STANDARDS OF APPRENTICESHIP
adopted by

VERTICAL OPTIONS ELEVATOR APPRENTICESHIP PROGRAM
(sponsor name)

Occupational Objective(s):	SOC#	Term
ELEVATOR CONSTRUCTOR MECHANIC	**47-4021.00**	**8000 HRS**

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:

APRIL 16, 2015 Initial Approval	APRIL 21, 2016 Committee Amended
Standards Amended (review)	Standards Amended (administrative)
By: LEE NEWGENT Chair of Council	By: ELIZABETH SMITH Secretary of Council

VERTICAL OPTIONS ELEVATOR APPRENTICESHIP PROGRAM

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):

The following Standards of apprenticeship, with supplements pertaining to the necessary work experience and education of the elevator constructor trade and the progressive wage scales, when approved by and registered with the Registration Agency, shall govern the training of apprentice elevator constructors in this program.

VERTICAL OPTIONS ELEVATOR APPRENTICESHIP PROGRAM

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 – 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 geographical area shall be the following counties in Washington:

Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Whitman, Walla Walla, and Yakima.

II. MINIMUM QUALIFICATIONS:

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

Age:	**All applicants shall be at least eighteen (18) years of age.**
Education:	**Applicants shall be a high school graduate or possess a GED. Each applicant shall submit with their completed application high school transcripts or a GED that includes official test results.**
Physical:	**Must be physically fit to perform the duties of the trade.**
Testing:	**All applicants must complete and shall pass two tests. 1) The COMPASS Test, with the minimum score of 34 in reading, 32 in writing, and 30 in math. 2) The Spatial Relations & Mechanical Reasoning Test designed to assess the applicant's aptitude for employment in the elevator industry. Passing scores are 21 in Spatial Relations and 19 in Mechanical Reasoning. Testing fees are paid by the sponsor.**
Other:	**Applicants shall submit proof of their education, age qualifications, and Testing results to the Committee before their applications will be considered completed. This must be done within thirty (30) days of date of application. Applicants not completing the application within thirty (30) days will be required to reapply.**

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:

Exempt per WAC 296-05-405 (1)(a)

B. Equal Employment Opportunity Plan:

Exempt per WAC 296-05-405 (1)(a)

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

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)].

The term of apprenticeship for Elevator Constructor Mechanic shall not be less than 8000 hours of reasonably continuous employment.

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.

The probationary period shall be a period totaling six (6) months or 1000 hours.

Probationary apprentices shall advance from the fifty (50) percent wage rate to the first year apprentice's wage rate upon completion of six (6) months, or 1000 hours in the elevator industry.

The records for each probationary apprentice shall be reviewed prior to the end of the probationary period. Records shall consist of periodic reports from the apprentice's supervisor, a complete record of attendance and grades in related instruction, and any disciplinary action taken during the probationary period. Any probationary apprentice considered to be unsatisfactory after a review of the probationary records shall have his or her Apprenticeship Agreement canceled before the probationary period, and the Registration Agency will be so notified.

Each probationary apprentice evaluated as satisfactory after a review of the probationary records shall be given full credit for the probationary period and continue in the program.

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)].

The ratio of apprentice to journey-level worker shall not exceed one (1) apprentice to one (1) journey-level worker regularly employed the jobsite. The mechanic shall be responsible for the training for the apprentice on the job. Apprentices shall be

under the general supervision of the employer and under the direct supervision of the journey-level worker to whom they are assigned.

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.

Step	Number of hours/months	Percentage of journey-level rate	**Remarks**
1	**Probation (6 months): 0000-1000 hours**	**50%**	**Probationary Apprentice**
2	**1001-2000 hours**	**55%**	**1st year Apprentice**
3	**2001-4000 hours**	**65%**	**2nd year Apprentice**
4	**4001-6000 hours**	**70%**	**3rd year Apprentice**
5	**6001-8000 hours**	**80%**	**4th year Apprentice**

Fringe benefits are not paid to apprentices in their probationary period as defined in these standards (Section V).

