

Department of Labor & Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



REQUEST FOR REVISION OF STANDARDS

L&I apprenticeship coordinator

TO: Washington State Apprenticeship & Training Council

From: IEC of Washington Apprenticeship and Training Committee

(NAME OF PROGRAM STANDARDS)

Request changes as follows:

See attached 29 pages

RECEIVED
Department of Labor & Industries

FEB 11 2015

Region 2 Apprenticeship
TUMWATER

RECEIVED
Department of Labor & Industries

MAR 06 2015

APPRENTICESHIP
TUMWATER

Authorized signatures

Chair *Training Director*
Secretary

Approved by:
Washington State Apprenticeship & Training Council

Secretary of WSATC:

Date:
02/14/2015

Date:

attach additional sheets if necessary

page of

Change as follows:

INTRODUCTORY STATEMENT

Sponsor Introductory Statement (Optional): **NONE**

Definitions applicable to these Standards:

Committee: IEC of Washington Apprenticeship and Training Committee

Contact information: Name, mailing address, email address, fax number and phone number

Disciplinary probation: After initial probationary period, a period of not more than 180 days wherein no advancements will be awarded, wages may be decreased and any violation of the Standards will result in cancellation of the individual's apprenticeship. Resultant cancellation is subject to appropriate summons, hearing and determination action by the Committee and does not invalidate any appeal rights the apprentice may have.

OJT: on-the-job training

I. GEOGRAPHIC AREA COVERED:

No changes

II. MINIMUM QUALIFICATIONS:

A pool of eligible applicants shall be established consisting of individuals who qualify for oral interview.

To qualify for oral interview an applicant must meet the following basic requirements.

Age: Minimum of 18 years of age.

Education: **Must meet one of the following:**
1. Must be a high school graduate; or
2. Have a qualifying GED score of

RECEIVED
Department of Labor &
Industries

FEB 14 2015

Region 2 Apprenticeship
TUMWATER

RECEIVED
Department of Labor & Industries

MAR 06 2015

APPRENTICESHIP
TUMWATER

FEB 14 2015

Region 2 Apprenticeship
TUKWILA

MAR 11 2015

APPRENTICESHIP
TUMWATER

- a. Average standard score of 225 or higher in the five tests in the battery (GED completed between 1943-1977);
 - b. Average standard score of 225 or higher in the five tests in the battery (GED completed between 1978-1987);
 - c. Average standard score of 225 or higher in the five tests in the battery (GED completed between 1988-2001);
 - d. Average standard score of 2250 or higher (GED completed between 2002-2013); or
3. Have a High School Equivalency (HSE) score of 600 or higher;
or
4. Have completed an Associate degree or higher

And must meet one of the following:

1. equivalent, with ~~one~~ One year of high school algebra with a score of "C" or better; or
2. One college quarter of algebra with a grade of "C" or better;
or
3. Have a qualifying GED Math section score of
 - a. 35 or higher (GED completed between 1943-1977);
 - b. 35 or higher (GED completed between 1978-1981);
 - c. 40 or higher (GED completed between 1981-1987);
 - d. 40 or higher (GED completed between 1988-2001);
 - e. 410 or higher (GED completed between 2002-continuing); or
4. HSE score of 150 or higher on the math portion; or;
5. Achieve a score of 3 on the Quantitative section of Wonderlic Ability to Benefit Test

Physical: Must be physically able to meet the needs of the trade.

Testing: Successfully complete the Wonderlick Ability to Benefit (WATB) Test with a combined score of 3 with a minimum score of 2 on the Verbal section.

Other: Applicants shall submit the following information to the Committee in addition to their application: Must possess valid state driver's license and social security number.
Must sign and submit affidavit of physical condition and physical ability to meet the needs of the trade.

1. Birth certificate or reliable information on date of birth.
2. A transcript of high school or college courses and grades demonstrating the satisfaction of the algebra requirement.
3. Proof of high school or equivalency completion
4. Valid state Driver License
5. Signed affidavit of physical condition and physical ability to meet the needs of the trade.

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

A. Selection Procedures:

1. Applications will be made available year round as individuals express an interest either in person at the IEC of WA apprenticeship office, by calling (866) 959-2432, request at outreach event, or by email request to info@iecofwa.org. ~~For physical address at the apprenticeship office, see section XIII of these standards.~~
2. ~~All applications shall be identical in form and requirements, and shall be numbered in sequence corresponding with the number appearing on the Application Log for person requesting application.~~
- 3.2. Applications will be accepted year round during regular business hours at the IEC Apprenticeship Office. All applications submitted must be signed by the applicant and include all supporting documents. An application fee will be charged at the time of submission.
- 4.3. In Order to be notified for an interview the applicant must provide documentation to verify minimum qualifications listed in Section II.
 - a. ~~Birth certificate, passport or other original document to verify applicant is at least 18 years of age at time of application.~~
 - b.a. High school diploma or official sealed high school or college transcripts showing high school completion or GED Certificate or HSE Certificate to verify the applicant is a high school graduate or GED equivalent.
 - b. Algebra requirement verification:
 - (1) Transcripts Official, sealed transcripts from high school showing 1 year of algebra completed with a grade of "C" or better; or
 - (2) Official, sealed transcripts from an accredited college or university showing 1 quarter of algebra completed with a grade of "C" or better; or
 - e.(3). ~~Transcript provided must show successful completion of algebra with a grade of "C" or better. Score a 3 on the Qualitative portion of the WATB.~~
 - d. ~~A valid state driver license~~
 - c. A signed affidavit of physical condition and physical ability to meet the needs of the trade (provided by the apprenticeship office.)
 - e.d. Original or true photocopy of Social Security Card.

RECEIVED
Department of Labor & Industries

MAR 11 2015

APPRENTICESHIP
TUMWATER

RECEIVED

Department of Labor & Industries

FEB 14 2015

Region 2 Apprenticeship
TUKWILA

Tracking and Registration System.

5.4. Applications will be reviewed periodically to determine eligibility for the apprenticeship.

- a. ~~Applicants who have not provided all documentation will be notified of deficiencies and will not be interviewed until sufficient documentation to verify the minimum qualifications have been met is submitted. Such applications will remain active for two years, after which, and unless submission of required documentation occurs, the application will be placed in an inactive file.~~ Applicants must provide completed application with documentation verifying all minimum qualifications within ninety (90) days of the date the application was issued. Failure to do so will render the applicant disqualified.
- b. Applicants who have provided documentation showing any minimum qualifications has not been met will be sent a notice of rejection including the reason for rejection and the program admission requirements. These applicants will receive no further consideration for apprenticeship. Once deficiencies have been corrected, the individual may reapply.
- c. Applicants who have submitted all verifying documentation and who meet the minimum qualifications will be considered eligible for an interview.

6.5. Interviews will be held periodically and granted to all applicants that have met the minimum qualifications.

- a. The Committee will determine the dates of interview processes.
- b. Interview notices will be sent by U.S. Mail or email at least 14 days in advance and will include the date and location of the interview.
- (1) Applicants must contact the IEC of Washington Apprenticeship office to establish an interview time.
 - (2) Applicants must be on time for their interviews.
 - (3) Applicants who are late for their interview may or may not be granted an interview at the discretion of the interview panel.
 - (4) No interview shall be granted to applicants not possessing an appointment for the interview.
- c. ~~Interview questions may vary from one interview process to the next but all applicants interviewed during any given interview process will be asked identical questions and evaluated on an identical scale~~ The interview Committee shall have in its possession for review with regard to each applicant: application form and education transcript.
- (+d. The Committee will ask questions of the applicant with the purpose of finding out as much as possible about the applicant as an individual and about his/her capacity to participate in

RECEIVED
Department of Labor & Industries

MAR 11 2015

APPRENTICESHIP
TUMWATER

RECEIVED
Department of Labor &
Industries

FEB 14 2015

Region 2 Apprenticeship
TUKWILA

RECEIVED
Department of Labor & Industries

MAR 11 2015

APPRENTICESHIP
TUMWATER

RECEIVED
Department of Labor &
Industries

FEB 14 2015

Region 2 Apprenticeship
TUKWILA

apprenticeship. Interview questions must comply with accepted employment interview procedures and maintain compliance with established apprenticeship rules.

- d. ~~Interview panels must be comprised of equal numbers of employee and employer representatives, and must be conducted by not less than 4 interviewers.~~
- e. Each interviewer must complete an interview sheet for each applicant. The interview sheet must reflect the score given for each category.
- f. Interview Evaluation Guidelines:
- (1) Evaluation of interviewees will be in five categories:
 - (a) Attitude
 - (b) Motivation
 - (c) Ambition
 - (d) Willingness to accept direction
 - (e) Interest in Trade
 - (2) Scores for each category will be from 1 to 20, 1 being Poor, 20 being Exceptional.
 - (3) Each candidate will be considered a 10 in each category at the beginning of the interview. Applicant responses during the interview will be determining factors in the final score the interviewer records.
 - (4) The final score for each applicant will be determined by compilation of the individual scores by each interviewer.

7.6. Applicants will be listed in order of their scores. This list will constitute a pool of eligible applicants for employment and selection will be made in descending order of the score. Once interviewed and evaluated, an applicant will remain on the ranked eligibility list for two years. Applicants may be removed by their request or failure to respond to an apprentice job opportunity mailed to the applicant's last known address by certified mail, return receipt requested. Applicants have a responsibility to keep the Committee informed of their current mailing address, phone number, and email address.

8.7. Applicants are required to complete a "County Availability Form" indicating the counties in which the applicant is willing to work. A revised/updated version of this form may be submitted by the applicant at anytime.

9.8. Applicants shall be selected for apprenticeship based on the following criteria: 1) overall ranking determined as the highest score; ~~and~~, 2) the county or counties the applicant has defined as acceptable for employment on the "County Availability Form" and 3) response to Committee contact within a reasonable length of time, defined as four (4) hours after which, and

according to the preceding criteria, the next applicant will be contacted. Applicants who have

10.9. After selection but prior to registration, the applicant may be required

not responded within the four-hour time period will be retained with no change to their placement.

to submit to the following, if it is a condition of employment:

- a. Passing a drug test administered for the purpose of detecting the use of illegal drugs or marijuana, at no cost to the applicant;
- b. Passing a physical examination, at no cost to the applicant;
- c. A current driving history from DMV may be required prior to confirmation of placement. This is due to the fact that apprentices may be required to operate company vehicles and be able to meet Training Agent's insurance requirements, without concern. Therefore, alcohol related incidences, reckless driving, citations for speeding, and/or violations in any combination demonstrated in the applicant's current Department of Motor Vehicles (DMV) record may be disqualifying factor for registration as an apprentice.

Applicants who do not meet one or more of the above requirements will be removed from the pool of eligible applicants and be sent written notice of rejection.

