



2025 - 2026

School Catalog

Version 1.1



TABLE OF CONTENTS

1. Address and Phone Number	1
2. General Email Listing	1
3. Staff Directory	1
4. Mission Statement	2
5. Objectives	2
6. Organization and Governance	2
7. Required On the Job Training (OJT) Hours	3
8. Required Related Training (RT) Hours	4
9. Year / Level 1 Course Listing & Description	5
10. Year / Level 2 Course Listing & Description	6
11. Year / Level 3 Course Listing & Description	7
12. Year / Level 4 Course Listing & Description	8
13. Student Resources	9
14. Admissions	10
15. Ability to Benefit	14
16. Acceptance, Denial, & Reapplication	15
17. EEO Statement	16
18. Transfers	17
19. 2025 - 2026 School Calendar	19
20. Tuition	20
21. Cancellation and Refund Policy	21
22. Attendance Policy	24
23. Grading Criteria / Policies	26
24. License Exam	27
25. Probation, Termination, & Reinstatement Policies	28
26. Complaint & Appeal Procedures	31
27. Student Code of Conduct & Rights and Responsibilities	34
28. Discrimination Policy	35
29. Student Services	36
30. Student Records	37



Apprenticeship and Adult Education Department Address & Phone Number

1995 16th Street NE, Suite 105

Salem, OR 97301

503-991-5203

Apprenticeship Department General Inquiries email

mwpr@area2app.com

Adult Education General Inquiries email

aeinfo@area2app.com

Adult Education Department		
Heather Beaver	Adult Education Administrator	aeadmin@area2app.com
Lane Martin	First Year Instructor	aefirst@area2app.com
Shane Farley	Second Year Instructor	aesecond@area2app.com
Brad Duell	Third Year Instructor	aethird@area2app.com
Lee Egge	Fourth Year Instructor	aefourth@area2app.com

Apprenticeship Department		
Monika Davis	Program Administrator	officeadmin@area2app.com

Adult Education & Program Department		
	Adult Education Program Liaison	aepl@area2app.com



Mission Statement

To empower the next generation of journeymen plumbers through career and technical education.

Objectives for Students in the Plumbing Technology / Plumber Program

- ◆ Effective communication skills on a jobsite.
- ◆ Translate blueprints into an actionable plan per code.
- ◆ Deliver an essential service to their community.
- ◆ Utilize time management strategies.
- ◆ Trained in ADA compliance.
- ◆ Vast working knowledge of plumbing codes.

Organization and Governance

Area II Plumbers JATC is a Non-Profit Organization comprised of Officers and a Board of Directors. Our program is overseen by the Higher Education Coordinating Commission.



Required On the Job Training (OJT) Hours

Area II Plumbers JATC's Plumbing Technology / Plumber program requires all students to complete the minimum 7,700 On the Job Training (OJT) required to being referred to the license examination. These hours are expected to be completed over the course of 4-years but may fluctuate on completion due to industry demands. The following is a break down of the required hours as per the Area II Plumbers JATC Standards:

Area II Plumbers JATC

Plumber

MA# 2015

APPENDIX F: WORK PROCESSES

The work processes and approximate training hours in each area are:

Work processes	Approximate hours
a. Sewerage: Sanitary and storm piping, Disposal	750
b. Drainage, Waste and vent piping (DWV)	2,400
c. Soldering, Brazing, Welding	500
d. Water: Supply, Services, Mains, Appurtenances	2,200
e. Fixtures, Appliances, Trims, and Supports	1,350
f. Gas Piping, Equipment, Appliances	100
g. Miscellaneous Plumbing, Piping Repair, Maintenance	400
TOTAL	7,700

In licensed occupations apprentices must complete the minimum required total hours prior to being referred to the license examination. (OAR 839-011-0265(2)) (For electrical licenses, ORS 479.630 & OAR 918-282-0270) (For plumbing licenses, ORS 693.060 & OAR 918-695-0140)

Apprentices must complete a total of **7,700** hours of on-the-job training. However, the committee recognizes that most apprentices will not be able to fulfill the total amount of hours specified in every work process as set forth in this standard. When an apprentice is unable to fulfill the total work hours in each work process the committee will evaluate the apprentice's knowledge, skills and abilities and provide appropriate additional related instruction to assure that competency is acquired in each work process. The evaluation and summary of the additional instruction will be noted in the apprentice's file. (OAR 839-011-0265(1))



Required Related Training (RT) Hours

Area II Plumbers JATC's Plumbing Technology / Plumber program requires all students to complete the minimum 4-year curriculum and 576 Related Training (RT) required to being referred to the license examination. The following explains what is expected of students that are still in the program after completing the 4-year curriculum and gives a break down of the required hours as per the Area II Plumbers JATC Standards:

APPENDIX G: RELATED TRAINING

A minimum of **156** hours of related training shall be required during each year the apprentice is registered in this program. **If the apprentice remains in the program after completing the four year curriculum, a minimum of 33 hours shall be required each year the apprentice is registered in the program.** (ORS 660.126(e) / ORS 660.157(1))

The following is a summary of related instruction including required class hours in each element of instruction. (ORS 660.157)

Related training must cover the following subjects and must be completed with a grade of 'C' or better for graded classes or 'Pass' for non-graded classes. (OAR 918-282-0170 to -0365)

Course	Hours
a. Materials, Tools, and Equipment	30
b. Mathematics, Science	60
c. Basic First Aid, Safety Regulations: OSHA, State Obtain a valid basic first aide and CPR card within the first twelve (12) months of apprenticeship and maintain the validation throughout the duration of the apprenticeship program.	16
d. Overview of Oregon OSHA safety regulations for Construction i. Ladder safety ii. Lockout/Tagout iii. Trenching & Shoring iv. Fall Protection v. Hazard Communications vi. Confined Space Entry	24
e. Soldering and Brazing	30
f. Welding, Gas and Arc – general theory	9
g. Blueprint and Drawing Training	30
h. Plumbing laws, rules	30
i. Plumbing and Related Codes	144
j. Water Systems, Installations/treatment	70
k. Drainage (DWV) installation/treatment	60
l. Related Trades Information	3
m. Medical Gas	20
n. Service and Repair	30
o. Gas Installation and Venting	20
TOTAL	576

Methods of related/supplemental training shall consist of the following:

- ☒ Supervised field trips;
- ☒ Approved training seminars;
- ☒ A combination of home study and approved correspondence courses;
- ☒ Community college;



Year / Level 1 Course Listing & Description

- ◆ The apprentice will develop a solid foundation in various technical skills and knowledge crucial for their success in plumbing, with a focus on safety, regulations, and effective application.
- ◆ Understand the properties, uses, and environmental interactions of materials used in plumbing, welding, and construction.
- ◆ Gain proficiency in using hand tools, power tools, and specialized equipment, with the ability to select and maintain tools for safe and effective use in various trade tasks. Learn to set up, operate, and trouble shoot equipment, ensuring proper function and addressing minor issues.
- ◆ Apply math skills (measurements, ratios, etc.) for reading blueprints, calculating dimensions, and estimating material in plumbing projects. Understand scientific concepts, such as fluid dynamics in plumbing to apply technical knowledge in real-world situations.
- ◆ Gain foundational knowledge of OSHA regulations, recognizing hazards, using protective gear, and adhering to safety protocols across plumbing. Become familiar with state-specific safety standards including fall protection, ladder safety, lockout/tagout, hazardous communications, trenching & shoring, and confined space entry, ensuring compliance with Oregon OSHA rules.
- ◆ Understand the principles of soldering, brazing, and welding, including various welding types and selecting the right techniques and tools for different materials.
- ◆ Develop the ability to read and interpret blueprints, technical drawings, and diagrams related to plumbing and construction projects.
- ◆ Gain a foundational understanding of plumbing codes (e.g. Oregon Plumbing Specialty Code, Uniform Plumbing Code), rules, and laws and apply them to ensure safe, legal, and functional plumbing installations.
- ◆ Learn the basics of installing and maintaining drainage systems, including proper pipe sizing, installation techniques, and related codes, as well as waste and stormwater management methods.
- ◆ Develop an understanding of installing, maintaining, and repairing water distribution systems (supply pipes, pumps, valves) and water treatment methods (filtration, disinfection, quality maintenance).
- ◆ Apprentices are not required to obtain first aid certification in the first year of their apprenticeship but will be expected to achieve this independently through a Nationally Recognized Association in their second year. Certification tracking will be maintained in the Apprentice's file upon submission to Area II Plumbers JATC once completed. Failure to complete submission will lead to cancelation.



