



**STANDARDS OF APPRENTICESHIP
adopted by**

**GREATER PUGET SOUND ELECTRICAL WORKERS
APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
MARINE ELECTRICIAN	47-2111.00	6000 HOURS
RESIDENTIAL HEATING, VENTILATION, AIR CONDITIONING ELECTRICIAN	49-9021.01	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:

APRIL 15, 1982
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Standards Amended (review)

JULY 18, 2013
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 Standards of apprenticeship, Greater Puget Sound Electrical Workers, with supplements pertaining to the necessary work experience of the trade and a progressive wage scale, approved by and registered with the Registration Agency, govern the training of apprentices in this industry.

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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 Clallam, Island, Jefferson, King, Kitsap, Mason, Pierce, Skagit, Snohomish, Thurston and Whatcom Counties in the State of Washington.

II. MINIMUM QUALIFICATIONS:

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

Age: **Must be 18 years of age.**

Education: **Must be high school graduate or equivalent. Must have successfully completed one year of high school algebra or one post high school algebra course with a grade ‘C’ or better.**

- a. **Must provide copy of birth certificate.**
- b. **Must provide and official transcript for high school graduation or all test records verifying the equivalent.**
- c. **Must provide evidence of successful completion of one full year of high school algebra or one post high school algebra course.**

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

Testing: **NONE**

NOTE: Exceptions may be made by the JATC to the above qualifications if admission as an apprentice will benefit the applicant and the industry.

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

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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:

1. **Applications are available to anyone who is interested and are available at 19802 62nd Ave. South, Kent, WA 98031. Applicants will be provided written instructions and conditions for completing the application.**
2. **Completed applications submitted with documentation listed below will be accepted Monday through Friday between 9:00 am and 4:30 pm. Applications submitted with documentation to verify all minimum qualifications will be considered valid.**

Applicant to provide the following:

- a. **Birth Certificate**
 - b. **Proof of high school graduation or GED equivalent.**
 - c. **Official, sealed high school transcripts**
 - d. **Applicants verifying educational requirement through GED must provide GED test results.**
 - e. **Proof of successful completion of one full year of high school algebra or post secondary algebra course from an accredited college or university with a grade of "C" or better.**
 - f. **DD-214, if applicable.**
3. **Applicants will be notified in writing when to appear before the Apprenticeship Committee for an interview, which is scored. Anyone scoring less than seventy percent (70%) shall not be accepted and will be so notified in writing. Failure to appear for the interview will require re-application.**
 4. **The interview score will become the applicant ranked score. Applicants scoring seventy (70%) or above will be placed on a list in order of rank to await employment opportunity and selected in ranked order.**

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5. Applications will be valid for one (1) year. Any applicants not put to work within three (3) years from the date of the interview may reapply for future consideration.
6. Applicants desiring to make a request for credit for previous "on-the-job" training" must do so at the time of application or when records sufficient to verify such experience becomes available. Satisfactory proof of such training must be submitted and shall include a written resume of previous work experience and training schedule as it relates to this trade. Credit for previous work experience may be granted after a review of the merits of each individual case by the Apprenticeship Committee.
7. **EXCEPTIONS:**
 - a. (Direct entry) Military veterans who completed military electrical technical school and participated while in the military in the trades covered by these standards may be given direct entry into the apprenticeship program. The Committee shall evaluate the military training received for granting appropriate credit on the term of the apprenticeship and the appropriate wage rate. The Committee will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program. For individuals to enter the program through this exception, they must complete an application.
 - b. (Direct Entry) Veterans in Construction Electrical (V.I.C.E.).
 - (1) V.I.C.E. applicants must meet all minimum qualifications.
 - (2) V.I.C.E. applicants must have a minimum of forty-four (44) months of active duty with an honorable discharge. If the applicant was a member of the Military Reserves or National Guard, additional deployment documentation will be required.
 - (3) V.I.C.E. applicants must apply within seven (7) years from their discharge date.
 - (4) Applicant must provide photocopy of DD-214.

