



**STANDARDS OF APPRENTICESHIP
adopted by**

**SEATTLE HEAT FROST INSULATORS & ALLIED WORKERS & EMPLOYERS
FIRESTOP/CONTAINMENT WORKER APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
FIRESTOP/CONTAINMENT WORKER	47-4099.99	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:

OCTOBER 20, 2006
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Committee Amended

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Standards Amended (review)

APRIL 16, 2010
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 of apprenticeship have been prepared by the National Joint Plumbing Apprentice and Journeyman Training Committee, the National Joint Steamfitter-Pipefitter Apprenticeship Committee, and the National Joint Sprinkler Fitter Training Committee, and The International Heat/Frost and Asbestos Workers Training Committee. The U.S. DOL Office of Apprenticeship has approved the procedures for adoption by local

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Apprenticeship Committees to assist in complying with applicable law and lawful regulations issued there under.

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.

Entire State of Washington

II. MINIMUM QUALIFICATIONS:

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

Age: **Must be at least eighteen (18) years of age.**

Education: **Must be a high school graduate or have a passing grade on an official high school equivalency test (GED), or on approval by the Apprenticeship Committee. (Exceptions may be made by the Apprenticeship Committee if admission to the program will benefit the applicant and the industry.**

Physical: **Must be able to perform the work of the trade.**

Testing: **None**

Other: **Must possess a valid driver's license.**

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).

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

A. Selection Procedures:

1. **Applications will be available to anyone who is interested. Applications are to be obtained in person at the local Apprenticeship Committee offices listed below and other places designated by the local Apprenticeship Committee as needed.**

**Seattle Heat Frost/Firestop Workers
3000 NE 4th Street
Renton, WA 98056
Renton Technical College
Building L, Room 101**

2. **Each applicant shall be given Firestop/Containment Systems Mechanic Apprenticeship Form #1 to complete and return within sixty (60) days of issue.**

Form #1 contains the following:

- a. **Apprentice qualifications as listed in the apprenticeship standards.**
- b. **Apprentice obligations after acceptance.**
- c. **Application for apprenticeship.**

3. **The date of the application shall be the date of receipt by the Apprenticeship Committee of the completed Form #1 accompanied by high school transcripts and/or official report of GED test results or their equivalent (unless excepted by JATC - see Section X.A.2.), valid driver's license and proof of birth date. Those applicants not in possession of proof of high school completion or GED equivalent must submit a letter requesting exception, including supportive statement, or relevant work experience. Each applicant will be given a choice of geographic location at time of application, either Western or Eastern Washington.**
4. **Qualified applicants shall be listed in the order completed application is received and by geographic area selected. Interviews will be conducted at intervals designated by the JATC. Demand for apprentices in each geographic area will be considered when scheduling interviews.**

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5. Applicants will be sent written notice of the interview date and location. It is the responsibility of the applicant to keep the JATC informed of current contact information. Failure to appear for a scheduled interview will result in removal from the list of applicants and re-application is required for consideration of apprenticeship placement.
6. Each interview session shall be scheduled to provide enough time to interview each applicant notified to be present at the given sessions. Each applicant shall be interviewed by JATC members or their designated representatives. Interviewers shall have available for review with regard to each applicant the following: application form, documentation verifying that all minimum qualifications were met.
7. Each applicant shall be interviewed by members or designated representatives of the Apprenticeship Committee. After a brief introduction, the Apprenticeship Committee or its designees will ask questions of the applicant with the purpose of finding out as much as possible about the applicant as an individual and about their capacity to participate in apprenticeship. Evaluations will be based on a standard of industry needs, and not by a comparison with other applicants. Questions for the interview and for purposes of evaluation will be on topics related to suitability for apprenticeship includes:
 - Work experience
 - Mechanical abilities
 - Willingness to accept direction
 - Ambition and motivation

All applicants will be asked the same questions.

8. Applicants who have graduated from a Committee approved pre-apprenticeship program (ANew, SVI, Job Skills for Trade Industry, Oregon Tradeswomen, Inc., or other verifiable pre-apprenticeship program) will be granted ten (10) additional points toward their total interview score. Proof of graduation is required to be provided at time of interview.
9. Selection of applicants for apprenticeship after the interview will be done by the Apprenticeship Committee or its designated representative(s) on the basis of numerical rating obtained from the interview evaluation in conjunction with the geographic location which the applicant specified. All applicants interviewed will be sent written notification of their ranked score.
10. Ranked applicants not chosen for entrance into apprenticeship will remain on the list for a minimum of two (2) years. They will be sent notification to

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re-interview at the next scheduled interview session for possible improvement of their score based on additional work experience or schooling. Those declining will keep their previous score and be inserted into subsequent ranked lists accordingly.

