

Department of Labor & Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



REQUEST FOR REVISION OF STANDARDS



TO: Washington State Apprenticeship & Training Council

From: Southeastern Washington/Northeastern Oregon Sheet Metal Workers Apprenticeship
Committee, #0091

(NAME OF PROGRAM STANDARDS)

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Update Standards to reflect the following changes.

Deletions shall be **Struck Through**

Additions will be underlined.

Region 5 Apprenticeship
Kennewick

Sponsor Introductory Statement (Optional):

The following Standards for the development of sheet metal worker apprentices have been prepared by representatives of the International Association of Sheet Metal Workers Local Union No. 55 and employers of Sheet Metal Workers representatives of the industry in the area and assisted by the Department of Labor and Industries, Apprenticeship **Division** **Section**. When approved by and registered with the Registration Agency, these Standards will govern the training of apprentices in the Industry.

II. MINIMUM QUALIFICATIONS:

A. Sheet Metal Service Technician and Sheet Metal Worker

Other: All applicants must produce a valid driver's license, social security card, proof of auto insurance, and high school transcript, GED scores, or equivalent certification. The applicant must sign the "Applicant Log" and then will be given an "Application for Apprenticeship." Applications shall be filled out at the designated offices. All applicants must sign that he/she has read, reviewed, and if selected, is willing to abide by the "State Standards".

B. Residential Sheet Metal Worker

Other: The applicant must sign the "Applicant Log" and then will be given an "Application for Apprenticeship." Applications shall be filled out at the designated offices. All applicants must sign that he/she has read, reviewed, and if selected, is willing to abide by the "State Standards". **None**

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Authorized signatures (chr.)	Approved by:
	Washington State Apprenticeship & Training Council Region 5 Apprenticeship Kennewick
(sec.)	Secretary of WSATC:
date:	date:
09/01/2016	

attach additional sheets if necessary

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

A. Selection Procedures:

1. General Selection Procedures for Sheet Metal Worker and Sheet Metal Service Technician Apprentices:

a. Applications ~~must be filled out on site and~~ are available year round, excluding holidays, Monday through Friday from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:30 p.m. at 1718 W. Sylvester St., Pasco, WA 99301.

Applicants being accepted into the program will be required to take and pass a pre-employment urinalysis drug screening test ~~before~~ after being registered but before being employed by an Authorized Training Agent. Expense of the test will be paid ~~by the JATC~~ per the Collective Bargaining Agreement.

2. General Selection Procedures for Residential Sheet Metal Worker

a. Applications ~~must be filled out on site and~~ are available year round, excluding holidays, Monday through Friday, 8:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m. at 1718 W. Sylvester St., Pasco, WA 99301.

B. Equal Employment Opportunity Plan:

It is understood that affirmative action is not merely passive nondiscrimination, but includes principles, methods, and programs for the identification, positive recruitment, training, and motivation of present and potential minority and female (minority and non-minority) apprentices. The apprenticeship Sponsor's ~~affirmative action~~ Equal employment Opportunity -plan shall include dissemination of information concerning the nature of apprenticeship, availability of apprenticeship openings, source of applications, and the equal opportunity policy of the Sponsor. Such information shall be given to the ~~Bureau of Apprenticeship and Training~~ ATELS, Department of Labor and Industries Apprenticeship Section, local schools, Department of Employment, community organizations which effectively reach minority and women's (minority and non-minority) groups, and newspaper circulated in the minority community.

~~The Sponsor has adopted the following Equal Opportunity Pledge, which is included in the apprenticeship standards:~~

~~The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The Sponsor will take affirmative 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 and Title 29, Part 30 of the Code of Federal Regulations.~~

~~(X) Grant credit for previous trade experience or trade-related courses for all applicants equally.~~

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V. INITIAL PROBATIONARY PERIOD:

- A. Sheet Metal Workers and Sheet Metal Service Technicians employed in accordance with these Standards shall be subject to an initial probationary period not exceeding the first 1,800 hours of employment of apprenticeship.
- B. Residential Sheet Metal Workers employed in accordance with these Standards shall be subject to an initial probationary period not exceeding the first 1,080 hours of employment of apprenticeship.

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

- (X) Approved training seminars (specify)
- (X) A combination of home study and approved correspondence courses (specify)
- (X) Other (specify): **Other assigned tasks, i.e. homework, research. Additional classes/courses as approved by the Committee.**

Additional Information:

- C. **Minimum required hours of attendance at related training will be 200-hours per the RSI hours noted above. Failure to attend the minimum required hours (200) could mean repeating the year over and held at present rate.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. General Procedures

- 3. No apprentice will be allowed to quit their job without approval from the Apprenticeship ~~Committee~~ Coordinator.
- 5. Apprentices shall be responsible for contacting and informing the Coordinator's office of any change in address, ~~or~~ telephone number, or email address.
- 6. Apprentices shall be responsible for contacting and informing the coordinator's office of any termination from the job.
- 8. Job/Hour Reporting: Job reports are due on the apprentice's next regular scheduled school day or by the twentieth (20th) of the succeeding month when school is not in session. Reports not turned in that day shall be considered delinquent.

Each apprentice who is late in turning in his/her Job reports 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.

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