Year / Level 2 Course Listing & Description

- ◆ The apprentice will continue to build on foundational knowledge and skills in plumbing and construction, with a focus on advanced techniques, safety practices, and industry regulations.
- ◆ Further understanding of various materials used in plumbing and construction, including their properties, uses, and how they interact in different environments.
- ◆ Review and deepen knowledge of equipment used in plumbing and construction tasks. Enhance skills in setting up, operating, and troubleshooting equipment, ensuring its proper functioning.
- ◆ Continued development of math skills for measurements, ratios, and conversions for plumbing projects.
- ◆ Further understanding in fluid dynamics and gas properties in plumbing to apply technical knowledge in practical field scenarios.
- ◆ Develop the ability to respond to common workplace medical emergencies, including CPR, stopping bleeding, and managing injuries. Certification in First Aid/CPR is obtained independently through a Nationally Recognized Association and tracked by Area II Plumbers JATC. Failure to not complete submission of certification will lead to cancelation.
- ◆ Gain further knowledge of OSHA regulations, recognizing hazards, using protective gear, and following safety protocols in plumbing and construction.
- ◆ Continue developing the ability to read and interpret blueprints, technical drawings, and diagrams, applying them effectively to tasks in the field.
- ◆ Deepened understanding of state and national plumbing codes and applying these codes to ensure safe, legal, and efficient plumbing systems.
- ◆ Continue learning how to install and maintain drainage systems, including pipe sizing, installation techniques, and knowledge of related codes.
- ◆ Expanded understanding of methods for managing waste and stormwater runoff. Further understanding on how to install, maintain, and repair water distribution systems.
- ◆ Enhanced understanding of water treatment methods, including filtration, disinfection, and maintain water quality.
- ◆ Gained familiarity with other trades, such as electrical work, and understand how they intersect with plumbing operations.
- ◆ Knowledgeable on how to install and service gas lines, including proper venting techniques to prevent gas build-up, while adhering to safety regulations and troubleshooting common issues.
- ◆ Continued understanding of state and federal plumbing laws, including licensing, inspection procedures, and legal responsibilities for plumbing contractors, ensuring compliance in all work practices.



Year / Level 3 Course Listing & Description

- ◆ The apprentice will build upon foundational knowledge and skills in plumbing, focusing on advanced techniques, safety, and regulatory compliance.
- ◆ Expanded understanding of materials used in plumbing and construction.
- ◆ Further knowledge on plumbing equipment and expanded skills in setting up, operating, and troubleshooting equipment, ensuring proper functioning.
- ◆ Enhanced knowledge on applying math skills to plumbing tasks. Increased technical knowledge for real-world applications of scientific concepts in plumbing tasks.
- ◆ Continued knowledge of OSHA regulations and how to apply OSHA guidelines to ensure safety on the job site. Including regulations on hazard recognition, protective gear, and safe work practices. Thus ensuring safety is prioritized in all stages of plumbing and construction operations.
- ◆ Reviewed and furthered understanding of soldering and brazing principles, including their applications. Further developed the ability to read and interpret blueprints, technical drawings, and diagrams related to plumbing.
- ◆ Continued understanding on learning how to draw isometric drawings.
- ◆ Continued expanding knowledge on state and national plumbing codes to ensure plumbing systems are safe, legal, and functional. Also expanded knowledge on state and federal plumbing laws to ensure compliance in plumbing practices.
- ◆ Rounded out knowledge on the installation and maintenance of drainage systems, including proper pipe sizing, techniques, and related codes.
- ◆ Solidified knowledge of waste and stormwater runoff management. Further developed knowledge on installing, maintaining, and repairing water distribution systems.
- ◆ Enhanced understanding of water treatment methods, including filtration, disinfection, and water quality maintenance.
- ◆ Apprentices who obtained first aid certification in the first year of their apprenticeship will be expected to renew their certification in the third year of their apprenticeship. This is done independently through a Nationally Recognized Association. Certification tracking will be maintained in the Apprentice's file upon submission to Area II Plumbers JATC once completed. Failure to complete submission will lead to cancelation.



Year / Level 4 Course Listing & Description

- ◆ In their final year, apprentices are equipped with advanced technical skills, safety awareness, and a strong understanding of regulations necessary for success in the plumbing and construction industries.
- ◆ They have a deepen understanding of materials used in plumbing and construction. Further knowledge on plumbing equipment and expanded skills in setting up, operating, and troubleshooting equipment, ensuring proper functioning.
- ◆ Enhanced knowledge on applying math skills to plumbing tasks.
- ◆ Increased technical knowledge for real-world applications of scientific concepts in plumbing tasks.
- ◆ Renew and expand upon the ability to respond to common workplace medical emergencies, including CPR, stopping bleeding, and managing injuries. Certification in First Aid/CPR is obtained independently through a Nationally Recognized Association and tracked by Area II Plumbers JATC. Failure to not complete submission of certification will lead to cancelation.
- ◆ Continued knowledge of OSHA regulations and how to apply OSHA guidelines to ensure safety on the job site. Including regulations on hazard recognition, protective gear, and safe work practices. Thus ensuring safety is prioritized in all stages of plumbing and construction operations.
- ◆ Further developed the ability to read and interpret blueprints, technical drawings, and diagrams related to plumbing.
- ◆ Continued understanding on learning how to draw isometric drawings.
- ◆ Continued expanding knowledge on state and national plumbing codes to ensure plumbing systems are safe, legal, and functional. Also expanded knowledge on state and federal plumbing laws to ensure compliance in plumbing practices.
- ◆ Further developed knowledge on installing, maintaining, and repairing water distribution systems.
- ◆ Enhanced understanding of water treatment methods, including filtration, disinfection, and water quality maintenance.
- ◆ Gained general knowledge of the installation, maintenance, and safety practices related to medical gas systems, as well as the specific standards and regulations governing them. Certification in medical gas is a specialty certification and is not required during the apprenticeship.



Student Resources

Area II Plumbers JATC Adult Education Facility

Our facility has 2 classrooms (one large and one small), a lab, and common area for students. Administrative offices and rooms are also located within the facility. The facility also has 4 restrooms. Vending machines are located in the common area and contain a fresh food, snack, and drink machine. The common area also has a kitchen area with sink, coffee machine, microwaves, and numerous tables and chairs for the students to utilize before school and during breaks.

Backflow Lab

The Backflow Lab is scheduled to open Fall 2025 and will contain various tools, plumbing supplies, and interactive displays for students to use and build with. A usage agreement and safety orientation will be required from every student who will be working in the lab. The lab is kept locked when not in use and may only be used if an instructor is present. Instructors may checkout lab displays for use in the classroom but are for demo purposes only and NOT for students.



Admissions

Admission Process

Our admissions are governed by the Bureau of Labor and Industries and can be found in the Area II Plumbers JATC Standards located on our website (www.area2app.com/pps). Currently there are no fees for admission. Below is Appendix C which outlines our selections procedures:

APPENDIX C: SELECTION PROCEDURES

Selection Procedure:

All out of work apprentices in good standing will be offered the opportunity for re-employment prior to new applicants being registered in conformance with the committee's approved initial employment policy.

