance.

b)Under circumstances as described in paragraph (a) 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.

c)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.

d)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.

e)Electronic polling is prohibited for issues requiring the personal appearance of and/or disciplinary actions against applicants, apprentices, trainees, training agents or employers.

**Delegation of Certain Duties**:

The committee authorizes an administrator to perform any clerical, ministerial, or other functions as directed by the committee.

**Committee Responsibilities are as follows:**

* This committee is responsible for operating under *ORS 660 Apprentices and Trainees Statutes, OAR 839 Division 11 Administrative Rule,* OSATC policies and directives, and *Roberts Rules of Order*, which include:
* Program propose to the council standards for Tillamook/Clatsop (JATC), which are in substantial conformity with ORS 660.126 and with the uniform standards, if any, adopted by the State Plumbers Joint Apprenticeship Committee and recommended to the council modifications of the standards;
* Administer its program in conformity with its approved standards with the provisions of ORS 660.137, and with the rules and policy of the council. Particularly, the committee shall:
* Maintain records of all apprentices in its program for a min, of five years with respect to work experience, instruction on-the-job, attendance at related instructions and progress, and other such records as may be appropriate or required and shall submit such reports as the council or appropriate governmental agencies may require;
* Be responsible for the recruitment, qualification, selection, approval and registration of apprentices entering the program, including the evaluation of previous creditable work experience, education and training for which advanced credit must be given; provided, however, that advanced credit may be given for such creditable experience, education and training;
* Review and evaluate, at least semiannually, the progress of each apprentice, as to job performance and related instruction, and consistent with the skill acquired, accordingly advance the apprentice to the next level of apprenticeship or hold the apprentice at the same level for a reasonable period, and with reasonable opportunity for corrective action, or terminate the apprentice form the program for serious or continued inadequate progress and notify the Apprenticeship Training Division of the Bureau of Labor and Industries (ATD) of the actions taken. The council and the appropriate employer shall also be notified of each re-rating and of the apprentice’s new level on the wage schedule. Recognition for successful completion of the apprenticeship shall be evidenced by an appropriate certificate issued by the council.
* Determine the qualifications, minimum facilities and training conditions required of an employer to serve as an approved training agent, and approve training agents accordingly; make periodic checks of approved training agents to assure there is qualified training personnel and there is adequate supervision on-the-job, adequate and safe equipment and facilities for training and supervision, and safety training for apprentices on-the-job and in related instruction; and with draw approval of training agents when the qualifications are no longer met or when it appears to
* The committee the employer is in violations of the terms of an apprenticeship agreement, committee standards, provisions ORS660.126 or the policies of the council or this committee.
* Determine at least annually the average journeyman hourly rate of wage for the purposes of ORS 660.143 and submit such rate to the director of ATD, along with a statement explaining how such determination was made. Employers who fail or refuse to provide this committee with the information requested on the annual average journeyman hourly wage survey shall be terminated as approved training agents.

**INITIAL EMPLOYMENT POLICY**

Applicants who have been placed in the ranked pool shall be afforded reasonable opportunity for employment and shall only be removed from the pool in accordance with the provisions of the Program standards.

**Year round opening:**

Applicants will be placed on a “Ranking List” according to their evaluation scores, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score.  All applications received during a given month will be scored and added to the rank pool on the first working day of the subsequent month.

* Individuals may present new and/ or additional documentation at any time they are in the ranked pool. Applicants submitting additional documentation and awarded with additional points will be re-ranked according to their new score;
* Applicants placed in the ranking list shall be retained on the list of eligible for selection for two years from date of application, provided they respond to Simi-annual determination letter.
* After two years, those remaining on the list will be notified that they no longer are eligible for placement. If they choose, they may reapply.
* January and July each applicant will be mailed a letter to determine if he/she wishes to remain on the ranked list or be removed. Those who do not respond within 14 days will be removed from the list.

**Applicants will be removed from the list**:

* If they fail to maintain their current address and message numbers with the committee’s administrator.
* If applicant cannot be reached by phone, their names will be passed and notice sent to their address.
* Applicants may be removed from the list at an earlier date by their request.
* Failure to respond to an apprentice job opportunity referral within 24 hours of notice;
* Failure to respond or refusal to accept offered employment two separate times and /or failure to respond within 14 days to subsequent notice from the committee.
* If they fail to respond to or refuse two apprenticeship job opportunities
* If they have been denied employment by two training agents for documented, bona fide occupational requirements.

