



**STANDARDS OF APPRENTICESHIP  
adopted by**

**SIMPLEXGRINNELL APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
<b>SPRINKLER FITTER</b>	<b>47-2152.01</b>	<b>10,000 HOURS</b>



**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 17, 2008  
Initial Approval

APRIL 21, 2016  
Committee Amended

JANUARY 17, 2013  
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):

**Recognizing the need for skilled craft professionals in the construction industry, SimplexGrinnell hereby establishes these Washington State Apprenticeship Standards. SimplexGrinnell is a national company with approximately 120 offices throughout the United States. The standards have been registered with and approved by the U.S.**

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Department of Labor's Office of Apprenticeship (OA) and Washington State Apprenticeship and Training Council.

**These Apprenticeship Standards for SimplexGrinnell LP have as their objective, the training of Sprinkler Fitters in all phases of the industry. SimplexGrinnell LP recognizes that in order to accomplish this, there must be well developed On-The-Job Learning combined with Related Instruction.**

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

**The area covered by these Standards shall be the entire state of Washington and the Idaho counties of Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and Shoshone.**

**Applicants and apprentices please note while the State of Washington has no responsibility or authority in the State of Idaho, the SimplexGrinnell apprenticeship Committee will apply the same standards of apprenticeship and guidelines to apprentices registered in the program while working in the state of Idaho.**

### **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 18 years of age.**

Education: **Must be a high school graduate ore equivalent (posses GED Certificate).**

Physical: **Be physically capable of performing the work of this trade, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.**

Testing: **N/A**



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**NOTE: Applicants from either Area 1 or 2 that turn down an apprenticeship opportunity from the other Area will not lose their place or be removed from the list they are on.**

- 2. All applications shall be identical in form and requirements. The application form shall be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnicity and gender identification, as well as progress by dates and final disposition of each application.**
- 3. Each applicant will be required to review the Apprenticeship Standards and will be provided information about the program before completing the application. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the Sponsor's representative.**
- 4. Receipt of the properly completed application form, along with required supporting documents (see minimum qualifications or list below), constitute the completed application.**
  - a. Proof of age**
  - b. High school diploma or sealed High School transcripts, or GED Certificate.**
  - c. Documentation sufficient to prove legal working status (see I-9 form)**
- 5. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing of their disqualification. No further processing of the application will be taken.**
- 6. Applicants who meet the minimum qualifications qualify for an interview and will be notified in writing of the date, time, and location to appear for the interview. It is the responsibility of the applicant to keep the Sponsor informed of their current mailing address and phone number.**
- 7. The interview will consist of objective questions relevant to the applicant's fitness for the apprenticeship program. Each interviewer will be provided with the application and documentation provided to establish minimum qualifications were met. Each interviewer will record the general nature of the applicant's answers and prepare a summary of any interview conclusions. In addition, a score will be recorded for each question and the interviewer will total the final score. The final total scores for each applicant will be added together and divided by the number of interviewers, resulting in a final ranking score.**

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Each applicant will be sent notice of their final ranking score.

8. Applicants will be placed on a "Ranking List" according to their scores at the interview session, with the applicant having the highest score being at the top of the list, and all applicants then listed in descending order based on score. Applicants will be registered in ranked order.
9. Qualified applicants remaining on a preceding ranking list will automatically be carried forward on the new ranking list and slotted in wherever their rating score placed them for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period they were on the ranking list will be required to reapply.
10. During the two-year period, applicants who feel that their qualifications have improved since their original ranking score may submit documented evidence of such additional experience or training and request reevaluation and rating at the next regular processing cycle.
11. After selection and prior to registration, applicants must:
  - a. Complete and pass a substance abuse test; a condition of employment and at no cost to the applicant
  - b. Submit to a background check, at no cost to the applicant. Any applicant whose responses on the self-report portion of the background check form do not match the answers received from the background check company may be removed from the applicant pool.
  - c. Provide proof they possess a valid driver license.
  - d. Provide proof of dependable transportation such as vehicle registration.

Failure to meet the above requirements will result in the applicant being removed from the applicant pool.

12. Direct entry: (All applicants admitted to the apprenticeship must, as a condition of employment, submit to a substance abuse test passing with negative results.
  - a. Military veterans who complete military technical school and participated in a registered apprenticeship program while in the military in the occupations registered in the fire protection/suppression industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriated credit on the term of apprenticeship and the appropriated wage rate. The sponsor will

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determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regards to race, color, religion, national origin, or sex.