The committee shall select apprentices from a pool of eligible applicants according to the following procedure:

An applicant may be removed from the committee's eligibility lists and/or barred from future application for up to one year for documented acts of abuse, assault, battery, harassment, intimidation, stalking, or other threatening behavior toward an individual involved in the operation of an apprenticeship or training committee, including (but not limited to) committee members, staff to the committee, representatives of participating unions and training agents, and staff of classroom training facilities.

APPLICATION NOTICE AND SCHEDULE

- a. The sponsor will open for applications when its current pool of eligibles (including out-of-work apprentices) falls below the number established by committee action.
- b. The sponsor will open for minimum of ten (10) days to accept applications.
- c. The sponsor will distribute the opening announcement at least 30 days in advance of the earliest date for application.
- d. Prior to distributing notices, the proposed public notice will be provided to the assigned Apprenticeship Representative, who will review the announcement for accuracy and completeness.
- e. Public notices will be disseminated in accordance with the sponsor's Affirmative Action Plan. This notice shall be distributed not less than 30 days in advance of the first date applications will be accepted.

These items will be included on the public notice:

- minimum qualifications
- addresses where applications are available
- time and dates and places where applications and supporting documentation will be accepted
- general duties of the occupation
- documentation requirements to show evidence of minimum qualifications and to receive points for education and work history
- geographic area(s) of work
- contact person
- description of the application process

Other items that may be included on the public notice:

- work processes and number of hours
- average journeyman rate and progression scale for apprentices
- specific related training requirements
- occupational outlook

APPLICATION PROCESS

- a. An application will be provided to any interested individual.
- b. The sponsor will maintain a log, which will identify all prospective applicants by a log number that



Admission Process Continued...

corresponds to the application number. The log will be used to track the history of the individual applicant, noting the date the application was provided, the manner by which it was provided, the date it was returned to the program sponsor, the selection tools employed and their outcome (failed to appear for interview, application rating score, date attended safety training, etc.) and the final disposition (rejected for MQ's, unranked, in ranked pool of eligibles, etc.)

- c. The application form will provide a space for the applicant to indicate geographic availability for any or all geographic areas:
 - Lincoln County
 - Benton, Linn, Marion, Polk, and south half of Yamhill counties
 - Gilliam, Hood River, Sherman and Wasco counties
- d. The sponsor will date stamp completed applications and supporting documentation upon receipt.

VERIFICATION OF MINIMUM QUALIFICATIONS

- a. All applications and supporting documentation will be reviewed to determine if minimum qualifications are met.
- b. Applicants who do not meet the minimum qualifications established in the public notice and standards will be notified in writing. Notification will include the:
 - reason for rejection
 - requirements for admission into the pool of accepted applicants
 - appeal rights available to rejected applicants
- c. Applicants who meet the minimum qualifications will be placed into the pool of accepted applicants.

RANKED POOL OF ELIGIBLES

- a. Applicants will not be indentured as apprentices until all accepted applications received during the open application period have been rated and ranked. A ranked pool of eligibles will be created on a specific date.
- b. Accepted applicants will be ranked based upon the attached point system using documented previous experience and education and will remain in the ranked pool of eligibles for two years from the date eligibility is established or would have been established had the applicant completed the necessary steps as scheduled.
- c. Eligibles may be removed from the ranked pool of eligibles at an earlier date by their request, following failure to respond to an opening as specified by the committee's policy, or by submitting a new application during an open application period.

ACCEPTED FOR APPRENTICESHIP LIST

- a. An Accepted for Apprenticeship List will be established consisting of the top applicants in the Ranked Pool of Eligibles.
- b. The number of applicants to be placed on the accepted list will be determined when the program opens for applications by calculating 20% of the average number of apprentices registered to the occupation in the previous 5 years or 10 applicants, whichever is greater. When the number of applicants on the accepted list falls to 50%, the list will be replenished from the Ranked Pool of Eligibles to its original number.
- c. List positions are subject to change if and when additional new applicants are accepted into this pool. New applicants will be seeded into the accepted for apprenticeship list based upon their score. Applicants will remain eligible for indenture until registered or until they voluntarily request to be removed from the list or until their 2-year eligibility expires.

PLACEMENT PROCESS

- a. Training agents may choose one applicant by name from the Accepted for Apprenticeship List. Their next new apprentice must be selected from the top of the Accepted for Apprenticeship List.



Admission Process Continued...

- b. The training agent may then alternate between the top of the Accepted for Apprenticeship List and any individual on the Accepted for Apprenticeship List.
- c. Training agents will have first opportunity to indenture current employees when they reach the top of the Accepted for Apprenticeship List.

APPLICANT POINT SYSTEM

EDUCATION

Rating Factor	Points Possible
1. GED	1
2. HS diploma	2
3. HS diploma w/2.0 gpa	3
4. Trade school diploma (At least a 9 mo. Program)	5
5. College credit	.045/credit
6. a. Algebra I	3
b. Algebra II	3
c. geometry	3/year
d. blueprint reading	3/year of academic credit
e. industrial arts	3/year of academic credit
f. drafting	3/year of academic credit
g. Graphic design/art	3/year of academic credit
7. Current First Aid certification	1

WORK EXPERIENCE

Rating Factor	Points per year
1. General construction (civilian)	4
2. General construction (military or volunteer)	4
3. Plumber construction (civilian)	5
4. Plumber construction (mil. or vol.)	5
5. Work experience not related to construction (civilian)	3
6. Work experience not related to construction (mil. or vol.)	3

Notes: One year = 2,000 hours.

Three (3) is the maximum number of years of experience that will be credited in any of the work experience categories. All points will be supported with documentation provided by the applicant.

Exceptions:

1. CURRENT APPRENTICE

Currently registered apprentices who have earned at least 1,000 OJT hours and 48 hours of related training in a registered SAC or BAT Plumber program, may be permitted to enter this program, as far as practical, and continue their training by being placed at the bottom of the out-of-work list, providing the applicants meet the current minimum qualifications and are in good standing with their current program.



Admission Process Continued...

2. EXPERIENCED APPRENTICE

Individuals who have completed the probationary period in a registered plumbing apprenticeship program may apply to this program at any time provided they:

- a. Meet the current minimum qualifications of this program;
- b. Gained their experience during the 5 years prior to making application; and
- c. Were not terminated from an apprenticeship program for cause.

These individuals will be scored and placed at the bottom of the out-of-work list.

3. NEW TRAINING AGENT

If an employer has not participated in the training of a Plumber apprentice under ORS Chapter 660 during the preceding two (2) years, the employer may select apprentices from those employees who have been on the employer's payroll for at least three months (300 paid work hours) prior to the employer's application for an apprentice, provided the employees meet the minimum qualifications.

5. PRE-APPRENTICESHIP

The sponsor will approve the direct referral into apprenticeship openings of graduates successfully completing jointly OSATC and committee approved pre-apprenticeship programs within the preceding five (5) years if they meet the minimum qualifications. This priority is granted by the program sponsor without regard to established eligibility lists or the necessity of requiring these pre-apprenticeship graduates to further qualify by complying with application openings. Such priority will be granted without regard to race, color, religion, national origin or sex. Qualified individuals will be placed on the bottom of the out-of-work list.

12. VETERANS ENTRY

Veterans who have completed 178 days of active service within the past 24 months may apply to the program at any time if they meet the minimum qualifications of the program and if they are:

- a. Members of the Regular services who have been discharged from active duty service with DD214 issued within the past 24 months indicating an Honorable Discharge
- b. Members of the Selected Reserve or Individual Ready Reserve with a DD214 issued within the past 24 months
- c. Members of the Oregon National Guard with a DD214 issued within the past 24 months

Individuals qualifying under this exception will be scored and placed at the bottom of the out of work list.



