



## Process to Apply

1. Application process
  - a. Applications will be provided to all interested individuals through the JATC administrative office located at 6915 NE 42 Avenue, Portland, Oregon 97218
  - b. Prior to receiving an application, each applicant's name, gender, and ethnicity will be entered on the Applicant Log. The staff will identify all applications by a log number corresponding to the application number
  - c. High school transcripts must be **officially sealed** by the educational facility with proof of graduation or **original documentation of GED scores**
  - d. Applicants with college credits must submit ***officially sealed*** college transcripts
  - e. All foreign language documents must be ***officially translated*** into USA format and **notarized** by an established translation service
  - f. Applications will be accepted on the following dates:
    - June 16, 17, 20, 21, 22, 23, 24, 27, 28, 29, 30  
Applications will be accepted between the hours of 9:00 AM & 3:00 PM on the above specified dates
    - No applications or information will be accepted after 3:00 PM on June 30, 2011
  - g. The JATC will review applications on or before July 15, 2011
    - Upon the Committee's review, applicants will be notified by letter of score and placement
    - Individuals found to be ineligible based upon submitted documentation will be notified by letter on or before August 5, 2011

Challenges to ranking and placement must be submitted in writing to the Committee within 30 days of the date of Notification Letter. No challenges will be accepted over the phone.

Information regarding the status of an application will not be given to any individual other than the applicant. (ie mothers, fathers, spouses, domestic partners, employers etc.)

## Geographical Area

Oregon counties: Multnomah, Washington, Clackamas, Columbia, Hood River, Wasco, and part of Yamhill north of Section T4S Washington counties: Clark, Klickitat, Skamania, Cowlitz, and Pacific

## Employment

8,000 hours on-the-job training is required for COMPLETION of the program

## Wages<sup>3</sup>

The average wage for journeymen employed by participating employers is \$30.46 per hour as of January 1, 2011

## Selection

Applicants will be scored and ranked

<sup>1</sup> Should the high school GPA fall below the requirement, the applicant may provide an official transcript from an accredited college indicating general education courses (Writing, English, Math, History, etc.) with a 2.0 “C” or better to be averaged with the low high school score.

## **RANKING PROCESS**

Applicants are ranked by a point system based on submitted documentation. Ranked applicants are placed on a list according to their ranked scores.

## **EDUCATION**

These high school and/or college level classes are recognized for ranking. Transcripts must be **officially sealed** and show a passing grade of “C” (2.0) or better. **Foreign language documents must be officially translated into a format similar to domestic transcripts and must be notarized.**

Qualified classes include:

|                                |                   |              |                          |
|--------------------------------|-------------------|--------------|--------------------------|
| Algebra II                     | Blueprint Reading | Wood Shop    | Electrical Related       |
| Geometry                       | Drafting          | Welding      | National Electrical Code |
| CAD                            | Carpentry         | Trigonometry | Integer Math             |
| Electronics (military related) |                   | Calculus     |                          |

## **PRE-APPRENTICESHIP PROGRAMS AND TRADE SCHOOLS**

Pre-apprenticeship and/or trade school experience will be considered for points based on submitted Certificates of Completion and transcripts showing a grade “C” or above

## **ELECTRICAL, CONSTRUCTION, AND ELECTRICAL SUPPLIER EXPERIENCE**

Work experience in these fields must be documented on company letterhead and signed by an official of the company. Letters must include dates of hire/termination, a brief description of work performed, and total hours work. Resumes and paystubs are not proof of experience.

## **REFERENCES**

A maximum of ten letters of recommendation or reference is allowed. These must be signed letters from co-workers, professional relationships, clergy, civic organizations, past employers current employers, teachers, etc. Form (duplicate) letters and lists of names will not be counted.

## **APPLICATION POINT SYSTEM**

Qualifying applications will be reviewed and scored according to the following point system. Points will not be given unless the applicant provides written documentation (letters from employers on company letterhead, DD214, course certificates, school transcripts, etc.).

### **High School Diploma**

|                      |           |
|----------------------|-----------|
| GPA of 3.5 and above | 15 points |
| GPA of 2.0 to 3.49   | 10 points |

### **GED**

|                      |  |
|----------------------|--|
| 2300 score or better | 5.0 points (230 points for GED obtained before 12/31/01) |
|----------------------|--|

**MAXIMUM 15 Points**

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**10 points maximum per class category**

|                |                        |                               |
|----------------|------------------------|-------------------------------|
| Algebra I      | Drafting               | Blueprint Reading             |
| Algebra II     | National Electric Code | Electrical-related classes    |
| Geometry       | Electronics classes    | Military-related (electrical) |
| Trigonometry I | Integer Math           | Calculus                      |

The best class term or semester for the above classes will be used; the same class cannot be counted twice.

**Grade per high school semester**

|   |            |
|---|------------|
| A | 2.5 points |
| B | 1.5 points |
| C | 0.5 points |
| P | 1.0 point  |

**Grade per college semester**

|   |            |
|---|------------|
| A | 5.0 points |
| B | 3.0 points |
| C | 1.0 point  |
| P | 2.0 points |

Military credit per electrical certificate 1 point

**MAXIMUM 55 Points**

**Shop classes**

10 points maximum

High school construction classes

15 points maximum

**MAXIMUM 25 Points**

Pre-Apprenticeship/Preparatory Programs (Job Corps, B-Fit, Vista, AmeriCorps and similar state-approved programs). Points are awarded based upon class standing at the time of graduation.

|                   |           |
|-------------------|-----------|
| Top 10% of class  | 30 points |
| Next 10% of class | 20 points |
| Next 5% of class  | 15 points |