**Applicants removed from the pool will be notified by mail to include:**

* The reason for removal
* Requirements to be placed back in the pool
* Appeal rights of applicant.

**Apprentice Responsibilities:**

As explained in the previous section, this committee is responsible under *Oregon Revised Statutes and* *Oregon Administrative Rules* for your apprenticeship program. A part of that responsibility is shared by you, the apprentice, to cooperate with the committee during the development of your career. You are hereby advised of the expectations and procedures concerning monthly progress reports (MPRs) on-the-job training (OJT) and related training (RT) classroom instruction requirements for program advancement and completion, evaluation reports and notices to appear.

**Apprenticeship Registration:**

Apprentices will be registered with an effective date of apprenticeship when the fully executed Apprentice Agreement is received by the Apprenticeship and Training Division. Apprentices are not indentured to individual contractors (training agents); they are registered to this committee which is responsible for administering the apprenticeship program.

**Apprentice Duties:**

As an apprentices, you must work for a committee approved training agent and;

* + - * Diligently perform the work assigned by the Journeyman and / or foreman.
* Develop and practice safe working habits
* Conduct yourself at all times as a representative of the apprenticeship program in a neat and professional manner
* Attend all scheduled related training classes
* Advance in the program
* Keep the committee informed of your current address and telephone number by indicating the change as *“new address and #”* on the MPR;
* Submit Monthly Progress Reports by the 10th of the following month.
* All referred to test apprentices must turn in MPR’s until passed the state exam.
* Work for an approved training agent
* Notify the administrator within 24-hours of being unemployed and provide a reason for being unemployed

**Monthly Progress Reports (MPR):**

Apprentices must submit a properly completed and signed MPR by the 10th of each month whether or not they are working. Hours submitted must be only actual hours worked.

* You are to complete ALL information requested, accurately totaled, and signed by your employer or appropriate supervising journeyman.
* You are required to keep a copy of the completed report and to furnish a copy to your employer upon request. Previously submitted MPRs are maintained in your apprenticeship file at the Administration office.
* If there are any questions/inconsistencies with the MPR hours, you may be required to provide your Time Card/Sheets from your employer to the Administrator.
* Hours noted on MPR’s that cannot be confirmed by certified payroll hours will be removed from the apprentice’s OJT hour’s.
* Falsification of MPR’s maybe grounds for immediate suspension from the program and an automatic Notice to Appear before the JATC. Falsification of any apprentice document maybe grounds for immediate termination.
* Any late filing may cause the following disciplinary action;

1st Offence = Notice to appear

2nd Offence = Ineligible for rerate for six months

3rd Offence = Ineligible for rerate for an additional six months

8th period apprentices:

Any offence after 8th period and prior to testing will stack and delay approval to test.

Example: 1 office = 1 month delay

**Out-of-work Apprentice:**

Apprentices (in good standing) will be given the opportunity for employment prior to new applicants.

* Apprentices shall actively seek employment when on the out-of-work list with approved training agents
* An apprentice will be removed from the out of work list and may be cancelled from the program for willful failure to maintain employment
* If an apprentice has been denied/fired from employment or by two training agents for documented, legitimate occupational requirements. They shall be determined from the program for no less one calendar year.
* An apprentice who transfers training agents without notifying the administrator within 24-hours may be cancelled from the program

**Probationary period:**

The probationary period shall be the first 1900 hours of employment. The Apprenticeship Agreement may be canceled during the probationary period specified in the program standards by written notice to the Apprenticeship Division by the Apprentice, the Employer, or by the Committee. Apprentices cancelled during the probationary period *do not* have appeal rights.

After the initial probationary period the committee may suspend, cancel or terminate the apprentice agreement for good cause, which includes but is not limited to:

* Failure to report to work
* Working for non-approved training agent
* Nonattendance at related instruction
* Failure to submit work progress reports (monthly MPR’S)
* Following all policy requirements
* Lack of response to committee citations.

**Proposed Cancellation:**

This action cancels your Apprenticeship Agreement for the reasons listed in the notice.

* You will receive notice at least 22 days prior to potential disciplinary action by a committee
* The committee will notify the apprentice in writing of alleged reason for the proposed disciplinary action and potential action to be taken if the allegation is substantiated
* The decisions are effective immediately upon committee action
* The committee will send written reason(s) for such action to the apprentice by registered or certified mail and will include the appeal rights of the apprentice
* You will be provided with a reasonable opportunity for corrective action to lift disciplinary actions.