Ability to Benefit

ATB Test

Area II Plumbers JATC does not use an ATB test. Minimum guidelines for admission are located within our Area II Plumbers JATC Standards which can be found on our website (www.area2app.com/pps). Along with the Selection Procedures, found under the Admission section of this catalog, the minimum guidelines are governed by the Bureau of Organized Labor and Industries. Below are the minimum guidelines for Area II Plumbers JATC:

APPENDIX B: MINIMUM QUALIFICATIONS

Minimum Qualifications for this standard are:

Age:	Eighteen (18) years of age
Education:	High school graduate or General Education Development (GED) Certificate of Equivalency. Must have one year of high school algebra or integrated math 2 with an average yearly grade of "C" or better. A college algebra course that meets or exceeds high school algebra, with a grade of "C" or better may be substituted for high school algebra. A college math placement test which indicated placement in class Math 60 or higher may also be substituted for high school algebra.
Physical:	none
Testing:	none
Other:	none



Applicant Acceptance, Denial, and Reapplication

Acceptance or Denial Notification

- ◆ The new ranked list (accepted applicants) must be posted onto the Area II Plumbers website within ten (10) days after the Open Enrollment (application window) has closed. All applicants who applied during Open Enrollment must be notified within those ten (10) days on whether they were accepted or denied onto the ranked list. Those that were denied can reapply during the next posted Open Enrollment.
- ◆ All notifications of acceptance are sent via mail and email. Denial notifications are sent via mail.
- ◆ Ranked applicants DO NOT start the program UNTIL they have been picked up by a Training Agent and have been approved by the Committee.
- ◆ Former apprentices that apply before their one (1) year of cancellation has been completed will be denied and sent a notification of denial.
- ◆ Per Area II Plumbers JATC Standards:

VERIFICATION OF MINIMUM QUALIFICATIONS

- a. All applications and supporting documentation will be reviewed to determine if minimum qualifications are met.
- b. Applicants who do not meet the minimum qualifications established in the public notice and standards will be notified in writing. Notification will include the:
 - reason for rejection
 - requirements for admission into the pool of accepted applicants
 - appeal rights available to rejected applicants
- c. Applicants who meet the minimum qualifications will be placed into the pool of accepted applicants.



Area II Plumbers JATC

1995 16th Street NE Suite 105 Salem OR 97301

Mailing: PO Box 7106 Salem, OR 97303

Email: officeadmin@area2app.com

Website: [www. http://area2app.com/](http://area2app.com/)

Area II Plumbers JATC shall not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information or because they are an individual with a disability or a person 18 years old or older. Area II Plumbers JATC shall take affirmative action to provide equal opportunity in apprenticeship and shall operate the apprenticeship program as required under this plan and Title 29 CFR, part 30.

RIGHT TO EQUAL OPPORTUNITY

It is against the law for a sponsor of an apprenticeship program registered for Federal purposes to discriminate against an apprenticeship applicant or apprentice based on race, color, religion, national origin, sex, sexual orientation, age (18 years or older), genetic information, or disability. The Sponsor must ensure equal opportunity regarding all term's conditions, and privileges associated with apprenticeship. If you think that you have been subjected to discrimination, you may file a complaint within 300 days from the date of the alleged discrimination or failure to follow the equal opportunity standards with Oregon Bureau of Labor and Industries, 800 NE Oregon Street, Suite 1045, Portland, OR 97232. You may also be able to file complaints directly with the EEOC, or State fair employment practices agency at the above location.

Each complaint filed must be made in writing and include the following information:

- (a) Complaint's name, address, and telephone number, or other means for contacting the complaint.
- (b) The identity of the respondent (i.e. the name, address, and telephone number of the individual or entity that the complaint alleges is responsible for the discrimination);
- (c) A short description of the events that the complaint believes were discriminatory, including but not limited to when the events took place, what occurred, and why the complaint believes the actions were discriminatory (for example, because of his/her race, color, religion, sex, sexual orientation, national origin, age (18 or older), genetic information, or disability);
- (d) The complainant's signature or the signature of the complaint's authorized representative.



Transfers

Transfer Requirements

Transfers are accepted based on what is stated in our Area II Plumbers JATC Standards and then placed based on our Area II Plumbers JATC Policies and Procedures.

Minimum Qualifications Required

Age:	Eighteen (18) years of age
Education:	High school graduate or General Education Development (GED) Certificate of Equivalency. Must have one year of high school algebra or integrated math 2 with an average yearly grade of "C" or better. A college algebra course that meets or exceeds high school algebra, with a grade of "C" or better may be substituted for high school algebra. A college math placement test which indicated placement in class Math 60 or higher may also be substituted for high school algebra.
Physical:	none
Testing:	none
Other:	none

VERIFICATION OF MINIMUM QUALIFICATIONS

- a. All applications and supporting documentation will be reviewed to determine if minimum qualifications are met.
- b. Applicants who do not meet the minimum qualifications established in the public notice and standards will be notified in writing. Notification will include the:
 - reason for rejection
 - requirements for admission into the pool of accepted applicants
 - appeal rights available to rejected applicants
- c. Applicants who meet the minimum qualifications will be placed into the pool of accepted applicants.

Qualify for Either Current Apprentice or Experienced Apprentice Exception

CURRENT APPRENTICE

Currently registered apprentices who have earned at least 1,000 OJT hours and 48 hours of related training in a registered SAC or BAT Plumber program, may be permitted to enter this program, as far as practical, and continue their training by being placed at the bottom of the out-of-work list, providing the applicants meet the current minimum qualifications and are in good standing with their current program.

EXPERIENCED APPRENTICE

Individuals who have completed the probationary period in a registered plumbing apprenticeship program may apply to this program at any time provided they:

- a. Meet the current minimum qualifications of this program;
- b. Gained their experience during the 5 years prior to making application; and
- c. Were not terminated from an apprenticeship program for cause.

These individuals will be scored and placed at the bottom of the out-of-work list.



Transfer Requirements Continued...

Credit for Prior Experience (Per Policies and Procedures)

8.3 Credit for Prior Experience

- a. Apprentices who provide a certificate of completion from the Mid-Valley Steamfitters/Pipefitters Joint Apprenticeship Committee, upon apprentice's request, will be granted 4,000 on-the-job training hours and be placed in the third year of related training.
- b. All other apprentices:

Requests for advanced progression will only be considered once the applicant has been registered as an apprentice and the apprentice has provided ALL requested documentation below in a well-organized folder. Folders that do not provide all the requested documentation will not be brought before the committee for consideration.

OJT hours will only be granted based on documented proof (as explained below) and only in an amount consistent with the apprentice's current level of Related Training using the following formula: Total required 7,700 OJT ÷ 4 years of related training = 1,925 OJT hours per year of Related Training. OJT hours will only be granted one time.

To qualify for advanced progression for creditable work experience (up to 6000 on-the-job training hours) and education (up to the beginning of the 4th year) following registration, an apprentice must provide the following documents and the request must be made following the outlined procedures:

1. Provide documentation of previous registration in State/Federal plumber/pipefitter apprenticeship program.
 - a. Transcripts
 - b. Course Curriculum
 - c. Monthly Work Progress Reports
2. Submit a written request to the committee's administrator and the following documents:
 - a. Scope and types of work performed on letterhead from the company employed by.
 - b. W-2s or Check stubs from the company employed by.
 - c. Any Master or Journeyman Licenses, or equivalent licenses.

Granted progression in the program will be effective the first month after the request is approved by the committee.

Cost

Tuition is per term. Accepted transfers would only pay for the terms of schooling they are needing to take to meet program requirements (See Required On the Job Training (OJT) Hours and Required Related Training (RT) Hours).