All V.I.C.E. applicants meeting the above listed requirements once interviewed will be placed on the ranked list, and may be granted preferred entry consideration. The JATC shall evaluate the military training received and on-the-job learning experience received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate.

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8. EXEMPTIONS

- a. **(Direct entry) An employee of a non-signatory employer not qualifying as a journey-level worker when an employer becomes signatory shall be evaluated by the JATC using constant standard non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training. Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications in Section II, interview and selection are waived.**

- b. **(Direct entry) An individual who signs an authorization card during an organizing effort wherein fifty percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory - and is an employee of the non-signatory electrical contractor and does not qualify as a journey-level worker shall be evaluated by the JATC, and registered using constant, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training. Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications in Section II, interview and selection are waived. All employees of the non-signatory electrical contractor must have been offered the opportunity to sign authorization cards**

- c. **(Direct Entry) Registered Native Americans who have secured work under a TERO Project or equivalent regulations and/or tribal contract requirement may receive direct entry into apprenticeship provided the employer is an approved training agent of these standards and the applicant meets all minimum qualifications.**

B. Equal Employment Opportunity Plan:

The Apprenticeship Committee has pledged that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. In order to promote equality of opportunity, the Apprenticeship Committee hereby pledges to take affirmative action to encourage minorities and women to complete the apprenticeship application and enter into the eligibility pool.

- 1. Select applicants from the ranked list in other than order of ranking so as to reach women and minorities when goals cannot be met using other methods.**

- 2. Participate in workshops conducted by employment service agencies, community or technical colleges, high schools and community based**

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organizations to increase awareness of apprenticeship programs and apprenticeship opportunities of the sponsor.

3. **Internal communication of sponsor's equal opportunity policy in such a manner as to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employers, and members and to encourage such persons to take the necessary action to aid the sponsor in meeting its obligations under these rules.**
4. **Utilization of minority and/or women (minority and non-minority) journey-level workers and apprentices to assist in identifying present and potential minority and women applicants and promoting the Sponsor's EEO Plan.**
5. **Granting advance standing or credit on the basis of previously acquired experience, training skills, or aptitude for all applicants equally.**

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. Marine Electrician

The term of apprenticeship for Marine Electrician shall be 6000 hours of reasonable continuous employment and successful completion of all related/supplemental instruction classes as directed by the Apprenticeship Committee.

B. Residential Heating, Ventilation, Air Conditioning Electrician

The term of Apprenticeship for residential Heating, Ventilation, Air Conditioning Electrician shall be 8000 hours of reasonable continuous employment and successful completion of all related/supplemental instruction classes as directed by the Apprenticeship Committee.

V. INITIAL PROBATIONARY PERIOD:

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

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

A. Marine Electrician

The first 1200 hours of employment shall constitute the initial probationary period.

B. Residential Heating, Ventilation, Air Conditioning Electrician

The first 1600 hours of employment shall constitute the initial probationary period.

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 may be employed after one (1) journey-level worker is steadily employed per employer labor force.

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

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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. Marine Electrician

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	70%
2	1001 - 2000 hours	75%
3	2001 - 3000 hours	80%
4	3001 - 4000 hours	85%
5	4001 - 5000 hours	90%
6	5001 - 6000 hours	95%

B. Residential Heating, Ventilation, Air Conditioning Electrician

Step	Number of hours/months	+Related Training	Percentage of journey-level rate
1	0000 - 1000 hours	Satisfactory Progress	55%
2	1001 - 2000 hours	1st year of school completed	65%
3	2001 - 3500 hours	2nd year of school completed	75%
4	3501 - 5000 hours	3rd year of school completed	80%
5	5001 - 6500 hours	4th year of school completed	85%
6	6501 - 8000 hours	5th year of school completed	95%

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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. Marine Electrician: Approximate Hours

