



APPRENTICESHIP PROGRAM STANDARDS
adopted by

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-315]</u>
MAINTENANCE PLUMBER/STEAMFITTER	47-2152.01	8,000 HOURS
PLUMBER	47-2152.02	10,000 HOURS
HVAC/REFRIGERATION FITTER	49-9021.02	10,000 HOURS
RESIDENTIAL PLUMBER	47-2152.02	8,000 HOURS
STEAMFITTER	47-2152.01	10,000 HOURS



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

APPROVAL:

N/A
Provisional Registration

APRIL 19, 2018
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Permanent Registration

By: DAVE D'HONDT
Chair of Council

By: ELIZABETH SMITH
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INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

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 these 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 (Required):

The following Standards for plumber, pipefitter and hvac/refrigeration apprentices have been prepared by representatives of the United Association of Journey Person and

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Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada, Local Union 44, of Spokane, Washington and Employers of plumbers, pipefitters and hvac/refrigeration fitters in the area, assisted by the Washington State Apprenticeship and Training Council and Bureau of Apprenticeship and Training, State of Idaho.

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-303(4)(g).

The geographical area covered by these Standards shall be Adams, Ferry, Lincoln Pend Oreille, Spokane, Stevens, and Whitman Counties in the State of Washington. Benewah, Bonner, Boundary, Clearwater, Kootenai, Latah, Nez Perce, and Shoshone Counties in the State of Idaho.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Idaho, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the Idaho counties of Benewah, Bonner, Boundary, Clearwater, Kootenai, Latah, Nez Perce, and Shoshone.

II. MINIMUM QUALIFICATIONS:

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

Age: **All applicants shall be at least eighteen 18 years of age.**

Education: **High school graduate or General Equivalency Diploma (GED), including successful completion of one year of algebra and one year of plane geometry.**

Physical: **Must be able to physically perform the duties of the trade.**

Testing: **Applicants must complete the Compass test at their own expense with a score of: Writing Skills - 28, Reading Skills - 50, and Numerical Skills - 18.**

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- Other:
- a. **Apprenticeship applicants must have a valid driver's license.**
 - b. **The applicant must complete a Non-D.O.T. drug test at Pathology Associates Medical Laboratories, 110 W. Cliff, Spokane, WA with negative results within 30 days of applicants first interview.**

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 Procedure (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.

A. Selection Procedures:

1. **Applications are available on a specified basis as determined by the committee, from 8:00 AM to 5:00 PM (closed between NOON and 1:00 PM), every business day, excluding any holidays at the following address.**

**Plumbers and Steamfitters Union Hall, Local 44
3915 E. Main Street
Spokane, Washington 99202-4736**

2. **The applicant must complete the Compass Test at their own expense with a score of: WRITING SKILLS - 28, READING SKILLS - 50, and NUMERICAL SKILLS - 18, before returning the issued application to the apprenticeship office within 30 calendar days, together with required documentation. The applicant will be given instructions on how and where they can complete the Compass Test. No committee action will be taken on applications that are not completed and returned within 30 days.**
3. **The basic qualifications for training in the program, as well as verifiable copies of the following documents to support and complete the application include:**
 - a. **Proof that applicant is at least eighteen (18) years of age**
 - b. **Proof of High school graduate or General Equivalency Diploma (GED)**
 - c. **Proof or transcripts of successful completion of one year algebra and one year plane geometry**

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- d. **Proof of valid driver's license**
 - e. **Results of the Compass test.**
 - f. **Submit results of the completed Non-D.O.T. drug test by Pathology Associates Medical Laboratories, 110 W. Cliff, Spokane, WA with negative results within 30 days of applicants first interview.**
4. **Applicants who have provided written proof that they meet all of the minimum qualifications will be notified when and where to report to complete further processing and interviewing by the Apprenticeship Committee**
 5. **Completed Applications shall be considered for two (2) years from the date of application. Applications older than two (2) years will not be considered.**
 6. **Selection of qualified applicants shall be in descending order of ranking on the Eligibility List.**
 7. **Records of the applicants shall be in descending order of ranking.**
 8. **Apprentice Applicants who request a re-interview to improve their placement on the Eligibility List will be required to take the Compass Test and non-D.O.T. drug test within 30 days of the applicants re-interview date.**
 9. **At least thirty (30) days prior to acceptance of applications and at least semi-annually, except in years when no selection are made, a notice of apprenticeship opportunities shall be sent to the appropriated agencies or outreach organizations.**
 10. **There will be no discrimination after selections have been made, including but not limited to job assignment, promotion, layoff, termination, rates of pay or other forms of compensation, or conditions of work. All selected applicants shall be subject to the same job performance requirements.**
 11. **A copy of the apprenticeship application, Right to File a Complaint, and current Apprenticeship standard will accompany these selection procedures.**
 12. **EXCEPTIONS:**
 - a. **An employee, of a non-signatory employer, not qualifying as a journey-level worker, when the employer becomes signatory shall be evaluated by the JATC and registered at the appropriate period of apprenticeship based on previous work experience and related training.**
 - b. **An individual who signs an authorization card during an organizing effort wherein over fifty percent (50%) of the employees have signed; whether or not the employer becomes signatory, and not qualifying as a journey-level worker shall be evaluated by the JATC and registered at**

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the appropriate period of apprenticeship based on previous work experience and related training.

