



**APPRENTICESHIP PROGRAM STANDARDS**  
adopted by

**NORTHWEST WASHINGTON ELECTRICAL INDUSTRY JOINT  
APPRENTICESHIP AND TRAINING COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-315]</u>
<b>INSIDE WIREMAN</b>	<b>47-2111.00</b>	<b>8000 HOURS</b>
<b>LIMITED ENERGY/SOUND AND COMMUNICATION TECHNICIAN</b>	<b>49-2022.00</b>	<b>4800 HOURS</b>
<b>MAINTENANCE ELECTRICIAN</b>	<b>47-2111.00</b>	<b>8000 HOURS</b>
<b>NEON SIGNMAN</b>	<b>47-2111.00</b>	<b>8000 HOURS</b>
<b>RESIDENTIAL WIREMAN</b>	<b>47-2111.00</b>	<b>4000 HOURS</b>
<b>SHOP ELECTRICIAN</b>	<b>51-2022.00</b>	<b>8000 HOURS</b>



**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

OCTOBER 18, 2018  
Standards Last Amended

SEPTEMBER 21, 1945  
Permanent Registration

By: DAVE D'HONDT  
Chair of Council

By: CHRIS BOWE  
Secretary of Council

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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.

\*All sponsor inserted language must meet or exceed minimum requirements as established in the Limited Energy Electrician Minimum Guideline Standard.

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Sponsor Introductory Statement (Required):

**The science of electricity is constantly changing and expanding. From its inception, the Electrical Industry has kept pace with new technologies and is now one of the largest industries in the United States. This rapid expansion means that the electrical apprentice must be given sound basic training in the knowledge of the trade, supplemented by sufficient instruction in the theories of electrical science.**

**The electrical trade is unique in that it is mechanical, technical and professional. In order to meet industry demands in an ever evolving technical environment, the electrical industry must select individuals who have the aptitude to learn and develop the knowledge, skills and abilities to proficiently perform the individual job tasks associated with the work processes of the trade. The industry must select and train individuals who will diligently work and study to stay abreast of current and future emerging technologies.**

**The Electrical Industry, by its very nature, places a high degree of personal responsibility on each individual. While supervision is most often provided on the job, the electrical worker is constantly called upon to make decisions concerning proper performance methodology.**

**Electrical installations are very complex and highly sophisticated. Faulty installations often prove to be extremely expensive and hazardous. Much of the complex wiring involved in the work is hidden from view when the job is completed; any defect in this hidden work can cause serious damage and prove to be extremely costly. The well-trained electrical worker takes pride in the appearance of their work, and in its technical correctness and structural soundness.**

**The Joint Apprenticeship and Training Committee (JATC), representing the parties to the local Collective Bargaining Agreement (CBA) - The National Electrical Contractors Association (NECA) and The International Brotherhood of Electrical Workers (IBEW) - has dedicated its time to develop an efficient training program so the apprentice can, through a systematic program of schooling and on-the-job training, become a well qualified electrical worker. The degree of success that the JATC has in its operation will depend upon the willingness of all local parties of the Electrical Industry to cooperate in this type of joint activity. Quality training remains a high priority with the IBEW and NECA.**

**All functions of the JATC shall be on the basis of non-profit endeavor. The JATC will adopt and promote nationally developed Apprenticeship Standards and Curricula to ensure quality apprenticeship and training for the industry in the best interest of the apprentice, management, labor, the customer and the public.**

**POLICY**

**The local apprenticeship and training program shall be administered by the Joint Apprenticeship and Training Committee (JATC). All parties and all apprentices shall conform to these Standards.**

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All JATC Standards will be registered with, and approved by, the National Joint Apprenticeship and Training Committee (NJATC) prior to being submitted to the appropriate Registration Agency and locally implemented.

These Standards, after proper registration with the Apprenticeship Section of the Washington State Department of Labor and Industries, herein after referred to as the "Registration Agency", shall supersede all previous JATC Standards. However, Apprenticeship Agreements in force under preceding Standards shall remain in force unless changed by written consent of the apprentice, the JATC, and the Registration Agency.

All entities and/or individuals cooperating in these Standards shall refer all matters involving any apprentice or pertaining to apprenticeship and training to the JATC. The JATC shall take action and dispose of all apprenticeship matters before action is reported to, or acted upon by, the sponsoring organizations.

In the event the JATC cannot resolve an issue not covered by these Standards, the matter in dispute (excluding EEO Complaints) shall be referred to the sponsoring parties for settlement. EEO complaints and non-CBA issues may be taken to the Registration Agency by either the JATC or the apprentice.

The provisions of these Standards shall not be construed as permitting violation of any applicable local, State or Federal law or regulation having the effect of law.

These Standards shall not be interpreted as being inconsistent with existing or subsequent CBA language establishing higher standards-the higher standard shall always prevail.

Nothing in these Standards or in any apprenticeship agreement will operate to invalidate any apprenticeship provision in any collective bargaining agreement between employers and employees establishing higher apprenticeship standards; or any special provision for veterans, minority persons, or women in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, Executive Order, or authorized regulation.

**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 WSATC may consider the ability to deliver RSI, demonstrated work history, and history of adherence to electrical rules and laws in the proposed Geographic Area.

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The area covered by these Standards shall be Chelan, Douglas, Grant, Island, Okanogan, San Juan, Skagit, Snohomish, and Whatcom Counties.

**II. MINIMUM QUALIFICATIONS:**

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

**A. General - All Occupations:**

**Individuals may enter the pool of qualified applicants by any of the following means stated below. Every individual selected for apprenticeship shall come from this established pool, unless otherwise qualifying for one of the “direct entry” methods and shall serve the same probationary period required of all entering registered apprentices.**

**Individuals who can show that they meet the conditions in one or more of the means listed below will be afforded an oral interview or direct entry by the JATC. Once interviewed, an applicant shall remain active on the Apprentice Application Record Book for the apprenticeship program for which they have interviewed, subject to selection, for a period of two (2) calendar years from the date of interview unless they decline an offer, request to be removed from the list, or fail to qualify on applicable post-selection requirements (such as a drug screen), or they are approved for a re-interview in accordance with the JATC selection procedures.**

- 1. To qualify for interview and ranking, applicants must complete an application form, accurately responding to all questions and items and must:**

**Age: Meet the minimum age requirement of 18 at the time of application (must provide evidence of minimum age).**

**Education: Must be a high school graduate from a school accredited by a State Education Agency; or Have a qualifying GED score of 2,500 or 250 if taken prior to January 1, 2002 or a High School Equivalency of 600 or higher after January 1, 2014; or Have completed an Associate degree or higher from a school accredited by a State Education Agency; and**

**Must have completed one full year of high school algebra (general math for Residential Wireman) with a passing grade of "C" or better, or one of the following:**

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- **Equivalent post high school algebra course(s) with a grade of "C" or better.**
- **Current math placement results from a community college facility indicating a placement level beyond high school level algebra.**
- **Completion of the online NJATC math tech course with a minimum score of 75%.**

**Provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.**

**Physical: Be physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**

**Be able to climb and work from ladders, scaffolds, poles and towers of various heights.**

**Be able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**

**Testing: Inside Wireman: Obtain a qualifying score of 4 or above using the electrical industry's aptitude test developed and validated by the American Institutes for Research.**

**Limited Energy/Sound and Communication Technician: Must sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**

**Other: Be a resident of the geographical area covered by these standards.**

**Be able to get to and from work at job sites anywhere within the geographical area covered by these standards.**

**Be able and willing to attend all related classroom training as required to complete their apprenticeship.**

**Be able to read, hear and understand instructions and warnings.**

**Be able to read, write and speak the English language.**

**Provide documentation to verify legal working status, a condition of employment, per I-9 requirements.**

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**Possess a valid Driver License.**

