



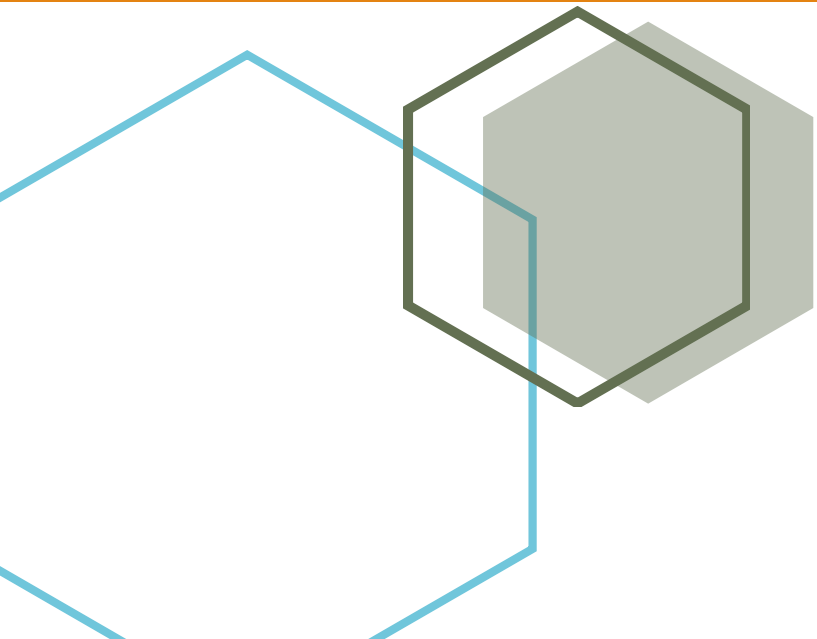
# Industrial Maintenance Mechanic Apprenticeship Training Agent

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## Getting Started

Pacific Northwest Industrial Maintenance &  
Millwright JATC MA #1146

In Partnership with Portland Community College  
Swan Island Trades Center  
6400 N Cutter Circle Portland, OR 97217





# Becoming an Apprenticeship Registered Training Agent

## Things to Know

### What is Apprenticeship?

Registered apprenticeship is a system where employers take on the responsibility to train employees on the job while facilitating their education through a formal course of study. The Industrial Maintenance Mechanic (IMM) apprenticeship program is overseen and managed by an independent Joint Apprenticeship Training Committee (JATC) which is registered by the State to manage the program. Apprentices apply to and are registered with the JATC. They work and are paid as regular employees while attending class year round; typically once a week in the evening at the educational institution chosen by the JATC. A registered apprenticeship is based upon the premise that an apprentice will be advanced as they accrue more hours and report those hours to their Committee. An IMM apprenticeship consists of 10,000 OJT hours and 720 RT hours. After accrual of both 1,000 OJT AND 72 RT hours, an apprentice may be advanced from one period to the next period assuming there are no pending disciplinary issues. A standard IMM apprenticeship consists of 10 periods completed over the course of five years. However, an individual apprentice may need longer than five years to accrue all the required hours and coursework. Once an apprentice has completed a registered IMM program they can earn both a state-issued journey card and be eligible to sit for their LME electrical license exam.

HOURS TO ADVANCE	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
OJT	0	1001	2001	3001	4001	5001	6001	7001	8001	9001
	<b>1000</b>	<b>2000</b>	<b>3000</b>	<b>4000</b>	<b>5000</b>	<b>6000</b>	<b>7000</b>	<b>8000</b>	<b>9000</b>	<b>10000</b>
RT	0	73	145	217	289	361	433	505	577	649
	<b>72</b>	<b>144</b>	<b>216</b>	<b>288</b>	<b>360</b>	<b>432</b>	<b>504</b>	<b>576</b>	<b>648</b>	<b>720</b>

### The Joint Apprenticeship Training Committee (JATC)

The apprentice and the training agent are registered to receive training under the auspices of the Committee and the Committee has oversight over all aspects of the program. The Committee meets quarterly to conduct business. The Committee reviews apprentice files every six months for re-rate. Meeting schedules are available online. Both the apprentice and the training agent must appear in person at the meeting where the apprentice is formally registered. After an apprentice is registered, the training agent should not need to appear before the Committee again unless the apprentice requires disciplinary action. If an apprentice requires disciplinary action, the training agent must provide an authorized representative to attend the required meeting with the apprentice to discuss the disciplinary matters. The JATC partners with PCC for administration of the program but all decision-making authority lies with the independent Committee.

**Thank you for your interest in becoming a registered Training Agent for the Pacific Northwest Industrial Maintenance & Millwright JATC!**

As a registered Training Agent you are making a strong commitment to worker training, safety and employee retention. Apprenticeship has proven long-term cost savings for employers and allows for a consistent pipeline of skilled workers. This document details the most important aspects of serving as a registered Training Agent. All prospective Training Agents should also be sure they have reviewed the official Standards and Policies of the Committee which are available online at the PCC Apprenticeship & Trades website.

Ready to get registered? The next step is to create a [TradeSchool account](#) and start your online application!

We look forward to working with you and your new apprentices!

*All Training Agent and Apprentice Application paperwork must be submitted 10 business days prior to the Committee meeting at which you are asking to be considered.*

## Affirmative Action/ Equal Employment Opportunity

Training agents choose their own apprentices from a pool of current employees that meet the minimum qualifications. However, committee operations are governed by federal and state EEOC guidelines and for training agents in the LME program this means that their internal apprentice selection procedures must also adhere to those guidelines. Further, all participating employers must fill out EEO documentation with their application to be approved as a training agent and annually in January of each year to continue to participate. It is a priority of this Committee that the apprentice population represent the general population as much as possible and highly encourages employers to support and facilitate the registration of apprentices from underrepresented populations such as women and minorities.

