



APPRENTICESHIP PROGRAM STANDARDS
adopted by

WESTERN WASHINGTON SHEET METAL JATC

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-315]</u>
HVAC SERVICE TECHNICIAN	47-2211.00	9000 HOURS
HVAC TEST, ADJUST AND BALANCE TECHNICIAN	47-2211.00	9000 HOURS
MARINE SHEET METAL WORKER	47-2211.00	4000 HOURS
RESIDENTIAL SHEET METAL WORKER	47-2211.00	5400 HOURS
SHEET METAL WORKER	47-2211.00	9000 HOURS



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

APPROVAL:

N/A
Provisional Registration

APRIL 19, 2018
Standards Last Amended

APRIL 9, 1940
Permanent Registration

By: DAVE D'HONDT
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By: ELIZABETH SMITH
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INTRODUCTION

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

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

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

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

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

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

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of these standards are boilerplate and may only be modified by the WSATC. See WAC 296-05-003 for the definitions necessary for use with these standards.

Sponsor Introductory Statement (Required):

The following Standards of apprenticeship, Western Washington Sheet Metal JATC, with supplements pertaining to the necessary work experience of the trade and a progressive

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wage scale will, when approved by and registered with the Registration Agency, govern the training of apprentices in this industry.

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).

Clallam, Cowlitz, Grays Harbor, Island, Jefferson, King, Kitsap, Lewis, Mason, Pacific, Pierce, San Juan, Skagit, Snohomish, Thurston, Wahkiakum, and Whatcom counties with headquarters in Everett and DuPont, Washington.

II. MINIMUM QUALIFICATIONS:

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

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

- Age: **Applicants shall be at least 18 years of age.**
- Education: **Applicants shall be a high school graduate or State Equivalent Certification or GED.**
- Physical: **Must be able to perform the rigorous manual labor required by the trade, with or without reasonable assistance, and have the ability to work sagely at high elevations. Physical ability must be confirmed by attending a minimum qualification screening day or verification of prior work experience in the Sheet Metal or related industry, as determined by the committee.**
- Testing: **Applicants are required to take a Sheet Metal Math and Reading assessment test to be scheduled after application and required documents are received. A minimum Math score of 16 and minimum Reading score of 27 shall be required for further processing. If applicant does not meet or exceed minimum scores in one or both categories, no further processing will be done for a period of one year.**

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Other: **All applicants must submit copies of a valid Washington State driver's license, social security card, proof of auto insurance, and high school transcript, GED scores or equivalent certification. This can be done in person or via fax, email or regular mail. All applicants must sign that he/she has read, reviewed, and if selected, is willing to abide by the "State Standards".**

Minimum Qualifications for Marine Sheet Metal Worker Apprentices:

Age: **Applicants shall be at least 18 years of age.**

Education: **Applicants shall be a high school graduate or have a State Equivalent Certification or GED**

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

Testing: **None**

Other: **All applicants must submit copies of a valid Washington States driver's license, social security card, proof of auto insurance, and high school transcript, GED scores or equivalent certification. This can be done in person or via fax, email or regular mail. All applicants must sign that he/she has read, reviewed, and if selected, is willing to abide by the "State Standards".**

Minimum Qualifications for Residential Sheet Metal Worker Apprentices:

Age: **Applicants shall be at least 18 years of age.**

Education: **None**

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

Testing: **None**

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Other: **All applicants must submit copies of a valid Washington States driver's license, social security card, proof of auto insurance, and high school transcript, GED scores or equivalent certification. This can be done in person or via fax, email or regular mail. All applicants must sign that he/she has read, reviewed, and if selected, is willing to abide by the "State Standards".**

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

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedure (Part D of chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council.