**Submit a DD-214 to verify military training and/or  
experience if they are a veteran.**

**2. Exceptions:**

**a. Individuals with Previous Work Experience.**

**(1) Inside Wireman**

- (a) Individuals who can verify (by providing undisputable documenting evidence) that they have worked a minimum of four-thousand (4000) hours specifically in the electrical construction industry, shall submit a written Industry recommendation and may qualify for either direct interview or direct entry; as determined by the JATC if apprenticeship opportunities are available. The JATC will use standard means of evaluation for individuals who may qualify for direct entry or direct interview. Such individuals shall not be required to meet the education requirements under Section II, Subsection A, but must sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**

**To qualify under this provision, applicants must provide to the JATC proper, undisputable documentation that defines their experience in the electrical construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. Such documentation must remain with the applicant's record. The JATC will examine all documentation submitted to determine qualification of the applicant and schedule an interview if needed. An absolute minimum of four thousand hours of ELECTRICAL CONSTRUCTION WORK EXPERIENCE must be proven to meet this qualification. No other form of electronic or electrical experience/training or construction experience will be given credit under this provision. If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience.**

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- (b) **Individuals who can verify (by providing undisputable documenting evidence) that they have worked a minimum of two-thousand (2,000) hours specifically in the electrical construction industry, will qualify for a direct interview by the JATC to be considered along with other qualified applicants. Such individuals shall not be required to meet the education requirements under Section II, Subsection A.**

**To qualify under this provision, applicants must provide to the JATC proper, undisputable documentation that defines their experience in the electrical construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. Such documentation must remain with the applicant's record. The JATC will examine all documentation submitted to determine qualification of the applicant and schedule an interview if needed. An absolute minimum of two-thousand hours of ELECTRICAL CONSTRUCTION WORK EXPERIENCE must be proven to meet this qualification. No other form of electronic or electrical experience/training or construction experience will be given credit under this provision. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process—this is NOT a form of direct entry.) If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience.**

- (c) **Qualified applicants interviewed and selected for this occupation who have previously completed another IBEW/NECA apprenticeship will be awarded a minimum of three thousand, five hundred (3,500) hours OJT credit. Such individuals will be properly evaluated by the JATC and placed in the appropriate year of related training.**

(2) **Limited Energy/Sound and Communication Technician**

- (a) **Individuals who have accumulated a minimum of twenty-four hundred (2400) hours of sound and communications work experience shall be qualified for oral interview. If selected, their previous work experience and training shall be evaluated by the JATC, or the Subcommittee,**



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using consistent, standard, nondiscriminatory means and thereby awarded advanced standing in the apprenticeship program. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process - this is not a form of direct entry.) Such individuals shall not be required to meet the education requirements under Section II, Subsection A.

To qualify under this provision, applicants must provide the JATC with proper documentation that defines their experience in the limited energy/sound and communications industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. The JATC will examine all documentation submitted before qualification is acknowledged. An absolute minimum of two thousand four hundred hours of **LIMITED ENERGY/SOUND AND COMMUNICATIONS WORK EXPERIENCE** must be proven to meet this qualification.

- (b) Youth who completed a Jobs Corps training program in the occupation of telecommunications will qualify for an oral interview by the JATC to be considered along with other qualified applicants. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process - this is not a form of direct entry.) If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience. All post selection requirements remain in force. Such individuals shall not be required to meet the education requirements under Section II, Subsection A.

(3) **Residential Wireman**

- (a) Individuals who have accumulated a minimum of twenty-four hundred (2400) hours residential work experience shall be qualified for oral interview. If selected, their previous work experience and training shall be evaluated by the JATC, or the Subcommittee, using consistent, standard, nondiscriminatory means and thereby awarded advanced standing in the apprenticeship program. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process - this is

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not a form of direct entry.) Such individuals shall not be required to meet the education and testing requirements under Section II, Subsection A.

To qualify under this provision, applicants must provide the JATC with proper documentation that defines their experience in the residential industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. The JATC will examine all documentation submitted before qualification is acknowledged. An absolute minimum of two thousand four hundred hours of **RESIDENTIAL WORK EXPERIENCE** must be proven to meet this qualification.

- (b) Youth who completed a Jobs Corps training program in the occupation of electrical construction will qualify for an oral interview by the JATC to be considered along with other qualified applicants. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process - this is not a form of direct entry.) If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience. All post selection requirements remain in force. Such individuals shall not be required to meet the education requirements under Section II, Subsection A.

**b. Individuals with Previous Military Experience**

**(1) Inside Wireman**

- (a) An honorably discharged military veteran who completed military technical training school in a Military Occupational Specialty (MOS) applicable to the electrical construction industry (as determined by the JATC), and can document a minimum of two (2) years of military experience in that MOS, may qualify for either direct interview or direct entry (must apply within five (5) years from MOS experience); as determined by the JATC if apprenticeship opportunities are available. Applicants who have served overseas and/or lived on base for a minimum of two (2) years prior to application will have any existing residency restriction waived.

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Such individuals must provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous military training and experience (DD-214), in order to qualify for direct entry under this provision.

If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience. Such individuals shall not be required to meet the education and testing requirements under Section II, Subsection A, but must sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.

- (b) An honorably discharged military veteran will qualify for oral interview by the JATC (must apply within five (5) years from discharge date). Applicants who have served overseas and/or lived on base for a minimum of two (2) years prior to application will have any existing residency restriction waived. Such individuals must provide to the JATC proper, undisputable documentation of the honorable discharge from military service. This is a method of direct interview.

If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience. Such individuals shall not be required to meet the education requirements under Section II, Subsection A.

**c. Individuals with Previous Education and Training**

**(1) Inside Wireman**

- (a) Individuals who have received an Associate's Degree in the fields of Commercial or Industrial Electrical or Instrumentation issued by a public Community or Technical College in the State of Washington with an overall GPA of 2.0 or higher will qualify for an oral interview by the JATC to be considered along with other qualified applicants. If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will

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be awarded for the previous education and training. Such individuals shall not be required to meet the education and testing requirements under Section II, Subsection A, but must sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.

- (b) Individuals who can verify that they have completed a structured pre-apprenticeship training program meeting minimum requirements established by the NJATC and recognized by the JATC and sponsored by community outreach groups, or by the IBEW, NECA, or by the Local, State, Regional or National Building Trades programs, or by the JATC; may qualify for either direct interview or direct entry; as determined by the JATC and available apprenticeship opportunities. Such individuals shall not be required to meet the education requirements under Section II, Subsection A.1.

To qualify under this provision, applicants must provide to the JATC proper, undisputable documentation confirming that they meet the specific requirements of the pre-apprenticeship program. This documentation must be comprised of official documents such as: completion/graduation certificates, transcripts, notarized letters of confirmation and sworn statements. Such documentation must remain with the applicant's record. The JATC will examine all documentation submitted to determine qualification of the applicant. The JATC will schedule an experience evaluation interview with the applicant if it is deemed appropriate.

**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.

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**ALL OCCUPATIONS**

A. Selection Procedures:

1. **The Committee shall adopt the procedure for selection of apprentices based on that written by the National Joint Apprenticeship and Training Committee. (A copy of which is on file with the Registration Agency.)**
2. **Application request forms will be available at the JATC Training Center (306 Anderson Road, Mt. Vernon, WA 98273) and at the offices of IBEW Local #191 at the Wenatchee Labor Temple (27 North Chelan, Wenatchee, WA 98801) every weekday (excluding holidays) from 9:00 a.m. to noon and 1:00 p.m. to 4:00 p.m. They can also be downloaded from the Program Information page of the JATC website at <http://www.nwejatc.org>.**

**Applicants must then return the completed application request form, supplemental information form and application fee, in person or by mail, to the JATC Training Center, 306 Anderson Road, Mount Vernon, WA 98273 or by email to [applications@nwejatc.org](mailto:applications@nwejatc.org). Upon receipt of the properly completed forms and application fee, the JATC will mail the applications to the applicant.**

3. **Applications will be taken on a year around basis.**
4. **Interviews will be held periodically. All applications taken since the last series of interviews will be processed to final disposition before any individual is selected. Interviews will be granted to all who meet the basic requirements.**
5. **Those not interviewed because they lack basic qualifications will not be reconsidered until they correct any deficiencies they may have and reapply (further schooling, etc.).**
6. **All selected applicants (including direct entry) must provide the documentation specified to complete their application. Applicants will be informed that they have 60 days to provide all transcripts and any other documentation required by the JATC to qualify for an interview.**

