

PORTLAND STATIONARY ENGINEERS JOINT APPRENTICESHIP COMMITTEE
THINGS YOU SHOULD KNOW
“COMPLETING YOUR MONTHLY WORK PROGRESS REPORT”

Your JATC committee uses your MWPR's to see if you qualify for rerate to each progressive level. If you omit information, the committee cannot readily decide if you qualify and must “HOLD” you in period. This may cost you money and also extend the length of your apprenticeship.

On each and every report you must include:

- ★ The Month and Year
- ★ Employer (supervisor) signature; related training title, and instructor signature
- ★ A ‘running’ or ‘cumulative’ total of all OJT hours in the lower right block of the grid
- ★ If you have taken an **approved** elective, indicate the course, and hours in the lower right-hand block on your MPR. Get elective instructors signature.
- ★ You are to complete MWPR's once each month whether you are working or not
- ★ **Keep a copy of each month's MPR for your records and next month's reference**
- ★ If you have been given ‘credit’ by the committee, add the hours on your next MWPR.

Properly Completed MWPR's are **due by the 10th** of each month!! **FAX: 503-978-5656**

Questions?? Call Katrina Cloud @ 503-978-5651

Please come prepared with your copies already made. Please use black ink. **PLEASE PRINT LEGIBLY**

WELCOME TO THE PROGRAM!!!!

Below is a class schedule, which may need adjusting depending on your entrance date. All apprentices are required to take the PCC placement exam **PRIOR** to indenture.

<u>FIRST YR 1ST TERM</u>	<u>FIRST YR 2ND TERM</u>	<u>FIRST YR 3RD TERM</u>	<u>FIRST YR 4TH TERM</u>
APR 101 LME: Electrical Theory Fundamentals	APR 102 LME: DC Motors	APR 103 LME: AC Motors & Transformers	APR 104 LME: Luminaries & Equipment
<u>SECOND YR 1ST TERM</u>	<u>SECOND YR 2ND TERM</u>	<u>SECOND YR 3RD TERM</u>	<u>SECOND YR 4TH TERM</u>
APR 131 Refrigeration I	APR 132 Refrigeration II	APR 133 Refrigeration III	Elective- See list below
<u>THIRD YR 1ST TERM</u>	<u>THIRD YR 2ND TERM</u>	<u>THIRD YR 3RD TERM</u>	<u>THIRD YR 4TH TERM</u>
Elective See List Below	Elective See List Below	Elective See List Below	Elective See List Below
<u>FOURTH YR 1ST TERM</u>	<u>FOURTH YR 2ND TERM</u>	<u>FOURTH YR 3RD TERM</u>	<u>FOURTH YR 4TH TERM</u>
APR 201 Electric Motor Controls	APR 202 LME: Electrical Code – Level I	APR 203 LME: Electrical Code – Level II	APR 204 LME: Electrical Code – Level III

ELECTIVES: Welding, Pneumatics, PLC's, Heat Pumps, Boilers, Lock Service & Repair, Intro to FMT (See last page for more approved electives)

Class schedules are available on the PCC website at <http://www.pcc.edu/schedule/>. Select the term, then Apprenticeship. Course descriptions are available at <http://www.pcc.edu/pcc/pro/catalog.htm>.

APPRENTICES WILL BE REQUIRED TO ATTEND CLASS FALL, WINTER, SPRING & SUMMER TERMS UNTIL COMPLETION OF THE APPRENTICESHIP PROGRAM (8000 OJT HOURS, 576 RELATED TRAINING CLASSROOM

HOURS). You may take 2 electives during Fall, Winter or Spring terms of your 3rd and 4th years to avoid unavailability of approved electives. **Please note section IXd of the Metro Limited Maintenance Electrician Stationary Engineer JATC Apprenticeship Standards states “A minimum of 144 hours of related training shall be required during each year the apprentice is registered in the program (See ORS 660.126 (e)). A minimum of 288 hours in the appropriate electrical related training subjects is required to meet the electrical license requirements with a minimum of 144 hours in the first year.” The same article further states “Related training courses must be completed with a grade “C” or better.”** It is the responsibility of the apprentice to submit a transcript of all course work at the completion of the program in order to generate a Journey card and a Certificate of Completion.

