



APPRENTICESHIP PROGRAM STANDARDS
adopted by

LU 112 – NECA ELECTRICAL APPRENTICESHIP COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-315]</u>
INSIDE WIREMAN	47-2111.00	8000 HOURS
LOW ENERGY/SOUND & COMMUNICATION	49-2022.00	4800 HOURS
RESIDENTIAL ELECTRICIAN	47-2111.00	4000 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

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By: DAVE D'HONDT
Chair of Council

By: ELIZABETH SMITH
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. With this increasing knowledge, the Electrical Industry has expanded from nothing to the third largest industry in the United States in less than one century. This rapid expansion means that the electrical apprentice must be given a 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. It must select people who have a natural aptitude for using tools and, at the same time, are gifted enough to master the intricacies of electric science, who can and will keep up with the progress of the industry, and master a knowledge of the thousands of installation and maintenance procedures.

The Electrical Industry, by its very nature, places a high degree of personal responsibility on the individual journey-level worker. While supervision is provided on many jobs, the electricians still find themselves called upon constantly to make decisions regarding the best and safest method of installation to produce a given result.

Electrical installations today have become very complex and a faulty installation can prove extremely expensive and hazardous. Much of the important work is hidden from view when the job is completed, and a defect in this hidden work can cause property damage and endanger human life. The modern journey-level worker takes pride in the appearance of his/her work, as well as in the technical correctness and structural soundness.

The Apprenticeship Committee has dedicated its time to develop an efficient program of apprenticeship so that the apprentice of today, through a systematic program of schooling and on-the-job training, can become the qualified all-around journey-level worker of tomorrow. The degree of success that the Apprenticeship Committee has in its operation will depend entirely upon the willingness of the various segments of the Electrical Industry in the area to cooperate in this type of joint activity.

All functions of the Apprenticeship Committee shall be on the basis of non-profit endeavor for the good and welfare of apprenticeship and training for the industry and for the best interest of the apprentice, management, labor and the public.

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

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history, and history of adherence to electrical rules and laws in the proposed Geographic Area.

The area which these Standards cover shall be the following counties in Washington: Asotin, Benton, Columbia, Franklin, Garfield, Walla Walla, Yakima, and Kittitas.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Oregon, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the Oregon counties of Baker, Gilliam, Grant, Morrow, Umatilla, Union, Wallowa, and Wheeler.

II. MINIMUM QUALIFICATIONS:

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

Complete an application form, accurately responding to all questions and items including statements indicating that they are:

Age: Meet the minimum age requirement of 18 at the time of application (must provide evidence of minimum age respecting any applicable State laws or regulations).

Education: Must be a high school graduate from a school accredited by a State Education Agency; or Have a qualifying GED score of 2500 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 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.**
- **Provide certificate of completion of the online NJATC tech math course.**

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

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Able to climb and work from ladders, poles and towers of various heights.

Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.

Testing: **Obtain a qualifying score of a (5), using the electrical industry's aptitude test developed and validated by the American Institute for Research**

Other: **Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.**

Able and willing to attend all related classroom training as required to complete their apprenticeship.

Able to read, hear and understand instructions and warnings. Possess a valid Driver License.

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

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. Application Notice and Schedule:

- a. **Applications will be taken at the Training Center from the first Monday in January through June 30th from the hours of 8:30 am to 11:30 am and 1:30 pm to 4:30 pm. Application requests forms are also available on our web site: www.jatc112.org.**

- b. **Application information will be disseminated according to the Committee's affirmative action plan at least semi-annually. Information will:**
 - (1) **Include the dates, times, and location applications will be accepted.**
 - (2) **List the minimum qualifications for the program, supporting documentation required and applicable time lines.**
 - (3) **Provide a general description and duties of the occupation.**

2. **Application Process:**

- a. **Application information is available at:**

LU 112-NECA Electrical Training JATC
8340 W. Gage Blvd.
Kennewick, WA 99336

Or

Online at www.jatc112.org

- b. **Individuals must return the application and accompanying documents within 30 days.**
- c. **A forty (\$40.00) dollar application fee is required before receiving an application. Each application's name will be entered in the "Applicant Log" which will identify all applicants by a log number corresponding to the application number.**
- d. **Applicants will indicate at the time of application whether they are applying for the Inside, Residential Electrician, and/or Low Energy/Sound & Communication program(s).**
- e. **Applications and all supporting documentation must be submitted by the specified deadline.**

3. **Verification of minimum qualifications:**

All applications and supporting documentation will be reviewed for minimum qualifications.

4. **Non-qualified applicants:**

Applicants who do not meet the minimum qualifications will be notified in writing; notification will include the reason for rejection, the requirements for admission to the eligibility pool, and the appeal rights available to the applicant.

5. **Aptitude Test:**

- a. All qualifying applicants will be scheduled to take the NJATC aptitude test.
- b. Applicants must meet a minimum of qualifying score to be eligible for an interview.