- c. **Registered Native Americans who have secured work under a TERO project may receive direct entry into an apprenticeship as an apprentice, having met the minimum qualifications and the Employer is an Approved Training Agent of the sponsor.**

- d. **Direct entry may also be granted to an employee of a non-signatory employer that does not qualify as a journey-level worker. The new apprentice shall be evaluated by the sponsor using constant standard non-discriminatory means, and registered by the J.A.T.C. at the appropriate period of apprenticeship based on previous work experience, related training, and sponsors evaluation. For such applicants to be considered they must.**
 - (1) **Take a drug test at their expense**
 - (2) **Must have a current Washington State Trainee card.**
 - (3) **Take a written test that will include information from all aspects of both the Plumbing/Steamfitter trade.**
 - (a) **The written test will be evaluated by the Director of Training and a minimum of two instructors.**
 - (b) **The evaluators will be of the same classification as the new apprentice.**
 - (4) **The apprentice will also be given an oral examination.**
 - (a) **This oral test will be given by the Director of Training and a minimum of two instructors.**
 - (5) **The apprentice will be given a hands-on test in the following items.**
 - (a) **Soldering**
 - (b) **Brazing**
 - (c) **Threading**
 - (d) **Welding (if applicable)**
 - (6) **The apprentice will also have to serve an initial 2,000 hour probationary period, with exception of a 5th year Plumber, HVAC/Refrigeration Fitter, and/or Steamfitter apprentice. The 5th year Plumber, HVAC/Refrigeration Fitter, and/or Steamfitter apprentice will serve a 1,000 hour probationary period.**
 - (7) **The apprentice will follow any other requirements that are in the Apprenticeship Standards, including having a valid driver license and reliable transportation.**

- e. **Military veterans who completed military technical training school, participated in a registered apprenticeship program while in the military in the trades covered by these standards or participants in the Helmets to Hardhats program, may be given direct entry into the apprenticeship-program. The JATC shall evaluate the military training received for**

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granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program.

B. Equal Employment Opportunity Plan:

1. Purpose:

An analysis of female and minority participation in existing pipe trades apprenticeship programs indicates that:

- a. Some but not enough females and minorities apply.
- b. Still fewer females and minorities complete the application and meet the minimum requirements.
- c. The solution to the problem lies in better notification to female and minority groups, closer liaison with responsible groups interested in the same endeavor, personal contacts, application follow-up and other affirmative procedures.

Adoption of this program indicates a good faith effort to increase the number of females and minority groups who successfully meet the minimum requirements established for admission.

2. Scope:

The program herein outlined consists of the following affirmative acts and may be altered and supplemented at a later date as experience indicates and as personnel and funds permit.

Recognizing that it would be a public disservice to develop second-rate journeypersons, the Apprenticeship Committee will maintain its standards of producing high quality journeypersons and will provide extra training when necessary to the extent that cost and personnel permit.

3. Elements of Recruitment Program:

The Apprenticeship Committee shall:

- a. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
- b. Cooperate with schools and community colleges to encourage student's entrance into apprenticeship.
- c. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's sponsor(s).
- d. The following will be notified in writing the dates applications will be available.

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- (1) **The Bureau of Apprenticeship and Training (BAT) or State Apprenticeship Council (SAC) representative serving the program.**
 - (2) **The local superintendent of schools.**
 - (3) **All state employment service offices in the training area.**
- e. **Select from current list of qualified applicants for Apprenticeship, in other than order of ranking, so as to reach women (minority and non-minority) or minorities to meet goals and timetables.**

4. Nondiscrimination:

The commitments contained in this Affirmative Action Program are not intended and shall not be used to discriminate against any qualified applicant or apprentice on the basis of race, color, religion, national origin, or sex. The sponsor shall take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under applicable law and lawful regulations issued thereunder.

C. Discrimination Complaints:

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint with the supervisor of apprenticeship (WAC 296-05-443).

IV. TERM OF APPRENTICESHIP:

The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-315].

