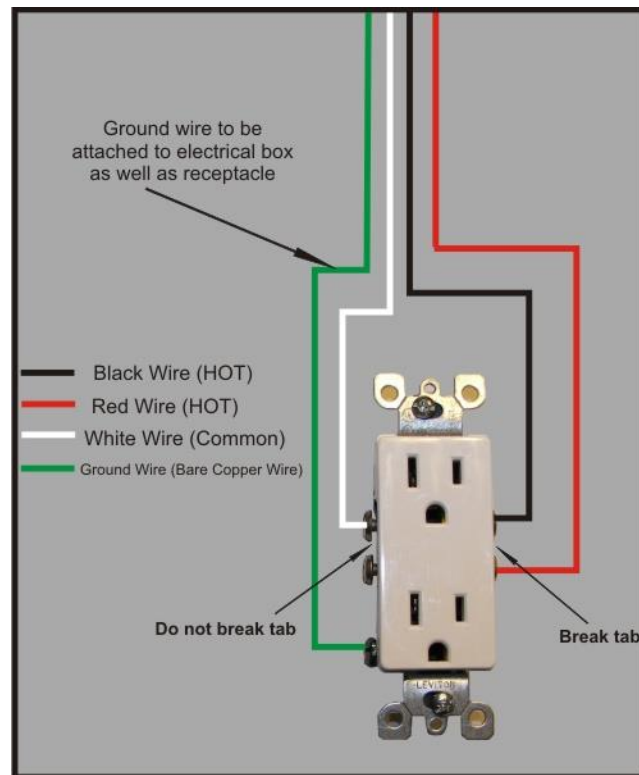


# AREA 4 (ROSEBURG) INSIDE ELECTRICAL



JOINT APPRENTICESHIP TRAINING COMMITTEE

MA 4016



**Area 4 (Roseburg) Inside Electrical JATC  
MA 4016**

**ADMINISTRATIVE  
PROCEDURES**



TABLE OF CONTENTS  
REQUIRED POLICIES/PROCEDURES

A. Credit for Prior Experience ..... 1

B. OJT Requirement ..... 2-3  
Hours, Work Processes, Rotation/Partial Rotation, Monthly Progress Reports,  
Timelines, Applicable Penalties

C. Related Training Requirements ..... 3-5  
Attendance, Grades  
Responsibilities of Instructors

D. Complaint Procedures ..... 5-6

E. Process for the Review and Evaluation of Apprentice Progress..... 6

F. Advancement Requirements ..... 7-8  
Re-rates, completions

G. Disciplinary process ..... 8  
Appearances, Holds, Cancellations

H. Training Agent Requirements ..... 9-11  
Approval, Discipline, Removal  
Administrative Fees

I. Traveling Training Agent Policy..... 11

J. Initial Employment Policy ..... 12-13

K. Out-of-Work Apprentices ..... 13-14  
Placement Procedures

L. License Requirements..... 14-15  
Exam Referral and Completion Requirements

ADDENDUM FORMS INCLUDED:

- Apprentice Monthly Progress Report
- Apprentice Course Requirements
- Training Agent Agreement of Understanding
- Apprentice Agreement of Understanding
- Apprentice Release of Records



**A. Credit for prior experience**

~~~~~  
~ **The committee will grant credit for previous experience based on the** ~  
~ **knowledge, skills, and abilities of the apprentice.** ~  
~~~~~

1. All apprentices will start in the first period. After completion of the first period the committee will review prior experience **one** time only.
  - Credit for prior experience will not be granted after the second period.
  - The maximum credit allowed will not exceed 4000 hours of OJT, nor will credit be given for more than 300% of the recommended hours in any one work process.
  
2. Apprentices requesting credit for prior experience must notify the coordinator in writing stating the request and appear in person before the committee. Approval of the upgrading will be determined by:
  - Documentation of legally obtained work experience;
  - Documentation of prior related instruction;
    - All requests shall clearly indicate the course(s) on the current apprenticeship course list for which the apprentice is seeking credit.
  - A letter from the current employer stating that the employer is aware of and concurs with the apprentice's request;
  - The maximum credit permitted and the dispersal of hours over the work processes and related instruction will be at the discretion of the committee.
  