A. Selection Procedures:

1. Procedures for Selection of Sheet Metal Worker and HVAC Service Technician, and HVAC Test, Adjust and Balance Technician Apprentices

- a. Applications must be filled out online and are available year round 24/7 at www.wwsmjatc.org.**
- b. Upon completing the application the applicant shall have 30 days to submit copies of their driver's license, social security card, high school transcript or GED scores and proof of auto insurance to the JATC office located at 11831 Beverly Park Road B-1, Everett, WA, 98204. This can be done in person or via fax, email or regular mail. Failure to submit required documents within 30 days of application will void application. Voided applicants must wait a minimum of 60 days before submitting another application.**
- c. Upon receipt of the required documents the applicant will be scheduled for the next available sheet metal math and reading assessment testing session. Testing sessions will be held at least once a month at either the Everett or DuPont JATC training centers.**
- d. Applicants who do not meet the minimum qualifications, including physical ability per minimum qualification screening day will be advised of deficiencies and encouraged to reapply. Applicants not meeting minimum**

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qualifications must wait a minimum of 60 days before submitting another application.

- e. **Applicants who have met the minimum qualifications will be scheduled for the minimum qualification screening day based on industry need and the Sheet Metal Math and Reading assessment test scores (highest score first). Consideration will be given to female applicants for affirmative action purposes. Consideration may also be given to those who meet criteria for "local hire" requirements in distressed areas. Minimum qualification screening day is pass/fail; a passing score is required.**
 - f. **Based on the Sheet Metal Math and Reading assessment test scores and passing the minimum qualification screening day, a ranked list of qualified applicants (highest score first) will be developed. Industry need as established by Western Washington Sheet Metal JATC will determine when and how many applicants will be scheduled for an interview before a subcommittee of the JATC.**
 - g. **Based on the application and interview, applicants will be given a comparative evaluation score and placed on a ranked eligibility list accordingly (highest score first).**
 - h. **Entry into the apprenticeship program will be on an as needed basis and according to the following criteria:**
 - (1) **Rank order on interview list - highest interview score first**
 - (2) **Geographic Availability**
 - (3) **Timely response to contact from the JATC**
 - i. **All Western Washington Sheet Metal JATC qualified applicants accepted into the program and not currently participating in the Sheet Metal Anti-Drug Program are required to pass a pre-employment drug test with negative test results. Applicants failing the drug test will be removed from the ranked eligibility list upon proper notification and must wait a minimum of 60 days before submitting another application.**
 - j. **All Western Washington Sheet Metal JATC qualified applicants accepted into the HVAC service technician and HVAC test, adjust and balance technician programs must have a current Washington State electrical training certificate or current Washington State electrical certification prior to being registered as an apprentice.**
2. **Procedures for Selection of Marine Sheet Metal Worker Apprentices:**

Washington State Ferries apprentices will be selected through the hiring practices of the Washington State Ferries civil service guidelines and

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must meet the minimum qualification for the Marine Sheet Metal Worker occupation.

3. Procedures for Selection of Residential Sheet Metal Workers Apprentices:

- a. Applications must be filled out online and are available year round, 24/7.
- b. Upon completing the application, the applicant shall have 30 days to submit copies of their valid Washington State driver's license, social security card, and proof of auto insurance to the JATC office in Everett, WA. This can be done in person or via fax, email or regular mail. Failure to submit required documents within 30 days of application will void application. Voided applicants must wait of 60 days before submitting another application.
- c. Applicants who do not meet the minimum qualifications will be advised of deficiencies and encouraged to reapply.
- d. Applicants meeting minimum qualifications will be placed on a list to await registration/employment on a first in - first out basis.
- e. Entry into the apprenticeship program will be on an as needed basis and according to the following criteria:
 - (1) Rank order on the cumulative applicant list
 - (2) Geographic Availability
 - (3) Timely response to contact from the JATC
- f. All Western Washington Sheet Metal JATC qualified applicants accepted into the program and not currently participating in the Sheet Metal Anti-Drug Program are required to pass a pre-employment drug test with negative test results. Applicants failing the drug test will be removed from the ranked eligibility list upon proper notification and must wait a minimum of 60 days before submitting another application.