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)]

A. ELEVATOR CONSTRUCTION MECHANIC — APPROXIMATE HOURS

1. INTRODUCTION TO ELEVATORS.....1000

a. Elevator History and Basic Safety
- **(1) Identify job hazards**
- **(2) What proper safety equipment to wear and use**
- **(3) Common-sense safety around elevators and escalators**
- **(4) Fundamentals of first aid and MSDS information**
- **(5) Avoiding electric shock, GFCI's**
- **(6) Codes that apply to the elevator industry**
- **(7) Demonstrate proper lift techniques**
- **(8) Perform lockout/tagout procedure as described in the Elevator Industry Field Employees' Safety Handbook**

b. Basic Print Reading
- **(1) Read prints**
- **(2) Survey the hoistway for new installation and modernization**
- **(3) Convert to meter equivalents**
- **(4) Identify proper use of hardware during daily work routine**
- **(5) Identify course and fine thread type bolts. Demonstrate the proper identification and grade of imperial bolts**

c. Handling Materials & Tools: Rigging & Hoisting
- **(1) Safety Procedures**
- **(2) Properly handle and store all tools**
- **(3) Tie and identify knots, bends and hitches**
- **(4) Safety procedures for hoisting heavy equipment**
- **(5) Building a safe working platform & scaffolding**
- **(6) Use all safety devices**

(7) The proper method of unlocking the hoistway door using two different types of door unlocking devices
(8) Demonstrate use of digital multimeter showing proper settings for measuring AC voltage, DC voltage and resistance
(9) Perform a mousing of an eye hook
(10) Demonstrate all hand hoisting signals

2. INSTALLING ELEVATOR COMPONENTS 1000

a. Pit Equipment
(1) Safety Procedures
(2) Introduction to the pit components and their purpose
(3) Install pit equipment: buffers, compensating sheaves, limit switch assembly, spring or oil buffers, compensating ropes and chains
(4) Testing of pit equipment for proper operation
(5) Determine the proper run-by-clearance of the car and counterweight
(6) Using either a threaded or grooved pipe, properly connect two pieces of pipe.
-- If using a grooved pipe connection, are the seals made for oil use?
(7) Using buffer data plate information, identify and choose the proper oil for buffer use and check oil level and fill as necessary. Check for proper test tag and record date of last test.

b. Guide Rails
(1) Safety Procedures
(2) Prepare rails and rail runs
(3) Build templates, drop lines and plumb hoistways of single, multiple or corner post installations
(4) Install guide rails
(5) Use a rail gauge and align rails
(6) Proper use of fall protection, proper care and use of equipment
(7) Jobsite requirements for properly storing rail guides until they can be installed
(8) Demonstrate proper sizing of rail equipment to be used and the proper procedure for determining size
(9) Using a vixen file or other equipment, clean and file rail surfaces to eliminate possible knocking

c. Machine Room Equipment

(1) Safety Procedures
(2) Layout and properly align & set equipment
(3) Properly align sheaves, tracks and gears
(4) Offset roping
(5) Calibrate and test
(6) Demonstrate proper inspection and maintenance procedures for the equipment

d. Hoistway Equipment
(1) Safety Procedures
(2) Assemble car and counterweight sling
(3) Why elevators are counterweights
(4) Proper handling & storage of wire ropes
(5) Plan a rope run and learn other methods of installing and reroping
(6) Properly install vinyl tile floor covering inside an elevator

3. MAINTENANCE PRACTICES AND TESTING 1000

a. General Maintenance Procedures
(1) Safety Procedures
(2) Cleaning and Lubrication
(3) Assembling of the car frame, platform and safeties
(4) Wire rope hitches and related hardware
(5) Inspection of the hoist and governor ropes
(6) Identify all elevator controller components and their operation
(7) Proper care of door operator unit and belt driven hydraulic power unit
(8) Become familiar with American Society of Mechanical Engineers A17.1 Code section pertaining to general and specific maintenance requirements of elevators and escalators

b. Maintenance of Traction Elevators
(1) Safety Procedures
(2) Governor speed calibration and test
(3) Brake inspection, proper lubrication and adjustment
(4) 5-year safety test
(5) Installation of a motor brush
(6) Maintenance Control Plan

c. Maintenance of Hydraulic Elevators
(1) Safety Procedures

(2) Annual hydraulic test
(3) Replacement of a hanger roller and the proper adjustment of the up thrust roller
(4) Perform examination of the hydraulic pumping unit and note deficiencies
(5) Perform inspection of the hoistway and pit
(6) Perform a test of the Firefighters Service

d. Maintenance of Escalators and Moving Walks
(1) Safety Procedures
(2) Clean and lubricate
(3) Handrail slippage
(4) Maintenance on equipment
(5) Repair/replacement of equipment