3. Documentation of prior experience or related instruction may include:
  - Transcripts of military records where applicable;
  - School transcripts;
  - Oral or written examination at the discretion of the committee;
  - Notarized letter(s) from an available former employer(s) on company letterhead bearing the owner's or owner's agent's signature. Letters must:
    - Document the amount of legal time worked for that employer;
    - Detail the type of work done;
    - Detail the amount of time spent in each work area as listed in the Standards.
  - The current employer may be invited to the committee meeting to verify qualifications for advancement.

**B. OJT requirements (hours, work processes, rotation/partial rotation, monthly progress reports, timelines, applicable penalties)**

~~~~~  
The apprentice shall work for the approved training agent as assigned by the committee and shall record work hours.  
~~~~~

1. All apprentices are indentured to the Committee, not the training agent/employer.
  - Apprentices are expected to conduct themselves at all times as a representative of the apprenticeship program in a neat and workmanship like manner.
  
2. Apprentices must follow the committee’s lawful directions:
  - Diligently and faithfully perform the work assigned by their supervisors;
  - Develop and practice safe work habits;
  - Progress in the program.
    - Apprentices may be asked to rotate to another training agent to assure completion of all required work processes in a timely manner.
  - Attend all scheduled related training;
  - Apprentices must be directly supervised on the job by licensed General Journeyman Electricians at all times. Apprentices must never work alone.
    - Any apprentice or training agent found working in violation of the licensing law shall be cited to appear before the committee for disciplinary action up to and including termination of his or her apprenticeship agreement.
  - Work for approved training agents.
    - Apprentices are held responsible if they are not working for approved training agents.
    - OJT hours accumulated during employment by a non-approved training agent will not be counted toward completion of his or her apprenticeship.
  
3. Monthly Progress Reports (MPRs) shall be properly completed.
  - MPR forms are available electronically. See training coordinator for information.
  - OJT hours shall be recorded on the MPR under the required hours as listed in the minimum guideline standards.
  - Hours of related instruction attendance shall be recorded on the MPR.
  
4. MPRs must be:
  - Completed and signed by the apprentice;
  - Validated and signed by the employer or employer’s representative;
  - Validated and signed by the class instructor(s) and
  - Submitted to the training coordinator by the 10<sup>th</sup> of the month following the reporting month. (Example: March hours must be received by April 10<sup>th</sup>)



5. Properly completed MPRs shall be submitted to the training coordinator at Umpqua Community College.
  - Failure to submit MPRs in a timely manner will be cause for delayed re-rating and/or further disciplinary action.
    - Any apprentice missing one MPR at re-rate time shall be held without advancement for six months.
    - Any apprentice missing two or more MPR's at re-rate time shall be sent a citation notice to appear at the next committee meeting for proposed cancellation.
6. Apprentices must notify the coordinator immediately when any item that affects their apprenticeship changes:
  - A change of address or telephone number;
    - Apprentices are held responsible if they cannot be contacted due to a wrong address or phone number in their file.
  - If you are laid-off, terminated or terminate your employment;
  - If you change employers;
  - If you are unable to attend scheduled classes.
7. Apprentices shall keep copies of all MPRs, Certificates of Completion, transcripts, and related documents for the duration of the apprenticeship.

**C. Related training requirements (attendance, grades)**  
**(The apprentice must attend and satisfactorily complete classroom instruction and self-study education (a.k.a. related training) as directed by the committee)**

1. Related instruction classes shall be held at a time determined by the committee and school representatives.
  - Instructors for related training shall have the approval of the committee and shall teach an outlined course approved by the committee.
2. Program standards prescribe 144 hours of related training instruction each year, with a minimum required for each rerate. It is the apprentice's responsibility to fulfill these requirements.
  - A placement test for reading, writing and math is required prior to registration of classes.
  - Apprentices registered into this program later than the first week in any school term, will not commence the related instruction until the beginning of the next school term.
  - 72 hours of related instruction is required for each rerate.
  - Hours of related training **attendance** shall be recorded on the MPR.
3. All required courses must be completed by the end of the apprentice's program.

