



Oregon Bureau of Labor and Industries
Apprenticeship & Training Division

800 NE Oregon St, Ste 1045
Portland, OR 97232

Pre-Apprenticeship Program Request Checklist

** Documents must be received by ATD prior to the Council cutoff date*

Oregon State Apprenticeship and Training Council (OSATC) approved pre-apprenticeship programs are designed to prepare individuals for OSATC registered apprenticeship programs.

In order to apply for OSATC approval, you will need to submit the following to ATD:

- Cover Sheet** –state the name of the program, addresses for administration and training, contact information, program focus, and registered apprenticeship partner(s).
- Pre-Apprenticeship Participation Agreement**- purpose of the pre-apprenticeship participant agreement is to define the role of the pre-apprenticeship program, participant and the Apprenticeship and Training Division, as well as provide the Division with demographic information for federal and state tracking purposes. The pre-apprenticeship participant agreement should be signed by the participant, or legal guardian, and sent to the Division upon enrollment into the program.
- Program Purpose Statement** - Identify the need for the pre-apprenticeship program and the target population you plan to serve. State the occupation the program will be aligning with. Include a statement clearly describing the program and the organization operating and sponsoring the pre-apprenticeship training.
- Program Outcomes** – statement of the outcomes of the program, including what the graduate will be able to demonstrate, competencies achieved, and any additional credentials or external credit obtained.
- Course Outline** – an overview of the academic portions of the program. Individual course descriptions, class hours and measurement tool(s) used to determine successful completion of classes should be provided in this section. Include name of instructor, class location, and any pre-requisites.
- Facility Assessment**- a detailed description of the training facilities that will be used, a list of tools and equipment, safety measures and procedures, and assurances that program partners have visited and approve of facilities.
- Instructor Qualifications** – Documentation of instructor qualifications including copies of licenses, credentials, certifications and/or resumes.
- Letter of Support** – provide a letter of support from each partner and one or more registered apprenticeship programs.

OAR 839.011.0335

REV: 12.3.2018



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Cover Sheet

Name of Program

Location Name and Address
for Administration &
Training

Contact Person Name
(please include phone and
email address)

Program Focus

Registered Apprenticeship
(s) Partners

**PRE-APPRENTICESHIP
PARTICIPATION
AGREEMENT**

Log #
Provider PA #
Agreement #

PROGRAM NAME:			
OCCUPATION as listed in Curriculum (if applicable):			
Applicant's Last Name		First	MI
Mailing Address		SSN or Student ID number:	
City		State	ZIP
		County	
		Phone – Area Code & Number	

This information is requested to ensure equal employment opportunity and compliance.	GENDER		RACE/ETHNICITY					BIRTH DATE	VET STATUS	
	Male	Female	WH	BL	AI	AS	HI		VET	RES

Military Service	Discharge Date	Length of Service
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I have a physical or mental impairment that substantially limits one or more major life activities:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I decline to provide this information.
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EDUCATION																		
Circle highest grade completed in each category.	High School				Diploma		Trade School				College				Diploma		GED	
	9	10	11	12	Yes	No	1	2	3	4	1	2	3	4	Yes	No	Yes	No
Applicant Signature										Date								
Parent/Guardian Signature (if under the age of 18)										Date								

OREGON STATE APPRENTICESHIP AND TRAINING COUNCIL PARTICIPATION AGREEMENT

Participant Name	Program Name
Agreement Number	Program Address

This Agreement Revokes and Supersedes Any and All Previous Agreements and Is Subject to the Terms and Provisions Below

THE PROGRAM, agrees to diligently and faithfully train the participant, in accordance with the terms and conditions of the Participant Agreement and Program Curriculum. The Program certifies that they will make substantial efforts to appoint the participant to an apprenticeship program upon satisfactory completion of their training

WITNESSETH, that the Program, the above participant, and the parent or guardian if a minor, hereby enter into the period of training in conformity with the Program Curriculum approved by the State Apprenticeship and Training Council, and such curriculum, and any amendments thereto made during the period hereof, are hereby made a part of this agreement. The participant authorizes the release of school records to the program while in the pre-apprenticeship program.