6. **Pool of eligible applicants:**

- a. Qualifying applications will be scored and ranked using an interview system; all applicants will be asked the same questions.
- b. These individuals will be placed in a pool of eligible applicants and retained on an active list for a period of 2 years.
- c. Individuals may be removed from the pool at an earlier date by their request or by failing to respond to the Committee when notified.
- d. It shall be the responsibility of the applicant to notify the Committee of any change of address.

7. **Placement:**

- a. Whenever possible, all current apprentices will be employed before new applicants are hired.
- b. Applicants will be offered employment based on the order of their rank in the pool of eligibles.
- c. If an individual fails to respond to an apprentice job assignment provided through the placement process, the individual will be removed from the pool.
- d. Applicants being accepted into the program will be required to take and pass a pre-employment urinalysis drug-screening test before being registered. Expense of the drug test will be paid by the JATC.

- e. **Failure to pass a random drug and/or alcohol test during the probationary period will result in immediate cancellation of the apprenticeship agreement and immediate termination from the employer. The JATC has a zero tolerance policy regarding drug and/or alcohol use. Committee appearance is not allowed under these circumstances. Apprentices are required to maintain compliance with the electrical industry drug free workplace program.**
 - f. **A physical exam as outlined by the NJATC. Cost to be borne by the JATC.**
8. **Individuals who can verify (by providing undisputable documenting evidence) that they have worked a minimum of four-thousand (4,000) hours specifically in the electrical construction industry, shall submit a written Industry recommendation and may qualify for direct interview. The JATC will use standard means of evaluation (see Section X) for individuals who may qualify for direct interview. To qualify under this provision, applicants must:**
- a. **Complete an application form, accurately responding to all questions and items including statements indicating that they are:**
 - (1) **Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**
 - (2) **Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.**
 - (3) **Able and willing to attend all related classroom training as required to complete their apprenticeship.**
 - (4) **Able to climb ladders, scaffolds, poles and towers of various heights.**
 - (5) **Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**
 - (6) **Able to read, hear and understand instructions and warning.**
 - b. **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 (see Section X), if**

- OJT and/or related instruction credit will be awarded for previous training and experience.
- c. Obtain a qualifying score of “5” using the electrical industry’s aptitude test and validated by the American Institutes for Research.
 - d. Possess a valid Driver’s License.
 - e. Submit a DD-214 to verify military training and/or experience if they are a veteran.
 - f. When deemed appropriate by the Apprenticeship Committee, applicants may be allowed to apply to this Apprenticeship Program outside of the identified application window if all the requirements of Section III.8 in these standards are met.
9. An electrical construction employee of a non-signatory employer not qualifying as a Journey worker when the employer becomes signatory, shall be evaluated by the JATC, using standard means of evaluation (see Section X), 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:
- a. Complete an application form, accurately responding to all questions and items including statements that they are:
 - (1) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
 - (2) Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - (3) Able and willing to attend all related classroom training as required to complete their apprenticeship.
 - (4) Able to climb ladders, scaffolds, poles and towers of various heights.
 - (5) Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
 - (6) Able to read, hear and understand instructions and warning.
 - b. Provide official, undisputable documentation to show that they were an employee performing electrical construction work prior to and at the time the employer becomes signatory.
 - c. Supply the JATC with required reliable documentation and adequate verification to substantiate previous employment and experience to warrant their registration.

- d. **Be deserving of advanced standing, based upon evaluation by the JATC (see Section X).**
 - e. **Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**
 - f. **Possess a valid Driver License.**
 - g. **Submit a DD-214 to verify military training and/or experience if they are a veteran.**
- 10. Transfer of Apprenticeship: In order to transfer an apprenticeship agreement between two local IBEW/NECA JATCs having a registered inside apprenticeship program, the following requirements must be met. This is a method of direct entry.**
- a. **The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.**
 - b. **The apprentice's sponsoring JATC must agree to the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.**
 - c. **The receiving JATC must agree to accept the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.**
 - d. **The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.**
 - e. **The transferring apprentice must:**
 - (1) **Complete an application form.**
 - (2) **Provide to the JATC official documentation pertaining to their participation in the apprenticeship program that they 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's JATC's permanent files.**
 - (3) **Upon being accepted by the receiving JATC, have their existing apprenticeship agreement terminated.**
 - (4) **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.**
 - (5) **The apprentice will receive full credit for probationary time previously served.**

- f. Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research, if not previously completed at sponsoring JATC and is required in Qualification 1 above.
 - g. Possess a valid Driver License.
 - h. Submit a DD-214 to verify military training and/or experience if they are a veteran.
 - i. Those accepted for transfer will be given full credit for OJT experience and related instruction successfully completed while registered in an IBEW/NECA inside apprenticeship program.
11. 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 an IBEW Inside Journey Worker Wireman, shall be evaluated by the JATC, using standard means of evaluation (see Section X), 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:
- a. Complete an application form, accurately responding to all questions and items including statements that they are:
 - (1) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
 - (2) Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - (3) Able and willing to attend all related classroom training as required to complete their apprenticeship.
 - (4) Able to climb ladders, scaffolds, poles and towers of various heights.
 - (5) Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
 - (6) Able to read, hear and understand instructions and warning.
 - b. Have previous work experience (with non-participating employer(s)) that warrants some OJT credit, based on the provision of the Standards (see Section X).
 - c. 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.

