

- d. Must have Employer's written evaluation on company letterhead or the JATC form
 - e. A Refer to Exam Letter/Agreement must be signed by both the apprentice and the Training Agent.
 - f. Monthly progress reports must be properly completed and current
 - g. All required related training courses must be completed and passed with a grade of "C" or above.
 - h. Tuition for all classes must be paid in full.
 - i. **Apprentice cannot be currently held on disciplinary probation**
- 15.3. After being referred for the State Plumber's License Exam, the apprentice must take the exam within one year. If the apprentice does not pass the exam within one year of being referred, the apprentice may be completed without the benefit of a license. Until such time as the apprentice does pass the exam, the apprentice will be required to complete the spring code review course.
- 15.4. When the committee is notified by the apprentice that they have successfully completed the license exam, the committee will complete the apprentice and ATD will issue a certificate of completion.

16. COMPLAINT RESOLUTION PROCEDURE

- 16.1. A training agent/training agent applicant or apprentice/apprentice applicant who has a dispute with the program must proceed as follows:
- a. State the grievance in writing and submit the same to the committee's administrator no less than ten (10) days before the next committee meeting date for placement on the agenda;
 - b. Attend the meeting and attempt a resolution of the dispute; and
 - c. The resolution will be communicated to the grievant in person and so noted in the committee minutes.
- 16.2. A training agent /training agent applicant or apprentice/apprentice applicant who has a dispute with the committee will be directed to a neutral body composed of the Apprenticeship Coordinator for Chemeketa Community College, Administrator for Area I Plumbers Joint Apprenticeship Committee and a public member not associated with apprenticeship.