**Apprentice Appeal Rights:**

Within 30 days of receipt of committee decision the apprentice may request reconsideration of the action taken by the committee

* The apprentice’s request for the local committee to reconsider their disciplinary action must be submitted in writing and must include the reason(s) the apprentice believes the committee should reconsider the disciplinary action.
* Within 30 days of apprentice’s request for reconsideration, the local committee must provide written notification of their final decision including the appeal rights of the apprentice if the committee upholds its decision on the disciplinary action

If the apprentice chooses to pursue the complaint further:

* Within 30 days of notification of the committee’s final action:

1. ) The apprentice must submit the complaint describing in writing the issues associated with the disciplinary action to the Director of the Apprenticeship and Training Division
2. ) The apprentice must describe the controversy and provide any backup information
3. ) The apprentice must also provide this information to the local committee/organization

* Within 60 working days the Director of the Apprenticeship and Training Division will complete review of the record:
  1. ) If no settlement is agreed upon during review, the Director must issue a non-binding written decision resolving the controversy.

If the apprentice or local committee disputes the Director’s decision:

* + - Within 30 days of Director’s decision the dissenting party must submit a request for the OSATC to hear its case
  1. ) Request must be in writing
  2. ) Must specify reasons supporting the request
  3. ) Request and supporting documents must be given to all parties
  4. ) OSATC Rules and Policy Sub-Committee conducts hearing within 45 days and reports its findings to the next regular quarterly meeting of the OSATC
  5. ) The OSATC renders a decision based on the sub-committee’s report.
* Within 30 days of the OSATC meeting

1. ) The Secretary of the OSATC issues the decision in writing

Training agents will be notified of apprentice progress, including cancellation from the program. Copies of all notices and related correspondence will be maintained in your apprentice file.

**Notice to Appear/proposed cancellation/final cancellation:**

This action requires you to appear at the next committee meeting. You **MUST** respond in person. *If you cannot appear, a letter of explanation is required*. It must be mailed or faxed to the committee Administrator as described in the notice prior to the scheduled meeting date.

Unless the problem is resolved prior to the meeting date and you are excused by the committee chair.

* Failure to appear or correct the problem will result in your being issued a proposed cancellation. Your attendance is then mandatory
* You may be issued a final cancellation at the next meeting if you fail to appear as requested
* If you are cancelled from the program for cause you may not apply to re-enter for a period of one year

**Apprentice Suspension:**

Suspension of an apprentice means that you are considered to have temporarily withdrawn from the program. An apprentice who seeks a suspension from active participation in the program **MUST:**

* Fill out a Suspended/Leave of absence form and summit it to the administrator. Signed and dated
* Suspension will be grated for a maximum six month period
* After six month period is up you can return to work as an apprentice; you could request voluntary withdrawal or termination from the program.

**Employment Termination:**

If the apprentice is terminated, or voluntarily terminates his/her employment he/she must submit written notice to the administrator within 5 business days with the following information:

* Name, address and phone number
* Old employer name, address and last date of work
* Signature and date
* Reason for departure
* MPR’S signed for the time worked in the moth of departure

**Apprentice Withdrawal:**

You may withdraw from the apprenticeship program at any time by written notice to the committee/ administrator. Your apprenticeship agreement will be cancelled and you will receive a letter from the committee listing the number of OJT and RT hours recognized by the committee at the time.

**Vacation Time**:

It is strongly recommended that vacation time be scheduled so as not to interfere with scheduled class time. [Refer to Article VIII- Related Training Policy]

**Training Agent Approval and Responsibilities**

**Training agent applications:**

Any Employer wishing to train Apprentices must obtain Committee approval as a Training Agent and should contact the Committee Administrator for the following information:

* Apprenticeship standards;
* Committee policies and procedures;
* Sample monthly progress report;
* Application forms, including Training Agent application and Participation Agreement.
* Must complete an Anti-Harassment training and provide documentation to the Administrator.

**Training Agent Qualifications:**

An employer applying for training agent status must:

* Be licensed as a plumbing contractor in the State of Oregon
* Possess an Oregon Journeyman Plumber License
* The Employer must employ a sufficient number of licensed Journeyman Plumbers in the same or a higher category of license to comply with the ratio requirements of the standard.