- Apprentices are required to register for and attend related instruction as described in the Area4 (Roseburg) Inside Electrical Apprenticeship Course Outline.
  - i. Failure to register and pay tuition prior to the start of the second class in the term will result in the apprentice's removal from the class.
- Apprentices not receiving a passing grade for related instruction courses will be required to retake the class(es) and will be "held" in place at re-rating time.
  - i. A grade of "C" or better (75%) is considered passing.
  - ii. Attendance hours accumulated for "failed" courses will not be accepted toward the total hours required for completion.
  - iii. Repeated failure of related instruction will result in the apprentice being cited to appear before the Committee for possible disciplinary action up to and including cancellation.

5. **Unanticipated Absences (Late Work, Out of the Area)** – These absences should be reported to the Administrator Immediately so that arrangements can be made with the instructor.

6. **Excused Absences** – When a class is missed, arrangements are to be made with the instructor or Administrator. In order for the absence to be counted as excused, all required homework and /or classroom assignments from the class missed must be completed within two class nights of returning to class.

7. **Unexcused Absence** – Any absence when the provision listed above have not been followed. Any apprentice who accumulates *three (3) or more unexcused absences in one term will be cited* to appear before the Committee for possible disciplinary action up to and including cancellation.

8. **"Out of Area" Work,**

- **Extended "Out of Area" work arrangements** - Those expected to be working out the area for an extended period, must contact the Administrator and seek Committee approval. Upon approval, the Administrator will inform instructor to make classroom instruction available to by email and video. The video will be the responsibility of the Administrator, the instructor will make classroom instruction paperwork and home work available by email.

\*Instructors will forward attendance records and grades to the program Administrator at the end of each term. Related training hours, including make-up assignments, are recorded on the MPR which must be signed by the instructor during the time periods when class is in session.

\*It is each apprentice's responsibility to assure that copies of all Certificates of Completion for community education or any trade related courses are made available for placement in their permanent file.



- Two excused absences will be permitted each school year (SEPT-JUNE)
    - Prior arrangements must be made with the Instructor and/or Training Coordinator.
    - Excused absences shall be limited to:
      - Illness or injury,
      - Family births and deaths, and
      - Other emergencies on a case by case basis at the discretion of the Training Coordinator and/or the Committee.
  - Absence Reports (see sample) must be signed by the instructor and the apprentice and submitted to the apprenticeship coordinator, documenting that the excused absence has been made up.
  - Any UNEXCUSED ABSENCE will be cause for immediate failure of the class.
6. It is each apprentice's responsibility to assure that copies of all Certificates of Completion for community education or any trade related courses are made available for placement in their permanent file.

## **GENERAL RESPONSIBILITIES OF INSTRUCTORS**

1. Instructors are an extension of the committee and must endeavor to provide meaningful instruction in accordance with the committee's expectations.
  - Instructors shall be approved by the committee and shall teach courses as outlined and approved by the Committee.
2. Instructors will come to class with the necessary planning and preparation to conduct a complete and worthwhile learning experience.
3. Instructors will conduct classes for the full amount of time for which they are scheduled.
4. Instructors shall not hesitate to expel disruptive students and will notify the committee of the action on the next business day.
5. Adequate records are to be kept by instructors regarding attendance, test scores and other related data required by the committee and agent school.
  - Instructors will insure that attendance records are given to the training coordinator after the completion of each course by the end of the first week immediately following the end of the term.

### C. Complaint procedures

**The committee will promptly and fairly resolve any complaints brought to its attention.**

1. Any instructor, journeyman, employer or apprentice is encouraged to bring any apprenticeship problem to the Committee, either by letter, or personal appearance.
  - Apprentice complaints should first be directed to the training coordinator.
    - If an apprentice wishes to take a complaint before the Committee a written request must be presented with a brief statement, as to the nature of the complaint, at least five (5) days before the next Committee meeting in order to be put on the next agenda,
2. Any person who believes him/herself to be subjected to harassment or intimidation is strongly urged and encouraged to promptly bring such incident(s) to the immediate attention of the individual employer representative, a member of the Committee, the training coordinator or agent.
  - All such complaints will be treated with dignity and in the strictest confidence and will be promptly investigated.
3. If a complaint is found to be valid by this committee, the options that may be exercised can include the following disciplinary actions:
  - Apprentices
    - Disciplinary action as determined appropriate up to and including cancellation from the program.
  - Employer
    - Revocation of training agent status;
    - Establishment of a probationary period of a determined length of time; or
    - May be prohibited from engaging or employing additional apprentices during the probationary period
  - Other individuals associated with the program
    - Action as may be determined appropriate up to and including prohibition from involvement with apprentices for whom the committee is responsible.
4. Results – Parties to the complaint will be informed of the committee’s decision in writing within ten (10) working days of the meeting.
5. Appeal – Any party to the complaint who is not satisfied with the

committee's decision may appeal in writing to the Oregon Apprenticeship and Training Division within ten (10) working days of the date on the written results.