10. Selected applicants will be instructed as to the time and location to appear to completed apprenticeship paperwork. ~~Selected applicants will be given an opportunity to read and study these Standards, which include policies of the Committee, before signing the apprenticeship agreement.~~
11. Committee will process Department of Labor and Industries issued electrical trainee certificate application at the time of apprentice registration except where the registering apprentice already possesses a trainee certificate.
- 11-12. Refusal of the Committee's contact of job opportunity or refusal of the job offer or failure to appear as instructed will result in forfeiture of the apprenticeship and will be cause for removal from the pool. Refusal of the job assignment will result in forfeiture of the apprenticeship.
- 12-13. Exceptions (Direct Entry): Applicants selected by one of the following methods may be granted direct entry into the program. Applications may be required to pass a drug test and provide a DMV abstract (insurability) if it is a condition of employment.

The amount of credit given to each applicant for previous work experience and schooling shall be determined by the Apprenticeship Committee after a careful review of the merits of each case.

- a. For applicants meeting any one of the following methods of direct entry the education and testing qualifications shall be waived. Educational documentation will be requested but not required and used for counseling purposes only. The application form, affidavit of physical ability, driver license and "County Availability Form" must be submitted.

- (1) An employee of a previously non-participatory employer not qualifying as a journey level person when the employer

RECEIVED
Department of Labor & Industries

MAR 06 2015

APPRENTICESHIP
TUMWATER

becomes an approved training agent;

(2) Where a Training Agent requesting an apprentice is required by governmental rules, policies, regulations, ordinances or other governmental actions to comply with governmental local hiring/training requirements (such as local Housing Authorities' Empowerment Zones) and other government mandated affirmative action hiring requirements (The employer must offer proof in support of this exception to the Committee) to hire specific classifications of apprentice, individuals qualifying for those classifications may receive direct entry into apprenticeship at the discretion of the Committee;

(3) Where an approved Training Agent requests an apprentice and the committee is unable to provide an apprentice of any level or applicant on any ranked list, the employer may hire an individual who may then be direct entered;

(4) Military veterans: For individuals to enter the program through this exception, they must provide a DD-214;

(5) Graduates of Committee approved programs such as Job Corps.

b. Minimum qualifications must be met by applicants meeting any one of the following:

(1) Individuals relocated from other states or ATELS approved apprenticeship programs in the electrical trades;

(2) Individuals who are self-identified as members of protected minority classes;

(3) Individuals who are self-identified as female;

(4) Graduates of pre-apprenticeship programs;

(5) Individuals who have been employed by an approved IEC training agent for a period of at least six (6) months under an employment category or classification other than an occupation covered by these standards whose position or classification is being revised by the employer to another occupation covered by these standards.

c. Apprentices are able to transfer into the IEC of Washington program or from one occupation to another within these standards provided the apprentice meets any one of the following:

(1) Apprentices currently registered in another WSATC approved apprenticeship program in the electrical trades following approval by the Committee;

(2) Registered under any occupation in these standards may transfer to any other occupation in these standards;

(3) Graduates of the IEC of Washington Residential apprenticeship

RECEIVED
Department of Labor & Industries

MAR 06 2015

APPRENTICESHIP
TUMWATER

Region 2 Apprenticeship
TUMWATER
FEB 14 2015

program may be granted direct entry into the Construction Electrician program.

- d. At the discretion of the Committee an apprentice cancelled for cause may be granted direct entry and re-registered with the program provided the following:
- (1) Apprentice's appeal rights have expired or the apprentice had no appeal rights; and
 - (4)(2) Apprentice submits a written request to the Committee. The request should include satisfactory explanation that the cause of cancellation has been remedied.

B. Equal Employment Opportunity Plan:

Add III. B. 2.

- c. Equitably provide material support to minority and female individual applicants/apprentices to establish him/herself as an apprentice in the first year of apprenticeship with IEC of Washington wherein such support may include but is not limited to or guaranteed to include: waiver of tuition, loan of laptop computer and safety equipment; and based on availability of resources and demand.

IV. TERM OF APPRENTICESHIP:

A. Construction Electrician:

- 1. The term of apprenticeship shall consist of not less than 8000 hours of on-the-job training OJT and 800 (200 hours per year) hours of job related instruction. The term of apprenticeship may require more than four years OJT to complete in view of possible employment lapses.
- 2. ~~The term of apprenticeship may require more than four years on-the-job training to complete in view of possible employment lapses.~~

B. Low Energy/Sound & Communication Electrician:

The term of apprenticeship shall consist of not less than 4800 hours of on-the-job training and not less than 165 hours per year of job related instruction OJT.

C. Residential Electrician:

- 1. ~~The term of apprenticeship shall consist of not less than 4000 hours of on-the-job training OJT and 330 (165 hours per year) hours of job related instruction.~~
- 2. ~~The term of apprenticeship may require more than two years on-the-job training to complete in view of possible employment lapses.~~

V. INITIAL PROBATIONARY PERIOD:

RECEIVED
Department of Labor & Industries

MAR 06 2015

APPRENTICESHIP

A. Construction Electrician:

The first 1600 hours of employment as an apprentice and shall constitute a probationary period. ~~During this probationary period, either party may terminate the Apprenticeship Agreement without the formality of a hearing.~~

B. Low Energy/Sound & Communication Electrician:

The first 960 hours of employment as an apprentice and shall constitute the initial probationary period. ~~During this probationary period, either party may terminate the Apprenticeship Agreement without the formality of a hearing.~~

C. Residential Electrician:

The first 800 hours of employment and shall constitute the initial probationary period. ~~During this probationary period, either party may terminate the Apprenticeship Agreement without the formality of a hearing.~~

~~D. After the probationary period, the Agreement may be cancelled for cause, with notice to the apprentice and a reasonable opportunity for corrective action.~~

~~E. The Registration Agency shall be advised promptly of all cancellations and termination of Apprenticeship Agreements, whether during or after the Probationary Period.~~

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

A. Construction Electrician:

1. As per Washington Administrative Code (WAC) rules and regulations, the Committee shall allow each qualified employer a ratio of one (1) apprentice to one (1) journeyperson. Such ratio shall not be exceeded on any job. One (1) apprentice to one (1) journeyperson ratio requires journeyperson supervision for a minimum of 75% of each working day as required by the Washington Administrative Code.
2. Apprentices with a minimum of 7,000 hours of OJT will be allowed to work without the direct supervision of a journey-level person provided ~~that~~ they have been issued a six month nonrenewable unsupervised electrical training certificate by the Washington State Department of Labor and Industries in accordance with Washington Administrative Code.

B. Residential Electrician:

The ratio shall be 2 apprentices to 1 journey-level worker.

RECEIVED
Department of Labor & Industries

MAR 06 2015

APPRENTICESHIP
TUMWATER

The exemption to the residential electrician ratio was given final approval at the April 2009 WSATC quarterly meeting.

C. Low Energy/Sound & Communication Electrician:

The ratio shall be 1 apprentice to 1 journey-level worker.

Such ratio of apprentice to journey-level workers shall not be exceeded on any job.

~~An apprentice shall not supervise the work of any other apprentices or workers of any other classification.~~

~~Such ratio of apprentice to journey-level workers shall not be exceeded on any job.~~

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

Definitions:

- Fringe benefit: Any employment payment or benefit granted to employees by employers, over and above the wage (regular rate) or overtime wage, which may include but is not limited to insurance, retirement, holiday pay and paid time off. Reimbursements for expenses or services provided for the benefit of the employer shall not be considered fringe benefits. The minimum value of the fringe benefit provided an apprentice shall be calculated based on the journey-level fringe as adjusted based on the progression period of the apprentice.
- Journey-level fringe: The value of fringe benefits on which the apprentice fringes are calculated and applied on a geographic basis similar to that used for prevailing wage determinations.
- Journey-level wage: The wage on which the apprentice wage or full wage is calculated and applied on a geographic basis similar to that used for prevailing wage determinations.
- Full wage: the monetary value of the combination of the applicable wage and fringe benefit.
- Wage (Regular Rate): The base hourly pay including wages, commissions, certain bonuses, tips and reasonable costs of room, board and other "facilities" provided by the employer for the employee's benefit. The wage (regular rate) does not include discretionary bonuses, sums paid as gifts, payments for time not worked, reimbursements of expenses; or retirement and insurance plans, stock options, or similar "fringe benefits". The wage shall, in no case, be less than the federal minimum wage, and shall serve as the basis for calculation of overtime wage rates. Note: The wage rate for an apprentice is determined based on the journey-level wage as adjusted relative to the progression period of the apprentice.

RECEIVED
Department of Labor &
Industries

FEB 14 2010

Region 2 Apprenticeship
TUNAWALA

RECEIVED
Department of Labor & Industries

MAR 06 2015

APPRENTICESHIP
TUNAWALA

~~During their apprenticeship, Apprentices shall be paid a progressively increasing schedule of wages and fringe benefits, per their progression period, based on a percentage of the journey-level wage rate for all of the employers participating in the program and calculated on a geographic basis similar to that used for prevailing wage determinations. Contractors may opt to not provide fringe benefits but must then pay the full wage amount as determined by the apprentice's progression period.~~

Once each year, all participating employers will be surveyed for the average wage rate of their journeypersons performing non-prevailing wage work. These average wage rates will be averaged to determine the minimum journeyperson rate for the program. ~~The survey forms will be signed by the company owner/officer and will become official records of the Committee.~~ Employers reserve the right to pay apprentices more than the wage determined by this average wage, but they may not pay less. No apprenticeship wage shall be less than the minimum wage scale pursuant to the Fair Labor Standards Act, as amended. State's current minimum hourly wage as per the Department of Labor and Industries.

Committee has established periods of apprenticeship as stipulated below.

Progressions are not automatic. The following requirements must be met:

- Completion of OJT hour requirement (depending on period);
- Successful academic progress and/or completion of RSI at the time of review;
- Satisfactory RSI attendance
- All monthly OJT reports turned in on time;
- Satisfactory OJT evaluation reports for the review period.
- All currently due tuition paid;

Future progressions will be calculated from the total hours at time of advancement.

Committee directs the Training Director to review and act on wage progressions on or about the first business day following the 10th day of each month and award progressions after the above requirements have been satisfied. Progression notices will then be emailed, faxed or mailed to the apprentice and employer.