SIGNATURES	
Authorized Pre-apprenticeship Program Representative	Date
Participant	Date
Parent/Guardian (if participant is under the age of 18)	Date
Date Received by the Division:	Effective Date:



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Program Purpose Statement

Quality pre-apprenticeship programs can play a valuable role in preparing qualified entry-level workers for Registered Apprenticeship careers while contributing to the development of a diverse and skilled workforce. Through the combined efforts of industry, government, and education/training institutions, Oregon's apprenticeship and training system is able to respond to the labor market and contribute to developing a highly skilled workforce that is competitive nationally and internationally.

Through a variety of unique program designs and approaches, pre-apprenticeship programs can be adapted to meet the needs of diverse populations being trained, the various employers and sponsors they serve, and specific opportunities within the local labor market.

Please provide the pre-apprenticeship program purpose and identified elements:

- 1) Share how will this program meet the needs of the registered apprenticeship program and/or industry
- 2) Target population served
 - provide how pre-apprenticeship will address equity gaps (i.e. educational, workforce, race, gender, poverty) and be inclusive of all populations, especially if those who participate are not proportionally represented in Registered Apprenticeship regardless of the reason
- 3) What curriculum and industry standard will the program be aligning to?
 - The intent of the definition is to ensure that training and/or curricula used by the pre-apprenticeship program align with the needs of the Registered Apprenticeship Partner(s), while still allowing flexibility in pre-apprenticeship program design
- 4) Agreed upon program outcomes:
 - Facilitated Entry and/or Articulation: when possible, formalized agreements exist with Registered Apprenticeship sponsors that enable individuals who have successfully completed the pre-apprenticeship program to enter directly in a Registered Apprenticeship program and/or include articulation agreements for earning advanced credit/placement for skills and competencies already acquired
 - Industry Recognized Credential
 - Community College credits



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Program Outcomes

Pre-apprenticeships should address the needs of participants, employers, sponsors, and partner registered apprenticeships. While they may employ different program designs and approaches, the program should form the foundation of a participant in a registered apprenticeship.

Please share what outcomes a participant will have gained upon completion of this pre-apprenticeship program and how the program will measure each outcome.

**Please note that these are examples of what would be included but should be tailored to the registered apprenticeship/industry standard the program is aligned too.*

- 1) What will the participant have completed?
 - Number of courses
 - Grades
 - Program duration (number of weeks, days per week, hours per day)

- 2) What will the participant be able to demonstrate?
 - Attendance
 - Work Ethic
 - Dress appropriately for work (boots, pants, tool belt, etc.)
 - Work comfortable with basic construction tools
 - Understand essential industry/trade practices and terminology
 - Remain drug free
 - Identification and safe use of industry tools
 - Work readiness

- 3) What competencies will the participant be able to show?
 - Measure and cut material accurately
 - Identify common sizes of material, sheet goods, fasteners
 - Read basic blueprints
 - Layout, frame, and stand a stud wall
 - Build a simple concrete form and participate in concrete pour
 - Set up a workstation quickly and completely
 - Demonstrate competency in using all stationary shop tools
 - Knowledge of various registered apprenticeships and their application requirements



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4) Include any additional information:

- Industry recognized credentials (i.e. HS Diploma, GED, Pre-Apprenticeship program completion certificate, OSHA 10, First Aid/CPR)
- Portfolio (i.e. education profile and plan), résumé
- Dual Credit options
- Driver's license
- Projects completed
- School transcript



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Course or Program Outline/Syllabus

Please provide an overview of the academic portions of the program. Individual course descriptions or program segments, class hours and measurement tool(s) used to determine successful completion of classes/segments should be provided in this section. Please provide the following information, (*) is required:

- 1) Course or Program Name*
 - *If an Oregon approved CTE Program of Study, please provide the CTE POS title*
- 2) Course Description (e.g. syllabus, course outline)*
 - *If an Oregon approved CTE program of study, please provide your CTE POS course lists for secondary and postsecondary*
 - Please provide an overview or example of a typical week in the pre-apprenticeship training program (i.e. a copy of a calendar with events)
- 3) Grading (i.e. evaluation tool or checklists for proficiency/completion)*
- 4) Options for Credit*
- 5) Instructor (s)*
- 6) Location and class times (frequency)
- 7) Required class materials, if any
- 8) Pre-requisites
- 9) Lab component



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Facility Assessment

A quality pre-apprenticeship program offers meaningful hands-on training to individuals in a simulated lab experience or through volunteer opportunities, when possible. It should accurately simulate the industry and occupational conditions of the partnering Registered Apprenticeship sponsor(s) while observing proper supervision and safety protocols.