- b. Registered Native Americans who have secured work under a TERO project may receive direct entry into the apprenticeship as an apprentice.

### B. Equal Employment Opportunity Plan:

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor shall take positive action to provide equal opportunity in apprenticeship.

1. An announcement of apprenticeship openings must be disseminated at least semi-annually to the following agencies/organizations:

Registration Agency

Women's Organizations/Centers

Local Schools

Employment Service Centers

Vocational Education Schools

Other Organizations/Centers

Newspapers

(Other entities which can be normally expected to reach minorities and women)

The announcement must include the nature of the apprenticeship, requirements for admission, availability of opportunities, sources of applications, and the Equal Employment Opportunity Policy of SimplexGrinnell's Apprenticeship Committee.

2. Internal communication of SimplexGrinnell's equal opportunity policy will be conducted in such a manner to foster understanding, acceptance, and support among the various officers, supervisors, employees and members of the Simplex Grinnell Apprenticeship Committee, and to encourage such persons to take the necessary action to aid in meeting its obligation to provide equal access to apprenticeship to minorities and women.
3. SimplexGrinnell LP will notify all employees that we are seeking qualified female and minority participation in our apprenticeship program by posting notice created for this purpose on the bulletin board at each location

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4. **Utilize journey persons, especially women and minorities when available to assist in the implementation of equal employment opportunity plan.**
5. **Grant advance standing or credit on the basis of previously acquired experience, training, skills or aptitude for all applicants equally.**
6. **Select from list of qualified applicants for apprenticeship, in other than ranked score, so as to reach women (minority and non-minority) and minorities to meet goals and timetables.**

### 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 five (5) years, with the attainment of 10,000 hours of on-the-job training, supplemented by the required hours of related supplemental instruction.**

#### **V. INITIAL PROBATIONARY PERIOD:**

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

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

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**All apprentices employed in conformity with these standards will be subject to an initial probationary period not to exceed 1000 hours employment as an apprentice.**

### **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)].

**For purposes of clarity, the ratio will mean one apprentice for the first skilled journey-person at the job site, and one additional apprentice for each additional skilled journey-person employed thereafter, at the job site.**

### **VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

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Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours (0 - 6 months)</b>	<b>45%</b>
<b>2</b>	<b>1001 - 2000 hours (7 - 12 months)</b>	<b>50%</b>
<b>3</b>	<b>2001 - 3000 hours (13-18 months)</b>	<b>55%</b>
<b>4</b>	<b>3001 - 4000 hours (19 - 24 months)</b>	<b>60%</b>
<b>5</b>	<b>4001 - 5000 hours (25 - 30 months)</b>	<b>65%</b>
<b>6</b>	<b>5001 - 6000 hours (31 - 36 months)</b>	<b>70%</b>
<b>7</b>	<b>6001 - 7000 hours (37 - 42 months)</b>	<b>75%</b>
<b>8</b>	<b>7001 - 8000 hours (43 - 48 months)</b>	<b>80%</b>
<b>9</b>	<b>8001 - 9000 hours (49 - 54 months)</b>	<b>85%</b>
<b>10</b>	<b>9001 - 10,000 hours (55 - 60 months)</b>	<b>90%</b>

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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)]

<b><u>A. Sprinkler Fitter</u></b>	<b><u>APPROXIMATE HOURS</u></b>
<b>1. <u>Overhead piping installations</u> .....</b>	<b>4000</b>
<b>a. Wet pipe system (light, ordinary and extra hazard)</b>	
<b>(1) Exposed piping</b>	
<b>(2) Concealed piping</b>	
<b>(3) Hydrostatic test</b>	
<b>b. Dry pipe system piping (light, ordinary and extra hazard)</b>	
<b>(1) Exposed piping</b>	
<b>(2) Concealed piping</b>	
<b>(3) Air or hydrostatic test</b>	
<b>c. Spray, CO-2 and foam system</b>	
<b>d. Special piping installations</b>	
<b>(1) Window, cornice and water curtain systems</b>	
<b>(2) Anti-freeze systems</b>	
<b>e. Standpipe and hose equipment</b>	
<b>2. <u>Control devices, training, alarm installations and drains</u> .....</b>	<b>3000</b>
<b>a. Alarm valves or water flow devices</b>	
<b>(1) Water meter alarm gongs</b>	
<b>(2) Electric alarms, circuit openers or closer</b>	
<b>b. Dry pipe valves, exhausters or accelerators</b>	
<b>(1) Air supplies (manual or automatic</b>	
<b>(2) Supervisory equipment</b>	
<b>(3) Water motor alarm -gongs</b>	
<b>(4) Electric alarm circuit openers or closer</b>	
<b>c. Preaction and deluge valves</b>	
<b>d. Heat responsive devices, tubing, and conduit</b>	
<b>(1) Air bulb type</b>	
<b>(2) Metal expansion type</b>	
<b>(3) Auxiliary device operations</b>	
<b>3. <u>Underground piping</u> .....</b>	<b>1500</b>