A. Construction Electrician:**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	40%
2	1001 - 2000 hours	50%
3	2001 - 3500 hours	55%
4	3501 - 5000 hours	65%
5	5001 - 6500 hours	75%
6	6501 - 8000 hours	85%

B. Low Energy/Sound & Communication Electrician:**

RECEIVED
Department of Labor & Industries

MAR 06 2015

APPRENTICESHIP
TUMWATER

Report of the
 Department of Labor & Industries
 TUMWATER

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0960 hours	45%
2	0961 - 1920 hours	55%
3	1921 - 2880 hours	65%
4	2881 - 3840 hours	75%
5	3841 - 4800 hours	85%

C. Residential Electrician**:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	45%
2	1001 - 2000 hours	60%
3	2001 - 3000 hours	75%
4	3001 - 4000 hours	90%

~~**Note: The hourly rate will be no less than the States current minimum hourly wage, as per the Department of Labor & Industries.~~

VIII. WORK PROCESSES:

Delete from section:

~~An apprentice who is given credit for previous experience in the trade shall be paid the rate of the period to which such credit advances him/her.~~

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

Supervised field trips

Approved training seminars (specify provided by vendors, manufacturers and other industry experts as available)

A combination of home study and approved correspondence courses (specify home study, online instruction)

State Community/Technical college

Private Technical/Vocational college

Training trust

Other (specify): Must satisfactorily complete an approved CPR/First Aid Class

Department of Labor & Industries
 FEB 14 2015
 Region 2 Apprenticeship
 B K M H A

Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

(X) ~~two thousand hours of on the job training.~~ Defined twelve-month school year: August through June per A. under Additional Information

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

- A. **Construction Electrician: 200 Minimum RSI hours per year.**
- B. **Limited Energy/Sound and Communication Electrician: 165 Minimum RSI hours per year**
- C. **Residential Electrician: 165 Minimum RSI hours per year.**

Additional Information:

- A. Apprentices registering September 15 or later will begin RSI the following August unless requested by the apprentice and approved by the Committee.
- ~~A.B. The apprentice's work shall not interfere with attendance at related classroom instruction.~~
- ~~B. The Committee shall secure competent instructors whose knowledge, experience, and ability to teach shall be carefully examined. The qualifications for an instructor shall be in accordance with the State Plan for Vocational Education for trade and industrial instructors. When possible, the instructors shall take such teacher training courses as are available.~~
- C. The instructors shall give periodic examinations and report the results to the Committee so that the apprentices' progress may be checked and corrective measures applied where necessary.
- D. Safety: Each apprentice shall take ~~and receive~~ four (4) hour CPR and a four (4) hour First Aid class in every year of the apprenticeship program as well training and obtain certification as well as on-the-job safety training to ensure that they may become a safe and competent journey person. Apprentices are required to maintain current CPR & First Aid certification.
- E. In the even an apprentice has completed all of their required RSI, but has less than the required OJT, the apprentice will not be required to attend further classes unless otherwise directed by the Committee.
- ~~D.F. CHALLENGE OF RSI: An apprentice may obtain permission from the Training Director, prior to beginning their first day of school, to challenge the RSI year blocks via the final exam. Apprentice must attain a minimum score of 75% on the challenge exam to successfully challenge the RSI.~~
- ~~E. The apprentice must immediately notify the instructor of any intended absence from school classes.~~

RECEIVED
Department of Labor & Industries

FEB 14 2015

Region 2 Apprenticeship
TULSA

F. ~~Apprentices shall be required to make up all absences from related instruction. Absences shall be adequate reason for the apprentice to be called before the Apprenticeship Committee for disciplinary action.~~

G. ~~Failure to receive passing grades in school will be cause for the student to be called to appear before the Committee for disciplinary action.~~

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

1) General Procedures

Apprentices must abide by the standards of apprenticeship and comply with the following requirements. Failure to do so will result in disciplinary action taken by the Committee or designee. Decisions of the designee are open to appeal by apprentices who have completed their initial probationary period directly to the Committee.

a. Employer/Training Agent

- i. The employer agrees that the apprentice will be allowed to work in a manner that will result in normal advancement, and will require the apprentice to make satisfactory progress in both work related and classroom instruction.
- ii. Supervision should not be of such nature as to deter the development of responsibility and initiative.
- iii. An apprentice shall not supervise the work of any other apprentice or workers of any other classification.

b. Apprentice Policies

- i. The apprentice agrees, after having made application, and having read the rules and standards, to perform such work related and classroom instruction as the Committee deems necessary for the apprentice to complete his/her registration.
- ii. All requests to the Committee shall be presented to the IEC of Washington administrative staff at least fifteen (15) days in advance for the next regular Committee meeting. Requests received less than fifteen (15) days in advance of the meeting may be deferred to the next regularly scheduled Committee meeting at the discretion of the Committee.
- iii. Any apprentice desiring to make a request for credit for previous work related training must do so in writing to the IEC administrative office. The request shall be considered based on affidavits approved by, and received by the Committee from, the Washington State Department of Labor and Industries of his/her previous work experience and training schedule as it relates to his/her trade.
- iv. Apprentices are required to maintain an "active" status of his/her Department of Labor and Industries issued Electrical Trainee Card. In support of this requirement, Committee will

RECEIVED
Department of Labor & Industries

MAR 06 2015

APPRENTICESHIP

process trainee certificate renewals for all apprentices registered through the Committee and in an active status.

- i.v. The apprentice must keep the Committee informed of his/her current contact information
- a.vi. An apprentice may request a leave of absence at any time from the Committee.
- vii. Apprentices will conduct themselves in a professional and respectful manner at all times when dealing with IEC of Washington personnel, on the job site, or otherwise acting as a member of IEC of Washington.
- a.viii. An apprentice may request cancellation at any time. The request will be effective immediately.
- ix. Apprentices are responsible to furnish their own transportation to the employer's place of business and/or job site, and to the place where job-related classroom instruction is conducted.
- a.x. Whether employed or not, the Apprentice is required to fill out an OJT report monthly and submit it to the IEC of Washington no later than the 10th of the month following the reporting period.

c. On-The-Job Training

- d)i. All apprentices will be given a "County Referral Availability Form" to complete indicating the counties in which the Applicant is willing to work. A revised/updated version of this form may be submitted by the apprentice at anytime. Apprentices will be required to accept referrals to work in any county unless limited by submission of the "County Referral Availability Form."
- 4.ii. Apprentices shall be referred to employment with a Training Agent based on the following criteria: 1) the date and time the apprentice is placed on the out of work list; 2) apprentice level requested by the Training Agent; 3) the county in which the apprentice has defined as an acceptable area for employment; and 4) response to the referral contact within a reasonable length of time.
- iii. Apprenticeship is primarily a working-training period. Apprentices must accept jobs as referred by the Committee or offered by the referral Training Agent.
- e.iv. Should an Apprentice wish to make a change of employers, they should make a written request to the Committee including the reason for the request.
- 1.v. When an apprentice becomes unemployed for any reason, he/she shall notify the IEC administration not later than the next working day after termination.
- 2.vi. All problems pertaining to the employer/employee relationship shall be resolved by the employer/employee. If resolution cannot be reached, the problem shall be submitted to the Committee for action and disposal.
- 3.vii. ~~The Committee and Training Agents take a dim view of Apprentices must be on time to work. Excessive absence, tardiness, or not calling in when not able to come to work, and job termination may result.~~

Any problems with absenteeism or tardiness will be reported to the Committee for appropriate disciplinary action may result in termination of employment and one's apprenticeship.

- i.viii. An Apprentice who is terminated for cause due to failing a drug screen test will be required to appear before the Committee prior to returning to work. The Apprentice will also be required to take a drug screen test, at the expense of the Apprentice, and that test must be negative, before the apprentice will be allowed to return to work. The Committee will require that Apprentice to seek an evaluation from a drug or alcohol treatment center and follow the recommended treatment plan at the expense of the apprentice. The Apprentice will then be required to be subject to random drug screen tests for a period of up to one year. The test will be set up and paid for by the Committee.
- ii.ix. Apprentices are not allowed to do electrical work for any employer other than the one to which they have been assigned by the committee.

2.d. Related Supplemental Instruction

i.i. Registration and books for the apprentice:

1. Required textbooks must be purchased from the eCommittee or Committee's designee. Replacement of lost, stolen or destroyed books issued during any year of the apprenticeship must be replaced within 14 days at the expense of the apprentice.
- a.2. Apprentices are responsible to purchase their own books and shall have books by the first day of class.
- b.3. The apprentice will be responsible for the payment of registration/tuition fees. These fees include regularly scheduled classroom instruction, lab fees, field trips at the direction of the Committee, and required books. It does not include replacement of lost or damaged books or make-up classes required for missed RSI.
4. Registration fees must be paid Tuition is due in full thirty (30) days prior to first day of school of each year in which the apprentice registered in the IEC of Washington Apprenticeship Committee program. Failure to pay registration fees will result in the apprentice not being allowed to start school and possible disciplinary action, scheduled instruction unless a waiver of this deadline is granted in advance by the Committee.
5. Apprentices are responsible to pay fees for make-up of missed RSI hours.

RECEIVED
Department of Labor & Industries

MAR 06 2015

e.ii. Conduct at School/RSI:

1. Full A minimum of 200 hours attendance at school is required for completion of the school year. Any apprentice reported absent three (3) times will appear before the Committee.
- H.2. Failure to receive passing grades (minimum 70% average) in school will be cause for the student to be called to appear before the Committee for disciplinary action.
- e)3. Cheating, cribbing, copying or obtaining information other than your own knowledge during the testing procedures will be cause for disciplinary action.

e. Disciplinary Action

a. Disciplinary action may include, but is not limited to, a warning, holds in advancement in progression, disciplinary probation, demotion, suspension, or cancellation from the program.

3.

i. Apprenticeship agreements may be canceled for such causes as (this is not an exhaustive list):

1. Violations of these policies or rules, or refusal to sign required paperwork;

2.1. Excessive absenteeism or tardiness, either school or job;

2. Refusing job referrals;

3. Scholastic failure Irresponsible acts, falsification or cheating;

4. Lack of satisfactory job performance

5. Irresponsible acts, falsification or cheating

6.5. Repeated or eContinuous job and/or school problems, i.e., insubordination or disruptive behavior.

7.6. Using or under the influence of alcohol, marijuana, or controlled substances on school property or jobsite;

7. Becoming unemployable due to jobsite performance or lack thereof.;

8. Verbal or physical attacks on, harassment of, or insubordination toward employers, co-workers, fellow apprentices, or IEC of Washington Committee and staff.

ii. The Committee does not tolerate sexual harassment

iii. Individuals who are terminated from the IEC of Washington

Apprenticeship program for cause are prohibited from reapplying to the program in the future. This policy may be waived at the discretion of the Committee.

4.f. Advancement

9.1. Requirement for Advancement:

- a. Not more than one (1) outstanding absence.
- b. Satisfactory grade in school: 70% average minimum grade.
- c. Satisfactory evaluation from an appropriately licensed supervisor.
- d. OJT reports turned in by the tenth (10th) day of the following month.

10.2. Each of the requirements will be checked by the Training Director prior to each advancement.

11.3. Deficiency in one or more of these requirements may be cause for up to six months deferment of advancement, or other disciplinary action.

4. Future advancements will be calculated from the new-accumulated total number of OJT hours at the end of the penalty period.

5. Following six (6) months of full compliance with program standards, penalties assessed may waived by at the discretion of the Committee upon written request of the apprentice and action by the Committee.

12.6. Delinquent OJT Reports:

13.a. A thirty (30) calendar day hold on the next advancement will be assessed for each last OJT report.