4. ELECTRICAL 1000

a. Electrical
(1) Procedures for working safely with electricity
(2) Principle on which all electrical concepts are based
(3) What is electricity and where does it come from?
(4) Read a wiring diagram symbol and apply it to the equipment on the job
(5) Sequence of operation of individual circuits such as starting, stopping car and hall call cancellation and direction selection
(6) Troubleshoot particular circuits that are malfunctioning
(7) Locate and repair electrical problems such as ground, opens, defective contacts and coils
(8) Troubleshoot electrical problems with confidence
(9) Relay logic

5. ELEVATOR DOORS AND EQUIPMENT.....300

a. Elevator Doors and Equipment
(1) Safety Procedures
(2) Proper terminology for doors and relating equipment
(3) Difference between door types and the reasons for choosing to install each type
(4) Install car and hoistway entrances and door equipment accurately
(5) Install & adjust elevator doors, gates for passenger, freight & dumbwaiter
(6) Final adjustments and maintenance

(7) Passenger and freight door, gate repairs and replacements
(8) Door operators, repair, replace and adjustments
(9) Door protective devices and troubleshooting

6. TRACTION ELEVATORS: MOTORS 1400

a. Motor Control and Fault Finding
(1) Safety Procedures
(2) Identify motor components and its function in AC and DC motors
(3) Gearless machines
(4) Cleaning and lubrication
(5) Learn how to check bearings and replace
(6) Testing and replacing motors, generators, bearings, sheaves and drivers
(7) Elevator related circuits and basic circuit analysis
(8) Converting AC to DC power
(9) Testing procedures
(10) Turn and undercut a commentator
(11) Test shunt and series field coils
(12) Understand braking

7. ELECTRICAL WIRING AND EQUIPMENT.....300

a. Electrical Wiring and Equipment
(1) Safety Procedures
(2) Read and understand a Code Requirement look up in National Fire Protection Association -- 70, repair and replacement of traveler in existing hoistways
(3) Terminology for various tools and electrical equipment
(4) Plan and install raceway and conduit
(5) Bend conduit
(6) Plan wiring and pulling wires safely and efficiently
(7) Accurately prepare and install traveling cables
(8) Bonding and grounding equipment
(9) Prepare the elevator/escalator for running operation

8. HYDRAULIC AND INSTALLATION 400

a. Hydraulics
(1) Safety Procedures
(2) Complete a pressure test

(3) Identify the major components of a hydraulic system and each function
(4) Drill a hole for a hydraulic jack
(5) Properly install and plumb the casing & jack with specific tools
(6) Layout a pipe run and connections to power unit and jack
(7) Understand hydraulic theory and valve operation
(8) Adjust the valves for proper operation
(9) Troubleshoot and isolate system problems

9. BASIC ELECTRONICS AND FUNDAMENTALS.....600

a. Basic Electronics and Solid State
(1) Terminology and safety equipment used on electronic devices
(2) Binary & hexadecimal systems are related to digital circuitry
(3) Capacitors and capacitance are used on elevator equipment
(4) Inductance and inductors are used in circuits
(5) How a semi-conductor works
(6) Diode, zener diodes, photodiodes and light emitting diodes
(7) Understanding transistors and how they operate
(8) How SCR's are operated and used in elevator circuits
(9) Various digital gates and their function
(10) The functions of integrated power supplies
(11) Different configurations and uses of the Op Amp

10. MACHINERY TROUBLESHOOTING, ROPE REPLACEMENT 400

a. Elevator Rope Replacement
(1) Safety Procedures
(2) Terminology associated with elevator rope replacement
(3) Inspecting for defective rope, selector tape & cable
(4) Staging and routing ropes, tapes & cables
(5) Shackling and socketing
(6) The inspection of sheaves to see if they are in sufficient condition to put on new ropes
(7) How to determine the right ropes to order
(8) Proper handling of wire rope so that it is not damaged prior to installation

