Apprenticeship Program Summary Sheet
for
Southwestern Oregon Medical Assistants JATC (Allied Health West UAC)

To: Chief Eric Rood
From: Andrew Lee, Senior Apprenticeship Consultant
CC: Glenna Linn, Program Planning and Review
Date: April 30, 2019

Program Name: Southwestern Oregon Medical Assistants JATC (Allied Health West UAC)
Industry(s): Medical
DAS File No.: 10222

ACTIONS

X Purposed New Apprentice Program

Existing Apprenticeship Program Expanding Area of Operations
Expansion to (name proposed new Counties of Operation)

Existing Apprenticeship Program Changing Work or Training Processes on approved Occupation(s).

LIST OF LABOR ORGANIZATIONS REPRESENTING ANY OF THE APPRENTICES
N/A

SUMMARY

Southwestern Oregon Medical Assistants JATC (Allied Health West UAC) oversees the apprenticeship program herein and seeks approval as a California-registered Apprenticeship Program from the Department of Industrial Relations, Division of Apprenticeship Standards. The multi-employer, unilateral program's committee and its employer sponsors are made up of Southwestern Oregon Workforce Development Board with the intentions of working with Sutter Health and Open Door to provide the on-the-job training for apprenticeable occupation - Optical Assistants. Martinez Adult Education will serve as the local educational agency for Allied Health West UAC.
Apprenticeship Program Summary Sheet
for
Southwestern Oregon Medical Assistants JATC (Allied Health West UAC)

The Southwestern Oregon Medical Assistants JATC (Allied Health West UAC) will train its apprentices to serve as full-time employees for hospitals and medical offices throughout the State.

The apprenticeable occupations within the program consist of not less than 156 hours of related classroom instruction and 2000 hours of on-the-job training. Qualified instructors and class curriculum will be administered by Martinez Adult Education.

PROPOSED OCCUPATION(s) & WAGE RATES(s)

- Medical Assistants  O*NET - 31-9092.00

- Journey Worker Rate: estimated $15.00 per hour
- Proposed Apprentice Wage Rate(s):
  - Period 1 $10.50 per hour
  - Period 2 $10.75 per hour

- Projected No. of Apprentices: 35-50 apprentice per cohort
ARTICLE I Purpose and Policy

The parties hereto declare it to be their purpose and policy to establish an organized, planned system of apprenticeship, conducted as a management association undertaking. These standards have, therefore, been adopted and agreed upon under the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the trade, craft or occupation defined herein, to become effective upon their approval.

ARTICLE II Craft, Trade, Occupation

<table>
<thead>
<tr>
<th>OCCUPATION</th>
<th>O*NET CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant</td>
<td>31-9092.00</td>
</tr>
</tbody>
</table>

See Attachment

ARTICLE III Organization

There is hereby established the above named unilateral apprenticeship committee, covering all counties Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Los Angeles, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Francisco, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo, Yuba consisting of four (4) members, who shall be selected by and represent the employer organization(s) signatory hereto, and one apprenticeship consultant representing the Division of Apprenticeship Standards. In addition thereto, there shall be one advisor from the local school district(s) and such other advisors as the committee shall determine. Such advisors and the apprenticeship consultant shall act without vote.
ARTICLE IV  Jurisdiction

These standards shall apply to the employer organization signatory hereto, their members, to other employers who subscribe hereto, and to all apprentice agreements hereunder.

