



**STANDARDS OF APPRENTICESHIP  
adopted by**

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES  
APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
ACCOUNTS PAYABLE CLERK	43-3031.00	2000 HOURS
CHILD CARE ASSISTANT/ASSOCIATE I	39-9011.00	2000 HOURS
CHILD CARE SITE COORDINATOR/ASSOCIATE II	11-9031.00	3000 HOURS
COMMUNICATION TECHNICIAN	25-2041.00	2000 HOURS
DATA PROCESSOR	43-9021.00	2000 HOURS
EDUCATIONAL PARAPROFESSIONAL	25-9041.00	6000 HOURS
EDUCATIONAL SIGN LANGUAGE INTERPRETER I	27-3091.00	2000 HOURS
EDUCATIONAL SIGN LANGUAGE INTERPRETER II	27-3091.00	2000 HOURS
FACILITIES CUSTODIAL SERVICES TECHNICIAN I	37-2011.00	3000 HOURS
FACILITIES CUSTODIAL SERVICES TECHNICIAN II	37-2011.00	3000 HOURS
FOOD SERVICE ASSISTANT	35-2012.00	2000 HOURS
FOOD SERVICE MANAGER	29-1031.00	6000 HOURS
FOOD SERVICE TECHNICIAN	35-2012.00	4000 HOURS
GRAPHIC ARTS TECHNICIAN	27-1024.00	4000 HOURS
GROUNDS MAINTENANCE SPECIALIST	37-3011.00	4000 HOURS
INSTRUCTIONAL ASSISTANT	25-9099.99	2000 HOURS
LIBRARY TECHNICIAN	25-4031.00	8000 HOURS
PAYROLL CLERK	43-3051.00	3000 HOURS
PROFESSIONAL EDUCATIONAL SECRETARY	43-6011.00	6000 HOURS
SCHOOL BUS DRIVER	53-3022.00	3000 HOURS
SCHOOL BUS MECHANIC	49-3031.00	8000 HOURS
SCHOOL COMPUTER TECHNICIAN I	15-1041.00	2000 HOURS
SCHOOL COMPUTER TECHNICIAN II	15-1041.00	2000 HOURS
SCHOOL COMPUTER TECHNICIAN III	15-1041.00	2000 HOURS
SCHOOL HEALTH TECHNICIAN	31-9099.99	3000 HOURS
SCHOOL SECRETARY	43-6014.00	2000 HOURS
SECRETARY (CLERICAL)	43-6014.00	2000 HOURS
TEACHERS ASSISTANT FOR BLIND AND VISION IMPAIRED	25-2041.00	4000 HOURS

**APPROVED BY**

**Washington State Apprenticeship and Training Council**

**REGISTERED WITH**

**Apprenticeship Section of Fraud Prevention & Labor Standards Division**

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530



**APPROVAL:**

OCTOBER 15, 1987

Initial Approval

APRIL 21, 2016

Committee Amended

APRIL 21, 2016

Standards Amended (review)

JULY 17, 2014

Standards Amended (administrative)

By: LEE NEWGENT  
Chair of Council

By: ELIZABETH SMITH  
Secretary of Council

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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)

**These standards have been developed by the various school districts and their employer and employee groups with the assistance from the Washington State Department of Labor and Industries Apprenticeship Section.**

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When approved by and registered with the Washington State Apprenticeship and Training Council they will assure the development of highly qualified employees for the School Districts, educational employers and other public employers throughout Washington State.

The utilization of this structured, job specific training which combines actual job experience while continuing supplemental/related education will assure that minimum standards of excellence are achieved.

When fully implemented these apprenticeship standards will assure the development of highly qualified employees.

**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 area covered by these standards shall be the State of Washington.**

**II. MINIMUM QUALIFICATIONS:**

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

**All applicants applying to the Washington Public School Classified Employees apprenticeship program, must be an employee of a school district, educational employer, other Washington state public employer, or a school district contracted company, who is a registered training agent with this program.**

**Minimum qualifications for occupations that are not specified below:**

Age: **Minimum of 18 years.**

Education: **High School Diploma or equivalent or be enrolled in a high school.**

Physical: **Must be able to meet the requirements of the trade.**

Testing: **None.**

Other: **None.**

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**Child Care Assistant/Associate I and Site Coordinator/Associate II:**

- Age:           **Minimum of 16 years.**
- Education:   **High School Diploma or equivalent or enrolled in a high school that has agreed to the individual's participation in the apprenticeship program.**
- Physical:     **Must be able to meet the requirements of the trade.**
- Testing:      **None.**
- Other:        **The Child Care Site Coordinator/Associate II must have completed the Child Care Assistant/Associate I or documented equal education and experience.**

**Educational Paraprofessional:**

- Age:           **Minimum of 18 years.**
- Education:   **Satisfactory completion of the Instructional Assistant Program or: proof of education and experience equal to the Instructional Assistant Journey-level worker.**
- Physical:     **Physically able to meet the requirements of the trade.**
- Testing:      **None.**
- Other:        **None.**

**Educational Sign Language Interpreter I & II/Teachers Assistant for the Blind and Vision Impaired/ Communications Technician:**

- Age:           **Minimum of 18 years.**
- Education:   **High school diploma or equivalent.**
- Physical:     **Must be able to meet the requirements of the trade.**
- Testing:      **None.**
- Other:        **None.**

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**Facilities Custodial Technician I and II:**

- Age:           **Not less than sixteen (16) years at time of application.**
- Education:   **High school diploma or GED are preferred but not required.**
- Physical:     **Must be able to meet the needs of the trade.**
- Testing:      **None.**
- Other:        **Satisfactory completion of Facilities Custodial Technician I or proof of education and experience equal to the Facilities Custodial Technician I.**

**Applicant must have a valid driver license and/or dependable transportation. Applicant must be able to write and speak the English language proficiently enough to complete the course of study.**

**Food Service Assistant:**

- Age:           **Minimum of 18 years.**
- Education:   **High School Diploma, GED or 2 years of satisfactory work experience as a school food service assistant.**
- Physical:     **Physically able to meet the requirements of the occupation.**
- Testing:      **None.**
- Other:        **Posses a current Washington State Food Handlers Permit.**

**Food Service Manager:**

- Age:           **Minimum of 18 years.**
- Education:   **Satisfactory completion of the Food Service Technician Program or proof of education and experience equal to that of a Food Service Technician Journey-level worker.**
- Physical:     **Physically able to meet the requirements of the occupation.**
- Testing:      **None.**
- Other:        **Posses a current Washington State Food Handlers Permit.**

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**Food Service Technician:**

- Age: **Minimum of 18 years.**
- Education: **Satisfactory completion of the Food Service Assistant Program or proof of education and experience equal to a Food Service Assistant Journey-level worker.**
- Physical: **Physically able to meet the requirements of the occupation.**
- Testing: **None.**
- Other: **Posses a current Washington State Food Handlers Permit.**