2025 - 2026 School Calendar

AREA II Adult Education 25-26 SY Calendar

Term	Beginning of Term*	End of Term*	Final Exams
Fall 2025	Monday, Sept. 8, 2025	Thursday, Nov. 6, 2025	Nov. 5-6, 2025
Winter 2026	Monday, Dec. 1, 2025	Thursday, Feb. 12, 2026	Feb. 11-12, 2026
Spring 2026	Monday, Mar. 2, 2026	Thursday, May 14, 2026	May 13-14, 2026

School Closures	Dates
Labor Day	Monday, Sept. 1st
Veteran's Day	Tuesday, November 11th
Fall Break	Nov. 10th - Nov. 28th
Holiday Break	Dec. 22 - Jan. 2nd
Winter Break	Feb. 16th - 27th
Spring Break	March 23rd - Apr. 3rd
Memorial Day	Monday, May 25th
Independence Day	Saturday, July 4th

Office Closures	Dates
Labor Day	Monday, Sept. 1st
Thanksgiving & Day After	November 27th - 28th
Christmas Eve Day	Wednesday, Dec. 24th
Christmas Day	Thursday, Dec. 25th
New Years Day	Thursday, Jan. 1st
Memorial Day	Monday, May 25th
Independence Day	Saturday, July 4th

* Terms may be delayed or extended due to inclement weather.

** Area II Plumbers JATC office is closed on Fridays

*** Area II Plumbers JATC office is open during school breaks except on holidays notated above.



Tuition

Enrollment Fees

Area II Plumbers JATC charges a \$150 enrollment fee per year.

Late Fee

Area II Plumbers JATC charges a \$25 late fee for any tuition payments received a week prior to school starting.

Tuition

Tuition per Year:	\$2,550.00	
	Tuition:	\$1,960.00
	Books:	\$335.00
	Fees:	\$255.00
Tuition per Term:	\$850.00	

Tuition is \$850.00 per term for a total of \$2,550.00 per school year. Books and Fees are divided equally, with tuition, over three school terms. Currently, Area II Plumbers JATC does not offer payment plans, fee waivers, or discounts for tuitions.

Payment is made by going to our website (www.area2app.com) and paying through PayPal upon checkout. A PayPal account is not needed to pay for tuition. PayPal might offer payment options but that would be through PayPal and NOT Area II Plumbers JATC.

Tuition is to be paid in full prior to the start day of each term and all fees and associated cost are determined by the Area II Plumbers JATC Trust Board. Students that have their tuition paid in full for a term (including all fees and associated costs) are eligible to attend class for that term.

Apprentices/Students that are receiving state benefits or grants (state or other), will need to specify that on their enrollment agreement.

Tuition (including associated fees and costs) must be paid in full by the end of the first week of the term for students to remain in that term's class. Those who do not pay their tuition in full by the end of the first week of the term will be notified in writing that they can no longer attend classes and will be referred to the Apprenticeship Department for processing.

Cancellation and Refund Policy are done in accordance with OAR 715-045-0036 and OAR 715-045-0037.



Cancellation and Refund Policy: Resident Instruction (OAR 715-045-0036)

- (1) A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:
 - (a) If cancellation occurs within five business days of the date of enrollment, and before the commencement of classes, all monies specific to the enrollment agreement shall be refunded;
 - (b) If cancellation occurs after five business days of the date of enrollment, and before the commencement of classes, the school may retain only the published registration fee. Such fee shall not exceed 15 percent of the tuition cost, or \$250, whichever is less;
 - (c) If withdrawal or termination occurs after the commencement of classes and before completion of 50 percent of the contracted instruction program, the student shall be charged according to the published class schedule. The student shall be entitled to a pro rata refund of the tuition when the amount paid exceeds the charges owed to the school. In addition to the pro-rated tuition, the school may retain the registration fee, book and supply fees, and other legitimate charges owed by the student;
 - (d) If withdrawal or termination occurs after completion of 50 percent or more of the program, the student shall be obligated for the tuition charged for the entire program and shall not be entitled to any refund;
 - (e) The enrollment agreement shall be signed and dated by both the student and the authorized school official. For cancellation of the enrollment agreement referenced in Subsections (1)(a) and (b), the "date of enrollment" will be the date that the enrollment agreement is signed by both the student and the school official, whichever is later.
- (2) Published Class Schedule (for the purpose of calculating tuition charges) means the period of time between the commencement of classes and the student's last date of attendance as offered by the school and scheduled by the student.
- (3) The term "Pro rata Refund" means a refund of tuition that has been paid for a portion of the program beyond the last recorded date of attendance.
- (4) When a program is measured in clock hours, the portion of the program for which the student will be charged is determined by dividing the total clock hours into the number of clock hours accrued according to the published class schedule as of the last date of attendance.
- (5) When a program is measured in credit hours, the portion of the program for which the student will be charged is determined by dividing the total number of weeks into the number of weeks accrued according to the published class schedule as of the last date of attendance.
- (6) For other measurements of time such as days or weeks, the portion of the enrollment period for which the student will be charged is determined by dividing the total number of days or weeks into the number of days or weeks, accrued according to the published class schedule as of the last date of attendance.
- (7) The term "tuition cost" means the charges for instruction including any lab fees. "Tuition cost" does not include application fees, registration fees, or other identified program fees and costs. The school shall adopt and publish policies regarding the return of resalable books and supplies and/or the prorating of user fees, other than lab fees.
- (8) The school shall not charge a withdrawal fee of more than \$25.
- (9) The school may adopt and apply refund calculations more favorable to the student than those described under this



- (9) policy.
- (10) When a cancellation, withdrawal, termination, or completion occurs, a calculation of all allowable charges under this rule shall be made. If such calculations evidence that the school received total payments greater than its allowable charges:
 - (a) Within 40 days after notification of such cancellation, withdrawal, termination, or completion, a written statement showing allowable charges and total payments received shall be delivered to the student by the school, together with a refund equal in amount to monies paid to the school in excess of those allowable charges;
 - (b) In the event payments to a student account are derived from federal and/or state tuition assistance program(s), including student loan programs, regulations governing refund notification and awarding within respective program(s) shall prevail in lieu of Section (10)(a) of this rule, but only with respect to the covered portions thereof; and
 - (c) In the event payments to a student account are derived from a sponsoring public agency, private agency, or any source other than the student, the statement of charges and payments received together with an appropriate refund described under section (10)(a) of this rule may be delivered instead to such party(ies) in interest, but only with respect to the covered portions thereof.
- (11) In case of disabling illness or accident, death in the immediate family, or other circumstances beyond the control of the student that causes the student to leave school, the school shall arrange a prorated tuition settlement that is reasonable and fair to both parties.
- (12) A school shall be considered in default of the enrollment agreement when a course or program is discontinued or canceled or the school closes prior to completion of contracted services. When a school is in default, student tuition may be refunded by the school on a pro rata basis. The pro rata refund shall be allowed only if the Commission determines that the school has made provision for students enrolled at the time of default to complete a comparable program at another institution. The provision for program completion shall be at no additional cost to the student in excess of the original contract with the defaulting school. If the school does not make such provision, a refund of all tuition and fees shall be made by the school to the students.

Cancellation and Refund Policy: Distance Learning Instruction (OAR 715-045-0037)

A student may cancel enrollment by giving written notice to the school. Unless the school has discontinued the program of instruction, the student is financially obligated to the school according to the following:

If cancellation occurs within 5 business days of the date of enrollment and lesson materials have not been delivered, all monies related to the enrollment agreement shall be refunded;

If cancellation occurs within 5 business days of the date of enrollment and lesson materials have been delivered, all monies related to the enrollment agreement shall be refunded with the exception of the cost of unreturned lesson materials or the cost of replacement for returned materials that are damaged or marked;

If cancellation occurs after five business days of the date of enrollment and the lesson materials have been shipped but not delivered to the student:

The school may charge an amount equal to 15 percent of the tuition cost, or \$250, whichever is less; that being established as its registration fee,



If the student returns the unopened books and supplies to the school within five days of receipt, the school will refund the total cost of lesson materials.