This assessment should include:

- 1) Location of where training is taking place (i.e. school, training center, community center)
- 2) Number of training rooms and dimensions (sq.ft) (i.e. pictures or blue prints are encouraged)
- 3) List of equipment and tools (i.e. do not need each individual tool listed)
- 4) Required safety measures/ protocols that are in place (i.e. safety orientation, OSHA 10 training, safety agreements)
- 5) Signed assurances from every sponsor or partner of program that they have visited the site and approve of the facility where hands-on training is taking place



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Instructor Qualifications

Quality pre-apprenticeship programs have qualified subject matter experts. The pre-apprenticeship instructor will be aligning standards for apprentice preparation into a registered apprenticeship program.

Instructor qualifications will include subject matter experience in the trades or registered apprenticeship standard, teaching experience or other teaching credentials.

Please provide the following documentation:

- 1) Copy of TSPC License (if applicable),
 - If no teaching license he/she must be a journey worker with some training in teaching techniques
 - If none of these apply, please contact the BOLI Apprenticeship Representative you are working with for further information
- 2) Résumé of Experience
 - Industry Experience
 - Registered Apprenticeship Experience
 - Competencies
 - Industry Recognized Credentials
- 3) Must be aligned with registered apprenticeship
 - Recognition or assurance from partnering registered apprenticeship (s) of instructor



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Letter of Support

Provide a letter of support from each of your partners (i.e. community college, employer, registered apprenticeship) in your pre-apprenticeship program. This collaboration helps to ensure that the apprenticeship and industry training system is timely, up-to-date and responsive to the needs of industry and the economy.

The letter of support should outline what each partner is agreeing to do and provide to support the pre-apprenticeship program. Agreements with Registered Apprenticeship sponsors should state that upon the completion of the proposed pre-apprenticeship program pre-apprentices will not only meet the committee's minimum requirements but would gain consideration and are prepared for success as a preferred applicant.

Furthermore, any consideration for direct entry and/or articulation agreement for earning advanced credit/placement for skills and competencies already acquired in a registered apprenticeship program should be included.

Note: the program must partner with a registered apprenticeship.

Submitted letters of support must be:

- 1) Provided on partner letterhead
- 2) Signed by partner
- 3) Emails, handwritten notes, or verbal agreements will not be accepted



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Apprenticeship and Training Division

Bureau of Labor and Industries

<p><u>Main Office:</u></p> <p>Portland State Office Building 800 NE Oregon Street, Suite 1045 Portland, Oregon 97232</p> <p>Phone: 971-673-0760 Fax: 971-673-0768</p>	<p><u>Field Offices:</u></p> <p>(See page 2 for field staff)</p> <p>Bend Eugene Medford Salem</p>
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<p>Hours of Operation: 8AM – 5PM</p> <p>Email: atdemail@boli.state.or.us Website: www.oregon.gov/BOLI/ATD</p> <p>Oregon Relay TTY: 711</p>
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Portland Staff	Phone	Email
Adams, Crystal Office Specialist II	971-673-0775	Crystal.Adams@state.or.us
Boyd, Tamara Apprenticeship Representative	971-673-0770	Tamara.Boyd@state.or.us
Jessica Ponaman Operations Manager	971-673-0771	Jessica.Ponaman@state.or.us
Engstrom, Shaun Apprenticeship Program Liaison	503-931-5379	Shaun.C.ENGSTROM@oregon.gov
Herbert, Rachelle OSATC Coordinator – ASII	971-673-0821	Rachelle.Herbert@state.or.us
Kersey, John Apprenticeship Representative	971-673-0772	John.Kersey@state.or.us
Nunley, Gabby Apprenticeship Coordinator/CTE	503-947-5660	Gabby.Nunley@state.or.us
Pointer, Maureen Apprenticeship Representative	971-673-0776	Maureen.Pointer@state.or.us
Ortega, Iliana Office Specialist II	971-673-0760	Iliana.Ortega@state.or.us
Simms, Stephen (Steve) Director	971-673-0777	Steve.Simms@state.or.us
Stanford, Amber ODOT – ASI	971-673-0773	Amber.Stanford@state.or.us
Williams, Larry (Will) ODOT – Operations & Policy Analyst	971-673-0779	Larry.S.Williams@state.or.us