(9) Procedure to properly hang ropes

b. Machinery Troubleshooting/Repair
   (1) Safety Procedures
   (2) Maintenance and troubleshooting for common problems associated with wire ropes and sheaves
   (3) The different machinery types commonly found and some older systems no longer installed, but still in use in mechanical driving systems
   (4) Troubleshooting methods, the importance of proper diagnosis, and the planning, communication and safety aspects of the repair or replacement of mechanical equipment
   (5) Components found on elevator machinery and some common methods for the proper repair, replacement and adjustment of these components
   (6) Components commonly found on elevator installations that include governors, tensions and weight frames, car frames and platforms, safeties and release carriers, guide assemblies, buffers and mechanical selector systems
   (7) The proper testing and lubrication of repaired and/or replaced machinery before returning the equipment back to service

11. ESCALATORS AND MOVING WALKS 300

a. Escalators, Moving Walks
   (1) Safety Procedures
   (2) Identification of escalator and moving walk components
   (3) Familiarization of the American Society of Mechanical Engineers A17.1 and American Society of Mechanical Engineers A17.3 code relating to escalators and moving walks
   (4) Installation of an escalator
   (5) Prepare the escalator for running operation
   (6) Inspection and testing

12. ACCESSIBILITY 300

a. Accessibility
- **(1) Safety Procedures**
- **(2) Applicable code**
- **(3) Installation of a stairlift, vertical platform lift (VPL) and inclined platform lift (IPL)**
- **(4) Installation of a private residence elevator**

TOTAL HOURS: 8000

VERTICAL OPTIONS ELEVATOR APPRENTICESHIP PROGRAM

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):

(X) 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

(X) Other (specify): **National Association of Elevator Contractors (CET Training Program)**

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

( ) twelve-month period from date of registration.
(X) defined twelve-month school year: **September** through **June**.
( ) 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.*

Additional Information:

A related supplemental instruction school year is defined by the committee as being September to June. July and August shall be reserved for makeup instruction, as needed. Each apprentice is required to attend related supplemental instruction four (4) hours a week.

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. **Administrative Procedures:**

   a. **All committee members shall be actively participating in the industry as an employer, supervisor, or journey-level worker.**

b. **The committee may accelerate or extend, through the evaluation process, the advancement of an apprentice in each and every wage progression period.**

c. **The committee may, at any time, rotate an apprentice who is not receiving proper training or for any reason they feel will benefit the apprentice.**

d. **The apprentice will have a valid Washington State driver's license at all times.**

e. **Classroom certified instructors shall keep an attendance record of apprentice's actual class hours, which shall be turned in to the Director of Apprenticeship at the end of each class period. All records shall note tardiness and early departures and shall be forwarded to the committee for disposition.**

f. **Classroom certified instructors shall hold a CET-S certificate from National Association of Elevator Contractors, (NAEC).**

g. **It is the applicants and apprentice's responsibility to keep his or her current address and contact information on file with the committee.**

h. **An apprentice must have adequate dependable transportation to the job and classroom.**

g. **Each apprentice shall be required to perform assigned tasks in the classroom in accordance to industry standards at the jobsites. The determination by the apprenticeship committee of an apprentice's progress and fitness for the trade shall be based in part on the proficiency shown in subjects covered in the related trade instruction as well as on-the-job progress.**

h. **The apprentice shall be evaluated through jobsite observation. Observations will be forwarded to the committee for review and appropriate action.**

i. **The requirements for advancement are: Regular attendance at related classes, minimum passing scores for the CET program (a minimum 85% score on 12 unit exams and a minimum 75% score on Level 1 and Level 2 exams), satisfactory reports from journey-level workers, and work experience reports turned in monthly.**

j. **Apprentices may make a complaint to the apprenticeship committee for issues pertaining to either related instruction or on-the-job training. The apprentice must submit the complaint in writing to the committee no**

later than 10 days prior to the apprenticeship committee meeting. The complaint must be submitted in writing within 60 days of the occurrence. The apprentice shall have the right to appear in person before the committee. The apprentice shall be notified of the decision of the apprenticeship committee in writing. All decisions of the apprenticeship committee shall be final.

k. The Sponsor retains the right to submit revisions to these Standards to the Washington State Apprenticeship and Training Council, according to Council rules.

l. Apprentices with previous experience or training in the trade may request to have previous hours granted toward their apprenticeship certification through application to National Association of Elevator Contractors (NAEC). Once approved by NAEC, each individual case would come before the apprenticeship committee for review and approval. Apprentices are required to submit previous work experience hours to the committee within 180 days of their registration as an apprentice with these standards. Extension may be requested from the committee by the apprentice.