**Instructional Assistant:**

- Age: **Minimum of 18 years.**
- Education: **High School Diploma or equivalent or be enrolled in a high school.**
- Physical: **Must be able to meet the requirements of the trade.**
- Testing: **None.**
- Other: **Must meet the requirements of No Child Left Behind Act of 2001;**
- **72 credits from an Institution of Higher Education.**
  - **Associates (or higher) Degree.**
  - **Formal Assessment;**
    - **ETS Para Pro Assessment**
    - **Paraeducator Portfolio.**
    - **School District Paraeducator Assessment.**
  - **Complete a WA State Registered Apprenticeship in an occupation approved by the State Superintendent of Public Instruction.**

**Library Technician:**

- Age: **Minimum of 18 years.**
- Education: **High School diploma or equivalent.**
- Physical: **Must be able to meet the requirements of the trade.**
- Testing: **None.**
- Other: **None.**

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**School Bus Driver:**

- Age:           **Shall be in compliance with School District Policies, but in no case less than 21 years of age.**
- Education:   **High School Diploma or equivalent.**
- Physical:     **Must be able to meet the requirements of the trade.**
- Testing:      **None.**
- Other:        **None.**

**School Computer Technician I, II, and III:**

- Age:           **Minimum of 18 years.**
- Education:   **High School Diploma or equivalent.**
- Physical:     **Must be able to meet the requirements of the trade.**
- Testing:      **None.**
- Other:        **The School Computer Technician II must have satisfactorily completed the School Technician I apprenticeship program or documented equal education and experience.**

**The School Compute Technician III must have satisfactorily completed the School Technician II apprenticeship program or documented equal education and experience.**

**Applicant must have a valid driver license. Applicant must be able to write and speak the English language proficiently enough to complete the course of study.**

**School Health Technician**

- Age:           **Minimum of 18 years.**
- Education:   **High School Diploma or equivalent.**
- Physical:     **Must be able to meet the requirements of the trade.**
- Testing:      **None.**

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Other: **Must have and maintain a current First Aid/CPR certification.**

**School Secretary, Secretary (Clerical), and Professional Educational Secretary:**

Age: **Minimum of 18 years.**

Education: **High School diploma or equivalent.**

Physical: **Must be able to meet the requirements of the trade.**

Testing: **None.**

Other: **The Professional Educational Secretary must have satisfactorily completed the Secretary (Clerical) apprenticeship program or document equal education and experience.**

**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:

**Each School District, educational employer and other public employers has on file at their administrative offices a complete selection procedure and affirmative action plan, which applies to the groups signatory to these standards. These plans meet the requirements of the rules and regulations of the Washington State Apprenticeship and Training Council and Title 29 Part 30 of the Code of Federal Regulations, as they pertain to selection and affirmative action for apprenticeship programs.**

B. Equal Employment Opportunity Plan:

**See Section III.A.**

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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 Accounts Payable Clerk, Child Care Assistant/Associate I, Communication Technician, Data Processor, Educational Sign Language Interpreter I &II, Food Service Assistant, Instructional Assistant, School Computer Technician I, II, and III, School Secretary, and Secretary (clerical) shall be 2000 hours of reasonable continuous employment.**

**The term of apprenticeship for Child Care Site Coordinator, Facilities Custodial Services Technician I, Facilities Custodial Services Technician II, Payroll Clerk, and School Health Technician shall be 3000 hours of reasonably continuous employment.**

**The term of apprenticeship for Food Service Technician, Graphic Arts Technician, Grounds Maintenance Specialist, Teachers Assistant for the Blind and Vision Impaired, shall be 4000 hours of reasonable continuous employment.**

**The term of apprenticeship for Educational Paraprofessional, Food Service Manager, and Professional Educational Secretary shall be 6000 hours of reasonably continuous employment.**

**NOTE: In addition to the work experience for Educational Paraprofessional, an individual must attain the Educational Paraprofessional Associate of Arts Degree prior to issuance of Journey-level worker credentials.**

**The term of apprenticeship for Library Technician and School Bus Mechanic shall be 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)]:

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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.

<b>Accounts Payable Clerk</b>	<b>400 hours of employment</b>
<b>Child Care Assistant/Associate I</b>	<b>400 hours of employment</b>
<b>Child Care Site Coordinator/Associate II</b>	<b>400 hours of employment</b>
<b>Communication Technician</b>	<b>400 hours of employment</b>
<b>Data Processor</b>	<b>400 hours of employment</b>
<b>Educational Paraprofessional</b>	<b>500 hours of employment</b>
<b>Educational Sign Language Interpreter I &amp; II</b>	<b>400 hours of employment</b>
<b>Facilities Custodial Service Technician I</b>	<b>400 hours of employment</b>
<b>Facilities Custodial Service Technician II</b>	<b>400 hours of employment</b>
<b>Food Service Assistant</b>	<b>400 hours of employment</b>
<b>Food Service Manager</b>	<b>1200 hours of employment</b>
<b>Food Service Technician</b>	<b>800 hours of employment</b>
<b>Graphic Arts Technician</b>	<b>600 hours of employment</b>
<b>Grounds Maintenance Specialist</b>	<b>400 hours of employment</b>
<b>Instructional Assistant</b>	<b>400 hours of employment</b>
<b>Library Technician</b>	<b>1600 hours of employment</b>
<b>Payroll Clerk</b>	<b>400 hours of employment</b>
<b>Professional Educational Secretary</b>	<b>400 hours of employment</b>
<b>School Bus Driver*</b>	<b>500 hours of employment</b>
<b>School Bus Mechanic</b>	<b>1000 hours of employment</b>
<b>School Computer Technician I, II, &amp; III</b>	<b>400 hours of employment</b>
<b>School Health Technician</b>	<b>400 hours of employment</b>
<b>School Secretary</b>	<b>400 hours of employment</b>
<b>Secretary (clerical)</b>	<b>400 hours of employment</b>
<b>Teachers Assistant for the Blind and Vision Impaired</b>	<b>400 hours of employment</b>

**\*Note: The probationary period for school bus drivers shall be in compliance with the District's labor agreement but in no case more than 500 hours of employment.**

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**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 ratio of apprentices to journey-level worker consistent with proper supervision, training and continuity of employment will be maintained, but in no case shall the ratio be greater than one apprentice to one journey-level worker within each school district.**

**The School Health Technician will be working under the district's nurse/s license/s.**

**The journey level workers will be:**

- **District nurse/s**
- **Building administrators**
- **School office secretaries**

**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.

**Accounts Payable Clerk**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0400 hours</b>	<b>80%</b>
<b>2</b>	<b>0401 - 1000 hours</b>	<b>85%</b>
<b>3</b>	<b>1001 - 1500 hours</b>	<b>90%</b>
<b>4</b>	<b>1501 - 2000 hours</b>	<b>95%</b>

