

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



REQUEST FOR REVISION OF STANDARDS

DWP
L&I apprenticeship coordinator

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TO: Washington State Apprenticeship & Training Council

From: WASHINGTON STATE UBC JATC
(NAME OF PROGRAM STANDARDS)

Please update our Standards of Apprenticeship to reflect the following changes.
Deletions shall be ~~struck through~~.
Additions shall be underlined.

PLEASE SEE CORRECTIONS PER TRT REVIEW, PAGE 3, 5 & 11.

Authorized signatures	
Chair <i>[Signature]</i>	Approved by: Washington State Apprenticeship & Training Council
Secretary <i>[Signature]</i>	Secretary of WSATC:
Date: <u>8/29/16</u>	Date:

attach additional sheets if necessary

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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 17-18 years old~~ (or 17 years old with written parental consent).

Education: ~~Not Applicable~~ Provide documentation of a high school diploma, or State approved certificate of High School Equivalency (GED).

Physical: ~~Must be physically able to perform the work of the trade.~~
Able to climb and work from ladders and scaffolding of various heights.
Able to lift, carry, and maneuver up to 50 lbs. over moderate distance and up stairs.

Testing: None.

Other: ~~None.~~ Attend a Trade Orientation program.

Any misstatement, omission of material fact, or falsification of any statements on any application by any applicant may be sufficient cause for rejection of the application, or dismissal of the applicant after registration into the program or employment.

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

A. Selection Procedures:

1. Applications are available at the Local Area Training Centers listed below or from the Carpenters Training Center Website: www.carpentertraining.org.

- (a) Applicant must select at least one, but may select multiple occupations.
- (b) The applicant must return completed application within 30 days of request.

1. Applications for the apprenticeship will be accepted throughout the year at the following training center locations.

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North Puget Sound Carpenters Training Center 401 E. Hickox Road Mount Vernon, WA 98273 Phone: 360-428-2933		†
Seattle-Tacoma Renton Carpenters Training Center 3000 NE 4th St. Bldg L Renton, WA 98056 Phone: 425-235-2465	Specialties-Kent Training Center 20424 - 72nd Ave South Kent, WA 98032 Phone: 253-437-5235 Toll Free Phone: 866-295-8764	2B
2A		
Columbia Basin Carpenters Training Center 4208 W Clearwater Ave, Ste D Kennewick, WA 99336 Phone: 509-783-6215	Eastern WA/Northern ID Carpenters Training Center 127 E Augusta Spokane, WA 99207 Phone: 509-532-8833	-4
3		

2. Applicants who meet the minimum qualifications will be scheduled for the first available occupation specific Safety & Orientation class and must pass. Applicants who meet the minimum qualifications for entry into the program will take part in a scored skills assessment.

- The scores from the skills assessment along with the application (objectively reviewed and evaluated) will be assigned to each applicant.
- Applicants who meet the minimum threshold (60 points) will be placed on a ranked list and may be eligible for an interview at the discretion of the Sub-Committee according to industry need.
- Applicants not meeting the minimum threshold will be notified via USPS and their applications will be deactivated.
- Applicants that are interviewed will be scored and re-ranked on a ranked order list awaiting apprenticeship opportunities.
- Based on need, the Washington State UBC J.A.T.C. (UBC J.A.T.C) will select applicants for entry into the program from the ranked order list.

3. All applicants who pass will be sent notice to appear for an interview including the date, time and location, which shall be established by the Local Area Training Center. Upon successful completion of the interview with a score of 85% or more, applicants shall be placed in ranked order and registered in descending order of rank. Applicants may re-interview to raise their score if they have additional documentation of training and/or work experiences.

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4.3. Upon notification of an apprenticeship opportunity the applicant will be given "reasonable time" 5 business days, which is reasonable time, in which to report to the Local Area Training Center. All applicants shall be treated equally in determination and application of a reasonable time per WAC 296-05-429 (4) and duly provided a written notice of rejection for failure to comply per WAC 296-05-427.

Applicants who turn down an apprenticeship opportunity will be removed from the ranked eligibility list. A request will be made for the applicant will be asked to resign in writing, and a notation will be made in the applicant file. This note will be dated and initialed by staff.

5.4. After selection but prior to registration as an apprentice the applicant must:

- a. Submit to and pass a drug-controlled substance test with negative test results. The first drug test shall be paid for by the Carpenters Trust UBC J.A.T.C. Applicants denied entry to the program because of a positive can initiate the applications process in accordance with the drug testing policies and procedures, who fail the test must wait 90 days from the date of the failed test result to retake the test at the expense of the applicant. A positive result, refusal to test or substitution of specimen may be considered a failed test. After two failed test results the application will be deactivated and the applicant must wait one year to reapply. A negative dilute result is invalid and the test must be retaken at the expense of the applicant. After two negative dilute test results the application is deactivated and the applicant must wait one year to reapply. Applicants who have their application deactivated will be notified via USPS.
- b. Possess Must possess the basic tools of the trade. (trade appropriate list will be provided to applicant); A list of needed tools are available at training centers. See section 3.A.1.