**Training agent approval:**

To receive approval, training agents must complete an application and participation agreement and submit to the administrator along with the following information:

* Application forms, including training agent application, participation agreement
* Copy of plumbing contractor license
* Copy of workers compensation insurance
* Copy of CCB license
* Copy of journeyman plumber’s license
* Names and license # of employed Journeyman
* $100.00 Initiation/Reinstatement training agent fee

**Training Agent Fees and Payment:**

Training agents will be invoiced by the 1st of each month and payment is due on the last day of said month. These fees are mandatory and will be required to maintain your status as a training agent. If payment is late, the administrator may charge a late fee of no more than $1.00 per day each day late, starting on the 1st day of the following month.

* $120.00 per apprentice, per month for the apprentice fee.
* $50.00 per month (only if no apprentices are employed by the approved training agent).

Training agents are obligated to pay for the apprentice fees as long as they have apprentices employed, up to the time the apprentice receives his/her journeyman’s license.

**Apprenticeship costs:**

This committee and its approved training agents are responsible for the administrative expense associated with the operation of the program. The committee, its sponsors or training agents will not charge or cause charges to be levied against its apprentices for the purpose of financially supporting the administrative, clerical or organizational costs of operating the program. Employers who refuse or fail to remit the established administration fees, when due, will be cited before the committee and face revocation of their approval to participate in the program and to train an apprentice.

**Training Agent’s Responsibilities:**

Training agents agree to comply with all provisions of the Apprenticeship Standards and Policy Handbook.

* Hire apprentices in accordance with committee selection procedures
* The employers should strive to offer the apprentice a full spectrum of training per the standards
* Provide adequate supervision of apprentices
* Adherence of ratio
* Payment of wages
* Accommodate apprentice’s work schedule to allow for attendance at related training
* Ensure that each apprentice completes Monthly Progress Reports according the policy handbook
* Monthly evaluate the apprentice(s) in your employment on their performance
* Assure that the working conditions of the apprentices shall conform to all laws regulation affecting their health, welfare and safety
* Apprentice Release/Termination Feedback Form: All training agents are required to fill out and return this form to the administrator within 14 days of your former apprentices at the time of release/termination from your company.
* Report to the administrator any changes in company name, location or phone number
* Respond appropriately to an annual wage survey
* Respond appropriately if committee deems to check apprentice MPR hours with paycheck

**Non-Compliance/Violations:**

A non-compliance complaint filed with the committee against a registered training agent who violates the committee’s standards and/or policies, will be addressed by the committee.

* The training agent, whom the non-compliance violation was filed against, will be sent a “Notice to Appear” to discuss its continued status as a training agent with the committee.
* If the committee finds the allegation of non-compliance to be factual, the following action will be taken:

1st violation – Warning and assessed a fine of $10.00

2nd violation – 6 months disciplinary probation and assessed a fine of $15.00

3rd violations – 6 month hold on new apprentice (in a 2 year period) and assessed a fine of $25.00

4th violation – Indefinite cancellation in Phased supervising participation and assessed a fine of $50.00

5th violation – 1 year cancellation training agent status

Training Agents have the same appeal rights and processes as apprentices. Please see Apprentice Appeal Rights

**Related Training Policy**

**Schedule:**

Apprenticeship classes are conducted at Clatsop Community College South Center, Seaside in the Fall, and Spring Terms. Classes follow the academic calendar schedule. Registration information may be obtained by calling the Registrar’s Office.

**Tuition:**

Apprentices are required to register for related training and pay the required tuition each term. Tuition cost is set by the college. (Rates are subject to change without notice). Additional technology or lab fees may apply. Tuition is payable to Clatsop Community College at the time of registration for any given term. Failure to pay tuition in a timely manner will result in your removal from class and disciplinary action by the Committee. (Consult the college catalogue for information regarding: re-deferred payment, payment in full by another party, late charges, etc…)

**Books:**

The instructor will provide a list and price for all required texts and Code book on the first night of class. Each Apprentice must acquire the required books within the time specified by the instructor and the college.

**Related training classes and grades:**

The Committee is responsible for establishing and/or approving the content and curriculum of all related training classes. Apprentices must maintain a ‘C’ or better grade each term to qualify for advancement (re-rate) from each period to the next. MPR’s must be signed by the Instructor every month your in class.

