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



REQUEST FOR REVISION OF STANDARDS

Karla Ivate
L&I apprenticeship coordinator

TO: Washington State Apprenticeship & Training Council

From: Western WA Sheet Metal JATC #74

NAME OF PROGRAM STANDARDS)

II. Minimum Qualifications

add: Minimum Qualifications for Sheet Metal Worker, HVAC Service Technician and HVAC Test, Adjust and Balance Technician Apprentices:

Physical:

~~Applicants must be physically able to perform the work of the trade with or without reasonable assistance.~~ Applicants must be able to perform the rigorous manual labor required by the trade, with or without reasonable assistance, and have the ability to work safely at high elevations. Physical ability must be confirmed by attending a minimum qualification screening day or verification of prior work experience in the Sheet Metal or related industry, as determined by the Committee.

Testing:

Applicants are required to take a Sheet Metal Math and Reading assessment test ~~at time of~~ to be scheduled after application and required documents are received. A minimum Math score of 16 and minimum Reading score of 27 shall be required for further processing. If applicant does not meet or exceed minimum scores in one or both categories, no further processing will be done for a period of one year.

Other:

All applicants must ~~produce~~ submit copies of a valid Washington State Enhanced driver's license, social security card, proof of auto insurance, and high school transcript, GED scores or equivalent certification. This can be done in person or via fax, email or regular mail. 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".

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Authorized signatures

Chay *[Signature]*
Secretary

Approved by:
Washington State Apprenticeship & Training Council
Secretary of WSATC:

Date: 9/2/16

Date:

attach additional sheets if necessary

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F100-030-000 request for revision of standards 08-2011

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II. continued

Minimum Qualifications for Marine Sheet Metal Worker Apprentices:

Physical:

Applicants must be physically able to perform the work of the trade with or without reasonable assistance.

Must be able to perform the rigorous manual labor required by the trade, with or without reasonable assistance, and have a natural ability to work safely at high elevations. Physical ability must be confirmed by attending a minimum qualification screening day or verification of prior work experience in the Sheet Metal or related industry, as determined by the Committee.

Minimum Qualifications for Residential Sheet Metal Worker Apprentices:

Physical:

Applicants must be physically able to perform the work of the trade with or without reasonable assistance.

Must be able to perform the rigorous manual labor required by the trade, with or without reasonable assistance, and have a natural ability to work safely at high elevations. Physical ability must be confirmed by attending a minimum qualification screening day or verification of prior work experience in the Sheet Metal or related industry, as determined by the Committee.

Other:

All applicants must produce-submit copies a valid Washington State Enhanced driver's license, social security card, proof of auto insurance, and high school transcript, GED scores or equivalent certification. This can be done in person or via fax, email, or regular mail. 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".

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

A.1.a.:

Applications must be filled out online site and are available year round 24/7 at www.wmsmjatc.org, excluding holidays, Tuesday and Thursday from 8:30 a.m. to 11:00 a.m. at 11831 Beverly Park Road B-1, Everett, WA, 98204 or by appointment at 2725 Williamson Place, Suite 100, DuPont, WA 98327. Call 425-438-1406 for appointment.

A.1.b.:

All qualified applicants will remain active for a period of 90 days at which time their application will expire. Applicants must notify the JATC in writing prior to their application expiring if they wish to remain active on the list of qualified applicants for another 90 day period. Those applicants not notifying the JATC prior to the expiration of their application will be removed from the list of qualified applicants 90 days from the date of their completed application. Upon completing the application the applicant shall have 30 days to submit copies of their enhanced driver's license, social security card, high school transcript or GED scores and proof of auto insurance to the JATC office located at 11831 Beverly Park Road B-1, Everett, WA, 98204. This can be done in person or via fax, email or regular mail. Failure to

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submit required documents within 30 days of application will void application. Voided applicants must wait a minimum of 60 days before submitting another application.

A.1.c. "Add:"

Upon receipt of the required documents the applicant will be scheduled for the next available sheet metal math and reading assessment testing session. Testing sessions will be held at least once a month at either the Everett or DuPont JATC training centers.

A.1.d. "Change to read:"

Applicants who do not meet the minimum qualifications, including physical ability per minimum qualification screening day, will be advised of deficiencies and encouraged to reapply. Applicants not meeting minimum qualifications must wait a minimum of 60 days before submitting another application.