2. Disciplinary Procedures:

a. Apprentices shall be informed of their work and related training obligations as stated in these Standards.

b. Disciplinary problems may be referred to the committee for action.

c. The committee and/or its designate shall notify the apprentice of any violations of these Standards and the apprentice shall be subject to the disciplinary action procedures as outlined below.

d. Failure to show regular attendance at related classes may be deemed sufficient cause for the apprenticeship committee to initiate disciplinary action procedures as outlined below. Regular attendance is defined as not missing more than two classes per quarter. Apprentices who miss more than two (2) classes per quarter may be summoned before the committee for disciplinary action up to and including cancellation of his or her apprenticeship status.

e. More than two unexcused absences from class during each quarter may be deemed cause by the committee for the apprentices completion date being extended an additional three (3) months with a corresponding three (3) months delay in the apprentices next scheduled increase.

Four (4) unexcused absences from class during the quarter may be deemed cause by the committee for the apprentice being dropped from the program.

Excused absences may be allowed for:
Illness of apprentice
Trips and/or vacations. (By prior approval of the apprenticeship committee)
Death in immediate family
Any other reasons deemed appropriate by the committee

f. Apprentices who have missed related instruction, as outlined in these Standards, will not be eligible for advancement until such time as the requirement is satisfied.

g. An apprentice may be discharged for substandard performance, improper conduct, indifference to the contractor's or committee's rules and regulations, or insubordination.

h. It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded by the apprentice to the committee by the 10th day of each month after they have been signed by the journey-level worker(s). The above records shall contain the apprentice's (a) name, (b) classification, (c) months and year of report, as well as hours of work performed. The apprentice work progress report shall be forwarded to the apprenticeship committee prior to each committee meeting or upon request of the committee. The work process classifications in which the apprentice has worked each day shall be recorded. Copies are available upon request.

i. Work experience reports shall be completed properly and submitted on time to the apprenticeship committee. Failure to comply will result in notification of no pay progression until records are completed. The committee will not accept hours that are past due.

j. Each apprentice who is late in turning in his/her work experience report will have the following penalties imposed:

First Offense:	**Up to 30 days actual work delay in his/her next advancement.**
Second Offense:	**Up to 60 days actual work delay in his/her work advancement.**
Third Offense:	**Cause for cancellation of registration**

Future advancements will be calculated from the new date.

k. All other disciplinary action procedures are as follows:

***1st infraction*:**	**A written warning.**
***2nd infraction*:**	**Appearance before the apprenticeship committee by the apprentice to justify why advancement should not be denied, his/her apprenticeship agreement should not be canceled or whatever other action is being contemplated by the apprenticeship committee.**
***3rd infraction*:**	**Cause for cancellation of the apprenticeship agreement.**

l. If the apprentice fails to appear before the committee after due notice, disciplinary action may be invoked without hearing.

m. Should the apprenticeship committee find reason to suspend or cancel an apprenticeship agreement, the apprentice shall be notified in writing, specifying the reason for the suspension, cancellation or any disciplinary action. The apprentice shall be notified 20 days in advance of the meeting of the committee for the purpose of the disciplinary action, suspension, or cancellation.

n. Individuals who are terminated from the program for cause are prohibited from reapplying to the program for a period of 12 months from the date of their cancellation.

o. The apprentice shall read Section X in its entirety and be thoroughly familiarized with its content. The apprentice shall keep a copy for their reference at all times. The apprentice is cautioned that the penalties are enforced and failure to read the regulation will be no excuse.

p. The apprenticeship committee solicits and appreciates any constructive criticism which will further this program.

q. The terms "apprenticeship committee" or "committee" refer to the apprenticeship committee of the Vertical Options Elevator Apprenticeship Program, the sponsor of these standards.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

VERTICAL OPTIONS ELEVATOR APPRENTICESHIP PROGRAM

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

- 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-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)
  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

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 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.

Quorum: **A quorum must be present to carry on the regular business of the apprenticeship committee. A quorum shall consist of three members.**

Program type administered by the committee: **Individual Non-Joint**

The employer representatives shall be:

Keely Friesen, Chair
626 North Helena Street
Spokane, WA 99202

Wade Friesen
626 North Helena Street
Spokane, WA 99202

The employee representatives shall be:

James Helminger, Secretary
626 North Helena Street
Spokane, WA 99202

Pete Jaeger
626 North Helena Street
Spokane, WA 99202

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

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.

NONE