**Related training attendance:**

Program standards prescribe 144 hours of classroom attendance each year. This means:

* Absence from class must be avoided except in cases of illness or emergency.
* Every absence requires an instructor approval ‘make-up assignment’
* Make-up assignments, in any term, must be completed and instructor approved before the final exam.

**Final determination for ‘excused absence’ rests with the instructor.**

A student must also write up a letter with the following information to be handed in with the make-up assignment to be considered for grading before Final exam:

1. Full name

2. Date missed

3. Description of make-up assignment given

4. Students signature and date.

**Unexcused absence:**

You are allowed 2 unexcused absences per term, any absence where the provisions listed above have not been followed.

1. Unexcused absence will cause an automatic ‘hold’ at re-rate time of no less than 30 days, and if repeated may result in a ‘proposed cancellation’ and possible termination of the Apprentice Agreement.
2. Loss of a letter grade per unexcused absence

**ORS 660.137 (2) (a)**

Requires the Committee to maintain records of attendance and grades. Apprentices have already authorized release of school records to the Committee as witnessed on their Apprenticeship Registration Agreement. At the start of school, each Apprentice will sign a ‘Release of Records’ form for notification to the college.

**Instructors will forward attendance records and grades to the program administrator at the end of each term.**

**You must pass the class with a grade of C or better for successful completion.**

**Advancement (Re-Rate) Policy**

**Advancement in the Program**:

Each Apprentice is expected to advance in the program and is subject to Committee review every six months at a minimum.

**Advancement Criteria:**

Advancement (re-rate) in the Apprenticeship Program is not “*granted*” to any Apprentice; it must be earned and is based upon the following criteria:

**Related Training (RT):**

Each apprentice must meet the class attendance and minimum grade requirements outlined in the related training policy.

**On-the-Job Training (OJT):**

Each Apprentice is expected to accrue the minimum 1000 OJT hours specified in the program standards during each six month time period. Advancement cannot be approved until the minimum hours have been accrued. Employer evaluation of Apprentice performance, as evidence on a monthly work progress report, must be positive and include a recommendation for re-rate at the appropriate time.

**First Aid and CPR:**

First Aid and CPR. Each Apprentice will obtain a First Aid and CPR card and, thereafter, maintain a current and valid card.

***Re-rate Schedule: Minimum hours needed for advancement*.**

**Period Minimum OJT Hrs Period Minimum OJT Hrs**

|  |  |  |  |
| --- | --- | --- | --- |
| 1st | 0 - 800 | 5th | 3201 - 4000 |
| 2nd | 801 - 1600 | 6th | 4001 - 4800 |
| 3rd | 1601 - 2400 | 7th | 4801 - 5600 |
| 4th | 2401 - 3200 | 8th | 5601 - 7700 |

**Holds:**

Apprentice will be ‘held’ at their current level of advancement if requirements have not been met. A ‘hold’ can also be placed on a re-rate for disciplinary reasons. An apprentice may appear at a committee meeting to request restoration of a disciplinary caused lost re-rate after six months, with proof that the conditions which led to the ‘hold’ have been satisfactorily corrected. However, in disciplinary cases, the Committee is under no obligation to restore the lost re-rate.

**Cancellations/Terminations:**

The Apprentice will be mailed a written *‘Proposed Cancellation Notice’* at least 22 days before the meeting in which the proposed action may occur. Notice must include the alleged reason(s) for the action. The Committee will notify the Apprentice within ten calendar days, by registered mail, of the action taken and of their appeal rights. An

apprentice on probation has no appeal rights

**PHASED SUPERVISION**

As an apprentice advances in the program, the supervision of the apprentice may be varied depending on the apprentice’s abilities and needs for on-the-job training experience. This will be determined by committee in concert with the training agent and related-training instructor.