1. First Year:

- a. **Electric shop300**
 - (1) **Use blueprints to construct electrical foundations**
 - (2) **Use vertical and horizontal power bandsaws**
 - (3) **Use various grinders and shapers**
 - (4) **Use power drills**
 - (5) **Use power punches and other specialized power equipment**
 - (6) **Learn foundations-and the particular problems in constructing them**
 - (7) **Learn repair of electrical boxes**

- b. **Material runner.....300**
 - (1) **Process and understand material paperwork**
 - (2) **Learn and work on material requirements for ship areas**
 - (3) **Learn material parts, names, symbol numbers, etc.**
 - (4) **Learn and maintain material flow**
 - (5) **Learn proper handling and care of electrical material**

- c. **TLI (Ship ways).....350**
 - (1) **Know proper tank indicator placement and be able to install**
 - (2) **Know location and kinds of ship tanks**
 - (3) **Layout and install wireways to TLI's**
 - (4) **Work with welders installing brackets, wireways, etc.**
 - (5) **Learn basic ship construction techniques**

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- d. **Main wireways350**
 - (1) **Learn to read blueprints, abbreviations, symbols, etc.**
 - (2) **Layout wireways by working from drawings**
 - (3) **Weld wireways working from prints using proper material**
 - (4) **Layout and install transits, tubes and collars from prints.**

 - e. **Cable crew350**
 - (1) **Learn proper method to pull ship's cable, know radiuses, breakouts, etc.**
 - (2) **Learn ship's sections and transits**
 - (3) **Band cable runs, pack tubes and transits**
 - (4) **Identify and tag cables**
 - (5) **Learn and work with different types of cables**

 - f. **Foundation crew.....350**
 - (1) **Learn blueprint reading**
 - (2) **Layout all areas of ship**
 - (3) **Learn different foundations**
 - (4) **Install foundations**
2. **Second Year:**
- a. **Main switchboard power distribution500**
 - (1) **Learn power generation. Work generator hookup**
 - (2) **Learn power distribution (shore power)**
 - (3) **Learn main and alternate power feed (MBTs, ABTs)**
 - (4) **Dress and install large cable throughout**
 - (5) **Work degaussing system**

 - b. **Power, lighting, phones, announcing.....1000**
 - (1) **Install equipment**
 - (2) **Layout and install local wireways and cable**
 - (3) **Correlate between blueprints**
 - (4) **Hook up equipment**
 - (5) **Learn special procedures peculiar to your area**

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c.	Temporary light	500
	(1) Work temporary light shop, repair cables and equipment	
	(2) Work on ship with temporary lighting	
	(3) Power distribution to weld machinery and temporary ventilation	
3.	<u>Third Year:</u>	
a.	Maintenance	134
b.	Communications Center.....	133
c.	Mil Spec/Fiber Optics	133
d.	Propulsion system	900
	(1) Install junction boxes	
	(2) Layout and install susceptible cable runs	
	(3) Cut in and hook up cables	
	(4) Coordinate with other systems	
e.	Test crew, IC test, propulsion test, power lighting test	700
	(1) Use electronic test equipment	
	(2) Follow test memos for equipment or system test	
	(3) Make corrections on equipment to complete test	
	TOTAL HOURS:	6000

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B. <u>Residential Heating, Ventilation, Air Conditioning Electrician</u>	<u>Approximate Hours</u>
1. Motors, relays solenoids, transformers, temperature controls and safety devices	1000
2. Circuits, connections and testing - transformers and A.C. and D.C. motors, signal circuits, low and high voltage	1000
3. Residential and commercial wiring, electrical code.....	668
4. Fundamental and principles of oil burners and oil burning equipment; theory of pumps and pumping	2000
5. Combustion draft combustion chamber and their relation to all burners and combustion efficiency.....	1000
6. Fuel oils, gravity, viscosity, BS and W and BTU content.....	1000
7. Care and use of tools, equipment and materials; care and use of test instruments.....	332
8. Plan reading and layout.....	1000
Total Hours.....	8000

All of the foregoing work experience as herein noted is understood to mean as it pertains to the trade herein involved in these standards.