**Regardless of how one qualifies for apprenticeship, following selection, but prior to registration, ALL individuals will qualify on a drug screen test. Cost of the test is to be borne by the JATC.**

**All applicants for the occupation of Inside Wireman, following selection, but prior to registration, will qualify on a physical examination as outlined by the NJATC, cost to be borne by the JATC.**

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**7. EXCEPTIONS:**

All applicants entering apprenticeship through one of these exceptions must complete an application form, accurately responding to all questions and items, and must:

**Meet the minimum age requirement of 18 at the time of application (must provide evidence of minimum age).**

**Be physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**

**Be able to climb and work from ladders, scaffolds, poles and towers of various heights.**

**Be able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**

**Be able to read, hear and understand instructions and warnings.**

**Be able to get to and from work at job sites anywhere within the geographical area covered by these standards.**

**Be able and willing to attend all related classroom training as required to complete their apprenticeship.**

**Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**

**Possess a valid Driver License.**

**Submit a DD-214 to verify military training and/or experience if they are a veteran.**

**Be able to read, write and speak the English language.**

**Provide documentation to verify legal working status, a condition of employment, per I-9 requirements.**

- a. An electrical construction employee of a non-signatory employer not qualifying as a journey-level worker when the employer becomes signatory shall be evaluated by the JATC, using standard means of evaluation and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry. For such applicants to be considered, they must:**

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- (1) Provide official, undisputable documentation to show that they were an employee performing electrical construction work prior to and at the time the employer becoming signatory.
  - (2) Supply the JATC with required reliable documentation and adequate verification to substantiate previous employment and experience to warrant their registration.
  - (3) Be deserving of advanced standing, based upon evaluation by the JATC.
  
- b. An individual who signs an authorization card during an organizing effort wherein thirty (30) percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory - and is an employee of the non-signatory electrical contractor and does not qualify as a journey-level worker, shall be evaluated by the JATC, using standard means of evaluation and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry. All employees of the non-signatory electrical contractor must have been offered the opportunity to sign authorization cards. For such applicants to be considered, they must:
  - (1) Have previous work experience (with non-participating employer(s)) that warrants some OJT credit, based on the provisions of these Standards.
  - (2) Provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous employment and experience, in order to qualify for direct entry under this provision.
  - (3) Provide official documentation to show length of employment with present electrical employer and all other previous electrical employers.
  
- c. A registered Native American who has secured work through TERO referral for a Tribal Project. This is a method of direct entry. For such applicants to be considered, they must:
  - (1) Be referred to an employer which is an approved training agent of the JATC.
  - (2) Must be a high school graduate from a school accredited by a State Education Agency; or Have a qualifying GED score of 2,500 or 250 if taken prior to January 1, 2002 or a High School

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**Equivalency of 600 or higher after January 1, 2014; or Have completed an Associate degree or higher from a school accredited by a State Education Agency; and**

**Must have completed one full year of high school algebra (general math for Residential Wireman) with a passing grade of "C" or better, or one of the following:**

- **Equivalent post high school algebra course(s) with a grade of "C" or better.**
- **Current math placement results from a community college facility indicating a placement level beyond high school level algebra.**
- **Completion of the online NJATC math tech course with a minimum score of 75%- OR- Complete additional supplementary mathematics training as deemed necessary by the JATC prior to completing the probationary period.**

**Provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.**

- d. Transfer of Apprenticeship – This is a method of direct entry. In order to transfer an apprenticeship agreement between two local IBEW/NECA JATC's having a registered apprenticeship program, the following requirements must be met:**
- (1) The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.**
  - (2) The apprentice's sponsoring JATC must agree to the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.**
  - (3) The receiving JATC must agree to the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.**
  - (4) The transfer must be to the same occupation.**
  - (5) The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.**
  - (6) The transferring apprentice must:**
    - (a) Provide to the JATC official documentation pertaining to their participation in the apprenticeship program that they**



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are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement-properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's permanent file. The apprentice will not be required to sit for the electrical industry's aptitude test, if previously completed at the sponsoring JATC.

- (b) Upon being accepted by the receiving JATC, have their existing apprenticeship agreement terminated.
  - (c) Have registration proceedings initiated immediately by the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.
- (7) Those accepted for transfer will be given full credit for on-the-job training experience and related instruction successfully completed while registered in an IBEW/NECA apprenticeship program. The apprentice will receive full credit for probationary time previously served.

**B. Equal Employment Opportunity Plan:**

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin or sex. The applicant must meet the minimum age requirement. The JATC does not, and will not discriminate against a qualified individual with a disability because of the disability of such individual. The JATC will take affirmative action to provide equal opportunity in apprenticeship and operate this apprenticeship program as required under Title 29, Code of Federal Regulations, Part 30, as amended, and other applicable law and lawful regulations, including:

1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
2. Cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare students for entrance into apprenticeship.

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3. **Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's Sponsor.**
4. **Engage in any other such action to insure that recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, or sex.**

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. Inside Wireman, Maintenance Electrician, Neon Signman, and Shop Electrician.**

**The JATC shall see that each apprentice completes a minimum of 8000 hours of reasonably continuous supervised employment. The JATC will attempt to provide for participation in all of the work processes as outlined in Section VIII of these Standards. The apprentice shall participate in the number of hours of related classroom training, outside the normal work hours, per year of apprenticeship, as specified in Section IX of these Standards.**

**B. Limited Energy/Sound and Communication Technician**

**The JATC shall see that each apprentice completes a minimum of 4,800 hours of reasonably continuous supervised employment. The JATC will attempt to provide for participation in all of the work processes as outlined in Section VIII of these Standards. The apprentice shall participate in the number of hours of related classroom training, outside the normal work hours, per year of apprenticeship, as specified in Section IX of these Standards. Apprentices desiring certification of OJT hours for the purpose of qualifying to take the Oregon LEA Electrical examination, shall have an additional 1200 hours (4801-6000 hours) tracked and certified by the JATC. Upon completion of the additional hours, the JATC shall notify BOLI, Electrical Licensing Division by letter.**

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**C. Residential Wireman**

**The JATC shall see that each apprentice completes a minimum of 4,000 hours of reasonably continuous supervised employment. The JATC will attempt to provide for participation in all of the work processes as outlined in Section VIII of these Standards. The apprentice shall participate in the number of hours of related classroom training, outside the normal work hours, per year of apprenticeship, as specified in Section IX of these Standards.**

**V. INITIAL PROBATIONARY PERIOD:**

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During the 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.

**During the initial probationary period, the JATC shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training or experience does not reduce the initial probationary period.**

**Applicants awarded advanced standing at the time of registration shall have their demonstrated skill, knowledge and overall performance evaluated during the probationary period. Adjustments to the assigned period of apprenticeship and/or level of related classroom training may be made during the initial probationary period, following appropriate reviews and evaluation by the JATC. Such reviews and determinations shall be properly documented and applied equally to all apprentices.**

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**C. Inside Wireman, Maintenance Electrician, Neon Signman, and Shop Electrician.**

**The first 1600 hours of OJT employment and satisfactory performance in related classroom training shall constitute the initial probationary period.**

**D. Limited Energy/Sound and Communication Technician**

**The first 960 hours of OJT employment and satisfactory performance in related classroom training shall constitute the initial probationary period.**

**E. Residential Wireman**

**The first 800 hours of OJT employment and satisfactory performance in related classroom training shall constitute the initial probationary period.**

**VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the scope of work being performed, to ensure safety and training in all phases of the work. Inside Wireman apprentices may be supervised by a certified master journey level electrician, journey level electrician, or master specialty electrician working in their specialty, or specialty electrician working in their specialty. In no case shall specialty electricians supervise more than 4000 hours of the 8000 hour term. Residential Wireman apprentices may be supervised by a certified master journey level electrician, journey level electrician, master residential electrician, or residential electrician. Limited Energy Electrician apprentices may be supervised by a certified master journey level electrician, journey level electrician, master Limited Energy electrician, or Limited Energy electrician. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

- 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)].