- A. The term of apprenticeship for plumber, steamfitter and hvac/refrigeration fitter apprentices shall be five (5) years duration divided into ten (10) equal increments and pay periods of 1,000 hours each with a minimum 10,000 hours of reasonably continuous employment during the period of registration.**
- B. The term of apprenticeship for maintenance plumber/steamfitter apprentices shall be four (4) years duration divided into eight (8) equal increments and pay periods of 1,000 hours each with a minimum of 8,000 hours of reasonably continuous employment during the period of registration.**
- C. The term of apprenticeship for Residential Plumber apprentice shall be not less than 8000 hours of reasonably continuous employment.**

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V. INITIAL PROBATIONARY PERIOD:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

The initial probationary period is [WAC 296-05-316(22)]:

- A. the period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. the period in which 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 may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.

1. Plumbers, Maintenance Plumber/Steamfitter, Steamfitter and HVAC/Refrigeration Fitters:

The first 2000 hours of employment for plumber, steamfitter and hvac/refrigeration fitter apprentices shall be a probationary period; the first 1600 hours of employment for maintenance plumber/steamfitter apprentices shall be a probationary period. Employers and journey-level workers should carefully observe the actions of the apprentice during this trial period in order to determine the advisability of their continuing in the trade. If the apprentices fail to apply themselves, seem unable or unwilling to adapt themselves to trade conditions, or are otherwise found to be unsuited to the trade, they shall be dropped from the apprenticeship program before the expiration of the probationary period.

2. Residential Plumbers:

All apprentices in this trade classification shall be subject to a probationary period not to exceed the first 1200 hours of employment during the term of apprenticeship.

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VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-316(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

1. Plumbers, Steamfitters, Maintenance Plumber/Steamfitters, and HVAC/Refrigeration Fitters:

Employers with one (1) journey-level worker may employ one (1) apprentice. Employers with three (3) journey-level workers employed may employ two (2) apprentices. Employers with four (4) journey-level workers employed may employ a minimum of one (1) apprentice and for each additional five (5) journey-level workers employed employ one (1) additional apprentice in terms of the workforce (see paragraph C). Employers will not be required to hire apprentices of the same progress level in the same craft. This ratio requirement shall apply whether at the job-site or in the shop and will apply company-wide for all trades.

2. Residential Plumbers:

Employers with one (1) residential plumber journey-level worker continuously employed, may employ one (1) residential plumber apprentice: and for each additional residential plumber journey-level worker employed on the job or in the shop, may employ one (1) additional residential plumber apprentice.

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3. Ratio for Plumber, Steamfitter, HVAC/Refrigeration Fitters, and Maintenance Plumbers/Steamfitters.

1	Journey-level worker	1	Apprentice
2	Journey-level workers	2	Apprentice
3	Journey-level workers	2	Apprentices
4	Journey-level workers	3	Apprentices
5	Journey-level workers	3	Apprentices
6	Journey-level workers	3	Apprentices
7	Journey-level workers	4	Apprentices
8	Journey-level workers	4	Apprentices
9	Journey-level workers	4	Apprentices
10	Journey-level workers	5	Apprentices
11	Journey-level workers	5	Apprentices
12	Journey-level workers	5	Apprentices
13	Journey-level workers	5	Apprentices

4. All HVAC/Refrigeration Fitter Apprentices performing service work shall be allowed to work alone with the following conditions:

- a. Service work hours are 6:00 a.m. - 6:00 p.m., Monday-Saturday**
- b. HVAC/Refrigeration Fitter Apprentices shall be able to contact a journey-level worker(s) or supervisor for answers and advice.**
- c. The journey-level worker or supervisor shall ensure that the apprentice is receiving their on-the-job training and shall be responsible for their health and safety.**

(Variance request approved on July 18, 2013)

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.**
- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is**

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granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

C. Wage Progression Schedules

1. **Maintenance Plumber/Steamfitter:**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 – 1000 hours	40%
2	1001 – 2000 hours	45%
3	2001 – 3000 hours	50%
4	3001 – 4000 hours	60%
5	4001 – 5000 hours	70%
6	5001 – 6000 hours	80%
7	6001 – 7000 hours	90%
8	7001 – 8000 hours	95%

2. **Plumbers, Steamfitters, HVAC/Refrigeration Fitters:**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 – 1000 hours	45%
2	1001 – 2000 hours	47.5%
3	2001 – 3000 hours	50%
4	3001 – 4000 hours	55%
5	4001 – 5000 hours	60%
6	5001 – 6000 hours	62.5%
7	6001 – 7000 hours	65%
8	7001 – 8000 hours	70%
9	8001 – 9000 hours	75%
10	9001 – 10000 hours	80%

3. **Residential Plumbers:**

Step	Number of hours/months	Percentage of journey-level rate
1	0000 – 1000 hours	50%
2	1001 – 2000 hours	55%
3	2001 – 3000 hours	60%
4	3001 – 4000 hours	65%
5	4001 – 5000 hours	70%
6	5001 – 6000 hours	75%
7	6001 – 7000 hours	80%

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8	7001 – 8000 hours	90%
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In addition, the apprentice shall be eligible for Health & Welfare, Dental and Apprenticeship contributions. The above percentage factors for Plumbers, Steamfitters, HVAC/Refrigeration Fitters and Maintenance Plumber/Steamfitter and Residential Plumber apprentices shall be applied to the Industrial Journey person Wage Rate of the Labor/Management Agreement.