**D. Process for the review and evaluation of apprentice progress**

~~~~~  
~ **The committee will regularly review and evaluate the progress of each** ~  
~ **apprentice as to job performance and related instruction.** ~  
~~~~~

1. The Committee currently meets at Umpqua Community College. Check with training coordinator for dates and times.
  - Apprentices have the right to come before the Committee at any regular meeting to discuss and ask questions concerning their apprenticeship.
  - Re-rates are conducted twice each year.

**E. Advancement requirements (re-rates, completions)**

~~~~~  
~ **The committee will advance the apprentice to the next level in the wage** ~  
~ **progression when the apprentice demonstrates the required knowledge,** ~  
~ **skills, and abilities.** ~  
~~~~~

1. Apprentices must be evaluated by their employers and instructors to the satisfaction of the Committee to qualify for re-rates and advancement.
  - Each apprentice is required to attend related training throughout the duration of their apprenticeship.
  - Each apprentice is required to attend work for their on-the-job training.
  - Each apprentice is expected to advance in sixd month intervals
  - Rerates completed will be awarded in the first of the following month. No exceptions.Monthly Progress Reports (MPRs) must be accurate, submitted monthly and current.
2. Advancement in the apprenticeship program is not granted to an apprentice; it is earned.

- Apprentices must maintain a “C” average or better (75%) in related instruction courses.
- Apprentices are expected to accrue the minimum required OJT and related instruction hours during each six-month time period.
  - Apprentices who do not accrue the minimum required OJT or related instruction hours during each six-month time period will not be considered for advancement.

3. On-the-job-training and related instruction hours to be considered:

Period of Training	Minimum OJT Hours	Minimum Related Instruction Hours
1	-0-	-0-
2	1000	72
3	2000	144
4	3000	216
5	4000	288
6	5000	360
7	6000	432
8	7000	504
Exam Referral	8000	576

- The above hours shall be considered a guideline and the instructors’ and employers’ recommendations shall be taken into consideration before a re-rate is granted.

4. Re-rates are effective the first of the month after the re-rating. No exceptions.

5. A final term apprentice (8<sup>th</sup> period) with at least 6500 hours of OJT may receive rights to work under indirect supervision at the discretion of the responsible supervisor with committee approval.

- Projects may not exceed eight (8) hours duration; and are
- Limited to 300 volts phase to phase or phase to ground.
- The employer must recommend and submit a written request to the training coordinator at least 5 days before the next committee meeting in order to be put on the agenda.
- The Apprentice must be in good standing.
- The apprentice must agree with the employer’s request.

**F. Disciplinary process (appearances, holds, cancellations)**

~~~~~  
 ••• **The committee will take corrective action for any failure to satisfy program requirements.** •••  
 ~~~~~

1. An apprentice cited for cause shall be informed, disciplined or commended as the Committee may decide.
2. When advancement is withheld due to problems with OJT, related instruction, or for failure to submit MPRs, the advancement shall not be considered again before the next regular re-rate meeting.
3. Should an apprentice be held twice consecutively for the same reason, he or she will be cited to appear before the Committee
  - If the issue is not resolved by the next committee meeting, the action taken may include cancellation from the program
4. Any apprentice who disrupts any class shall be expelled from class and will be cited to appear before the Committee at its next regularly scheduled meeting for corrective action as determined by the Committee.
5. An apprentice’s failure to satisfactorily progress in the program may be considered by the Committee as cause to recommend cancellation.
  - Considerations of the Committee include:
    - Class grades and attendance
    - Attitude
    - Quality of Work
    - Safety Record
    - Employer recommendation
    - MPRs

**G. Training agent requirements (approval, discipline, removal)**

~~~~~  
/ **The committee will recognize the employer as an approved training agent** \  
/ **when (and so long as) the employer demonstrates that it meets all** \  
/ **qualifications established by the committee.** \  
~~~~~

1. Employers requesting approval as training agents must appear before the committee and provide:
  - A completed “Request for Approval as an Agent” form ATD-1023;
  - Certification of Contractor status; and
  - Documentation of Supervisor Electrician name(s) & license number(s).
2. Licensed electrical contractors who have been in business under their present business name for less than one year prior to applying for approval as a training agent in the program, will be limited to hiring one apprentice until such time that



the business has been in operation for one year or more.