14.b. The apprentice may be considered for cancellation after the third late OJT report.

~~e) i) The employer agrees that the apprentice will be allowed to work in a manner that will result in normal advancement, and will require the apprentice to make satisfactory progress in both work-related and classroom instruction.~~

~~f) Supervision should not be of such nature as to deter the development of responsibility and initiative.~~

~~5.4. The apprentice agrees, after having made application, and having read the rules and~~

~~standards, to perform such work-related and classroom instruction as the Committee deems necessary for the apprentice to complete his/her registration.~~

- ~~6.5. All apprentices will be given a "County Referral Availability Form" to complete indicating the counties in which the Applicant is willing to work. A revised/updated version of this form may be submitted by the apprentice at anytime. Apprentices will be required to accept referrals to work in any county unless limited by submission of the "County Referral Availability Form."~~
- ~~7.6. Apprentices shall be referred to employment with a Training Agent based on the following criteria: 1) the date and time the apprentice is placed on the out of work list; 2) apprentice level requested by the Training Agent; 3) the county in which the apprentice has defined as an acceptable area for employment; and 4) response to the referral contact within a reasonable length of time.~~
- ~~8.7. Apprentices are responsible to furnish their own transportation to the employer's place of business and/or job site, and to the place where job-related classroom instruction is conducted.~~
- ~~9. Any apprentice shall have the right to appear before the Committee.~~
- ~~10. At the end of each progression period of employment, the Committee shall examine the progress of the apprentice on the job and in related instruction. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period or cancel his/her registration. Increases shall be subject to satisfactory progress on the job and in related instruction.~~
- ~~11.8. Any apprentice desiring to make a request for credit for previous work-related training must do so in writing to the IEC administrative office. The request shall be considered based on affidavits approved by, and received by the Committee from, the Washington State Department of Labor and Industries of his/her previous work experience and training schedule as it relates to his/her trade. The ruling shall not prohibit an employer from paying an apprentice a wage higher than the established rate calls for. Where such experience warrants it, the Committee will place the apprentice in the appropriate period, and such advanced credit shall be subject to review prior to his/her next advancement.~~

~~i) Request for credit of prior hours may be made to the Committee within one (1) year of registration and may only be requested a single time. Hours not included in the initial request may not be considered at a later date.~~

~~ii) Prior hours worked while in the employ of an approved training agent will be accepted by the committee in their entirety.~~

~~iii) Prior hours worked while in the employ of a non-training agent will be approved under the following guidelines:~~

~~(1) 50% of the hours worked will be credited to the apprentice unless the employer is deemed by the Committee to be~~

~~substandard in their OJT skills/ability.~~

~~(2) The total number of awarded hours does not exceed 75% of the total number of hours in a given category.~~

~~iv) Awarded hours may not exceed 4000 in any combination of Specialty and Residential hours.~~

~~v) Credit granted for hours represented as "Commercial/Industrial" by L&I will be divided equally between Commercial and Industrial unless special request is made either in writing or in person at the appropriate Committee meeting by either the apprentice or the Training Agent.~~

- ~~12. At the completion of the term of apprenticeship, the Committee may interview the apprentice. If satisfactory in all phases of the training, the Committee will so certify to the sponsoring parties. If not satisfactory, his/her term of apprenticeship may be extended.~~
- ~~13. Any time the apprentice believes he/she has any complaint concerning any phase of his/her training within 180 days, he/she shall submit the complaint in writing to the Apprenticeship Committee, through the Training Director, fifteen (15) days prior to the next regularly scheduled meeting.~~
- ~~14.9. Apprentices are required to maintain an "active" status of his/her Department of Labor and Industries issued Electrical Trainee Card. The apprentice is responsible for any fees for renewing the Electrical Trainee Card and for any fines incurred by the apprentice as a result of allowing the Electrical Trainee Card to lapse.~~
- ~~15. The Training Agent is responsible to ensure the apprentice maintains an "active" status of his/her Department of Labor and Industries issued Electrical Trainee Card. The Training Agent is responsible for any fees, fines, or penalties imposed on the Training Agent as a result of apprentices working with lapsed Electrical Trainee Cards.~~
- ~~16. The Committee will notify the apprentice and Training Agent of the requirement to renew the Electrical Trainee Cards at least 4 weeks prior to the expiration date.~~
- ~~17. The apprentice's progress in each phase of apprenticeship may be determined on an actual hour basis. Therefore, an apprentice who, by unusual aptitude or past education and/or practical experience, achieves the desired level in a phase of the apprenticeship in less than the time designated may be advanced to the next phase.~~
- ~~18. The determination of such advancement is the responsibility of the Sponsor.~~
- ~~19.0. An apprentice shall not supervise the work of any other apprentice or workers of any other classification.~~
- ~~20. Contact information is defined as: Name, mailing address, telephone number, fax number, and email address.~~

g) ~~Apprentices are required to notify IEC of Washington of any changes to their contact information. The apprentice must keep the Committee informed of his/her current contact information or disciplinary procedures may follow.~~

~~11.~~

~~21.12. Notices to apprentices including regular communications, Committee summons, Committee determinations, job referrals, notice of Standards non-compliance issues, newsletters, and other communications as determined by the Committee may be delivered via United States post, commercial courier, facsimile, or email.~~

~~22. Official requests to the Committee or allowance for release of information by IEC of Washington must be made by the apprentice in one or more of the following methods:~~

- ~~i) In person to a current IEC of Washington administrative employee and presenting proper identification as requested;~~
- ~~ii) Via telephone;~~
- ~~iii) Via U.S. post or other courier, facsimile, or delivered in person with the signature of the apprentice as on file with IEC of Washington; or,~~
- ~~iv) From an email address identified by the apprentice as his or her official email address approved for all communication between the apprentice and IEC of Washington.~~

2) Local Apprenticeship Committee Policies

a) The rules and policies of the Committee as presently in existence or as may be adopted from time to time shall have full force and effect under these Standards, provided they do not change the intent of the Standards or in any way effect the discipline, suspension or cancellation of an apprentice.

~~a)b) Notices to apprentices including regular communications, Committee summons, Committee determinations, job referrals, notice of Standards non-compliance issues, newsletters, and other communications as determined by the Committee may be delivered via United States post, commercial courier, facsimile, or email.~~

~~b)c) _____ Consultants and guests may be invited to attend meetings of the Committee but shall have no official voice or vote.~~

~~e)d) The Committee shall determine the need for apprentices in the area covered by these Standards.~~

~~b)e) Training Director:~~

~~i) The committee may employ a competent person as full-time Training Director. The Training Director shall assume such responsibility and authority for operation of the apprentice training program as is delegated by the Committee.~~

~~ii) The Training Director will act for and under the direction of the Committee in carrying out the terms and conditions as established in the Standards, and published policies of the Committee.~~

Region 2 Training
Library

- ~~ii) Upon receipt of a request for apprentice(s) from a Training Agent, staff at the direction of the Training Director shall make appropriate referral(s).~~
- ~~iv) The Committee shall have full authority to transfer or rotate apprentices from one employer to the other to provide diversity of training of work opportunities. The arrangements for these transfers shall be made by the Training Director in cooperation with all parties concerned.~~
- (4) ~~iv)v) _____ The Training Director will make every effort to give two-week advance notice of transfer to apprentices.~~
- f) All transfers and assignments for work shall be issued by the Committee through the referral office.
- ~~d)b) _____ All requests to the Committee shall be presented to the IEC of Washington administrative staff at least fifteen (15) days in advance for the next regular Committee meeting.~~
- ~~e)c) _____ Disciplinary action may include, but is not limited to, a warning, holds in advancement in progression, disciplinary probation, demotion, suspension, or cancellation from the program.~~
- ~~f) Apprentices who refuse to sign any required paperwork will cause themselves to be canceled from the program.~~
- ~~g) The Committee does not tolerate sexual harassment of any type. Apprentices who engage in such conduct will be subject to disciplinary action. Apprentices who believe that they have been sexually harassed should immediately notify the Committee office. Such complaints will be treated confidentially except to the extent necessary to investigate and resolve the complaint.~~
- ~~h)d) _____ An apprentice may request a leave of absence at any time from the Committee.~~
- ~~i) Apprentices are not allowed to do electrical work for any employer other than the one to which they have been assigned by the committee. Violations of this policy will result in disciplinary action.~~
- ~~e) _____~~
- ~~j)f) Cheating, cribbing, copying or obtaining information other than your own knowledge during the testing procedures will be cause for disciplinary action.~~
- ~~k) Apprentice notices to appear before the committee shall be issued at least 20 days prior to requested appearance.~~
- ~~l) Cancellation:~~
 - ~~i) Cancellation may occur at the request of the Apprentices at any time.~~

~~ii) Cancellation by the Committee can occur without a specific reason during the initial probationary period, but after the initial probationary period must be for cause with a reasonable opportunity for correction allowed when circumstances warrant it.~~

~~iii) Apprenticeship agreements may be canceled for such causes as (this is not an exhaustive list):~~

- ~~(1) Violations of these policies or rules, or refusal to sign required paperwork;~~
- ~~(2) Excessive absenteeism or tardiness, either school or job;~~
- ~~(3) Scholastic failure;~~
- ~~(4) Lack of satisfactory job performance~~
- ~~(5) Irresponsible acts, falsification or cheating~~
- ~~(6) Repeated or continuous job and/or school problems, i.e., insubordination or disruptive behavior;~~
- ~~(7) Using alcohol or controlled substances on school property or jobsite;~~
- ~~(8) Becoming unemployable due to jobsite performance or lack thereof.~~

~~m)g) Individuals who are terminated from the IEC of Washington Apprenticeship program for cause are prohibited from reapplying to the program in the future. This policy may be waived at the discretion of the Committee.~~

~~n) Statement of Policy:~~

~~The Training Director will act for and under the direction of the Committee in carrying out the terms and conditions as established in the Standards, and published policies of the Committee.~~

~~i) Apprentice Job Assignment Employer Apprentice Committee:~~

- ~~(1) Employers shall advise the Training Director of the number of apprentices needed. The referral of apprentices to fill such vacancies shall be made by the referral office upon receipt of an assignment by the Training Director.~~
- ~~(2) It is the intention of the Committee that employers employing apprentices make every effort to offer six months continuous work in order to employ an apprentice. But recognizing the varying circumstances, the employer should give a full weeks!~~

RECEIVED
Department of Labor & Industries

MAR 06 2015

APPRENTICESHIP
TUMWATER

notice before laying off an apprentice in order that a replacement job can be found through the chapter office.

