



**STANDARDS OF APPRENTICESHIP
adopted by**

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
CARPENTER	47-2031.01	5200 - 8000 HOURS



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

APPROVAL:

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Standards Amended (review)

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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)

The following Apprenticeship Standards have been prepared by representatives of the Inland Northwest Chapter Associated General Contractors, Spokane, Washington, with the assistance of the Office of Apprenticeship, ETA, US Department of Labor, and the Department of Labor and Industries. When approved by and registered with the

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Registration Agency, these standards shall govern the training of carpenter apprentices in this industry.

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 counties in the State of Washington as follows: Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, and Yakima.

II. MINIMUM QUALIFICATIONS:

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

- Age: **Not less than eighteen (18) years or age.**
- Education: **Be a High School graduate or have a G.E.D.**
- Physical: **Applicants shall be physically able to perform the work of the trade.**
- Testing: **None**
- Other: **Provide proof of age.**

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,

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national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

1. **Applications will be available on year around basis, to all interested individuals at Inland Northwest Chapter Associated General Contractors Carpenters AC office at North 2110 Fancher, Spokane Valley, WA 99212, Monday through Friday, 9:30 AM to 3:00 PM excluding Federal and state holidays.**
2. **Applicants shall provide a copy of their Social Security card and valid Driver License as part of the completed application.**
3. **Completed applications are valid and on file at the apprenticeship office until the applicant is interviewed.**
4. **All applicants submitting a completed application shall be notified by letter of opportunity to be interviewed by the apprenticeship committee.**
5. **All qualifying applicants shall be scored and ranked by the apprenticeship committee and/or committee representatives using an objective interview system. All applicants will be asked identical questions.**
6. **The applicant will be graded in terms of overall judgment as to one likely to complete the apprenticeship program and become a successful journey level worker.**
7. **After interviews, all qualified applicants shall be placed in the Ranked Eligibility Pool, subject to selection for a period of two years.**
8. **Ranked qualified applicants will be offered employment based on order of their rank in eligibility pool.**
9. **If the ranked qualified applicant fails to respond to an apprenticeship job assignment, the Training Director will notify the individual of their removal from the Ranked Eligibility Pool list.**
10. **The Training Director is authorized to pierce the Ranked Eligibility List in order to meet Equal Opportunity Employment requirements and/or Apprentice Utilization Requirements.**

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11. It shall be the responsibility of the applicant and/or qualified ranked applicant to notify the INWC AGC Carpenters Apprenticeship Committee Training Director of any change of address and phone number for contact purposes.
12. INWC AGC Carpenter Training Agents shall incorporate their conditions of employment with applicants.
13. Applicants with previous experience or training in the trade may request to have previous hours accounted toward their apprenticeship certification. Each new individual case would come before the Apprenticeship committee for review, and recommendation.

EXCEPTIONS:

14. The Apprenticeship Committee has agreed to accept persons who've successfully completed approved preparatory training and such candidates may be selected directly into available apprenticeship openings without regard to eligibility lists.
15. An employee of an employer not qualifying as a journey-level worker becomes a training agent, he/she shall be evaluated by the apprenticeship program using constant standard nondiscriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training. (WAC 296-05-427 2. (b)).

B. Equal Employment Opportunity Plan:

Our positive outreach and recruitment activities are as follows:

1. Distribute information about the nature of apprenticeship programs, program admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor. This information is distributed at least semiannually as the program accepts applications throughout the year.

This information is given to the WSATC, local schools in eastern Washington, employment service offices, women's centers, outreach programs and community organizations which reach minorities and women. Information will also be published in newspapers which are circulated in the minority community and among women as well as the general areas in which the program sponsor operates.

2. Participate in workshops conducted by employment service agencies, school districts and community based organizations to increase apprenticeship program awareness of apprenticeship opportunities.

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3. **Work with local school districts, vocational education systems, and school employees to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.**
4. **Participate in outreach programs whose focus is the recruitment and preparation of minority and female apprenticeship applicants.**
5. **Granting to all applicants, without prejudice, advance standing or credit for previously acquired experience, training, skills, or aptitude.**

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 shall be 5,200 to 8,000 hours of reasonably continuous employment and shall include the initial probationary period.

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.

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The initial probationary period for apprentice carpenters shall be the first 1600 hours of employment.

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. Each employer may employ one (1) apprentice for each Journey-level carpenters employed per job site.

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.

