



MINIMUM GUIDELINE STANDARDS OF APPRENTICESHIP

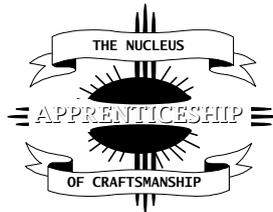
Adopted by

**OREGON STATE CARPENTERS JATC**

(sponsor)

<u>Skilled Occupational Objective(s):</u>	<u>SOC#</u>	<u>SYMBOL</u>	<u>SUFFIX</u>	<u>TERM</u>
Carpenter	47-2031	0067	000	6,000 – 8,000 hours

MA#	8002	SOC Title	Carpenters	License	N/A
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APPROVED BY THE  
Oregon State Apprenticeship and Training Council  
REGISTERED WITH THE  
Apprenticeship and Training Division  
Oregon State Bureau Labor and Industries  
800 NE Oregon Street  
Portland, Oregon 97232

APPROVAL:

December 10, 1989  
Initial Approval Date

By:

**BRAD AVAKIAN**  
Chairman of Council

September 17, 2015  
Last Date Revised

By:

**STEPHEN SIMMS**  
Secretary of Council

## APPRENTICESHIP STANDARDS

The Oregon State Apprenticeship and Training Council (OSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship or on-the-job-training program in the State of Oregon. Apprenticeship programs and committees function to administer, exercise or relinquish authority only with the consent of the OSATC and only apprentices registered with or recognized by the Oregon State Bureau of Labor and Industries (BOLI), Apprenticeship and Training Division (ATD) will be recognized by the OSATC. Parties signatory to these apprenticeship standards declare that their purpose and policy is to establish and sponsor an organized system of registered apprenticeship and training education.

These Standards are in conformity with and are to be used in conjunction with the Apprenticeship Rules, Chapter 839-011 OAR (Oregon Administrative Rules); Apprenticeship and Training Statutes, Chapter 660 ORS (Oregon Revised Statute); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which collectively govern the employment and training in apprenticeable occupations. They are part of the apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship.

If approved by the council, such amendment(s) and such changes as adopted by the council shall be binding to all parties on the first day of the month following such approval. Sponsors shall notify apprentices and training agents of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as it pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Bureau of Labor and Industries (BOLI) may recommend language that will conform to applicable law for adoption by the OSATC. The remainder of the Standards will remain in full force and effect.

See ORS Chapter 660 & OAR 839-011 for the definitions necessary for use with these Standards.

Sections of the standard inside of a  *border* are specific to the individual standard and may be

*modified by the sponsor by submitting a revised standard for approval by the Oregon State Apprenticeship and Training Council. All other sections of the standard are boilerplate and may only be modified by the Council.*

## STATE COMMITTEES AND MINIMUM GUIDELINE STANDARDS

State joint apprenticeship committees are formed for the purpose of promoting and coordinating the apprenticeship goals of the occupation and for developing statewide standards and related instructional materials. At its discretion, or upon petition by two or more local committees directly affected by minimum guideline standards, OSATC will direct ATD staff to convene a state joint committee composed of members of local committees training in the occupation. The state committee will develop for Council approval proposed or revised Minimum Guideline Standards as may be dictated by the needs of the industry and occupation.

Minimum guidelines are established only in the following standards areas (OAR 839-011-0360):

Minimum qualifications (Section II below)

Hours of employment (Section IV)

Maximum probationary period (Section V)

Maximum ratio of apprentices to journey persons (Section VI)

Work processes and approximate hours (Section VIII)

Minimum related training hours and subjects (Section IX)

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (See ORS 660.126 (1b)). Documentation must be provided for all minimum qualifications:

Age:	All applicants shall be at least 17 years of age.
Education:	All applicants under the age of 18 years, prior to being placed into the pool of eligibles, shall have a high school diploma from an accredited institution or have received a GED.
Physical:	N/A
Testing:	N/A
Other:	N/A

Note: Local carpenter committees may require completion of an orientation class prior to being placed in employment.

