

**AREA I PLUMBERS JATC  
15800 SW BOONES FERRY ROAD SUITE B-3  
LAKE OSWEGO, OR 97035**

**PHONE (503) 675-0548**

**AREAONEJATC.COM**

**FAX (503) 675-0543**

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**DATE:** \_\_\_\_\_

**TO:** \_\_\_\_\_

**FROM: Area I Plumbers JATC**

The Area I Plumbers Joint Apprenticeship and Training Committee welcome your interest in becoming a training agent. It is a four-year program and requires approximately 8000 hours of on the job training. Enclosed you will find a set of committee policies, state standards, outlining the work processes and ratios, and an application for training agent status. Please complete and send to the above address with the other required information (attached). Please read the policies and standards carefully and become familiar with their content. The back page of the policies is to be signed and returned by both the employer and apprentice.

The JATC consists of employer and employee members of the trade who volunteer their time once a month to deal with issues pertaining to the apprenticeship program. They operate under the guidelines of the Oregon State Apprenticeship & Training Council and the Bureau of Labor and Industries. The committee meetings are at 5:30 pm on the first Wednesday of every month at the Apprenticeship Office at 15800 SW Boones Ferry Road, Suite B-3, Lake Oswego, OR (map attached). The next meeting is on Wednesday, \_\_\_\_\_. Completed paperwork and a check for \$500 must be received ten days before the meeting. Please remember that you must have been in business, with an Oregon Plumbing Contractor's license, for one year before applying to the committee for training agent status.

The program is administered by Marianne Carley and is financed through the Area I Plumbers Trust. It is the responsibility of the training agent to pay a \$50 monthly fee per apprentice. Apprentices are responsible for tuition and books each term. The classes are held at Clackamas Community College in Oregon City and cost approximately \$315. per term (three terms per year.)

Please inform the Area I Plumbers JATC whenever there is a change in your company address, phone, name, etc. Keep in touch with the committee through Marianne Carley when you have dismissed an apprentice. If he/she leaves your employ for any reason the JATC must be notified in writing as soon as possible. The committee keeps an out of work list for apprentices and employer hiring.

It is important for you to think of the Area I Plumbers JATC as a resource for any questions you have regarding the program. We welcome your suggestions.

## Plumber Training Agent Requirements

Training Agents are employers who have been approved by the Joint Apprenticeship and Training Committee (JATC). They are responsible for the on-the-job training the apprentice is to receive during his/her four-year program.

Employers/firms wishing to be approved as a training agent must submit the required training agent application form and appear in person before the committee. They must have been in business for a period of one year with an Oregon Plumbing Contractor's license and have their principle place of business in Oregon.

Once approved as a training agent the employer must:

1. Accompany their new apprentices at the time they are indentured.
2. Submit an updated journeyman list when hiring new or out of work apprentices.
3. Must have JATC approval when hiring more than 5 apprentices.
4. Inform the JATC when apprentices are laid off or terminated.
5. Facilitate regular school attendance.
6. Sign and keep copies of Monthly Progress Reports.
7. Respond to requests for information, citations or appearance before the JATC.
8. Maintain correct Journeyman to Apprentice ratio 1/1,1/1,1/3. First two apprentices require two journeymen, each additional apprentice requires three additional journeymen. (Effective January 1, 2001)

Ratio examples:	<u>Apprentices</u>	<u>Journeymen</u>
	1.....	1
	2.....	2
	3.....	5
	4.....	8
	5.....	11

Training Agent status is a privilege that carries with it some additional responsibilities.

1. Maintain adequate supervision at all times.
2. Provide a safe working environment.
3. Implement an "Equal Employment Opportunity" policy.
4. Uphold the program standards on the job and in related training.
5. Enforce committee actions and policies.
6. Request apprentices when needed.
7. Participate in committee meetings and activities when requested.
8. Keep payments to the Trust current.
9. Work towards bettering the industry where ever possible.
10. Respond promptly to the annual wage survey conducted for the purpose of determining apprentice wages.

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**MEMORADUM**

**TO: New Training Agents**

**FROM: Area I Plumbers JATC**

**SUBJECT: New Apprentices**

If you are a new training agent and you wish to bring in an apprentice who is not currently in the program or on the applicant list, he/she must have been in your employ for a minimum of three months.

They will need to come into the office, at the above address during regular business hours, and apply for the program in person a minimum of ten days before the next JATC meeting.

They must meet the minimum requirements of the program. They will need to present proof of age, a high school diploma or a GED. They must also show transcripts showing one year of high school algebra with a passing grade or one term of college algebra.

They will need to attend the meeting with you at the time you apply to the program for training agent status.

