STANDARDS OF APPRENTICESHIP
adopted by

CONSTRUCTION INDUSTRY TRAINING COUNCIL OF WASHINGTON
(sponsor name)

Occupational Objective(s):	SOC#	Term
LABORER	**47-2061.00**	**6000 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:

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Initial Approval	Committee Amended
OCTOBER 15, 2015	
Standards Amended (review)	Standards Amended (administrative)
By: LEE NEWGENT	By: ELIZABETH SMITH
Chair of Council	Secretary of Council

CONSTRUCTION INDUSTRY TRAINING COUNCIL OF WASHINGTON

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, with supplements pertaining to the necessary work experience of the laborer trade and progressive wage scales, approved by and registered with the Registration Agency, shall govern the training of CITC apprentices in this industry.

CONSTRUCTION INDUSTRY TRAINING COUNCIL OF WASHINGTON

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 state of Washington and Idaho.

Applicants and apprentices, please note that while the Washington State Apprenticeship and Training Council (WSATC) has no responsibility or authority in the State of Idaho, CITC's Laborer committee will apply the same standards and guidelines to apprentices registered in the program while working in the State of Idaho.

For the purposes of these standards, Region I (Western Washington), Region II (Eastern Washington), Region III (Southwestern Washington), and Region IV (Central Washington) contain the following counties:

Region I:	**San Juan, Island, Kitsap, Whatcom, Skagit, Snohomish, King, Pierce, Lewis, Pacific, Thurston, Grays Harbor, Mason, Jefferson, and Clallam.**
Region II:	**Ferry, Stevens, Pend Oreille, Lincoln, Spokane, Adams, Whitman, Franklin, Walla Walla, Columbia, Garfield, and Asotin.**
Region III:	**Wahkiakum, Cowlitz, Skamania, Clark, and Klickitat**
Region IV:	**Okanogan, Chelan, Douglas, Kittitas, Grant, Yakima, and Benton.**

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 (proof of age required).**
Education:	**Must be a high school graduate, have a GED or the equivalency. Applicants with a High School diploma must supply the Apprenticeship Committee with an official transcript that shows courses and grades. All other applicants must supply the Apprenticeship Committee with the documented equivalency.**
Physical:	**Must be physically able to perform the work of the trade.**

Testing: **None.**

Other: **All Applicants must have a current valid driver's license and dependable transportation to all job sites they are dispatched.**

Applicants shall submit proof of the education and age qualifications to the Committee before their applications will be considered completed. A checklist of requirements not met will be given to the applicant. CITC must receive proof of the deficiencies within sixty (60) days of date of application. Applicants not completing the application within sixty (60) days will be required to reapply.

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

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

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

A. Selection Procedures:

1. **For applicants residing in Region I: Applications are accepted at the Construction Industry Training Council's training facility located at 1930 - 116th Avenue NE in Bellevue, Washington. Applications are accepted every Tuesday between 9:00 a.m. and 12:00 p.m. year around, except on holidays or unless otherwise determined by the Committee.**

   a. **The applicant will sign a "Record of Apprentice Applicants", which acts as a logbook, and then the applicant will be given an "Application for Apprenticeship." The application must be completed on site. In this logbook each line will carry a number corresponding to the serial number of an application. Columns will be provided to show progress by dates and final disposition.**

2. **For applicants residing in Regions II, III or IV: Applications can be obtained by calling (425) 454-2482. All applications submitted must have original signature of applicant. Applications must be hand delivered, delivered via U.S. Post or other courier within 14 days of the applicant's request for application. The application must be sent to: CITC, 1930 116th Ave NE Bellevue, WA 98004. Faxed or e-mailed applications will not be accepted. Applications are accepted year round except on holidays or unless otherwise determined by the Committee.**

3. **After acceptance as an applicant by completing the application and providing the required information relating to meet the minimum requirements, an applicant will be scheduled for an interview. Interviews will be held in January, April, June, and September.**

4. **The Committee will determine the number of applicants to be accepted prior to holding interviews.**

5. **In January and June, applicants will be placed in rank order. Applicants being interviewed in April and September will not be ranked and placed on the Ranked Eligibility Pool until the following January or June, unless there are no available applicants on the list.**

6. **In January and June, any applicants remaining in the Ranked Eligibility Pool will be re-contacted by mail requesting their response to determine their continued eligibility, willingness and commitment to being registered and referred for work.**

   All applicants are given the opportunity to be re-interviewed for a higher score. The highest score is used for the purposes of re-ranking. Once the process in completed all applicants will then be re-ranked in the Ranked Eligibility Pool every six months.