- d. Provide official documentation to show length of employment with present electrical employer and all other previous electrical employers.
 - e. Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
 - f. Possess a valid Driver License
 - g. Submit a DD-214 to verify military training and/or experience if they are a veteran.
12. 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, will qualify for direct interview (must apply within five (5) years from MOS experience); as determined by the JATC if apprenticeship opportunities are available. If selected under this provision, the JATC will determine, using standard means of evaluation (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience. 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. To qualify under this provision, applicants must:
- a. Complete an application form, accurately responding to all questions and items including statements that they are:
 - (1) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
 - (2) Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - (3) Able and willing to attend all related classroom training as required to complete their apprenticeship.
 - (4) Able to climb ladders, scaffolds, poles and towers of various heights.
 - (5) Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
 - (6) Able to read, hear and understand instructions and warning.
 - b. Have previous military work experience in an identified MOS as stipulated above.

- c. **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.**
 - d. **Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**
 - e. **Obtain a qualifying score of a (5), using the electrical industry's aptitude test developed and validated by the American Institute for Research.**
 - f. **Possess a valid Driver License**
- 13. Individuals who can verify that they have completed a structured pre-apprenticeship training program meeting minimum requirements established by the JATC and recognized by the JATC and sponsored by community outreach group, 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. The JATC using standard means of evaluation (see Section X) will determine direct entry or direct interview. To qualify under this provision, applicants must:**
- a. **Complete an application form, accurately responding to all questions and items including statements that they are:**
 - (1) **Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**
 - (2) **Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.**
 - (3) **Able and willing to attend all related classroom training as required to complete their apprenticeship.**
 - (4) **Able to climb ladders, scaffolds, poles and towers of various heights.**
 - (5) **Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**
 - (6) **Able to read, hear and understand instructions and warning.**
 - b. **Meet the minimum age requirement of 18 at the time of application.**
 - c. **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: complete/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.

- d. Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
- e. Obtain a qualifying score of a (5), using the electrical industry's aptitude test developed and validated by the American Institute for Research.
- f. Possess a valid Driver License
- g. Submit a DD-214 to verify military training and/or experience if they are a veteran.

B. Equal Employment Opportunity Plan:

The Apprenticeship Committee has pledged that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. In order to promote equality of opportunity, the Apprenticeship Committee hereby pledges to take affirmative action to encourage minorities and women to complete the apprenticeship application and enter into the eligibility pool.

- 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.
- 3. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's Sponsor(s).
- 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.

Apprentice applicant appeals procedure:

- 1. An Appeals Committee is hereby established, composed of one member appointed by Labor, one member appointed by management and a public member appointed by both these members.

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Each organization shall appoint its own representative on the Appeals Committee in such manner, as it desires except that no member of the Apprenticeship Committee may serve on the Appeals Committee.

2. Where an Appeals Committee exists under an established referral procedure and it is of this type, it shall be used for this purpose.
3. Management and labor shall mutually agree to and select the public member of the Appeals Committee.
4. The authority of the Appeals Committee shall be limited to the rendering of decisions on cases involving unjust treatment of applicants for the apprenticeship program in the matter of selection.
5. Any appeal must be filed in writing within fifteen (15) days of the date of notifications of the applicant as to the decision of the Apprenticeship Committee regarding his application.
6. A copy of the appeal shall be filed with the Apprenticeship Committee.
7. The Apprenticeship Committee must file a written answer to the appeal within thirty (30) days of receipt of the copy of the appeal.
8. The Appeals Committee shall consider the written evidence and shall on request grant a hearing.
9. A final decision shall be rendered within thirty (30) days of the date of the filing of the Apprenticeship Committee answer to the appeal from the date of a hearing.
10. Decisions of the Appeals Committee shall be final and binding upon the Apprenticeship Committee.

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].

Completion of Apprenticeship:

Once an apprentice has completed the required related supplemental instruction and the required hours of on-the-job training, the apprentice will have 60 days to provide the appropriate passing State Electrical Certification exam results to the JATC. Failure to provide the appropriate passing exam results within 60 days will result in suspension from the program until the passing exam results are produced. Failure to provide the passing results to the JATC within 120 days of the suspension will result in termination from the program. The JATC may elect to require repeat of RSI, re-rating the apprentice to a lesser wage progression or special tutoring.

When the above requirement has been met, the employers and IBEW Local 112 will be notified that the apprentice is to be classified as a journey-level worker and receive the journey-level workers' rate of pay.

- A. The term of training for Inside Wireman Apprentice shall not be less than 8000 hours of employment.**
- B. The term of training for Low Energy/Sound & Communication Apprentices shall not be less than 4800 hours of employment and may require more than four years to complete in view of possible employment lapses. Apprentices desiring certification of OJT hours for the purposes 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.**
- C. The term of training for Residential Electrician Apprentice shall not be less than 4000 hours of employment and may require more than two years to complete in view of possible employment lapses.**

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].