A.1.e. add

Applicants who have met the minimum qualifications will be scheduled for the minimum qualification screening day based on industry need and the Sheet Metal Math and Reading assessment test scores (highest score first). Consideration will be given to female applicants for affirmative action purposes. Consideration may also be given to those who meet criteria for "local hire" requirements in distressed areas. Minimum qualification screening day is pass/fail; a passing score is required.

A.1.f.

Based on the Sheet Metal Math and Reading assessment test scores and passing the minimum qualification screening day, a ranked list of qualified applicants (highest score first) will be developed. Industry need as established by Western Washington Sheet Metal JATC will determine when and how many applicants will be scheduled for an interview before a subcommittee of the JATC.

A.1.g. change to A.1.g.

A.1.h.(1): Rank order on interview list - highest interview score first

A.1.i.

All Western Washington Sheet Metal JATC qualified applicants accepted into the program and not currently participating in the Sheet Metal Anti-Drug Program are required to pass a pre-employment drug test with negative test results. Applicants failing the drug test will be removed from the ranked eligibility list upon proper notification and must wait a minimum of 60 days before submitting another application.

A.1.j.

III.A.3. Procedures for Selection of Residentia: Sheet Metal Worker Apprentices

a. Applications must be filled out on site and are available year round, excluding holidays, Tuesday and Thursday from 8:30 a.m. to 11:00 a.m. at 11831 Beverly Park Road B-1, Everett, WA, 98204 or by appointment at 2725 Williamson Place, Suite 100, DuPont, WA 98327. Call 425-438-1406 for appointment. Applications must be filled out online site and are available year round 24/7.

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- b. All qualified applicants will remain active for a period of 90 days at which time their application will expire. Applicants must notify the JATC in writing prior to their application expiring if they wish to remain active on the list of qualified applicants for another 90 day period. Those applicants not notifying the JATC prior to the expiration of their application will be removed from the list of qualified applicants 90 days from the date of their completed application. Upon completing the application the applicant shall have 30 days to submit copies of their valid Washington State Enhanced driver's license, social security card, and proof of auto insurance to the JATC office located in Everett, WA. This can be done in person or via fax, email or regular mail. Failure to submit required documents within 30 days of application will void application. Voided applicants must wait a minimum of 60 days before submitting another application.
- f. All Western Washington Sheet Metal JATC qualified applicants accepted into the program and not currently participating in the Sheet Metal Anti-Drug Program are required to pass a pre-employment drug test with negative test results. Applicants failing the drug test will be removed from the ranked eligibility list upon proper notification and must wait a minimum of 60 days before submitting another application.

IX. Related Supplemental Instruction

Additional Information

Add:

- A. All apprentices beginning related supplemental instruction after January 1, 2016 must possess basic computer skills and must be able to access the internet while away from the JATC training center, in order to be able to access books and complete web-based learning components of their related classroom training.

Replace R5I with related supplemental instruction throughout section
Renumber section as needed.

X. Administrative/Disciplinary Procedures

- A.2: WAIWER: Apprentices must sign a grades and attendance waiver so grades and attendance can may be released to the Apprenticeship Committee and current training agent.
- A.5: The Apprentice shall be responsible for maintaining current contact information (mailing address, email address and telephone number) with the JATC office. The JATC will send all correspondence to the apprentice mailing or email address on file in the apprenticeship office.
- A.6 ~~Job~~ OJT Hour Reporting: TotalTrack is the official means of tracking apprentice On the Job Training (OJT) hours for the JATC. It is the apprentice's responsibility to track OJT hours in TotalTrack throughout their apprenticeship. Job Monthly OJT hour reports are due on the 10th day of the following month (i.e., Sept. 2003 2016 OJT hour report due Oct 10, 2003 2016). The OJT hour reports must be signed by include the name of the a foreman or supervisor who can verify the apprentice OJT hours if needed. Job OJT hour reports turned in two or more months 10 days late shall be considered delinquent.
- A.7 Apprentices must have a valid Washington State driver's license as required by minimum qualifications, email address and current first aid/CPR card at all times.

XI. Committee – Responsibility and Composition

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E. Quorum – A quorum of the committee shall consist of ~~two~~ three committee members from management and ~~two~~ three committee members from non-management.

XIII. Training Director/Coordinator
Add:
Donald Stelz
11831 Beverly Park Road B-1
Everett, WA 98204

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