**Criteria for Phased Supervision:**

The apprentice’s training agent seeking phased supervision approval must complete an application provided by the Administrator and summited before the next meeting. Requirements:

* The apprentice must maintain a minimum 2.0 or better grade average and passed all courses to date of application.
* The apprentice must receive the recommendation of
  1. The apprentice’s supervising journeyman plumber; and /or
  2. The apprentice’s training agent
  3. Related training instructor
* Meet with an appropriate journeyman plumber at least once each day to go over work done by the apprentice, with the meeting taking place preferably at the immediate work site.
* The apprentice must be able to communication with the supervising Journeyman within any 15-minute period.
* Maintain a logbook showing the daily meeting with their supervising Journeyman plumber;
  1. Name of the supervising Journeyman plumber
  2. Time of meeting
  3. Signature of the supervising Journeyman plumber
  4. Scope of work performed
* The logbook shall be made available upon demand for the review by:
  1. Any committee member or its designated representative;
  2. Any local or state Plumbing Inspector
  3. Any official of the Building Codes Division State of Oregon

**SCOPE OF ACTIVITES**

**Phase 1:** The apprentice only engages in: water heater replacement or conversion after completing at least (6) months of apprentice training, (8) hours of related training in the type of work, documentation of training and successful evaluation from the JATC in the type of work.

**Phase 2:** The apprentice engages in work covered in Phase 1 and minor repairs in a (1) one or (2) two family dwelling, completing at least of (3) three periods of on the job training, and successful evaluation from the JATC in the type of work.

**Phase 3:** The apprentice engages in work covered in Phase 1 and 2, and general repairs maintenance and replacement of existing plumbing, completing at least (4) four periods of on the job training, and successful evaluation from the JATC in the type of work

**Phase 4:** The apprentices engages in work covered in Phase 1, 2, and 3, and new or remodel installations, completing at least (5) five periods of on the job training, and successful evaluation from the JATC in the type of work.

**Revocation:** Phased supervision status will be revoked if the apprentice is found in violation of:

* Doing work for which the apprentice is not currently approved to do;
* Fails to maintain a log book; and
* Fails to maintain a minimum “C” grade in related training.

**LICENSE EXAM AND PROGRAM COMPLETION**

The committee will refer apprentices to take the Plumber’s State License exam after they have successfully completed the on-the-job and related training requirements of the program.

Prior to being referred for the license exam, an apprentice must achieve:

* The minimum required total OJT hours (7,700 hours)
* At least 50% of the work hours for each process listed in the program standards.   When an apprentice is unable to fulfill the total work hours in each work process, the committee will evaluate the apprentice’s knowledge, skills and abilities and provide appropriate additional related instruction, as necessary, to assure that competency is acquired in each work process.  The evaluation and summary of the additional instruction will be noted in the apprentice’s file.
* Monthly progress reports must be properly completed and current
* All required related training courses must be completed and passed with a grade of “C” or above

**Exam Timelines and Results**

Apprentices are expected to take the license exam within 6 months of the exam referral.

* Pass – Apprentices who pass the exam will be completed from the program at the next committee meeting.
* Fail – Apprentices who fail the exam must meet with the committee to determine an appropriate course of action. This may include additional OJT and /or related instruction prior to retesting. Failure to appear or to complete this course of action will result in a designation of Completion with out Benefit of License.

Apprentices waiting to retake the exam must comply with all Committee requirements. Failure to do so will result in Completion Without Benefit of License.

An apprentice who has been referred for an exam has 6 months to pass the exam. If an apprentice does not take and pass the exam within the allotted time, this is considered Completion Without Benefit of License. This means that they cannot practice the licensed trade in Oregon under the apprentice license. OSATC completes the final action of Completion Without Benefit of License at their quarterly subcommittee meeting.

**Credit for Previous ExperiencE**

**Transfers:**

Plumbing Apprentices registered in, or previously registered in an Oregon-approved Plumbing Apprenticeship Program within the previous two years, may seek consideration for credit toward *completion of the North Coast Plumbing program*. To be eligible for credit, Apprentices must have completed a minimum of 1000 OJT hours and 1 term of related training while registered in the North Coast Plumbing program. When the above criteria is met, the Apprentice will be considered at the wage rate, period and related training indicated on official documents supplied by the previous program, provided that the transferring program standards for advancement and related training progression are similar to those of this Committee.

**Re-admittance:**

Previously terminated Apprentices may request re-entry into the program at their previous level. However, those terminated for disciplinary cause must wait 12 months before requesting re-admittance and will not be approved until the Apprentice appears before the Committee and provides a satisfactory explanation that the conditions that led to their cancellation have been corrected.