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

- A. The period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. The period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.
 - 1. **The first 1600 hours of OJT and satisfactory performance in related training up to the completion of the first school year shall constitute the probationary period for Inside Wireman Apprentices. The Low Energy/Sound and Communication Technician Apprentice probationary period shall be the first 960 hours of OJT and the Residential Electrician Apprentice probationary period shall be the first 800 hours of OJT. During this period, the apprenticeship agreement may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of such cancellations. Furthermore, the Registration Agency shall be notified of any extension of the probationary period (documenting action taken to address the issue(s) involved)) in lieu of terminating the apprenticeship agreement.**
 - 2. **During the 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 probationary period.**
 - 3. **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 probationary period, following appropriate reviews and evaluation by the JATC. Such reviews and determinations shall be properly documented and applied equally to all apprentices.**
- D. **Prior to the end of the probationary period, action must be taken on each probationary apprentice to end the probation, extend probation, or cancel the apprenticeship agreement. All interested parties shall be notified of such action.**

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. 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)].
- 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:

The ratio of apprentices to journey-level workers is as follows:

A. Inside Wireman Apprentice

The overall ratio is 2 apprentices for every 3 journey-level workers or fraction thereof. This ratio can be used on each job, contract or shop in conformance with the Collective Bargaining Agreement.

B. Low Energy/Sound & Communication Apprentice

The overall ratio is 2 apprentices for every 3 journey-level technicians or fraction thereof. This ratio can be used on each job, contract or shop in conformance with the Collective Bargaining Agreement.

C. Residential Electrician Apprentice

Every training agent who steadily employs one or more residential journey-level workers may have two residential apprentices for every residential journey-level worker on the job in conformance with the Collective Bargaining Agreement.

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. Such apprentices will not be counted for the purposes of a ratio calculation nor be allowed to supervise other apprentices.

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.

This JATC has established periods of apprenticeship as stipulated below.

Advancements are not automatic. The following requirements must be met:

- **Completion of OJT hour requirement, (Depending on period)**
- **Successful progress and/or completion of related training requirements**
- **All monthly work progress reports turned in on time.**
- **Satisfactory instructor reports**
- **All tuition and book fees must be paid**
- **Satisfactory and current on-the-job training evaluations must be turned into the training center office.**

The apprenticeship committee will review and act on up-rates after the above requirements have been satisfied. Advancement notices will then be mailed to the apprentice and employer.

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Inside Wireman

Registered BEFORE April 12, 2013

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	45%	0000 - 1600 hours
2	50%	1601 - 2000 hours
3	55%	2001 - 3500 hours
4	65%	3501 - 5000 hours
5	75%	5001 - 6500 hours
6	85%	6501 - 8000 hours

Registered AFTER April 12, 2013

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	40%	0000 - 1600 hours
2	45%	1601 - 2500 hours
3	50%	2501 - 3500 hours
4	65%	3501 - 5000 hours
5	80%	5001 - 6500 hours
6	85%	6501 - 8000 hours

Low Energy/Sound & Communication Technician Apprentice

Step	Percentage of journey-level rate	Min. Accum OJT Hours	+	Related Training Completed
1	55%	0000 - 0800	+	Satisfactory Progress
2	60%	0801 - 1600	+	Satisfactory Progress
3	65%	1601 - 2400	+	Satisfactory Progress
4	70%	2401 - 3200	+	Satisfactory Progress
5	80%	3201 - 4000	+	Satisfactory Progress
6	85%	4001 - 4800	+	Satisfactory Progress

To be advanced, the apprentice must have satisfactorily completed both

Residential Electrician Apprentice

Step	Percentage of journey-level rate	Min. Accum OJT Hours	+	Related Training Completed
1	50%	0000 - 1000	+	Satisfactory Progress
2	60%	1001 - 2000	+	Satisfactory Progress
3	75%	2001 - 3000	+	Satisfactory Progress
4	90%	3001 - 4000	+	Satisfactory Progress

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.

In order that the apprentice may acquire the necessary skills of the trade in its various categories, he/she (as near as possible) shall be provided with employment in these categories with specified amounts of experience required.

All such work shall be performed under the supervision of a journey-level worker. Supervision should not be of such nature as to prevent the development of responsibility and initiative.

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At the end of each progression period of employment, the Apprenticeship Committee shall examine the progress of the apprentice on the job and in related instruction. Action must be taken on each apprentice to approve advancement, extend present rating, or cancel his/her registration.

<u>A. Inside Wireman:</u>	<u>Approximate Hours</u>
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..	2500
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.	1500
TOTAL HOURS:	8000

<u>B. Low Energy/Sound & Communication Apprentice</u>	<u>Approximate Hours</u>
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. Communication systems, including intercom, data telecommunication, and paging.	
b. Specialized control systems, including HVAC.	
Total Hours:	4800

NOTE: The Committee realizes that the completion of on-the-job training is the ideal, but recognizes that most apprentices will not be able to fulfill the total amount of hours specified in every work process as set forth in this standard. When an apprentice is unable to fulfill the total hours worked in each work process, the committee will evaluate the apprentice's knowledge, skills and abilities and provide appropriate additional related instruction to assure that competency is acquired in each work process. The evaluation and summary of the additional instruction will be noted in the apprentice's file.