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**Child Care Assistant/Associate I**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>State of Washington Minimum Wage</b>
<b>2</b>	<b>1001 - 1500 hours</b>	<b>80%</b>
<b>3</b>	<b>1501 - 2000 hours</b>	<b>90%</b>

**Child Care Site Coordinator/Associate II**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0500 hours</b>	<b>70%</b>
<b>*2</b>	<b>0501 - 1000 hours</b>	<b>75%</b>
<b>3</b>	<b>1001 - 1500 hours</b>	<b>80%</b>
<b>4</b>	<b>1501 - 2000 hours</b>	<b>85%</b>
<b>5</b>	<b>2001 - 2500 hours</b>	<b>90%</b>
<b>6</b>	<b>2501 - 3000 hours</b>	<b>95%</b>

**Communication Technician**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>88.2%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>94.1%</b>

**Data Processor**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0500 hours</b>	<b>80%</b>
<b>2</b>	<b>0501 - 1000 hours</b>	<b>85%</b>
<b>3</b>	<b>1001 - 1500 hours</b>	<b>90%</b>
<b>4</b>	<b>1501 - 2000 hours</b>	<b>95%</b>

**Educational Paraprofessional**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>80%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>82%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>85%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>87%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>90%</b>
<b>6</b>	<b>5001 - 6000 hours</b>	<b>95%</b>

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**Educational Sign Language Interpreter I**

Step	Number of hours/months	Percentage of the Instructional Assistant journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>100%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>110%</b>

**Educational Sign Language Interpreter II**

Step	Number of hours/months	Percentage of the Instructional Assistant journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>120%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>130%</b>

**Facilities Custodial Services Technician I**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>70%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>80%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>90%</b>

**Facilities Custodial Services Technician II**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>70%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>80%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>90%</b>

**Food Service Assistant:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0500 hours</b>	<b>80%</b>
<b>2</b>	<b>0501 - 1000 hours</b>	<b>85%</b>
<b>3</b>	<b>1001 - 1500 hours</b>	<b>90%</b>
<b>4</b>	<b>1501 - 2000 hours</b>	<b>95%</b>

**Food Service Manager:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1500 hours</b>	<b>80%</b>
<b>2</b>	<b>1501 - 3000 hours</b>	<b>85%</b>
<b>3</b>	<b>3001 - 4500 hours</b>	<b>90%</b>
<b>4</b>	<b>4501 - 6000 hours</b>	<b>95%</b>

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**Food Service Technician:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>80%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>85%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>90%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>95%</b>

**Graphic Arts Technician**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0500 hours</b>	<b>75%</b>
<b>2</b>	<b>0501 - 1000 hours</b>	<b>78%</b>
<b>3</b>	<b>1001 - 1500 hours</b>	<b>81%</b>
<b>4</b>	<b>1501 - 2000 hours</b>	<b>84%</b>
<b>5</b>	<b>2001 - 2500 hours</b>	<b>86%</b>
<b>6</b>	<b>2501 - 3000 hours</b>	<b>88%</b>
<b>7</b>	<b>3001 - 3500 hours</b>	<b>90%</b>
<b>8</b>	<b>3501 - 4000 hours</b>	<b>95%</b>

**Ground Maintenance Specialist**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0500 hours</b>	<b>75%</b>
<b>2</b>	<b>0501 - 1000 hours</b>	<b>78%</b>
<b>3</b>	<b>1001 - 1500 hours</b>	<b>80%</b>
<b>4</b>	<b>1501 - 2000 hours</b>	<b>83%</b>
<b>5</b>	<b>2001 - 2500 hours</b>	<b>85%</b>
<b>6</b>	<b>2501 - 3000 hours</b>	<b>88%</b>
<b>7</b>	<b>3001 - 3500 hours</b>	<b>90%</b>
<b>8</b>	<b>3501 - 4000 hours</b>	<b>95%</b>

**Instructional Assistant**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0400 hours</b>	<b>80%</b>
<b>2</b>	<b>0401 - 1000 hours</b>	<b>85%</b>
<b>3</b>	<b>1001 - 1500 hours</b>	<b>90%</b>
<b>4</b>	<b>1501 - 2000 hours</b>	<b>95%</b>

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

**Library Technician**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>75%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>78%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>80%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>83%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>85%</b>
<b>6</b>	<b>5001 - 6000 hours</b>	<b>88%</b>
<b>7</b>	<b>6001 - 7000 hours</b>	<b>90%</b>
<b>8</b>	<b>7001 - 8000 hours</b>	<b>95%</b>

**Payroll Clerk**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0400 hours</b>	<b>80%</b>
<b>2</b>	<b>0401 - 1000 hours</b>	<b>85%</b>
<b>3</b>	<b>1001 - 1500 hours</b>	<b>87%</b>
<b>4</b>	<b>1501 - 2000 hours</b>	<b>90%</b>
<b>5</b>	<b>2001 - 2500 hours</b>	<b>94%</b>
<b>6</b>	<b>2501 - 3000 hours</b>	<b>97%</b>

**Professional Educational Secretary**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1500 hours</b>	<b>80%</b>
<b>2</b>	<b>1501 - 3000 hours</b>	<b>85%</b>
<b>3</b>	<b>3001 - 4500 hours</b>	<b>90%</b>
<b>4</b>	<b>4501 - 6000 hours</b>	<b>95%</b>

**School Bus Driver**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0400 hours</b>	<b>80%</b>
<b>2</b>	<b>0401 - 1000 hours</b>	<b>85%</b>
<b>3</b>	<b>1001 - 1500 hours</b>	<b>87%</b>
<b>4</b>	<b>1501 - 2000 hours</b>	<b>90%</b>
<b>5</b>	<b>2001 - 2500 hours</b>	<b>94%</b>
<b>6</b>	<b>2501 - 3000 hours</b>	<b>97%</b>

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

**School Bus Mechanic**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>65%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>70%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>75%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>80%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>85%</b>
<b>6</b>	<b>5001 - 6000 hours</b>	<b>90%</b>
<b>7</b>	<b>6001 - 7000 hours</b>	<b>94%</b>
<b>8</b>	<b>7001 - 8000 hours</b>	<b>98%</b>

**School Computer Technician I**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 2000 hours</b>	<b>97%</b>

**School Computer Technician II**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 2000 hours</b>	<b>90%</b>

**School Computer Technician III**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 2000 hours</b>	<b>90%</b>

**School Health Technician**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>70%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>80%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>90%</b>

**School Secretary**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0400 hours</b>	<b>80%</b>
<b>2</b>	<b>0401 - 1000 hours</b>	<b>85%</b>
<b>3</b>	<b>1001 - 1500 hours</b>	<b>90%</b>
<b>4</b>	<b>1501 - 2000 hours</b>	<b>95%</b>