If cancellation occurs after five business days of the date of enrollment and the lesson materials have been delivered to the student but not returned within five days of receipt, and before the completion of the first lesson assignment, the school may charge:

An amount equal to 15 percent of the tuition cost, or \$250, whichever is less; that being established as its registration fee, and

The total cost of books and supplies.

If withdrawal or termination occurs after the completion of the first lesson assignment and before 50 percent of the total lesson assignments are completed, the student shall be entitled to a pro rata refund of the tuition when the amount paid for the instructional program exceeds the charges owed to the school. In addition to the pro-rated tuition charge, the school may retain the registration fee, book and supply fees, and any other legitimate charges owed by the student;

If withdrawal or termination occurs after completion of 50 percent or more of the total lesson assignments, the student shall be obligated for the tuition charged for the entire instructional program and shall not be entitled to any refund.

For cancellation under Subsections 1 (a)-(d), the “date of enrollment” will be determined:

When enrollment occurs by a document exchange through a mail delivery service, the enrollment date shall be the date the enrollment agreement is signed by both the student and the authorized school official, whichever is later;

When the enrollment occurs online, the date of enrollment will be the date the school receives:

A copy of the enrollment agreement signed by the student and the student is granted access to the program,
or

Submission of student enrollment information through a secured website. The website must have a registration process that includes, but is not limited to, statements detailing the legal and financial obligations related to enrollment in the school. The student must verify that he/she has read and understands the enrollment agreement. A copy of the student enrollment agreement information that includes “a declaration by the student acknowledging the reading, understand and acceptance of the enrollment obligations” shall be placed in the student file in lieu of a signed enrollment agreement.



Attendance Policy

Attendance

Our attendance policy is designed to ensure that all apprentices can fully benefit from their educational experience. Regular attendance not only contributes to an apprentice's academic success but also enhances their understanding of course material through active participation in discussions, group activities, and direct learning opportunities. Instructors take attendance daily and turn it into the office.

Students are allowed two absences fall and winter terms.

Students are allowed one absence spring term.

Students may be required to attend special classes outside normal school hours. Advanced notice will be given.

Tardies

The plumbing apprenticeship program is a hybrid program that requires both related training instruction and on the job training hours. All hours are to be tracked and accounted for per the state of Oregon. As such, Classes begin promptly at 6 p.m. Students arriving after 6pm will not be allowed entry into the facility.

Students are allowed one 15 minute tardy per term.

Subsequent tardies will be marked as absences. Absences are reported to the Apprenticeship Department for processing after Midterms and Finals.

Course Hours - Related Training (RT) Hours

For break down of Related Training Hours please see the *Required Related Training (RT) Hours* page in this catalog.

Leaves of Absences

Please see the *Required Related Training (RT) Hours* page in this catalog for short term absences. For longer absences, please see the next page as it has the "Suspension" section from the Area II Plumbers JATC Policies and Procedures which covers absences of up to six (6) months or longer.



Attendance Policy Continued...

12. SUSPENSION

12.1 Suspension of an apprentice means that you are considered to have temporarily withdrawn from the program and will be suspended without possessing a valid Plumber Apprentice License during the period of suspension. You may not work in the trade during the period of suspension. You may request a suspension only if:

- a. You are not able to work in the trade.
- b. Legally Protected leave

12.2 An apprentice who seeks a suspension from active participation in the program must:

- a. Submit such a request in writing, accompanied by your current Plumber Apprentice License, to the Administrator, and
- b. If possible, attend the committee meeting where your request will be considered.

12.3 The program administrator will notify you of the date, time and place of the next committee meeting.

12.4 The committee will grant a suspension for:

- a. Six (6) month period.
- b. Extensions may be requested that comply with applicable laws regarding leaves of absence.
- c. 1 extension up to six (6) months.

12.5 If the suspension is not approved, the requesting apprentice will need to work at the trade or file a request to be cancelled with the Administrator.

12.6 Suspension will not be granted for apprentices that are pending disciplinary action, or on probationary discipline, have been cited to appear or proposed for cancelation, or have been determined and noticed that they are "not in good standing".

12.7 Probationary apprentices may be granted a voluntary suspension, but the time spent away will not count towards their probationary time of one (1) year or 1,000 OJT hours. Their probationary period will continue upon their return.

12.8 A suspended Apprentice can request to be reinstated up to or at the end of their suspension by submitting a request to the Area II office for the Committee to review.

- a. The Apprentice will be canceled if there has been no communication of reinstatement with Area II when their suspension time is up.



Grading Criteria / Policies

Grade Basis			
A	90% - 100%	P	Pass
B	80% - 89%	I	Incomplete
C	75% - 79%		
D	60% - 74%		
F	59% or Less		

- ◆ Late Work Policy: The instructor determines whether an assignment is late. The instructor publishes a due date. If a student fails to meet the required due date it is their responsibility to speak with their instructor if there are extenuating circumstances.
- ◆ Extra Credit Policy: We do not issue extra credit on homework/assignments, quizzes or tests.
- ◆ A minimum of 144 Related Training (RT) hours are required each year.
- ◆ Related Training courses must be completed with a grade of C or better to progress through the program.
- ◆ Grades and Related Training (RT) hours are made available to students at the end of each term via Area II Plumbers JATC's learning platform or email. Instructors will update students frequently through out the term as well.
- ◆ If students has questions about their progress or final grades/hours, they can communicate directly to their instructor. If the issue is unresolved, they can refer to the Area II Plumbers JATC Student Code of Conduct for grade appeals.
- ◆ Per Area II Plumbers JATC Policies and Procedures:

f. An apprentice must obtain a minimum grade of "C" for each term of related training. Failure to do so may result in:

1. *Cancellation (If they are a probationary apprentice, have failed more than one term, or have failed a term and have a 3rd notice for late/missing/incomplete MWPR's).*
2. *Disciplinary probation (apprentices who are not in their probationary period or on disciplinary probation already).*
3. *Repeating the failed course when it is offered again (taking it as a summer class or during it's regular term).*
4. *Placed on the Not In Good Standing list (if unemployed) and given a corrective action plan on how to get back into good standing.*
5. *No advancement in the program will be granted until successful completion of the failed related training. (i.e. re-rate or phased supervision).*
6. *An apprentice may be cancelled if they are unable to pass a certain term after their 2nd consecutive attempt.*



License Exam

Per Area II Plumbers JATC Policies and Procedures:

- 15.1 The committee will refer apprentices to take the Plumber's State License exam after they have successfully completed the on-the-job and related training requirements of the program.
- 15.2 Prior to being referred for the license exam, an Apprentice:
 - Must be in 8th Period.
 - The minimum required total OJT hours (7700 hours).
 - At least 50% of the work hours for each process listed in the program standards. When an apprentice is unable to fulfill the total work hours in each work process, the committee will evaluate the apprentice's knowledge, skills and abilities and provide appropriate additional related instruction to assure that competency is acquired in each work process. The evaluation and summary of the additional instruction will be noted in the apprentice's file.
 - Must have Employer's written evaluation on company letterhead or the JATC form.
 - A Refer to Exam Letter/Agreement must be signed by both the apprentice and the Training Agent.
 - Monthly progress reports must be properly completed and current.
 - All required related training courses must be completed and passed with a grade of "C" or above.
 - Tuition for all classes must be paid in full.
 - 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.