The Journey-Level Carpenter wage rate will be the average Journey-Level Carpenter wage rate for all the employers participating in the INW AGC Carpenter apprenticeship program. Once each year, all participating employers will be surveyed for the average wage rate of their Journey-Level Carpenters performing non-prevailing wage work. The wage rates will be averaged to determine the minimum Journey-Level Carpenter wage rate for the INW AGC Carpenter apprenticeship program. Employers reserve the right to pay apprentices more than the wage determined by this average wage, but they may not pay less.

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Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours OJT hours and 80 total hours of RSI	60%
2	1001 - 2000 hours OJT hours and 160 total hours of RSI	65%
3	2001 - 3000 hours OJT hours and 240 total hours of RSI	70%
4	3001 - 4000 hours OJT hours and 320 total hours of RSI	75%
5	4001 - 5000 hours OJT hours and 400 total hours of RSI	80%
6	5001 - 6000 hours OJT hours and 480 total hours of RSI	85%
7	6001 - 7000 hours OJT hours and 560 total hours of RSI	90%
8	7001 - 8000 hours OJT hours and 640 total hours of RSI	95%

Wage progression is dependent on the apprentice completing applicable required amount of OJT hours AND completing the required amount of RSI hours.

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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)]

<u>A. Carpenter</u>	<u>Approximate Hours</u>
1. Care and use of tools and woodworking machinery.....	325 - 500
2. Form building..... Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns	780 - 1200
3. Rough framing Floor, wall, roof, stair, scaffolding, etc., on both house and heavy construction. Roof covering	780 - 1200
4. Layout Batterboards, partitions, doors and windows, box-cut in concrete walls	325 - 500
5. Outside Finishing Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim	520 - 800
6. Inside Finishing Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting of cases, wardrobes, stairwork. Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows.	975 - 1500
7. Plastics and resilient	195 - 300

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8. Acoustics and Drywall (Ceilings).....	325 - 500
Layout, cutting, assembly and installation of all materials and component parts	
a. Hangers, channels, furring and backing boards	
b. Bars: main tees, cross tees, splines	
c. Stiffeners and braces	
d. Ceiling angles or moldings	
e. Finish ceiling materials	
f. Items of local practices	
9. Acoustics and Drywall (Walls and partitions).....	325 - 500
a. Floor and ceiling runners	
b. Studs, stiffeners, bracing, fireblocking	
c. Resilient and furring channels	
d. Layout, framing, enclosing and trimming of door frames, window frames, vents, light wells, and other openings.	
e. Wall angles and moldings	
f. Studless and laminated installations	
g. Thermal and sound insulation	
h. Installation of backing and finish materials	
i. Fireproofing of columns, beam and chases	
j. Items of local practices	
10. Miscellaneous.....	585 - 900
Safety, scaffolding, walkways, shoring, sheds, protection, cutting, and burning.	
11. Asbestos abatement and other hazardous material handling and disposal	65 - 100
TOTAL HOURS:	
5200 - 8000	

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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 (specify)
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college: **Spokane Community College**
- Private Technical/Vocational college
- Training trust
- Other (specify): **Associated General Contractors Education Center**

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

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- (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. Administrative Procedures

- a. **There will be no discrimination in apprenticeship employment during apprenticeship, including but not limited to, job assignment, promotion, layoff, termination, rates of pay, or other forms of compensation, or conditions of work. All apprentices employed shall be subject to the same job performance requirements. Apprentices shall be informed of their work and related training obligations as stated in these standards.**

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- b. An apprentice must have adequate transportation to the job.**
- c. All apprentices must procure prescribed tools as advancements occur.**
- d. The hours of work for apprentices shall be the same as those of the journey-level workers.**
- e. An apprentice shall not act as a foreman. No apprentice shall act as or be a contractor or Employer**
- f. It is the apprentice's responsibility to keep his/her current address on file with the committee and training center.**
- g. 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 to the Apprenticeship Committee on the 5th day of each month after they have been signed by the employer or an appropriate representative of the employer and regardless of the apprentice is working or not.**

The progress record of work experience shall contain the apprentice's (a) name, (b) classification, (c) employer, (d) month and year of report, as well as hours of work performed.