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

**Secretary (Clerical)**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0400 hours</b>	<b>80%</b>
<b>2</b>	<b>0401 - 1000 hours</b>	<b>85%</b>
<b>3</b>	<b>1001 - 1500 hours</b>	<b>90%</b>
<b>4</b>	<b>1501 - 2000 hours</b>	<b>95%</b>

**Teacher's Assistant for the Blind and Vision Impaired:**

Step	Number of hours/months	Percentage of the Instructional Assistant journey-level rate
<b>1</b>	<b>0000 - 0400 hours</b>	<b>100%</b>
<b>2</b>	<b>0401 - 2000 hours</b>	<b>110%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>120%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>130%</b>

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP 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)]

<b>A. <u>Accounts Payable Clerk</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. <b>Information Processing (competency based test or course work).....</b>	<b>200</b>
2. <b>Internal Control Systems .....</b>	<b>600</b>
3. <b>Office Machines (Competency based test or course work).....</b>	<b>100</b>
4. <b>Public/Human Relations .....</b>	<b>200</b>
5. <b>Communications.....</b>	<b>100</b>
6. <b>Educational Records Management.....</b>	<b>400</b>
7. <b>Basic School Accounting .....</b>	<b>400</b>
	<b>TOTAL HOURS: 2000</b>

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

<b>B. <u>Child Care Site Coordinator/Associate I:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Human Relations/Communications .....	200
2. Learning Experiences for Children .....	300
3. Record keeping/Center Operations .....	100
4. Health and Safety .....	100
5. Nutrition .....	200
6. Child Development .....	600
7. Fine Arts .....	300
8. Guiding Children's Behavior .....	200
<b>TOTAL HOURS:</b>	<b>2000</b>

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

<b><u>C. Child Care Site Coordinator/Associate II</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Human Relations/Communications.....	200
2. Child Development.....	500
3. Learning Experiences for Children .....	500
4. Program Development .....	500
a. School age	
b. Exceptional child	
c. Infant-toddlers	
5. Parent Education.....	300
6. Child Behavior.....	600
7. Child Nutrition and Health.....	200
8. Operations for Child Care Centers .....	200
<b>TOTAL HOURS:</b>	<b>3000</b>

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

**D. Communication Technician: APPROXIMATE HOURS**

The multifaceted aspects of the Communication Technician tasks require observation and performance of the job roles and responsibilities in kindergarten through twelfth grade. The goal of the observation/practicum components of these standards is to provide direct experience and skills in job competencies. Communication Technician will gain experience and skills through:

1. Record Keeping .....	400
2. Communications.....	600
3. Human Relations.....	200
4. Data Collection .....	400
5. Screening .....	200
6. Material Preparations .....	200
<b>TOTAL HOURS:</b>	<b>2000</b>

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

<b>E. <u>Data Processor:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Operations, Manuals and Reference Guides .....	200
2. Console Operation.....	300
3. Peripheral Operation .....	100
4. Inventory Control.....	100
5. Record Updating .....	500
6. Journals, Manuals, and Reports .....	500
7. Accounts Receivable.....	100
8. Accounts Payable .....	200
<b>TOTAL HOURS:</b>	<b>2000</b>

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

**F. Educational Sign Language Interpreter I                      APPROXIMATE HOURS**

The multifaceted aspects of the educational interpreting task require observation and performance of job roles and responsibilities in kindergarten through the twelfth grade. The goal of the observation/practicum components of these standards is to provide direct experience and skills in the job competencies. Educational interpreters will gain experience and skills through:

1. **Observation.** The educational sign language interpreter should have an opportunity to observe and participate in a variety of levels and settings throughout his/her apprenticeship ..... 100
2. **Student Development.** Fostering student communication skills, finger spelling, speech, speech reading, and/or use of audition; encouraging student independence..... 200
3. **Educational Support Service.** Tutoring techniques and responsibilities; learning styles and strategies for assisting deaf students with coursework; note taking, visuals, specialized seating, rewriting of expository text ..... 300
4. **Assessment of Communication Comprehension.** Assessing a deaf student's skill in acquiring information in class through one or more sign systems and/or speech reading/listening ..... 150
5. **Physical Considerations.** Physical health and stress management, techniques for reducing visual and physical fatigue and overload of both student and interpreter ..... 50
6. **Techniques.** Settings and situations, including group interpreting, prioritizing input from multiple speakers and environmental noises for interpretation, expressive/receptive ..... 150
7. **Interpret: English-ASL, ASL-English** ..... 400
8. **Transliterate:** ..... 325  
     Spoken English - Manually Coded English  
     Manually Coded English - Spoken English
9. **Transliterate** ..... 325  
     Spoken English - Contact Signing (Pidgin Signed English)  
     Contact Signing (Pidgin Signed English - Spoken English)

**TOTAL HOURS:    2000**



**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

<b><u>H. Education Paraprofessional:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Coordination of Instruction Efforts.....	200
2. Lesson Preparation .....	300
a. Outlines	
b. Plan review	
3. Curriculum Material.....	500
a. Plan	
b. Preparation	
c. Develop	
d. Bibliographics	
e. Charts	
f. Graphs	
4. Teaching Methods .....	1000
a. Presentation	
b. Lecture	
c. Discussion	
d. Role Playing	
5. Testing/Assessment.....	400
a. Examinations	
b. Prepare	
c. Administer	
d. Grade	
6. Assignment Assistance .....	1000
a. Group	
b. Individually	
7. Conference.....	600
a. Parents	
b. Students	
c. Staff	
8. Record.....	300
a. Student Attendance	
b. Student Progress	
9. Childhood Education .....	1200
a. Handicapped Children	
b. Creative Activities	
c. Child/Adolescent Development	
d. Fine Art Experiences	

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

- e. Psychology of Learning
  - f. Health & First Aid
  - g. Behavior Management
10. Office Techniques..... 500
- a. Human Relations
  - b. Communications
  - c. Record keeping
  - d. Computer Applications

**TOTAL HOURS: 6000**

**NOTE: All student activities will be under the direction and supervision of certified teaching staff.**



**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

- c. Specialty Areas
  - d. Restrooms
  - e. Cafeteria and Food Preparation Areas
  - f. Industrial Areas
  - g. Swimming Pools, Spas and Related Exercise Equipment
  - h. Showers and Locker Rooms
  - i. Offices
  - j. Trash and refuse
6. Surface Maintenance and Cleaning..... 1125
- a. Floors and Floor Surfaces
    - (1) Resilient
    - (2) Hard Floors
    - (3) Floor Cleaning
    - (4) Carpets
    - (5) Athletic Services
  - b. Walls
    - (1) Internal
    - (2) External
  - c. Roofs
    - (1) Inspection
    - (2) Cleaning
  - d. Windows
  - e. Doors
  - f. Furnishings
7. Employment Relations and Communications ..... 500
- a. People Skills
  - b. Conflict Resolution
  - c. Supervision/Evaluation
  - d. Communication and Reporting
  - e. Manpower Scheduling
  - f. Multi-Cultural Awareness

**TOTAL HOURS: 3000**

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

**J. Facilities Custodial Services Technician II:                      APPROXIMATE HOURS**

- 1. Safety..... 250**
  - a. Industrial First Aid**
  - b. Hazardous Materials**
  - c. Chemical Identification Safety**
  - d. Emergency Procedures**
  - e. Equipment Safety and Eye Protection**
  - f. OSHA/WISHA/EPA Standards/Regulation**
  - g. General Safety**
  - h. Industrial Accidents/Reporting**

To include all necessary documents and reporting forms related to safety.