**Advancement:**

**Apprentices wishing to receive credit for experience gained prior to their indenture, (ex. in-state or out-of-state and not requiring license), must provide:**

* An apprentice can ask for up to 1000 hours of advance standing
* A letter on company letterhead bearing the former employer’s signature and the employer’s signature must be submitted with the request. The letter must document the amount of applicable time worked for that employer and detail the type of work done and the amount of time spent in each work process;
* Apprentice’s current training agent must concur in the request but identifying the number of hours to be credited and the work processes on the MPR to which the hours are to be credited;
* OJT credit cannot be given for classroom training received in employment or at an educational institution;
* The Committee cannot grant credit for illegal OJT experience;
* All advance standing must be obtained under direct supervision of a Journeyman Plumber or a licensed shop
* All advance standing to be evaluated upon completion of probationary period for the hours they are applying for in each category

**When to apply for previous credit**:

In cases other than ‘*transfer*’ or ‘*re-admittance’*, request must be made after successful completion of the probationary period.

**VETERANS**

This program administered by the North Coast Plumbers JATC has been approved by the Department of Veteran Affairs as qualified for veteran receipt of benefits. An Apprentice Veteran wishing to use VA benefits should first contact the VA (1-888-442-4551, or [www.gibill.va.gov](http://www.gibill.va.gov)) to confirm entitlement to benefits. Having confirmed eligibility, the apprentice should then contact the program administrator (541) 344-6473 for assistance with the application and enrollment process.

**Monthly Certification Form**

Promptly, at the beginning of each month, the Apprentice must submit a carefully completed Certification Form, with hours worked (matching those on the Monthly Progress Report and verified against payroll records) hourly rate of pay, and with employer signature.

*The Program Administrator will sign as the certifying official for the committee and forward (fax) the Form to the Department of Veterans Affairs, Muskogee OK and retain a copy in the apprentices VA file.*

**Complaint Resolution Procedure**

An Apprentice, city or county inspection department, licensee, plumbing employer or any member of the Committee, can file a complaint against an Apprentice or the Committee. Similarly, a complaint can be filed against any unlicensed individual who contracts, performs or offers to contract or perform plumbing, fire sprinkler or fuel piping work. Grievance(s) must be submitted, in writing, to the Administrator, in triplicate, not less than seven days before the next committee meeting for placement on the agenda.   
  
The processes that follow describe the manner in which complaints are typically addressed; however, the Committee reserves the right to modify the process if deemed necessary due to the existence of extenuating circumstances.

Following the receipt of a formal complaint, the following steps are typically taken:

* The Administrator and or committee officer reviews the complaint to determine if the complaint comes under the Committee’s statutory authority. If unsure, the Administrator will consult with the State Representative(s). Upon determination that the complaint falls within the authority of the Committee, the complaint will be addressed at the next committee meeting after a thorough investigation has been performed.
* *Typically after a thorough investigation has been performed (where the Investigator has met with all parties concerned), the Investigator will meet with the Apprentice in order to obtain the Apprentices’ account of the complaint and obtain any additional documentation or evidence. During this meeting if the Administrative Officer feels that disciplinary action is warranted, the Administrative Officer has the discretion to propose and enter into a voluntary disciplinary agreement (referred to as a Proposed Resolution Agreement) with the Apprentice.*
* The Administrator notifies the complaint respondent, typically via mail, date and time when the issue(s) will be addressed. At this time the Committee will attempt resolution of the dispute. The complaint respondent *must attend* the committee meeting.
* The Committee will communicate the result in writing to the complaint respondent, in writing, by register mail, with ten days and record the action in the Committee minutes.

*Please note that processes outlined above does not cover all of the possible situations or steps in the investigative or discipline process but does include the most prevalent circumstances and are how complaints are typically addressed; however, the Committee reserves the right to modify the process if deemed necessary.*

**KNOWLEDGEMENT OF RECRUITMENT**

*The top portion is for the acknowledge of receiving Policy Handbook.*

*The bottom portion is for apprentices authorizes the release of school records to the apprentice committee.*

I acknowledge receipt of the Tillamook/Clatsop TAC Policies and Procedures and the Program Standards. These documents contain information that applies to me and by which I agree to be bound. I further agree to be bound by any changes or amendments that may be legally adopted by the committee and communicated to me.

Apprentice Signature­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_

**ACKNOWLEDGEMENT OF AGREEMENT**

I (Apprentice Name:) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Authorizes the release of school records to the apprenticeship committee while in the apprenticeship program. These documents contain information that applies to me and by which I agree to be bound.

Apprentice Signature­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_

Committee Copy