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and work 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. The following work process descriptions pertain to the occupation being defined.

In his/her fourth year of apprenticeship, provided proper permission has been granted by the Joint Apprenticeship and Training Committee as outlined under Section X.A.4. of these Standards, he/she will be allowed to work alone on any part of any job or project which employs one (1) or more maintenance plumber/steamfitter journey-level workers, and as far as possible, be allowed to assume responsibilities of a maintenance plumber/steamfitter journey-level worker in order to gain this necessary needed experience.

A. Maintenance Plumber/Steamfitter: APPROXIMATE HOURS

- 1. Orientation1500**
 - a. Safety practices
 - b. Use and care of tools
 - c. Material nomenclature, familiarization, etc.

- 2. Use of tools, materials, etc.1500**
 - a. Blueprint reading and drawing
 - b. Math (algebra, geometry, trigonometry, etc.)
 - c. Arc and acetylene welding, cutting and burning
 - d. Rigging and hoisting

- 3. Plumbing maintenance and repair2000**
 - a. Shop procedure
 - b. Use and maintenance of tools and equipment
 - c. Job orders, plans and blueprints
 - d. Erection and use of scaffolds, ladders
 - e. Knowledge and use of materials
 - f. Size and capacity of pipe
 - g. Rigging and hoisting

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- h. Safety measures and first-aid
- i. Testing equipment

- 4. Plumbing installation500
 - a. Domestic hot water systems
 - b. Domestic cold water systems
 - c. Soil and waste systems
 - d. Gas piping and equipment
 - e. Plumbing fixtures
 - f. Water services and meters
 - g. Lawn sprinkler systems
 - h. Storm sewers, catch basins, and manholes
 - i. Pneumatic vacuum cleaning systems, equipment and piping**

- 5. Steamfitter maintenance and repair2000
 - a. Steam heating systems
 - b. Hot water heating systems
 - c. Refrigeration and air conditioning systems
 - d. Process, pneumatic and hydraulic systems
 - e. High pressure boilers and related piping
 - f. Low pressure boilers and related piping
 - g. Gas fired equipment
 - h. Oil burners and equipment**

- 6. Steamfitter installation500
 - a. Piping layout and fabrication
 - b. High pressure piping systems
 - c. Steam heating systems
 - d. Hot water heating systems
 - e. Process, pneumatic and hydraulic piping
 - f. Refrigeration and air conditioning piping**

TOTAL HOURS: 8000

The above outline is a general description only and other items may be added by the Joint Apprenticeship and Training Committee if the need arises.

** In addition, the maintenance of all piping and other equipment considered to be under this scope of work.

B. Plumber:

APPROXIMATE HOURS

They are to be under the supervision of a Journey Person, and it shall be the duty of the supervising journey-level worker to give the

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apprentice every opportunity to use the tools of the trade. During this time they shall not work alone, except as provided for in Section X.A.4.

1. Maintenance and repair2334
 - a. Domestic hot water systems
 - b. Domestic cold water systems
 - c. Soil and waste systems
 - d. Gas piping and equipment
 - e. Sewage disposal system
 - f. Plumbing fixtures
 - g. Water services and meters
 - h. Air compressors and piping
 - i. Sewage disposal plants, filtrate treatment, boosting stations, central chlorination, chemical treatment, etc.
 - j. Underground lines to: cooling wells, filter basins, suction basins, settling basins, aeration basins, etc.

2. Installation4666
 - a. Domestic hot water systems
 - b. Domestic cold water systems
 - c. Soil and waste systems
 - d. Gas piping and equipment
 - e. Sewage disposal systems
 - f. Plumbing fixtures
 - g. Water services and meters
 - h. Air compressors and piping
 - i. Sewage disposal plants, filtrate treatment, boosting stations, central chlorination, chemical treatment, etc.
 - j. Underground lines to: cooling wells, filter basins, suction basins, settling basins, aeration basins, etc.
 - k. The installation and repair of the following types of piping including all joining methods, configurations, and sizes thereof:
 - (1) All plastics including fiberglass and epoxies
 - (2) Fibrous pipe
 - (3) Copper and brass
 - (4) Cast iron and steel

3. Use of tools and materials1000
 - a. Shop procedure
 - b. Use and maintenance of tools and equipment
 - c. Job orders, plans and blueprints
 - d. Erection and use of scaffolds, ladders
 - e. Knowledge and use of materials
 - f. Size and capacity of pipe
 - g. Rigging and hoisting
 - h. Safety measures and first-aid

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- i. Testing equipment
- 4. Operational skills2000
 - a. Lead fabrication
 - b. Welding connected with the trade
- 5. The installation of all piping, equipment and materials commonly used in connection with the trade and under its jurisdiction.
- 6. The above items are suggested only and are not to be construed as mandatory.