Probation, Termination, & Reinstatement Policies

Per the Area II Plumbers JATC Standards, Policies, and Procedures of the Apprenticeship Department:

5. INITIAL PROBATIONARY PERIOD:

- A. All apprentices are subject to an initial probationary period, stated in hours of employment, beginning on the effective date of the apprentice's current registration into the program. During this time, the apprentice's appeal rights are restricted, and the Sponsor may terminate an apprenticeship agreement without cause. (ORS 660.126 (1g))
- B. The initial probationary period must be reasonable in relationship to the full term of the apprenticeship unless otherwise required by Civil Service, Collective Bargaining Agreement (CBA) or law. It cannot exceed one year (12 months) or 25 percent of the length of the program, whichever is shorter. (ORS 660.126 (1g))
- C. During the initial probationary period either party to the agreement may terminate the apprenticeship agreement upon written notice to the Apprenticeship and Training Division of the Oregon Bureau of Labor and Industries. (ORS 660.126 (1g) & ORS 660.060 (6))
- D. Full appeal rights are available to apprentices who have completed the initial probationary period. After the probationary period the Sponsor may only suspend, cancel or terminate the apprenticeship agreement for good cause, with prior written notice to the apprentice, and with written notice to the apprentice and to the Apprenticeship and Training Division of the Bureau of Labor and Industries of the final action taken by the committee. (ORS 660.060 (6) & (7) and section 10 of this standard)

10. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

- A. The Sponsor shall administer its program in conformity with its approved standards, with the provisions of ORS 660.002 to 660.210, and with the rules and policies of the council and the division. The Sponsor shall establish policies to meet these requirements and list them in this section. The Sponsor shall maintain a separate document for the procedures it will utilize to implement its policies. (ORS 660.137 (2) and OAR 839-011-0073)
- B. The committee may include provisions for committee-imposed "disciplinary probation," which is a time assessed when the apprentice's progress is not satisfactory; a "disciplinary probation" may only be used to provide an opportunity for the apprentice to correct deficiencies and cannot affect the apprentice's appeal rights after the initial probation is completed. (ORS 660.137 (4))
- C. During disciplinary probation the committee may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take other disciplinary action. (ORS 660.137 (4))
- D. The apprentice has the right to file an appeal of the committee's disciplinary action with the Director of the Apprenticeship and Training Division. (ORS 660.120, OAR 839-011-0090 and OAR 839-011-0093)



Probation, Termination & Reinstatement Policies of the Apprenticeship Department Continued...

10. PROBATIONARY PERIOD

10.1 The probationary period shall be the first 1,000 OJT hours of employment, or one year after the current registration to this standard, whichever is shorter. (See ORS 660.126 (g)) During such period, either the apprentice or this committee may terminate the apprenticeship agreement upon written notice to ATD if the following criteria are not met:

- a. Progress in related training;
- b. Maintain employment with an Area II Training Agent;
- c. Positive employer monthly reports regarding OJT;
- d. Follow all policy requirements.

Disciplinary Probation

Disciplinary probation is a six (6) month probation given to student who violates the Area II Standards, Policies, and, Procedures. During the six month probation the student may have phased supervision revoked, lose a re-rate, and/or not be granted phased supervision or a re-rate. Those wishing to be referred to the state licensing exam will not be referred while on disciplinary probation. Students on disciplinary probation also risk cancellation if they violate any other Area II Standards, Policies, and Procedures.

13. NOTICE TO APPEAR/PROPOSED CANCELLATION/FINAL CANCELLATION

13.1 A Notice to Appear by the JATC means that the Apprentice/Training Agent requested must appear unless the problem has been resolved prior to the meeting date and you are excused by notice from Area II.

13.2 Failing to appear or correct the problem prior to the next in-person meeting date will result in the Apprentice/Training Agent being cancelled or being issued a Proposed Cancellation your being issued a Proposed Cancellation.

13.3 A Final Cancellation will be issued at the next meeting if the Apprentice/Training Agent fails to appear as requested for a Proposed Cancellation.

13.4 If an Apprentice is cancelled from the program for cause, they may not apply to re-enter the program for a period of one (1) year from the effective date of the cancellation. They must wait for a program opening after the one (1) year to reapply and meet the minimum qualifications required at that time.

13.5 See 17.4(g) for how Training Agents can re-enter the program after cancellation.

13.6 MISCELLANEOUS CAUSES FOR POSSIBLE CANCELLATION:

- a. Documented absenteeism or tardiness from work (employer defined).



Probation, Termination & Reinstatement Policies of the Apprenticeship Department Continued...

- b. More than two (2) documented releases from Training Agent within a six (6) month period. This does not include “short call” jobs.
- c. More than three (3) documented releases from Training Agents within a six (6) month period for “short call” jobs.
- d. Failing to comply with state codes and/or regulation resulting in the Apprentice being investigated by a state governing agency.
- e. Violation of the Area II Standards, Policies, and Procedures and/or refusal to sign required paperwork.

Reinstatement

2. EXPERIENCED APPRENTICE

Individuals who have completed the probationary period in a registered plumbing apprenticeship program may apply to this program at any time provided they:

- a. Meet the current minimum qualifications of this program;
- b. Gained their experience during the 5 years prior to making application; and
- c. Were not terminated from an apprenticeship program for cause.

These individuals will be scored and placed at the bottom of the out-of-work list.

- d. Former apprentices who apply during a program opening will be accepted if they meet the current minimum qualifications. They will be placed on the out-of-work list per the selection procedure. Former apprentices who have been cancelled from the program for cause may not reapply for a period of one year from the date of their cancellation. They must meet the current minimum qualifications for the program at the time they reapply.

For a complete listing of policies and procedures of the Apprenticeship Department for warnings, disciplinary probation, cancellation, and reinstatement, please visit our website (www.area2app.com/pps/) to view the Area II Plumbers JATC Policies & Procedures and the Area II Plumbers JATC Standards.

Please also see the Adult Education Department’s Area II Plumbers JATC Student Code of Conduct on our website (www.area2app.com/student-handbooks/) to view the Adult Education Departments warnings, disciplinary probation, cancellation, and reinstatement procedures.

For Students that are cancelled from the program, the state defined cancellation and refund policies (OAR 715-045-0036 and 715-045-0037) will be used for tuition reimbursements if applicable.



Complaint & Appeal Procedures

Per the Apprenticeship Department's Area II Plumbers JATC Policies and Procedures:

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.

Per the Apprenticeship Department's Area II Plumbers JATC Standards:

E. Complaint and Appeal Procedures:

- i. Each committee shall adopt and submit complaint review procedures for Division approval. (OAR 839-011-0084 (3g))
- ii. All approved committees are expected to administer the program's approved complaint review process in a fair and consistent manner. (ORS 660.120, ORS 660.060 & OPEEO Section 14)
- iii. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section. (ORS 660.126 (2))
- iv. After the initial probationary period the apprenticeship agreement may be canceled by a written request from the apprentice. (ORS 660.126 (1g) ORS 660.060 (7))
- v. After the initial probationary period the committee may only suspend, cancel or terminate the apprentice agreement for good cause, which includes but is not limited to: failure to report to work, nonattendance at related instruction, failure to submit work progress reports and lack of response to committee citations. (ORS 660.060 (7))
 - a. Due notice and a reasonable opportunity for correction must be provided to the apprentice.



Apprenticeship Department's Complaint & Appeal Procedures Continued...

Per the Apprenticeship Department's Area II Plumbers JATC Standards Continued...

- b. Upon suspension a written notice must be provided to the apprentice and to the Apprenticeship and Training Division.
 - c. Upon cancellation a written notice must be provided to the apprentice and to the Apprenticeship and Training Division.
- vi. Each committee shall utilize the following procedures and timelines for disciplinary action (cancellation or termination). Committees may adopt and submit alternate complaint procedures, for Division review and approval, providing the procedures are reasonably expected to offer equal protection to the apprentice. (ORS 660.137, OAR 839-011-0175)
 - a. At least 22 days prior to potential disciplinary action by a committee (OAR 839-011-0175):
 - The committee must notify the apprentice in writing of alleged reason for the proposed disciplinary action and potential action to be taken if the allegation is substantiated
 - The decisions are effective immediately upon committee action
 - The committee will send written reason(s) for such action to the apprentice by registered or certified mail and will include the appeal rights of the apprentice.
 - b. Within 30 days of receipt of committee decision the apprentice may request reconsideration of the action taken by the committee
 - The apprentice's request for the local committee to reconsider their disciplinary action must be submitted in writing and must include the reason(s) the apprentice believes the committee should reconsider the disciplinary action.
- vii. Within 30 days of apprentice's request for reconsideration
 - The local committee must provide written notification of their final decision including the appeal rights of the apprentice if the committee upholds its decision on the disciplinary action
- viii. If the apprentice chooses to pursue the complaint further
 - a. Within 30 days of notification of the committee's final action
 - The apprentice must submit the complaint describing in writing the issues associated with the disciplinary action to the Director of the Apprenticeship and Training Division
 - The apprentice must describe the controversy and provide any backup information
 - The apprentice must also provide this information to the local committee/organization
 - b. Within 60 working days the Director of the Apprenticeship and Training Division will complete a review of the record
 - If no settlement is agreed upon during review, the Director must issue a non-binding written decision resolving the controversy.
- ix. If the apprentice or local committee disputes the Director's decision



Apprenticeship Department's Complaint & Appeal Procedures Continued...