IV. TERM of APPRENTICESHIP:

The term of apprenticeship shall be 8,000 based upon a four (4) year program with 576 hours of related training to be completed within 6,000 – 8,000 hours of employment.

NOTE: Total hours in local committee standards may not fluctuate below requirements dictated by minimum guideline standards (OAR 839-011-0370).

In licensed occupations the apprentice must complete the minimum hours of documented legal experience.

V. INITIAL PROBATIONARY PERIOD:

The maximum probationary period shall be the first 1,600 OJT hours of employment, or one year after the current registration to the local committee standard, whichever is shorter. (See ORS 660.126 (g))

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

1. There shall be a maximum numeric ratio of apprentices to journey-level workers consistent with proper supervision, training, safety and continuity of employment. (See ORS 660.126 (1f))
2. The ratio shall be specifically and clearly stated as to its application to the job site, workforce, department, shift, plant or combination therein. (See ORS 660.126 (1f))

The ratio of apprentices to journey-level worker shall not be more than one (1) apprentice to the first one (1) journey-level worker on the job site. One (1) apprentice is allowed for each of the first three (3) journey-level workers on the job site. Additional apprentices are authorized at a ratio of one (1) apprentice for each additional five (5) journey-level worker(s), or portion thereof, on any job site. (See ORS 660.126 (f))

#### VII. APPRENTICE WAGES and WAGE PROGRESSION:

1. The average wage for those journeymen employed by the participating employer is to be determined by the local apprenticeship committee.
2. The progressive wage rate to be paid the apprentice is to be determined by the local committee:

The average wage in this occupation will be updated by the local committee at least annually and will be recorded in the minutes of the committee.

#### VIII. WORK PROCESSES:

Work processes	Approximate hours
<b>Work Process Skill Areas:</b>	
Work process hours are assigned to a skill area in fulfillment of program training responsibility. These numbers are based upon the time anticipated to achieve requisite skills development by the average apprentice. Each committee will determine whether an apprentice has demonstrated competency in the individual occupational skill areas in the hours stated or in more or less time.	
a. Form Building	1,400
1. Patented panel systems installation	
2. Building and place straight concrete wall forms	
3. Shoring installation	
4. Build and place concrete forms for stairways, floors, walls and columns	
5. Concrete systems: lift-slab and tilt-up	
6. Pre-fab concrete Installation	
b. Welding and Burning (Optional)	up to 500
c. Rough Framing and Outside Finishing	2,300
1. Floor, wall, roof and stair, etc., on residential and heavy construction	
2. Heavy timber construction	
3. Sheathing	
4. Application of cornice and wall trim	
5. Application of siding material	
6. Setting of door and window jambs	
7. Roof covering	

d. Inside Finishing, Acoustical, Finish hardware, Clean Room	1,550
1. Application of standing and running trim	
2. Install door jambs	
3. Fit doors and windows	
4. Construction and setting cases, wardrobes and stairs	
5. Installation of flooring materials	
6. Plastics and paneling	
7. Acoustical and Dry-wall (Metal and Wood), Ceilings, Walls and Related Materials	
8. Finish Hardware. Fitting and Application to Exterior and Interior of Building	
9. Fire stop, insulation	
10. Seismic	
11. Clean room	
e. Layout	700
1. Horizontal positioning of structure	
2. Framing	
3. Concrete form	
Note: Each committee may distribute with specificity the remainder of work process hours to other categories including those listed below, those stated above, or to specific categories directly related to committee or training agent occupational activities. All work processes will be recorded by the apprentice with specificity on the monthly progress report.	
f. Other Work Processes	1,550
1. Care and Use of Tools and Woodworking Machinery	
2. Walkways and Shed Construction	
3. Safety and Protection Device Construction	
4. Installation of Pre-Fabricated Modules	
5. Scaffolding - Metal and Wood	
6. Demo and clean-up	
<b>TOTAL</b>	<b>6,000 - 8,000</b>

NOTE: The committee realizes that the completion of 8,000 hours of on-the-job training is the ideal, but recognizes that most apprentices will not be able to fulfill the total amount of hours specified in every work process as set forth in this standard. 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 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.