4. Exceptions (All Apprentices):

- a. An individual who signs an authorization card during an organizing effort wherein 50 percent or more of the employees have signed, whether or not the employer becomes signatory shall be eligible for the apprenticeship. Such individuals meeting the minimum qualifications shall be evaluated by the JATC and registered at the appropriate period of apprenticeship. Those individuals not meeting the minimum qualifications shall be registered and may be referred to the local community or technical college

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for Adult Basic Education (ABE) assessment and related supplemental instruction during his/her probationary year

- b. An employee of a non-signatory employer not qualifying as a journey level worker when an employer becomes signatory shall be evaluated by the JATC for appropriate placement into the apprenticeship program. The evaluation shall be non-discriminatory and used to register at the appropriate period of apprenticeship**
- c. The committee reserves the right to make exceptions to the selection procedure in considering applicants having previous experience, accredited training and/or currently working for a training agent.**
- d. Direct Entry - Registered Native Americans, Minorities and/or Women for work secured under Tribal Employment Rights Office (TERO) or Project Labor Agreement (PLA) project may receive direct entry into apprenticeship provided:
 - (1) The employer is an approved training agent for these standards.**
 - (2) The applicant is evaluated by the JATC for appropriate placement into the apprenticeship program or ABE related supplemental instruction.****
- e. The committee reserves the right to make exceptions to the selection procedures in considering female and minority applicants to assist in meeting Equal Employment Opportunity goals and timetables.**
- f. Enlisted personal and military veterans who complete industry related military technical school and/or elect to participate in the Helmets to Hardhats Program, the SMART Heroes Program. Or like programs, may be given direct entry into the apprenticeship program.**

NOTE: All applicants must possess the required basic tools/equipment of the program. Contact one of the JATC offices for list.

B. Equal Employment Opportunity Plan:

- 1. Participation in workshops, when available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- 2. Cooperate with School Boards, Community and Technical Colleges, Community Based Organizations and Skill Centers to develop programs, which prepare students to meet the minimum qualifications for apprenticeship.**
- 3. Disseminate information to all interested parties regarding equal opportunity policies of the program Sponsor(s).**

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4. **Disseminate to CBOs, ESD One Stops, Skill Centers, Community and Technical college vocational programs, non-traditional occupational outreach programs and other applicable career preparation programs.**
5. **Grant credit for previous trade experience or trade-related courses for all applicants equally.**

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].

HVAC Service Technician	9000 hours of employment
HVAC Test, Adjust and Balance Technician	9000 hours of employment
Marine Sheet Metal Worker	4000 hours of employment
Residential Sheet Metal Worker	5400 hours of employment
Sheet Metal Worker	9000 hours of employment

V. INITIAL PROBATIONARY PERIOD:

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

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

- A. the period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.

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- 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.

HVAC Service Technician	not to exceed 1800 hours of employment
HVAC Test, Adjust and Balance Technician	not to exceed 1800 hours of employment
Marine Sheet Metal Worker	not to exceed 800 hours of employment
Residential Sheet Metal Worker	not to exceed 1080 hours of employment
Sheet Metal Worker	not to exceed 1800 hours of employment

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

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

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-316(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:
- 1. For HVAC Service Technician, Sheet Metal Worker, and HVAC Test, Adjust and Balance Technician, the employer will be eligible for one (1) Apprentice to every three (3) Journey-level workers employed per employer workforce.**

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However, in no event shall the ratio of apprentices to journey-level workers exceed a one (1) to one (1) ratio.