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- a. **Cast iron bell and spigot pipe and fitting installations**
    - (1) **Post indicator valves**
    - (2) **Hydrants**
    - (3) **Valve pit connections, hydrant houses and equipment**
    - (4) **Hydrostatic test and flushing**
  - b. **Special types of underground typing**
    - (1) **Universal or mechanical joint pipe**
    - (2) **Transite or other special type pipe**
- 4. Water supplies.....800**
- a. **City connections**
    - (1) **Wet connections under pressure**
    - (2) **Dry cut-ins**
  - b. **Tank connections**
    - (1) **Gravity tanks (discharge, fill, heating and overflow)**
    - (2) **Pressure tanks (discharge, fill and air)**
  - c. **Fire pumps-manual or automatic**
    - (1) **Suction and discharge**
    - (2) **By-pass**
    - (3) **Hose connections and relief**
  - d. **Fire Department siamese connections**
- 5. Care and maintenance of sprinkler systems.....500**
- a. **Repair work on overhead or underground piping**
    - (1) **Piping and valves**
    - (2) **Devices and alarms**
    - (3) **Flushing**
  - b. **Insurance inspection and reports**
  - c. **Owner's instruction on care and maintenance**
- 6. Miscellaneous.....200**
- a. **Scaffolds and ladders**
    - (1) **Construction and use**
    - (2) **Safe operating practices**
  - b. **Care and use of tools**
  - c. **Receiving, distributing and shipping of material**

**Total Hours: 10000**

**This instruction and experience shall include the following operations but not necessarily in the listed sequence. Time spent on specific operations need not be continuous.**

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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):  
**See statements under "Additional Information"**
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify): **Apprentices are required to attend hands on training and module testing for a minimum of 8 hours per month.**

**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:

**Each apprentice shall be required to participate in the Contren Learning Series Correspondence Study Program developed by the National Center for Construction Research and Education and the American Fire Sprinkler Association. Apprentices will not be paid for time devoted to related training.**

### **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. Responsibilities of Apprentices**

- a. To diligently and faithfully perform the work of the trade, and to perform such other pertinent duties as may be assigned by the employer in accordance with the provisions of these standards.**

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- b. To respect the property of the employer.**
- c. To regularly attend and satisfactorily complete the required hours of instruction in subjects related to the trade, as provided under these standards. Apprentices must complete a minimum of two (2) lessons per month and maintain an overall GPA of not less than 70%.**
- d. To maintain such records of work experience and training received on the job and in related instruction as may be required by the Apprenticeship Committee. This work experience report must be submitted weekly.**
- e. To develop safe working habits, and conduct themselves in their work in such manner as to assure their own safety and that of their fellow workers.**
- f. Apprentices must maintain possession of a valid driver license.**
- g. Failure to maintain employment with Simplex Grinnell will be cause to cancel the apprenticeship agreement.**

### **2. Advancement of Apprentices:**

- a. The Apprenticeship Committee shall examine the progress of the apprentice on the job and in related instruction on a regular basis. A performance evaluation form shall be used; the apprentice must achieve a positive evaluation in order to advance.**
  - The apprentice must have accrued a minimum of 1000 hours during the six month period since last advancement.**
  - The apprentice must have completed all required related classroom training and have passed all required testing.**
  - The apprentice must have submitted all monthly experience reports.**
  - The apprentice must have received a minimum average of (+13) on performance evaluations.**
- b. The Apprenticeship Committee will also review the monthly work experience reports showing the experience and training in the various work processes to ensure a well-rounded experience in work process is completed before graduation.**
- c. The Apprenticeship Committee shall evaluate the apprentice's overall performance and accomplishments at the end of each period. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the**

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apprenticeship agreement with due notice to the apprentice and a reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the Apprenticeship Committee.