ARTICLE V  Functions

The functions of the apprenticeship committee shall be to:

1. develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice;

2. make periodic evaluations of the progress of each apprentice’s on-the-job training related and supplemental instruction;

3. establish a mechanism to be used for the rotation of the apprentice from work process to work process to assure the apprentice complete training;

4. ensure mobility between employers when essential to provide exposure and training in various work processes;

5. serve in an advisory capacity with employers and employees in matters pertaining to these standards;

6. aid in the adjustment of apprenticeship disputes;

7. develop fair and impartial selection procedures and an affirmative action plan in accordance with existing laws and regulations, and to apply them uniformly in the selection of applicants for apprenticeship. The selection procedures and affirmative action plan are included herein (Article XX);

ARTICLE VI  Responsibilities

The responsibilities of the apprenticeship committee shall be to:

1. supervise the administration and enforcement of these standards;

2. adopt such rules and regulations as are necessary to govern the program provided, however, that the rules and regulations do not conflict with these standards;

3. oversee the program’s ability, including financial ability, and commitment to meet and carry out its responsibilities under the federal and state law and regulations applicable to the apprenticeable occupation and for the welfare of the apprentice;

4. conduct orientations, workshops or other educational sessions for employers to explain the apprenticeship program’s standards and the operation of the apprenticeship program;

5. pass upon the qualification of employers under its jurisdiction and, when appropriate, to suspend or withdraw approval;
6. conduct on-going evaluation of the interest and capacity of employers to participate in apprenticeship program and to train apprentices on the job;

7. determine if an employer has the work site facilities, skilled workers as trainers at the work site, and equipment sufficient to train apprentices;

8. pass upon the qualifications of apprentice applicants;

9. file a signed copy of each apprentice agreement with the Secretary of the California Apprenticeship Council, with copies to all parties to the agreement;

10. establish and maintain a record system for on-the-job training and related instruction;

11. use every effort to keep the apprentice employed in a reasonably continuous manner and adequately instructed;

12. provide disciplinary procedures for apprentices including provisions for fair hearings;

13. adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards.

14. implement a program for training and education regarding illegal discrimination and sexual harassment;

15. prepare and submit an annual Self-Assessment Review, and Program Improvement Plan;

16. participate in the development of, and/or comply with approved industry training criteria;

17. insure there is meaningful representation of the interests of apprentices in the management of the program. (Establish an advisory panel in which apprentices are at least equally represented. The apprentice shall be represented on the advisory panel by at least three representatives, of the apprentice’s choice, who shall have full voice and vote on the panel except as to financial matters of matters that related to the administration or structure of an employee benefit plan or the administration or operation of a trust fund. The representative of the apprentices shall be selected by way of a secret ballot election among the apprentices conducted by the apprenticeship program not less than once every two (2) years. The advisory panel shall meet not less than once every quarter to address issues and concerns raised by and affecting the apprentices in the program.)

ARTICLE VII Definition of an Apprentice

An apprentice is a person at least 18 years of age, who has met the requirements for selection under the selection procedures, who is engaged in learning a designated trade and who has entered into a written apprentice agreement under the provisions of these standards.
ARTICLE VIII Duties of an Apprentice

Each apprentice shall satisfactorily perform all work and learning assignments both on the job and in related instruction and shall comply with the rules, regulations and decisions of the apprenticeship committee.

ARTICLE IX Apprentice Agreement

1. Each apprentice agreement shall conform to the State law governing apprentice agreements, and shall be signed by the employer or by the apprenticeship committee and by the apprentices and must be approved by the apprenticeship committee.

2. Each apprentice shall be furnished a copy of or be given an opportunity to study these standards before indenture. These standards shall be considered a part of the apprentice agreement as though expressly written therein.

ARTICLE X Termination and Transfer of Agreements

1. During the probationary period, an apprentice agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period an apprentice agreement may be terminated by the Administrator by mutual agreement of all the parties thereto or cancelled by the Administrator for good and sufficient reason.

2. If an employer is unable to fulfill his/her obligations to train under any apprentice agreement or in the event of a layoff, the apprenticeship committee may, with the approval of the Administrator, transfer such agreement to any other employer if the apprentice consents, and such other employer agrees to assume the obligation of said apprentice agreement.

ARTICLE XI Related and Supplemental Instruction

1. Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will be 156 hours per year approved by Hayward Adult School. Allied Health West shall administer the related and supplemental instruction. See attached course outline.

