**Apprenticeship Indenture Procedure Check List**

### Apprentice Indenture Procedure

**All items below must be submitted 10 days prior to a committee meeting.**

**To Do:** ☑

**Complete WHITE 'Apprentice Registration Agreement' form:**
- Front: Entire Document: Name, Social Security #, Address, Phone, Gender, Race/Ethnicity, Date of Birth,
- Front Continued: Vet Status, Education, Social Security Disclosure Agreement, Sign and Date.
- Back: Apprentice Name - Top Left Corner
- Back: Average Journey Wage - Under 'Record of Committee Action'
- Back: Apprentice Signature and Date - Under 'Signature' Section

**Submit a copy of the high school transcript or GED Test Scores**
An unofficial or official copy will be accepted.

**Complete PCC admission/entrance procedure**
- Go to any main PCC Campus or the web [http://www.pcc.edu/admissions/](http://www.pcc.edu/admissions/)

**Submit a copy of the PCC placement exam scores**
- Call 971-722-5234 for times or go to [http://www.pcc.edu/resources/testing/](http://www.pcc.edu/resources/testing/)

**Submit completed 'Receipt of Policy' form**
- Form is on the last page of the Committee Policy Document - Signed by employer and apprentice

**Submit completed 'Apprenticeship Data Sheet' form**
- Complete all entries on the form

### Training Agent Approval Process

**All items below must be submitted 10 days prior to a committee meeting.**

**To Do:** ☑

**Complete GRAY 'Training Agent Registration Agreement' form:**
- Complete all entries on the front of form

**Complete YELLOW 'Training Agent Application' form:**
- Complete all entries on the front of form

**Complete the YELLOW 'Apprenticeship Administration Fee Agreement' form**

### Register for classes:

*(after completing the admission process)*

**To Do:** ☑

**Complete New Student Orientation**
- Go to [https://www.pcc.edu/orientation/](https://www.pcc.edu/orientation/)

**Locate your class**
- Select the term, select the subject 'Apprenticeship' from the drop down menu, click 'Show Classes'
- Go to [http://www.pcc.edu/schedule/](http://www.pcc.edu/schedule/)

**Register for class**
- Go to [http://www.pcc.edu/registration/](http://www.pcc.edu/registration/) - Many ways to register
- On-line at [http://my.pcc.edu/cp/home/displaylogin](http://my.pcc.edu/cp/home/displaylogin)
- In person, at an Admission & Registration office using the registration form found in our printed schedule
- Fax or FAX the registration form found in our printed schedule
- Phone: 971-722-8888 (you may have to wait on hold)

### Return completed application

**All items below must be submitted 10 days prior to a committee meeting.**

**To Do:** ☑

**Submit completed application packet to Apprenticeship Administrator**
- Until 8/25/14: PCC Cascade Campus, TEB 103, Attn: Katrina Cloud, 565 N. Killingsworth Street, Portland OR 97217
- After 8/25/14: PCC Swan Island Trades Center, TEB 108, Attn: Katrina Cloud, 6400 N. Cutter Circle, Portland OR 97217

**For Questions:** Call Katrina Cloud at 971-722-5651, Department Admin at 971-722-5650 or Department Chair at 971-722-5653.

**Important Notice:** Submit application fee and completed applications and a minimum of **10 days prior** to a committee meeting. Incomplete and late applications will not be added to the committee agenda. For a committee calendar visit the web at [http://www.pcc.edu/programs/apprenticeship/](http://www.pcc.edu/programs/apprenticeship/).

Application Fees can be paid by Money Order, Company Check or Cashier Check. [http://www.pcc.edu/programs/apprenticeship/payment.html](http://www.pcc.edu/programs/apprenticeship/payment.html)