



TRAINING AGENT REGISTRATION AGREEMENT

(To be completed by employer and submitted to committee)

Committee Name				MA#
Occupation(s)				
Address	City	State	ZIP+4	Phone

Employer Name				
Address				
City	State	ZIP+4	Telephone	
Contact Person	E-mail	FAX		

By entering into this agreement the EMPLOYER understands and agrees:

- a. To be bound by the committee's apprenticeship and training standards approved by the Oregon State Apprenticeship and Training Council, and by the terms and conditions stated in this agreement; and
- b. To provide the committee with access to the employer's facilities and training materials to assure that training quality is maintained as set forth in the standards.

The EMPLOYER certifies that:

- a. Their primary place of business is located in the geographic area approved for the standards (*if not, the business may only apply for traveling training agent status; see Traveling Training Agent Registration Agreement form*);
- b. They are not registered in another Oregon committee as a primary training agent for the same occupation (*if so, the business may only apply for traveling training agent status; see Traveling Training Agent Registration Agreement form*);
- c. They will maintain continuous coverage of workers compensation insurance;
- d. They are registered with the Oregon Construction Contractors Board (if a contractor);
- e. They are registered with the Oregon Corporation Division (if a corporation);
- f. They abide by all Oregon wage and hour laws, including the prevailing wage rate on covered work;
- g. They have and will continue to have a sufficient number of journey workers in the occupation to provide proper supervision and maintain the required ratio of apprentices (or trainees) to journey workers; and
- h. They have received a copy of the standards, which are incorporated into this agreement.

Signature of Employer:

Signature	Title	Date
Printed Name		

Signature of Committee Chair, Secretary, or Authorized Representative:

Signature	Committee Approval Date
Printed Name	Effective Approval Date

OSATC approval of agreement form: 12/20/07

Effective April 1, 2009: To register a new training agent, committees must submit a completed registration form with original signatures to the Division with meeting minutes approving the employer.

Training Agent Application

(Submit to apprenticeship@chemeketa.edu)

Mid-Valley HVAC/R JATC MA # 2026

Trade: HVAC/R Technicians



Apprenticeship

Chemeketa Community College

Company Name _____ Phone _____

Primary Contact _____ Email _____

Mailing Address _____

Physical Address (if different) _____

City _____ State _____ Zip _____

Date Firm Established _____ CCB # _____
Month / Year

Business Owner's Name _____ Phone _____

Email _____

Workers' Comp Insurance Carrier _____ # Journey-workers _____

Description of Work Performed with HVAC/R Systems:

- Install Repair HVAC
 Maintain Refrigeration

Other, please describe _____

The official whose signature follows hereby applies for approval on behalf of their company as a Training Agent. If approved, the firm agrees to train HVAC/R technicians according to the provisions of applicable standards and agreements.

Signature of Company Official Title

Printed Name Date

The Mid-Valley HVAC/R JATC approves the employer as a Training Agent under the Standards of this committee in the HVAC/R trade.

Signature of JATC Official Title

Printed Name Date

Approval Date:

Effective Date:

Chemeketa Apprenticeship Department | apprenticeship@chemeketa.edu | 503.399.5255

PO Box 14007, Salem, OR 97309-7070



Apprenticeship
Chemeketa Community College

Mid-Valley HVAC/R JATC MA#2026
Chemeketa Community College, Administrator & Fiscal Agent
Building 33, Room 101, 4000 Lancaster Drive NE
PO Box 14007, Salem, OR 97309-7070

HVAC/R Training Agent Agreement & Fee Schedule

New Training Agent Application Fee	\$ 250
Returning Training Agent Application Fee	\$ 500
Training Agent Monthly Admin Fee	\$ 25
Apprentice Fee (per apprentice/per month)	\$ 40

This agreement is made by and between Chemeketa Community College, acting as administrator and fiscal agent for Mid-Valley HVAC/R JATC MA#2026 and between:

Print Training Agent Company Name

By my signature below, I understand and agree to pay Chemeketa Community College the Training Agent monthly administration fee of \$25 and the Apprentice monthly fee of \$40 for each apprentice in my employ. Application fees are due after approval. Monthly fees are invoiced quarterly and due within 30 days.

Signature of Company Official

Title

Printed Name

Date

Address

Email

Phone

Approved by Megan Cogswell, Committee Administrator

Date

Chemeketa Apprenticeship Department | apprenticeship@chemeketa.edu | 503.399.5255
PO Box 14007, Salem, OR 97309-7070



Apprenticeship
Chemeketa Community College

HVAC/R Training Agent Application - Site Visit

Company Name

A. Premises and Equipment

Applicant TA must provide photo evidence of the following:

- Torches for brazing
- Drill motors (minimum 2 inch) 1.5 inch drill and 2- $\frac{3}{8}$ inch drill
- OSHA-approved ladder
 - Step ladder
 - Extension ladder
- Test equipment
 - Multi-meter
 - Micron gauge
 - Refrigeration gauges
 - Vacuum pump
- Refrigeration recovery unit (EPA approved)

The premises and equipment of the applicant TA (excluding traveling TAs) may be viewed by a member of the committee prior to approval as a training agent to determine the applicant is qualified, has the minimum facilities and training conditions required of an employer to serve as an approved training agent. In most cases, photos submitted with the applications satisfy this requirement.

B. License

Please submit a photo of the LE/B license(s) for supervising journey-level workers. At least one is required with the application.

Date Photos Reviewed:	Date Approved:
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**Chemeketa Community College
Apprenticeship Department
Building 33, Room 101
4000 Lancaster Drive NE
PO Box 14007
Salem, OR 97309-7070**

Training Agent Acknowledgement of Receipt

Please complete and return to Committee

This handbook contains policies and regulations which apply to me, and by which I agree to be bound. I further agree to be bound by any amendments, which may be legally adopted by the Committee and communicated to me.

I acknowledge receipt of a copy of these:

- 1) [Mid-Valley HVAC/R Apprenticeship Standards](#)
- 2) Mid-Valley HVAC/R JATC Apprenticeship Committee Policies and Procedures

Print Name

Date

Signature

Date



Apprenticeship
Chemeketa Community College

HVAC/R Wage Scale

<i>Mid-Valley HVAC/R MA #2026 Wage Scale</i>			
<i>Period</i>	<i>Required OJT Hours</i>	<i>% of Journey-level Rate</i>	<i>J-Wage \$31.96</i>
1	0-1,000	50%	\$15.98
2	1,001-2,000	55%	\$17.58
3	2,001-3,000	60%	\$19.18
4	3,001-4,000	65%	\$20.77
5	4,001-5,000	70%	\$22.37
6	5,001-6,000	75%	\$23.97
7	6,001-7,000	85%	\$27.17
8	7,001-8,000	90%	\$28.76

Effective February 1, 2022