6.5.

7. Exemptions: All those who enter by one of the following methods will be required to complete a drug test, as a condition of employment, and pass with negative results and possess the basic tools of the trade (trade appropriate list will be provided to the applicant). (Payment for drug test made in accordance with 5. a., above.)

a. An employee of a non-signatory employer not qualifying as a journey-level worker when an employer becomes signatory shall be evaluated by the sponsor using consistent, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work

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~~experience and related training. This is a method of direct entry into the program.~~

~~b. An individual who signs an authorization card during an organizing effort wherein 50 percent or more of the employees have signed, whether or not the employer becomes signatory, an individual not qualifying as a journey-level worker shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry into the program.~~

~~8. Exceptions, Preferred Entry (Direct-Entry Exceptions): All applicants who meet certain exception criteria may qualify for preferred entry. All those who enter by one of the following methods will be required to complete a drug test, as a condition of employment, and pass with negative results must meet the minimum qualifications stated in Section II and possess the basic tools of the trade. A list of the needed tools is available at training centers. See section 3.A.1 (trade appropriate list will be provided to the applicant). (Payment for drug test made in accordance with 5. a., above.)~~

a. Non Signatory.

Employees of an employer who has not signed a collective bargaining agreement and wishes to participate in the apprenticeship program, not qualifying as a journey level worker shall be evaluated by the sponsor using consistent, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training provided:

(3) An individual who signs an authorization card during an organizing effort wherein 50 percent or more of the employees have signed, whether or not the employer becomes signatory, and individual not qualifying as a journey-level worker shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training.

b. Recognized Public Program.

The sponsor may ~~direct enter~~ grant preferred entry to individuals at the request of an employer for ~~direct-preferred~~ entry under the following situations: as soon as the employer becomes an approved Training Agent.

- (1) State, Local or Public entity requirements
- (2) Federal requirements
- (3) Tribal or TERO (Tribal Employment Rights Office) Requirements
- (4) When the sponsor grants preferred entry to, registers and trains apprentices for the State of Washington or other public entities, the civil

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service or published hiring practices of the individual agency shall be utilized in selecting apprentices; provided the public entity is an approved Training Agent.

- c. **Re-Occupation.** An applicant considered to have attained journey level status in one of the occupations covered by these standards or their employer, may request "~~Direct Entry~~" placement into any other occupation covered by these standards. Such applicant may be granted ~~direct~~preferred entry and shall be evaluated by the sponsor using consistent, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.
- d. **4000 Hours.** Individuals with 4000 hours or more of documented work experience in the occupation that they are applying for may be granted ~~direct~~preferred entry after being evaluated by the sponsor using consistent, standard non-discriminatory means and placed at the appropriate period of apprenticeship based on previous work experience and related training.
- e. **Articulation Agreements (Tier 1 and 2).** Applicants who have successfully completed a program or course with whom the sponsor has an articulation agreement may be granted ~~direct~~preferred entry into the apprenticeship program.
- f. **UBC Job Corp.** Applicants who have successfully completed a UBC Job Corps program may be granted ~~direct~~preferred entry into the apprenticeship program.
- g. **Veterans.** US Military Veterans who provide a DD-214 with honorable discharge, may be granted ~~direct~~preferred entry into the apprenticeship program.
- h. **Transfers:**
 - (1). An apprentice registered with the State of Washington may be granted ~~direct~~preferred entry into the apprenticeship program. Work hours/time in program from the transferring program will be applied to the apprentice's initial probationary period.
 - (2). Individuals relocating from another state and registered as an apprentice under standards approved by a SAC (State Apprenticeship Council) or ATELS (US Department of Labor Office of Apprenticeship) in an occupation listed in these standards may be granted ~~direct~~preferred entry into the apprenticeship program, pending:
 - a. Recommendation of transferring program.
 - b. Training records are provided.

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(3) UBC Occupation Transfers. In order to transfer an apprenticeship agreement between two local UBC JATC Sub-Committees, the following requirements must be met.