<u>C. Residential Electrician</u>	<u>Approximate Hours/Competency Level</u>
1. Rough in & wiring of outlets.....	1300
2. Wiring for service connection meters & distribution.....	400
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

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):

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

- 1. Inside Wireman Apprentice.....200**
- 2. Residential Electrician Apprentice.....150**
- 3. Low Energy/Sound & Communication Apprentice.....150**

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***Note: Hours may be increased to meet changing industry needs.**

- Twelve-month period from date of registration.*
- Defined twelve-month school year: **(September)** through **(July)**.
- 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. 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), or 288 RSI hours (Residential Electrician) over the term of apprenticeship under the same conditions.
 - On-line would not be excluded as a delivery method but could only be offered for hours over the 144 annual minimum/720, 432, or 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 Apprenticeship Committee shall secure competent instructors who knowledge, experience and ability to teach shall be carefully examined. The qualifications for an instructor shall be in accordance with the State Plan for Vocational Education for trade and industrial instructors. When possible, the instructors shall take such teacher training courses as are available.**
5. **The first year apprentice will be required to complete a formal first aid class, taught by a certified instructor, in addition to the required hours of related instruction. The apprentice will be required to have a valid first aid card in order to complete the program. The time spent in this classroom instruction**

shall be in addition to the required hours of on-the-job training and other related training.

6. **The instructors shall give periodic examinations and report the results to the Apprenticeship Committee so that the apprentice's progress may be checked and corrective measures applied where necessary.**

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. **Duties of the Committee:**

- a. **The groups cooperating in these Standards shall refer all problems pertaining to apprenticeship to the Committee for action and disposal before action is reported to the sponsoring organizations.**
- b. **In the event the employer and the employee representatives cannot mutually agree on the administration of the program, any matter in dispute shall be referred to the sponsoring parties for settlement.**
- c. **All funds for the operation of the apprenticeship and training program shall be held in a Trust Fund.**
- d. **The Committee shall make an annual report to the respective employer/employee organizations covering its work for the preceding year.**

- e. **The Committee shall prepare a written policy statement, which sets forth the current rules and regulations for the conduct of the local program. Such a policy statement shall be subject to revision by the Committee.**
- f. **The Apprenticeship Committee shall secure such course material and equipment as may be necessary.**

2. Previous Experience:

Candidates with previous experience in the electrical trade can ask for and have such experience evaluated by the Committee. Where such experience warrants it, the Committee will place the apprentice in the appropriate period, and such advance credit shall be subject to review prior to his/her advancement.

3. Advancement of Apprentices:

- a. **The JATC shall examine the progress of the apprentice on the job and in related instruction on a regular basis. A performance evaluation form shall be used. The JATC will also receive a monthly OJT training report showing the experience and training in the various work processes.**
- b. **The JATC shall evaluate the apprentice's overall performance and accomplishments at the end of each period. 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 a reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the JATC.**

4. Certificate of Completion:

- a. **At completion of the term of apprenticeship, the Committee shall review and examine the apprentice. If satisfactory in all phases of his/her training, the Committee will so certify to the sponsoring parties. If not satisfactory, the term of apprenticeship may be extended.**
- b. **The Committee will present the apprentices with a Certificate of Completion. These certificates shall be approved and signed by the officers of the Committee.**

5. Safety and Health Training:

- a. The employer shall instruct the apprentice in safe and healthful work practices and shall ensure 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 and under Public Law 91-596, dated December 20, 1970 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.
- b. While on the job site, it shall be the responsibility of the Employer to provide the apprentice a safe and healthful workplace and conditions of employment, and work assignments that the apprentice can safely perform.
- c. The JATC shall see that all apprentices complete CPR/First Aid training during their apprenticeship. The JATC shall also attempt to see that graduates of its apprenticeship program possess a current CPR/First Aid card. NOTE: This training requires additional classroom hours.

7. **Statement of Policy:**

The Training Director will act for and under the direction of the Committee in carrying out the terms and conditions as established in the Standards and the published policies of the Apprenticeship Committee.

8. **Qualifications of Employers:**

- a. An employer who is eligible to train apprentices shall meet the qualifying requirements as set forth below and be able to provide the necessary work experience for training.
- b. An employer is a person, firm or corporation meeting the following qualifications in the judgment of the Apprenticeship Committee.
 - (1) Sufficient knowledge, experience and financial responsibility;
 - (2) Maintain a permanent place of business as a shop, separate from a residence;
 - (3) Are open to the public during normal business hours;
 - (4) Maintain suitable financial status to meet payroll weekly;

- (5) **Employ at least one (1) journey-level worker continuously who is not a member of the immediate family.**
- (6) **An agreement for funding for the purpose of maintaining the Apprenticeship and Training Program will be entered into with each employer prior to employer certification as a training agency.**