3. Training agents will be furnished with a copy of the approved Standards, Policies and Procedures Handbook and must comply with their provisions.
  - After signing receipt of the Handbook, copies will be placed in the employer's and apprentice's files respectively.
4. Employers approved as qualified training agents will pay an annual fee payable to "Area IV Inside Electrical JATC, Inc."
  - The fee will be determined annually by the committee.
  - The fee will be used to cover the costs of liability insurance for the committee as well as any other costs related to filing documents with the IRS and/or the State of Oregon.
  - No apprentice will be required to pay fees used for program administration.
  - Training agents that become 30 days or more delinquent in their payment of said fee will lose their rating of "Registered Training Agent"
  - Apprentices employed by delinquent training agents will no longer accumulate OJT hours toward completion of their apprenticeship.
5. Employers requesting the employment of an apprentice must follow the "Selection Procedure" as approved by the Committee and the Oregon State Apprenticeship and Training Council.
  - Employers requesting the registration of an apprentice under the **approved exceptions** must:
    - Bring the employee before the committee;
    - Submit appropriate documents to verify that the employee meets all minimum qualifications as outlined in the standards. This includes, but may not be limited to:
      - Apprenticeship Registration Agreement
      - A high school transcript, diploma or GED Certificate
      - An Oregon driver's license
      - Completed Ratio Verification Form.

6. Employers will assure that their apprentices are directly supervised on the job by licensed journey level electricians or a licensed supervising electrician in accordance with the ratio standards of the trade at all times.
  - **Apprentices must not work alone.**
7. Training agents will endeavor to maintain consistent employment for apprentices.
  - If an apprentice is laid-off, terminated or terminates employment, the apprentice **and** the training agent must notify the training coordinator's office immediately.
  - The apprentice will then be put on the "Out-of-Work" list.
8. Should a training agent terminate an apprentice's employment for just cause the training agent will:
  - Document the termination in writing.
  - Submit the documentation to the training coordinator's office immediately.
  - The committee will review the case with the employer and the employee independently.
  - Outcome of the review may include termination of the apprentice from the program or placement on the out-of-work list.
9. Training agents will not place apprentices in work situations that cause apprentices to miss scheduled related instruction.

#### **Administrative Fees ~**

1. Area IV (Roseburg) Inside Electrical JATC is under contract with Umpqua Community College (UCC) for apprenticeship related training and supplemental services.
  - UCC will provide training agents a copy of the contract that is renewed on an annual basis.
  - Training Agents shall pay UCC a monthly fee per each apprentice employed and indentured to Area IV (Roseburg) Inside Electrical JATC.
    - This sum shall be referred to as "apprenticeship fees for supplemental services."
    - Apprenticeship fees for supplemental services shall not be applied to tuition or registration fees.
2. Employers are expected to be fully aware of the contents of the contract and comply with its provisions.
  - An employer's failure to comply as required under this contract will result

in the following:

- Training agent status will be revoked
- Apprentices will not accruing on-the-job-training hours.

#### H. Traveling training agent policy

Approved training agents from other jurisdictions must meet this committee's training agent requirements to be approved as a traveling training agent.

1. Pursuant to ORS 660.120(2), this apprenticeship and training committee shall approve traveling (visiting) contractors and their use of apprentices pursuant to the following procedures:
  - The traveling contractor must be registered as a training agent in good standing with a committee in the geographical area where his/her principal place of business is located.
  - Upon approval in this jurisdiction, the traveling training agent may transport apprentices from his/her home jurisdiction if appropriate arrangements have been made for related training with this committee.
  - Should the traveling contractor choose not to transport his/her apprentices, the contractor will be required to hire apprentices from this committee's out-of-work list. In the event that there is no out-of-work list, or there are no apprentices on the out of work list, the traveling contractor may either request that this committee post an opening to hire new apprentices or may transport apprentices from his/her home jurisdiction as set forth above in paragraph 2.