2. **For Marine Sheet Metal Workers and Residential Sheet Metal Workers, the employer will be eligible for one (1) Apprentice to every one (1) Journey-level workers employed per employer workforce.**
3. **All HVAC Service Technician apprentices performing service work shall be allowed to work alone in the following conditions:**
 - a. **Service work hours are 6:00 a.m. to 7:00 p.m. Monday through Saturday.**
 - b. **All HVAC Service Technician apprentices shall at all times be able to contact a journey-level HVAC Service Technician or supervisor for answers and advice.**
 - c. **The journey-level worker or supervisor shall ensure that the Apprentice is receiving their on-the-job training and shall be responsible for the health and safety of the Apprentice.**
4. **All HVAC Test, Adjust and Balance Technician apprentices performing test, adjust and balance work shall be allowed to work alone with alternative forms of supervision in the following conditions:**
 - a. **The HVAC Test, Adjust and Balance Technician apprentice must have a valid first aid/CPR card at all times.**
 - b. **The HVAC Test, Adjust and Balance Technician apprentice must have successfully completed an OSHA-10 Construction Safety course.**
 - c. **The journey-level HVAC Test, Adjust and Balance Technician or supervisor shall review a job site hazard analysis with the apprentice prior to the apprentice reporting to the jobsite.**
 - d. **The HVAC Test, Adjust and Balance Technician apprentice must have successfully passed the Testing, Adjusting and Balancing Bureau Technician certification written exam and have a minimum 1800 hours OJT.**
 - e. **The HVAC Test, Adjust and Balance Technician apprentice shall at all times be able to contact a journey-level HVAC Test, Adjust and Balance Technician or supervisor for answers and advice.**
 - f. **The journey-level HVAC Test, Adjust and Balance Technician or supervisor shall ensure that the apprentice is receiving appropriate on the job training.**

****Copies of the apprentices First Aid/CPR card, OSHA-10 card and Testing, Adjusting and Balancing certifications will be available upon request at the JATC office.**

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Any exception to the above must be pre-approved by the Coordinator or the Committee.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

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

- C. Wage Progression Schedules

1. HVAC Service Technician:

1. Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1800 hours	45%
2	1801 - 2700 hours	50%
3	2701 - 3600 hours	55%
4	3601 - 4500 hours	60%
5	4501 - 5400 hours	65%
6	5401 - 6300 hours	70%
7	6301 - 7200 hours	75%
8	7201 - 8100 hours	80%
9	8101 - 9000 hours	85%

Plus applicable fringe benefits.

2. HVAC Test, Adjust and Balance Technician:

2. Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1800 hours	45%
2	1801 - 2700 hours	50%

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3	2701 - 3600 hours	55%
4	3601 - 4500 hours	60%
5	4501 - 5400 hours	65%
6	5401 - 6300 hours	70%
7	6301 - 7200 hours	75%
8	7201 - 8100 hours	80%
9	8101 - 9000 hours	85%

Plus applicable fringe benefits.

3. Marine Sheet Metal Worker:

3. Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1200 hours	70%
2	1201 - 2400 hours	80%
3	2401 - 4000 hours	90%

4. Residential Sheet Metal Worker:

4. Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0900 hours	55%
2	0901 - 1800 hours	60%
3	1801 - 2700 hours	65%
4	2701 - 3600 hours	70%
5	3601 - 4500 hours	75%
6	4501 - 5400 hours	80%

Plus applicable fringe benefits.

5. Sheet Metal Worker:

5. Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1800 hours	45%
2	1801 - 2700 hours	50%
3	2701 - 3600 hours	55%
4	3601 - 4500 hours	60%
5	4501 - 5400 hours	65%
6	5401 - 6300 hours	70%
7	6301 - 7200 hours	75%
8	7201 - 8100 hours	80%
9	8101 - 9000 hours	85%

Plus applicable fringe benefits.

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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.

A. HVAC Service Technician Approximate Hours

The HVAC Service Technician apprentice shall receive such instruction and experience in all branches of the trade, including the preparation of material for installation, as is necessary to develop a practical and skilled mechanic versed in the theory and practice of the HVAC Service Technician trade. The following work schedule shall include, but not be limited to, the outline shown. It is to be used as a guide and will be followed as closely as local conditions will permit, on which the Committee will make decisions in order for the apprentice to be eligible for a certificate of completion.