9. Apprentices' Hours & Supervision:

- a. **An apprentice shall be under journey-level supervision at all times. Journey-level workers are not required to constantly watch the apprentice, but are to lay out the work required and permit the apprentice to perform the work on his/her own. Journey-level workers are permitted to leave the immediate work area without being accompanied by the apprentice.**
- b. **The apprentice's work shall not interfere with attendance at related school instruction classes. Supervision should not be of such a nature as to prevent the development of responsibility and initiative.**
- c. **The instructors shall give periodic examination and report the results to the Apprenticeship Committee so that the apprentice's progress may be checked and corrective measures applied where necessary.**
- d. **Apprentices may be permitted to receive OJT and related training on a temporary basis with another IBEW/NECA JATC, provided that each JATC, 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 instructions 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 in the jurisdiction.**

10. Advancement of Apprentices:

At the end of each period of employment, the Apprenticeship Committee shall examine the progress of the apprentice on the job and in related instruction. Action must be taken on each apprentice

to approve advancement, extend present rating for a specified probationary period, or cancel their registration.

11. **Apprenticeship Agreement:**

- a. 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.
- b. Prior to signing the apprenticeship agreement, each selected applicant shall be given the opportunity to read and review these Standards, the JATC's written Rules and Policies, the apprenticeship agreement and sections of the CBA that pertains to the Apprenticeship. Selected applicants shall sign an acknowledgment that they have reviewed the documents and are willing to abide by them.

Local Apprenticeship Committee Policies

The apprentice will be provided with a copy of written Policies and Procedures and will sign an acknowledgment receipt of the same. This procedure will be followed whenever revisions or modifications are made to the Policies and Procedures.

POLICIES & PROCEDURES

FOR THE

**LU 112 - NECA ELECTRICAL
JOINT APPRENTICESHIP AND TRAINING COMMITTEE**

MEMBER OF THE

**WESTERN DIVISION, INLAND EMPIRE CHAPTER
NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION**

AND THE

**LOCAL UNION #112
INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS**

LU 112 - NECA ELECTRICAL APPRENTICESHIP COMMITTEE

(Revised 1997)
(Updated 01/20/2006)

Dennis Williamson
Training Director
INTRODUCTION

As the Electrical Construction Industry improves each day, so strives the Joint Apprenticeship and Training Committee to improve the education and training of the younger generations for the Electrical Construction Industry.

The rules set in these Policies and Procedures are stringent to promote a quality craftsman in the Electrical Construction Industry, and outstanding citizens for the communities. The Electrical Construction Industry is responsible for maintaining the apprenticeship training program and, by the same token, the apprentice has an obligation to the Electrical Construction Industry to conduct themselves in a responsible manner.

As the apprentice is better informed of the apprenticeship program and conscientiously assumes their responsibilities during their apprenticeship, they will be better prepared with the proper skills and knowledge necessary to assume a better position as Journey-level Electrical Worker in the Electrical Construction Industry when they graduate.

Let us strive together as apprentices with Labor and Management to make this industry the best industry in this nation and the world.

JATC RESPONSIBILITIES

ARTICLE 10 - PURPOSE OF POLICIES AND PROCEDURES

- 10-1. The purpose of these policies and procedures is to unify the training program, which covers the jurisdiction of Local Union #112 of the IBEW and the Inland Empire Chapter of the NECA. This is a joint venture between Labor and Management to improve the industry through training for the communities and the future generations.
- a. The JATC is authorized to administer and enforce these Apprenticeship Policies and procedures under the guidelines of the Standards registered with the State of Washington, Department of Labor and Industries, Apprenticeship Section.
 - b. These Standards shall be governed by the Washington State Apprenticeship Act (R.C.W. 49.04) and the Federal Labor Standards (29 CFR 29), which govern employment and training in apprenticeable occupations.

EDUCATIONAL TRAINING REQUIREMENTS

ARTICLE 20 - RESPONSIBILITY OF APPRENTICE

- 20-1.** Apprentices shall be required to attend related educational training a minimum of 200 hours per year for Construction, 150 hours for Residential and 150 for Low Energy Apprenticeship programs.
- 20-2.** Apprentices must be in the classroom with proper educational materials and ready for class by scheduled time of class. Completion of all homework assignments shall be the total responsibility of each apprentice.
- 20-3.** The responsibility rests solely with the apprentice to complete all lessons and topics missed due to absenteeism to the satisfaction of the class instructor.
- 20-4.** Apprentices who are absent shall state the reason in writing and present it to the Trust Office for action by the JATC at the next regular scheduled monthly meeting. Excuse accepted by the JATC as being valid will exempt the apprentice from penalties, but not from the required minimum hours per year.
- 20-5.** Any apprentice who fails to return to class following a break or who decides to leave early on their own volition shall be given no credit for that class and marked absent for the entire class.
- 20-6.** Apprentices not maintaining a year-end grade point average of 75% may be canceled from the program. If allowed to repeat a school year, failure on the part of the apprentice to pass any individual block of training with a minimum 75% GPA shall result in the apprentice being automatically canceled from the apprenticeship program.
- 20-7.** All apprentices are subject to the "Failed Test Policy" for each year of Related training. Penalties for failing tests are:
- First failed test - No penalty
 - Second failed test - 1-month delay in next scheduled up-rate.
 - Third failed test - "Show Cause" hearing with JATC
- This policy will apply to each academic year during the apprenticeship program.
- 20-8.** Retest scores will have an automatic deduction of fifteen (15) points of the final score. The Committee may waive this deduction if the apprentice shows a written legitimate excuse.
- 20-9.** Vacations will not be scheduled during the related educational school year. Exceptions may be made through the JATC or their representative only and only when requested in writing.