7. **Employers may request women and minority apprentices in order to meet their own contractual affirmative action requirements for public works projects or other projects with affirmative action requirements.**

8. **The order of the pool may be superseded to meet CITC's affirmative action goals in conformation with the Washington State Apprenticeship and Council rules.**

9. **A company who becomes a training agent with CITC must register their non-journey level employees performing the scope of work as defined by these standards as apprentices within 30 days of the Company's registration date as an approved training agent.**

10. CITC's Training Agents may incorporate their employment practices when hiring dispatched applicants and apprentices.

11. The Interview Session:

a. The interview committee shall have in its possession for review with regard to each applicant: Application form, education transcript, and proof of birth date.

b. Each applicant shall be interviewed by members or designated representatives of the Committee.

c. After a brief introduction, the Committee will ask questions of the applicant with the purpose of finding out as much as possible about him/her as an individual and about his/her capacity to participate in apprenticeship.

d. Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: Work experience, mechanical abilities and motivation.

e. Evaluation must be based on a standard of industry needs, and not by a comparison with other applicants.

f. Evaluation of the interview will be based on Excellent, Good, Fair, Poor, and Unacceptable responses on each topic.

g. Excellent will be given a numerical range of 16 to 20; Good will be given a numerical range of 11 to 15; Fair will be given a numerical range of 6 to 10; Poor will be given a numerical range of 1 to 5; Unacceptable will be given a zero value. Any applicant who has 50% or more unacceptable responses will not be considered for apprenticeship.

h. Answers to questions must be recorded during the interview to produce a record for the applicant's file.

i. All applicants must be asked the same questions.

12. Upon acceptance following the interview process, applicants will be asked to complete a "Regional Referral Availability Form" indicating the region(s) in which the applicant is willing to work. A revised/updated version of this form may be submitted by the applicant at any time. Failure to submit a form will result in the applicant committing to employment anywhere within the state of Washington.

13. **Applicants shall be referred to employment with an Approved Training Agent based on the following criteria: (1) overall ranking based on highest score; (2) the region(s) in which the applicant has defined as an acceptable area for employment; and (3) response to the referral contact within 24 hours of the initial referral. If the applicant doesn't respond to the employment referral the applicant will be dropped to the bottom of the Ranked Eligibility list.**

14. **If the applicant does not respond to the CITC apprenticeship office within 10 days, the applicant will be removed from the Ranked Eligibility Pool and will need to reapply to the program.**

15. **It is the applicant's responsibility to keep his or her current address and contact information on file with the Committee.**

16. **Exceptions:**

    a. **Individuals who are currently employed by an Approved Training Agent under an employment category or classification other than the occupations covered by these standards, whose position or classification is being revised by the employer to an occupation covered by these standards may receive direct entry into the apprenticeship program. For entry into the program, the applicant must have been employed by the training agent in the original classification a minimum of 6 consecutive months immediately preceding the revision and submit letters of support by their employer.**

    b. **Individuals relocating from another registered federal or state approved apprenticeship program may receive direct entry into the apprenticeship program providing he or she is in good standing with the program from which they are transferring. The apprentices must formally request by letter that the committee accept their transfer and provide official documentation pertaining to their apprenticeship program from which they are transferring. The Committee will examine all documentation submitted prior to granting the transfer for registration into the apprenticeship program.**

    c. **Military veterans who have completed military technical training or who have participated in a registered apprenticeship program or involved with Helmets to Hardhats while in the military in the trade covered by these standards may be given direct entry.**

    d. **Registered Native Americans who have secured work under TERO project may receive direct entry into the apprenticeship program**

provided: (1) The employer is an Approved Training Agent of these standards; (2) The applicant has met the minimum qualifications.

e. Graduates of committee approved programs such as Job Corps may receive direct entry into the apprenticeship program.

f. (Direct Entry) Where the employer requests an apprentice and the Committee is unable to provide an apprentice of any level or a qualified applicant listed on the Pool of Eligible list to fulfill the request, the employer may hire from outside the CITC apprentice pool, provided the individual meets minimum qualifications and completes the application process. This process of entry by the employer may only be utilized 2 times in a 12 month period unless otherwise agreed upon by the committee.

