



**STANDARDS OF APPRENTICESHIP
adopted by**

**THE EDUCATIONAL SERVICE DISTRICT 112
SOUTHWEST WASHINGTON CHILD CARE CONSORTIUM PROGRAM**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
CHILD CARE ASSISTANT/ASSOCIATE I	39-9011.00	2000 HOURS
CHILD CARE SITE COORDINATOR/ASSOCIATE II	11-9031.00	3000 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:

JULY 21, 2006
Initial Approval

OCTOBER 19, 2007
Committee Amended

Standards Amended (review)

Standards Amended (administrative)

By: LAWRENCE "PETE" CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

THE EDUCATION SERVICE DISTRICT 112
SOUTHWEST WASHINGTON CHILD CARE CONSORTIUM PROGRAM

INTRODUCTORY STATEMENT

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

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

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

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

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

Sponsor Introductory Statement (Optional):

These standards have been developed by the Educational Service District 112 (ESD 112) and its Southwest Washington Child Care Consortium (SWCCC) with the assistance from the Washington State Department of Labor and Industries Apprenticeship Section.

THE EDUCATION SERVICE DISTRICT 112
SOUTHWEST WASHINGTON CHILD CARE CONSORTIUM PROGRAM

SWCCC is an ESD 112 program that operates under the Children Youth and Family Services Department to provide services to youth of all ages and their families. SWCCC currently operates 26 centers on school sites providing full-day and before/after-school child care for 1,600 children ages 4 weeks-12 years and 2,800 parents utilizing more than 200 employees. It is the largest community-run child care system in the United States and received the Ford Foundation "Innovations in America Government Award."

When approved by and registered with the Washington State Apprenticeship and Training Council this structured, job specific training which combines actual job experience while continuing supplemental/related education will assure the development of highly qualified Child Care Providers.

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.

Educational Service District 112 facilities in the counties of: Clark, Cowlitz, Klickitat, Pacific, Skamania, and Wahkiakum.

II. MINIMUM QUALIFICATIONS:

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

A. Child Care Assistant/Associate I:

- | | |
|------------|--|
| Age: | 16 years old (Employer must have a valid work permit to hire 16 year olds). |
| Education: | High school diploma or equivalent or be enrolled in a high school. |
| Physical: | Must be physically able to meet the requirements of the occupation |
| Testing: | None |

THE EDUCATION SERVICE DISTRICT 112
SOUTHWEST WASHINGTON CHILD CARE CONSORTIUM PROGRAM

- Other: **1. Applicants must be able to read, write, and speak English well enough to complete the necessary application form and interview.**
- 2. Criminal Background Check including Fingerprinting.**

B. Child Care Site Coordinator/Associate II:

Age: **18 years old.**

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

Physical: **Must be physically able to meet the requirements of the occupation**

Testing: **None**

- Other: **1. Applicants must be able to read, write, and speak English well enough to complete the necessary application form and interview.**
- 2. Criminal Background Check including Fingerprinting.**
- 3. Completed an apprenticeship to journey worker status as a Child Care Assistant/Associate I 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:

THE EDUCATION SERVICE DISTRICT 112
SOUTHWEST WASHINGTON CHILD CARE CONSORTIUM PROGRAM

1. **Apprentices will be selected from the pool of current employees.**
2. **Applications or information will be available at the offices of the Southwest Washington Child Care Consortium located in the offices of Educational Service District 112 at:**

**2500 NE 65th Ave
Vancouver, WA 98661-6812
Phone: 360-750-7501**

3. **The Sponsor will ensure that Vacancy Notices for positions that have Apprenticeship opportunities include:**
 - a. **The same Minimum Qualifications for apprentices as stated in these Standards of Apprenticeship.**
 - b. **Announcements/Notices are distributed at least 10 days prior to accepting applications.**
 - c. **Applications are accepted for at least 2 weeks.**

4. **Direct Entry:**

To expand apprenticeship opportunities for high school graduates the Educational Service District 112 Southwest Washington Child Care Consortium will offer direct entry, consistent with employment needs, as follows:

High School graduates of an Early Childhood Educations program of instruction or equivalent under Tech-Prep, Running Start or any equivalent pre-apprenticeship program my receive direct entry into the CHILD CARE ASSISTANT/ASSOCIATE I Program.