Vista or AmeriCorps documented service completion: 15 points

**MAXIMUM 30 points**

**Trade School**

|                                 |  |
|---------------------------------|--|
| Electrical construction–related | 10 points per semester credit or equivalent<br>(30 points maximum) |
| Construction-related            | 5 points per semester credit or equivalent<br>(20 points maximum)  |

**MAXIMUM 30 points**

**Experience**

|                                    |                    |                     |
|------------------------------------|--------------------|---------------------|
| Electrical construction experience | 3 points per month | (40 points maximum) |
| Construction-related experience    | 1 point per month  | (25 points maximum) |
| Electrical supplier experience     | 1 point per month  | (15 points maximum) |

*One month of experience is defined as 150 OJT hours*

**MAXIMUM 40 points**

**Letters of Reference**

1 point each

**MAXIMUM 10 Points**

**TOTAL MAXIMUM SCORE: 205 POINTS**

**The Committee works from the following four lists:**

1. Did Not Qualify List (DNQ)  
Applicants placed on this list did not meet the minimum qualifications and will be notified by a letter stating the reasons for failing to qualify, the requirements for admission, and appeal rights available.
2. Pool of Eligibility List (POE)  
This list is for applicants who have met all of the qualifications as described in the opening announcement. However, they will not be eligible to be scored, ranked, and placed in employment until they:
  - Have passed the math placement test within the last 12 months, or
  - Have passed high school /college Algebra I or equivalent within the last 12 months
3. Ranked List of eligible applicants  
This is a list of applicants who have met all of the qualifications, including math placement test, and have been scored. Applicants are ranked from highest to lowest based upon points.
4. Ready for Employment List (RFE)  
Top 20 applicants from the Ranked Pool of Eligibles List will be placed in the RFE list. As applicants are hired off this list, the next group of applicants from the Ranked list will be added once the RFE list is down to 10 names.

Applicants will be removed from the RFE list for the following reasons:

1. Hired
2. Third refusal to work
  - a. Includes applicants not returning calls from potential employers
3. Disconnected phone number
4. Returned mail
5. Applicant request for removal

**<sup>2</sup> Only Compass math placement tests from Portland Community College will be accepted**

Rock Creek Campus Testing Center  
503-614-7300  
Student Services – First Floor, Room 118  
17705 N.W. Springville Rd.  
Portland, OR 97229

SE Center  
503-788-6277  
2305 SE 82<sup>nd</sup> Avenue (82<sup>nd</sup> & Division)  
Portland, OR 97216

Sylvania Campus  
Testing Office Location  
College Center Bldg., Room 216  
503-977-4533  
12000 SW 49th Avenue  
Portland, OR 97219

Cascade Campus Testing Center  
503-978-5234  
Student Services Bldg., Second Floor, Room 204  
705 N. Killingsworth St.  
Portland, OR 97217

**Acceptable score 48 or above. Placement must be in Math 65 or above**  
**No other college math placement tests will be accepted**

### **<sup>3</sup>Wage Schedule:**

The minimum wage for apprentices employed by participating employers is based on the average Journeyman wage of \$30.46 per hour (as of January 1, 2011). Advancement is based upon hours worked (1000 hours per period) and schooling completed. Re-rates are scheduled for July, and January 1 of each year.

| <b><u>Apprentice period</u></b> | <b><u>% of Journey Scale</u></b> | <b><u>Minimum hourly rate</u></b> |
|---------------------------------|----------------------------------|-----------------------------------|
| 1 <sup>st</sup> period          | 40%                              | \$ 12.18                          |
| 2 <sup>nd</sup> period          | 50%                              | \$ 15.23                          |
| 3 <sup>rd</sup> period          | 55%                              | \$ 16.75                          |
| 4 <sup>th</sup> period          | 60%                              | \$ 18.27                          |
| 5 <sup>th</sup> period          | 65%                              | \$ 19.80                          |
| 6 <sup>th</sup> period          | 70%                              | \$ 21.32                          |
| 7 <sup>th</sup> period          | 75%                              | \$ 22.84                          |
| 8 <sup>th</sup> period          | 80%                              | \$ 24.36                          |

**The Area 1 Inside Electrical JATC is an approved participant in the Montgomery GI Bill through the Veterans Affairs Department**

### **FREQUENTLY ASKED QUESTIONS**

#### **How does the Apprenticeship Program work?**

*Once you are hired as an apprentice, you will be expected to maintain full-time employment and attend classes.*

#### **Where is the school, and how often do I attend?**

*Classes are held at the Inside Electrical Area 1 JATC facility at 6915 NE 42 Avenue in Portland, Oregon. Regularly scheduled classes are one evening per week from 6:00 pm to 10:00 pm during the normal school year. You will also be required to attend occasional labs.*

#### **How much does the school cost?**

*As of January 1, 2011, tuition costs approximately \$205.00 quarterly, plus books. You will also receive college credit from Clackamas Community College.*

#### **Where will I work?**

*Our apprentices may only work for Approved Training Agents. Training Agents are licensed electrical contractors in the area who hire and train our apprentices. Once you are on the Ready for Employment list, the staff can provide you with a list of approved contractors.*

#### **What is “on-the-job” training?**

*On-the-job training is earning while you learn. You will work under the direct supervision of a licensed Journeyman Electrician to learn your trade while attending evening classes.*

#### **How much will I earn?**

*Starting wage for a Period 1 Apprentice is \$12.18/hr as of January 1, 2011. Regular re-rates are earned as you progress through your classes and accumulate on-the-job hours.*

#### **What other qualifications might be required?**

*Some employers may ask for a valid driver’s license, a background check, drug testing, etc. before you are hired.*