TOTAL HOURS: 10,000

C. HVAC/Refrigeration Fitter: APPROXIMATE HOURS

- 1. Condensing units2000
 - a. Compressor assemblies
 - b. Condensers
 - c. Motors
- 2. Valves and controls2500
 - a. Water valves
 - b. Float valves
 - c. Expansion valves
 - d. Refrigerant control valves
 - e. Thermostat switches
 - f. Low pressure switches
 - g. Starting switches
- 3. Evaporators1500
 - a. Fin coils
 - b. Flooded coils
 - c. Pipe coils
 - d. Blower coils
- 4. Erection2000
 - All types
- 5. Service2000

TOTAL HOURS: 10,000

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D. Residential Plumber: APPROXIMATE HOURS

- 1. Maintenance and repair1500**
 - a. Domestic hot water systems**
 - b. Domestic cold water systems**
 - c. Soil and waste systems**
 - d. Gas piping and equipment**
 - e. Plumbing fixtures**
 - f. Water services and meters**
 - g. Lawn sprinkler systems**
 - h. Pneumatic vacuum cleaning systems**

In addition, the maintenance and repair of all piping and other equipment considered to be the work of the residential plumber.

- 2. Installation5500**
 - a. Domestic hot water systems**
 - b. Domestic cold water systems**
 - c. Soil and waste systems**
 - d. Gas piping and equipment**
 - e. Plumbing fixtures**
 - f. Water services and meters**
 - g. Lawn sprinkler systems**
 - h. Storm sewers, catch basins, and manholes**
 - i. Pneumatic vacuum cleaning systems, equipment and piping**
 - j. Domestic swimming pools**

In addition, the installation of all piping and equipment commonly considered the work of the residential plumber.

- 3. Use of Tools and Materials.....1000**
 - a. Shop procedure**
 - b. Use and maintenance of tools and equipment**
 - c. Job orders, plans and blueprints**
 - d. Erection and use of scaffolds, ladders**
 - e. Knowledge and use of materials**
 - f. Size and capacity of pipe**
 - g. Rigging and hoisting**
 - h. Safety measures and first-aid**
 - i. Testing equipment**

TOTAL HOURS: 8000

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<u>E. Steamfitter:</u>	<u>APPROXIMATE HOURS</u>
1. Maintenance and repair	1000
a. Steam heating systems	
b. Hot water heating systems	
c. Refrigeration systems, units and piping for same	
d. Air conditioning	
e. Oil burner and piping	
f. High-pressure boilers and piping	
g. Low-pressure boilers and piping	
h. Stokers	
i. Gas fired equipment	
j. Process piping, pneumatic and hydraulic piping	
k. The maintenance and repair of all piping, equipment and materials commonly considered the work of the steamfitter.	
2. Installation	4000
a. Steam heating systems	
b. Hot water heating systems	
c. Refrigeration systems, units, and piping for same	
d. Air conditioning	
e. Oil burner and piping	
f. High pressure boilers and piping, power piping	
g. Low-pressure boilers and piping	
h. Stokers	
i. Gas fired equipment	
j. Process piping, pneumatic and hydraulic piping	
3. Use of tools and materials.....	1000
a. Shop procedures	
b. Use and maintenance of tools and equipment	
c. Job orders, plans and blueprints	
d. Erection and use of scaffolds, ladders	
e. Knowledge and use of materials	
f. Size and capacity of pipe	
g. Rigging and hoisting	
h. Safety measures and first-aid	
i. Testing equipment	
4. Installation and maintenance of temperature control equipment.....	1000
5. Installation of heat exchange equipment	1000
a. Cast iron radiators all types	
b. Convectors all types	
c. Baseboard radiation	
d. Unit heaters, unit ventilators	

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- e. Radiant heating
- f. Converters
- g. Condensers
- h. Circulating pumps
- i. Condensate pumps
- j. Feed water heaters
- k. Blast coils

- 6. The installation of all piping equipment, and materials commonly used in connection with the trade and under its jurisdiction.
 - 7. Oxy-acetylene cutting and welding1000
 - 8. Electric welding1000
 - 9. The above items are suggested only and are not to be construed as mandatory.
- TOTAL HOURS: 10,000**

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in RSI shall not be considered as hours of work and the apprentice is not required to be paid.

