

### WHAT IS APPRENTICESHIP?

Apprenticeship is post-secondary education – like a university or college – that helps people learn a particular trade by combining technical training instruction and on-the-job training.

Apprenticeship programs are recognized as skilled training programs across the United States as well as in most foreign countries.

As you become more skilled you earn more during your apprenticeship program. Completion of an apprenticeship program earns you a journey-level certificate that is proof that you are a skilled craft professional. In Oregon, skilled sheet metal workers earn between \$55,000 and \$77,000 per year.

### SHEET METAL PROGRAM OVERVIEW

- The Sheet Metal Joint Apprenticeship Training Committee (JATC) is a registered training program and is responsible overseeing the training required to develop a skilled workforce in the sheet metal trade.
- The Sheet Metal committee meets every other month to conduct business related to the training program and is responsible for all decisions pertaining to the program. Any requests from apprentices should be submitted to the administrator to be added to the monthly agenda for the committee to review.
- The Associated Builders and Contractors, Pacific Northwest Chapter (ABC PNW) provides the administrative services for the committee such as; tracking training hours, providing information to the committee on the progress of apprentices in the program and communicating the committee's decisions to participants.
- The Northwest College of Construction, a state licensed career and technical college, provides the classroom training.
- The apprenticeship program combines 7,200 hours of paid work experience along with classroom instruction one or two nights per week for 3 terms per year – Fall, Winter & Spring
- Completion of this 4-year program earns you a journey-level certificate recognized across the United States

### APPRENTICE RESPONSIBILITIES

- Track on-the-job training hours in specific work categories. Enter all work hours in the proper categories by 10<sup>th</sup> of each month.
- Attend classes at the Northwest College of Construction Fall, Winter & Spring. There are no classes in the summer, however you will continue to enter your work hours on-line.
- The cost of tuition and books is the apprentice's responsibility. Training agents may help with this cost. Ask your employer if they offer financial assistance with the cost of related training
- Email or call the apprenticeship department of any change in:
  - Contact information – phone number, email address or mailing address (Name changes must be accompanied by legal paperwork)
  - Employment Status – If you are laid off notify the administrator within 5 days to be placed on the out of work list and receive a training agent list. You must work for a registered training agent for your hours to count towards your apprenticeship.
- You will receive an apprenticeship card from the Bureau of Labor and Industries. Keep this card on you while working.
- If your apprenticeship card is lost contact the Bureau of Labor & Industries (BOLI) as soon as possible for a replacement card. Call 971-673-0760

## MONTHLY PROGRESS REPORTS (MPR)

- Once we set you up as a user you will receive an email to the email address you have provided

### **SUBJECT: *Temporary Password***

Your system login has been established.

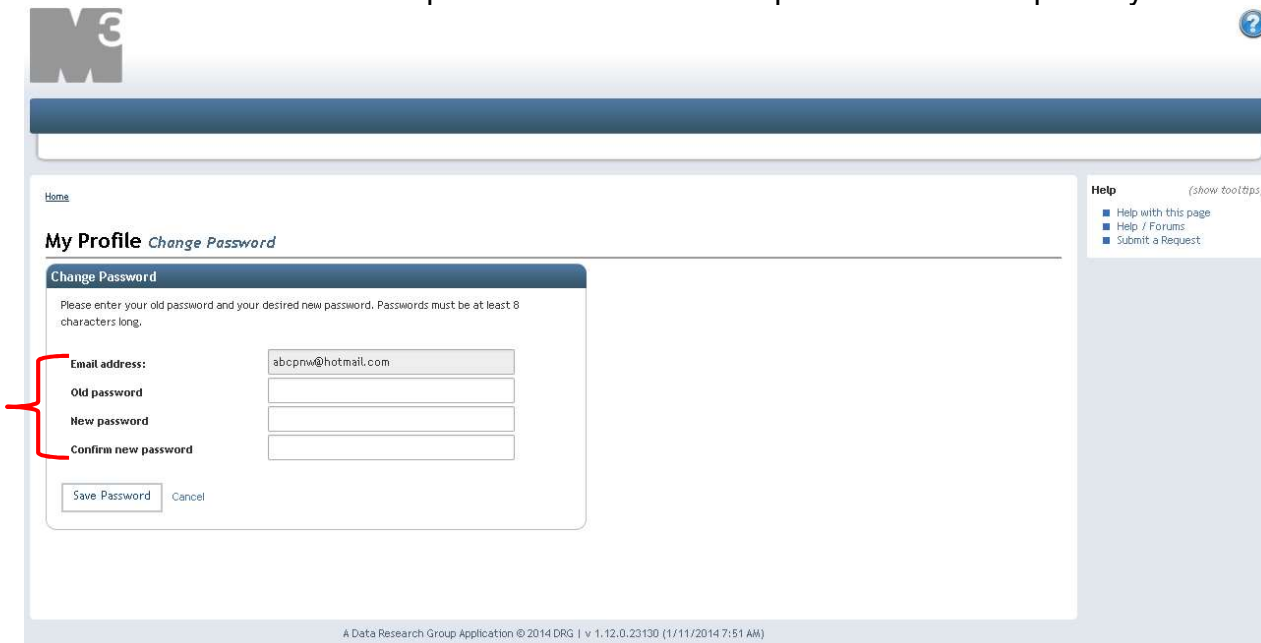
Your account has been assigned a temporary password which you will need to change when you next login.