- 2. Facilities Operating Responsibilities ..... 250**
  - a. Permits and Licenses**
  - b. Heating/Ventilation**
  - c. Security**
  - d. Utilities**
  - e. Boilers**
  - f. Internal Building Layout, Plans, Diagrams**
  - g. Specialty Equipment**
  - h. Swimming Pools, Spas and Related Equipment**

- 3. Organization of Facilities Care ..... 125**
  - a. Building Interior**
  - b. Building Exterior**
  - c. Grounds, Parking Lots and Walkways**
  - d. Cleaning Standards/What is Clean?**
  - e. Cleaning Schedules**
  - f. Cleaning Frequency**
  - g. Time on Task/Time Management**

- 4. Cleaning Equipment and Supplies..... 250**
  - a. Safety**
  - b. Chemical and Material Selection, Handling and Storage**
  - c. Equipment Selection/Specifications**
  - d. Supply Selection/Stocking**
  - e. Spare Parts and Materials**
  - f. Preventative Maintenance**
  - g. Ordering, Shipping, Receiving and Inventory**

- 5. Area Cleaning..... 500**
  - a. Entrance Ways, Hallways or Corridors**
  - b. Rooms, General**

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

- c. Specialty Areas
  - d. Restrooms
  - e. Cafeteria and Food Preparation Areas
  - f. Industrial Areas
  - g. Swimming Pools, Spas and Related Exercise Equipment
  - h. Showers and Locker Rooms
  - i. Offices
  - j. Trash and refuse
6. Surface Maintenance and Cleaning..... 1125
- a. Floors and Floor Surfaces
    - (1) Resilient
    - (2) Hard Floors
    - (3) Floor Cleaning
    - (4) Carpets
    - (5) Athletic Services
  - b. Walls
    - (1) Internal
    - (2) External
  - c. Roofs
    - (1) Inspection
    - (2) Cleaning
  - d. Windows
  - e. Doors
  - f. Furnishings
7. Employment Relations and Communications ..... 500
- a. People Skills
  - b. Conflict Resolution
  - c. Supervision/Evaluation
  - d. Communication and Reporting
  - e. Manpower Scheduling
  - f. Multi-Cultural Awareness

**TOTAL HOURS: 3000**

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

<b><u>K. Food Service Assistant</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Sanitation.....	200
Practices the defined standards of sanitation for personnel, food preparation, kitchen equipment and physical plant. Demonstrates knowledge and practices of safe food handling.	
2. Safety .....	200
Practices the defined standards of safety for personnel, equipment and physical plant.	
3. Nutrition .....	100
Demonstrates a basic knowledge and understanding of nutrition. Communicates philosophy and nutritional goals of the Child Nutrition Programs.	
4. Food Preparation .....	1000
Assists in food preparation; demonstrates understanding and use of standardized recipes. Demonstrates appropriate use of all equipment. Demonstrates the ability to serve food attractively and in appropriate quantities.	
5. Human Relations.....	200
Cooperates with staff to communicate and meet the nutritional goals for feeding children. Demonstrates the ability to effectively communicate with peers, staff and students.	
6. Marketing .....	100
Promotes the importance of food and Child Nutrition Programs to students, staff and the community.	
7. Menu Planning .....	100
Demonstrates an understanding of the menu planning requirements in the Child Nutrition Programs. Describes the importance of the menu and be able to utilize it effectively in the production and service needs.	
8. Accountability (Accounting and Computers).....	100
Uses a basic knowledge of accounting principles to implement procedures for collecting and recording data for required meal count accountability.	
<b>TOTAL HOURS:</b>	
	<b>2000</b>

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

<b><u>L. Food Service Manager:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
<b>1. Sanitation.....</b>	<b>200</b>
<b>Maintains the defined standards of sanitation for personnel, food preparation, kitchen equipment and physical plant to comply with federal, state and local health department requirements. Demonstrates knowledge and practices of safe food handling and serving.</b>	
<b>2. Safety .....</b>	<b>200</b>
<b>Maintains the defined standards of safety for personnel, equipment and physical plant to comply with federal, state and local safety codes.</b>	
<b>3. Nutrition .....</b>	<b>400</b>
<b>Responsible for implementing the nutritional and educational objectives of the Child Nutrition Program and the Dietary Guidelines of Americans. Establishes and maintains procedures to ensure adequate nutrition for students and staff. Assumes responsibility for menu production records.</b>	
<b>4. Food Preparation .....</b>	<b>2000</b>
<b>Manages the preparation of food within an established production system zed recipes, preparation and service methods and food handling techniques to ensure acceptable standards within the time allocated orders and/or purchases food and supplies according to established specifications, determined by menu, volume and student needs. Maintains standards for quality food products. Uses accepted procedures for the preparation of all foods to ensure palatability and nutrient content.</b>	
<b>5. Human Relations.....</b>	<b>1000</b>
<b>Supervises food service employees. Staffs, schedules and plans work assignments for employees. Implements to personnel through written procedures covering staffing, job competencies and work assignments for employees. Implements policies relating to personnel through procedures covering staffing, job competencies and work organization. Counsels and disciplines employees and conducts performance reviews. Participates in planning for in-service training. Communicates with staff and administration.</b>	

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

- 6. **Marketing ..... 800**  
Promotes the importance of food and Child Nutrition Programs to students, staff and the community. Solicits and incorporates valid suggestions of students and staff in adjusting or modifying recipes and/or menus. Identifies the roles and responsibilities of food service personnel in promoting good nutrition. Uses available resources to plan effective and efficient food sales and merchandising programs.
  
- 7. **Menu Planning ..... 600**  
Plans menus based on sound nutritional adequacy, program regulations and student acceptance. Evaluates menus for the following factors: nutrition adequacy, appeal, and utilization of equipment, time and personnel. Utilizes the menu effectively to determine ordering, production and service needs. Maintains required menu production records.
  
- 8. **Accountability (Accounting and Computers)..... 600**  
Collects, records and maintains appropriate data, as required for adequate maintenance of department records such as meal counts, inventory and cost control information. Maintains a system for recording invoices, personnel and payroll forms according to district policy. Assists with the calculation of food costs, labor costs, operating and overhead costs within an established fiscal framework. Makes recommendations for the departmental budget.
  