11. All selected applicants must take and pass a pre-employment drug test with negative results.

12. **EXCEPTIONS (Direct Entry)** - Applicants who enter by one of the following methods of direct entry will be required to pass a pre-employment drug test with negative findings.
 - a. An individual who signs an authorization card during an organizing effort wherein fifty percent (50%) or more of the employees have signed, whether or not the employer becomes signatory, an individual not qualifying as a journey-level worker shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training. Minimum qualifications will be waived. (For those who have not graduated from High School or possessing a GED, see Section X.A.2.)

 - b. An employee of a non-signatory employer not qualifying as a journey-level worker when an employer becomes signatory shall be evaluated by the sponsor using constant standard non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training. Minimum qualifications will be waived. (For those who have not graduated from High School or possessing a GED, see Section X.A.2.)

 - c. The Apprenticeship Committee encourages preparatory craft training to facilitate entry into apprenticeship. Consequently, those who complete a Job Corps training program may be given direct entry into the apprenticeship program. The Apprenticeship Committee shall evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry or Job Corps graduates shall be done without regard to race, color, religion, national origin, or sex.

 - d. Those who graduate from an accredited technical training school that has been reviewed and approved by the Apprenticeship Committee may be given direct entry into the apprenticeship program. With the approval of the Apprenticeship Committee, such new apprentice may start at the apprentice wage rate recommended by the Apprenticeship Committee for graduates of that particular program. The Apprenticeship Committee will determine as to those new apprentices what training requirements they need to meet to ensure that they

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receive all the necessary training for completion of the apprenticeship program. Entry of technical training school graduates shall be done without regard to race, color, religion, national origin, or sex.

- e. **Military veterans may be given direct entry into the apprenticeship program. The Apprenticeship Committee shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The Apprenticeship Committee will determine as to those new apprentices what training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex.**
- f. **Registered Native Americans who have secured work under a TERO project may receive direct entry into an apprenticeship as an apprentice provided that the Employer is an approved training agent of the sponsor.**

B. Equal Employment Opportunity Plan:

Nondiscrimination statement:

The commitments contained in this Affirmative Action Program are not intended and shall not be used to discriminate against any qualified applicant or apprentice on the basis of race, color, religion, national origin, or sex. The sponsor shall take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under applicable law and lawful regulations issued there under.

The local Apprenticeship Committee shall:

- 1. Participate in workshops conducted by school districts, community based organizations and others in increase awareness of apprenticeship opportunities available.**
- 2. Participate in existing outreach programs whose focus is the recruitment and preparation of minority and female apprenticeship applicants.**
- 3. Disseminate information concerning equal opportunity - policies of the program sponsor(s).**
- 4. Use minority and/or women (minority and/or non-minority) journey-level workers and/or apprentices to promote the Equal Employment Opportunity Plan.**
- 5. Select from list of qualified applicants for apprenticeship, in other than ranking, so as to reach women (minority and non-minority) or minorities to**

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meet goals and timetables set by the WSATC Compliance Review and Retention Subcommittee.

- 6. To also allow hiring for local hire requirements in distressed areas.**

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 8,000 hours of reasonable continuous employment affecting the availability of work. 1,600 hours of work in a year shall be considered reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

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

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

The initial probationary period for Firestop/Containment Worker shall be the first 1,600 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

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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. The ratio of apprentices to journey level workers shall be two to one (2-1) per jobsite and shop.**

- B. Firestop/Containment Worker Apprentice, in their Fourth (4th) year of Apprenticeship shall be allowed to work alone with alternative forms of supervision in the following conditions:**
 - 1. The Firestop/Containment Worker Apprentice must have a valid first aid/CPR card at all times.**
 - 2. The Firestop/Containment Worker Apprentice must have successfully completed an OSHA-10 Construction Safety course.**
 - 3. The journey-level Firestop/Containment Worker or supervisor shall review a job site hazard analysis with the apprentice prior to the apprentice reporting to the jobsite.**
 - 4. The Firestop/Containment Worker Apprentice shall at all times be able to contact a journey-level Firestop/Containment Worker or supervisor for answers and advice.**
 - 5. The journey-level Firestop/Containment Worker or supervisor shall ensure that the apprentice is receiving appropriate on the job training.**
 - 6. There are no available journey-level workers either at the shop or on the out of work list.**

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.

