

LME/SE/MPE Industrial Trade JATC
PCC CA TEB 103
705 N. Killingsworth St
Portland, OR 97217

Dear Apprentice:

There is always a lot of confusion when an apprentice first starts their apprenticeship. Below are some of the codes that you may see while you are an apprentice.

Action Codes: Hold; Re-rate; Notice To Appear; Propose For Cancellation; Referred To Exam; Hold & Notify To Appear; Complete; and Terminate.

Reason Codes: Missing MPR's; Late MPR's; Related Training Grades; Failure to Appear; Failure to Communicate; Failure to Progress; Failure to Respond; Failure to Submit MPR's; Illness or Injury; Incomplete MPR's; Insufficient Related Training Attendance; Insufficient Related Training Hours; and Refer to Exam.

HOURS TO ADVANCE FROM:	1ST	2ND	3RD	4TH	5TH	6TH	7TH	8TH
	0	1001	2001	3001	4001	5001	6001	7001
ON THE JOB	1000	2000	3000	4000	5000	6000	7000	8000
	0	73	145	217	289	361	433	505
RELATED TRAINING	72	144	216	288	360	432	504	576

As a guideline, apprentices must meet the minimum hours of OJT and Related Classroom Training in addition to being in good standing to be considered for rerate advancement.

(Please note: LME Apprentices progress through Period 1-4; Stationary Engineer Apprentices progress through Period 1-8 and Manufacturing Plant Apprentices progress through Period 1-8.)

A 'Hold-Notice' is not always a bad status. The committee issues a 'Hold-Notice' to apprentices who have not yet reached the next bench mark (ie.. re-rate, referral to exam and such). The committee will also inform the apprentice why they are being held (ie.. insufficient OJT hours, failing grades, short related training class hours and such). Once the apprentice reaches the next bench mark, they would come out of a hold status and progress to the next appropriate level.

Every six months all apprentices are required to have an action taken by the committee. This action is the driving force for BOLI to issue the apprentice another 'Apprentice Work Card' for the following six months. Action can be taken more often than every six months but no longer than six months because the apprentices work card would expire. I hope this clarifies things and you understand you are not in any trouble with the committee if you receive a 'Hold Notice' for 'Insufficient Hours.'

A 'Hold-Notice' for failing grades, missing MPR's, or for failure to do something **does** mean you are in trouble with the committee. Apprentices must take immediate action to correct the problem.

Please feel free to call me at the telephone number listed below if you have questions.

Respectfully,

Katrina Cloud, M. Ed
Apprenticeship & Training Specialist
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