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- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any exception 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:
- F. **The numeric ratio of apprentices to journey-level persons, consistent with proper supervision, training, safety and continuity of employment, shall be as follows. The ratio shall apply to each job site or shop.**

1. **Maintenance Electrician, Neon Signman, and Shop Electrician.**

**The ratio shall be 2 apprentices for every 3 journey-level persons or fraction thereof. This ratio shall not be exceeded unless agreed to as per the CBA applicable to the specific occupation. For example:**

<b>Number of Journey-Level Persons</b>	<b>Maximum Number of Apprentices</b>
<b>1</b>	<b>1</b>
<b>2 to 3</b>	<b>2</b>
<b>4 to 6</b>	<b>4</b>
<b>7 to 9</b>	<b>6</b>

2. **Inside Wireman**

**The ratio shall be 1 apprentice to 1 journey-level worker.**

3. **Residential Wireman**

**Two (2) apprentices may be employed for each one (1) journeyman as is consistent with the Department of Labor & Industries Electrical Licensing Section. At no time shall the ratio exceed two (2) apprentices to one (1) journeyman on each jobsite.**

4. **Limited Energy/Sound and Communication Technician.**

**Two (2) apprentices may be employed for each one (1) journeyman as is consistent with the Department of Labor & Industries Electrical Licensing Section. At no time shall the ratio exceed two (2) apprentices to one (1) journeyman on each jobsite.**

- G. **All work (OJT) shall be performed under the supervision of a journey-level person. Supervision will not be of such nature as to prevent the development of responsibility and initiative. Work may be laid out by the employer's designated**

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supervisor based on the apprentice's skills and ability to perform the job tasks, after which the apprentice shall be permitted to perform job tasks in order to develop job skills and industry competencies. The apprentice shall work the hours that are specified in the local CBA, where applicable.

- H. The apprentice's work shall not interfere with attending related instructional classes.
- I. An apprentice shall not supervise the work of any other apprentice or workers of any other classification.
- J. Apprentices with a minimum of 6,500 hours of OJT who have successfully completed the Fourth Year of related instruction, may be permitted to perform electrical construction work without the direct supervision of a journey-level person as follows: while the apprentice's supervising journey-level person must be present on the jobsite, such apprentice may be assigned to independently perform job tasks at the jobsite consistent with the apprentice's skills, knowledge and ability to perform the work as determined by the employer.
- K. Apprentices with a minimum of 7,000 hours of OJT will be allowed to work without the direct supervision of a journey-level person provided that they have been issued a six-month, nonrenewable, unsupervised electrical training certificate by the Washington State Labor and Industries Electrical Section.

**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.
- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

**Apprentices shall be employed on a stipulated hourly wage and benefits basis, as provided in the local CBA covering their occupation, where applicable. Increases shall be subject to satisfactory progress on the job and satisfactory progress or completion of related instruction.**

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**C. Inside Wireman**

Step	Number of hours/months	+ Related Training	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>Satisfactory Progress</b>	<b>40%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>Satisfactory Progress</b>	<b>50%</b>
<b>3</b>	<b>2001 - 3500 hours + 6 months in 2nd</b>	<b>Satisfactory Progress</b>	<b>60%</b>
<b>4</b>	<b>3501 - 5000 hours + 12 months in 3rd</b>	<b>Satisfactory Progress</b>	<b>70%</b>
<b>5</b>	<b>5001 - 6500 hours + 12 months in 4th</b>	<b>Satisfactory Progress</b>	<b>80%</b>
<b>6</b>	<b>6501 - 8000 hours + 12 months in 5th</b>	<b>Satisfactory Progress</b>	<b>90%</b>
<b>Completion</b>	<b>8000 hours</b>	<b>5th Year of School Completed</b>	<b>100%</b>

**D. Limited Energy/Sound and Communication Technician**

Step	Number of hours + Months	+ Related Training	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0800 hours + N/A</b>	<b>Satisfactory Progress</b>	<b>55%</b>
<b>2</b>	<b>0801 - 1600 hours + N/A</b>	<b>Satisfactory Progress</b>	<b>60%</b>
<b>3</b>	<b>1601 - 2400 hours + 6 months</b>	<b>1st Year of School Completed</b>	<b>65%</b>
<b>4</b>	<b>2401 - 3200 hours + 6 months</b>	<b>Satisfactory Progress</b>	<b>70%</b>
<b>5</b>	<b>3201 - 4000 hours + 6 months</b>	<b>2nd Year of School Completed</b>	<b>80%</b>
<b>6</b>	<b>4001 - 4800 hours + 6 months</b>	<b>Satisfactory Progress</b>	<b>85%</b>
<b>Completion</b>	<b>4800</b>	<b>3rd Year of School Completed</b>	<b>100%</b>

**E. Residential Wireman**

Step	Number of hours/months	+ Related Training	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>Satisfactory Progress</b>	<b>50%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>Satisfactory Progress</b>	<b>60%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>1st Year of School Completed</b>	<b>70%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>Satisfactory Progress</b>	<b>85%</b>

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<b>Completion</b>	<b>4000</b>	<b>2nd Year of School Completed</b>	<b>100%</b>
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**F. Maintenance Electrician, Neon Signman, and Shop Electrician**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>40%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>50%</b>
<b>3</b>	<b>2001 - 3500 hours</b>	<b>55%</b>
<b>4</b>	<b>3501 - 5000 hours</b>	<b>65%</b>
<b>5</b>	<b>5001 - 6500 hours</b>	<b>75%</b>
<b>6</b>	<b>6501 - 8000 hours</b>	<b>85%</b>

1. Inside Electrician apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.
2. Limited Energy Electrician apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.
3. Residential Electrician apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.

\*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.

**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 no case shall work hours in commercial and industrial be less than 4000 cumulative hours for the term of apprenticeship.

**A. Inside Wireman:** **Approximate Hours/Competency Level**

1. **RESIDENTIAL-wiring of residences, duplexes, and small apartment buildings and necessary pre-fabrication and preparation. ....1000**
2. **COMMERCIAL-wiring of public commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary pre-fabrication and preparation.. ....3000**



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- 3. **INDUSTRIAL-wiring of all industrial buildings and equipment; the maintenance, repair, and alteration of the same; and necessary pre-fabrication and preparation.....3000**
- 4. **SPECIALIZED SYSTEMS-wiring of systems which include; sound, data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television programmable controllers, and nurse call systems. ....1000**

**Total Hours/# of Competency Levels: 8000**

**B. Limited Energy/Sound and Communication Technician**

**Approximate Hours/Competency Level**

- 1. **Limited energy installations, including: Cables and supports, wire pulling, splices, conduit, flex tray and duct, controls, wiring devices, removal and finish work, stock room and materials, overhead and underground.....2100**
- 2. **Troubleshooting and maintenance .....350**
- 3. **Occupation specific applications, including: .....2350**
  - a. **Communications systems, including intercom, data telecommunication, and paging.**
  - b. **Specialized control systems, including HVAC.**

**Total Hours/# of Competency Levels: 4800**

**C. Maintenance Electrician:**

**Approximate Hours/Competency Level**

- 1. **Commercial and industrial wiring**
- 2. **Signal wiring**
- 3. **Power Wiring**
- 4. **Control equipment .....2000**
- 5. **Lighting circuits**
- 6. **Wiring splicing**
- 7. **Fixture Work**
- 8. **Assembly**
- 9. **Wiring and repair**
- 10. **Hanging**
- 11. **Check and repair equipment**
- 12. **Rigid conduit installation .....2000**



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3. Major appliance installation & service.....	100
4. Remodeling of residential buildings.....	300
5. Installation and service of intercom systems.....	90
6. Installation and service of music, audio, & video systems .....	150
7. Installation, service & control of electric heat .....	200
8. Installation, service & control of air-conditioning .....	100
9. Wiring, installation, & service of photovoltaic systems .....	200
10. Wiring, installation & service of fire alarm & carbon monoxide systems.....	150
11. Wiring, installation & service of security, surveillance & access systems.....	280
12. Wiring, installation, & service of telephone systems.....	80
13. Wiring, installation, & service of home technology integrator .....	300
14. Residential plan and design .....	100
15. Wiring, installation & service of lighting system.....	250