B. Equal Employment Opportunity Plan:

1. **Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**

2. **Cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare students for entrance into apprenticeship.**

3. **Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's Sponsor(s).**

4. **Engage in such programs designed to recruit, pre-qualify, and place minorities and women (minority and non-minority) in apprenticeship.**

5. **To encourage establishment and use of pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.**

6. **Use minority and women (minority and non-minority) journeypersons and apprentices to promote the program.**

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 Laborer shall not be less than 6000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

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

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

2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The first 1000 hours of employment shall constitute the initial probationary period. During the period, the apprenticeship registration may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of such cancellation.

During the initial probationary period, the Committee shall make a thorough review of the apprentice's ability and development. Prior to the end of the initial probationary period, action must be taken on each probationary apprentice to end the probation or cancel the registration. All interested parties shall be notified of such action.

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)].

1. **An employer employing one or more Journey-level laborers may employ apprentices per the below Apprentice Ratio Chart. This is to be interpreted as per job (contract not per crew or per contractor/employer). Each Contractor or contract is separate with their own ratios on the job; this is to be interpreted as (See Attached).**

Journeyman on site	Apprentices on site
1	1
2	1
3	1
4	2
5	2
6	2
7	3
8	3
9	3
10	4
11	4
12	4
13	5
14	5
15	5
16	6
17	6
18	6
19	7
20	7
21	7
22	8
23	8
24	8
25	9
26	9
27	9
28	10
29	10
30	10
31	11

Sequential pattern would continue for remaining numbers.

2. **In the Housing Industry, apprentices may be employed at the ratio of one for each journey-level laborer. For the purpose of this section, housing shall be defined as not to exceed four story walk-up type apartments.**

3. **In the new and expanding segments of the industry, as an example, weatherization, asbestos abatement, hazardous material handling, and radioactive contaminants, apprentices may be employed at the ratio of one apprentice for each journey-level laborer.**

4. **The proper ratio of journey-level laborers to apprentices will be maintained when reducing the work force and when transferring employees from project to project. When performing overtime or emergency work, journey-level laborers will be given preference. The above ratio will be followed as closely as possible.**

5. **The apprentice to journey-level ratios established above may be altered on a project by project basis depending on the availability of current apprentices.**

6. **The apprentice to journey-level worker shall never exceed a one to one (1:1) ratio.**

7. **The ratio established under Section VI.1. is subject to the availability of current apprentices.**

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.

During their apprenticeship, apprentices shall be paid a progressively increasing schedule of wages.

For the purposes of federal work where the wage and fringe benefits are separated, apprentices shall be paid a progressively increasing schedule of wages and fringes per their progression period. For apprentices working in Idaho, wage rates would be based upon the CITC prevailing rate of the closest region, federal prevailed rate or TERO prevailed rate; whichever is highest.

Step	Number of hours/months	Percentage of journey-level rate
1	**0000 – 1000 hours**	**60%**
2	**1001 – 2000 hours**	**70%**
3	**2001 – 3000 hours**	**80%**
4	**3001 – 4000 hours**	**85%**
5	**4001 – 5000 hours**	**90%**
6	**5001 – 6000 hours**	**95%**

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. Laborer **APPROXIMATE HOURS**

1. General Skills 4000

a. Site/Project Preparation and Maintenance
Clearing, bucking, and falling.
Transportation, dismantling, and stockpiling of scaffolding and work platforms.
Grading (non-mechanized aspects of grading)
Compaction. (walk-behind compaction machinery)
Layout and staking protocols.
Rigging and signaling for work traditionally performed by construction craft laborers.
Site preparation, clean-up and security.

b. Tools, Equipment and Materials
Tools equipment, and material recognition and preparation.
Hand electric, gas, pneumatic, and power tool/equipment use and maintenance.
Tool, equipment, and material storage and security.

c. Safety
Confined space safety.
Flagging, signing, and traffic safety awareness.
Hazard material recognition.
Trenching and site excavation.

2. Specific Skills.....2000
Apprentices to gain experience in each of the following specific work groups.

a. Environmental Remediation
Asbestos Abatement
Hazardous Waste Abatement
Lead Abatement

Petro-Chemical Abatement
Radiation Remediation
Weatherization

b. Building Construction
Concrete (tending, placement, removal)
Landscaping
Mason/Plasterer Tending
Scaffold Building

c. Heavy/Highway Construction
Asphalt (non-mechanized asphalt & clean-up)
Drilling and Blasting (non-mechanized aspects of drilling and blasting)
Grade Checking
Pipe Laying (work traditionally performed by construction craft laborers)

TOTAL HOURS: 6000

All such work shall be performed under the supervision of a journey-level worker. Supervision should not be of such nature as to prevent the development of responsibility.