High school graduates of these programs must contact the Sponsor's Apprenticeship representative and provide documentation verifying completion of the pre-apprenticeship program in-order to be considered for direct entry.

B. Equal Employment Opportunity Plan:

1. **Cooperate with school boards, community agencies, community and technical colleges to develop programs, which prepare students for entrance into apprenticeship.**

THE EDUCATION SERVICE DISTRICT 112
SOUTHWEST WASHINGTON CHILD CARE CONSORTIUM PROGRAM

2. **Disseminate information, within all areas of employment or assignments, concerning equal opportunity policies of the program sponsor(s).**
3. **Grant credit for previous occupational experience or occupation-related course for all applicants equally.**
4. **Disseminate information to school districts and community colleges to enlist their assistance in recruiting apprentices.**

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)].

A. Child Care Assistant/Associate I

2000 hours of reasonably continuous employment.

B. Child Care Site Coordinator/Associate II

3000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship.

Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the

THE EDUCATION SERVICE DISTRICT 112
SOUTHWEST WASHINGTON CHILD CARE CONSORTIUM PROGRAM

agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

400 hours of employment as a registered apprentice in each specific occupation.

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)].

One (1) apprentice for each one (1) journey person per facility.

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.

A. Child Care Assistant/Associate I

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

THE EDUCATION SERVICE DISTRICT 112
SOUTHWEST WASHINGTON CHILD CARE CONSORTIUM PROGRAM

B. Child Care Site Coordinator/Associate II

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

THE EDUCATION SERVICE DISTRICT 112
SOUTHWEST WASHINGTON CHILD CARE CONSORTIUM PROGRAM

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. <u>Child Care Assistant/Associate I</u>	APPROXIMATE HOURS
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
Total Hours:	2000

THE EDUCATION SERVICE DISTRICT 112
SOUTHWEST WASHINGTON CHILD CARE CONSORTIUM PROGRAM

B. <u>Child Care Site Coordinator/Associate II</u>	APPROXIMATE HOURS
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
Total Hours:	3000

THE EDUCATION SERVICE DISTRICT 112
SOUTHWEST WASHINGTON CHILD CARE CONSORTIUM PROGRAM

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

- Supervised field trips
- Approved training seminars (specify)
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college: **Clark and Lower Columbia**
- Private Technical/Vocational college
- Training trust
- Other (specify): **"STARS" - Washington State Training and Registry System**

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

THE EDUCATION SERVICE DISTRICT 112
SOUTHWEST WASHINGTON CHILD CARE CONSORTIUM PROGRAM

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

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

Additional Information:

A. These are the kinds of course registered apprentices will normally be expected to take. This list is for information only and is subject to availability, individual apprentice requirements and may be changed at any time.

1. Child Care Assistant/Associate I:

**Introduction to Apprenticeship
Child Care Center State Licensing Requirements
Movement & Music for Young Children
Arts & Crafts
Child Development
Introduction to Early Childhood Education
Guidance Techniques
Seminar Credits
Elective College Credits or Seminar Credits**

2. Child Care Site Coordinator/Associate II:

**Literature & Language Dev. for Young Children
Math, Science & Computers for Young Children
Health, Safety, Nutrition
Young Children with Special Needs
Curriculum Development
Family Systems
Seminar Credits
Elective College Credits or Seminar Credits**

B. PLEASE NOTE THAT RULES GOVERNING APPRENTICESHIP PROGRAMS IN THE STATE OF WASHINGTON REQUIRE EACH APPRENTICE TO COMPLETE A MINIMUM OF 144 CLOCK HOURS IN A 12-MONTH PERIOD.

C. The clock hours to meet this requirement can be any combination of required classes, elective college credits, or seminar credits. They can also come from either Associate I or Associate II lists however, for the journey person status to be granted at any level, apprentices must have take every class for that level and have met the seminar/elective college credit requirements for that level.