**Total Hours/# of Competency Levels: 4000**

**F. Shop Electrician**

**Approximate Hours/Competency Level**

1. Care and use of tools, equipment and materials .....	1000
2. Dismantling, stripping and assembling resistors .....	1000
3. Winding: A.C. motors, D.C. motors, transformers .....	1500
4. Armatures and rotors; winding, bonding turning and undercutting .....	1000
5. Circuits, connections and testing: A.C. motors, D.C. motors, transformers. ....	1000

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6. Controls A.C. and D.C.....	1000
7. Switchboards: assembly, fabrication and layout .....	1500
<b>Total Hours/# of Competency Levels:</b>	<b>8000</b>

**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 (only in excess of the required 144 minimum classroom hours)
- Sponsor approved training seminars (must be supervised by competent instructor - specify)
- Sponsor approved online or distance learning courses (only in excess of the required 144 minimum classroom hours-specify)
- State Community/Technical college
- Private Technical/Vocational college
- Sponsor Provided (lab/classroom)
- Other (specify):

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B. **(144)** Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

- ( ) Twelve-month period from date of registration.\*
- ( ) Defined twelve-month school year: **(insert month)** through **(insert month)**.
- (X)** Two-thousand hours of on the job training.

**C. Inside Wireman**

**The apprentice shall participate in a minimum of 200 hours of related classroom training per year, outside the normal work hours. The JATC shall require each apprentice to satisfactorily complete the NJATC Five-Year Inside Wireman Apprenticeship Course Material.**

**D. Limited Energy/Sound and Communication Technician**

**The apprentice shall participate in a minimum of 165 hours of related classroom training per year, outside the normal work hours. The JATC shall require each apprentice to satisfactorily complete the NJATC Three-Year Telecommunications (Video, Voice and Data) Installer-Technician Apprenticeship Course Material.**

**E. Residential Wireman**

**The apprentice shall participate in a minimum of 165 hours of related classroom training per year, outside the normal work hours. The JATC shall require each apprentice to satisfactorily complete the NJATC Two-Year Residential Apprenticeship Course Material.**

**F. Maintenance Electrician, Neon Signman, and Shop Electrician**

**The apprentice shall participate in a minimum of 165 hours of related classroom training per year, outside the normal work hours. The JATC shall require each apprentice to satisfactorily complete the appropriate apprenticeship course classroom training for their occupation.**

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

C. Additional Information:

1. The RSI hours identified above shall include 144 hours/year of competent instructor led classroom instruction (“must” include lab or hands-on instruction)
  - This requirement includes a minimum of 720 RSI hours (Inside Wireman), 432 RSI Hours (Limited Energy Sound & Comm), or 288 RSI hours (Residential Wireman) over the term of apprenticeship under the same conditions.

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- On-line would not be excluded as a delivery method but could only be offered for hours over the 144 annual minimum/720, 432, 288 cumulative total.
2. RSI plans shall be updated by the sponsor every five years or as requested by the department to ensure compliance with these standards.
  3. Competent Instructor qualifications shall include the following:
    - Meets requirements of WAC 296-05-003, excluding the Journey Level Experience requirement
    - Meets requirements of WAC 296-46B-970, excluding the following:
      - Manufacturer/Vendor representative when not accompanied by Competent Instructor
      - Electrical Administrator with no Journey level trade qualification
  4. **The JATC permits individuals with previous education and training to test out of related courses. It has developed a nondiscriminatory policy adopting uniform written and proficiency-type examinations to be used in determining whether or not to award credit and waive specific course(s), or area(s) of training.**
  5. **Each apprentice shall be required to participate in non-compensable related instructions away from the job. The time spent in related classroom instruction, which may include web-based or blended learning, shall be in addition to the required minimum hours of on-the-job training. The minimum number of classroom hours per year may change from time to time in order to meet training needs. Such changes must be properly approved by the Registration Agency.**
  6. **Inside Wireman apprentices who are registered after September 1, 2013 will need to have a laptop computer with a currently supported version of Windows operating system to bring to classes, possess basic computer skills and must be able to access the internet while away from the JATC training center in order to access and complete the web-based learning components of their classroom training.**
  7. **The JATC shall secure competent Instructors whose knowledge, experience and ability to teach shall be carefully examined and monitored. The Instructors shall take the teacher training courses made available from the NJATC through attendance, participation and working towards completion of the Industry's Four-Year National Training Institute Teacher-Training Program.**
  8. **The JATC shall secure the instructional aids and equipment it deems necessary to provide quality instructions.**

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9. **The Instructors shall administer NJATC or other (in the case of non-NJATC programs) standardized tests in a timely manner. Such tests shall be evaluated and scored by the Instructor and reviewed with the class. Immediately following class reviews of the tests, the Instructor shall return all tests and materials to the JATC for proper filing. No test or test materials will be left in the hands of any apprentice. The JATC and the Instructors will be prudent and diligent in all efforts to protect the integrity of the testing materials.**
  
10. **The JATC shall monitor the apprentice's performance in related training and take appropriate action to encourage improvement where warranted. The JATC will require performance reports to be filed on a regular basis by the Instructor, evaluating the apprentice's related instructional training performance. Such reports shall be maintained by the JATC as part of its official file for each apprentice - providing an accumulative record of performance in related training.**
  
11. **The JATC shall inform each graduating apprentice of an NJATC program of the availability of college credit through the NJATC's College Credit Program with the American Council on Education (ACE), and any Continuing Education Units (CEUs) that may be available.**

**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:
  1. **Adjustment of Differences: Cancellation or Resignation of Apprenticeship Agreement:**

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- a. **The JATC shall have full authority and responsibility to review and shall seek to resolve all issues and/or disputes pertaining to all apprenticeship and training matters.**
- b. **Apprenticeship Agreements may be canceled at any time during the term of apprenticeship as follows: The Apprenticeship Agreement may be canceled at the request of the apprentice or may be suspended for a specified period of time, canceled, or terminated by the JATC, for good cause, with due notice to the apprentice and a reasonable opportunity for corrective action. Written notice shall be provided to the apprentice and to the Registration Agency of any such action taken (probation extension, disciplinary probation, demotion, suspension, or cancellation).**
- c. **Individuals who have been suspended or terminated from apprenticeship shall not be assigned by the JATC in any capacity. Furthermore, they are not eligible to participate in any related training activities and as per the CBA, where applicable, they are not eligible for any job assignments under the CBA unless the JATC has determined that the individual is eligible for a change to another classification recognized in the CBA.**

**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



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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.

- 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:
- 1. **The apprentice is subject to the written Rules and Policies of the JATC as presently in existence, or as may be adopted or modified from time to time. The JATC will provide the Registration Agency with a copy of the written Rules and Policies and any modifications thereto.**
  - 2. **The apprentice will be provided with a copy of the written Rules and Policies and will sign an acknowledgment receipt of same. This procedure will be followed whenever revisions or modifications are made to the Rules and Policies.**
  - 3. **Disciplinary action may involve a warning, holds in advancement in progression, disciplinary probation, demotion, suspension, or cancellation from the program.**
  - 4. **Apprentices who are required to appear before the Committee for possible disciplinary action will be so notified in writing at least 20 days prior to their requested appearance.**
  - 5. **Apprentices are required to carry a current Training Certificate from the Department of Labor & Industries Electrical Section at all times. The apprentice is responsible for supplying a copy of their current Training Certificate to the JATC to be placed in the apprentice's file.**
  - 6. **Apprentices will be required to pay tuition, where applicable, and purchase books at the start of each school year. These costs must be paid before attending school. In the case of NSF checks, a money order will be required to replace the bounced check along with an additional \$20.00 fee for administrative expenses. This must be provided within five days of the bookkeeper giving notification to the apprentice.**