- 20-10. No tobacco use of any kind is allowed in the JATC building. A smoking area will be provided during break time.
- 20-11. The use or possession of alcohol, drugs, weapons or firearms by an apprentice at any time on JATC premises, or on the job site (including company vehicles), is strictly prohibited. Any person violating this policy will be subject to discipline under the terms of this policy up to and including termination.
- 20-12. School hours and dates are sent to each apprentice before the school year begins and should be referred to by all apprentices.
- 20-13. It is the responsibility of each apprentice to be punctual, respectful, attentive, dependable and neat appearing with regard to classroom conduct.
- 20-14. Tutoring will be available through the Trust Office for apprentices in the program. Tutoring will not be available during the probationary period. Tutors will be paid at the prevailing journey-level wireman rate by the apprentice. Arrangements will be made at the convenience of the tutor.
- 20-15. Any test missed due to absence of the apprentice may be made up at the convenience of the class instructor and within a one-week period from the date the test was originally administered. Cost of the instructor will be the responsibility of the apprentice taking the test and shall be paid at the instructor wages.

"ON-THE-JOB" TRAINING REQUIREMENTS

ARTICLE 30 - RESPONSIBILITY OF APPRENTICE

- 30-1. Each apprentice shall maintain a regular on-the-job attendance. Unnecessary absences and/or tardiness will not be tolerated. Failure to comply will result in severe disciplinary action by the JATC
- 30-2. An apprentice may not refuse a job assignment. If the apprentice does not agree with the job assignment, he/she shall report as assigned, request in writing through the Trust Office an appearance before the JATC and continue to work as assigned until removed by JATC action or transferred or terminated by the employer. A violation of the above shall be subject to disciplinary action by the JATC
- 30-3. An apprentice must sign the out-of-work list no later than the next workday after he/she becomes unemployed.
- 30-4. Apprentices shall perform all the duties and tasks on the job as are associated with the craft and an apprenticeship.

- 30-5. Overtime shall not interfere with scheduled classes of related educational instruction and shall not be detrimental to the health and safety of the apprentices. Overtime hours worked shall be recorded as actual hours worked.
- 30-6. Each apprentice will be solely responsible for maintaining a work record book with copy of the record each month to be turned into the Trust Office by the 10th day of the following month.
- 30-7. Monthly work records not turned in by the 10th day of the following month will result in the next scheduled update being held for thirty (30) days for each offense. Three consecutive offenses will constitute action by the JATC for not complying with these Policies and Procedures.
- 30-8. Hours worked, working conditions, overtime, health and welfare, vacation and pension provisions are those agreed to in the Collective Bargaining Agreement currently in effect between the Inland Empire Chapter of the NECA and the Local Union #112 of the IBEW
- 30-9. Work habits that include safety violations, sloppy workmanship, negative attitudes or refusal to do or help with assigned work will result in the apprentice being sent home until he/she appears before the JATC at their next scheduled meeting. The importance of maintaining good customer relations for the IBEW an NECA is critical. Work place behaviors or actions by apprentices that threaten positive relations with customers will not be tolerated.
- 30-10. The use of alcoholic beverages, non-prescription drugs or other controlled substances on the job shall be reason for the apprentice to be canceled from the Apprenticeship Program.
- 30-11. It is the responsibility of the apprentice to be punctual, respectful, attentive, dependable and neat appearing with regard to on-the-job conduct.
- 30-12. Each apprentice shall provide themselves with the following tools:

Inside Wireman:

Tool Belt and Pouch	1 electrician hammer
2-Pair of Channellocks	Hacksaw Frame
Electrician's knife	600-Volt Pouch-Type Voltage Tester
Pencil	1 Torpedo level
Wire Strippers	1 Pair needle nose Pliers
1-Pair Side Cutting Dikes	Tool Box
1-Pair Side Cutting Pliers	Current NEC book

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Awl or center punch	#2 lock recess driver
Seven piece spin tites, up to 1/2"	Allen wrenches, up to 3/8"
Up to 7 screwdrivers	Combination wrenches - 3/8", 7/16", 1/2" & 9/16"
Steel tape, 25 foot or less	Wood rule is optional

Limited Energy:

Knife*	Side Cuts or Flush Cuts
Flashlight*	Hacksaw Fram
Level *	Crescent Wrench
Pencil*	Keyhole Saw
Tape Measure*	Tri-Tap Tool
Needle Nose Pliers*	Impact Tool, (no blades)
Electrician's Scissors	Toner & Inductive Amplifier
Channel Locks*	Set of Allen Wrenches, (not over 3/8")
Slotted Screw Driver*	V.O.M. (Optional)
Phillips Screw Driver*	
Square Driver*	