2. Required school time shall not be compensated.

ARTICLE XII Lay-off

1. If for any reason a lay-off of an apprentice occurs, the apprentice agreement shall remain in effect unless cancelled by the Administrator. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off.

2. There shall be no liability on the part of the employer or the UAC for an injury sustained by an apprentice engaged in schoolwork at a time when the apprentice is unemployed.
ARTICLE XIII Controversies
All controversies or differences concerning apprentice agreements that cannot be adjusted locally by the apprenticeship committee or otherwise shall be submitted to the Administrator for determination.

ARTICLE XIV Term of Apprenticeship
The term of apprenticeship shall be 2000 hours, within 15 months, with the first 500 hours extending over not more than four (4) months which shall be a tryout or probationary period for the trade.

ARTICLE XV Ratio
Apprentices will be employed at a ratio of 15 apprentices for the first 1 person regularly employed in the objective job classification, and additional apprentices at the rate of 2 to 1.

ARTICLE XVI Wage Schedule

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1000 hours</td>
<td>$11.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period 2</th>
<th>Wage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000-2000 hours</td>
<td>$12.50</td>
</tr>
</tbody>
</table>

1. Journeyman Scale: $15.00 Effective date: 1/1/2019
2. No Other Journeyman compensation
3. Advancement Schedule:
   To advance from one period to the next the apprentice shall have met the following requirements:
   A. shall have satisfactorily completed the indicated on-the-job work hours; and
   B. shall have satisfactorily completed the indicated months in the program;
   C. shall have satisfactorily completed the indicated related and supplemental instruction school hours;
4. Straight time 8 hours per day per week 40

5. Overtime provisions: Overtime shall be paid at not less than one and one-half (1 ½ times the straight time hourly rate of pay in excess of eight (8) hours per day. Likewise, overtime must be paid for hours in excess of forty (40) in any one work week.

So as not to interfere with schooling, overtime shall not be permitted when related instruction classes are scheduled.

Article XVII Work Training

1. The employer shall see that all apprentices are under the supervision of a qualified journeyman or instructor and shall provide the necessary diversified experience and training in order to train and develop the apprentice into a skilled worker, proficient in all the work processes of a trade as outlined herein. Apprentices shall also be trained in the use of new equipment, materials and processes as they come into use in the occupation.

2. The major work processes in which apprentices will be trained (although not necessarily in the order listed) and the approximate hours (not necessarily continuous) to be spent on each are as follows:

<table>
<thead>
<tr>
<th>Patient Interaction / Clinical Procedures / Misc. Procedures</th>
<th>1675</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Entry / Reporting / Coding</td>
<td>225</td>
</tr>
<tr>
<td>Care Team Interactions</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2000</strong></td>
</tr>
</tbody>
</table>

ARTICLE XVIII Safety & Health, and Recognition of Illegal Discrimination and Sexual Harassment

1. Each apprentice shall receive training and education in first aid, safe working practices and in the recognition of occupational health and safety hazards.

2. Each apprentice shall receive training in the recognition of illegal discrimination and sexual harassment.

ARTICLE XIX Certificate of Completion

1. Upon evidence of satisfactory completion of apprenticeship, and upon the recommendation of the apprenticeship committee, each apprentice will be issued a Certificate of Completion by the authority of the California Apprenticeship Council.

2. In recognition of unusual ability and progress, the apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than twelve and one-half (12 ½ percent).

3. An apprentice may be credited time for previous experience if that experience is of an approved nature, and shall have completed not less than six months as an apprentice.
ARTICLE XX
California Plan for Equal Opportunity in Apprenticeship
(See Attachment)

The foregoing standards are hereby agreed to and adopted on ________________________
(Committee approval date)

Employer Organization
Southwestern Oregon Workforce Investment Board
990 S. 2nd Street
Address
Coos Bay, OR 97420
City, State, Zip
Jake McClelland
Type Name of Authorized Representative
Executive Director
Title
March 18, 2019
Signature
Date