To access the system, please navigate to <http://workforce.flashpoint.xyz/> and use the following credentials:

Username: xxxxxxxxxx@email.com

Password: xxxxxxxx

- Click on the URL link provided in the email: <http://workforce.flashpoint.xyz/>



The screenshot shows a web application interface for changing a password. At the top left is a logo with the number '3'. Below it is a navigation bar with a 'Home' link. The main content area is titled 'My Profile Change Password'. A 'Change Password' form is displayed, with a red bracket highlighting the 'Old password', 'New password', and 'Confirm new password' fields. The 'Email address' field is pre-filled with 'abcprw@hotmail.com'. At the bottom of the form are 'Save Password' and 'Cancel' buttons. On the right side, there is a 'Help' section with links for 'Help with this page', 'Help / Forums', and 'Submit a Request'. A footer at the bottom reads 'A Data Research Group Application © 2014 DRG | v 1.12.0.23130 (1/11/2014 7:51 AM)'.

- Once you open the URL link you will then be asked to enter your email address and your 'old' password – here you will enter the temporary password that was provided in the email
- Then create a password that you will be able to remember and click Save Password

### GENERAL INFORMATION ABOUT MONTHLY PROGRESS REPORTS

- The purpose of the work process categories on the MPR is to ensure that an apprentice receives on-the-job experience in all aspects of the Sheet Metal trade.
- MPRs are to be entered online by the 10th of every month, including summer months. If you are Out-of-Work you are still required to enter zero hours every month that you are in the program.
- It is recommended that you keep a written record of your MPRs for your own records
- Monthly Progress Report work categories

Work Process	Required Hours
Fabrication & Assembly (Shop & Jobsite)	2150
Installation & Erection	3150
Layout (Shop & Jobsite)	900
Miscellaneous	1000

### ENTERING MPRS STEP-BY-STEP

1. From the dashboard – select My Education on the left side, select Work Reports from the drop down
2. Work Reports, click the Actions button and select +Enter New Report
3. Fill in the Report Info:
  - i. **Period:\*** Month of the MPR being submitted
  - ii. **Year:\*** This is defaulted to the current year
  - iii. **Authorized By:** Your name or leave blank
  - iv. **Comments:** Any comments you may have regarding your MPR, including if you worked overtime or took time off.
4. Enter hours worked in each category for each day of the month
5. Click “Save Report” if you are adding to your report, click “Save and Submit” when your report is final and ready for submission.

Note: Once you click Save and Submit you will **NOT** be able to go back and edit it. This will send a copy to your training agent for review and approval and then to ABC.

### RELATED TRAINING

NORTHWEST COLLEGE OF CONSTRUCTION  
ADDRESS: 8111 NE Holman St, Portland, OR 97218  
PHONE: 503-258-7300



- Plan on attending school 3 terms per year (*Fall, Winter, & Spring*). No classes are held in the summer.
- All questions regarding tuition payments, registration, and missed classes should be directed to the college. ABC is responsible for monthly progress reports and other information regarding your apprenticeship program.
- Classes usually begin the 3<sup>rd</sup> or 4<sup>th</sup> week of September
- Class schedules are mailed out at the beginning of September for the Fall Term only. Check with the college for Winter and Spring class schedules.
- You will be responsible for registering for class each term
- Most classes are one evening per week for the 12-week term, occasionally 2 nights per week
- Class nights vary Monday – Thursday
- All classes must be passed with a grade of “C” or better
- Tuition is the student’s responsibility. Some companies help with the cost of the related training classes. Ask your training agent if they provide any financial assistance with tuition.

### CURRICULUM OVERVIEW

#### First Year

The modules in the first year cover a general overview of the sheet metal trade, tools of the trade, installation, insulation, introduction to layout and processes, math, and fabrication.

#### Second Year

The modules in the second year begin by building on math and fabrication principles learned in the first year. Topics also include basic piping, bend allowances, blueprints, air properties, soldering, and ducts.

#### Third Year

In the third year, students complete their trade math classes, and continue studying fabrication and blueprints. Students additionally learn about air systems, welding, refrigeration, air flow, and architectural sheet metal.