RSI must be provided in safe and healthy conditions as required by the Washington Industrial Safety and Health Act and applicable federal and state regulations.

Hours spent in RSI are reported to L&I each quarter. Reports must show which hours are unpaid and supervised by a competent instructor versus all other hours (paid and/or unsupervised) for industrial insurance purposes.

For purposes of coverage under the Industrial Insurance Act, the WSATC is an employer and the apprentice is an employee when an unpaid, supervised apprentice is injured while under the direction of a competent instructor and participating in RSI activities.

If apprentices do not attend required RSI, they may be subject to disciplinary action by the sponsor.

A. The methods of related/supplemental training must be indicated below (check those that apply):

- Supervised field trips
- Sponsor approved training seminars (specify)

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- () Sponsor approved online or distance learning courses (specify)
- (X) State Community/Technical college
- () Private Technical/Vocational college
- () Sponsor Provided (lab/classroom)
- (X) Other (specify): **Training Trust**

B. **216** 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: **(insert month)** through **(insert month)**.
- () Two-thousand hours of on the job training.

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

C. Additional Information:

1. **Each apprentice shall be required to successfully complete a competency test based upon the subjects related to this trade as approved by the State Board for Vocational Education and taught during their term of apprenticeship. If an apprentice fails the test, he/she shall be required to complete a 30-hour refresher course and if a second test is failed it shall mean expulsion from the program. Passing grade shall mean a grade of 70% or better.**
2. **Each apprentice shall enroll in and attend classes during the entire term of apprenticeship at a minimum rate of 216 hours per year.**
3. **Periodic testing procedures for each apprentice shall be given by the Apprenticeship Committee (or instructor) to determine the rate of progress and the apprentice is to maintain a passing grade on these tests. Passing grade shall be "C" or better in letter grade and 70% or better.**
4. **Satisfactory progress must be maintained in related training classes. To maintain satisfactory progress, an applicant must receive "C" or better grade, or 70% or better.**
5. **Plumber, Steamfitter and HVAC/Refrigeration Fitter apprentices shall take and pass with a 70% or better the Gas License Examination.**
6. **A vacation, not exceeding one (1) week per school year, may be allowed subject to prior committee approval; however, make-up work for this time loss will be mandatory.**

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7. **Failure to attend class will result in disciplinary procedure being applied. See Section X.**
8. **Apprentices who begin their apprenticeship after the start of the current school year, and are deemed unfeasible to be enrolled in the current year's classes by the committee shall be given the trade related RSI and will be enrolled in classes the following September.**
9. **In the event an apprentice has completed all of their RSI but has less than the required OJT, the apprentice will not be required to attend further classes unless otherwise directed by the committee.**
(Variance approved at 10/16/2014 WSATC meeting)

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

The sponsor may include in this section a summary and explanation of administrative actions performed at the request or on the behalf of the apprentice. Such actions may include but are not limited to:

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. Advanced Standing or Credit: The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-316 (11).
3. Sponsor Procedures:
 - a. **Information from the apprenticeship application, grade transcripts, and results of an oral interview shall all be evaluated by the Committee to determine the applicant's competitive score.**
 - b. **At the time of registration, apprentices shall designate their classification as plumber, steamfitter or hvac/refrigeration fitter.**
 - c. **The apprentice applicants shall be registered as follows:**

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- (1) If the apprentices' main place of employment is in Washington, they shall be registered with the Washington State Apprenticeship and Training Council, State of Washington.
 - (2) It is the intent that an apprentice registered with one agency can be employed in the other agency's jurisdiction without re-registration provided that all other State and Federal laws are compiled with.
- d. Apprentices may be allowed to work alone during the final year of their apprenticeship provided there is a qualified journey-level worker on the job-site within close proximity and approval is granted by the Apprenticeship Committee. Employers desiring this type of dispensation must submit a formal written request to the Apprenticeship Committee and they will consider each request on an individual basis.
 - e. After completion of the probationary period, the Apprenticeship Agreement may be canceled for causes deemed adequate by the Apprenticeship Committee. It shall be the Sponsor's responsibility to notify an apprentice, who's successfully completed his/her probationary period, of an intention to suspend or cancel the apprenticeship agreement twenty (20) days prior to any hearing or meeting for that purpose. Such notice shall be in writing and shall specify the reason(s) for discipline, suspension, or cancellation. If a sponsor determines that an Apprenticeship agreement shall be cancelled, following such hearing, such decision shall be effective immediately. The written reason(s) for such action shall be sent to the apprentice within thirty (30) days of the Committee decision accompanied by the appeal procedures as stated per WAC 296-05-009 and WAC 296-05-316(21).
 - f. Local Apprenticeship Committee Policies

POLICIES AND PROCEDURES
FOR THE
INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
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INTRODUCTION

As the Plumbing and Pipefitting Construction Industry continues to change and improve, the education and training must change and improve. The Inland Empire Plumbing and Pipefitting Industry Training Committee strive to provide the education and training to meet the needs of the Plumbing and Pipefitting Industry. Foremost is the training and education of applicants through Apprenticeship for the future of the Plumbing and pipefitting Industry.

