



APPRENTICESHIP PROGRAM STANDARDS
adopted by

GREATER PUGET SOUND AREA AUTOMOTIVE MACHINISTS
APPRENTICESHIP COMMITTEE

(sponsor name)

Table with 3 columns: Occupational Objective(s), SOC#, and Term [WAC 296-05-315]. Rows include Automotive Body and Fender, Automotive Machinist (Automotive Repair Shops), Heavy Duty Equipment Mechanic, Machinist Automotive (Machine Shops), and Trailer, Container and Van Repair Mechanic.



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention and Labor Standards
Washington State Department Labor and Industries
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By: DAVE D'HONDT
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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 have been prepared by the representatives of employers and members of Automotive Machinists' Lodge No. 289, and assisted by the Apprenticeship

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Division, State Department of Labor and Industries. When approved by and registered with the Washington State Apprenticeship and Training Council, these standards will 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).

The area to be covered by these standards shall be all of King County (with the exception of employees of the City of Seattle), Island, Pierce, San Juan, Skagit, Snohomish, and Whatcom Counties.

II. MINIMUM QUALIFICATIONS:

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

- Age: **Must be a minimum of 17 years of age.**
- Education: **High school completion or equivalent.**
- Physical: **Must be able to meet the requirements of the trade.**
- Testing: **NONE**
- Other: **NONE**

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

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program as required by the rules of the Washington State Apprenticeship and Training Council.

A. Selection Procedures:

1. **The Seattle Automotive Machinists Local 289 and/or the Greater Puget Sound Area Automotive Machinists Apprenticeship Committee are not in any way serving as a referral agency and persons desiring apprenticeship under the Greater Puget Sound Area Automotive Machinists Apprenticeship Committee shall make application to an employer approved by the Apprenticeship Committee. On becoming employed, if the applicant meets all the qualifications and has completed the application in accordance with the steps outlined below, he/she is notified to appear before the Apprenticeship Committee for an interview and counseling. At the time of the interview he/she shall be informed of his/her obligation to abide by the Standards established for the trade. Upon acceptance of the applicant, the Apprenticeship Committee shall make an evaluation as to his/her ability and, with the employer's approval, place him/her in the program in the proper work experience and wage progression period and register him/her to the employer of record. He/she also is to be registered with the Washington State Apprenticeship and Training Council.**
2. **The Apprenticeship Committee shall be responsible for obtaining signed agreement forms from all individual employers who hire apprentices and that the employer will comply with the State of Washington Affirmative Action Plan. Agreement forms are to be furnished by the Washington State Apprenticeship and Training Council, and these signed agreements are to be forwarded to the Washington State Apprenticeship and Training Council.**
3. **Applicants will be considered qualified and notified to appear for an interview when they complete the following:**
 - a. **Apprentice applicant to obtain application form at the office of the Secretary of Apprenticeship Committee. Address: District Lodge 160, 9135 15th Place South, Seattle, WA 98108**
 - b. **Application and documentation of Minimum Requirements stated in Section II of these standards shall be returned to District Lodge 160.**

B. Equal Employment Opportunity Plan:

1. **Participate in workshops conducted by school districts, community-based organizations and others to increase awareness of apprenticeship opportunities available.**

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2. **Participate in existing outreach programs whose focus is the recruitment and preparation of minority and female apprenticeship applicants.**
3. **Develop monitoring procedures to ensure that employers are granting equal opportunities to applicants for apprenticeship. This may include reporting systems, on-site reviews or briefing sessions.**
4. **Granting credit, advance standing or credit for previously acquired experience, training, skills or aptitude without prejudice, to 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].

The term of apprenticeship shall be as defined below, including the probationary period.

Any extension or reduction of this period of apprenticeship will be granted by the Apprenticeship Committee only upon adequate proof that an apprentice is entitled to such consideration.

Automotive Body & Fender	4 years (8000 hours) of employment
Automotive Machinist (Automotive Repair Shops)	4 years (8000 hours) of employment
Heavy Duty Equipment Mechanic	4 years (8000 hours) of employment
Machinist Automotive (Machine Shops)	4 years (8000 hours) of employment
Trailer, Container and Van Repair Mechanic	4 years (8000 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

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of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

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

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

All apprentices employed in accordance with these standards shall be subject to a probationary period not exceeding the first 1600 hours of the term of apprenticeship.

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.

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- 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:

One apprentice may be employed in any shop where a journey-level worker is steadily employed, and one additional apprentice may be employed for every additional four journey-level workers steadily employed.

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. All Occupations:

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0 - 3 months	65%
2	4 - 12 months	73%
3	13 - 24 months	77%
4	25 - 30 months	80%
5	31 - 36 months	85%
6	37 - 42 months	90%
7	43 - 48 months	95%

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,

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which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined.