~~(3) Apprenticeship is primarily a working training period. Apprentices must accept jobs as referred by the Committee or offered by the referral Training Agent. Refusal of a job referral or offer will be cause for the apprentice to be called to appear before the Committee for disciplinary action.~~

~~(4)(1) Should an Apprentice wish to make a change of employers, they should make a written request to the Committee including the reason for the request.~~

~~(5)(2) When an apprentice becomes unemployed for any reason, he/she shall notify the IEC administration not later than the next working day after termination.~~

~~(6)(3) The Committee shall have full authority to transfer or rotate apprentices from one employer to the other to provide diversity of training of work opportunities. The arrangements for these transfers shall be made by the Training Director in cooperation with all parties concerned.~~

~~(a) The Training Director will make every effort to give two-week advance notice of transfer to apprentices.~~

~~(b) All transfers and assignments for work shall be issued by the Committee through the referral office.~~

~~(7) The Committee will endeavor to have all newly selected apprentices registered and employed as soon as reasonably possible.~~

~~(8)(4) All problems pertaining to the employer/employee relationship shall be resolved by the employer/employee. If resolution cannot be reached, the problem shall be submitted to the Committee for action and disposal.~~

~~(9)(5) The Committee and Training Agents take a dim view of excessive absence, tardiness, or not calling in when not able to come to work, and job termination may result. Any problems with absenteeism or tardiness will be reported to the Committee for appropriate disciplinary action.~~

~~(2)(6) An Apprentice who is terminated for cause due to failing a drug screen test will be required to appear before the Committee prior to returning to work. The Apprentice will also be required to take a drug screen test, at the expense of the Apprentice, and that test must be negative, before the apprentice~~

RECEIVED
Department of Labor & Industries

MAR 06 2015

APPRENTICESHIP
TUMWATER

~~will be allowed to return to work. The Committee will require that Apprentice to seek an evaluation from a drug or alcohol treatment center and follow the recommended treatment plan at the expense of the apprentice. The Apprentice will then be required to be subject to random drug screen tests for a period of up to one year. The test will be set up and paid for by the Committee.~~

ii) Periodic Advancement of Apprentices:

~~(1) Prior to each advancement, the IEC of Washington administration will check the apprentice's progress on the job by contacting the proper supervisory personnel at the Training Agent where the apprentice is employed, and reviewing program records.~~

~~(2)(7) Requirement for Advancement:~~

- ~~(a) Not more than one (1) outstanding absence.~~
- ~~(b) Satisfactory grade in school: 70% average minimum grade.~~
- ~~(c) Satisfactory evaluation from an appropriately licensed supervisor.~~
- ~~(d) OJT reports turned in by the tenth (10th) day of the following month.~~

~~(3)(8) Each of the requirements will be checked by the Training Director prior to each advancement.~~

~~(4)(9) Deficiency in one or more of these requirements may be cause for up to six months deferment of advancement, or other disciplinary action.~~

~~(5)(10) Future advancements will be calculated from the new accumulated hours. Following six (6) months of full compliance with program standards, penalties assessed may waived by the Committee upon written request of the apprentice.~~

iii) Apprenticeship School:

~~(1)(11) Registration and books for the apprentice:~~

- ~~(a) Required textbooks must be purchased from the committee. Replacement of lost, stolen or destroyed books issued during any year of the apprenticeship must be replaced within 14 days at the expense of the apprentice.~~

RECEIVED
Department of Labor & Industries

MAR 06 2015

APPRENTICESHIP
TUMWATER

~~(b) The apprentice will be responsible for the payment of registration/tuition fees. These fees include regularly scheduled classroom instruction, lab fees, field trips at the direction of the Committee, and required books. It does not include replacement of lost or damaged books or make-up classes required for missed RSI.~~

~~(c) Registration fees must be paid in full thirty (30) days prior to first day of school of each year in which the apprentice registered in the IEC of Washington Apprenticeship Committee program. Failure to pay registration fees will result in the apprentice not being allowed to start school and possible disciplinary action.~~

~~(2) Conduct at School:~~

~~(a) There will be no drugs, alcohol or firearms in the training center facility.~~

~~(b) Reading material other than schoolwork will only be read on breaks while in the classroom.~~

~~(c) The training centers are no smoking facilities. No tobacco products are allowed inside the training facilities. Apprentices may smoke or chew outside.~~

~~(d) Sleeping in class will not be tolerated.~~

~~(e) Cell phones are not allowed in class.~~

~~(f) Electronic games are not allowed in class.~~

~~(g) The instructor is the foreman in the classroom. He/She has full authority to run the class as he/she sees fit. Class disruption and insubordination by Apprentices will not be tolerated.~~

~~(h) Any disciplinary problems will be addressed by the class instructor. The Instructor may suspend an Apprentice from class for one day. If the same apprentice is suspended from class for a second day that apprentice will appear before the Committee.~~

~~(i) Each Apprentice is expected to be at the Training Center by the scheduled starting time. If the apprentice does not sign in by that time, he/she may be counted absent for that day.~~

RECEIVED
Department of Labor & Industries

MAR 06 2015

APPRENTICESHIP
TIIMWATFR

~~(j) Full attendance at school is required for completion of the school year. Any apprentice reported absent three (3) times will appear before the Committee.~~

~~(k) Graduation is a mandatory portion of the classroom instruction during each year of apprenticeship.~~

~~(l) While minimum hours of school per year are required for completing the required related training, Apprentices will be required to attend all regular and special classes scheduled.~~

~~(m) If an apprentice misses a class, he/she must contact the instructor to obtain the online make-up assignment. Each absence must be made up within 14 days of the absence.~~

~~(d)~~

~~(n)(c) Apprentices will conduct themselves in a professional and respectful manner at all times when dealing with IEC of Washington personnel, on the job site, or otherwise acting as a member of IEC of Washington.~~

iv) Work Experience Report:

~~(1) Each apprentice is to be required to fill out an OJT report monthly. This report shall be in the Committee office no later than the 10th of the following month.~~

~~(2)(12) A thirty (30) calendar day hold on the next advancement will be assessed for each last OJT report. The apprentice may be considered for cancellation after the third violation.~~

3)2) Complaint and Appeal Procedures:

NO CHANGES

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

1. The Committee shall be composed of not less than six (6) nor more than twelve (12) members: half of those members to represent contractor/employers from the program approved training agents of IEC of Washington, and the remaining half to be qualified to represent employees from the approved training agents. Due to the confidential nature of apprenticeship agreements, records and issues, all Committee meetings are to be considered "closed meetings" except where State law provides otherwise.

~~represent. The Committee shall select from its membership, a Chairman and Secretary.~~

~~3. Any member of the Committee may be removed for cause and replaced by proper action on the part of the organization, which he/she represents. Any officer or Committee member may be removed by the sponsoring organization upon recommendation by majority vote of the Committee, for dereliction of duty or misconduct in office.~~

~~4. Throughout the Standards, I.E.C. of Washington Apprenticeship and Training Committee shall be referred to as sponsor or committee.~~

~~Quorum: 51% of the members of the I.E.C. Apprenticeship and Training Committee must be present to establish a quorum. Each representative body of the Committee shall have equal votes regardless of the actual number of representatives present. A quorum shall consist of three members with at least one member from each represented group.~~

Program type administered by the committee: **GROUP NON-JOINT**

The employer representatives shall be:

Nathan Howat, Chair
1712 Pacific Ave, Ste 204
Everett, WA 98201

Sean Colberg
1712 Pacific Ave, Ste 204
Everett, WA 98201

Steve Shookman
1712 Pacific Ave, Ste 204
Everett, WA 98201

Jay Horton, Alternate
1712 Pacific Ave, Ste 204
Everett, WA 98201

Dustin Schwartz, Alternate
1712 Pacific Ave, Ste 204
Everett, WA 98201

The employee representatives shall be:

Brandon Jenkins, Secretary 1712
Pacific Ave, Ste 204
Everett, WA 98201

Dan Stevens
1712 Pacific Ave, Ste 204
Everett, WA 98201

Tanner Merritt
1712 Pacific Ave, Ste 204
Everett, WA 98201

Eldon Walstad, Alternate
1712 Pacific Ave, Ste 204
Everett, WA 98201

Jim Jenson, Alternate
1712 Pacific Ave, Ste 204
Everett, WA 98201

RECEIVED
Department of Labor & Industries

MAR 06 2015

APPRENTICESHIP

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

RECEIVED
Department of Labor & Industries

MAR 06 2015

APPRENTICESHIP



**STANDARDS OF APPRENTICESHIP
adopted by**

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
CONSTRUCTION ELECTRICIAN	47-2111.00	8000 HOURS
LOW ENERGY/SOUND & COMMUNICATION ELECTRICIAN	49-2022.00	4800 HOURS
RESIDENTIAL ELECTRICIAN	47-2111.00	4000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention and Labor Standards Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JULY 16, 1993
Initial Approval

APRIL 16, 2015
Committee Amended

APRIL 16, 2015
Standards Amended (review)

JULY 18, 2013
Standards Amended (administrative)

By: ED KOMMERS
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of the standards are boilerplate and may only be modified by the WSATC.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

Sponsor Introductory Statement (Optional): **NONE**

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements –

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards shall include the state of Washington in its entirety.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [see WAC 296-05-316(17)].

A pool of eligible applicants shall be established consisting of individuals who qualify for oral interview.

To qualify for oral interview an applicant must meet the following basic requirements.

Age: Minimum of 18 years of age.

Education: Must be a high school graduate or equivalent, with one year of high school algebra or one college quarter of algebra with a grade of "C" or better.

Physical: Must be physically able to meet the needs of the trade.

Testing: Successfully complete the Wonderlick Ability to Benefit (WATB) Test with a combined score of 3.