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7. **Apprentices who refuse to sign any required paperwork will cause themselves to be canceled from the program.**
8. **The JATC does not tolerate harassment of any type as defined by the E.E.O.C. Apprentices who engage in such conduct will be subject to disciplinary action. Apprentices who believe that they have been harassed should immediately notify the JATC office. Such complaints will be treated confidentially except to the extent necessary to investigate and resolve the complaint.**
9. **Apprentices will be required to travel anywhere in this committee's area if needed. When long distances are involved, every consideration will be given to keep apprentices working in their respective areas.**
10. **While minimum hours of school per year are required for completing the required related training, apprentices will be required to attend all regular and special classes scheduled. Special classes such as safety, orientation or seminars may be required in addition to the normal school hours.**
11. **Within 30 days of completing the OJT and RSI requirements of their program, Inside Wireman and Residential Wireman apprentices are required to make application to the Electrical Section to take the appropriate certificate of competency examination. Apprentices are required to take the examination within 30 days of being approved for examination by the Electrical Section and to immediately furnish the JATC with the results of their examination. Any apprentice who fails the examination will be required to engage in additional study as determined by the JATC and to retake and pass the examination within 180 days of completing their OJT and RSI Requirements.**
12. **CONDUCT AT SCHOOL**
  - a. **There will be no drugs, alcohol or firearms possessed or used in the JATC training center or any other facility provided by the JATC for the training or housing of apprentices.**
  - b. **Newspapers or reading material other than schoolwork will only be read on breaks or at lunchtime.**
  - c. **The training center is a no smoking facility. No tobacco products are allowed inside the training facility. Apprentices may smoke or chew outside; ashtrays will be provided and are to be used for all tobacco products.**
  - d. **Sleeping in class will not be tolerated.**

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- e. Cell phones are not allowed in class.
- f. Electronic games are not allowed in class.
- g. The Instructor is the foreman in the classroom. He has full authority to run the class as he sees fit. Class disruption and insubordination by apprentices will not be tolerated.
- h. Any disciplinary problems will be addressed by the class Instructor. He may suspend an apprentice from class for one day. If the same apprentice is suspended from class for a second day, that apprentice will appear before the Committee, and not be allowed to return to class.
- i. The training center will not close for weather. If it is impossible for an apprentice to make it to school, they must call and advise the JATC office. This will count as a day missed.
- j. Each apprentice is expected to be at the training center by the scheduled starting time. If the apprentice does not sign in by that time, they could be counted absent for the day.
- k. If an apprentice is absent more than one day, or two evenings in the case of night school, during the class year, they may be required to appear before the Committee. That apprentice may be required to take the same class over in the following year, and their progression may be frozen for that year. The apprentice will be required to make up the days missed (if missing more than one day, or two evenings, or tardy more than twice per class year) by taking 8 hours of journey-level continuing education classes offered by this JATC for every absence or three tardies (or fraction thereof) that have been recorded by the instructor. The apprentice may also take a class at one of the community colleges with prior approval from the JATC office. Raises will be withheld until all classes have been made up. It will be the apprentice's responsibility to sign up for and attend required classes.
- l. A passing grade is considered to be at least 75%. A score below this will be considered a scholastic failure.

**13. CONDUCT ON THE JOB**

- a. The JATC and employers take a dim view of excessive absence, tardiness, or not calling in when not able to come to work, and job termination may result. Any problems with absenteeism or tardiness will be reported to the JATC for appropriate disciplinary action.

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- b. Apprentices cannot quit an employer without the permission of the JATC. Should an apprentice wish to make a change of employers, they should make a written request to the JATC including the reason for the request.**
- c. When an apprentice becomes unemployed for any reason, the apprentice must provide a copy of the termination slip to the JATC as soon after the termination as possible.**
- d. When an apprentice is terminated for cause, the apprentice must appear before the Committee prior to returning to work, unless through investigation it is determined there may be circumstances beyond the apprentice's control. The Training Director will discuss the circumstances thoroughly with the Chairman and Secretary of the Committee as well as the Chapter Manager and the Business Manager before waiving this requirement.**
- e. An apprentice who is terminated for cause due to failing a drug screen test will be required to appear before the Committee prior to returning to work. The apprentice will also be required to take a drug screen test, (at their expense), and that test must be negative, before they will be allowed to return to work. The Committee will require that apprentice to seek an evaluation from a drug or alcohol treatment center and follow the recommended treatment plan. The apprentice will then be required to be subject to random drug screen tests for a period of up to one year. The tests will be set up and paid for by the JATC.**
- f. Monthly work reports are required to be turned in monthly and are due on the first day of the following month and must be turned in whether the apprentice is working or not working, including while attending day school. They are delinquent after the 10th day of the following month. Late monthly work reports will cause an apprentice's advancement to be delayed one day for every day that the work reports are late. Monthly work reports that are one month late or more will cause an apprentice's advancement to be delayed one month for every late monthly work report. Repeated violations of this policy will result in additional disciplinary action up to, and including, cancellation.**
- g. When submitting a monthly work report to qualify for a progression increase, the apprentice will also be required to submit an apprentice performance evaluation with acceptable ratings or above. This form is to be completed by the jobsite supervisor (i.e. foreman, general foreman) or employer. Apprentices who receive ratings of less than acceptable on their apprentice performance evaluation will be**

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required to appear before the Committee to discuss the evaluation prior to the granting of the apprentice's progression increase by the Committee. Repeated failure to submit the required evaluation will result in additional disciplinary action up to, and including, cancellation.

**14. JOB ASSIGNMENT**

Apprentices will be assigned to employers by the JATC office. The JATC has full authority to transfer apprentices from one job to another, or from one employer to another in order to provide the necessary diversity of OJT. Apprentices are required to accept all job assignments given to them by the JATC and are not allowed to do electrical work for any employer other than the one to which they have been assigned.

**15. CANCELLATION**

Cancellation may occur at the request of the apprentice at any time. Cancellation by the Committee can occur without a specific reason during the initial probationary period, but after the initial probationary period must be for cause with a reasonable opportunity for correction allowed when circumstances warrant it.

Apprenticeship agreements will be canceled for such causes as:

- a. Violations of these policies or rules, or refusal to sign required paperwork.
- b. Excessive absenteeism or tardiness (school or job)
- c. Scholastic failure (while one failure may not bring cancellation if other factors are positive, two term failures will result in automatic cancellation).
- d. Lack of satisfactory job performance
- e. Irresponsible acts, falsification or cheating
- f. Repeated or continuous job and/or school problems (for example, insubordination or disruptive behavior).
- g. Using alcohol or controlled substances on the jobsite or in the JATC training center or any other facility provided by the JATC for the training or housing of apprentices.

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- 1. The JATC will supply all apprentices with a copy of the Registration Agency's "Notice - Your Right to Register an Equal Employment Opportunity (EEO) Complaint" form.**
- 2. Apprentices shall have the right to request an appearance before the JATC concerning specific issues or matters dealing with their apprenticeship agreement. Such requests must be in writing.**
- 3. The JATC has full authority to supervise the enforcement of these Standards. Its decision will be final and binding on the employer, the local union and the apprentice, unless otherwise noted below.**
- 4. If applicants or apprentices believe an issue exists that adversely affects their participation in the apprenticeship program or violates the provisions of the Apprenticeship Agreement or Standards, relief may be sought through one or more of the following avenues, based on the nature of the issue:**
  - a. For issues regarding wages, hours, working conditions, and other issues covered by the CBA, apprentices may seek resolution through the applicable Grievance and Arbitration Articles of the CBA AFTER first bringing documented evidence to the JATC.**
  - b. The local JATC shall hear and consider all complaints of violations concerning the Apprenticeship Agreement and the registered Standards. The local JATC shall make rulings as it deems necessary in each individual case. Either party to the Apprenticeship Agreement may consult with the Registration Agency for an interpretation of any provision of the Standards over which differences occur.**
  - c. Any apprentice or applicant for apprenticeship who believes they have been discriminated against on the basis of race, color, religion, national origin or sex - with regard to apprenticeship, or that the equal opportunity standards with respect to their selection have not been followed in the operation of the apprenticeship programs, may contact directly the Federal, State or local Equal Employment Opportunity Commission (EEOC), and/or the Registration Agency.**

**Complaints to the U.S. Department of Labor, which may be filed by the apprentice or through an authorized representative of the apprentice, must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the**

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**Program Sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standard.**

**The JATC shall provide each applicant and apprentice with this complaint procedure and the names and addresses of the local, State, and Federal contacts for receiving complaints. This procedure is also a part of the Affirmative Action Plan.**

- d. The Complaint and Appeals Procedures shall be equitably applied to all applicants and apprentices.**

**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.

1. **The JATC shall, in conformity with the National Joint Apprenticeship and Training Committee's Standards and Policies and the local CBAs, adopt and establish approved Standards governing the qualifications, selection, employment, education, and training of all apprentices, and register such Standards with the Registration Agency. The JATC shall also be responsible for the training of journey-level workers and others.**



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All funds for the operation of the apprenticeship and training program shall be held in a Trust Fund established by the IBEW Local Union and the NECA Chapter. The JATC members/trustees shall initiate and certify all expenditures of the Trust Fund.

