

Apprenticeship Indenture Procedure Check List

Name: _____

Date: _____

Apprenticeship Indenture Procedure ** All items below must be submitted 10 days prior to a committee meeting.

To Do: ✓

Complete WHITE 'Apprentice Registration Agreement' form:

Front: Entire Document: Name, Social Security #, Address, Phone, Gender, Race/Ethnicity, Date of Birth,

Front Continued: Vet Status, Education, Social Security Disclosure Agreement, Sign and Date.

Back: Apprentice Name - Top Left Corner

Back: Average Journey Wage - Under 'Record of Committee Action'

Back: Apprentice Signature and Date - Under 'Signature' Section

New Apprentice Applicants

have a \$25 application fee.

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 971-722-5234 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

Submit completed 'Apprenticeship Data Sheet' form

Complete all entries on the front of form

Training Agent Approval Process ** All items below must be submitted 10 days prior to a committee meeting.

To Do: ✓

Complete GRAY 'Training Agent Registration Agreement' form:

Complete all entries on the front of form

New Training Agents have

a \$100 application fee.

Complete YELLOW 'Training Agent Application' form:

Complete all entries on the front of form

Complete the YELLOW 'Apprenticeship Administration Fee Agreement' form

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: 971-722-8888 (you may have to wait on hold)

Return completed application ** All items below 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 application fee and completed applications and 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/>.