## Direct Expenses

There are two main expenses involved for employers participating in a registered apprenticeship program: Administrative fees that fund the management of the program and educational fees that fund the apprentice's college tuition, fees, books and materials. Employers are required to pay the monthly administrative fee per apprentice and are not legally allowed to pass this cost on to the apprentice. The administration fee is charged monthly per apprentice and is billed quarterly. Employers typically subsidize apprentice school expenses but are not required to do so. Specific arrangements regarding payment of tuition and other school expenses vary widely by employers and are made independently as agreements between employers and their employees.

Detailed information and specific cost estimates are available at the PCC Apprenticeship & Trades website.

## Supervision

Industrial Maintenance Mechanic apprentices engage in both electrical and non-electrical work. Apprentices are not legally allowed to engage in the electrical work associated with the IMM program or count hours toward completion of their apprenticeship unless they are supervised by a journey level worker who holds the LME license or higher. Non-electrical work may be supervised by a non-licensed skilled practitioner of the trade once proper documentation has been provided to the Committee. All supervising journey workers must be employees of the training agent and cannot be a contractor. The ratio of supervision is set by the State and is 1:1; one journey worker per one apprentice. Supervision is defined as same shift and in the same building as the apprentice at all times.

The US DOL and BOLI ATD in Oregon require that all apprentices, Journey workers/license holders that train apprentices, any direct manager of those apprentices and/or journey workers and anyone who works directly with apprentices during their training must complete a state approved apprenticeship related anti-harassment training course and show proof of completion.

This LME Committee has chosen the state approved PCC course CEU 3965 - Cultural Competency to meet this requirement. Before a Training Agent (You the employer) can train any apprentices, this must be complete. This is not an anti-harassment training that you as the employer provide internally to employees this is a separate training requirement.

If you have not completed this you can still be approved by the committee as a training agent and be given an allotted time frame of 90 days from the date of training agent registration with the committee to get this completed and all future new staff that need to take this course will complete it within 90 days of their start date to work with apprentices.

## Wages

A set wage progression and regular pay increases is a central premise of a registered apprenticeship program. As trainees, apprentices are entitled to only a percentage of the journey wage but as they accrue more hours and experience they can become eligible for a pay raise that represents a higher percentage of the average journey wage.

The apprentice wage progression is based directly on the average journey level wage and is re-evaluated each year through a survey of all employers registered with the program. Every registered

training agent agrees to report each year the hourly wage of an entry level industrial maintenance mechanic journey worker that holds the LME license and all reported wages are considered to set the overall average journey wage used by the Committee. Employers may pay apprentices any wage as long as it is not LOWER than what is required by the wage progression set by the Committee each year. The current average journey wage and wage progression is listed in the Committee Standards and updated each year.

\*Prospective apprentices who are part of a pre-existing collective bargaining agreement (CBA) must submit a copy to the Committee as part of their application. Apprentices that are part of a CBA are not subject to the wage progression set by the Committee and are covered by whatever wage terms are set out in the agreement until such time as the agreement expires. If the CBA expires during the time of the apprenticeship, the employer must verify that a new CBA compensates apprentices at the level of the wage progression (or higher).

## Classes

Apprentices must take their classes at Portland Community College and follow all the procedures to become a student including taking placement exams in reading, writing and math. Apprentices are expected to comply with all student rules and procedures and are responsible to get registered for all required classes in a timely manner. With very few exceptions, classes are held at the Swan Island Training Center in North Portland and are typically one night per week. If apprentices follow the proscribed curriculum they will take one class per term, CEU 3965 – Cultural Competency their first term and an additional 8 hours of safety class each year. The exceptions are an additional OSHA 10 class in the Spring of their first year. IMM apprentices take class year-round in Fall, Winter, Spring and Summer terms. The IMM core curriculum begins with APR 101 which is ONLY offered in the Fall for IMM apprentices. If a Training Agent wishes to register an apprentice to the program in any term other than Fall, that apprentice will enroll in an approved elective in order to earn the class hours required each year by the state for all registered apprentices and will begin their core curriculum when Fall term begins. As a registered training agent, the employer makes the commitment to arrange work schedules so that apprentices are able to take their core classes and employers commit to not scheduling work shifts or trainings that require an apprentice to miss class. Apprentices are required to pass all classes with a 'C' or better. Apprentices who fail a course will be placed on disciplinary probation and required to re-take any failed core class before moving ahead to the next course.

## Record Keeping

Employers registered to train apprentices are required to provide some records to the JATC and to keep other records for management of their own apprentices. In order to register an apprentice, the employer must provide copies of all licenses for supervising journey workers that supervise electrical work and must provide additional documentation of all "skilled practitioners of the trade" for journey workers supervising non-electrical work. The employer will need to submit these records **each time** a new apprentice applies to the program even if the license holders have not changed. This is because licenses may have expired or supervisors may have changed. In addition to providing licenses to the Committee, the employer is also required to retain records at their site of all apprentice documents including apprentice and employer correspondence, apprentice Monthly Progress Reports, and annual wage surveys.

## Communication

Training Agents should be in communication with the committee if they have any concerns about the progress of their apprentice or if the status of their apprentice changes. Employers are required to report any employment changes of an apprentice to the Committee within 30 days. If there are any changes that compromise the apprentice's supervision requirement, the employer must report changes to the Committee within 5 days. Additionally, a training agent may address the committee at any regularly scheduled meeting. Employers wishing to address the Committee must submit their request 10 business days prior to the scheduled meeting. If an authorized representative of the training agent would like to monitor apprentice progress using the TradeSchool software they are able to do so by creating a TradeSchool account and informing the JATC.