2. Each sponsoring party must have at least one (1) JATC member present to establish a quorum at JATC meetings.

Each sponsoring party shall have a total number of votes at JATC meetings equal to its allowable number of JATC members as stipulated in Section XI, Subsection E, regardless of the number of members present. In the event that the parties are divided on an issue, each party may cast its full vote as if all were present. However, a vote to abstain is an official vote, it represents one of the votes of the sponsoring party is entitled to and is not counted as either a yea or a nay.

An individual member must be physically present to personally vote on JATC matters. Written (absentee) votes are not acceptable for JATC matters.

3. The JATC shall meet at least once a month and on call of the Chairman when a specific need arises. The JATC may agree to cancel a regularly scheduled monthly meeting due to specific or unusual circumstances.
4. The JATC may employ a Training Director. The Training Director shall assume such responsibility and authority for the day-to-day operation of the apprenticeship and training programs as is delegated by the JATC. However, all governing responsibility for the apprenticeship program rests with the JATC including interviewing, selecting, and supervising apprentices and assuring full compliance with these Standards, the Affirmative Action Plan, and the Selection procedures.
5. The JATC shall determine the number of apprentices needed to keep the area supplied with an adequate number of journey-level workers in the areas covered by these Standards. The JATC shall consider all factors (employment opportunities, attrition, etc.) having a bearing on the number of apprentices needed when determining the number to register. The JATC shall also consider its capability to provide on-the-job training (OJT) and related instruction training.
6. The JATC shall select apprentices without discrimination because of race, color, religion, national origin, sex or age - except the applicant must meet the minimum age requirement. The JATC does not, and will not, discriminate against a qualified individual with a disability because of the disability of such individual - as per the Affirmative Action Plan and Selection Procedures made a part of these Standards.

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- 7. The JATC shall see that each apprentice satisfactorily completes the minimum course materials produced by the NJATC or other minimum course materials as required by the JATC for non-NJATC programs.**
- 8. The JATC shall strive to see that each apprentice receives supervised on-the-job experience in the work processes and job tasks as outlined in these Standards.**
- 9. The JATC shall determine the adequacy of each participating employer to provide the apprentice the necessary training needed to gain experience in the various job tasks and work processes of the trade.**
- 10. In order to provide diversity of training and/or employment opportunities, the JATC shall have full power and authority, as per the CBA where applicable, to transfer apprentices from one job or shop\* to another, or from one participating employer to another. (\*shop designates the compliment of workers who report daily to the employer's designated place of business; e.g. the "service-truck" crew)**
- 11. All OJT transfers and assignments shall be issued by the JATC.**
- 12. If an unsafe worksite condition is brought to the JATC's attention, it shall be investigated immediately by the JATC and brought to the attention of the employer and the Local Union. Failure to respond to any recommendations made by the JATC shall be just cause for removing any remaining apprentices from a specific jobsite or from the employer.**
- 13. The JATC cannot, and does not, employ apprentices. Therefore, it is not obligated to actually employ the apprentice but shall use every effort to keep the apprentice employed in a reasonably continuous manner with the participating employers.**
- 14. Before selected applicants for apprenticeship are given OJT assignments, the JATC shall see that each apprentice is properly registered with the JATC (through the execution of an apprenticeship agreement) and registered with Registration Agency. The apprenticeship agreement may be canceled at the request of the apprentice, or may be suspended, canceled, or terminated by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity for correction action, and with written notice to the apprentice and to the Registration Agency of the final action taken.**
- 15. The JATC shall maintain for a period of five (5) years all records relating to: apprentice applications (regardless of outcome), the employment and training of apprentices and information relevant to the operation of the**

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**program. This includes, but is not limited to records on the recruitment, application and selection of apprentices, periodic advancements, disciplinary action, layoffs, terminations, rates of pay, hours of OJT and related instruction, evaluations and other pertinent data. This DOES NOT include JATC Trust Fund records, which shall be maintained indefinitely.**

- 16. All JATC records shall be made available upon request of the U.S. Department of Labor, Office of Apprenticeship and the applicable Registration Agency. This provision DOES NOT include JATC Trust Fund records.**
- 17. The JATC shall consider and act on all matters, issues or problems concerning apprenticeship and training to the best of its ability avoiding, if at all possible, referring such to the sponsoring parties.**
- 18. The JATC shall hear and consider all violations of its policies and rules and of the apprenticeship agreement, and shall make such rulings in a consistent and nondiscriminatory manner.**
- 19. The JATC shall establish and implement a written complaint procedure. A copy of the complaint procedure shall be provided to every apprentice.**
- 20. The JATC shall make an annual report to the sponsoring parties carefully reviewing its work for the preceding year, including a review of the current Affirmative Action Plan, its overall effectiveness, and changes made to the Plan as a result of the review. Such report shall not include any information identifying individual apprentices in any manner.**
- 21. The JATC shall call upon the NJATC and professional consultants for assistance and guidance when deemed necessary.**
- 22. The JATC shall work cooperatively with the NJATC in completing Industry surveys and annual reports, and in maintaining the Industry's National Standards.**
- 23. It shall be the duty of the JATC to see that all sections of these Standards, the Affirmative Action Plan, the Selection Procedures, Policy Statements, Rules and Regulations are enforced without discrimination.**

**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

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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:

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

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- d. Section VII: Apprentice Wages and Wage Progression
  - e. Section IX: Related/Supplemental Instruction
  - f. Section XI: Sponsor – Responsibilities and Governing Structure
  - 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.
- 4. Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant will sign an Apprenticeship Agreement with the JATC. The Apprenticeship Agreement will immediately be submitted to the Registration Agency for approval. These Standards of Apprenticeship, including the Affirmative Action Plan and Selection Procedures, shall be considered a part of the Apprenticeship Agreement.**
- Prior to signing the Apprenticeship Agreement, each selected applicant shall be given an opportunity to study these Standards, and the apprenticeship agreement and the sections of the CBA that pertain to apprenticeship, where applicable. Selected applicants shall sign an acknowledgement that they have reviewed these documents and are willing to abide by them.**
- 5. The JATC shall maintain a standard procedure to best ensure reasonable continuous employment for all apprentices. The JATC shall make all OJT assignments, reassignments and transfers, ensuring adequate training and employment opportunities. Should the current employer be unable to provide the apprentice full employment on a reasonably continuous basis in the work processes outlined in these Standards, the apprentice may be transferred or reassigned to another participating employer as determined by the JATC.**
- 6. The JATC shall require each apprentice to submit a work report on a monthly basis. Such reports shall be maintained by the JATC as part of its official file for each apprentice. Further, the JATC shall use the reports to provide an accumulative OJT record of experience in the various work processes for each apprentice.**
- 7. Applicants selected for apprenticeship shall be employed only by approved training agents upon becoming registered. In the event that the JATC is unable to provide an eligible apprentice an on-the-job training assignment, apprentices may seek temporary employment outside of the electrical construction and maintenance industry. Regardless of employment status, apprentices must continue to report for their regularly scheduled related instructional classes. Additionally, apprentices shall remain at all times subject to immediate call by the JATC for an on-the-job training assignment**

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given by the JATC. Under no circumstances shall a participating employer be denied the assignment of an apprentice due to an apprentice temporarily working outside the electrical construction and maintenance industry.

