

Apprenticeship Indenture Procedure Check List

Name: _____

Date: _____

Apprentice Indenture Procedure	** All items below must be submitted 10 days prior to a committee meeting.
To Do: ✓	
<input type="checkbox"/> Complete <u>WHITE</u> 'Apprentice Registration Agreement' form:	
<input type="checkbox"/> Front: Entire Document: Name, Social Security #, Address, Phone, Gender, Race/Ethnicity, Date of Birth,	
<input type="checkbox"/> Front Continued: Vet Status, Education, Social Security Disclosure Agreement, Sign and Date.	
<input type="checkbox"/> Back: Apprentice Name - Top Left Corner	
<input type="checkbox"/> Back: Average Journey Wage - Under 'Record of Committee Action'	
<input type="checkbox"/> Back: Apprentice Signature and Date - Under 'Signature' Section	
<input type="checkbox"/> Submit a copy of the high school transcript or GED Test Scores	New Apprentice Applicants have a \$25 application fee.
<input type="checkbox"/> An unofficial or official copy will be accepted	
<input type="checkbox"/> Submit a copy of the journey person license	
<input type="checkbox"/> Submit enough license copies to support your companies apprentice/journeyman ratio	
<input type="checkbox"/> Copies can be printed on the web at http://www.cbs.state.or.us/bcd/index.html (Click License Holder Search)	
<input type="checkbox"/> Complete PCC admission/entrance procedure	
<input type="checkbox"/> Go to any main PCC Campus or the web http://www.pcc.edu/admissions/	
<input type="checkbox"/> Submit a copy of the PCC placement exam scores	
<input type="checkbox"/> Call 971-722-5234 for times or go to http://www.pcc.edu/resources/testing/	
<input type="checkbox"/> Submit completed 'Receipt of Policy' form	
<input type="checkbox"/> Form is on the last page of the Committee Policy Document - Signed by employer and apprentice	
<input type="checkbox"/> Submit completed 'Apprenticeship Data Sheet' form	
<input type="checkbox"/> 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: ✓	
<input type="checkbox"/> Complete <u>GRAY</u> 'Training Agent Registration Agreement' form:	
<input type="checkbox"/> Complete all entries on the front of form	New Training Agents have a \$100 application fee.
<input type="checkbox"/> Complete <u>YELLOW</u> 'Training Agent Application' form:	
<input type="checkbox"/> Complete all entries on the front of form	
<input type="checkbox"/> Complete the <u>YELLOW</u> 'Apprenticeship Administration Fee Agreement' form	

Register for classes: (after completing the admission process)	
To Do: ✓	
<input type="checkbox"/> Complete New Student Orientation	
<input type="checkbox"/> Go to https://www.pcc.edu/orientation/	
<input type="checkbox"/> Locate your class	
<input type="checkbox"/> Select the term, select the subject 'Apprenticeship' from the drop down menu, click 'Show Classes'	
<input type="checkbox"/> Go to http://www.pcc.edu/schedule/	
<input type="checkbox"/> Register for class	
<input type="checkbox"/> Go to http://www.pcc.edu/registration/ - Many ways to register	
<input type="checkbox"/> On-line at my.pcc https://my.pcc.edu/cp/home/displaylogin	
<input type="checkbox"/> In person, at an Admission & Registration office using the registration form found in our printed schedule	
<input type="checkbox"/> Mail or FAX the registration form found in our printed schedule	
<input type="checkbox"/> 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: ✓	
<input type="checkbox"/> Submit completed application packet to Apprenticeship Administrator	
<input type="checkbox"/> 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 callendar visit the web at <http://www.pcc.edu/programs/apprenticeship/>.