ATD Field Staff	Office Location	Contact Information
Ayres, Roseanna (Ree) Apprenticeship Representative	119 N Oakdale Ave Medford, OR 97501-2629	541-776-6201 Roseanna.Ayres@state.or.us
Burnham, Loren Apprenticeship Representative & DVA Contract Contact	3864 Wolverine St. NE, Bldg E-1 Salem, OR 97305-1268	503-378-3292 Loren.Burnham@state.or.us
DeVita, Al Apprenticeship Representative	3864 Wolverine St. NE, Bldg E-1 Salem, OR 97305-1268	503-378-5193 Albert.DeVita@state.or.us
Hauck, Jeff Apprenticeship Representative	WorkSource Bend 1645 NE Forbes Rd, #106 Bend, OR 97701-4990	541-322-2435 Jeff.Hauck@state.or.us
Nichols, Kay Office Specialist II	1400 Executive Parkway, Ste 200 Eugene, OR 97401	541-686-7661 Kay.Nichols@state.or.us
Verdi, Elizabeth Apprenticeship Representative	1400 Executive Parkway, Ste 200 Eugene, OR 97401	541-686-7779 Elizabeth.Verdi@state.or.us

OREGON COMMUNITY COLLEGE APPRENTICESHIP CONSORTIUM
Oregon Community Colleges & Workforce Development
Bureau of Labor Apprenticeship & Training

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College/Address	Contact	Phone/Voice Mail /Fax	E-Mail Address
Blue Mountain CC 2411 NW Carden Ave P O Box 100 Pendleton OR 97801 www.bluecc.edu/dept_apprenticeship	Jennifer Hills*	Phone: 541-278-5854 FAX: 541-278-5177	jhills@bluecc.edu
Central Oregon CC 2030 SE College Loop Redmond OR 97756 www.cocc.edu/special-curriculum/apprenticeship/	Tracy Crockett Chris Baughman Michael Fisher*	Phone: 541-504-2905 FAX: 541-504-2939 Phone: 541-504-2933 Phone: 541-383-7754 x7754 FAX: 541-383-7509	tcrockett@cocc.edu cbaughman@cocc.edu mfisher@cocc.edu
Chemeketa CC 4000 Lancaster Dr NE Bldg. 33 PO Box 14007 Salem OR 97309-7070 www.chemeketa.edu/programs/apprenticeship	Megan Cogswell Tina Sloan	Phone: 503-399-6266 Office: 503-399-5255 Phone: 503-399-8690 FAX: 503-399-5257	megan.cogswell@chemeketa.edu tina.sloan@chemeketa.edu apprenticeship@chemeketa.edu
Clackamas CC 19600 S Molalla Ave Oregon City OR 97045 www.clackamas.edu/Programs/Electrician-Apprenticeship-Technologies.aspx	Leslie Donohue* Shelly Tracy*	Phone: 503-594-3031 Phone: 503-594-0945 FAX: 503-594-0949	ldonohue@clackamas.edu shellyt@clackamas.edu
Clatsop CC 6540 Liberty Lane Astoria OR 97103 1653 Jerome Ave Astoria OR 97103 www.clatsopcc.edu/apprenticeship	Kristen Wilkin* Alice Wood	Phone: 503-338-7696 FAX: 503-325-5738 Phone: 503-338-2352 FAX:	kwilkin@clatsopcc.edu awood@clatsopcc.edu
Columbia Gorge CC 400 E Scenic Dr The Dalles OR 97058		Phone: 541-298-3102 FAX: 541-298-3104	www.cgcc.edu/sites/cgcc.us/files/policies/JKB-Apprenticeship.pdf
Klamath CC 7390 S 6th St Klamath Falls OR 97603 www.klamathcc.edu/Home	Christopher Stickles* Chelsey Arnold	Phone: 541.880.2240 FAX: 541-885-7758	stickles@klamathcc.edu
Lane CC 4000 East 30th Ave Eugene OR 97405 www.lanecc.edu/apprenticeship	Patrick O'connor Joy Crump*	Phone: 541-463-5710 FAX: 541-463-3951 Phone: 541-463-5496	O'connorp@lanecc.edu u_crumpj@lanecc.edu