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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
- Private Technical/Vocational college
- Training trust
- Other (specify): **Supervised Field Instructions**

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:

- A. The Apprenticeship Committee recommends that the course for apprentices under these Standards be limited to those who are actually apprentices in the trade in accordance with these Standards.**
- B. Safety training will be given in the related classes so that each apprentice will be fully informed on safety practices.**
- C. Apprentice must immediately notify the instructor of any intended absence from night school classes and must also notify the Coordinator by mail, stating the date and reason for absence.**
 - 1. Failure to do so will mean the absence is unexcused.**
 - 2. Sickness will be considered an acceptable excuse when the apprentices missed time from work.**
 - 3. Overtime work shall not be considered as an excuse for absence from night school.**
 - 5. Absences during vacation shall be excused if Coordinator and Instructor of night classes are notified at least two (2) weeks in advance of vacation.**
- D. In the event an apprentice has completed all of their required RSI, but has less than the required OJT, apprentice will not be required to attend further classes unless otherwise directed by the Committee.**

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).

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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. Termination:

- a. **An employer will not terminate an apprentice unless for just cause, and having advised the Apprenticeship Coordinator in advance.**
- b. **An apprentice will not self-terminate from an employer without the sanction of the Apprenticeship Committee. If such self-termination without sanction should occur, the apprentice shall be subject to disciplinary action.**

2. Wage Progression:

An examination of each apprentice's record shall be made before each period of advancement by the Apprenticeship Committee. In this examination, consideration shall be given to school attendance, daily employment of the apprentice, attitude and progress in the apprenticeship program.

3. Related Instruction Training Classes:

- a. **The Apprenticeship Committee, at their discretion, will examine the absence excuses to determine if the excuse is satisfactory. Unexcused absences shall be adequate reason for the apprentice to be called before the Apprenticeship Committee for disciplinary action.**
- b. **Failure to receive passing grades in school will be cause for disciplinary action.**

B. Local Apprenticeship Committee Policies

1. **Any time that the apprentice believes he/she has any complaint concerning any phase of the training, he/she shall submit the complaint in writing to the Apprenticeship Committee, through the Coordinator.**

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2. All requests of the Apprenticeship Committee shall be presented to the Coordinator.

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

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- Within: 30 calendar days after hearing
- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

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

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

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):
1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on request.

Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.
 2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at <http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.
 - Apprenticeship Agreements – within first 30 days of employment
 - Authorization of Signature forms - as necessary
 - Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days

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- Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
 - Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
 - Journey Level Wage Rate – annually, or whenever changed
 - Request for Revision of Standards - as necessary
 - Request for Revision of Committee - as necessary
 - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
 - On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Sponsor's introductory statement (if applicable)
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

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

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under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

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

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

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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: **SEE ABOVE**

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

The Greater Puget Sound Electrical Workers Apprenticeship Committee shall be composed of members representing the employers and an equal number of members representing the International Brotherhood of Electrical Workers Local Union No. 46. The selection of these individual members will be made by the groups they represent.

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The employer representatives shall be:

Cory Barkman, Chairman
31451 12th Avenue SW.
Federal Way, WA 98023

Mac Davey
672 E 11th Street
Tacoma, WA 98421

The employee representatives shall be:

Fred Schwyhart, Secretary
20116 1st Ave S
Des Moines, WA 98198

David Green
8638 44th Ave. South
Seattle, WA 98118

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.

There will be an apprentice Coordinator, whose job it will be to coordinate the program. He/she shall report to and be governed by the Apprenticeship Committee. He/she shall have a voice, but no vote in the Committee decisions. The Coordinator is:

Harry Thompson Jr. Coordinator
19802 62nd Ave South
Kent, WA 98032

Ebby Ghojiei, Assistant Coordinator
19802 62nd Ave South
Kent, WA 98032