- a. Transfer request between UBC JATC Sub-Committees (i.e., craft areas) are prohibited until the apprentice has met his/her initial probationary period requirement.**
- b. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based**
- c. The apprentice's sponsoring JATC Sub-Committee shall agree to the transfer.**
- d. The receiving JATC Sub-Committee must accept the transfer.**

~~i. When the sponsor grants direct entry to, registers and trains apprentices for the State of Washington or other public entities, the civil service or published hiring practices of the individual agency shall be utilized in selecting apprentices; provided the public entity is an approved Training Agent.~~

- i. Sponsor's Right. The sponsor reserves the right to make exceptions to the selection procedure in considering applicants having previous experience, accredited training and/or currently working for an approved training agent.**

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

- (X)** Approved training seminars (specify)
- (X)** A combination of home study and approved correspondence courses (specify)

Additional Information:

- A. All apprentices are required to attend RSI as scheduled. Failure to attend as scheduled ~~will~~ may be cause for a citation to appear before the JATC Sub-Committee for disciplinary action.**
- D. Employers, as registered training agents, are responsible for on-the-job training of all apprentices by affording the apprentice opportunities to work with skilled journey-level**

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workers in the performance of as wide of activities as possible within the scope of work processes for the craft. Employers must release apprentices from on-the-job commitments to attend RSI according to the schedule and policy as outlined by the JATC. The employer shall ~~be included~~ participate in the evaluation process through jobsite observation and reporting according to the JATC process. Observations will be forwarded to the JATC Training Center Office for review and appropriate action.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. General Procedures

1. Administrative Procedures:

The UBC J.A.T.C. provides to all apprentices a Student Handbook that contains all the rules and important information for apprentices to be successful in this program. All apprentices are responsible for reading, understanding, and complying with the specifications of the Handbook. Failure to abide by the Student Handbook may result in disciplinary action. In addition, the following general procedures apply.

- a. Any apprentice who demonstrates behavior that disrupts, impedes or adversely impacts the learning environment, either on the job or while attending RSI, ~~shall appear before the JATC Sub-Committee to show reason why he/she should not be disciplined, suspended, or canceled from the program~~ may be subject to disciplinary action.

- c. Apprentices must maintain reasonably continuous employment. Any apprentice who has not worked at least 250 hours in the previous 3 months, when work was available, for a contributing employer will be interviewed and may be cited to appear before the JATC Sub-Committee. Apprentices who have been cited for lack of work hours will be allowed to attend class until such appearance is made. However, failure to progress with work hours may result in suspension of RSI training.

- d. Complaints regarding job site performances will be investigated by the Coordinator, who will review the circumstances and outline corrective steps and/or the Coordinator may cite the apprentice to appear before the JATC Sub-Committee where ~~the apprentice could be canceled by the JATC Sub-Committee~~ disciplinary action, including cancelation, may be taken.

- g. All apprentices must be signed in by the start time. Each Training Center has a schedule of class times. Apprentices arriving up to 15 minutes late will be admitted after signing a late slipnotice. ~~Apprentices who are late for the third~~

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~~time in a twelve month period will not be allowed to attend class. The apprentice will be sent home and cited to appear before the JATC Sub-Committee and will not be allowed to attend class until such appearance is made. Apprentices arriving more than 15 minutes late for class or after lunch will be allowed to complete the session and will be cited to appear before the JATC Sub-Committee. Apprentices who arrive more than 15 minutes late will receive a late notice and will be credited with a failing grade. They will be rescheduled to repeat the class. Apprentices may be excused for being late if they have notified the training center prior to start of class and provide acceptable documentation of lateness to the training coordinator. Apprentices who receive three late notices in a 12-month period will be cited to appear before their UBC J.A.T.C. subcommittee.~~

- ~~i. All apprentices shall have completed a First Aid/CPR class and Trade Math class before being advanced to 3rd period or before their second advancement after advanced placement. Apprentices shall have a current First Aid/CPR card for each period of advancement from 3rd period through the completion of their apprenticeship. Failure to do so may be cause for disciplinary action by the JATC Sub-Committee. Trade Math requirements shall be determined by the JATC Sub-Committee on a craft by craft evaluation.~~
- k. An apprentice must have adequate transportation to the job and to their assigned training center to take RSI.
- l. It is the apprentice's responsibility to provide their own hand tools necessary to complete their RSI projects. No apprentice will be granted journey-level status without the required hand tools. Apprentices failing to bring the necessary hand tools to RSI ~~shall be sent home without credit for hours that session may receive a failing grade for the class.~~
- n. The Training Center Coordinators oversees the day-to-day operations of the program at their assigned Training Center under the auspices of the JATC Training Executive Director.
- o. Apprentices must wear work boots or safety shoes, eye protection, hardhat and work shirt covering the shoulders by 3". No cut-offs or sweat pants will be allowed. Anyone violating this rule will be sent home with no credit for the day. The Training Center staff Coordinator shall have the authority and responsibility to determine if an apprentice is properly attired to work safely in the shop.