#### I. Initial employment policy

An applicant who has been placed in the ranked pool shall be afforded a reasonable opportunity for employment and shall only be removed from the pool in accordance with the committee's published procedures.

1. All applicants shall be treated equally.
2. All qualified applicants will be notified in writing of their placement in the pool of eligible applicants.
3. All applicants who have been placed in the pool of eligible applicants shall be retained on the list of eligible applicants available for selection for a period of two years.

4. Applicants may be removed from the pool of eligible applicants in less than two years at their own request.
  - If an applicant has requested to be removed from the list and it is less than two years since being placed on the list, the applicant can be restored to the list of eligible applicants by written request to the training coordinator.
5. It is the responsibility of each applicant to keep the sponsor informed of his/her current mailing address and telephone number.
6. Applicants who have been selected for employment shall be afforded at least two working days for reporting to work, which is the custom and practice of the industry.
  - If an applicant fails to respond to an employment opportunity within two working days, the opportunity will go to the next person on the list.
  - Applicants not responding to a job opportunity within two working days will be notified in writing by registered return receipt mail that they will be removed from the list of eligible applicants for failure to respond to an apprenticeship opportunity.
    - Applicant may request reinstatement in writing within 10 working days from date of signed receipt.
7. If an applicant fails to accept employment a total of two times the applicant will be removed from the list of eligible applicants
  - This does not apply if the applicant is employed by an approved training agent and is awaiting placement with that employer.
8. Applicants will **not** be restored to the list of eligible applicants if they are removed from the list for:
  - Failure to respond to a job opportunity;
  - Failure to notify the training coordinator of a change of address or phone number;
  - Failure to accept two apprenticeship employment opportunities.

**J. Placement procedures for out-of-work apprentices**

~~~~~  
/ **All unemployed apprentices in good standing with the committee will be** /  
/ **given the opportunity to be re-employed as soon as possible and prior to** /  
/ **indenturing new apprentices.** /  
~~~~~

1. The apprentice **and** the training agent must notify the training coordinator's office immediately if the apprentice is laid-off, terminated or terminates employment.
  - The apprentice will be placed on the "Out-of-Work" list.
  - If the apprentice has been terminated for just cause, the employer must submit written documentation of the circumstances to the training coordinator.
    - Documentation will be placed in the apprentice's permanent file and will be made known to the committee for action as deemed appropriate.
2. Unemployed apprentices will be placed on the out-of-work list in chronological order of the first date and time their status is reported to the training coordinator.
3. When a training agent requests additional apprentices for hire, the training coordinator will present the entire list of unemployed apprentices to the employer.
  - Employers may interview and hire the out-of-work apprentice of their choice.
  - Employers are **not** required to re-hire an apprentice who was previously terminated for just cause.
    - The employer must have previously documented the cause of termination in writing and submitted the documentation to the training coordinator.
  - Training agents must notify the training coordinator within 2 days when an out-of-work apprentice has been hired.
4. Unemployed apprentices on the out-of work list shall be contacted by phone and will have no less than 24 hours to respond to an offer to interview or to return to work prior to any new apprentices being indentured.
  - If an apprentice on the out of work list fails to respond and / or refuses work for any of the approved training agents two times, the apprentice will be suspended from the program.
5. If an apprentice on the out-of-work list accepts employment with another employer, the apprentice must contact the Coordinator's office. The coordinator will:
  - Determine if the employer is an approved training agent; and
  - Remove the apprentice from the out-of-work list.
6. Apprentices are held responsible if they are found not working for approved training agents.

- OJT hours accumulated during employment by non-approved training agents will **not** be counted toward completion the apprenticeship.