Other: Applicants shall submit the following information to the Committee in addition to their application:

- 1. Birth certificate or reliable information on date of birth.**
- 2. A transcript of high school or college courses and grades demonstrating the satisfaction of the algebra requirement.**
- 3. Proof of high school or equivalency completion**
- 4. Valid state Driver License**
- 5. Signed affidavit of physical condition and physical ability to meet the needs of the trade.**

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

1. **Applications will be made available year round as individuals express an interest either in person at the IEC of WA apprenticeship office, by calling (866) 959-2432, request at outreach event, or by email request to info@iecofwa.org. For physical address at the apprenticeship office, see section XIII of these standards.**
2. **All applications shall be identical in form and requirements, and shall be numbered in sequence corresponding with the number appearing on the Application Log for person requesting application.**
3. **Applications will be accepted year round during regular business hour at the IEC Apprenticeship Office. All applications submitted must be signed by the applicant. An application fee will be charged at the time of submission.**
4. **In Order to be notified for an interview the applicant must provide documentation to verify minimum qualifications listed in Section II.**
 - a. **Birth certificate, passport or other original document to verify applicant is at least 18 years of age at time of application.**
 - b. **High school diploma or transcripts or GED Certificate to verify the applicant is a high school graduate or GED equivalent.**
 - c. **Transcripts from high school showing 1 year of algebra or from an accredited college or university showing 1 quarter of algebra. Transcript provided must show successful completion of algebra with a grade of "C" or better.**

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

- d. A valid state driver license
 - e. A signed affidavit of physical condition and physical ability to meet the needs of the trade (provided by the apprenticeship office.)
5. Applications will reviewed periodically to determine eligibility for the apprenticeship.
- a. Applicants who have not provided all documentation will be notified of deficiencies and will not be interviewed until sufficient documentation to verify the minimum qualifications have been met is submitted. Such applications will remain active for two years, after which, and unless submission of required documentation occurs, the application will be placed in an inactive file.
 - b. Applicants who have provided documentation showing any minimum qualifications has not been met will be sent a notice of rejection including the reason for rejection and the program admission requirements. These applicants will receive no further consideration for apprenticeship. Once deficiencies have been corrected, the individual may reapply.
 - c. Applicants who have submitted all verifying documentation and who meet the minimum qualifications will be considered eligible for an interview.
6. Interviews will be held periodically and granted to all applicants that have met the minimum qualifications.
- a. The Committee will determine the dates of interview processes.
 - b. Interview notices will be sent by U.S. Mail or email at least 14 days in advance and will include the date and location of the interview.
 - (1) Applicants must contact the IEC of Washington Apprenticeship office to establish an interview time.
 - (2) Applicants must be on time for their interviews.
 - (3) Applicants who are late for their interview may or may not be granted an interview at the discretion of the interview panel.
 - (4) No interview shall be granted to applicants not possessing an appointment for the interview.
 - c. Interview questions may vary from one interview process to the next but all applicants interviewed during any given interview process will be asked identical questions and evaluated on an identical scale

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

- (1) Interview questions must comply with accepted employment interview procedures and maintain compliance with established apprenticeship rules.
 - d. Interview panels must be comprised of equal numbers of employee and employer representatives, and must be conducted by not less than 4 interviewers.
 - e. Each interviewer must complete an interview sheet for each applicant. The interview sheet must reflect the score given for each category.
 - f. Interview Evaluation Guidelines:
 - (1) Evaluation of interviewees will be in five categories:
 - (a) Attitude
 - (b) Motivation
 - (c) Ambition
 - (d) Willingness to accept direction
 - (e) Interest in Trade
 - (2) Scores for each category will be from 1 to 20, 1 being Poor, 20 being Exceptional.
 - (3) Each candidate will be considered a 10 in each category at the beginning of the interview. Applicant responses during the interview will be determining factors in the final score the interviewer records.
 - (4) The final score for each applicant will be determined by compilation of the individual scores by each interviewer.
7. Applicants will be listed in order of their scores. This list will constitute a pool of eligible applicants for employment and selection will be made in descending order of the score. Once interviewed and evaluated, an applicant will remain on the ranked eligibility list for two years. Applicants may be removed by their request or failure to respond to an apprentice job opportunity mailed to the applicant's last known address by certified mail, return receipt requested. Applicants have a responsibility to keep the Committee informed of their current mailing address, phone number, and email address.
 8. Applicants are required to complete a "County Availability Form" indicating the counties in which the applicant is willing to work. A revised/updated version of this form may be submitted by the applicant at anytime.
 9. Applicants shall be selected for apprenticeship based on the following criteria: 1) overall ranking determined as the highest score; and 2) the county or counties the applicant has defined as acceptable for employment on the "County Availability Form".

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

10. After selection but prior to registration, the applicant may be required to submit to the following, if it is a condition of employment:
 - a. Passing a drug test administered for the purpose of detecting the use of illegal drugs or marijuana, at no cost to the applicant;
 - b. Passing a physical examination, at no cost to the applicant;
 - c. A current driving history from DMV may be required prior to confirmation of placement. This is due to the fact that apprentices may be required to operate company vehicles and be able to meet Training Agent's insurance requirements, without concern. Therefore, alcohol related incidences, reckless driving, citations for speeding, and/or violations in any combination demonstrated in the applicant's current Department of Motor Vehicles (DMV) record may be a disqualifying factor for registration as an apprentice.

Applicants who do not meet one or more of the above requirements will be removed from the pool of eligible applicants and be sent written notice of rejection.

11. Selected applicants will be instructed as to the time and location to appear to complete apprenticeship paperwork. Selected applicants will be given an opportunity to read and study these Standards, which include policies of the Committee, before signing the apprenticeship agreement. Failure to appear as instructed will result in forfeiture of the apprenticeship and will be cause for removal from the pool. Refusal of the job assignment will result in forfeiture of the apprenticeship.
12. **Exceptions (Direct Entry):** Applicants selected by one of the following methods may be granted direct entry into the program. Applications may be required to pass a drug test and provide a DMV abstract (insurability) if it is a condition of employment.

The amount of credit given to each applicant for previous work experience and schooling shall be determined by the Apprenticeship Committee after a careful review of the merits of each case.

- a. For applicants meeting any one of the following methods of direct entry the education and testing qualifications shall be waived. Educational documentation will be requested but not required and used for counseling purposes only. The "County Availability Form" must be submitted.
 - (1) An employee of a previously non-participatory employer not qualifying as a journey level person when the employer becomes an approved training agent;

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

- (2) Where a Training Agent requesting an apprentice is required by governmental rules, policies, regulations, ordinances or other governmental actions to comply with governmental local hiring/training requirements (such as local Housing Authorities' Empowerment Zones) and other government mandated affirmative action hiring requirements (The employer must offer proof in support of this exception to the Committee) to hire specific classifications of apprentice, individuals qualifying for those classifications may receive direct entry into apprenticeship at the discretion of the Committee.**
 - (3) Where an approved Training Agent requests an apprentice and the committee is unable to provide an apprentice of any level or applicant on any ranked list, the employer may hire an individual who may then be direct entered;**
 - (4) Military veterans: For individuals to enter the program through this exception, they must provide a DD-214;**
 - (5) Graduates of Committee approved programs such as Job Corps.**
- b. Minimum qualifications must be met by applicants meeting any one of the following:**
- (1) Individuals relocated from other states or ATELS approved apprenticeship programs in the electrical trades;**
 - (2) Individuals who are self-identified as members of protected minority classes;**
 - (3) Individuals who are self-identified as female;**
 - (4) Graduates of pre-apprenticeship programs;**
 - (5) Individuals who have been employed by an approved IEC training agent for a period of at least six (6) months under an employment category or classification other than an occupation covered by these standards whose position or classification is being revised by the employer to another occupation covered by these standards.**
- c. Apprentices are able to transfer into the IEC of Washington program from one occupation to another within these standards provided the apprentice meets any one of the following:**

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

- (1) Apprentices currently registered in another WSATC approved apprenticeship program in the electrical trades following approval by the Committee;
- (2) Registered under any occupation in these standards may transfer to any other occupation in these standards;
- (3) Graduates of the IEC of Washington Residential apprenticeship program may be granted direct entry into the Construction Electrician program.

B. Equal Employment Opportunity Plan:

1. The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, creed, religion, national origin, age, or gender. The sponsor will take affirmative action to provide equal opportunity in apprenticeship.
2. The procedures, methods and programs shall be exemplified by, but not limited to, the following activities:
 - a. Dissemination of information concerning the nature of apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications and the equal opportunity policy of the Sponsor shall be done at least twice per year. Such information shall be given to the registration agency, local schools, employment service offices, women's centers, community organizations which can effectively reach minorities and women and published in newspapers which are circulated in the minority community and among women as well as the general areas in which the program sponsor operates.
 - b. Participate in annual workshops conducted by employment service or other agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein.
 - c. Granting advance standing or credit on the basis of previously acquired experience, training skills or aptitude for all applicants equally.
 - d. The ranked scores may be pierced so as to reach women (minority and non-minority) or minorities to meet goals and timetable.

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05-443).

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

A. Construction Electrician:

- 1. The term of apprenticeship shall consist of 8000 hours of on-the-job training and 800 (200 hours per year) hours of job related instruction.**
- 2. The term of apprenticeship may require more than four years on-the-job training to complete in view of possible employment lapses.**

B. Low Energy/Sound & Communication Electrician:

The term of apprenticeship shall consist of 4800 hours of on-the-job training and not less than 165 hours per year of job related instruction.

C. Residential Electrician:

- 1. The term of apprenticeship shall consist of 4000 hours of on-the-job training and 330 (165 hours per year) hours of job related instruction.**
- 2. The term of apprenticeship may require more than two years on-the-job training to complete in view of possible employment lapses.**

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

- 1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.**
- 2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.**

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

A. Construction Electrician:

The first 1600 hours of employment and one (1) year of related classroom training shall constitute a probationary period. During this probationary period, either party may terminate the Apprenticeship Agreement without the formality of a hearing.

B. Low Energy/Sound & Communication Electrician:

The first 960 hours of employment and 6 months of related classroom training shall constitute the initial probationary period. During this probationary period, either party may terminate the Apprenticeship Agreement without the formality of a hearing.

C. Residential Electrician:

The first 800 hours of employment and 6 months of related classroom training shall constitute the initial probationary period. During this probationary period, either party may terminate the Apprenticeship Agreement without the formality of a hearing.

D. After the probationary period, the Agreement may be cancelled for cause, with notice to the apprentice and a reasonable opportunity for corrective action.

E. The Registration Agency shall be advised promptly of all cancellations and termination of Apprenticeship Agreements, whether during or after the Probationary Period.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

A. Construction Electrician:

- 1. As per Washington Administrative Code (WAC) rules and regulations, the Committee shall allow each qualified employer a ratio of one (1) apprentice to one (1) journeyperson. Such ratio shall not be exceeded on**

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

any job. One (1) apprentice to one (1) journeyperson ratio requires journeyperson supervision for a minimum of 75% of each working day as required by the Washington Administrative Code.

2. Apprentices with a minimum of 7,000 hours of OJT will be allowed to work without the direct supervision of a journey-level person provided that they have been issued a six month nonrenewable unsupervised electrical training certificate by the Washington State Department of Labor and Industries in accordance with Washington Administrative Code.

B. Residential Electrician:

The ratio shall be 2 apprentices to 1 journey-level worker.

The exemption to the residential electrician ratio was given final approval at the April 2009 WSATC quarterly meeting.

C. Low Energy/Sound & Communication Electrician:

The ratio shall be 1 apprentice to 1 journey-level worker.

An apprentice shall not supervise the work of any other apprentices or workers of any other classification.

Such ratio of apprentice to journey-level workers shall not be exceeded on any job.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

During their apprenticeship, Apprentices shall be paid a progressively increasing schedule of wages and fringe benefits, per their progression period, based on a percentage of the journey-level wage rate for all of the employers participating in

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

the program an calculated on a geographic basis similar to that used for prevailing wage determinations. Contractors may opt to not provide fringe benefits but must then pay the full wage amount as determined by the apprentice's progression period.

Once each year, all participating employers will be surveyed for the average wage rate of their journeypersons performing non-prevailing wage work. These average wage rates will be averaged to determine the minimum journeyperson rate for the program. The survey forms will be signed by the company owner/officer and will become official records of the Committee. Employers reserve the right to pay apprentices more than the wage determined by this average wage, but they may not pay less. No apprenticeship wage shall be less than the minimum wage scale pursuant to the Fair Labor Standards Act, as amended.