OREGON COMMUNITY COLLEGE APPRENTICESHIP CONSORTIUM
Oregon Community Colleges & Workforce Development
Bureau of Labor Apprenticeship & Training

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Linn-Benton CC 6500 SW Pacific Blvd Albany OR 97321 www.linnbenton.edu/apprenticeship	Holly DeRamus* Linda Dompier*	Phone: 541-917-4621-Holly Phone: 541-917-4636-Linda FAX: 541-917-4605	holly.deramus@linnbenton.edu linda.dompier@linnbenton.edu
College/Address	Contact	Phone/ Voice Mail / Fax	E-Mail Address
Mt. Hood CC AC Room 1162 26000 SE Stark St Gresham OR 97030 www.mhcc.edu/apprenticeship/	Dawn Loomis*	Phone: 503-491-7561 FAX: 503-491-7390	dawn.loomis@mhcc.edu
Portland CC Swan Island Trades Center 6400 N. Cutter Circle Portland, OR 97217 www.pcc.edu/aprtrades@pcc.edu	Stacey Zumwalt* Rick Willebrand*	Phone: 971-722-5651-desk Phone: 971-722-5650-Stacey Phone: 971-722-5653-Rick FAX: 971-722-5656	stacey.zumwalt@pcc.edu u rwillebr@pcc.edu
Rogue CC 7800 Pacific Ave White City OR 97503 www.roguecc.edu/Workforce/Apprenticeship/	Cathy Pierson*	Phone: 541-245-7912 FAX: 541-245-7955	cpierson@roguecc.edu
Southwestern OR CC 1988 Newmark Coos Bay OR 97420 www.socc.edu/	Karen Helland*	Phone: 541-888-7212 FAX: 541-888-1590	khelland@socc.edu
Tillamook Bay CC 4301 Third St Tillamook OR 97141 www.tbcc.cc.or.us/	Darryl Spitzer*	Phone: 503-842-8222 ext 1310 FAX: 503-842-8334	darrylspitzer@tillamookbaycc.edu u www.tbcc.cc.or.us
Treasure Valley CC 650 College Blvd Ontario OR 97914 www.tvcc.cc.or.us/	Sheryl Romans Andrea Testi*	Phone: 541-889-6493x283 FAX: 541-881-2743 Phone: 541-889- FAX:	sromans@tvcc.cc atesti@tvcc.cc
Umpqua CC 1140 Umpqua College Rd PO Box 967 Roseburg OR 97470-0226 www.umpqua.edu/apprenticeships-home	Tracy Placido* Jason Aase*	Phone: 541-440-4675 FAX: 888-406-4511 Phone: 541-440-4713 FAX: 888-406-4511	tracy.placido@umpqua.edu u jason.aase@umpqua.edu

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Oregon Community Colleges & Workforce Development
Bureau of Labor Apprenticeship & Training