First Year Textbooks: Delmar’s Standard Textbook of Electricity (approx \$150)
 2008 National Electric Code (approx \$85)
 Oregon Administrative Rules (printed from the internet)
 Oregon Revised Statutes (printed from the internet)
 Tom Henry Key Word Index (optional) (approx \$22)
 American Electricians Handbook (optional) (approx \$74)
 Fast Tabs (approx \$17)

Second Year Textbooks: Refrigeration and Air Conditioning Technology (approx \$120)

Third Year Textbooks: Pneumatics: HVAC Control Systems Text & Workbook (approx \$133)
 PLC’s Basic, Int, & Adv. : Cascading Logic (approx \$72)
 Introduction to PLC’s (approx \$132)
 Heat Pumps: Heat Pumps (approx \$72)
 Boilers: Practical heating Technology (approx \$215)
 Lock Service & Repair: Life Safety Codes (custom book) (approx \$14)
 Intro to FMT: Industrial Maintenance (approx \$60)

Fourth Year Textbooks: Electric Motor Control (approx \$111)
 Oregon Specialty Code Amendment (printed from the internet)
 Same books as identified for the first year.

** Prices are approximate and texts could be subject to change (updated 9/10/09)

Stationary Engineer & LME Apprentice Committee Approved Electives

**LME Apprentices can take any class listed except those specifically identified for Stationary Engineers.
On-line classes are not accepted except those identified below.**

<u>On-line Web Based and/or Campus</u>			
<u>Course #</u>	<u>Title</u>	<u>Approximate Hours</u>	<u>Credits</u>
BA 131	Computers in Business	44 hours	4
CAS 121A	Beginning Keyboarding	10-12 hours	1
CAS 121	Beginning Keyboarding	33 hours	3
<u>Campus Only</u>			
<u>Course #</u>	<u>Title</u>	<u>Approximate Hours</u>	<u>Credits</u>
BCT 104	Construction Math	33 hours	3
BCT 106	Hand/Power Tool Use and Safety	66 hours	3
BCT 213	Commercial Print Reading	33 hours	2
CEU 925P	COYNE 1st Aid/CPR	8 hours	0.8 CEU's
EET 121	Digital Systems I (24hrs lecture+33hrs lab max)	57 hours	3
ELT 110	Electricity for the Non-Electricians I	33 hours	2
ELT 120	OSHA 10 Hour Safety Training	10 hours	1
ELT 125	Basic Programmable Controllers (PLC's)	33 hours	2
ELT 126	Intermediate Programmable Controllers (PLC's)	33 hours	2
ELT 150	Fiber Optics I	44 hours	4
ELT 151	Fiber Optics II	44 hours	4
ELT 152	Fiber Optics: Inside/Outside Plant	44 hours	4
ELT 204	Adjustable Speed Drives	33 hours	2
ELT 210	Electricity for the Non-Electricians II	33 hours	2
ELT 220	OSHA 30 Hour Safety Training	33 hours	3
ELT 225	Advanced Programmable Controllers	33 hours	2
ELT 230	National Electrical Code	33 hours	3
ELT 231	National Electrical Code II	33 hours	3
ELT 250	AMP ACT I	16 hours	1
ELT 251	AMP ACT II	16 hours	1
ELT 252	AMP ACT III	24 hours	1
FMT 111	Refrigeration Electrical I	33 hours	2
FMT 112	Refrigeration Electrical II	33 hours	2
FMT 113	Refrigeration Electrical III	33 hours	2
FMT 202	Direct Digital Controls	33 hours	3
FMT 207	Pneumatic Controls	33 hours	2
MTH 20	Basic Math	44 hours	4
MTH 60	Introductory Algebra – 1st Term	44 hours	4
MTH 65	Introductory Algebra – 2nd Term	44 hours	4
MTH 95	Intermediate Algebra	44 hours	4
MTH 111C	College Algebra for Math, Science, Engineering	55 hours	5
PHY 101	Fundamentals of Physics I	44 hours	4
SC 11B	Applied Math – Evening Trade Math	hours vary	2
<u>2nd Year Apprentices Only ~ Campus Only</u>			
<u>Course #</u>	<u>Title</u>	<u>Approximate Hours</u>	<u>Credits</u>
CEU 921Z	National Electrical Code Changes	8 hours	0.8 CEU's
CEU 922A	NEC Code Calc. for Motors and Transformers	8 hours	0.8 CEU's
CEU 922C	Grounding and Bonding	8 hours	0.8 CEU's
CEU 924D	Oregon Electrical Safety Laws	8 hours	0.8 CEU's
CEU 9217	NEC Ratings	8 hours	0.8 CEU's
CEU 926T	NEC Review and Exam Preparation	36 hours	3.6 CEU's
<u>Stationary Engineers Only ~ Campus Only</u>			
<u>Course #</u>	<u>Title</u>	<u>Approximate Hours</u>	<u>Credits</u>
FMT 119	Water Treatment & Distribution	33 hours	2
FMT 125	Natural Gas Equipment	33 hours	2
FMT 128	Oil Furnace	33 hours	2
FMT 131	Lock Service & Repair	66 hours	4
FMT 201	Intro to Chiller Systems	33 hours	3