



**STANDARDS OF APPRENTICESHIP
adopted by**

AREVA INC.

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
INDUSTRIAL INSTRUMENT TECHNICIAN	49-2094.00	8100 HOURS
INDUSTRIAL MAINTENANCE ELECTRICIAN	47-2111.00	7200 HOURS
INDUSTRIAL PIPEFITTER	47-2152.01	7200 HOURS
INDUSTRIAL MILLWRIGHT	49-9044.00	7200 HOURS



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

APPROVAL:

JULY 17, 2009
Initial Approval

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Committee Amended

JULY 17, 2014
Standards Amended (review)

OCTOBER 15, 2015
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 have been prepared by representatives of the AREVA Inc. Joint Apprenticeship and Training Committee, Tri-City Crafts Association, assisted by the Department of Labor & Industries, Apprenticeship Section. When approved and registered with the Washington State Apprenticeship and Training Council, these standards will govern the training of all apprentices in this company.

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Definitions as used throughout these Standards of Apprenticeship:

1. **“Employer” shall mean AREVA Inc.**
2. **The “Union” shall mean the Tri-City Crafts Association.**

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 geographical area covered by these standards shall be the AREVA Inc. facilities located at 2101 Horn Rapids Road, Richland, Washington.

II. MINIMUM QUALIFICATIONS:

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

Age: **Applicants for apprenticeship must be at least 18 years of age**

Education: **Possession of a high school diploma, a vocational school diploma equivalent thereto, or other equivalent of a high school education. Exceptions may be made by the Apprenticeship Committee for those with previous experience in the trade.**

Physical: **NONE**

Testing: **NONE**

Other: **Applicant must be listed as an AREVA Inc. employee**

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

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of chapter 296-05 WAC and 29 CFR Part 30).

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

A. Selection Procedures:

Exempt due to fewer than five (5) apprentices per WAC 296-05-405(1)(a)

B. Equal Employment Opportunity Plan:

Exempt due to fewer than five (5) apprentices per WAC 296-05-405(1)(a)

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 for each industrial maintenance skilled occupation shall not be less than four (4) years of reasonably continuous employment and 7200 hours of work in the trade, except that the instrument technician standard is 54 months and 8100 hours. Hours of work credited towards completion of apprenticeship shall be exclusive of vacation, holidays, time off from work, and time spent in related supplemental instruction and home study. Any extension or reduction of such term shall be reviewed and approved by the Apprenticeship Committee.

At the time of employment or upon installation of these apprenticeship programs, whichever is later, the apprentice's experience and/or education in the occupation will be evaluated by the apprenticeship committee and appropriate credit will be allowed in the term of apprenticeship for such experience and/or education. Once so established, any extension or reduction of the term shall be reviewed and approved by the Apprenticeship Committee.

V. INITIAL PROBATIONARY PERIOD:

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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.

All apprentices enrolled under the terms of these Standards shall be subject to an initial probationary period of 1000 hours of employment, commencing with the date of such enrollment.

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)].

The ratio of apprentices to journey-level workers shall not be more than one (1) apprentice to one (1) journey-level worker per plant.

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.

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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.

Each apprentice shall initially receive a weekly wage rate not less than the percent of job rate specified in the current Agreement between the employer and the union. Thereafter, the Apprenticeship Committee will make a periodic review of the performance of each apprentice at not more than six (6) month intervals and recognize satisfactory performance by wage increases effective after such reviews in accordance with the following schedule:

A. Industrial Instrument Technician:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 – 2000 hours (0-12 months)	75%
2	2001 – 4000 hours (13-24 months)	80%
3	4001 – 6000 hours (25-36 months)	85%
4	6001 – 8100 hours (37-48 months)	90%

B. Industrial Maintenance Electrician, Industrial Pipefitter, and Industrial Millwright:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 – 2000 hours (0-12 months)	75%
2	2001 – 4000 hours (13-24 months)	80%
3	4001 – 6000 hours (25-36 months)	85%
4	6001 – 7200 hours (37-43 months)	90%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

A. Industrial Instrument Technician:

	Description	Estimated Time/Hours
1.	Hand & power tool familiarization – any activity designed to familiarize the apprentice with nomenclature, care, use and selection of correct tools of the craft	100
2.	Material & spare parts familiarization – any activity designed: inform the apprentice of the correct nomenclature and identification of parts and materials used in the craft	100
3.	Test equipment – selection, care & use	600
4.	Pressure and level measurement instruments – replace, calibrate, service, troubleshoot, and repair	1000
5.	Temperature measurement instrument – replace, calibrate, service and troubleshoot	1000
6.	Flow measurement instruments – replace, calibrate, service, troubleshoot and repair	1000
7.	Basic electrical systems – small motors & electrical control systems, troubleshoot, repair as needed	140
8.	Automatic control systems – calibrate, service, troubleshoot and repair	760
9.	Electronic instruments – replace, calibrate, service, troubleshoot and repair	2800
10.	Selected assignments – safety and informative meetings; housekeeping; and all other maintenance job related activities not previously covered	600
	TOTAL HOURS	8100