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Community College Workforce Development 255 Capitol St NE Salem OR 97310		Phone: 503-947-2431 FAX:	
Oregon State BOLI ATD 800 NE Oregon St #1045 Portland OR 97232	Steve Simms	Phone: 971-673-0777 FAX: 971-673-0768	steve.simms@state.or.us
Oregon State BOLI-ATD 800 NE Oregon St #1045 Portland OR 97232	Tamara Boyd	Phone: 971-673-0770 FAX: 971-673-0768	tamara.boyd@state.or.us
Oregon State Dept. of Education 255 Capitol St. NE Salem, OR 97310	Gabby Nunley	Phone: 503-947-5660 – Salem Phone: 971-673-0114 - PDX	gabby.nunley@state.or.us gabby.nunley@ode.state.or.us
Oregon State Employment Department 875 Union St. NE Salem, OR 97311	Shaun Engstrom	Phone: 503-931-5379	shaun.c.engstrom@oregon.gov
Community Website			www.oregonapprenticeship.com



Pre-apprenticeship Programs

(1) Pre-apprenticeship is a program designed to prepare under-represented, disadvantaged or low-skilled individuals to enter and succeed in a registered apprenticeship program and has a documented partnership with at least one, if not more, registered apprenticeship committee(s). In order to be used by a registered apprenticeship committee as a direct entry or preferred applicant source, a pre-apprenticeship program must be approved by the Council and incorporate the following elements:

- (a)) Council approved training and curriculum based on industry standards;
- (b) Detailed recruitment strategies focused on outreach to under-represented populations;
- (c)) Provides assistance in exposing participants to registered apprenticeship programs and provides direct assistance to participants applying to those programs;
- (d) Provides hands-on training to individuals in a simulated lab experience or through volunteer opportunities, when possible, neither of which supplants a paid employee but accurately simulates the industry and occupational conditions of the partnering registered apprenticeship sponsor(s) while observing proper supervision and safety protocols;
- (e)) Provides facilitated entry or articulation with one or more registered apprenticeship programs and where possible, has a formalized agreement with a registered apprenticeship program that enables individuals who have successfully completed the pre-apprenticeship program to enter directly into a registered apprenticeship program and/or include articulation agreements for earning advanced credit/placement for skills and competencies already acquired.
- (f)) Provide a letter of approval from one or more registered apprenticeship committee stating that the proposed pre-apprenticeship program will prepare individuals with the skills and competencies needed to meet the minimum entry requirements of the program and that upon completion, completing pre-apprentices will meet the minimum entry requirements, gain consideration, and are prepared for success in the program as a preferred applicant source.

(2) Written request for Council approval of a pre-apprenticeship program shall include the following information:

- (a) Identification of the need for the pre-apprenticeship program and the target population served;
- (b) A statement clearly describing the program and the organization sponsoring and operating the pre-apprenticeship training;

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TTY (971) 673-0766

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(541) 686-7623
FAX (541) 686-7980

BEND
Worksource Bend
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Bend, OR 97701-4990
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MEDFORD
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Medford, OR 97501-2629
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FAX (541) 776-6284

SALEM
3865 Wolverine St. NE; E-1
Salem, OR 97305-1268
(503) 378-3292
FAX (503) 373-7636

PENDLETON
1327 SE 3rd St.
Pendleton, OR 97801-4101
(541) 276-7884
FAX (541) 276-5767





Oregon

Bureau of Labor and Industries

Brad Avakian
Commissioner

- (c)) A statement of program objectives, outcomes, participant competencies upon completion and benchmarks for success;
- (d) A course outline providing an overview of the academic and manipulative portions of the program. Individual course descriptions, class hours and measurement tool(s) used to determine successful completion of classes should be provided in this section.
- (e)) A description of the training facilities used for pre-apprenticeship training.
- (f)) A list of the knowledge, skills and abilities required to be an instructor in this program.
- (3) Pre-apprenticeship program sponsors agree to provide the Council with a list of pre-apprenticeship program graduates at least once every six (6) months indicating the names, addresses and other identifying information for program completers on a form designated by the Division.
- (4) Upon due notice and a reasonable opportunity to show cause, the Council may revoke pre-apprenticeship program approval should it find that the program is not serving the intended purposes of the program in the best interest of registered apprenticeship

Stat. Auth.: ORS 660.120

Stats. Implemented: ORS 660.126, 660.137 Hist.:

BLI 15-2015, f. & cert. ef. 11-12-15

http://arcweb.sos.state.or.us/pages/rules/oars_800/oar_839/839_011.html

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