



# HEAVY EQUIPMENT OPERATORS

Oregon-Columbia Heavy Equipment Operators JATC

## **How to become an Oregon-Columbia Heavy Equipment Operator Apprentice:**

1. Complete online application at [nwcoc.com/register-here/](http://nwcoc.com/register-here/).
2. Gather documents and submit to [apply@nwcoc.com](mailto:apply@nwcoc.com).
  - a. Submit the required Minimum Qualification (MQ) documents. (See MQ list in the FAQ section below.)
  - b. Submit the optional Applicant Point System (APB) documents. (See APB list in FAQ section below.)
  - c. ***All documents must be submitted prior to the end of the application month. Application will be rejected if the required documents are not submitted.***
3. Attend Interview.
  - a. Everyone with a completed application and supporting documentation is invited to interview.
  - b. **Assigned interview time is mailed and/or emailed to you.**
4. Receive ranking via US mail.
  - a. The top few qualified applicants will move forward to attend the Trade Orientation. (See FAQ if you are not in the initial group.)
5. If selected, applicants will:
  - ❖ Attend a half day Trade Orientation via Zoom (unpaid but free of charge).
    - i. **A zoom link and information will be emailed to the applicant. No late entry allowed.**
    - ii. **Take a UA which includes testing for marijuana.**
  - ❖ Attend our 5-day Jumpstart Construction Safety Training online and in-person (unpaid but free of charge).
6. Applicants who successfully complete Step 5 are placed on our Ready-for-Work List to await dispatch to go to work.

***See Frequently Asked Questions Below***

***Call The Northwest College of Construction with additional questions***

## FAQ

**IMPORTANT:** All documents must be submitted prior to the end of the application month. Application will be rejected if the required documents are not submitted.

**1. What are the required Minimum Qualification (MQ) documents?**

- ❖ 18 years of age (must provide proof of age)
- ❖ High School Diploma or GED
  - or:** Completion of an Associate's Degree or higher that is recognized by the Department of Education.
  - or:** Test scores within 12 months on Alex, COMPASS or Accuplacer with placement at or above Math 20 or higher, Reading 115 or higher & Writing 101 or higher; or completion of the equivalent ABE course.

**2. What are the optional Application Point System (APS) documents?**

- ❖ Examples: a valid driver license, CDL, military, education, some classes on transcripts, industry certifications, volunteer work, work keys, and recommendation letters on company letterhead that speak to work experience, performance, etc. (See full list at the bottom of this document.)

**3. Why should I submit the optional Application Point System (APS) documents?**

- ❖ You want to submit optional documentation to get the highest possible ranking. **The more points you earn, the higher your ranking will be on the Qualified Applicant List.** This is a very competitive application process. **Only the top few qualified applicants are moved forward to the Ranked Pool of Eligibles so you want as many points as possible.**

**4. How many people are moved forward to the Trade Orientation?**

- ❖ This depends on current demand. The committee typically takes 5-7 applicants to move forward.

**5. What if I am not selected to move forward in the initial group?**

- ❖ You are still on the Qualified Applicant List. If the committee needs more apprentices, they may select more people to move forward to a future Trade Orientation. People are still selected by ranking.

**6. How often does the committee decide it needs more people?**

- ❖ The committee will determine, at least quarterly, and in rank order, those on the Qualified Applicant List who will be invited to attend Jumpstart Construction Safety Training.

**7. When will I be drug tested?**

- ❖ You will be tested at Orientation. You can be drug tested at any time after that.
- ❖ Northwest College of Construction has a strict no-drug policy. Failing a drug test will result in suspension for 6 months.
- ❖ Marijuana is not allowed and medical cards are not valid.

**8. How long is my application good for?**

- ❖ Properly completed applications remain on file for 2 years.

**9. Can I submit additional documents to get a higher rank?**

- ❖ Yes, you may submit additional information. Ranked Pool positions are subject to monthly re-ranking if, and when, additional applicants are accepted into this pool and additional applicant documentation is submitted.

**10. Is a driver license required?**

- ❖ No, it is not required. However, applicants without the ability to drive and without reliable transportation may have a difficult time in this program. Having the ability to drive will significantly increase your chances of finding and maintaining employment.
- ❖ Also, employers can require their employees to have a valid license.

**11. What if I miss my interview?**

- ❖ Late and missed interviews cannot be rescheduled. Your application will be rejected.

**12. When will I go to work?**

- ❖ This is a career and it takes time. All applicants who are moved to the Ready-for-Work List will be dispatched to work in ascending order according to their rank score.

**13. What if I have experience?**

- ❖ Get letters from previous employers that document your experience and speak to your ability. (See APS list.)

**14. What if I went through a pre-apprenticeship program?**

- ❖ Call to see if you qualify for direct entry.

**15. What if I am a Veteran?**

- ❖ Call to see if you qualify for direct entry.