A. Construction Electrician**:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	40%
2	1001 - 2000 hours	50%
3	2001 - 3500 hours	55%
4	3501 - 5000 hours	65%
5	5001 - 6500 hours	75%
6	6501 - 8000 hours	85%

B. Low Energy/Sound & Communication Electrician**:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0960 hours	45%
2	0961 - 1920 hours	55%
3	1921 - 2880 hours	65%
4	2881 - 3840 hours	75%
5	3841 - 4800 hours	85%

C. Residential Electrician**:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	45%
2	1001 - 2000 hours	60%
3	2001 - 3000 hours	75%
4	3001 - 4000 hours	90%

****Note: The hourly rate will be no less than the States current minimum hourly wage, as per the Department of Labor & Industries.**

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

An apprentice who is given credit for previous experience in the trade shall be paid the rate of the period to which such credit advances him/her.

A. Construction Electrician: DOT 824.261-010 Approximate Hours

- | | |
|--|-------------|
| 1. RESIDENTIAL - wiring of residences, duplexes and small apartment buildings and necessary shop work and preparation. | 500 |
| 2. COMMERCIAL - wiring of public commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary shop work and preparation. | 3500 |
| 3. INDUSTRIAL - wiring of all industrial buildings and equipment; the maintenance, repair and alteration of the same; and the necessary shop work and preparation..... | 3000 |
| 4. SPECIALIZED SYSTEMS - wiring of systems which include; sound, data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television, programmable controllers and nurse call systems. | 1000 |
| TOTAL HOURS: | 8000 |

NOTE: Trouble-shooting of electrical systems will be included in all four (4) categories above, as well as motor installations and control wiring when applicable.

Not more than 4000 hours of Residential, Specialized Systems, or a combination of the two will be credited toward the apprentice's hours for advancement in the program or for wage progression purposes

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

B. Limited Energy/Sound and Communication Electrician:

DOT 829.281-022

Approximate Hours

- 1. Limited energy installations, including: cables and supports, wire pulling, splices, conduit, flex tray and duct, controls, wiring devices, removal and finish work, stock room and materials, overhead and underground2225
- 2. Troubleshooting and maintenance350
- 3. Occupation specific applications, including:2225
 - a. Communication systems, including intercom, data telecommunications, and paging.
 - b. Specialized control systems, including HVAC

TOTAL HOURS: 4800

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

C. <u>Residential Electrician</u>	<u>DOT 824.261-010</u>	<u>Approximate Hours</u>
1. Wiring of outlets in single family residences		1000
2. Wiring of general outlets in multiple family residences, apartment buildings, swimming pool lighting and equipment		800
3. Wiring of service connection meters and distribution.....		1000
4. Major appliance installation and service.....		200
5. Remodeling of residential buildings.....		400
6. Mobile home services		100
7. Low voltage controls		200
8. Installation, service, and controls of HV/AC.....		300
	TOTAL HOURS:	4000

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in related/supplemental instruction shall not be considered as hours of work and the apprentice is not required to be paid for time spent in related/supplemental instruction.

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

In case of failure on the part of any apprentice to fulfill the obligation to attend RSI, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

- Supervised field trips
- Approved training seminars (specify)
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify): **Must satisfactorily complete an approved CPR/First Aid Class**

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

- twelve-month period from date of registration.*
- defined twelve-month school year: (insert month) through (insert month).
- two-thousand hours of on the job training.

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

- A. Construction Electrician: 200 Minimum RSI hours per year.**
- B. Limited Energy/Sound and Communication Electrician: 165 Minimum RSI hours per year**
- C. Residential Electrician: 165 Minimum RSI hours per year.**

Additional Information:

- A. The apprentice's work shall not interfere with attendance at related classroom instruction.**
- B. The Committee shall secure competent instructors whose knowledge, experience, and ability to teach shall be carefully examined. The qualifications for an instructor shall be in accordance with the State Plan for Vocational Education for trade and industrial instructors. When possible, the instructors shall take such teacher training courses as are available.**
- C. The instructors shall give periodic examinations and report the results to the Committee so that the apprentices' progress may be checked and corrective measures applied where necessary.**
- D. Safety: Each apprentice shall take a four (4) hour CPR and a four (4) hour First Aid class in every year of the apprenticeship program as well as on-the-job safety training to ensure that they may become a safe and competent journeyman.**
- E. The apprentice must immediately notify the instructor of any intended absence from school classes.**
- F. Apprentices shall be required to make up all absences from related instruction. Absences shall be adequate reason for the apprentice to be called before the Apprenticeship Committee for disciplinary action.**
- G. Failure to receive passing grades in school will be cause for the student to be called to appear before the Committee for disciplinary action.**

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

A. General Procedures

- 1. The employer agrees that the apprentice will be allowed to work in a manner that will result in normal advancement, and will require the apprentice to make satisfactory progress in both work related and classroom instruction.**
- 2. Supervision should not be of such nature as to deter the development of responsibility and initiative.**
- 3. The apprentice agrees, after having made application, and having read the rules and standards, to perform such work related and classroom instruction as the Committee deems necessary for the apprentice to complete his/her registration.**
- 4. All apprentices will be given a "County Referral Availability Form" to complete indicating the counties in which the Applicant is willing to work. A revised/updated version of this form may be submitted by the apprentice at anytime. Apprentices will be required to accept referrals to work in any county unless limited by submission of the "County Referral Availability Form."**

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

5. **Apprentices shall be referred to employment with a Training Agent based on the following criteria: 1) the date and time the apprentice is placed on the out of work list; 2) apprentice level requested by the Training Agent; 3) the county in which the apprentice has defined as an acceptable area for employment; and 4) response to the referral contact within a reasonable length of time.**
6. **Apprentices are responsible to furnish their own transportation to the employer's place of business and/or job site, and to the place where job-related classroom instruction is conducted.**
7. **Any apprentice shall have the right to appear before the Committee.**
8. **At the end of each progression period of employment, the Committee shall examine the progress of the apprentice on the job and in related instruction. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period or cancel his/her registration. Increases shall be subject to satisfactory progress on the job and in related instruction.**
9. **Any apprentice desiring to make a request for credit for previous work related training must do so in writing to the IEC administrative office. The request shall be considered based on affidavits approved by, and received by the Committee from, the Washington State Department of Labor and Industries of his/her previous work experience and training schedule as it relates to his/her trade. The ruling shall not prohibit an employer from paying an apprentice a wage higher than the established rate calls for. Where such experience warrants it, the Committee will place the apprentice in the appropriate period, and such advanced credit shall be subject to review prior to his/her next advancement.**
 - a. **Request for credit of prior hours may be made to the Committee within one (1) year of registration and may only be requested a single time. Hours not included in the initial request may not be considered at a later date.**
 - b. **Prior hours worked while in the employ of an approved training agent will be accepted by the committee in their entirety.**
 - c. **Prior hours worked while in the employ of a non-training agent will be approved under the following guidelines:**
 - (1) **50% of the hours worked will be credited to the apprentice unless the employer is deemed by the Committee to be substandard in their OJT skills/ability.**

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

- (2) The total number of awarded hours does not exceed 75% of the total number of hours in a given category.
 - d. Awarded hours may not exceed 4000 in any combination of Specialty and Residential hours.
 - e. Credit granted for hours represented as "Commercial/Industrial" by L&I will be divided equally between Commercial and Industrial unless special request is made either in writing or in person at the appropriate Committee meeting by either the apprentice or the Training Agent.
10. At the completion of the term of apprenticeship, the Committee may interview the apprentice. If satisfactory in all phases of the training, the Committee will so certify to the sponsoring parties. If not satisfactory, his/her term of apprenticeship may be extended.
 11. Any time the apprentice believes he/she has any complaint concerning any phase of his/her training within 180 days, he/she shall submit the complaint in writing to the Apprenticeship Committee, through the Training Director, fifteen (15) days prior to the next regularly scheduled meeting.
 12. Apprentices are required to maintain an "active" status of his/her Department of Labor and Industries issued Electrical Trainee Card. The apprentice is responsible for any fees for renewing the Electrical Trainee Card and for any fines incurred by the apprentice as a result of allowing the Electrical Trainee Card to lapse.
 13. The Training Agent is responsible to ensure the apprentice maintains an "active" status of his/her Department of Labor and Industries issued Electrical Trainee Card. The Training Agent is responsible for any fees, fines, or penalties imposed on the Training Agent as a result of apprentices working with lapsed Electrical Trainee Cards.
 14. The Committee will notify the apprentice and Training Agent of the requirement to renew the Electrical Trainee Cards at least 4 weeks prior to the expiration date.
 15. The apprentice's progress in each phase of apprenticeship may be determined on an actual hour basis. Therefore, an apprentice who, by unusual aptitude or past education and/or practical experience, achieves the desired level in a phase of the apprenticeship in less than the time designated may be advanced to the next phase.
 16. The determination of such advancement is the responsibility of the Sponsor.

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

17. An apprentice shall not supervise the work of any other apprentice or workers of any other classification.
18. Contact information is defined as: Name, mailing address, telephone number, fax number, and email address.
19. Apprentices are required to notify IEC of Washington of any changes to their contact information. The apprentice must keep the Committee informed of his/her current contact information or disciplinary procedures may follow.
20. Notices to apprentices including regular communications, Committee summons, Committee determinations, job referrals, notice of Standards non-compliance issues, newsletters, and other communications as determined by the Committee may be delivered via United States post, commercial courier, facsimile, or email.
21. Official requests to the Committee or allowance for release of information by IEC of Washington must be made by the apprentice in one or more of the following methods.
 - a. In person to a current IEC of Washington administrative employee and presenting proper identification as requested;
 - b. Via telephone;
 - c. Via U.S. post or other courier, facsimile, or delivered in person with the signature of the apprentice as on file with IEC of Washington; or,
 - d. From an email address identified by the apprentice as his or her official email address approved for all communication between the apprentice and IEC of Washington.

B. Local Apprenticeship Committee Policies

1. The rules and policies of the Committee as presently in existence or as may be adopted from time to time shall have full force and effect under these Standards, provided they do not change the intent of the Standards or in any way effect the discipline, suspension or cancellation of an apprentice.
2. Consultants and guests may be invited to attend meetings of the Committee but shall have no official voice or vote.
3. The Committee shall determine the need for apprentices in the area covered by these Standards.
4. The committee may employ a competent person as full-time Training Director. The Training Director shall assume such responsibility and

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

authority for operation of the apprentice training program as is delegated by the Committee.