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p. Any apprentice found to be in violation of ANY safety rules will be required to sign a safety infraction sheet. Refusal to sign will result in the apprentice not being allowed to remain in class and will not be allowed to return until he/she has appeared before the JATC Sub-Committee. The 2nd violation in a 12-month period will result in an automatic citation to appear before the JATC Sub-Committee and the apprentice will not be allowed to stay in class. A single serious violation will result in an automatic citation to appear before the JATC Sub-Committee and removal from class.

r. While in RSI, apprentices must ~~work toward completion of a project~~ participate in all class activities. Apprentices not ~~working toward project completion~~ participating will be counseled by the Training Coordinator and may result in dismissal from class. ~~will be sent home with no credit given for hours that day.~~

s. Apprentices on an approved Leave of Absence from the program are not allowed to work in the trade, union or non-union.

st. To receive an upgrade, each apprentice must complete the following:

(3) Have ~~any~~ all hand tools required for the advancement.

(4) All work reports (since registration) must be ~~received and up-to-date~~.

u. UBC J.A.T.C. apprentices canceled from the program must wait for a period of one year before reapplying to the apprenticeship.

3. Disciplinary Procedures:

b. Failure to show regular attendance at RSI may be deemed sufficient cause for the JATC Sub-Committee to cancel the apprentice from the entire training program. If a class is missed, apprentices ~~will~~ may be cited to appear before the JATC Sub-Committee.

EXCEPTIONS: Verifiable medical excuse or Employers notifying in advance of a regular class to reschedule. A rescheduled class cannot be rescheduled a third time. If a rescheduled class is missed the apprentice will automatically be cited to appear before the JATC Sub-Committee.

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- d. Apprentices who refuse work assignments/dispatches without just cause are subject to disciplinary action, up to and including cancellation of his/her Apprenticeship Agreement.
- e. An apprentice who fails to sign the out of work list when unemployed, including when in classes, will be interviewed by the coordinator who will review the circumstances and outline corrective steps leading to successful employment. Refusal-Failure to sign the out of work list or refusal to accept a dispatch may result in a citation to appear before the JATC Sub-Committee for disciplinary action.

B. Local Apprenticeship Committee Policies

The Washington State UBC JATC delegates administrative and disciplinary responsibilities to the Subcommittees and/or the Executive Director with assurance that the Washington State UBC JATC will review all actions that are required by the Washington State Apprenticeship and Training Council to be reported to the Department of Labor and Industries.

XII. SUBCOMMITTEE:

City of Seattle:

~~The employer representatives shall be:~~

~~Mary Beth Josef, Secretary
100 Dexter Avenue North
Seattle, WA 98109~~

~~Paul Wilkinson
100 Dexter Avenue North
Seattle, WA 98109~~

~~The employee representatives shall be:~~

~~Frank Harris, Chairman
100 Dexter Avenue North
Seattle, WA 98109~~

~~Jeff Skillman
25120 Pacific Highway South
Suite 200
Kent, WA 98032~~

Seattle-Tacoma Renton Carpenters Training Center Sub-Committee:

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North Puget Sound Carpenters Training Center Sub-Committee:

Specialty Training Center Lathing, Acoustical & Drywall Systems (LADS) Sub-Committee:

Eastern Washington/Northern Idaho Carpenters Training Center Sub-Committee:

Specialty-Washington Training Center Piledriver Sub-Committee:

Columbia Basin Training Center Carpenter Sub-Committee:

Columbia Basin Training Center Washington Millwright Sub-Committee:

The employer representatives shall be:

Martin Bradley, Chairman
Machinery Installation & Maintenance Inc.
P.O. Box 13157
Mill Creek, WA 98082-1157

Glynn Gateley
Apollo Sheet Metal 3000
1207 W Columbia Drive
Kennewick, WA 99336

Randy Manthey
Dresser-Rand
225 S Lucile Street
Seattle, WA 98108

Brandon Souza
Universal Plant Services, Inc.
255 North Hill Blvd.
Burlington, WA 98233

Don Jarrett, Alternate
Thompson Mechanical
654 Truman Avenue
Richland, WA 99352

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Jim Jarrett, Alternate
Thompson Mechanical
654 Truman Avenue
Richland, WA 99352

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The employee representatives shall be:

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David Rupe, Secretary
515 Neel Street Suite 101
Kennewick, WA 99336

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Harlan Hall
515 Neel Street Suite 101
Kennewick, WA 99336

Brent Jones
PNWRCC
25120 Pacific Highway S. Ste. 200
Kent, WA 98032

Edwin Marston
515 Neel Street Suite 101
Kennewick, WA 99336

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~~Specialty Training Center Millwright Sub-Committee~~ (To be merged into the Washington Millwright Sub-Committee)

XIII. TRAINING DIRECTOR/COORDINATOR:

Thomas Barrett, Training Executive Director
20424 - 72nd Ave South
Kent, WA 98032

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