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):

(X) Supervised field trips

(X) Approved training seminars: **Would include, but are not limited to:**
- **OSHA 10**
- **CPR/First Aid**
- **Various Safety training courses approved by the Committee**

(X) A combination of home study and approved correspondence courses: **Would include, but are not limited to:**
- **National Center for Construction Education and Research Contren Connect**
- **Courses as approved by the Committee**

(X) State Community/Technical college

(X) Private Technical/Vocational college

(X) Training trust

(X) Other (specify)**: The Construction Industry Training Council, a private vocational school licensed by the Workforce Training and Coordinating Board of the State of Washington.**

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

( ) twelve-month period from date of registration.*
(**X**) defined twelve-month school year: **September** through **June**.
( ) 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:

Safety instruction will be emphasized in all aspects of Related Supplemental Instruction even if the syllabus does not explicitly list safety as a topic.

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. **Administrative Procedures:**

   a. **All Committee members shall be actively participating in the industry as an employer, supervisor, or employee.**

   b. **The Apprenticeship Program Manager oversees the day-to-day operations of the program under the auspices of the Apprenticeship Committee.**

   c. **The Committee may accelerate or extend, through the evaluation process, the advancement of an apprentice in each and every wage progression period.**

   d. **When an apprentice is notified that an employment referral is available, he/she must be able to report to work within 24 hours. If the apprentice cannot respond in a timely fashion, the next apprentice on the list may be offered the referral. If an apprentice does not respond to a dispatch, he/she may drop to the bottom of the referral list.**

   e. **If an apprentice refuses an employment referral he/she may be dropped to the bottom of the list.**

   f. **An apprentice who has been issued a refuse to rehire notice will be interviewed by the Apprenticeship Coordinator, who will review the circumstances and outline corrective steps leading to successful employment. A second refusal to rehire on the same apprentice will result in a committee citation where the apprentice could be dropped from the program.**

   g. **All apprentices must be released from "on-the-job" commitments to attend scheduled related instruction.**

   h. **An apprentice who is discharged by three (3) employers for the reasons set forth in Section X.A.2.g may have his/her apprenticeship agreement canceled.**

   i. **The Committee may, at any time, rotate an apprentice who is not receiving proper training or for any reason they feel will benefit the apprentice.**

   j. **The apprentice will maintain a valid Washington State driver's license at all times.**

   k. **All apprentices will report to the main apprenticeship office in Bellevue within 24 hours after lay-off or termination to sign the dispatch log. If the apprentice is terminated on Friday, he/she will report by 9:00 a.m. on**

the following Monday. If transportation to the Bellevue office is a hardship, the apprentice may request a "Request for Dispatch" form to be received by fax, e-mail or U.S. Post. This request must be made within 24 hours of termination. If the apprentice is terminated on Friday, the apprentice will contact the main apprenticeship office in Bellevue by 9:00 a.m. on the following Monday to request the form. The form must be properly filled out and received by the apprenticeship office in Bellevue prior to the apprentice being placed on the list to be dispatched. The "Request for Dispatch" form may be returned to the main apprenticeship office in Bellevue by fax, e-mail or U.S. Post.

l. Classroom instructors shall keep an attendance record of apprentice's actual class hours, which shall be turned in to the CITC Apprenticeship Coordinator at the end of each class period. All records shall note tardiness and early departures and shall be forwarded to the Committee for disposition.

m. It is the apprentice's responsibility to keep his or her current address and contact information on file with the Committee.

n. An apprentice must have adequate dependable transportation to the job and classroom.

o. Apprentices are responsible for the payment of their books for related classroom instruction.

p. Each apprentice shall be required to perform assigned tasks in the classroom in accordance to industry standards at the jobsites. The determination by the Apprenticeship Committee of an apprentice's progress and fitness for the trade shall be based in part on the proficiency shown in subjects covered in the related trade instruction as well as on-the-job.

q. The employer shall be included in the evaluation process through jobsite observation. Observations will be forwarded to the Committee for review and appropriate action.