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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B. Industrial Maintenance Electrician:

	Description	Estimated Time/Hours
1.	Hand & power tool familiarization – any activity designed to familiarize the apprentice with nomenclature, care, use and selection of correct tools of the craft	160
2.	Material & equipment familiarization – any activity designed to familiarize the apprentice with correct nomenclature & identification of materials and equipment used in the craft	120
3.	Test equipment – selection, care & use	120
4.	Wiring – make-up, installation & replacement (includes replacement of terminals, making-up packs, marking, making extension cords, electrical connections, etc.)	580
5.	Light fixtures – install, replace and maintain (includes re-lamping)	320
6.	Simple circuits – install, replace, test and repair	600
7.	Small motors – install, maintain and repair (includes dismantling, cleaning, assembling, repair or replacement of switches & capacitors, maintaining commutators, brushes and brush rigging) Replacing of bearings (sleeve & ball)	120
8.	Large motors – install, replace, maintain & repair (includes lubrication, repair of ball, roller and sleeve bearings; motor rewinding; motor connections; maintaining commutators, brushes and brush rigging)	120
9.	Transformers – install, replace & maintain (includes transformer connection, oil check, voltage regulator check)	200
10.	Switches & linestarters – install, replace & repair	180
11.	Relays – install, maintain, test & set	340
12.	Batteries – install, replace, connect, charge, maintain	160
13.	Switchgear – install, replace, wire, maintain & repair	380
14.	Controls – install, replace, wire & maintain	500
15.	Alternators & generators – install, maintain & repair (includes control circuits and voltage regulators)	260
16.	Control panels – install, replace, fabricate, wire & maintain	900
17.	Cranes, hoists and elevators – install, set, adjust & repair limit switches and control stations	480
18.	Communications – install, replace, repair & maintain	260

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19.	Industrial electronics – install, replace, maintain, repair & modify	520
20.	Magnetic clutches and brakes – install, check, adjust, repair and maintain	160
21.	Selected assignments – safety and informative meetings; housekeeping; and all other maintenance job related activities not previously covered	720
	TOTAL HOURS	7200

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C. Industrial Pipefitter:

	Description	Estimated Time/Hours
1.	Hand & materials familiarization – any activity designed to familiarize the apprentice with nomenclature, care, use and selection of correct tools of the craft.	200
2.	Power tool familiarization – any activity designed to familiarize the apprentice with the nomenclature, care, proper and safe use and selection of the power tools used in the craft	400
3.	Codes – Learn and become familiar with each code and its application, learn how to look up information	40
4.	Pipe threading & cutting	160
5.	Measurement & layout – apply methods of measurement and layout, plan job, make material lists, layout and set up pipe for welding, cutting and brazing	800
6.	Pipefitting – perform various pipefitting operations (including: making templates, cutting metal tubing, stretch and bending tubing, replacing and making up flanges and flanged fittings, cutting gaskets, making up high pressure joints, pipe welding & joining, valve repair and servicing, replacing & servicing steam traps, replacing pipe supports, replacing orifice flanges and plates, testing pipe hydrostatically, drilling & tapping under pressure, replacing and servicing strainers & filters	1000
7.	Refrigeration units – replace, service, troubleshoot & repair	600
8.	Air conditioning units – replace, service, troubleshoot & repair	200
9.	Maintenance – installing, maintaining and repairing piping systems and equipment in plant areas	2600
10.	Selected assignments – safety and informative meetings; housekeeping; and all other maintenance job related activities not previously covered	400
11.	Vacuum systems	400
12.	Sanitary piping systems	400
	TOTAL HOURS	7200

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D. Industrial Millwright:

	Description	Estimated Time/Hours
1.	Familiarization – any activity designed to familiarize the apprentice with nomenclature, care, use and selection of correct tools of the craft.	160
2.	Cut-off materials – perform cutting operation on various kinds of materials	240
3.	Drill – perform basic drilling operations	160
4.	Pneumatic tools – operate	40
5.	Grinder – perform basic grinding operations	160
6.	Sanders – operate all types	160
7.	Powder actuated equipment – use safely & properly	80
8.	Measuring and leveling – use precision equipment in maintenance, fabrication and replacement of machinery	160
9.	Equipment layout & fabrication	920
10.	Tubing & piping systems	160
11.	Bench work – file, scrape, tap, chip, hone, sharpen tools, cut gaskets, operate portable tools, fabricate templates, brackets, etc., test, check and inspect equipment	600
12.	Equipment and machinery – replace, erect, move and assemble (includes use of slings, hitches, pulleys, blocks and chain hoists, placing benches, tables, tanks, etc. leveling machinery, tighten hold-down bolts, test, inspect	1800
13.	General maintenance and repair – maintain, troubleshoot, repair, rebuild and modify plant machinery and equipment (includes outages)	2000
14.	Selected assignments – safety and informative meetings; housekeeping; and all other maintenance job related activities not previously covered	560
	TOTAL HOURS	7200