**16. How can I prepare for the interview?**

- ❖ The interview panel wants to know you understand what the trade is about. Do your research.

**17. Are original transcripts required?**

- ❖ No, copies can be submitted.

**18. Can the office make copies for me?**

- ❖ No, be prepared and bring copies with you or snap a clear picture and submit your documentation to [apply@nwcoc.com](mailto:apply@nwcoc.com).

**19. What if I move, change a phone number or get a new email?**

- ❖ It is the responsibility of the applicant to keep the committee informed of all changes. We need to be able to reach you at any time.

**20. Under what circumstances will my application be removed?**

- ❖ The applicant has been in the Ranked Pool of Eligibles for two years without being registered.
- ❖ An individual on the Qualified Applicant (QA) List who has failed to complete the Trade Orientation and Jumpstart Construction Safety Training within two months of receipt of notice of being placement on the QA List.
- ❖ The applicant requests removal.
- ❖ The applicant has failed to respond to a written communication from the Committee and/or improperly refused employment.

**21. How will I know if I get removed?**

- ❖ If you were removed, you'll be notified, in writing, of the reason(s) for removal and appeal rights.

**22. Will I be required to travel?**

- ❖ Possibly, applicants who are available for travel within the Northwest are more likely to succeed in this industry than those who are not. Individuals available for work in a limited geographic area, Portland only or Vancouver only, for example, will find it more difficult to find and maintain employment.

**23. Do I have to attend school as part of this apprenticeship?**

- ❖ Yes, apprentices are required to attend classes as part of their program. If apprentices fail to attend their classes, which often take them away from work, they are canceled from the program and often terminated from employment.

**24. When do I start attending school?**

- ❖ 1<sup>st</sup> year / 1<sup>st</sup> term Apprentices start school fall term, approximately in October, following the initial dispatch and registration as an apprentice.
- ❖ 1<sup>st</sup> year / 1<sup>st</sup> term classes are held two weekends in October; and one week a month in January, February, and March.
- ❖ Upper class levels have a different schedule.

**25. Where can I get additional information?**

- ❖ Attend a general information session at Northwest College of Construction.
- ❖ Do research:
  - [www.nwcoc.com](http://www.nwcoc.com)
  - <https://www.oregon.gov/boli/ATD>
  - <http://oregonapprenticeship.org/>

***Call Northwest College of Construction if you have any additional questions.***



8111 NE Holman St, Portland, OR 97218

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

503-256-7300

**\*\*\*See next page for the Application Point System\*\*\***

## Applicant Point System: OC-Carpenters, OC-Laborers, Masons & Operators

Applicant Name: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Points are awarded at time of application when written documentation is submitted for any of the following:

	Max Points	Applicant Points
Valid Photo ID	1	
Valid Class C Drivers License (regular license)	10	
Valid Class A or B CDL License (with or without restrictions)	9	
<b>Education</b>		
High School Diploma	10	
GED	5	
AAS or higher degree (any discipline)	5	
<b>Education Related to Occupation</b>		
Math Coursework - 1 year High School or greater: Basic Math, Algebra, Geometry, or Trade Math +3 points for each term, semester, or trimester class with a grade of 'C' or better.	12	
Physical Education: High School Class or Participation on Sport Team +3 points each	6	
Vocational Training: industrial education, shop, drafting, architecture, building construction, reading comprehension, construction or trade specific classes such as Blueprint, Hand & Power Tools, Safety, Carpentry, Layout, Project Management, Shop, Fall Protection, Estimating, and Confined Space +3 points for each term, semester, or trimester class with a grade of 'C' or better.	21	
Industry Related Certifications (examples: crane, welding, forklift, OSHA 10, OSHA 30, flagging, etc.) +3 points each	9	
Work Keys - Bronze +2, Silver +4, Gold +6	6	
<b>Military/Volunteer Work</b>		
Military: Honorable or General discharge under honorable conditions (DD214) + 5 points per year	15	
Volunteer Work, Habitat for Humanity, AmeriCorps, Peace Corp, Vista +3 points per year	6	
<b>Experience/Letters of Recommendation</b>		
Work Experience: Employer letter on company letterhead documenting 1,000 OJT hours of previous labor experience (Applicants with letter are omitted from JumpStart)	15	
Letter of Recommendation: Letter documenting work experience +5 each for Trade Specific experience, +3 each for Construction experience, + 1 each for General Work experience (specific hours not required)	15	
Letter of Recommendation: Previous employer letter that speaks to job performance, length of time, and work ethic +5 each letter		
NWCOC Jump Start Experience: Perfect Attendance (no late arrivals or absences) +5	5	
<b>TOTAL</b>	<b>150</b>	

The goal of this ranked method of selection is intended to bring the program the apprentices that are the most qualified and the most likely to complete to journeyman.

Scored by: _____	Date: _____
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effective 1/1/19