- h. An apprentice who shows an advanced proficiency on the job due to training received prior to entrance into the apprenticeship program may be eligible for re-evaluation after serving his/her Initial Probationary Period. The request for re-evaluation must be presented to the Apprenticeship Committee before the 12th month of his/her apprenticeship is completed. It shall be the responsibility of the apprentice to prove past experience or training and the apprentice must be recommended for re-evaluation by his/her employer or immediate supervisor.**
- i. Extended periods of unemployment will be construed as an unfulfilled training requirement, and the Apprenticeship Committee may place the apprentice in suspension until employment is regained. The Committee shall review all apprentices in "Suspension" on a quarterly basis to determine if continued suspension is reasonable, end suspension to activate registration, or cancel the apprentice agreement with appropriate due notice.**
- j. All apprentices must be released from "on-the-job" commitments to attend scheduled related instruction. An apprentice shall notify the**

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Training Director before related instruction begins of any reason he/she cannot attend required classes and will be responsible to make up all missed related instruction in a timely manner.

- k. Each apprentice shall be required to exercise the same diligence in related classroom work as he/she does in on-the-job training. 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.
- l. Classroom instructors shall keep an attendance record of apprentices' actual class hours. All records shall note tardiness and early departures.
- m. A master record of the apprentice's work experience and related instruction shall be kept by the Apprenticeship Committee. This information is to be furnished by the employer, the apprentice and the school authorities. The record and all dates pertaining to the apprenticeship shall be maintained for record keeping purposes and will be provided to the department upon their request.
- n. A written Evaluation of apprentice progress from the employer and the related training instructor shall be submitted to the Apprenticeship Committee before an apprentice is upgraded.
- o. In the case of dissatisfaction between the apprentice and employer, either has the right and privilege to appeal to the Apprenticeship Committee for such action and adjustment of such matters as come within these Standards.
- p. The Apprenticeship Committee may accelerate or extend, through the evaluation process, the advancement of an apprentice in each and every pay period.
- q. A majority vote of the Apprenticeship Committee shall be final in all matters pertaining to training not in conflict with state and federal law or regulations.
- r. The apprentices, regardless of wages received, shall be as such until he/she has met all on the job training and related supplemental instruction requirements, as well as passed the required examinations and has been reclassified as a journey-level worker as approved by the Apprenticeship Committee.

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- s. **All Apprenticeship Committee members shall be actively participating in the industry as an employer, supervisor, or employee.**

2. Disciplinary Procedures:

- a. **Apprentices who refuse work assignments are subject to disciplinary action that may include cancellation of his/her apprenticeship agreement.**
- b. **An apprentice may be discharged from a contractor's employ for unsatisfactory work, improper conduct, indifference to the rules and regulations, or insubordination. Apprentices shall be informed of their work and related training obligations as stated in these Standards. The Committee shall notify the apprentices of any violations of the obligation and shall summon the apprentice to appear before the Committee for review. Should circumstances warrant, the Committee may terminate the apprentice's agreement in conformance with WAC 296-05.**
- c. **Failure to show regular attendance at related classes will be deemed sufficient cause for the Apprenticeship Committee to drop the apprentice from the entire training program. Appearing late or leaving early, as reported by the training facility, is an absence.**
- d. **Apprentices who have missed related instruction, as outlined in these Standards, will not be eligible for employment until such time as the requirement is satisfied.**
- e. **During the Initial Probationary Period, apprentices who fail to attend scheduled classes may be cancelled from the apprenticeship program.**

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

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- 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

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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, with copy of minutes
- 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)

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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

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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

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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.

The Apprenticeship Committee shall be composed of equal members representing employers of the industry.

Selection of Employee Representatives, (Apprentice Advocates), to the Committee is as follows:

When there is an Employee representative opening on the Committee, the Training Agents must present to their Journey-Level Worker Carpenters the request for a volunteer or nominations from among the Journey-Level Carpenters to the Committee. If there are more nominations than the openings on the committee, then an election to select the final nominee(s) must be completed.

Note: The volunteer or nominee must meet the definition of a Journey-Level person in the Carpenter field of work. The apprenticeship must document the selection and election process. Nominations submitted without qualification documentation will not be considered for the final selection.

Once the volunteer or nominee has been selected, that name must be submitted to the AGC's Construction Center's Coordinator located at 4935 East Trent, Spokane, Washington, 99212.

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Quorum: **50% of the current committee members**

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

The Employer representatives shall be:

**Carl Clausen, Chairman
PO Box 11954
Spokane, WA 99211**

**Frank Venzke
4902 W. Alpine Drive
Spokane, WA 99208**

The Employee representatives shall be:

**Dave Lemley, Secretary
2110 North Fancher
Spokane, WA 99212**

**Robert Allenbaugh
2110 North Fancher
Spokane, WA 99212**

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.

**Mike Ankney
North 2110 Fancher
Spokane, WA 99212**