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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: **Columbia Basin College**
- Private Technical/Vocational college
- Training trust
- Other (specify): **Other courses/classes as approved by the Committee.**

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. **Satisfactory progress (70% or better) must be maintained in related training classes.**
- B. **Time spent in related/supplemental instruction during regular hours of work will not be considered as hours of work, the apprentice will be paid for time so spent.**
- C. **Registered Apprentices will be provided a minimum of 144 hours of RSI per year, up to a total of 584 hours of RSI for the 8100 hour programs and 519 hours of RSI for the 7200 hour programs over the course of their apprenticeship. The Committee could direct and apprentice to take additional RSI above and beyond the above if they believe that the apprentice needs the additional rsi.**

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

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- 1. All company rules and regulations generally in effect shall likewise apply to apprentices except as modified by these standards. Violations of such rules and regulations may make the apprentice subject to disciplinary action the same as any other employee, provided such action does not conflict with the provisions of these standards.**
- 2. Termination of an apprentice's employment with AREVA Inc. is justification for cancellation of the apprenticeship agreement.**
- 3. If the Apprenticeship Agreement is cancelled, the employee may be removed from the payroll of AREVA Inc.**
- 4. It is recognized by the Apprenticeship Committee that the collective bargaining agreement incorporates the concept of flexible maintenance work assignments which may transverse craft lines. Apprentices may similarly be assigned work or receive cross-training in area outside of the work experience requirements for their apprentice program. These assignments and this cross-training shall not, however, be of a duration such as to prevent them from making satisfactory progress in their own program. All of the flexible work assignments described above is understood to mean as it pertains to the trade here involved in these standards.**

B. Local Apprenticeship Committee Policies

- 1. Hours of work – Policies relating to shifts and hours of work applicable to all production and maintenance employees shall be equally applicable to apprentices where appropriate. Apprentices will only work overtime when all other employees in the craft are working, unavailable or have refused to work. Ratio of journey-level workers to apprentices will still apply.**
- 2. Supervision – The apprentice shall be rotated among the major job processes by assignment from the appropriate supervisor who shall have the overall responsibility for apprentice training. The apprentice and such supervisor shall keep a record of time spent on each major job process. Employees who are qualified in a particular industrial maintenance skilled occupation shall be utilized as instructors.**
- 3. All provisions of the existing bargaining agreement between the Company and the Union shall apply to apprentices.**

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C. Complaint and Appeal Procedures:

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

Prior to: 20 calendar days of intention of disciplinary action by a sponsor

- Sponsors must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action must be sent to the apprentice

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

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

- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 calendar days of final action

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

Within: 30 business days for supervisor to complete investigation

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

If the apprentice or sponsor disputes supervisor decision:

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

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

Within: 30 calendar days after hearing

- WSATC to issue written decision

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XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

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

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

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

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

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

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

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

Forms are available on line at

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

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

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

C. Management of Apprentices:

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

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:

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- 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.

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

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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.

- 1. The Apprenticeship Committee shall elect a chairman and secretary from its membership. The election shall be held at the Apprenticeship Committee's first meeting in any calendar year (or in the event of a vacancy at the meeting next following its occurrence) and the officers so elected shall continue to serve until the election of a successor.**
- 2. Whenever, for any reason, a vacancy shall occur among the members of the Apprenticeship Committee, the vacancy shall be filled by appointment by the party who selected the member has vacated. All members shall be employees of the Company.**
- 3. The resolution of all questions, disputes, or complaints relating to these standards shall require agreement by majority vote of the Apprenticeship Committee when at least two (2) members representing the Company and two (2) members representing the Union are in attendance. The number of**

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votes cast by either group shall be limited to the number of the minority members present.

Quorum: A quorum must be present to carry out the regular business of the Apprenticeship Committee. A quorum shall consist of two (2) members from each group, the Company and the Union. The number of votes cast by either group shall be limited to the number of minority members present.

Program type administered by the committee: **Individual-Joint**

The employer representatives shall be:

**John Veysey, Chairman
2101 Horn Rapids Road
Richland, Washington 99352**

**Terry Watkins
2101 Horn Rapids Road
Richland, Washington 99352**

**Steve Schlax
2101 Horn Rapids Road
Richland, Washington 99352**

The employee representatives shall be:

**Jason Bourgeois, Secretary
2101 Horn Rapids Road
Richland, Washington 99352**

**Clark Gregg
2101 Horn Rapids Road
Richland, Washington 99352**

**Charles Smoot
2101 Horn Rapids Road
Richland, Washington 99352**

**Douglas Robertson, Alternate
2101 Horn Rapids Road
Richland, Washington 99352**

**Kevin McBride, Alternate
2101 Horn Rapids Road
Richland, Washington 99352**

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

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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