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**When you are planning to bring in a new apprentice, regardless of whether you are presently a training agent or planning to apply for training agent status, you are required to send in the following to comply with the committee policies:**

- 1.) Current list of your apprentices with their current term.
- 2.) Current list of your journeymen with their license numbers.
- 3.) Contractor's Board registration number.
- 4.) Proof of Worker's Compensation insurance (insurance certificate).
- 5.) Proof of liability insurance (insurance certificate).
- 6.) Copy of Oregon Plumbing Contractor's license (NOT Contractor's Board).
- 7.) Check for \$500 for initiation/reinstatement fee

**The above information must be in our office TEN DAYS before the JATC meeting date.** The meeting date for the JATC is generally the first Wednesday of the month at 5:30 pm. Please call the office before you meet with the committee to check on the exact date and time. Remember both the training agent and the apprentice are required to attend the meeting.

**New training agents are required to have an Oregon Plumbing Contractor's license for a minimum of one year before bringing in an apprentice.**

Area 1 PLUMBERS JATC  
15800 SW Boones Ferry Rd.  
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**The following items are necessary for our records before we will be able to process your application:**

1. SHOP NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_

2. List current apprentices and their periods of training:

\_\_\_\_\_  
\_\_\_\_\_

3. **JOURNEYMAN PLUMBER**      **VALID OR. JOURNEYMAN LICENSE NUMBER**

NAME: _____	# _____
NAME: _____	# _____
NAME: _____	# _____
NAME: _____	# _____
NAME: _____	# _____
NAME: _____	# _____
NAME: _____	# _____
NAME: _____	# _____

4. CURRENT CONTRACTOR'S BOARD REGISTRATION NUMBER: \_\_\_\_\_
5. COPIES OF CURRENT: 1. Workmen's Compensation certificate, 2. Liability Insurance certificate 3. Oregon Plumbing Contractor's License (NOT Contractor's Board)
6. Check for \$500 initiation/reinstatement fee.

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**PLUMBER APPRENTICE WAGE INFORMATION**

**Effective February 1, 2011**

These are the minimum wages that are to be paid to plumber apprentices based on the new average wage of **\$26.44** per hour. **Please remember any benefits you may offer must not be taken out of these minimum wages.**

The Oregon Bureau of Labor and Industries Wage and Hour Division strictly enforce the apprentice hourly rates.

1<sup>st</sup> period - 40% - \$ 10.58  
2<sup>nd</sup> period - 50% - \$ 13.22  
3<sup>rd</sup> period - 55% - \$ 14.54  
4<sup>th</sup> period - 60% - \$ 15.86  
5<sup>th</sup> period - 65% - \$ 17.19  
6<sup>th</sup> period - 70% - \$ 18.51  
7<sup>th</sup> period - 75% - \$ 19.83  
8<sup>th</sup> period - 80% - \$ 21.15

**Remember, you will be rerated to the next period of apprenticeship only if you have kept your work progress reports up to date, have attended school regularly with passing grades, have accumulated the required number of on the job hours and have not received more than one "notice to appear" in the six month period prior to the rerate meeting. Rerates are given out twice each year and are effective Feb. 1<sup>st</sup> and Aug. 1<sup>st</sup>.**

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**MEMORANDUM**

**TO:** Area I Plumber Training Agents  
**FROM:** Area I Plumber Trust  
**RE:** Monthly Apprenticeship Fees

The trust has determined that to maintain the program it is necessary to establish a \$50 per month training fee for each apprentice in the program. These fees are the responsibility of the training agent and may not be charged to the apprentice.

Training Agents are invoiced on the 15<sup>th</sup> of every month. These fees are required, not optional, and will be necessary to maintain your status as a training agent. Invoices more than 60 days overdue may result in the cancellation of your training agent status. The funds are used for administrative fees and to help establish some small reserves in case of an economic downturn.

We appreciate your support in helping us to maintain an active and vital plumber apprenticeship program. The committee and the Trust welcome your comments and suggestions.

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**TO:** Area I Plumber Training Agents  
**FROM:** Area I Plumbers Trust  
**RE:** Payroll Deductions

If you are using payroll deductions to get reimbursed by your apprentice for tuition and book fees, to protect yourself, you should have a signed agreement such as the example below. You may copy this form and use it each time this arrangement is made.

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**PAYROLL DEDUCTION AGREEMENT**

I \_\_\_\_\_ hereby authorize my  
employer \_\_\_\_\_ to make payroll deductions  
in the amount of \_\_\_\_\_ per paycheck, to reimburse the company  
for apprentice tuition and book fees extended to me during the term of my  
apprenticeship in the Area I Plumber program. I understand the fees for tuition  
and books are my responsibility and not my employers'.

EMPLOYEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



The office is located in the Shon Tay Professional Center which is .3 (three tenths) of a mile from the end of Kruse Way on Boones Ferry Road next to the Giant Burger restaurant.

**Area I Plumbers  
Apprenticeship Office**

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