**K. License requirements, including exam referral and completion requirements (for licensed trades only)**

**The committee will ensure that all apprentice training satisfies the requirements of the appropriate license.**

1. Apprentices may only take the Journeyman exam upon referral from the committee.
2. Committee recommendation will be based on documentation that all program requirements have been satisfied including:
  - Passing grades of 75% or better in all required related instruction;
  - MPRs are current, documenting at least the minimum work experience as listed for each work process in the approved Standards.
    - In the event that the Committee cannot provide an apprentice with the full work experience listed in the Standards, the committee must include a written statement in the apprentice’s file indicating that the apprentice has had adequate related instruction to compensate for the lack of on-the-job-training.
  - Amount of time in the trade and program;
  - Position in the program (at least 8<sup>th</sup> period)
  - Instructors’ recommendation based on grades and attendance;
  - Employer’s recommendation based on work, attitude, conduct, and safety.
3. Once the apprentice has met all of the requirements of the program the Committee will take action to notify the Bureau of Labor and Industries, Apprenticeship Training Division (BOLI-ATD) that the apprentice is eligible for testing.
  - BOLI-ATD will document the action taken by the Committee and submit the exam request to the Building Codes Division (BCD).
  - BCD will mail an information packet including an application for exam to the apprentice.
    - The apprentice is responsible for completing the application and returning it to BCD with any applicable fees.
  - It is the apprentice’s responsibility to assure that all of the appropriate information and documentation are in order to take the State Examination.

- After being recommended to take the Journeyman exam, the apprentice will have six months to take the exam.
    - If the apprentice does not complete the exam within the six-month time frame, he or she will be cited to appear before the committee to explain the circumstances for the delay.
  - Apprentices must submit a copy of their exam results to the training coordinator.
  - Upon receipt of passing results, the committee will take action to complete the apprentice from the apprenticeship program.
    - This action and the effective date will be included in the minutes
  - BOLI-ATD will issue a Certification of Completion and BCD will issue the appropriate license. These will be mailed directly to the apprentice.
4. After the six-month period, if the apprentice has failed the Journeyman exam, he or she will be required to take a code class before the next attempt.
- If the apprentice fails on the third attempt, the apprentice will be required to retake and pass related instruction as recommended by the committee with a 75% or better grade before being re-recommended to take the Journeyman exam.
    - If the apprentice neglects to honor this process the committee will then complete the apprentice without benefit of a license.
  - If the apprentice fails to submit passing exam results within the time specified by the committee's policies, the committee will initiate action to complete the apprentice from the program without benefit of a license.





TRAINING AGENT  
AGREEMENT OF UNDERSTANDING

AREA 4 (ROSEBURG) INSIDE ELECTRICAL JATC  
MA 4016

These Standards of Apprenticeship and Administrative Procedures Handbook set forth the general procedures and guidelines that apply to all inside electrical apprentices indentured to the Area 4 (Roseburg) Inside Electrical JATC MA #4016. These procedures and guidelines are subject to change by the committee from time to time. In the event a major change occurs, you will be sent updates to the procedure handbook and the new handbook will prevail. This procedure handbook supersedes all former handbooks.

I acknowledge receipt of the foregoing Policies and Procedures for the Area 4 (Roseburg) Inside Electrical JATC and understand that I am bound to observe them during my involvement in the electrical apprenticeship program. I further understand that failure to do so will result in cancellation from the program.

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_ e:mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**Date signed:** \_\_\_\_\_



# APPRENTICE

## AGREEMENT OF UNDERSTANDING

### AREA 4 (ROSEBURG) INSIDE ELECTRICAL JATC MA 4016

These Standards of Apprenticeship and Administrative Procedures Handbook set forth the general procedures and guidelines that apply to all inside electrical apprentices indentured to the Area 4 (Roseburg) Inside Electrical JATC MA #4016. These procedures and guidelines are subject to change by the committee from time to time. In the event a major change occurs, you will be sent updates to the procedure handbook and the new handbook will prevail. This procedure handbook supersedes all former handbooks.

I acknowledge receipt of the foregoing Policies and Procedures for the Area 4 (Roseburg) Inside Electrical JATC and understand that I am bound to observe them during my involvement in the electrical apprenticeship program. I further understand that failure to do so will result in cancellation from the program.

Apprentice Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_ e:mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_



**RELEASE OF RECORDS**

I, (please print name) \_\_\_\_\_ an apprentice indentured to the Area 4 (Roseburg) Inside Electrical JATC, MA #4016, hereby grant permission for Umpqua Community College to release any and all information pertaining to my academic records to the Bureau of Labor and Industries, the Area 4 (Roseburg) Inside Electrical Committee, my employer, and or any other agency directly associated with my apprenticeship.

Dated \_\_\_\_\_, 20 \_\_\_\_\_

Signature: \_\_\_\_\_

**Social Security or Student ID #:** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_ e:mail: \_\_\_\_\_

