



**STANDARDS OF APPRENTICESHIP  
adopted by**

**SIGNAL ELECTRIC APPRENTICESHIP STANDARDS**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
<b>OUTDOOR LIGHTING AND TRAFFIC SIGNAL INSTALLER</b>	<b>47-2111.00</b>	<b>8000 HOURS</b>



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

JULY 19, 1984  
Initial Approval

FEBRUARY 24, 2012  
Committee Amended

JANUARY 20, 2011  
Standards Amended (review)

JANUARY 20, 2011  
Standards Amended (administrative)

By: LEE NEWGENT  
Chair of Council

By: JOSE RODRIGUEZ  
Secretary of Council

# SIGNAL ELECTRIC APPRENTICESHIP STANDARDS

## INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

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 the 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 (Optional)

**The following standards of apprenticeship with supplements pertaining to the necessary work experience of the trade and a progressive wage scale approved by and registered with the Registration Agency govern the training of apprentices in this industry.**

## INTRODUCTION:

## **SIGNAL ELECTRIC APPRENTICESHIP STANDARDS**

**The science of electricity is constantly changing and expanding. 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 unusual 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 electrical 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 electrician still finds that decisions must constantly be made regarding the best and safest methods of installation to produce a given result.**

**Electrical installations today have become very complex; 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 the finished work as well as its technical correctness and structural soundness.**

**This program has been developed so that the apprentice, through a systematic program of schooling and on-the-job training, can become the qualified, well-rounded journey-level worker of tomorrow. The degree of success of the program will depend upon the ability of the employer to provide the on-the-job training and the Construction Industry Training Council education facility and instructors to provide the related supplemental instruction. All functions of the Committee shall be on the basis of non-profit endeavor for the good and welfare of registered apprenticeship and training for the best interests of the apprentice, the employer and the public.**

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

**The area covered by these standards shall be the entire state of Washington.**

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### **II. MINIMUM QUALIFICATIONS:**

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

Age: **Applicants shall be 18 years of age or older.**

Education: **High school graduates or possession of a GED is required. Applicants must have transcript showing successful completion (grade C or better) of one year of high school math (algebra) or the equivalent from an accredited college or university.**

Physical: **Applicants must be capable of performing the work of the electrical construction trade.**

Testing: **None.**

Other: **a. Applicant must possess a valid driver's license.  
b. Applicant must provide proof of insurability.**

### **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 Procedures (see 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 (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

#### **A. Selection Procedures:**

- 1. Applications are available and accepted year round by the sponsor.**

#### **Location:**

**1001 3rd Avenue South  
Kent, WA 98064**

**Phone: 253-872-7177**

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- 2. Documents verifying age, high school diploma or GED, required math class, valid driver's license and proof of insurability must be provided at the time of application to be considered complete and to receive notice for interview.**
- 3. Applicants meeting the minimum qualifications will be notified in writing of the date, time and place for interview. The applicant shall be informed of the obligation to abide by these standards.**
- 4. The Apprenticeship and Training Committee shall conduct a comparative evaluation of each interviewee and a score will be recorded. A score of 60% is the minimum passing score; applicants scoring 59% and below will not be considered for apprenticeship.**
- 5. Applicants will be listed in the order of their scores. This list will constitute a pool of eligible applicants for employment and selection will be made in descending order of the score. Once interviewed and evaluated, an applicant will remain on the eligibility list for two years. Applicants may be removed by their request or failure to respond to an apprentice job opportunity mailed to the applicant's last known address by certified mail, return receipt requested. Applicants have a responsibility to keep the Committee informed of their current address.**
- 6. Qualified applicants shall remain in contact with the apprenticeship office as deemed necessary by the apprenticeship staff to confirm availability. Inability to do so will result in the qualified applicants' removal from the list.**
- 7. Selected applicants will be required to drive employer's vehicle during work hours and must provide proof of current valid driver's license and proof of insurability prior to registration as an apprentice. Failure to meet this requirement will result in the applicant having to re-apply.**
- 8. Selected applicant must pass, with negative results, a pre-employment drug test at no cost to the applicant. Failure to pass will result in the applicant having to re-apply.**
- 9. Each applicant accepted for employment as an apprentice will be issued a L&I Trainee card stating that the holder of this card is now a trainee electrician.**
- 10. EXCEPTIONS: Those entering the apprenticeship program by one of the following methods must take a pre-employment drug test and pass with negative results.**

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- a. **Graduates of Job Corps may receive direct entry into the apprenticeship program as soon as they meet the minimum qualifications.**
- b. **Registered Native Americans who have secured work under a TRIBAL project may receive direct entry into apprenticeship provided:**

**The applicant has met the minimum qualifications of these standards.**

**-OR-**

**Complete additional supplementary training as deemed (utilized as having the ability to "determine" what additional training classes are needed for a TERO direct entry person not meeting minimum qualifications) necessary by the apprenticeship Committee prior to completing the initial probationary period.**