The Policies and Procedures adopted by the Inland Empire Plumbing and Pipefitting Industry Apprenticeship Training Committee are stringent to promote a quality

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craftsman in the Plumbing and Pipefitting Construction Industry. The Inland Empire Plumbing and Pipefitting Industry is responsible for maintaining the apprenticeship training program and the apprentices have an obligation to the Industry to conduct themselves in a responsible manner.

Through Apprenticeship, Labor and Management strive to make the Inland Empire Plumbing and Pipefitting Construction Industry the leading industry in today's global market place.

J.A.T.C. RESPONSIBILITIES

ARTICLE 10. PURPOSE OF POLICIES AND PROCEDURES

The purpose of these policies and procedures is to unify the training program, which covers the Jurisdiction of Local #44 Plumbers and Steamfitters. This a joint venture between Labor and Management to provide the industry with qualified craftsman for the future of the industry.

- 10.1 The JATC is authorized to administer and enforce these Apprenticeship policies and Procedures under the guidelines of the Standards registered with the State of Washington, Department of Labor & Industries, Apprenticeship section.**
- 10.2 These Standards shall be governed by the Washington State Apprenticeship Act (RCW 49.04) and the Federal Labor Standards (29 CFR 29), which govern employment and training in Apprenticeable occupations. See current page 2 of Standards, paragraph 2 for additional definitions necessary for the use of these standards.**

ARTICLE 20. RELATED TRAINING REQUIREMENTS

APPRENTICE RESPONSIBILITIES

- 20.1 Apprentices will be required to attend a minimum of (216 hours) related educational training per year of apprenticeship. School hours and dates are sent to each apprentice before the school year begins and should be referred to by all apprentices.**
- 20.2 It is the responsibility of each apprentice to be punctual, respectful, attentive, and dependable with regard to classroom conduct. Apprentices shall be in the classroom with the proper educational materials and ready for class by the scheduled time of class. Educational materials shall be the total responsibility of each apprentice. Any apprentice who fails to return to class following a break or decides to leave early on their own volition shall be given no credit for that class and marked absent for the entire class.**

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- 20.3** Apprentices who are absent from related training classes are required to attend the scheduled make up class. The make up class schedule will be provided to each apprentice and must be adhered to. It is the apprentice's responsibility to attend the make up class as scheduled. Any test missed due to absence will be made up at the convenience of the instructor and within a one-week period from the date the test was originally administered. Any costs incurred for instructor time will be the responsibility of the apprentice and shall be paid at instructor wages. The responsibility rests solely on the apprentice to complete all lessons and topics missed due to absenteeism to the satisfaction of the class instructor.
- 20.4** Apprentices not maintaining a 70% grade point average at year-end shall be subject to disciplinary action. Such action could include the repeat of the school year with any scheduled upgrades held until completion, or possible cancellation of the apprenticeship agreement and termination from the program.
- 20.5** No alcohol, non-prescription drugs or controlled substances will be allowed on the school grounds. Violation will result in cancellation from the program. Any apprentice under the influence of alcohol or drugs will not be allowed to participate in any class and will be subject to disciplinary action.
- 20.6** Smoking, eating or drinking will not be allowed during regular class participation time in any of the classrooms or lab areas. Smoking is allowed outside only.
- 20.7** Vacations will be allowed when requested in writing to the JATC Committee.
- 20.8** It is the apprentices' responsibility to inform the Apprenticeship office of any address or telephone number changes.

ARTICLE 30. ON-THE-JOB TRAINING REQUIREMENTS APPRENTICE

APPRENTICE RESPONSIBILITIES

- 30.1** Each apprentice shall maintain a regular on-the-job attendance. Unnecessary absences and/or tardiness will not be tolerated. Failure to comply will result in severe disciplinary action by the JATC.
- 30.2** An apprentice shall not refuse a job assignment. A refusal of a job assignment will place the apprentice at the bottom of the out of work list and before the JATC at the next regular meeting.
- 30.3** An apprentice shall not quit any job assignment without first contacting the Training Director or Chairman or Secretary of the JATC. Likewise, any Contractor, before terminating an apprentice for any reason other than

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Reduction of Force, shall contact the Training Director and advise him of the reason.