1. Energy management.....	1500
2. Service and maintenance of Heat and A/C Systems.....	2500
3. Controls installation	1500
4. Installation of Heat and A/C Systems.....	1000
5. Operation of hand and power tools	500
6. Special installation and specialty work	500
7. General sheet metal work	500
8. Air Balance.....	500
9. Soldering, welding, brazing	500

TOTAL HOURS: 9000

B. HVAC Test, Adjust and Balance Technician Approximate Hours

The HVAC Test, Adjust and Balance Technician apprentice shall receive such instruction and experience in all branches of the trade, including the preparation of material for installation, as is necessary to develop a practical and skilled mechanic versed in the theory and

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practice of HVAC Test, Adjust and Balance Technician trade. The following work schedule shall include, but not be limited to, the outline shown. It is to be used as a guide and will be followed as closely as local conditions will permit, on which the Committee will make decisions in order for the apprentice to be eligible for a certificate of completion.

1. Testing, Adjusting and Balancing of air-handling equipment and duct work	3500
2. Basics of HVAC Systems	1400
3. Jobsite Safety	500
4. Use and Care of Test, Adjust and Balance Instruments	500
5. Duct Design Characteristics.....	1000
6. Industry Computer Programs and Reports	500
7. Fan Laws.....	500
8. HVAC Control Systems and Adjustments	600
9. Indoor Air Quality/Ventilation.....	500
TOTAL HOURS:	9000

All of the foregoing work experience as herein noted is understood to mean as it pertains to the trade herein involved in these standards.

C. Marine Sheet Metal Worker APPROXIMATE HOURS

The Marine Sheet Metal Worker apprentice shall receive such instruction and experience in all branches of the trade, including the preparation of material for installation, as is necessary to develop a practical and skilled mechanic versed in the theory and practice of Marine Sheet Metal Worker trade. The following work schedule shall include, but not be limited to, the outline shown. It is to be used as a guide and will be followed as closely as local conditions will permit, on which the Committee will make decisions in order for the apprentice to be eligible for a certificate of completion.

1. Shop.....	1500
a. Fabrication of marine ventilation	

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- b. Fabrication of marine joiner work including but not limited to bulkheads, overheads, doors, furniture, galley equipment, sinks and window frames
- 2. Outfitting2500
 - a. Installation of marine ventilation
 - b. Installation of marine joiner work including but not limited to bulkheads, overheads, doors, furniture, galley equipment, sinks and window frames

Instruction on job safety practices shall be included in all job instructions.

TOTAL HOURS: 4000

D. Residential Sheet Metal Worker Approximate Hours

The residential sheet metal worker apprentice shall receive such instruction and experience in all branches of the trade, including the preparation of material for installation, as is necessary to develop a practical and skilled mechanic versed in the theory and practice of the residential sheet metal trade. They shall also perform such other duties in the shop and on the job as are commonly related to the residential sheet metal trade. The following work schedule shall include, but not be limited to, the outline shown. It is to be used as a guide and will be followed as closely as local conditions will permit, on which the Committee will make decisions in order for the apprentice to be eligible for a certificate of completion.

- 1. General sheet metal work610
- 2. Operation of hand and power tools610
- 3. Heating and ventilation.....1210
- 4. Air conditioning.....610
- 5. Soldering.....530
- 6. Special installation.....610
- 7. Control installation.....610
- 8. Guttering and spouting610

TOTAL HOURS: 5400

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E. Sheet Metal Worker

Approximate Hours

The sheet metal worker apprentice shall receive such instruction and experience in all branches of the trade, including the preparation of material for installation, as is necessary to develop a practical and skilled mechanic versed in the theory and practice of sheet metal work. The following work schedule shall include, but not be limited to, the outline shown. It is to be used as a guide and will be followed as closely as local conditions will permit, on which the Committee will make decisions in order for the apprentice to be eligible for a certificate of completion.