THE EDUCATION SERVICE DISTRICT 112
SOUTHWEST WASHINGTON CHILD CARE CONSORTIUM PROGRAM

- D. An apprentice must receive a grade of C- or better (1.75 or better on a 4.0 scale). Seminar credits and other college credits must have a direct application to the early childhood caregiver profession.**
- E. The classes listed may be taken by an apprentice at a substantially reduced rate under the Washington Apprentice Tuition Waiver. Apprentices need to contact the college Apprenticeship Representative prior to paying registration fees to receive this lower rate.**

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. Failure to maintain employment within ESD 112 SWCCC program will result in cancellation of the apprenticeship agreement.**
- 2. After careful evaluation, SWCCC will make determinations regarding credit for previous educations or experience and will register apprentices accordingly.**
- 3. Selected applicants must sign an Apprenticeship Agreement at their meeting with the Sponsor's representative. This Agreement will be**

THE EDUCATION SERVICE DISTRICT 112
SOUTHWEST WASHINGTON CHILD CARE CONSORTIUM PROGRAM

forwarded by the Sponsor to the assigned Labor and Industries Consultant prior to attending Related Supplemental Instruction.

4. Each apprentice will be given an apprentice work progress record in which to record work experience hours, which must be signed off by the mentor/journey worker on a monthly basis.
5. Apprentices must submit progress records each pay period and a copy of the transcript or grade card for classes completed during that quarter to the Sponsor by the 5th of the month following the end of the quarter as indicated below:

1st Quarter	January, February, March	due April 5th
2nd Quarter	April, May, June	due July 5th
3rd Quarter	July, August, September	due October 5th
4th Quarter	October, November, December	due January 5th

6. The Sponsor will compile the apprentice's information and submit it to the assigned Labor and Industries Consultant. (See Section XI. B. 2.)
7. It is the responsibility of the apprentice to submit the required documentation by the due dates indicated above. Any apprentice who does not provide documentation for two quarters in succession without prior approval may have their apprenticeship canceled.

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

THE EDUCATION SERVICE DISTRICT 112
SOUTHWEST WASHINGTON CHILD CARE CONSORTIUM PROGRAM

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

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

- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 calendar days of final action

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

Within: 30 business days for supervisor to complete investigation

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

If the apprentice or sponsor disputes supervisor decision:

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

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

Within: 30 calendar days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

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

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

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and

THE EDUCATION SERVICE DISTRICT 112
SOUTHWEST WASHINGTON CHILD CARE CONSORTIUM PROGRAM

apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

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

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

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

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

Forms are available on line at

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

- Apprenticeship Agreements – within first 30 days of employment
 - Authorization of Signature forms - as necessary
 - Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
 - Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
 - Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
 - Journey Level Wage Rate – annually, or whenever changed
 - Request for Revision of Standards - as necessary
 - Request for Revision of Committee - as necessary
 - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
 - On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The

THE EDUCATION SERVICE DISTRICT 112
SOUTHWEST WASHINGTON CHILD CARE CONSORTIUM PROGRAM

apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:

- Program name
 - Sponsor's introductory statement (if applicable)
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

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

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

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.

THE EDUCATION SERVICE DISTRICT 112
SOUTHWEST WASHINGTON CHILD CARE CONSORTIUM PROGRAM

4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

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

THE EDUCATION SERVICE DISTRICT 112
SOUTHWEST WASHINGTON CHILD CARE CONSORTIUM PROGRAM

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: **N/A - Plant**

Program type administered by the committee: **PLANT**

The employer representatives shall be:

Carol Sasse
2500 NE 65th Ave
Vancouver, WA 98661-6812

The employee representatives shall be:

Washington State Apprenticeship and Training Council
Department of Labor and Industries
PO Box 44530
Olympia, WA 98504-4530

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

THE EDUCATION SERVICE DISTRICT 112
SOUTHWEST WASHINGTON CHILD CARE CONSORTIUM PROGRAM

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