



# APPRENTICESHIP AND TRAINING DIVISION TRAINING AGENT REGISTRATION AGREEMENT

**Effective July 1, 2022**

*(To be completed by employer and submitted to committee)*

Committee Name			MA #
Occupation(s)			
Address			
City	State	Zip Code	Phone

Employer Name			
Address			
City	State	Zip Code	Phone
Contact Person	Email		Youth Certificate# (Youth TA Only)

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 ensure 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 abide by all child labor laws (if employing youth apprentices);
- h. 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
- i. They have received a copy of the standards, which are incorporated into this agreement.

**Signature of Employer Training Agent:**

Signature	Title	Date
Printed Name		

**Signature of Committee Chair, Secretary, or Authorized Representative:**

Signature	Committee Approval Date
Printed Name	Effective Date

# Training Agent Application

(Submit to [apprenticeship@chemeketa.edu](mailto: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](mailto: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 Committee Administrator*

*Date*

Chemeketa Apprenticeship Department | [apprenticeship@chemeketa.edu](mailto:apprenticeship@chemeketa.edu) | 503.399.5255  
PO Box 14007, Salem, OR 97309-7070



Apprenticeship  
Chemeketa Community College

## HVAC/R Training Agent Application - Site Visit

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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

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Print Name

Date

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Signature

Date



Apprenticeship  
Chemeketa Community College

**2023 Mid-Valley HVAC/R Approved Wage - \$34.93**

<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 \$34.93</i>
<b>1</b>	<b>0 - 1,000</b>	<b>50%</b>	<b>\$17.47</b>
<b>2</b>	<b>1,001 - 2,000</b>	<b>55%</b>	<b>\$19.21</b>
<b>3</b>	<b>2,001 - 3,000</b>	<b>60%</b>	<b>\$20.96</b>
<b>4</b>	<b>3,001 - 4,000</b>	<b>65%</b>	<b>\$22.70</b>
<b>5</b>	<b>4,001 - 5,000</b>	<b>70%</b>	<b>\$24.45</b>
<b>6</b>	<b>5,001 - 6,000</b>	<b>75%</b>	<b>\$26.20</b>
<b>7</b>	<b>6,001 - 7,000</b>	<b>85%</b>	<b>\$29.69</b>
<b>8</b>	<b>7,001 - 8,000</b>	<b>90%</b>	<b>\$31.44</b>

*Effective February 1, 2023*