1. General Sheet Metal Work (including but not limited to design, layout, fabrication and installation of HVAC systems)1000
2. Operation of hand and power tools1000
3. Architectural sheet metal work (including but not limited to design, layout, fabrication and installation of metal roof systems, decks, insulation, drainage, louvers, ventilators, metal siding systems, store fronts, coping, flashing, curtain walls, gutters, building envelope, column covers and downspouts)1000
4. Specialty Installation & Specialty work (including but not limited to design, layout, fabrication and installation hoods, countertops, cabinets, custom work, furniture, hand rails, sinks and SS finishing)1000
5. Industrial Sheet Metal Work (including but not limited to design, layout, fabrication and installation of collection, conveyer, separation, filtration systems and lagging)1000
6. Air Condition, Furnace, & Solar Heating1000
7. Soldering, Welding, Brazing, & Plastic Welding1000
8. Handrigging as pertaining to the trade500
9. Non-destructive and QaQc300
10. Air Balance200
11. C.A.D. & Computer Training500
12. Safety & Hazmat Training200
13. Indoor Air Quality300

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TOTAL HOURS:

9000

The Apprentice Committee shall determine if an apprentice has received sufficient practical experience in the work to be advanced.

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify)

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **Other assigned tasks, i.e. homework, research**

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

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HVAC Service Technician	200 Minimum RSI hours per year
HVAC Test, Adjust and Balance Technician	160 Minimum RSI hours per year
Marine Sheet Metal Worker	144 Minimum RSI hours per year
Residential Sheet Metal Worker	144 Minimum RSI hours per year
Sheet Metal Worker	200 Minimum RSI hours per year

- () 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.

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

C. Additional Information:

- 1. All apprentices beginning related supplemental instruction after January 1, 2016 must possess basic computer skills and must be able to access the internet while away from the JATC training center, in order to be able to access books and complete web-based learning components of their related classroom training.**
- 2. Sheet Metal Worker and HVAC Service Technician apprentices shall not be required to attend more than 1,000 hours of related supplemental instruction during the term of the apprenticeship.**
- 3. HVAC Test, Adjust and Balance Technician apprentices shall not be required to attend more than 800 hours of related supplemental instruction during the term of the apprenticeship.**
- 4. Residential Sheet Metal Worker apprentices shall not be required to attend more than 432 hours of related supplemental instruction during the term of the apprenticeship.**
- 5. Marine Sheet Metal Worker apprentices shall not be required to attend more than 288 hours of related supplemental instruction during the term of the apprenticeship.**
- 6. The Committee reserves the right to require additional related supplemental instruction hours for any apprentice as they deem necessary.**

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7. **Apprentices may take additional relate supplemental instruction classes of their choice throughout their apprenticeship. These classes will not be considered as part of their required related supplemental instruction hours.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

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

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. Advanced Standing or Credit: The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-316 (11).
3. Sponsor Procedures:
 - a. **Any apprentice who demonstrates behavior that disrupts, impedes or adversely impacts the learning environment, either on the job or while attending related supplemental instruction, shall have to appear before the WWSMJATC to show cause why he/she should not be disciplined, suspended, or cancelled from the program.**
 - b. **WAIVER: Apprentices grades and attendance may be released to the Apprenticeship Committee and current training agent.**
 - c. **Progressive wage scale upgrading will be determined by the following:**
 - (1) **RSI performance (minimum of 75% cumulative grade required) and Instructor evaluation**
 - (2) **Employer evaluation from the foreman, and/or journey person with whom the apprentice works.**
 - (3) **Accumulation of a minimum of 650 hours within the current period.**
 - (4) **Sufficient practical experience as determined by the JATC from above documentation.**
 - d. **The committee may accelerate, demote, or extend through the evaluation process, the advancement of an apprentice in each and every pay period.**