r. The requirements for advancement are: Regular attendance at related classes, a 70% average minimum grade, satisfactory reports from the employer and journey-level workers and work experience reports turned in monthly.

s. Apprentices may make a complaint to the Apprenticeship Committee for all issues pertaining to their apprenticeship which would include related instruction and on-the-job training. The apprentice must submit the complaint in writing to the Apprenticeship Office no later than 10 days

prior to the Apprenticeship Committee meeting. The apprentice shall have the right to appear in person before the Committee. The apprentice shall be notified of the decision of the Apprenticeship Committee in writing.

t. The Sponsor retains the right to submit revisions to these Standards to the Washington State Apprenticeship and Training Council, according to Council rules.

u. Apprentices may at any time submit a completed Regional Referral Availability Form to the CITC office located in Bellevue. Failure to submit a form will result in the apprentice committing to employment anywhere within the state of Washington.

2. Disciplinary Procedures:

a. Apprentices shall be informed of their work and related training obligations as stated in these Standards

b. Disciplinary problems may first be handled by the Apprenticeship Program Manager. If the Apprenticeship Program Manager deems appropriate, the matter may be referred to the Committee for action.

c. The Committee and/or its designate shall notify the apprentice of any violations of these Standards and the apprentice shall be subject to the disciplinary action procedures as outlined below.

d. Failure to show regular attendance at related classes may be deemed sufficient cause for the Apprenticeship Committee to initiate disciplinary action procedures as outlined below. Regular attendance is defined as not missing more than two classes per quarter. Apprentices who miss more than two (2) classes per quarter may be summoned before the committee for disciplinary action up to and including cancellation of his or her apprenticeship status.

e. More than two unexcused absences from class during each quarter may be deemed cause by the Committee for the apprentices completion date being extended an additional three (3) months with a corresponding three (3) months delay in the apprentices next scheduled increase

Four (4) unexcused absences from class during the quarter may be deemed cause by the committee for the apprentice being dropped from the program.

Two (2) tardies to class is equal to one (1) absence.

Excused absences may be allowed for:
Illness of apprentice
Trips and/or vacations. (By prior approval of the Apprenticeship Committee)
Death in immediate family
Any other reasons deemed appropriate by the Committee

f. Apprentices who have missed related instruction, as outlined in these Standards will not be eligible for advancement until such time as the requirement is satisfied.

g. A contractor may discharge an apprentice for substandard performance, improper conduct, indifference to the contractor's or Committee's rules and regulations, or insubordination.

h. If an apprentice is fired for cause or quits (after their initial probationary period), he/she will not be re-dispatched until he/she appears before the Apprenticeship Committee at their next meeting and is subsequently released by the Committee as eligible for work.

i. It shall be the apprentice's responsibility to maintain a progress record of work experience (Work Logs) performed in accordance with the appropriate classification schedule. Such records shall be forwarded by the apprentice to the Apprenticeship Department at the Construction Industry Training Council on the 20th day of each month after they have been signed by the employer or appropriate representative of the employer. The above records shall contain the apprentice's (a) name, (b) classification, (c) employer, (d) months and year of report, as well as hours of work performed. The Apprenticeship Program Manager shall then forward these records to the Apprenticeship Committee prior to each Committee meeting or upon request of the Committee. The work process classifications in which the apprentice has worked each day shall be recorded in the apprentice's record book. The record book is designed with each month in triplicate for the purpose of providing a copy of on the job training for the employer's record, a copy for the apprentice which stays in the book, and the original which is sent to the CITC Director of Apprenticeship. The books are available at CITC.

j. Work Logs must be turned into the apprenticeship office filled out completely and properly. Signed Work Logs must be received by the 20th of each month documenting the hours worked for the previous month. Failure to comply will result in notification of no pay progression until records are completed. The Committee will not accept hours that are more than 90 days past due.

k. Each apprentice who is late in turning in his/her work experience report will have the following penalties imposed:

First Offense:	**Up to 30 days actual work delay in his/her next advancement.**
***Second Offense*:**	**Up to 60 days actual work delay in his/her work advancement.**
***Third Offense*:**	**Cause for cancellation of registration**

Future advancements will be calculated from the new date.

l. All other disciplinary action procedures are as follows:

***1st infraction*:**	**A written warning.**
***2nd infraction*:**	**Appearance before the Apprenticeship Committee by the apprentice to justify why advancement should not be denied, his/her apprenticeship agreement should not be canceled or whatever other action is being contemplated by the Apprenticeship Committee.**
***3rd infraction*:**	**Cause for cancellation of the apprenticeship agreement.**

m. If the apprentice fails to appear before the committee after due notice, disciplinary action may be invoked without hearing.

n. Should the Apprenticeship Committee find reason to suspend or cancel an apprenticeship agreement, the apprentice shall be notified in writing, specifying the reason for the suspension, cancellation or any disciplinary action. The apprentice shall be notified 20 days in advance of the meeting of the Committee for the purpose of the disciplinary action, suspension, or cancellation.

o. Individuals who are terminated from the program for cause are prohibited from reapplying to the program for a period of 12 months from the date of their cancellation. After 6 months, the terminated apprentice may request that the committee waive the remaining 6 months. The decision to waive the remaining 6 months will be at the discretion of the committee.

p. The apprentice shall read these standards in their entirety and pay focused attention to Section X. The apprentice shall be thoroughly familiarized with its content and shall keep a copy for ready reference at all times. The apprentice is cautioned that the penalties are enforced and failure to read the regulation will be no excuse.

q. The Apprenticeship Committee solicits and appreciates any constructive criticism which will further this program.

r. The terms "apprenticeship committee" or "committee" refer to the apprenticeship committee of the Construction Industry Training Council (CITC), the sponsor of these standards.

B. Local Apprenticeship Committee Policies

Violation of the "CITC Facility Policies and Student Code of Conduct" policy may result in disciplinary action by the Committee, up to and including cancelation from the apprenticeship program.

CITC Facility Policies and student code of conduct

1. Safety is our first concern! There will be no tolerance for unsafe conditions, improper use of hazardous materials or dangerous tools and equipment.

2. All hand tools and power tools shall be maintained in a safe condition and used only for their intended purpose.

3. All students must wear required protective equipment when working with tools or materials where it is required. Anyone not adhering to this policy will be asked to leave the class and will be marked absent from class for that evening.

4. At the end of class or lab each student will be expected to allow enough time for clean up of their work space. All tools/materials will be put back in their proper places. All lab areas will be swept clean each evening.

5. ALL CITC locations are NO SMOKING facilities. There will be no smoking inside any buildings or near entrances. No smoking is allowed within 25 feet of any entrance. If your class is on a high school campus there will be not smoking/chewing of tobacco anywhere on the grounds of the high school.

6. Use of alcohol or illegal drugs before or during class hours will result in immediate dismissal from CITC.

7. Possession, consumption and/or sale of controlled substances, alcohol or firearms before or during class hours on or near any of CITC's training facilities which include parking areas will result in immediate dismissal from CITC.

8. **Physical/verbal abuse, harassment or insubordination of any type toward CITC staff, fellow classmates and/or the instructor will not be tolerated and will result in immediate dismissal from CITC classes.**

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

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
- 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. <u>Management of Apprentices:</u>

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with the Department before the apprentice attends the related/supplemental

instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

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

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)
- Reinstatement
- Cancellation and/or
- Corrections

2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.

3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.

4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.

6. Hear and adjust all complaints of violations of apprenticeship agreements.

7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of

Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.

2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.

3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

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

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

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

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

Quorum: **A quorum must be present to carry on the regular business of the apprenticeship Committee. A quorum shall consist of 50% plus 1 with at least one member from each representative group.**

Program type administered by the committee: **Group Non-Joint**

The employer representatives shall be:

Tony Thompson, Chair
1930 116th Ave NE
Bellevue, WA 98004

Ericka Bean
1930 116th Ave NE
Bellevue, WA 98004

Charlie Quigg
1930 116th Ave NE
Bellevue, WA 98004

The employee representatives shall be:

Pedro Obispo, Secretary
1930 116th Ave NE
Bellevue, WA 98004

Alice Carlson
1930 116th Ave NE
Bellevue, WA 98004

Andy Shepherd
1930 116th Ave NE
Bellevue, WA 98004

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.

Halene Sigmund, President
Construction Industry Training Council
1930 - 116th Avenue NE
Bellevue, WA 98004

Adriana Gamboa, Apprenticeship Program Manager
Construction Industry Training Council
1930 - 116th Avenue NE
Bellevue, WA 98004

Nan Bhusawang, Apprenticeship Coordinator
Construction Industry Training Council
1930 - 116th Avenue NE
Bellevue, WA 98004