



# REQUEST FOR APPRENTICE

Oregon-Columbia Heavy Equipment Operators JATC

Email: [dispatch@nwcoc.com](mailto:dispatch@nwcoc.com) or Fax: 503-252-9560

Note: Please Contact us at 503-256-7300 if an apprentice does not contact you within 24 hours.  
\*Once an apprentice has been hired, contact us for dispatch confirmation.

Contact Person: \_\_\_\_\_

Company: \_\_\_\_\_  
(Registered Training Agent)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Apprentice referral is needed by this date: \_\_\_\_\_  
(Please make requests 48 hours in advance)

Work starts: \_\_\_\_\_ Duration of Project: \_\_\_\_\_

Job Site Location: \_\_\_\_\_

Project name: \_\_\_\_\_ Number of Apprentices: \_\_\_\_\_

ODOT     City of \_\_\_\_\_     Other \_\_\_\_\_    Trade: HEO

Type of work apprentice will be doing: \_\_\_\_\_

Requirements:  Hard Hat     Gloves     Hard-toed footwear

Other \_\_\_\_\_

\*Please note if your company requires a valid driver's license, if there are lifting and/or travel requirements for project, or any other specifications.

**Office Use Only:**

Follow up with T.A.  
Apprentice(s) sent: \_\_\_\_\_

## Dispatch Request Process

1. Submit your *Request for Apprentice* form to: [dispatch@nwcoc.com](mailto:dispatch@nwcoc.com).
  - a. Please ensure you have your company's correct point of contact listed on the form.
  - b. If you have specific requirements, please list them in the *Other* area at the bottom of the form.
2. You will receive a response from your Coordinator within 1 business day confirming they have received your request for an apprentice.
3. Your Coordinator will contact an apprentice with the specific details on the *Request for Apprentice* form. That apprentice has 24 hours to contact you and the Coordinator to confirm they have received the dispatch and reached out to you.
4. You, the Training Agent, have 2 business days to respond to your Coordinator with a hiring decision using the *Hire or Denial Form*.
5. Email the *Hire or Denial* form to your Coordinator. Once received, you will get an official Dispatch Confirmation sheet for your new apprentice.

## Separation from Apprentice

1. Use the right side of the *Hire or Denial* form to inform us the apprentice is no longer with your company.
  - a. Include company and apprentice information at the top of the form.
  - b. Indicate a reason as to why the apprentice was let go.
2. Send the form to your Coordinator within 48 hours of the decision to separate.

## Reminders:

- You cannot deny an apprentice due to experience.
- Please do not send an apprentice to a job site if you have not completed your company's hiring process or received an Official Dispatch for them from your Coordinator.
- Please be sure your point of contact returns an apprentice's phone call in 24 hours.