The foregoing apprenticeship standards, being in conformity with the rules and regulations of
the California Apprenticeship Council, the California Code of Regulations, and applicable
Federal Regulations are hereby approved ________________________ 2019
(DAS approval date)

Eric Rood, Chief of Apprenticeship Standards
Date
LIST OF COMMITTEE MEMBERS NAMES AND COMPANY ADDRESSES

Management Representatives

Jake McClelland
SOWIB
990 S. 2nd St.
Coos Bay, OR 97420
(541) 751-8529
jmcclelland@sowib.org

Heather Huntley
Bay Clinic
1750 Thompson Rd
Coos Bay, OR 97420
541-269-0333 (p) x 217
541-269-7389 (f)
hhuntley@bayclinic.us

Susan Molzahn
NBMC
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susan.molzahn@nbmconline.com

Connie Tompkins
Bay Clinic
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541-269-7389 (f)
ctompkins@bayclinic.net
Marika Parker  
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541-269-7389 (f)  
mparker@bayclinic.net

Martina Rodman  
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1900 Woodland Drive  
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541-267-5151 x 1327  
martina.rodman@nbmconline.com

Devan Wilson  
NBMC  
1900 Woodland Drive  
Coos Bay, OR 97420  
541-267-6161 x 1667  
Devan.wilson@nbmchealth.com

ADVISORS

NAME OF SCHOOL & REPRESENTATIVE

Suzanne Murphy, Director  
Martinez Adult Education  
600 F Street  
Martinez, CA 94553  
925-335-5890 ext 3963  
smurphy@martinezusd.net

Angela E. Webster, MPH, BSN, RN  
355 8th Avenue  
Coos Bay, OR 97420  
(541) 269-8576
DAS CONSULTANT NAME AND ADDRESS

California Department of Industrial Relations
Division of Apprenticeship Standards

<table>
<thead>
<tr>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Andrew Lee, Senior Apprenticeship Consultant</td>
</tr>
<tr>
<td>Address: 455 Golden Gate Avenue, 9th Floor</td>
</tr>
<tr>
<td>City: San Francisco</td>
</tr>
<tr>
<td>Zip Code: 94102</td>
</tr>
</tbody>
</table>

DAS-51 UAC Multi Occupation 03/18/15 Page 10 of 10
Occupation: Medical Assistant

ONET Code: 31-9092.00


The above-named Program Sponsor, in accordance with the California Plan for Equal Opportunity in Apprenticeship, declares the following to be its selection procedures.

I. Pledge: The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship for both minorities and women and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, Part 30, and equal opportunity regulation of the State of California.
II. Dissemination of Information:

Information will be disseminated in our area of jurisdiction to the following:

a. California Employment Development Department (see attached)

b. State of CA, Dept of Industrial Relations, Division of Apprenticeship Standards
   455 Golden Gate Avenue, 9th Floor, San Francisco, CA 94102

c. Office of Apprenticeship Training, Employer and Labor Services
   90 7th Street, Suite 17-100, San Francisco, CA 94103

d. County Superintendent of Schools (see attached)

e. Community Colleges (see attached)

f. Other Outreach, minority organizations, and women's groups that can be used to recruit and refer applicants to help meet program sponsor's goals and timetables.

III. Affirmative Action Program: We will engage in outreach and positive recruitment activities which will increase minority and women's participation in our area, as indicated.

IV. Written Applications: Applications will be taken
   Monday-Friday from 8AM to 5PM at
   Allied Health West Apprenticeship (UAC), 990 S. 2nd St. Coos Bay, OR 97420
   or applications may retrieved at www.sowib.org

V. Selection of Apprentice Applicants: Applicants will be selected by Method Number 4
   A. Minimum age of all applicants shall be 18 years. No maximum age.

   B. Educational prerequisites for entry: High School Diploma, GED, or Certificate of High School Equivalency, or a college degree from an accredited institution.