- 30.4** When terminated; an apprentice must sign the out-of work list within four days of the termination.
- 30.5** Where third party drug testing is required as a condition of employment, it will be a violation of the Inland Empire Plumbing and Pipefitting Industry JATC to refuse such a test. Any refusal will return the apprentices to the bottom of the out-of work-list and will require an appearance at the next regularly scheduled JATC meeting for disciplinary action.
- 30.6** Apprentices shall perform all the duties and tasks on the job as are associated with the craft and the Apprenticeship.
- 30.7** Each apprentice will be solely responsible for maintaining a progress report book with a copy of the record each month to be turned into the Apprenticeship office by the 10th day of each following month. Progress reports not turned in by the 10th day will result in the next scheduled upgrade being held for 30 days for each offense. Four consecutive offenses will result in termination or suspension from the program.
- 30.8** Hours worked, working conditions, overtime, health and welfare and pension provisions are those agreed upon in the Collective Bargaining Agreement currently in effect for the United Association Plumbers and Steamfitters Local Union 44 Spokane, Washington.
- 30.9** Work habits that include safety violations, sloppy workmanship, negative attitudes or refusal to do or offer help with assigned work will result in the apprentices being sent home until he/she appears before the JATC at the next regularly scheduled meeting for action by the JATC.
- 30.10** The use of alcoholic beverages, non-prescription drugs or other controlled substances on the job may be reason for the apprentice to be canceled from the Apprenticeship program. Based on employer employment policies, the apprentice may be “site specific drug tested” at any time during the apprentice employment.
- 30.11** It is the responsibility of the apprentice to be punctual, respectful, attentive, dependable and neat appearing with regard to on-the-job conduct.

ARTICLE 40. TRAINING CENTER

MAINTENANCE OF THE TRAINING CENTER

- 40.1** Apprentices shall endeavor to maintain the Training Center in a clean and tidy condition.

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- 40.2 Apprentices who are found intentionally damaging or defacing the Training Center will be subject to severe penalties by the JATC.**

ARTICLE 50.

RESPONSIBILITY OF THE INSTRUCTOR/TRAINING DIRECTOR

- 50.1 Records will be maintained by the instructor recording when an apprentice is in attendance, absent or late in arriving at the start of class. The instructor shall notify the Training Director in writing each week of all apprentices absent or late for class.**
- 50.2 The Training Director shall maintain a monthly report containing test results with continuation of average grades for the month, attendance and other comments included. This monthly report shall be reviewed by the JATC at their regularly scheduled meetings for action.**
- 50.3 Scheduled class breaks will be at the discretion of the instructor.**

B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. **Disciplinary Probation**: A time assessed when the apprentice's progress is not satisfactory. During this time the 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 complete.

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- b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
- c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].

3. Sponsor Disciplinary Procedures:
(insert text)

C. Apprentice Complaint Procedures:

- 1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint. 296-05-316(22)
- 2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
- 3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
- 4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
- 5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
- 6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-009). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

- 1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from

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the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.

2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.
3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

The following is an overview of the requirements associated with administering an apprenticeship 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. The sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

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

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon 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. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

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Sponsors shall submit required forms/reports through assigned state apprenticeship consultant.

Or;

Sponsors shall submit required forms/reports through the Apprentice Registration and Tracking System (ARTS), accessed through Secure Access Washington (SAW).

Paper forms as well as ARTS external access forms are available from the sponsor's assigned apprenticeship consultant or online at:

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp>.

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31

2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:
 - a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure

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- g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI 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.
2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall 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.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably 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 program 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 training agent will assume all the terms and conditions of these standards.

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If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

6. 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.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

E. Committee governance (if applicable): (see WAC 296-05-313)

1. 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. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. The sponsor must also provide the following information:

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

The Apprenticeship Committee shall be composed of six (6) members, three (3) members shall be active contractors from the area serviced by the Standards who employ apprentices and shall be appointed by their respective groups and three (3) members shall be members of the U.A. Local #44.

- a. Quorum: A quorum is defined as 50% of current apprenticeship committee members.
- b. Program type administered by the committee: **GROUP JOINT**
- c. The employer representatives shall be:

Mark Henry, Chairman
PO Box 3253 TA
Spokane, WA 99220

George Renner
2627 E Trent Ave
Spokane, WA 99202

Warren Tastad
4023 Central
Spokane, WA 99217

- d. The employee representatives shall be:

Brett Wideman, Secretary
3915 East Main
Spokane, WA 99202

Joe Krels
3915 East Main
Spokane, WA 99202

Mike Foley
3915 East Main
Spokane, WA 99202

F. Plant programs

For plant programs the WSATC or the Department designee will act as the apprentice representative. Plant programs shall designate an administrator(s) knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards.

The designated administrator(s) for this program is/are as follows:

NONE

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 reviewed by the main

INLAND EMPIRE PLUMBING AND PIPEFITTING INDUSTRY
APPRENTICESHIP TRAINING COMMITTEE

committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

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.

Joe Krels, Director of Training
3915 East Main
Spokane, WA 99202