- 9. **Facilities and Equipment Management..... 200**  
Participates and cooperates in the planning of food service facilities including layouts and the selection of large and small equipment. Cooperates with custodial and maintenance departments in maintenance of equipment and supplies and the proper cleaning of food service area. Maintains records necessary for proper cleaning of food service area. Maintains records necessary for proper control of equipment and supplies. Instructs personnel in proper use and care of equipment and supplies.

**TOTAL HOURS: 6000**

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

<b><u>M. Food Service Technician:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
<b>1. Sanitation.....</b>	<b>200</b>
<b>Maintains the defined standards of sanitation for personnel, food preparation, kitchen equipment and physical plant. Demonstrates knowledge and practices of safe food handling and serving.</b>	
<b>2. Safety .....</b>	<b>200</b>
<b>Maintains the defined standards of safety for personnel, equipment and physical plant.</b>	
<b>3. Nutrition .....</b>	<b>300</b>
<b>Demonstrates a basic knowledge and understanding of nutrition. Communicates the philosophy and nutritional goals of the Child Nutrition Programs. Demonstrates the ability nutritionally equivalent menu substitutions. Demonstrates the ability to modify menus to meet the Dietary Guidelines for Americans.</b>	
<b>4. Food Preparation .....</b>	<b>2000</b>
<b>Carries out the preparation of food within an established production system following standardized recipes, preparation and service methods and food handling techniques to ensure acceptable standards within the time allocated (quantity food preparation including entrees, baking, as well as salad and sandwich preparation).</b>	
<b>5. Human Relations.....</b>	<b>500</b>
<b>Supervises, under the manager's direction, food service employees. Recommends to the manager, staff schedules and work assignments. Demonstrates the ability to implement policies relating to personnel through written procedures covering staffing, job competencies and work organization. Assists with staff training.</b>	
<b>6. Marketing .....</b>	<b>300</b>
<b>Promotes the importance of food and Child Nutrition Programs to students, staff and the community. Solicits and incorporates valid suggestions of students and staff in adjusting or modifying recipes and/or menus. Identifies the roles and responsibilities of food service personnel in promoting good nutrition.</b>	
<b>7. Menu Planning .....</b>	<b>200</b>
<b>Demonstrates an understanding of the menu planning requirements in the Child Nutrition Programs. Evaluates</b>	

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

menus for the following factors: nutritional adequacy, appeal, and utilization of equipment, time and personnel. Describes the importance of the menu and is able to utilize it effectively in production and service needs. Carries out required menu production procedures and documentation.

8. **Accountability (Accounting and Computers)..... 300**  
Collects, records and maintains appropriate data, as required, for adequate maintenance of department records such as meal counts, inventory and cost control information.

**TOTAL HOURS: 4000**

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

<b><u>N. Graphic Arts Technician:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Taking or Making Orders.....	600
a. Suppliers Catalogs	
b. Inventory-Ordering	
c. Business Forms System	
d. Familiarity with Papers	
e. Equipment Catalogs (manufacturing)	
2. Layout.....	1000
a. Design	
b. Typesetting	
c. Drafting Forms	
d. Color Over-lays	
e. Cutting and Pasting	
3. Graphic Arts.....	700
a. Logos-Design	
b. Free Style Art Work	
c. Posters and Sign Making	
4. Camera Work/Plate Making.....	700
a. Chemical Mixing/Handling	
b. Prepare Copy for Press	
c. Burning and Development	
d. Make Paper Plates (short run)	
e. Enlargements	
5. Press Work .....	600
a. Setting Up	
b. Registration	
c. Operating	
d. Cleaning	
6. Bindery .....	400
a. Cutting	
b. Padding	
c. Collating	
d. Velo-Bind/Comb Bind	
e. Perforating and Scoring	
f. Wrapping	
<b>TOTAL HOURS:</b>	<b>4000</b>

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

<b><u>O. Grounds Maintenance Specialist:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Equipment Utilization .....	600
Mowers, edgers, trimmers, blowers, vacuums, sprayers, saws and watering units.	
2. Equipment maintenance .....	200
Oiling, greasing, fueling, sharpening, adjusting and setting	
3. Lawn Mowing/Trimming and Edging of Improved Areas .....	800
a. Mowing lawn areas, and recreational areas	
b. Trimming around trees, plants, rockeries, curbs, sidewalks and other obstacles.	
c. Edging lawn areas, expansion joints and recreational area	
4. Watering .....	400
Controlling erosion & application rate to develop proper moisture depth	
5. Fertilizing.....	150
Proper application to lawns; recreation fields planting areas, trees, shrubs or hedges	
6. Mechanical weeding and cultivation.....	300
a. Removal of undesirable plant growth from landscaping areas	
b. Aeration of soil for proper irrigation	
c. Methods of weed control in semi and unimproved areas.	
7. Sodding and Re-sodding .....	250
Preparation, installation, fertilization and irrigation of new or replacement sod.	
8. Pruning .....	300
Trimming, shaping, thinning and removal of shrubs, hedges, and trees.	
9. Application of Bark and Other Ground Cover .....	300
Mixing and placement by hand or mechanical techniques	
10. Mechanical Vegetation Control .....	400
a. Semi-improved areas	
b. Unimproved areas	

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

<b>11. Chemical Utilization.....</b>	<b>200</b>
<b>a. Soil sterilants</b>	
<b>b. Selective and non-selective herbicides</b>	
<b>c. Pesticides</b>	
<b>d. Fungicides</b>	
<b>12. Debris Clean up</b>	<b>100</b>
<b>Mechanical and hand clean-up at parking lots, sidewalks,</b>	
<b>streets, recreational areas and other hard surface areas</b>	
<b>TOTAL HOURS:</b>	<b>4000</b>

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

<b><u>P. Instructional Assistant:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Communications.....	500
a. Report writing	
b. Letter writing	
c. Grammar	
d. Spelling	
e. Oral	
f. Written	
2. Computer Applications .....	100
a. Word Processing	
b. Spreadsheets	
c. WSIPC/WESPaC (Skyward)	
d. Format	
3. Human Relations.....	500
a. Conflict resolution	
b. Self-esteem	
c. Problem solving	
d. Nurturing	
e. Adaptability, flexibility	
f. Anger management	
g. Ability to work cooperatively	
4. Office Techniques and Skills.....	300
a. Telephone techniques	
b. Computer data input	
c. Time management	
d. Operations of office machines	
e. Filing	
f. Technology	
5. Record Keeping .....	100
a. Student records	
b. Attendance	
c. Record retention requirements	
6. Teaching Techniques.....	500
a. Classroom management skills	
b. Lesson plans	
c. Library skills	
d. Bulletin boards	
e. Tutoring practices	
f. Children's games	
g. Control theory	