Local committees proposing new or revised standards affected by minimum guideline standards will be allowed to redistribute no more than 5% of on-the-job training hours within existing individual work processes. (OAR 839-011-0370)

In licensed occupations, apprentices must complete the minimum required total hours prior to being referred to the license examination.

#### IX. RELATED/SUPPLEMENTAL INSTRUCTION:

A minimum of 144 hours of related training shall be required during each year the apprentice is registered in the program. (See ORS 660.126 (e))

The following is a summary of related instruction including required class hours in each element of instruction. A committee may establish and submit clear objectives and outcomes in lieu of hours for each class subject. (See ORS 660.157)

Required Course of Study: Safety, math, construction materials, fasteners and adhesives shall be integral subjects in all related training coursework.

**Fundamental Curricula and Coursework:**

These minimum guidelines establish the fundamental curricula for training in the carpenter occupation. Each committee will develop related training coursework to meet the training needs of its apprentices in each subject matter area.

- a. Adaptation to work environment:
  - Safe and efficient equipment use
  - Communication in the workplace
  - Hazard recognition & abatement
  - Ladder, scaffold and lift operation
  - Rigging
  - Safety standards
  - Site management
  - Occupied structures
  - All other structures
- b. Basic site layout
  - Staking, grades, monuments & levels
- c. Hand and power tool usage
- d. Mathematics of the trade
- e. Welding
- f. Stairs
- g. Wood framing
  - Walls
  - Roofs
  - Floors
  - Windows, doors, & hardware
- h. Interior finishing
  - Thermal & moisture barriers
  - Walls & ceilings
  - Metal studs
  - Trim
  - Cabinetry
  - Finished counters & flooring
- i. Exterior finishing
- j. Basic blueprints, plans & elevations
- k. Concrete
  - Forms (walls & footings)
  - Foundations

Reinforcement  
Flatwork  
Tilt-up technology

Evaluation benchmarks & criteria:

Each committee will present materials to the Apprenticeship and Training Division as follows:

- a. Specific instructional objectives;
- b. Course content;
- c. Prescribed scheme of evaluation procedures;
- d. Instruments for performance measurement.

All materials shall meet industry practitioner benchmarks for training of journey workers in the occupation of carpenter as validated by a nationally accredited institution of higher learning.

#### XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION:

The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used in conjunction with the corresponding ORS and/or OAR.

1. State joint apprenticeship committees are formed for the purpose of promoting and coordinating the apprenticeship goals of the occupation and for developing statewide standards and related instructional materials. At its discretion, or upon petition by two or more local committees directly affected by minimum guideline standards, OSATC will direct ATD staff to convene a state joint committee.
2. Each local committee training in the occupation shall designate no more than one employer and one employee representative (with alternates) to the state joint committee; notification of this action must be submitted to ATD in writing.
3. To determine a quorum, the total number of authorized representatives appointed by local committees will be counted; appointed representatives of local trade committees will be counted only if they are present at the state joint committee meeting. A quorum consists of 50% plus one of the total authorized local committee representatives.
4. The state joint committee will develop for OSATC approval proposed or revised Minimum Guideline Standards as dictated by the needs of the industry and occupation.
  - a. New or revised Minimum Guideline Standards presented to the OSATC for approval shall be first distributed to local committees training in the occupation for review and comment.
  - b. Each local committee shall have no more than 30 days to present any written objections they may have. After reviewing this information the state joint committee will prepare its final recommendations to OSATC.
  - c. If consensus is not reached by the state joint committee, a majority and minority report will be submitted to OSATC for consideration. The geographic area covered by each participating local committee as well as the number of apprentices served and the

number of training agents affected will be taken into consideration in the OSATC's decision.

5. Each state joint committee may adopt rules consistent with ORS Chapter 660 as it deems necessary for the orderly conduct of its meetings. Unless the state committee determines otherwise, ATD staff will prepare and distribute state joint committee agendas and minutes as needed.