### **B. Equal Employment Opportunity Plan:**

1. **Disseminating information and concerns regarding equal employment opportunity policies of the program's sponsor.**
2. **Engaging in programs, where available, designed to recruit, pre-qualify, and place minorities and women (minority and non-minority) in apprenticeship.**
3. **Granting credit for previous trade experience or trade-related courses for all applicants equally**
4. **To ensure the recruitment of minorities and women the program may pierce the ranked list and offer an apprenticeship opportunity in advance of other eligibles on the list.**

### **Discrimination Complaints.**

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

## **IV. TERM OF APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

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**The term of apprenticeship shall be 8000 hours of reasonable continuous employment with allowances made for time off due to illness, vacation, seasonal and economic conditions affecting the availability of work and as otherwise noted under the work experience schedule. No consideration shall be given to extended periods of interruptions in the work experience for any artificial reasons. 1800 hours of work in a year shall be considered reasonably continuous employment. However, the Committee may, by special consideration, allow lesser number of hours but in no case less than 1500 hours.**

### **V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
2. Is the period that 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 of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**The first 1600 hours of employment after the signing of the Apprenticeship Agreement shall be a probationary period. During this period of apprenticeship, registration may be canceled by either party without the formality of a hearing. The Washington State Apprenticeship and Training Council shall be notified of such cancellation.**

**Before the end of the probationary period, the Committee shall make a thorough review of the apprentice's ability and development. Action must be taken on each probationary apprentice to end his/her probation or cancel his/her registration. 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

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are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. 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)].

**The ratio of journey level workers to apprentices shall be not less than one to one per jobsite and shop.**

**Senior Outdoor Lighting and Traffic Installer Apprentices in their fourth year who have accumulated 7,000 hours of Affidavit of Experience shall be allowed to work alone on any part of any project when the apprentice has obtained a Washington State Department of L&I Electrical Training Certificate with the designation "unsupervised" and as far as possible, be allowed to assume responsibilities of a journey-level worker in order to gain this necessary experience.**

### **VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>45%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>50%</b>
<b>3</b>	<b>2001 - 3500 hours</b>	<b>55%</b>
<b>4</b>	<b>3501 - 5000 hours</b>	<b>65%</b>
<b>5</b>	<b>5001 - 6500 hours</b>	<b>75%</b>
<b>6</b>	<b>6501 - 8000 hours</b>	<b>85%</b>

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**VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and 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.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

<b>A. <u>Outdoor Lighting and Traffic Signal Installer:</u></b>	<b><u>Approximate Hours</u></b>
1. General knowledge of materials .....	500
2. Circuitry, troubleshooting and blueprints .....	1500
3. General commercial wiring installation, layout, and plan reading .....	1500
4. Industrial power installation, layout, and plan reading .....	1800
5. Motors and controls .....	700
6. Bells, signals, and telephone systems .....	670
7. Fixtures and illumination and exterior sign work .....	1000
8. National Fire Underwriters and city electrical code requirements, safety practices, first aid, and labor laws pertaining to the trade .....	330
<b>TOTAL HOURS:</b>	<b>8000</b>

**The apprentice shall work under the supervision of a journey-level worker. The apprentice's work shall not interfere with the attendance at related instruction classes.**

**At the end of each of the first two 1,000 hour periods of employment, and each subsequent 1,500 hour period of employment the Committee shall examine the progress of the apprentice on the job and in the related instruction. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period or cancel the agreement.**

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### **IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

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

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

In case of failure on the part of any apprentice to fulfill the obligation to attend RSI, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

- Supervised field trips
- Approved training seminars (specify)
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify): **CITC and In-house safety meetings**

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

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- (X) 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.

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

Additional Information:

NONE

### **X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program 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 completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

#### A. General Procedures

- 1. The apprenticeship and training programs shall be administered by the Apprenticeship and Training Committee and all apprentices shall conform to these standards.**
- 2. The apprentice must immediately notify the instructor and ATC chairman of any intended absences from school classes, stating the date and reason for absence. Failure to do so will mean the absence is unexcused.**

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- 3. Sickness will be considered an acceptable excuse when the apprentice also misses time from work.**
- 4. Overtime is no excuse for absence from school.**
- 5. Absences during vacations shall be excused if the ATC and instructor(s) of RSI classes are notified at least one week in advance of the vacation.**
- 6. The ATC will examine all absences and at their discretion determine if the excuse is satisfactory. Unexcused absences shall be adequate reason to be called before the Apprenticeship and Training Committee for disciplinary action.**
- 7. If the apprentice fails to fulfill the related training obligation, the ATC may suspend or revoke the agreement or penalize the apprentice by holding up a wage advancement, and the employer agrees to carry out the instruction of the ATC in this respect.**
- 8. Apprentice wage advancement may be upheld until all required hours are completed with satisfactory grades at school (75% minimum average per quarter). Any apprentice having more than two unexcused absences from class per school year may have his/her wage advancement upheld for 30 days and appear before the ATC for further disciplinary action.**
- 9. Failure to receive passing grades may result in termination of the apprenticeship agreement.**
- 10. Any time the apprentice believes there is any complaint concerning any phase of the training (RSI or OJT) the apprentice must submit the complaint in writing to the ATC for consideration at the next ATC meeting. Additionally, this ATC solicits and appreciates any constructive criticism, which will enhance this apprenticeship program.**
- 11. Any apprentices desiring to make a request for advanced standing based on previous experience must do so within six (6) months after being accepted into the program. This request shall include a written resume of his/her previous work experience and training as it relates to the trade of electrician and specifically the occupation these standards covers (outdoor lighting and traffic signal installer). Without satisfactory proof of such training, no apprentice shall be given credit for advanced standing. This ruling shall not prohibit an employer from paying an apprentice a wage higher than the established wage progression rate calls for.**
- 12. No apprentice can refuse a job assigned without a valid reason.**