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Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 2000 hours	65%
2	2001 - 4000 hours	70%
3	4001 - 6000 hours	80%
4	6001 - 8000 hours	90%

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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)]

A. Firestop/Containment Worker	<u>APPROXIMATE HOURS</u>
1. Selection, Installation, Maintenance & Repair of Typical Systems for Plumbing Piping (metallic and non-metallic) through Concrete, CMU and/or Cementitious Historic Materials	1000
2. Selection, Installation, Maintenance & Repair of Typical Systems for Plumbing Piping (metallic and non-metallic) through Gypsum Walls and/or Ceilings.....	1000
3. Selection, Installation, Maintenance & Repair of Typical Systems for Hydronic Piping (metallic and non-metallic) through Concrete, CMU and/or Cementitious Historic Materials	300
4. Selection, Installation, Maintenance & Repair of Typical Systems for Hydronic Piping (metallic and non-metallic) through Gypsum Walls and/or Ceilings.....	400
5. Selection, Installation, Maintenance & Repair of Typical Systems for Process/High Purity Piping (metallic and non-metallic) through Concrete, CMU and/or Cementitious Historic Materials	200
6. Selection, Installation, Maintenance & Repair of Typical Systems for Process/High Purity Piping (metallic and non-metallic) through Gypsum Walls and/or Ceilings	200
7. Selection, Installation, Maintenance & Repair of Typical Systems for Gas/Medical Gas Piping (metallic and non-metallic) through Concrete, CMU and/or Cementitious Historic Materials	200
8. Selection, Installation, Maintenance & Repair of Typical Systems for Gas/Medical Gas Piping (metallic and non-metallic) through Gypsum Walls and/or Ceilings	200

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9. Selection, Installation, Maintenance & Repair of Typical Applications for HVAC Systems (metallic and non-metallic) through Concrete, CMU and/or Cementitious Historic Materials	400
10. Selection, Installation, Maintenance & Repair of Typical Applications for HVAC Systems (metallic and non-metallic) through Gypsum Walls and/or Ceilings	500
11. Selection, Installation, Maintenance & Repair of Typical Applications for Mechanical Systems (metallic and non-metallic) for Wood Frame Construction	200
12. Selection, Installation, Maintenance & Repair of Typical Applications for Electrical Systems (including fiber optic) (metallic and non-metallic) through Concrete, CMU and/or Cementitious Historic Materials.....	1000
13. Selection, Installation, Maintenance & Repair of Typical Applications for Electrical Systems (including fiber optic) (metallic and non-metallic) through Gypsum Walls and/or Ceilings.....	1000
14. Selection, Installation, Maintenance & Repair of Typical Applications for Electrical Systems (metallic and non-metallic) for Wood Frame Construction	200
15. Selection, Installation, Maintenance & Repair of Typical Applications for Construction Joints for Concrete, CMU and/or Cementitious Historic Materials.....	500
16. Selection, Installation, Maintenance & Repair of Typical Applications for Construction Joints for Gypsum Walls and/or Ceilings.....	500
17. Selection, Installation, Maintenance & Repair of Typical Applications for Construction Joints for Wood Frame Construction	200
Total Hours:	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: **Renton Technical College**
- Private Technical/Vocational college
- Training trust
- Other (specify):

144 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. Apprentices are responsible to familiarize themselves with all rules stated herein and responsible to abide by these standards of apprenticeship.**
- 2. Apprentices granted an exception regarding education requirements listed under Section II - Minimum Qualifications must show proof of High School Diploma or GED before completion of the term of apprenticeship in order to obtain Journey-level status.**