   C. Physical requirements for entry: (at no cost to applicant)

   D. Test (name and administered by whom), if any: N/A

   E. Oral Interview and subjects considered, if any, and ratings: N/A
F. All applicants will be notified in writing of acceptance or rejection. If rejected, reasons for rejection will be stated.

G. A ranked and rated pool of eligible applicants subject to selection for two (2) years will be established and maintained as follows:

And applicants will be employed as follows:

H. Applicants prior work experience and training will be evaluated by the committee at the time of indenture, and appropriate credit will be given toward a higher apprenticeship and/or wage bracket.

I. The committee by employer referral may select as his/her initial apprentice, without going to the pool, those incumbent employees who have been on his/her payroll for at least 360 hours prior to the employer's application for an apprentice and who meet the minimum qualifications for entry into the trade.

J. Form the Pool of Eligibles List only, the committee may dispatch one applicant, by name, to an Employer approved to train apprentices. The next apprentice dispatched to that signatory Employer must be selected from the top of the Pool of Eligibles List. Thereafter, apprentices dispatched to that signatory employer may be chosen by the committee alternating between the Top of the Pool of Eligibles List and by name from the Pool of Eligibles List.

VI. Goals and Time

Total Population in Area is 33,871,648 as of the 2000 census.

Percent of Females in the Work Force: 45.1%
Goal for Intake of Females 22.6%

Minorities (Men and Women)

<table>
<thead>
<tr>
<th>Ethnic Group</th>
<th>Goals for Total of active Apprentices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black (Not Hispanic)</td>
<td>6.7%</td>
</tr>
<tr>
<td>Asian &amp; Pacific Islander</td>
<td>8.6%</td>
</tr>
<tr>
<td>American Indian &amp; Alaskan Native</td>
<td>0.8%</td>
</tr>
<tr>
<td>Filipino</td>
<td>3.2%</td>
</tr>
<tr>
<td>Hispanic</td>
<td>32.4%</td>
</tr>
</tbody>
</table>

Total Minorities 51.6%
VII. Records: Records will be maintained for five years and kept at:

Allied Health West Apprenticeship (UAC) 990 S. 2nd St. Coos Bay, OR 97420

VIII. Program Sponsor will submit an annual compliance report to the Division of Apprenticeship Standards on or before the anniversary date of the program approval.

This Addendum to the Standards is submitted for approval of the Chief, Division of Apprenticeship Standards as adopted this 18th day of March, 2019.

Signed for the Program Sponsor:

[Signature]

Jake McClelland, Committee Chair, Allied Health West UAC  3/18/19

Andrew Lee, Senior Apprenticeship Consultant, Division of Apprenticeship Standards  3/18/19

The foregoing Addendum to the Standards, being in conformity with the rules and regulations of the California Apprenticeship Council, the California Code of Regulations, and applicable Federal Regulations is hereby approved this ___ day of _____________, 2019

[Signature]  Date

Eric Rood, Chief, Division of Apprenticeship Standards
February 28, 2019

DAS
1515 Clay Street Suite 301
Oakland CA 94612

To: Department of Industrial Relations, Division of Apprenticeship Standards,

This letter is to inform that Martinez Adult Education of the Martinez Unified School District will be willing to serve as the LEA for Allied Health West (UAC) Medical Assistant Apprenticeship Program. I have reviewed the curriculum that the program will be offering for the apprentices. The program uses an online learning environment to meet the educational needs of the apprentice and the flexibility to meet the OJT requirements.

Please feel free to contact me if you have any questions or require additional information.

Sincerely,

Suzanne L. Murphy
Director
Martinez Adult Education
smurphy@martinezusd.net
925-335-5803
Class Curriculum: The Clinical Medical Assistant curriculum provides apprentices with the study materials that enables them to perform the tasks associated with this trade.

Course Description

A. Foundational Knowledge and Basic Science
B. Anatomy & Physiology and Disease Processes
C. Clinical Patient Care
D. Patient Care Coordination and Education
E. Administrative Assisting
F. Communication and Customer Service
G. Medical Law and Ethics

Total Hours Per Year 156