Failure to immediately comply with instructions to return to the JATC for an on-the-job training assignment may result in termination of the apprentice's apprenticeship agreement.

8. Apprentices may be permitted to receive OJT and related training on a temporary basis with another IBEW/NECA JATC, provided the two JATCs, their respective parent organizations and the apprentice agree on such assignment. Before apprentices are given a temporary OJT assignment, they must supply the host JATC with an official copy of their apprenticeship agreement clearly indicating that it has been properly registered with the applicable Registration Agency. Apprentices shall remain subject to reassignment by the JATC with whom they are registered. Failure to immediately comply with such instruction to return to the JATC with whom they are registered may result in the termination of the apprentice's apprenticeship agreement, in which case they would no longer be employable under the CBA in the jurisdiction, where applicable.
9. Credit for On-the-Job Skill Acquisition and Previous Related Training
  - a. Candidates with previous knowledge and skill acquisition in the electrical construction trade can ask for and have such work and job experience evaluated by the JATC prior to signing an Apprenticeship Agreement. Where such experience warrants, the JATC will place the apprentice in the appropriate period with commensurate wages as determined by the JATC. Such advanced credit and standing shall be subject to review prior to advancement beyond the probationary period. After signing the Apprenticeship Agreement and being employed the apprentice cannot request an evaluation of past experience.
  - b. The JATC will use consistent and equal ways and means for measuring and evaluating individuals to determine how much credit to award, for both OJT and related training. The JATC will award as much credit as possible based on an equitable, nondiscriminatory evaluation of both OJT and related instruction. Hours of OJT credit awarded and related instruction placement level are independent of one another. Those awarded OJT credit and assigned to the appropriate pay period classification may be given additional time to successfully complete related instructional requirements.
  - c. The granting of advanced standing or credit for previously acquired experience, training, or skills shall be applied equally to all applicants and measured against the work processes, with commensurate wages for any progression step so granted.

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- d. Advance standing is subject to review throughout the initial-probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including reevaluation and reassignment of apprenticeship period and level of related instruction, as the JATC determines.

**14. Advancement of Apprentices**

The JATC shall evaluate the apprentice's overall performance and accomplishments at the end of each period. To be advanced, the apprentice must have satisfactorily completed both requirements: OJT hours and Related Training. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the apprenticeship agreement, with due notice to the apprentice and reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the JATC.

**15. Certificate of Completion**

- a. Upon satisfactory completion of the appropriate course of study, accumulation of the required hours of OJT, and acquisition of the appropriate jurisdictional Journeyman Electrical License (where applicable); the JATC will certify to the sponsoring parties, to the NJATC, and to the Registration Agency that the apprentice has satisfied the requirements of his or her apprenticeship agreement.
- b. The JATC will present each graduating apprentice with a Certificate of Completion issued by the NJATC. The JATC shall request a Completion Certificate from the NJATC for every individual completing the apprenticeship program, where applicable. Each Certificate shall be approved and signed by the officers of the JATC. The JATC shall likewise submit a request for a Completion Certificate to the Registration Agency.
- c. The JATC will notify the IBEW Local Union of the date of each satisfactory completion, allowing the Local Union to reclassify the individual as per IBEW By-Laws, Rules and Policies. The JATC will likewise notify the graduating apprentice's current employer and the NECA Chapter.

C. Management of Apprentices:

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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. 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.



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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.
4. **An employer who is eligible to train apprentices shall comply with the qualifying requirements as set forth in the basic labor agreement and be able to provide the necessary work experience for training as determined by the JATC. Participating employers must comply with all provisions of the apprenticeship program including the registered Standards of Apprenticeship, the Affirmative Action Plan and Selection Procedures, and the JATC's policies and rules. The employer shall only secure apprentices through the JATC. Qualifying employers shall contribute to the JATC trust fund the rate established by the joint sponsors of the JATC and/or as stipulated in the local JATC Trust Agreement.**
5. **While on the jobsite it shall be the responsibility of the Employer to provide to the apprentice a safe and healthful workplace and conditions of employment and work assignments that the apprentice can safely perform.**

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6. **The employer shall instruct the apprentice in safe and healthful work practices and shall ensure that the apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Act standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970 and as amended by Public Law 101-552, dated November 5, 1990, or State, or local standards that have been found to be at least as effective as the Federal standards.**
7. **The employer will determine the ability of its journey-level workers to adequately train and supervise the OJT of the apprentice based upon the work process being learned, and assign apprentices accordingly.**

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:
  1. **The JATC shall be composed of 6 members: 3 who are qualified and duly appointed in writing to represent the Cascade Chapter, NECA (must be members or employees of NECA and active in the Industry) and 3 who are qualified and duly appointed in writing to represent IBEW Local Union No. 191 (must be members or staff of the IBEW and active in the Industry). Each party shall have equal representation. Members of the JATC shall be appointed in writing by the party they represent.**
  2. **The term of office shall be for 3 years. The term of one (1) employer representative and one (1) union representative shall expire each year on December 31. A committee member may be reappointed. Any reappointment shall also be in writing for the same specified term.**
  3. **The Committee shall select from its membership, but not both from the same party, a Chairman and a Secretary who shall retain voting privileges (as set forth in the basic CBA).**
  4. **Any vacancy created as a result of members leaving the JATC prior to the expiration of their appointment, shall be filled by the appropriate party to complete the unexpired term (the appointment shall be in writing).**

**Any JATC officer or member may be removed by the sponsoring organization upon recommendation of a majority vote of the JATC for dereliction of duty, breach of confidentiality or misconduct as a**

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member/trustee. Such a recommendation shall be forwarded in writing to the sponsoring organization for action.

5. A JATC member shall also serve as a JATC trustee. Likewise, a JATC trustee must be a member of the JATC.
6. JATC minutes shall reflect all appointments, reappointments, resignations and terminations of JATC members/trustees. The Committee shall adopt the model resolution from NJATC regarding the confidentiality and disclosure of plan information.
7. Due to the confidential nature of apprenticeship agreements and apprentice records and issues, all JATC meetings are to be considered as "closed meetings," except where state law provides otherwise.
8. Consultants and guests may be invited to attend meetings of the JATC (via invitational acceptance or approved request), but shall have no official voice and no vote. There are to be no alternate or ex-officio members of the JATC.

The local union Business Manager, NECA Chapter Manager or other designated sponsor representative may request to attend a JATC meeting with due notice given to the JATC.

9. The JATC may establish or authorize a joint subcommittee to be similarly constituted and appointed for training purposes to meet a specific need, such as a Residential or Telecommunication subcommittee. Such subcommittees shall be established at the discretion of the JATC and shall remain in place until terminated by a majority vote of the JATC. Subcommittee members shall be appointed by the sponsoring parties in the same manner that JATC members are appointed. Members of a subcommittee may or may not be JATC members. Subcommittee members shall not serve as JATC trustees unless they also serve as JATC members.
  - a. Quorum: Each sponsoring party must have at least one (1) JATC member present to establish a quorum at JATC meetings.
  - b. Program type administered by the committee: **GROUP JOINT**
  - c. The employer representatives shall be: (NECA)

**Cindy K. Austin, Secretary**  
**315 S. 3<sup>rd</sup> Street**  
**Mount Vernon, WA 98273**

**Erik Sorensen**  
**315 S. 3<sup>rd</sup> Street**  
**Mount Vernon, WA 98273**

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**Bruno Padilla  
315 S. 3<sup>rd</sup> Street  
Mount Vernon, WA 98273**

d. The employee representatives shall be:

**Joseph Lorenzo, Chairman  
2701 Hoyt Avenue  
Everett, WA 98201**

**Damien Fisher  
2701 Hoyt Avenue  
Everett, WA 98201**

**David Allyn  
2701 Hoyt Avenue  
Everett, WA 98201**

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:

N/A

**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 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.

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**Robert E. Bartel, Training Director  
306 Anderson Road  
Mount Vernon, WA 98273**

**\*Must be designated by the sponsor for electrical training programs**