A. Automotive Machinist (Automotive Repair Shops) Approximate Hours

Including all repairing of automobiles, trucks, buses, motorcycles, all two or four cycle engines air or liquid cooled and all other own generally associated with the automotive industry as herein contained.

- 1. Familiarization500**
New vehicle service, installation of accessories, body service, shop routine.
- 2. Brakes.....500**
Adjusting, relining, repair hydraulic systems, power operated brakes, air and vacuum brakes.
- 3. Chassis.....750**
Frame, steering units, front systems, shock absorbers, springs, shackles.
- 4. Clutch and transmission1000**
Clutches, transmissions, standard and automatic, overdrives and shift controls, power take-off.
- 5. Rear Axle Assembly750**
Differential, universal joints, drive lines, rear axle.
- 6. Power Plants1000**
Valves, timing gears and chains, piston and ring assembly, bearing and crankshaft, cylinder reconditioning, cooling system.
- 7. Electric System1000**
Wire and light system, generator and regulator motors, starting, windshield wiper, etc., instruments emission controls, and basic computers.
- 8. Motor analyzing1000**
Carburetors, fuel systems, distributors, etc., trouble shooting, fuel injectors, tune-up and basic computers.
- 9. Automotive air-conditioning accessories and smog controls1000**
- 10. Miscellaneous500**

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Exhaust systems, welding auxiliary devices, etc., shop operations,
service selling, and supervision, review.

TOTAL HOURS: 8000

B. Machinist Automotive: (Machine Shops): Approximate Hours

This covers all machine shops that do automotive machine work
(such as engine reconditioning and all other automatic unit
rebuilding).

- 1. Bench work, dismantle, assembly valves, valve seats, inserts,
rebuild internal combustion engines2000
- 2. Main line boring, bearing inserts, bearing and rebabbiting.....500
- 3. Cylinder boring, piston grinding, pin fitting brake drum lathe1250
- 4. Machine tool maintenance, grinding drills, reamers and cutters.....250
- 5. Lathe, plane, milling machine, cylinder grinding, general machine
work and CNC computer operation.....3000
- 6. Crankshaft grinding1000

TOTAL HOURS: 8000

Machinist Automotive (Machine Shops): (Optional Work Experience)

- 1. Centering125
- 2. Sand Blasting125
- 3. Magnifluxing250
- 4. Straightening250
- 5. Shot Peening250
- 6. Lathe Work500
- 7. Metalizing750
- 8. Internal Grinding750
- 9. Cylindrical Grinding2000
- 10. Crankshaft Grinding3000

TOTAL HOURS: 8000

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C. Automotive Body and Fender Approximate Hours

Covering all shops that do body and fender work, radiator repairing, replacing of glass and upholstery, auto painting and all other work generally associated as herein contained.

1. Correcting damaged fenders; roughing out, dinging damaged parts, welding and strengthening filing; solder, grinding, removing; replacing; and realigning1500
2. Refinishing and spotting; rough and wet sanding feathering out; cleaning; masking; application of primer and surfacer with spray gun; water sanding1500
3. Repairing and replacing door and body panels; window regulator assembly; removing door lock assembly; removing and replacing upholstery and glass; rehangng and alignng doors.1500
4. Other processes to be learned, basic computer, body solder and plastic application; use of pneumatic hammer in metal dinging; shrinking of stretched metal; lining up and hanging hoods and decklids; straightening lining up bumpers; cleaning and polishing various finishes; use and care of spray equipment.1500
5. Removing and installing; aligning and finishing turret tops; removing, replacing and repairing shell, grill, and radiators; also squaring and correct installation on frame2000

TOTAL HOURS: 8000

D. Heavy Duty Equipment Mechanic Approximate Hours

Covers repairing and rebuilding of all heavy duty machinery including cats, tractors, shovels, graders and all similar types of equipment.

1. Gasoline Engine Repairs1500
 - a. Pistons, rings, valves, and bearing
 - b. Fuel systems - carburetion and fuel pumps
 - c. Ignition, starter, and electrical systems
 - d. Lubrication system and oil pumps
 - e. Cooling systems

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2.	Diesel Engine Repairs	1500
	a. 2 - cycle engines	
	b. 4 - cycle engines	
	c. Piston, rings, valves and bearings	
	d. Injection systems	
	e. Scavenging systems	
	f. Starting systems	
	g. Cooling systems	
	h. Lubricating systems	
3.	Drive and Control Systems	2000
	a. Clutches and drives	
	b. Transmissions and transfer cases and power take-off	
	c. Final drives	
	d. Reel Wheel	
	e. Tracks and track suspension systems	
4.	Equipment Repair and Maintenance	2500
	a. Winches and hoisting gear	
	b. Hydraulic and pneumatic systems	
	c. Air compressors	
	d. Bulldozers, graders, and motor road patrols	
	e. Cranes, clamshells and draglines	
	f. Ditchers and black-hoes	
	g. Welding and burning (gas and electrical)	
	h. Basic computer	
5.	Lubrication and Lubrication Systems of all Equipment.	500
	TOTAL HOURS:	8000