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- e. **The Apprentice shall be responsible for maintaining current contact information (mailing address, email address, and telephone number) with the JATC office. The JATC will send all correspondence to the apprentice mailing or email address on file in the apprenticeship office.**
- f. **OJT/Hour Reporting: TotalTrack is the official means of tracking apprentice On The Job Training (OJT) hours for the JATC. It is the apprentices' responsibility to track OJT hours in TotalTrack throughout their apprenticeship. Monthly OJT hour reports are due on the 10th day of the following month (i.e., Sept. 2016 job report due Oct. 10, 2016). OJT hour reports must include the name of the foreman or supervisor who can verify the apprentice OJT hours if needed. OJT hour reports turned in 10 days late shall be considered delinquent**
- g. **Apprentices must have a valid Washington State driver's license as required by minimum qualification, email address and current first aid/CPR card at all times.**
- h. **Apprentices shall be responsible for contacting the JATC office at time of termination/lay off from employment.**
- i. **Any apprentice who turns down employment for any reason, including being unable to pass a drug test with negative results, shall not be eligible for employment. The apprentice shall be required to appear before the main committee at their next regularly scheduled meeting before being eligible for employment. The apprentice shall then be placed on the out of work list as of the date of the JATC meeting.**
- j. **An apprentice terminated from his/her place of employment for just cause shall not be eligible for job referral until he/she has appeared before the JATC at their next regularly scheduled meeting.**
- k. **The apprentice shall not be allowed to quit his/her job. However, the apprentice may request a transfer from a shop.**
- l. **TRANSFERS: To apply for a transfer from a shop the following guidelines set by the JATC shall be followed:**
 - (1) **The apprentice must submit a written request to transfer to the coordinator including the reason(s) for the transfer request.**
 - (2) **The coordinator may discuss the transfer request with the apprentice and the current employer.**

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- (3) Upon approving the transfer request, the coordinator will transfer the apprentice when an opportunity becomes available.**
- (4) Unemployed apprentices shall be dispatched before or in conjunction with the transfer.**

m. For Washington State Ferries apprentices only:

The Western Washington Sheet Metal JATC defers the day-to-day operation that includes administrative/disciplinary responsibilities to the Washington State Ferries under civil service guidelines with assurance that the Western Washington Sheet JATC will review all actions that are required by the Washington State Apprenticeship and Training Council to be reported to the Department of Labor and Industries.

Failure to maintain employment as an apprentice with the Washington State Ferries will result in cancellation from the apprenticeship program.

B. Disciplinary Procedures

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

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

3. Sponsor Disciplinary Procedures: (insert text)

C. Apprentice Complaint Procedures:

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

D. Apprentice Complaint Review/Appeals Procedures:

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

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

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

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

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

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

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

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

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon request. Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

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

Or;

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

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

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

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

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

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

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.
2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards.

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

6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

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

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

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. The sponsor must also provide the following information:

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The Apprenticeship Committee shall be composed of six members representing employers of union sheet metal workers in Western Washington and six members representing the Sheet Metal Workers Local Union No. 66. A Chair and Secretary shall be elected from the employer and employee representatives.

- a. Quorum: **A quorum of the committee shall consist of three committee members from management and three committee members from non-management.**
- b. Program type administered by the committee: **GROUP JOINT**
- c. The employer representatives shall be:

**Tom Montgomery, Secretary
PO Box 47983
Seattle, WA 98146**

**Brian Fluetsch
5210 Lacey Blvd SE
Lacey, WA 98503**

**Ryan MacCay
MacDonald Miller Facility Solutions
3701 S. Norfolk St.
Seattle, WA 98118**

**Russ Kimball
2120 Pacific Ave
Everett, WA 98201**

**Kenny Branson
5005 3rd Avenue
Seattle, WA 98134**

**Julie Muller-Neff
13810 Southeast Eastgate Way #445
Bellevue, WA 98005**

- d. The employee representatives shall be:

**Tim Carter, Chairman
11831 Beverly Park Road B-1
Everett, WA 98204**

**Lance Deyette
2725 Williamson Place, Suite 100
DuPont, WA 98327**

**Steve Musser
11831 Beverly Park Road B-2
Everett, WA 98204**

**Jeff Stowe
2725 Williamson Place, Suite 100
DuPont, WA 98327**

**Travis Elliot
11831 Beverly Park Road B-2
Everett, WA 98204**

**Vanessa Carman
11831 Beverly Park Road B-2
Everett, WA 98204**

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.

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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.

Eric Peterson
11831 Beverly Park Road B-1
Everett, WA, 98204

Donald Steltz
11831 Beverly Park Road B-1
Everett, WA, 98204