### **3. Disciplinary Action:**

The Apprenticeship Committee shall have the authority to discipline an apprentice who fails to comply with the standards of apprenticeship.

Disciplinary action that may be implemented at the discretion of the Apprenticeship Committee includes:

(During the initial probationary period, postponement of wage progression and cancellation do not require implementation of the complaint and appeal procedures outlined in Section X. C. Apprentices in their initial probationary period cannot be subject to disciplinary probation.)

- a. Postponement of advancement from one wage progression period to the next.
- b. Imposing a period of disciplinary probation, which may include extra monitoring by the Apprenticeship Committee or require supplemental periodic evaluations by journey level workers or foreman which will be submitted to the Apprenticeship Committee.
- c. Cancellation or termination of the apprenticeship agreement.
- d. Notice will be sent concerning the determination of the Apprenticeship Committee and for apprentices who have completed the initial probationary period, notice that the apprentice has the right to file an appeal, of the committee's action, according to the complaint and appeal procedure outlined in Section X. C of these standards.

### **B. Local Apprenticeship Committee Policies**

The Apprenticeship Committee will be responsible for the development, administration, and supervision of these registered standards.

Duties of the Apprenticeship Committee:

1. To select apprentices as outlined in these standards.

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2. To ensure that apprenticeship agreements are submitted to the registration agency.
3. To notify the registration agency of any change of status in the apprenticeship agreement for credit granted, suspensions with appropriate explanation, reinstatements with appropriate explanation, and cancellations of apprenticeship agreements. To certify that all requirements for on the job and related supplemental instruction have been and then notify the registration agency for each apprentice who successfully completes the apprenticeship program.
4. To arrange for the administration of tests for determining the apprentice's progress in craft manipulative skills and technical knowledge.
5. To provide apprentices with occupational safety and health education and training as an integrated part of apprenticeship instruction.
6. To maintain adequate records concerning the selection of apprentices and for each apprentice maintain adequate records of the education, experience and progress in on-the-job training and in related classroom instruction for 5 years from date of last action.

**NOTE:** When an apprentice is temporarily laid off because of business conditions, the apprentice shall be reemployed before any additional apprentices are registered.

7. To monitor participation rates of minorities and women (minority and nonminority) in the apprenticeship program in accordance with the equal employment opportunity plan, to annually review the plan's success and update the plan when necessary. To keep adequate documentation of outreach and activities conducted according to the equal employment opportunity plan, for a minimum of 5 years.
8. To supervise all of the provisions of these standards and be responsible in general for the successful operation of the standards by performing the duties here listed and cooperating with public and private agencies which can be assistance by obtaining publicity to develop public support of apprenticeship and by keeping in constant touch with all parties concerned including apprentices.

### 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.

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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

## **XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

## SIMPLEXGRINNELL APPRENTICESHIP COMMITTEE

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)
- 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

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- 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.

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

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- 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.

### **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.

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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: **Individual Non-Joint**

The employer representatives shall be:

**Kevin Singer, Chairman**  
**10010 East Knox Ave. Suite 100**  
**Spokane Valley, WA 99206**

**Don Petit**  
**10010 East Knox Ave. Suite 100**  
**Spokane Valley, WA 99206**

**Darrell Sachwar, Alternate**  
**9520 10th Ave S, Suite 100**  
**Seattle, WA 98108**

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The employee representatives shall be:

**Scott Bancroft, Secretary**  
**10010 East Knox Ave. Suite 100**  
**Spokane Valley, WA 99206**

**Casey Beville**  
**10010 East Knox Ave. Suite 100**  
**Spokane Valley, WA 99206**

**Chris Bancroft, Alternate**  
**10010 East Knox Ave. Suite 100**  
**Spokane Valley, WA 99206**

**Chris Usher, Alternate**  
**9520 10th Ave South Suite 100**  
**Seattle, WA 98108**

**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.

**Kevin Singer, Training Coordinator**  
**10010 E Knox Ave., Suite 100**  
**Spokane Valley, WA 99206**