E. Trailer, Container, Van Repair Mechanic: Approximate Hours

1.	Welding	2000
	a. Welding of all materials used in construction and repair of containers.	
	b. Scarfing with air arc	
	c. Cutting with gas torch	
	d. Straightening and repairing frames	
2.	Container/Van Repair	2500
	a. Replacement and repair of panels	
	b. Reinforcement of sides	
	c. Replacement of corner posts and corner plates	
	d. Replacement of roof rails, rub rails and trim	

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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): **In-House training approved by the JATC.**

B. **144** Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)): **or 3 quarters of classes at Technical or Community College, (see WAC 296-05-305(5))**

Twelve-month period from date of registration.*

Defined twelve-month school year: **(insert month)** through **(insert month)**.

Two-thousand hours of on the job training.

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

C. Additional Information:

NONE

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. **Satisfactory progress must be maintained during on-the-job training.**
 2. **Apprentices shall submit completed work progress reports by the 5th of each month to the office of the Secretary of the Apprenticeship Committee (District Lodge 160). Reports must be submitted even if no hours were worked. Hours worked will be verified and reported to the registration agency quarterly. Failure to do so shall be cause for appearance at the next JATC meeting and possible disciplinary action, suspension or cancellation of apprenticeship agreement.**
 3. **Satisfactory progress must be maintained in all related training classes. Apprentices are to maintain a minimum "C" grade for all technical or community college classes attended and for pass/fail courses, must achieve a passing score.**
 4. **Apprentices will provide a record of school attendance (in hours) noting which are paid, by the 5th of each month to the office of the Secretary of the Apprenticeship Committee (District Lodge 160). This must be provided**

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even if the hours equal zero for any given month. In addition, upon request, apprentices shall submit copies of school transcripts and/or verification of course completion to the Joint Apprenticeship Committee. Failure to submit reports timely may be cause for cancellation of the apprenticeship agreement.

5. Apprentices may request credit for advanced standing during the term of apprenticeship by sending request addressed to the Apprenticeship Committee including employer evaluation or letter verifying performance and recommending advancement.
6. Employment with an approved Training Agent must be maintained to participate in this registered apprenticeship program. Termination from employment may result in suspension or cancellation of the apprenticeship agreement. The apprentices will be sent notice to appear at the next regularly scheduled Apprenticeship Committee meeting to show-cause why the agreement should not be cancelled.
7. An employer shall not terminate an apprentice without first contacting the Apprenticeship Committee, as continued employment is required to maintain status as an apprentice.
8. Issues for which an apprentice may be notified to appear before the committee include:
 - a. Poor attendance or punctuality problems at work or school
 - b. Poor work habits
 - c. Quitting an employer without cause

Local Apprenticeship Committee Policies:

1. The apprenticeship committee shall meet a minimum of 3 times per year.
2. Special meeting of the apprenticeship committee may be called by the Chairman or Secretary of the committee. A notice will be sent in advance informing committee members of the date, time, and purpose of such meeting.
3. The committee will register Training Agents to the program including a signed Training Agent Equal Employment Opportunity form. This form outlines the employer's responsibility to cooperate in the recruitment of minorities and females, to which the Washington State Apprenticeship and Training Council (WSATC) will hold the Apprenticeship Committee accountable.

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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.
 - 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)

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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 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.

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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:

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

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- 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
 - 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.

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2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
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.

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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:

The Greater Puget Sound Area Automotive Machinists' Apprenticeship Committee shall be composed of an equal number of labor and management members representing the auto repair industry, the trucking industry, the independent auto dealers, auto machine shops, trailer and container industry, and equipment industry.

- a. Quorum: **A quorum shall consist of three (3) members of the Apprenticeship Committee, one of whom must be either the Chairman or the Secretary.**
- b. Program type administered by the committee: **GROUP JOINT**

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c. The employer representatives shall be:

**Mike Swehla, Chairman
First Transit
2300 Kasch Park Road
Everett, WA 98204**

**Matt Bryson
Stevedoring Service of America,
1131 SW Klickitat Way
Seattle, WA 98134**

**Forrest Gary
Recology
117 South Main Street, Suite 300
Seattle, WA 98104**

d. The employee representatives shall be:

**Melody Coffman, Secretary
9135 -15th Place South
Seattle, WA 98108**

**Greg Domingues
10784 Marine Dr. SW
Seattle, WA 98146**

**Ralph Henry
PO Box 1141
Maple Valley, WA 98038**

**Brandon Hemming, Alternate
IAM & AW District 160
9135 15th Place South
Seattle, WA 98108**

**Joe Gallegos, Alternate
Stevedoring Service of America,
1131 SW Klickitat Way
Seattle, WA 98134**

F. Plant programs

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

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

N/A

XII. SUBCOMMITTEE:

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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.

NONE