Per the Apprenticeship Department's Area II Plumbers JATC Standards Continued...

- a. Within 30 days of Director's decision the dissenting party must submit a request for the OSATC to hear its case
 - Request must be in writing
 - Must specify reasons supporting the request
 - Request and supporting documents must be given to all parties
 - OSATC Rules and Policy Sub-Committee conducts hearing within 45 days and reports its findings to the next regular quarterly meeting of the OSATC
 - The OSATC renders a decision based on the sub-committee's report.
- b. Within 30 days of the OSATC meeting
 - The Secretary of the OSATC issues the decision in writing.

Please also see the Adult Education Department's Area II Plumbers JATC Student Code of Conduct on our website (www.area2app.com/student-handbooks/) to view the Adult Education Departments warnings, disciplinary probation, cancellation, and reinstatement procedures.

Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact: Higher Education Coordinating Commission, Private Career Schools, 3225 25th Street SE, OR 97302. After consultation with appropriate Commission staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the Commission will begin the complaint investigation process as defined in OAR 715-045-0023 Appeals and Complaints.



Student Code of Conduct & Rights and Responsibilities

Student Code of Conduct

Area II Plumbers JATC requires and participants to act with integrity and responsibility as members of the academic community. The program ensures fair treatment through due process in disciplinary matters and provides equitable procedures for addressing other complaints or concerns.

The Code of Student Conduct at Area II Plumbers JATC exists to establish clear expectations for student behavior that support a safe, respectful, and inclusive learning environment—whether in the classroom, on the job site, or online. It serves to educate students about their responsibilities as members of a professional learning community, where individual rights are balanced with the standards necessary for a productive and respectful academic and training environment.

Grounded in the principles outlined in the Student Rights and Responsibilities, the Code promotes personal accountability, professionalism, and sound decision-making. Area II Plumbers JATC believes that learning thrives in an atmosphere where all individuals are treated with dignity and respect, and where diverse perspectives contribute to meaningful and respectful discourse. By fostering community standards, this Code encourages students to engage thoughtfully and conduct themselves in a manner that upholds the values of integrity, inclusion, and mutual respect.

For the complete Area II Plumbers JATC Student Code of Conduct, please visit our website (www.area2app.com/student-handbooks/) and select the link for the Area II Plumbers JATC Student Code of Conduct.

Student Right and Responsibilities

Area II Plumbers JATC is a non-profit plumbing apprenticeship program offering students the opportunity to gain experience and use plumbing skills that can develop into a lifetime career. The Student Rights and Responsibilities outlines the entitlements and obligations of individuals who join the Area II apprenticeship program through enrollment.

For the complete Area II Plumbers JATC Student Rights and Responsibilities, please visit our website (www.area2app.com/student-handbooks/) and select the link for the Area II Plumbers JATC Student Rights and Responsibility.



Discrimination Policy

Per the Apprenticeship Department's Area II Plumbers JATC Standards:

EEO PLEDGE

AREA II PLUMBERS JATC shall not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 18 years old or older. **AREA II PLUMBERS JATC** shall take affirmative action to provide equal opportunity in apprenticeship and shall operate the apprenticeship program as required under these rules and Title 29 CFR, part 30.

C. DISCRIMINATION COMPLAINTS:

- i. Any apprentice or applicant for apprenticeship who believes they have been discriminated against with regards to apprenticeship by the committee may file a complaint. (OAR 839-011-0200 / OPEEO Section 14)
- ii. The basis of the complaint may be:
 - a. Discrimination on the basis of race, sex, color, religion, national origin, age, disability or as otherwise specified by law by a sponsor or a sponsor's program
 - b. The equal employment opportunity plan has not been followed; or
 - c. The Sponsor's equal employment opportunity plan does not comply with the requirements of the Oregon Equal Employment Opportunity in Apprenticeship Plan.
- iii. Generally, a complaint must be filed within three hundred (300) days of the alleged discrimination or specified failure to follow the equal opportunity standards. However, for good cause shown, the Registration Agency may extend the filing time.
- iv. The written complaint must include the name, address and telephone number of the person allegedly discriminated against, the sponsor involved and a description of the circumstances of the complaint, a short description of the events that took place, and the complainant's signature.
- v. For complaints dealing with program operations see section 10 (Administrative Disciplinary Procedures) of this standard.

Per the Adult Education Department's Area II Plumbers JATC Student Code of Conduct:

Area II Plumbers JATC is committed to fostering an inclusive, respectful, and equitable environment where all individuals are free from harassment and discrimination. Any behavior that targets a person or group in a harmful, threatening, or demeaning way—particularly when based on protected characteristics—is strictly prohibited and subject to disciplinary action.

Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries. To view the Apprenticeship Department's Standards please visit our website (www.area2app.com/pps/) and to view the Adult Education Department's Student Code of Conduct (www.area2app.com/student-handbooks/) and select the link for the Area II Plumbers JATC Student Code of Conduct.

Area II Plumbers JATC will enforce policies governing employees in situations where instructional staff or other school personnel have been found to engage in discriminatory behavior.



Student Services

Per the Apprenticeship Department's Area II Plumbers JATC Standards:

- vii. The Sponsor has the obligation and responsibility to provide, within the constraints of industry and market conditions, reasonably continuous employment for all apprentices in the program. (ORS 660.126, ORS 660.020, and OAR 839-011-0310 (2))
 - a. The committee may arrange to transfer an apprentice from one training agent to another or to another committee when the committee is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in this Standard.
 - b. If, for any reason, a layoff of an apprentice occurs, the Apprenticeship Agreement will remain in effect unless canceled by the committee.

Area II Plumbers JATC provides placement assistance with our Area II Training Agents while the student is in our program. We do not and cannot guarantee employment once the student has left our program.

Area II Plumbers JATC does not assist students with creating resumes, job interviews, job search techniques, or housing.



Student Records

Area II Plumbers JATC follows the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

Please note that our school cannot release a student's educational documents to a parent, or anyone, if the student is an adult. Exceptions can only be made if the student specifically grants permission or the student is still claimed as a dependent.

Also, Per the Adult Education Department's Area II Plumbers JATC Student Code of Conduct:

Student Conduct Records

1. Disciplinary outcomes may be included in the educational records of both the student who filed the complaint, and the student accused of misconduct. Most disciplinary records, excluding expulsions, may be eligible for removal seven years after the academic term in which the violation occurred.
 - Records related to Academic Honesty violations may be considered for removal after two years from the date of the incident.
1. Documentation related to conduct proceedings—including findings and any resulting sanctions—is classified as part of the educational record for both the responding student(s) and any identified student complainant(s), in accordance with federal and institutional privacy regulations.

Students who wish access to their files may do so by sending an email to aeinfo@area2app.com. In the body of the email, the student needs to state:

- 1) Full Name
- 2) Address
- 3) Phone number
- 4) Documents they are requesting (i.e. MWPR's, paperwork turned in with application, etc.)

Once a request for documentation is received, it will then be directed to the correct department for processing.