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

- h. Sanitation**
- i. Field trips**

**TOTAL HOURS: 2000**

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

<b><u>Q. Library Technician</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Perform Public Service .....	2700
a. Shelve material	
b. Provide interlibrary loan services	
c. Provide reference services	
d. Circulate material (printed and non-printed)	
e. Prepare overdue notices	
f. Provide general information to patrons	
g. Maintain patron information	
h. Demonstrate use of equipment	
i. Deal with disruptive behaviors and emergencies	
2. Provide Technical Services .....	2800
a. Order material	
b. Perform receiving	
c. Process material	
d. Catalog material	
e. Repair print materials	
f. Repair and maintain non-print materials	
g. Maintain serials	
h. Maintain government documents collection	
i. Take inventory	
j. Maintain supplies	
k. Preserve and/or archive materials	
3. Provide Administrative Support.....	2500
a. Supervise volunteers and students	
b. Handle cash	
c. Provide clerical support	
d. Repair and maintain equipment	
e. Process invoices	
f. Compile statistics	
g. Participate in team interviews	
	<b>TOTAL HOURS: 8000</b>

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

<b>R. <u>Payroll Clerk:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Information Processing (Competency based on test or course work) .....	700
2. Internal control systems (payroll).....	300
3. Public/Human Relations .....	200
4. Benefits System.....	700
5. Retirement Processing.....	300
6. Basic Accounting .....	500
7. Payroll/Personnel Interaction .....	300
<b>TOTAL HOURS:</b>	<b>3000</b>

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

<b><u>S. Professional Educational Secretary</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Perform Public Service .....	1200
a. Provide reference services	
b. Circulate material (printed and non-printed)	
c. Prepare notices	
d. Provide general information to patrons	
e. Maintain patron information	
f. Demonstrate professional use of equipment	
g. Deal with disruptive behaviors and emergencies	
2. Provide Technical Services .....	1800
a. Order Materials	
b. Perform receiving	
c. Process material	
d. Catalog material	
e. Repair print materials	
f. Repair and maintain non-print materials	
g. Maintain inventory	
h. Maintain documents	
i. Maintain supplies	
j. Preserve and/or archive materials	
k. Accounting	
l. Computer applications	
m. Typing and work processing	
n. Publishing	
o. Editing	
3. Provide Administrative Support.....	3000
a. Office management	
b. Supervise/assist students, staff, and volunteers	
c. Office organization techniques/skills	
d. Handle monetary processes	
e. Repair and maintain equipment	
f. Compile statistics	
g. Participate in team interviews	
	<b>TOTAL HOURS:</b>
	<b>6000</b>

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

<b>T. <u>School Bus Driver:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Pre/Post Trip Checkout.....	187.5
2. Fueling .....	62.5
3. Traffic Safety .....	750
4. Communications.....	375
5. Behavior Management/Conflict Management .....	187.5
6. Interpersonal Relationship .....	187.5
7. Defensive Driving .....	750
8. Student Record .....	62.5
9. General Recording .....	187.5
10. Special Events.....	62.5
11. Housekeeping.....	62.5
12. Safety equipment.....	62.5
13. Special Needs Transportation .....	62.5
<b>TOTAL HOURS:</b>	<b>3000</b>

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

<b>U. <u>School Bus Mechanic:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Familiarization and Orientation.....	250
2. Familiarization of state minimum school bus specification .....	250
3. Familiarization of state school bus inspection and manual .....	250
4. Preventive maintenance .....	1000
5. Inspection process .....	200
6. Maintenance Records .....	200
7. Brakes and Air system .....	1000
8. Electrical System .....	1000
9. Engine Overhaul.....	800
10. Engine Tune-up.....	500
11. Transmissions .....	500
12. Differential and Steering.....	500
13. Heating.....	200
14. Suspension .....	250
15. General Repair and troubleshooting .....	800
16. Driver Training .....	100
17. Body Repair and Painting.....	200
<b>TOTAL HOURS:</b>	<b>8000</b>

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**APPRENTICESHIP COMMITTEE**

<b><u>V. School Computer Technician I:</u></b>	<b><u>Approximate Hours</u></b>
1. Data Management .....	150
2. Customer Service/Human Relations/Communications.....	200
3. Teaching/Training Techniques .....	150
4. Software .....	500
a. Support	
b. Installation	
5. Hardware.....	500
a. Support	
b. Installation	
6. Network Support.....	500
<b>Total Hours:</b>	<b>2000</b>

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**APPRENTICESHIP COMMITTEE**

<b><u>W. School Computer Technician II:</u></b>	<b><u>Approximate Hours</u></b>
1. Data Management .....	100
2. Customer Service/Human Relations/Communications.....	100
3. Teaching/Training Techniques .....	100
4. Software .....	600
a. Support	
b. Installation	
5. Hardware.....	600
a. Support	
b. Installation	
6. Network Support.....	500
<b>Total Hours:</b>	<b>2000</b>

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**APPRENTICESHIP COMMITTEE**

<b>X. <u>School Computer Technician III</u></b>	<b><u>Approximate Hours</u></b>
1. Data Management .....	100
2. Customer Service/Human Relations/Communications.....	50
3. Teaching/Training Techniques .....	50
4. Software .....	500
a. Support	
b. Installation	
5. Hardware.....	600
a. Support	
b. Installation	
6. Network Support.....	700
<b>Total Hours:</b>	<b>2000</b>

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**APPRENTICESHIP COMMITTEE**

<b>Y. <u>School Health Technician</u></b>	<b>Approximate Hours</b>
<b>1. Communications.....</b>	<b>200</b>
a. Report writing	
b. Letter writing	
c. Grammar	
d. Spelling	
e. Oral	
f. Written	
<b>2. Computer Applications .....</b>	<b>200</b>
a. Word Processing	
b. Spreadsheets	
c. WSIPC/WESPaC (Skyward)	
d. Format	
<b>3. Human Relations.....</b>	<b>700</b>
a. Conflict resolution	
b. Self-esteem	
c. Problem solving	
d. Nurturing	
e. Adaptability, flexibility	
f. Anger management	
g. Ability to work cooperatively	
<b>4. Office Techniques and Skills.....</b>	<b>300</b>
a. Telephone techniques	
b. Computer data input	
c. Time management	
d. Operations of office machines	
e. Filing	
f. Technology	
<b>5. Record Keeping .....</b>	<b>500</b>
a. Student records	
b. Medical records	
c. Record retention requirements	
<b>6. Assessment of Students .....</b>	<b>1100</b>
a. CPS reporting	
b. Confidentiality (HIPPA)	
c. Immunizations	
d. First Aid	
e. Students with special needs	
f. Assist with health screening	
g. Health room management/organization	

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
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- h. Dispensing of medication/s**
- i. Medical equipment**

**Total Hours..... 3000**

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<b>Z. <u>School Secretary:</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Typing/Word Processing.....	400
2. Filing .....	300
3. Public/Human Relations .....	400
4. Equipment Operations.....	400
5. Record keeping.....	100
6. Office Techniques and Skills.....	300
7. Computer Applications .....	100
<b>TOTAL HOURS:</b>	<b>2000</b>

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**APPRENTICESHIP COMMITTEE**

<b>AA. <u>Secretary: (Clerical)</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Typing/Word Processing.....	300
2. Filing .....	150
3. Public/Human Relations .....	300
4. Equipment Operations.....	200
5. Record keeping.....	100
6. Office Techniques and Skills.....	150
7. Computer Applications .....	100
8. Office Organization.....	200
9. Personnel .....	200
10. Basic Accounting.....	200
11. Editing .....	100
<b>TOTAL HOURS:</b>	<b>2000</b>

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**AB. Teacher's Assistant for the Blind and Vision Impaired**

**APPROXIMATE HOURS**

A Teacher's Assistant for the Blind and Vision Impaired is expected to implement and monitor programs that have been developed by the vision specialist for individual blind or vision-impaired persons.

