

Apprenticeship Indenture Procedure Check List

<http://www.pcc.edu/programs/apprenticeship/>

Name: _____

Date: _____

Apprentice Indenture Procedure

All items below must be submitted 10 days prior to a committee meeting.

To Do: ✓

Complete blue 'Apprentice Registration Agreement' form:

Front: Entire Document

Back: Apprentice Name - Top Left Corner

Back: Employer/Company Name - Under Record of Committee Action

Back: Initial Date of Hire - Under Record of Committee Action

Back: Average Journey Wage - Under Record of Committee Action

Back: Name, Employer Name, Initial Hire Date, Average Journey Wage

Submit a copy of the high school transcript or GED Test Scores

An unofficial or official copy will be accepted

Submit a copy of the journey person license

Submit enough license copies to support your companies apprentice/journeyman ratio

Copies can be printed on the web at <http://www.cbs.state.or.us/bcd/index.html> (Click License Holder Search)

Complete PCC admission/entrance procedure

Go to any main PCC Campus or the web <http://www.pcc.edu/admissions/>

Submit a copy of the PCC placement exam scores

Call 503-978-5234 for times or go to <http://www.pcc.edu/resources/testing/>

Submit completed 'Receipt of Policy' form

Form is on the last page of the Committee Policy Document - Signed by employer and apprentice

Training Agent Approval Process

All items below must be submitted 10 days prior to a committee meeting.

To Do: ✓

Complete pink 'Training Agent Application' form:

Complete all entries on the front of form

Complete New Training Agent Form

(in addition to the Pink Application)

Register for classes: (after completing the admission process)

To Do: ✓

Complete New Student Orientation

Go to <https://www.pcc.edu/orientation/>

Locate your class

Select the term, select the subject 'Apprenticeship' from the drop down menu, click 'Show Classes'

Go to <http://www.pcc.edu/schedule/>

Register for class

Go to <http://www.pcc.edu/registration/> - Many ways to register

On-line at my.pcc <https://my.pcc.edu/cp/home/displaylogin>

In person, at an Admission & Registration office using the registration form found in our printed schedule

Mail or FAX the registration form found in our printed schedule

Phone: 503-977-8888 (you may have to wait on hold)

Return completed application

All items must be submitted 10 days prior to a committee meeting.

To Do: ✓

Submit completed application packet to Apprenticeship Administrator

PCC Cascade Campus, TEB 103, Attn: Katrina Cloud, 565 N. Killingsworth St., Portland, OR 97217

Important Notice: Submit only completed applications a minimum of 10 days prior to a committee meeting. Incomplete and late applications will not be added to the committee agenda. For a committee calendar visit the web at <http://www.pcc.edu/programs/apprenticeship/>.