***Indicates minimal starting tool list for Apprentice/Installer. All Apprentices & Installers shall add to their tools as rapidly as possible until a full set of tools is acquired.**

Residential Electrician:

Electrician's knife	1 Phillips Wobbly Screwdriver
Pencil	600-Volt Pouch-Type Voltage Tester
Wire Strippers	1 Torpedo level
1-Pair Side Cutting Dikes	1 Pair needle nose Pliers
1-Pair Side Cutting Pliers	Tool Belt and Pouch
Electrician's Hammer	Current NEC book
2 Screwdriver's (not over 8")	Steel Tape, 25' or less
#2 Lock Recess Driver	In addition, a Wooden Rule is OK
1 Straight Wobbly Screwdriver	

TRAINING CENTER

ARTICLE 40 - MAINTENANCE OF TRAINING CENTER

- 40-1. Apprentices shall endeavor to maintain the Training Center in a clean and tidy condition.**
- 40-2. Apprentices who are found intentionally damaging or defacing the Training Center will be subject to severe penalties by the JATC**

ARTICLE 50 - RESPONSIBILITY OF INSTRUCTOR

- 50-1. Records will be maintained by the class instructor recording when an apprentice is in attendance, absent or late in arriving at start of class. The class instructor shall record and notify the Training Director in writing each week of all apprentices absent or late for class.**
- 50-2. Instructors will maintain a monthly report containing test results with continuation of average grades for month, attendance and other comments required. This monthly report shall be reviewed by the JATC at their regularly monthly meeting for action.**
- 50-3. Scheduled class breaks will be at the discretion of the instructor.**
- 50-4. Instructors wishing to reschedule a class will notify the JATC in advance.**
- 50-5. Extra activities scheduled outside regular school hours will be treated as regularly class time, when approved by the JATC in advance, through the Trust Office.**

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:
4. **Adjustment of Differences: Cancellation of Registration**
 - a. **The Committee may cancel the Apprenticeship Registration and remove the apprentice from the apprenticeship program for Cause. Such removal by the Committee shall cancel his/her classification of apprentice and his/her opportunity to complete his/her training.**
 - b. **Any apprentice shall have the right to appear before the Committee if the probationary period is completed.**
 - c. **The Apprentice Registration may also be canceled by mutual consent of all parties of the registration.**
 - d. **The Washington State Apprenticeship and Training Council shall be notified of all such cancellations.**
 5. **Complaint Procedure: Refer to WAC 296-05.**

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

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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 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

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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:

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

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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
 - 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

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- 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.
 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.

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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:

1. **The Apprenticeship Committee for the Electrical Contracting Industry, hereinafter called the "Apprenticeship Committee", shall be composed of equal members qualified to represent the employers and qualified to represent the employees.**
2. **Members of the Apprenticeship Committee shall be selected by the groups they represent. The term of office shall be for three years. The term of one employer representative and one employee representative to expire each year with vacancies to be filled in the same manner as the original appointments were made. An Apprenticeship Committee member may succeed himself. The Apprenticeship Committee shall select from its membership, but not both from the same group, a chairman and a secretary who shall retain voting privileges.**
3. **Any member of the Apprenticeship Committee may be removed for cause and replaced by proper action on the part of the organization, which he represents.**

Any officer or Apprenticeship Committee member may be removed by the sponsoring organization upon recommendation by majority vote of the Apprenticeship Committee for dereliction of duty or misconduct in office. Such a recommendation shall be forwarded in writing to the proper sponsoring organization for action.

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- 4. Consultants may be invited to attend meetings of the Apprenticeship Committee but shall have not official voice or vote.**
 - 5. The Apprenticeship Committee may establish or authorize a joint subcommittee to be similarly constituted and selected for training other than apprenticeship.**
- a. **Quorum: Four (4) members of the committee or subcommittees, two (2) from each of the sponsoring parties shall be a quorum for the transaction of business, but each party shall have the right to cast the full vote of its membership and it shall be conducted as though all were present and voting.**
 - b. **Program type administered by the committee: Group Joint**
 - c. **The employer representatives shall be:**

W. Division, Inland Empire Chpt. Nat'l Electrical Contractors Assn.

**David Chally, Secretary
1715 N Atlantic St
Spokane, WA 99205**

**Andy Hunt
1715 N Atlantic St
Spokane, WA 99205**

**Mark Leibold
1715 N Atlantic St
Spokane, WA 99205**

**Mitch Murphy
1715 N Atlantic St
Spokane, WA 99205**

- d. **The employee representatives shall be:**

International Brotherhood of Electrical Workers, Local Union #112

**Travis Swayze, Chairman
2637 W Albany Street
Kennewick, WA 99336**

**Tim Murray
2637 W Albany Street
Kennewick, WA 99336**

**Stacy Kimball
2637 W Albany Street
Kennewick, WA 99336**

**Travis Sellers
2637 W Albany Street
Kennewick, WA 99336**

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F. Plant programs

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

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

NONE

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these standards, and are subject to the main committee. All actions of the subcommittee(s) must be reviewed by the main 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.

**Dennis Williamson, Training Director
8340 Gage Blvd.
Kennewick, WA 99336**

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