5. All requests to the Committee shall be presented to the IEC of Washington administrative staff at least fifteen (15) days in advance for the next regular Committee meeting.
6. Disciplinary action may include, but is not limited to, a warning, holds in advancement in progression, disciplinary probation, demotion, suspension, or cancellation from the program.
7. Apprentices who refuse to sign any required paperwork will cause themselves to be canceled from the program.
8. The Committee does not tolerate sexual harassment of any type. Apprentices who engage in such conduct will be subject to disciplinary action. Apprentices who believe that they have been sexually harassed should immediately notify the Committee office. Such complaints will be treated confidentially except to the extent necessary to investigate and resolve the complaint.
9. An apprentice may request a leave of absence at any time from the Committee.
10. Apprentices are not allowed to do electrical work for any employer other than the one to which they have been assigned by the committee. Violations of this policy will result in disciplinary action.
11. Cheating, cribbing, copying or obtaining information other than your own knowledge during the testing procedures will be cause for disciplinary action.
12. Apprentice notices to appear before the committee shall be issued at least 20 days prior to requested appearance.
13. Cancellation:
 - a. Cancellation may occur at the request of the Apprentices at any time.
 - b. Cancellation by the Committee can occur without a specific reason during the initial probationary period, but after the initial probationary period must be for cause with a reasonable opportunity for correction allowed when circumstances warrant it.
 - c. Apprenticeship agreements may be canceled for such causes as (this is not an exhaustive list):

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

- (1) Violations of these policies or rules, or refusal to sign required paperwork;**
- (2) Excessive absenteeism or tardiness, either school or job;**
- (3) Scholastic failure;**
- (4) Lack of satisfactory job performance**
- (5) Irresponsible acts, falsification or cheating**
- (6) Repeated or continuous job and/or school problems, i.e., insubordination or disruptive behavior.**
- (7) Using alcohol or controlled substances on school property or jobsite;**
- (8) Becoming unemployable due to jobsite performance or lack thereof.**

14. Individuals who are terminated from the IEC of Washington Apprenticeship program for cause are prohibited from reapplying to the program in the future. This policy may be waived at the discretion of the Committee.

15. Statement of Policy:

The Training Director will act for and under the direction of the Committee in carrying out the terms and conditions as established in the Standards, and published policies of the Committee.

a. Apprentice Job Assignment Employer-Apprentice-Committee:

- (1) Employers shall advise the Training Director of the number of apprentices needed. The referral of apprentices to fill such vacancies shall be made by the referral office upon receipt of an assignment by the Training Director.**
- (2) It is the intention of the Committee that employers employing apprentices make every effort to offer six months continuous work in order to employ an apprentice. But recognizing the varying circumstances, the employer should give a full weeks' notice before laying off an apprentice in order that a replacement job can be found through the chapter office.**

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

- (3) Apprenticeship is primarily a working-training period. Apprentices must accept jobs as referred by the Committee or offered by the referral Training Agent. Refusal of a job referral or offer will be cause for the apprentice to be called to appear before the Committee for disciplinary action.
- (4) Should an Apprentice wish to make a change of employers, they should make a written request to the Committee including the reason for the request.
- (5) When an apprentice becomes unemployed for any reason, he/she shall notify the IEC administration not later than the next working day after termination.
- (6) The Committee shall have full authority to transfer or rotate apprentices from one employer to the other to provide diversity of training of work opportunities. The arrangements for these transfers shall be made by the Training Director in cooperation with all parties concerned.

 - (a) The Training Director will make every effort to give two-week advance notice of transfer to apprentices.
 - (b) All transfers and assignments for work shall be issued by the Committee through the referral office.
- (7) The Committee will endeavor to have all newly selected apprentices registered and employed as soon as reasonably possible.
- (8) All problems pertaining to the employer/employee relationship shall be resolved by the employer/employee. If resolution cannot be reached, the problem shall be submitted to the Committee for action and disposal.
- (9) The Committee and Training Agents take a dim view of excessive absence, tardiness, or not calling in when not able to come to work, and job termination may result. Any problems with absenteeism or tardiness will be reported to the Committee for appropriate disciplinary action.
- (10) An Apprentice who is terminated for cause due to failing a drug screen test will be required to appear before the Committee prior to returning to work. The Apprentice will also be required to take a drug screen test, at the expense of the Apprentice, and that test must be negative, before the apprentice will be allowed

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

to return to work. The Committee will require that Apprentice to seek an evaluation from a drug or alcohol treatment center and follow the recommended treatment plan at the expense of the apprentice. The Apprentice will then be required to be subject to random drug screen tests for a period of up to one year. The test will be set up and paid for by the Committee.

b. Periodic Advancement of Apprentices:

- (1) Prior to each advancement, the IEC of Washington administration will check the apprentice's progress on the job by contacting the proper supervisory personnel at the Training Agent where the apprentice is employed, and reviewing program records.**
- (2) Requirement for Advancement:**
 - (a) Not more than one (1) outstanding absence.**
 - (b) Satisfactory grade in school: 70% average minimum grade.**
 - (c) Satisfactory evaluation from an appropriately licensed supervisor.**
 - (d) OJT reports turned in by the tenth (10th) day of the following month.**
- (3) Each of the requirements will be checked by the Training Director prior to each advancement.**
- (4) Deficiency in one or more of these requirements may be cause for up to six months deferment of advancement, or other disciplinary action.**
- (5) Future advancements will be calculated from the new accumulated hours. Following six (6) months of full compliance with program standards, penalties assessed may waived by the Committee upon written request of the apprentice.**

c. Apprenticeship School:

- (1) Registration and books for the apprentice:**
 - (a) Required textbooks must be purchased from the committee. Replacement of lost, stolen or destroyed books**

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

issued during any year of the apprenticeship must be replaced within 14 days at the expense of the apprentice.

- (b) **The apprentice will be responsible for the payment of registration/tuition fees. These fees include regularly scheduled classroom instruction, lab fees, field trips at the direction of the Committee, and required books. It does not include replacement of lost or damaged books or make-up classes required for missed RSI.**
- (c) **Registration fees must be paid in full thirty (30) days prior to first day of school of each year in which the apprentice registered in the IEC of Washington Apprenticeship Committee program. Failure to pay registration fees will result in the apprentice not being allowed to start school and possible disciplinary action.**

(2) Conduct at School:

- (a) **There will be no drugs, alcohol or firearms in the training center facility.**
- (b) **Reading material other than schoolwork will only be read on breaks while in the classroom.**
- (c) **The training centers are no smoking facilities. No tobacco products are allowed inside the training facilities. Apprentices may smoke or chew outside.**
- (d) **Sleeping in class will not be tolerated.**
- (e) **Cell phones are not allowed in class.**
- (f) **Electronic games are not allowed in class.**
- (g) **The instructor is the foreman in the classroom. He/She has full authority to run the class as he/she sees fit. Class disruption and insubordination by Apprentices will not be tolerated.**
- (h) **Any disciplinary problems will be addressed by the class instructor. The Instructor may suspend an Apprentice from class for one day. If the same apprentice is suspended from class for a second day that apprentice will appear before the Committee.**

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

- (i) **Each Apprentice is expected to be at the Training Center by the scheduled starting time. If the apprentice does not sign in by that time, he/she may be counted absent for that day.**
- (j) **Full attendance at school is required for completion of the school year. Any apprentice reported absent three (3) times will appear before the Committee.**
- (k) **Graduation is a mandatory portion of the classroom instruction during each year of apprenticeship.**
- (l) **While minimum hours of school per year are required for completing the required related training, Apprentices will be required to attend all regular and special classes scheduled.**
- (m) **If an apprentice misses a class, he/she must contact the instructor to obtain the online make-up assignment. Each absence must be made up within 14 days of the absence.**
- (n) **Apprentices will conduct themselves in a professional and respectful manner at all times when dealing with IEC of Washington personnel, on the job site, or otherwise acting as a member of IEC of Washington.**

d. Work Experience Report:

- (1) **Each apprentice is to be required to fill out an OJT report monthly. This report shall be in the Committee office no later than the 10th of the following month.**
- (2) **A thirty (30) calendar day hold on the next advancement will be assessed for each last OJT report. The apprentice may be considered for cancellation after the third violation.**

C. Complaint and Appeal Procedures:

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

Prior to: 20 calendar days of intention of disciplinary action by a sponsor

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

- Sponsors must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action must be sent to the apprentice

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

Within: 30 calendar days of apprentice's request for reconsideration

- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 calendar days of final action

- Apprentice must submit the complaint in writing to the Department
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local sponsor

Within: 30 business days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or sponsor disputes supervisor decision:

Within: 30 calendar days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 calendar days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on request.

Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
- Authorization of Signature forms - as necessary
- Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
- Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
- Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
- Journey Level Wage Rate – annually, or whenever changed
- Request for Revision of Standards - as necessary
- Request for Revision of Committee - as necessary
- Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
1st quarter: January through March, by April 10
2nd quarter: April through June, by July 10
3rd quarter: July through September, by October 10
4th quarter: October through December, by January 10
- On-the-Job Work Hours Reports (bi-annual)

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

1st half: January through June, by July 30
2nd half: July through December, by January 31

3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Sponsor's introductory statement (if applicable)
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with the Department before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)
- Reinstatement
- Cancellation and/or
- Corrections

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor 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 these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.

3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

1. **The Committee shall be composed of not less than six (6) nor more than twelve (12) members: half of those members to represent contractor/employers from the program approved training agents of IEC of Washington, and the remaining half to be qualified to represent employees from the approved training agents.**
2. **Members of the Committee shall be selected by the groups they represent. The Committee shall select from its membership, a Chairman and Secretary.**
3. **Any member of the Committee may be removed for cause and replaced by proper action on the part of the organization, which he/she represents. Any officer or Committee member may be removed by the sponsoring organization upon recommendation by majority vote of the Committee, for dereliction of duty or misconduct in office.**
4. **Throughout the Standards, I.E.C. of Washington Apprenticeship and Training Committee shall be referred to as sponsor or committee.**

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

Quorum: **51% of the members of the I.E.C. Apprenticeship and Training Committee must be present to establish a quorum. Each representative body of the Committee shall have equal votes regardless of the actual number of representatives present.**

Program type administered by the committee: **GROUP NON-JOINT**

The employer representatives shall be:

**Nathan Howat, Chair
1712 Pacific Ave, Ste. 204
Everett, WA 98201**

**Sean Colberg
1712 Pacific Ave, Ste. 204
Everett, WA 98201**

**Steve Shookman
1712 Pacific Ave, Ste. 204
Everett, WA 98201**

**Jay Horton, Alternate
1712 Pacific Ave, Ste. 204
Everett, WA 98201**

The employee representatives shall be:

**Dan Stevens, Secretary
1712 Pacific Ave, Ste. 204
Everett, WA 98201**

**Paul Kellog
1712 Pacific Ave, Ste. 204
Everett, WA 98201**

**Jim Jenson
1712 Pacific Ave, Ste. 204
Everett, WA 98201**

**Eldon Walstad, Alternate
1712 Pacific Ave, Ste. 204
Everett, WA 98201**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Jolie Estes, Training Director
1712 Pacific Ave, Ste 204
Everett, WA 98201**