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- 3. In case of failure on the part of the apprentice to fulfill their obligation in classroom attendance, job performance or satisfactory work habits, the Apprenticeship Committee shall have the authority to suspend or revoke the apprentice's agreement. The employer and the union agree to carry out the instructions of the apprenticeship Committee in this regard. The apprentice agrees to abide by any such determination by the Apprenticeship Committee, subject to the normal appeal procedures as spelled out in these standards.**
- 4. The apprentice shall be evaluated by the Apprenticeship Committee annually to determine eligibility for advancement in the training program and receiving the next scheduled pay increase. In these evaluations, consideration shall be given to school attendance, progress and daily employment record of the apprentices. Failure to achieve a satisfactory evaluation may result in an extension of the apprentice's completion date and a corresponding delay in the apprentice's next wage progression as deemed necessary by the Apprenticeship Committee.**
- 5. Apprentices must maintain a satisfactory passing grade (i.e. C, 2.0, 70%) during the school year or they may be subject to discipline, suspension or cancellation of the apprenticeship agreement.**
- 6. One unexcused absence from class during the entire year may be deemed as cause for the Apprenticeship Committee to extend the apprentice's completion date an additional three (3) months' with a corresponding three (3) months' delay in the apprentice's next scheduled wage progression.**
- 7. Two unexcused absences from class during the entire year may be deemed as cause for the Apprenticeship Committee to extend the apprentice's completion date an additional three (3) months with a corresponding additional three (3) months' delay in the apprentice's next scheduled wage progression.**
- 8. Three unexcused absences from class during the entire year may be deemed as cause for the Apprenticeship Committee to cancel the apprenticeship agreement, with due notice for those eligible.**
- 9. When the apprentice is tardy for class or leave class early the Apprenticeship Committee may deem this as an unexcused absence.**
- 10. Excused absences may be allowed for: (Information/verification regarding any absence must be delivered to the Apprenticeship Committee within 7 days)**
 - a. Illness of apprentice (must be verified).**

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- b. Distance of place of residence to school or job, by approval of the Apprenticeship Committee.
 - c. Shift work or overtime: Limit of two (2) per quarter. Foreman to call in request to Apprenticeship Committee or designee ahead or scheduled class.
 - d. Trips and/or vacation, by prior approval of the apprenticeship committee.
 - e. Death in immediate family.
 - f. All absences not otherwise excused as above to be evaluated on a case by case basis by the Apprenticeship Committee.
11. Tuition and text books shall be purchased by the apprentice before the first day of school each quarter.
12. Apprentices shall not quit any job assignment. If an apprentice is terminated for cause or quits on their own, they will not be re-dispatched until they appear before the Apprenticeship Committee at their next meeting. The apprentice must be released by the Apprenticeship Committee as eligible for work before a new work assignment is issued.
13. If the apprentice fails to appear before the Apprenticeship Committee after due notice, disciplinary action may be invoked without a hearing.
14. It shall be the apprentice's responsibility to keep a complete and up to date log book provided by the JATC. Apprentices that fail to keep complete and up to date log book will be called before the Committee for possible disciplinary action or cancellation.

B. Local Apprenticeship Committee Policies

- 1. Safety Policy
- 2. Alcohol and Controlled Substances Policy
- 3. Employee Safety Responsibilities Policy
- 4. General and Job Specific Safety Rules Policy
- 5. Emergency Procedures
- 6. Personal Protective Equipment Requirements
- 7. Hazard Communication Training Requirements
- 8. Return to Work and Training Policy
- 9. Accident Prevention Plan & Policy

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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:

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

**SEATTLE HEAT FROST INSULATORS & ALLIED WORKERS & EMPLOYERS
FIRESTOP/CONTAINMENT WORKER APPRENTICESHIP COMMITTEE**

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

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

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

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

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

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

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

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

Forms are available on line at

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

- Apprenticeship Agreements – within first 30 days of employment
- Authorization of Signature forms - as necessary
- Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
- Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)

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- Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
 - Journey Level Wage Rate – annually, or whenever changed
 - Request for Revision of Standards - as necessary
 - Request for Revision of Committee - as necessary
 - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
 - On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Sponsor’s introductory statement (if applicable)
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

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

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

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

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D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

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

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

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

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

Quorum: A quorum shall consist of 50% of the Committee membership as long as both interest groups (employer/employee) are represented equally.

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

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The employer representatives shall be:

**Eric Hyatt, Chairman
D&G Mechanical
Post Office Box 1330
Sumner, WA 98390**

**Tom Daves
PO Box 80424
Seattle, WA 98108**

**Bryce Hash
Hudson Bay Insulation
Post Office Box 80424
Seattle, WA 98108**

**Carrie Grage
PCI
422 South Forest Street
Seattle, WA 98134**

The employee representatives shall be:

**Jesse Walters, Secretary
212 Icy Street SW
Orting, WA 98360**

**Greg Bowers
14675 Interurban Avenue South
Suite 103
Tukwila, WA 98168**

**Todd Mitchell
14675 Interurban Ave S
Tukwila, WA 98168**

**Chad Hewitt
7401 S Cushman Avenue
Tacoma, WA 98168**

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.

**Douglas B. Steinmetzer, Coordinator
3000 NE 4th St
Box 17
Renton, WA 98056**