The multifaceted aspects of the Teacher's Assistant for the Blind and Vision Impaired task require observation and performance of the job roles and responsibilities. The goal of the observation/practicum components of these standards is to provide direct experience and skills in job competencies. Teacher's Assistant for the Blind and Vision Impaired will gain experience and skills through:

1. **Observation: The Teacher's Assistant for the Blind and Vision Impaired should have an opportunity to observe various levels and setting of education of students with visual impairments and multiple impairments throughout his/her apprenticeship..... 300**
2. **Individual Development: Fostering blind and visually impaired individuals independence through instruction of compensatory skills, including non-academic learning skills and computer adaptations and/or alternative communication systems. .... 650**
3. **Education Support Service: Tutoring (activities) with coursework including group and one-to-one situations. .... 650**
4. **Review and Monitor: Review and monitor a visually impaired individual's skill in acquiring information and use of compensatory skills, self-advocacy, independent use of needed adaptations, etc..... 350**
5. **Physical Considerations: Physical health and stress management, techniques for reducing physical fatigue and overload of both individual and tutor, including leisure time activities. .... 150**
6. **Materials Preparation/Adaptation: Read transcribe, and edit lessons and other materials in adapted format, including Braille and enlarged format. .... 700**
7. **Basic Orientation and Mobility Skills: Instruction of orientation and mobility skills based on orientation and mobility specialists prescribed activities and techniques. .... 500**

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- 8. **Time with Supervising Teacher of Visually Impaired: Review of individual student's program and progress, planning for future student activities to be carried out by apprentice, demonstration of techniques to be used with student. .... 200**
  
  - 9. **Individual Skill Development: Personal development of specialized skills needed for compensatory skills, e.g. Braille, adapted computer use. .... 500**
- TOTAL HOURS: 4000**

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**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 **as approved and assigned by the JATC.**
- A combination of home study and approved correspondence courses **as approved and assigned by the JATC.**
- State Community/Technical college **Centralia College, Clark College, Everett Community College, Green River Community College, Highline Community College, Lower Columbia College, Pierce College, Skagit Valley College, Spokane Falls Community College, Wenatchee Valley College**
- Private Technical/Vocational college
- Training trust

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- (X) Other (specify): **Training/workshops provided by individual schools and approved by the Washington Public School Classified Employees Committee.**

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

- (X) 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.*

Additional Information:

NONE

**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. After careful evaluation, the committee will make determinations regarding credit for previous education or experience and will register apprentices accordingly.**

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- 2. Disciplinary action will be taken when an apprentice engages in a practice which is inconsistent with the school's published employee rules of conduct of ordinary, reasonable, common sense rules of conduct necessary to the welfare of the school, its employees and its students.**
- 3. The school bus driver apprentice must maintain a valid Washington State C.D.L. and industrial first aid/C.P.R. certification at all times.**
- 4. Qualifications for supervisor of apprentices in Teacher's Assistant for the Blind and Vision Impaired while on the job shall meet or exceed the following:**
  - a. The apprenticeship subcommittee (Region X) must approve the supervising teacher of the visually impaired.**
  - b. Supervising teacher must have successfully completed a university program in education of the blind/visually impaired.**
  - c. The teacher with BA/MA in Special Ed, other endorsements, may petition the Regional subcommittee with transcripts, clock hours, classes in teaching visually impaired.**
  - d. The supervising teacher must have met the Braille competency requirements as defined by WAC.**
  - e. If the supervising teacher is employed by a district other than the apprentice's district, attach a letter of consent from the teacher's district special education director or superintendent giving permission for the teacher to serve as supervising teacher (for apprenticeship purpose only).**
- 5. Failure to maintain employment as an apprentice with a training agent for the Washington Public School Classified Employees will result in cancellation of the apprenticeship agreement.**
- 6. Monthly Work Progress Reports**
  - a. Apprentices must turn in Monthly Work Progress Reports by the 10th of the following month to the Apprenticeship office located at 820 S. 10th Street, Mount Vernon, WA 98274. The above report shall contain the apprentice's name, occupation, employer, wage rate, month and year of report as well as work performed.**
  - b. Failure to turn in Monthly Work Progress Reports on time will result in the apprentice not receiving credit for said month or months.**
  - c. Failure to turn in three (3) Monthly Work Progress Reports will result in the apprentice being cited to appear before the Committee to show cause why the apprentice should not be disciplined. Disciplinary actions may include disciplinary probation, suspension, or cancellation.**

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7. **Any apprentice cancelled from the Washington Public School Classified Employees Apprenticeship shall be required to wait six (6) months before re-applying.**

B. Local Apprenticeship Committee Policies

NONE

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

- 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:**

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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:

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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.

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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.

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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 majority of the members present, with a minimum of 2 management and 2 labor, shall constitute a quorum for the transaction of business at any JATC meeting.**

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP COMMITTEE**

The Washington Public School Classified Employee's Joint Apprenticeship and Training committee shall be composed of equal representation from management and the employee occupation group.

Program type administered by the committee: **Group Joint**

The employer representatives shall be:

**Stephanie Patterson, Secretary**  
**Woodland School District**  
**800 3rd Street**  
**Woodland, WA 98674**

**Chris Callaham**  
**915 4th Street NE**  
**Auburn, WA 98002**

**Debbie Leighton, Alternate**  
**Auburn School District**  
**915 4th Street NE**  
**Auburn, WA 98002**

The employee representatives shall be:

**Tim Busch, Chairman**  
**820 South 10th Street**  
**Mount Vernon, WA 98274**

**Michael Ruiz**  
**600 W Main Street**  
**Auburn, WA 98001-5225**

**Mary Howes, Alternate**  
**PO Box 798**  
**Auburn, WA 98002**

**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**

**WASHINGTON PUBLIC SCHOOL CLASSIFIED EMPLOYEES**  
**APPRENTICESHIP 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.

**NONE**