#### Fourth Year

The modules in the final year complete the topics of air balance and fabrication. Further subjects include shop organization and production, louvers, fume and exhaust system design, and skills for the crew leader

**WAGE SCALE/RERATE POLICY**

- The journey level wage is determined by an annual wage survey of ABC PNW’s Training Agent Sheet Metal companies. To obtain more accurate wage information for sheet metal workers go to <http://www.qualityinfo.org> Occupational Information Center.
- Training agents are required to pay no less than the wage that corresponds to the period of apprenticeship. They can pay more but not less than the scale below.

**Sheet Metal Wage Scale**

Average Journey-Level Wage is **\$30.31** *Effective June 1, 2020 – May 31, 2021*

Period	Percentage	Minimum OJT	Minimum Related Training	Pay Scale
1 <sup>st</sup>	50%	0	0	\$15.16
2 <sup>nd</sup>	55%	900	63 hours (Complete 1 Class Term)	\$16.67
3 <sup>rd</sup>	60%	1800	189 hours (Complete 3 Class Terms)	\$18.19
4 <sup>th</sup>	65%	2700	252 hours (Complete 4 Class Terms)	\$19.70
5 <sup>th</sup>	70%	3600	378 hours (Complete 6 Class Terms)	\$21.22
6 <sup>th</sup>	75%	4500	441 hours (Complete 7 Class Terms)	\$22.73
7 <sup>th</sup>	80%	5400	567 hours (Complete 9 Class Terms)	\$24.25
8 <sup>th</sup>	90%	6300	630 hours (Complete 10 Class Terms)	\$27.28
<b>Completed Program</b>		7200	756 hours (Complete 12 Class Terms)	

- All apprentices enter the apprenticeship program at 1<sup>st</sup> period.
- A re-rate is a review of an apprentice’s file to determine if the requirements for advancement to the next period have been satisfied. Each apprentice’s progress will be reviewed every 6 months.
- Missing MPRs, grades, or any other required documentation will be cause for denying advancement at the time of review. The apprentice must wait 6 months for the next review.
- Both the apprentice & the employer will receive a letter confirming an increase in pay, if the apprentice qualifies for advancement.

## SHEET METAL ORIENTATION

- Re-rates will not become effective until 2 Mondays after the committee meeting.
- An apprentice that does not qualify for advancement due to a lack of on-the-job training hours or the completion of required related training will receive a non-disciplinary hold notification.
- Apprentices will be cited to appear before the committee if missing MPRs or incompletes in any classes.

### REPORTING STATUS CHANGES

Send an email or phone to report any of the following:

- Address & Phone Number Changes or changes to your email address.
- Change of Employer / Out of Work  
(Notify Apprenticeship Department Within 5 Days)
- Requests for Prior Experience Work & Related Training
- Request for Suspension / Withdrawal from Program



### DISCIPLINARY ACTION

The Committee will take corrective action for any failure to satisfy program requirements. Any disciplinary action will hold advancement and the apprentice must wait until the next scheduled review to qualify.

- Registered Apprentice Probationary Period- Sheet Metal 1,000 hours of on-the-job training. Anytime during your probationary period, the committee may cancel you without notice for failure to submit MPR's, change of address or phone number, not going to school, not receiving a passing grade,
- After the Probationary period the committee is required to mail you the following notices prior to cancellation:  
Notice to Appear / Proposed Cancellation / Final Cancellation

### CREDIT FOR PRIOR WORK EXPERIENCE & RELATED TRAINING

Previous work or related training experience must be approved by the committee within 1 year from the date of registration.

**PREVIOUS EXPERIENCE PROBATIONARY PERIOD** – All approved prior work or related training experience will be added to the apprentices file once apprentice has been related to 2<sup>nd</sup> period in the program. The amount of credit awarded will be decided by the committee.

**OJT Experience** – Supporting documentation may include:

- A letter on company letterhead with official signature or an email from a company representative detailing the type of work done within the scope of the work processes:
  - a. Fabrication and Assembly (shop and jobsite)
  - b. Installation /Erection
  - c. Layout (shop and jobsite)
  - d. Miscellaneous
- Military records (if applicable)

**Related Training Experience** – Documentation may include:

- Transcripts
- Completion Certificates
- Military Records (if applicable)
- Seminar/Workshop Certificates

### COMPLAINT RESOLUTION PROCEDURE

- State the grievance in writing and submit to the program administrator
- Attend the next committee meeting
- Attempt to resolve the dispute
- The committee will determine their decision to the grievant in writing

### CONTACT INFORMATION

#### **Associated Builders and Contractors, Pacific Northwest Chapter**

[www.abcpnw.org](http://www.abcpnw.org)

Kimberly Farris

[kfarris@abcpnw.org](mailto:kfarris@abcpnw.org)

503-598-0522

ABC PNW Office: 2201 NE Columbia Blvd., Portland, OR 97211

#### **Northwest College of Construction**

[www.nwcoc.com](http://www.nwcoc.com)

503-256-7300

8111 NE Homan Street, Portland, OR 97218

Jennifer Boes, Registrar

[jenniferb@nwcoc.com](mailto:jenniferb@nwcoc.com)