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- 13. Work Report logbooks shall be turned in the 10th of the following month of the report to the office of the Apprenticeship and Training Committee. Failure to comply may result in discipline including withholding of next wage advancement. Future advancements will be calculated from the new date.
  - a. 1st offense - 30 days**
  - b. 2nd offense - 60 days**
  - c. 3rd offense - possible suspension/cancellation of apprenticeship agreement****
- 14. The apprentice must maintain safety (including appropriate dress), good work habits, and respect for employer and school property during work and school hours or face possible discipline by the ATC, including, but not limited to probation, suspension/cancellation of apprenticeship agreement.**
- 15. Failure to appear before the AT, when duly notified, shall result in termination of apprenticeship agreement and cancellation of same.**
- 16. The apprentice will obtain a Class B CDL, with air, within thirty (30) days from date of hire.**
- 17. Apprentice will obtain required tools as listed below within thirty (30) days from date of hire.**

### **Tool list**

**Standard Screw Driver Set**  
**Standard Pliers**  
**Tool bag**  
**16' Tape measure**  
**1/2" Socket set**  
**Screw Driver Phillips**  
**Klien 9" Pliers**  
**Sta-Kon Pliers (Crimper)**  
**16' Metric Tape measure**  
**Allen Wrench Set**  
**8" Crescent Wrench**  
**Stripper**  
**16 oz Hammer**  
**Torpedo Level**  
**12" Crescent Wrench**  
**Gloves**  
**Pocket Knife**  
**Hack Saw**

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### B. Local Apprenticeship Committee Policies

NONE

### C. Complaint and Appeal Procedures:

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

Prior to: 20 calendar days of intention of disciplinary action by a sponsor

- Sponsors must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action must be sent to the apprentice

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

Within: 30 calendar days of apprentice's request for reconsideration

- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 calendar days of final action

- Apprentice must submit the complaint in writing to the Department
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local sponsor

Within: 30 business days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or sponsor disputes supervisor decision:

Within: 30 calendar days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties

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- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 calendar days after hearing

- WSATC to issue written decision

### **XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or 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. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

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

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

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

1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on 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.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
- Authorization of Signature forms - as necessary

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- Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
  - Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
  - Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
  - Journey Level Wage Rate – annually, or whenever changed
  - Request for Revision of Standards - as necessary
  - Request for Revision of Committee - as necessary
  - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
  - On-the-Job Work Hours Reports (bi-annual)
    - 1st half: January through June, by July 30
    - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
  - Sponsor's introductory statement (if applicable)
  - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
  - Section VII: Apprentice Wages and Wage Progression
  - Section IX: Related/Supplemental Instruction
  - Section XI: Committee - Responsibilities and Composition (including opening statements)
  - Section XII: Subcommittees
  - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. 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 the related/supplemental

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instruction 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.

The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. 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.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, 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 sponsor 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 sponsor or 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.
  5. 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.
  6. Hear and adjust all complaints of violations of apprenticeship agreements.
  7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of

## SIGNAL ELECTRIC APPRENTICESHIP STANDARDS

Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

### D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

### E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

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; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **INDIVIDUAL NON-JOINT**

**The Apprenticeship and Training Committee (hereafter called "ATC") shall provide such course material and equipment as may be necessary for RSI.**

## **SIGNAL ELECTRIC APPRENTICESHIP STANDARDS**

**The ATC shall review reports from the school in conjunction with employer evaluations so that apprentices' progress may be checked and corrective measures applied where necessary.**

**Members of the Committee shall elect a chairman and secretary from opposite interest groups.**

**The ATC may call on consultants, as necessary, in the fields of education, industry or apprenticeship for information and guidance.**

**The ATC may employ a competent person as a part or full time apprenticeship coordinator. The apprenticeship coordinator will act for and under the direction of the ATC in carrying out the terms and conditions as established in these standards and according to the rules of registered apprenticeship.**

The employer representatives shall be:

**Bernell Guthmiller, Chairman  
4449 Providence Pt. Pl. SE  
Issaquah, WA 98029**

**Jerry Kittelson  
PO Box 6209  
Kent, WA 98064**

The employee representatives shall be:

**Jon Mogensen, Secretary  
PO Box 6209  
Kent, WA 98064**

**James Usselman  
PO Box 6209  
Kent, WA 98064**

### **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 approved by the main committee.

**NONE**

## **SIGNAL ELECTRIC APPRENTICESHIP STANDARDS**

### **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.

**Dawn Kaperick  
PO Box 6209  
Kent, WA 98064**