



APPRENTICESHIP PROGRAM STANDARDS
adopted by

WASHINGTON STATE UBC JATC
(sponsor name)

Table with 3 columns: Occupational Objective(s), SOC#, and Term [WAC 296-05-315]. Rows include BOAT BUILDER, CABINET MAKER, CARPENTER, etc.



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention and Labor Standards

APPROVAL:

Provisional Registration JULY 19, 2018
Standards Last Amended

NOVEMBER 27, 1940
Permanent Registration

By: DAVE D'HONDT ANNETTE TAYLOR
Chair of Council Secretary of Council

WASHINGTON STATE UBC JATC

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 Washington State UBC JATC proudly presents these Standards of Apprenticeship for the occupations described within. The Washington State UBC JATC is recognized as the

WASHINGTON STATE UBC JATC

preeminent carpentry education institution in the Pacific Northwest. Our excellence in construction, leadership, and personal skills development assures our members a pathway to a fulfilling career, and provides our contractor employers with a competitive and productive workforce. These Standards describe our program for training apprentices in tradecraft and professionalism to exceed the expectations of our industry partners and meet the requirements of the Washington State Labor & Industries Apprenticeship Training Council.

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 covered by these Standards shall be the State of Washington and the State of Idaho.

Applicants and apprentices please note that while the State of Washington and the Washington State Apprenticeship and Training Council have no responsibility or authority in the State of Idaho, the JATC will apply the same standards and guidelines to apprentices registered to the sponsor while working in the State of Idaho.

II. MINIMUM QUALIFICATIONS:

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

Age: Must be at least 18 years old (or 17 years old with written parental consent).

Education: No requirement.

Physical: Able to climb and work from ladders and scaffolding of various heights.

Able to lift, carry, and maneuver up to 50 lbs. over moderate distance and up stairs.

Testing: None

Other: Attend a Trade Orientation program.

WASHINGTON STATE UBC JATC

Any misstatement, omission of material fact, or falsification of any statements on any application by any applicant may be sufficient cause for rejection of the application, or dismissal of the applicant after registration into the program or employment.

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. Applications for the apprenticeship will be accepted throughout the year at the following training center locations.

North Puget Sound Carpenters Training Center 401 E. Hickox Road Mount Vernon, WA 98273 Phone: 360-428-2933	
Renton Carpenters Training Center 3000 NE 4th St. Bldg L Renton, WA 98056 Phone: 425-235-2465	Kent Training Center 20424 - 72nd Ave South Kent, WA 98032 Phone: 253-437-5235 Toll Free Phone: 866-295-8764
Columbia Basin Carpenters Training Center 4208 W Clearwater Ave, Ste D Kennewick, WA 99336 Phone: 509-783-6215	Eastern WA/Northern ID Carpenters Training Center 127 E Augusta Spokane, WA 99207 Phone: 509-532-8833

WASHINGTON STATE UBC JATC

2. **Applicants who meet the minimum qualifications for entry into the program will take part in a scored skills assessment at such time based on program and industry needs.**
 - **The scores from the skills assessment (objectively reviewed and evaluated) will be assigned to each applicant.**
 - **Applicants who meet the minimum skills assessment-scoring threshold (60 points) may be eligible for an interview at the discretion of the Sub-Committee according to industry need.**
 - **Applicants not meeting the minimum threshold will be notified via USPS and their applications will be deactivated.**
 - **Applicants that are interviewed will be placed on a ranked order eligibility list based on their interview score to await apprenticeship opportunities.**
 - **Based on need, the Washington State UBC J.A.T.C (UBC J.A.T.C) will select applicants for entry into the program from the ranked order eligibility list.**
 - **The ranked order eligibility list may fluctuate as new applicants are placed on the list.**
3. **Upon notification of an apprenticeship opportunity the applicant will be given 5 business days, which is reasonable time, in which to report to the Local Area Training Center. All applicants shall be treated equally in determination and application of a reasonable time per WAC 296-05-429 (4) and duly provided a written notice of rejection for failure to comply per WAC 296-05-427.**

Applicants who turn down an apprenticeship opportunity will be removed from the ranked eligibility list. A request will be made for the applicant to resign in writing, and a notation will be made in the applicant file. This note will be dated and initialed by staff.

4. **After selection but prior to registration as an apprentice the applicant must:**
 - a. **Submit to and pass a controlled substance test with negative test results. The first drug test shall be paid for by the UBC J.A.T.C. Applicants who fail the test must wait 90 days from the date of the failed test result to retake the test at the expense of the applicant. A positive result, refusal to test or substitution of specimen may be considered a failed test. After two failed test results the application will be deactivated and the applicant must wait one year to reapply. A negative dilute result is invalid and the test must be retaken at the expense of the applicant. After two negative dilute test results the application is deactivated and the applicant must wait one year to reapply. Applicants who have their application deactivated will be notified via USPS.**

WASHINGTON STATE UBC JATC

- b. **Must possess the basic tools of the trade. A list of needed tools are available at training centers. See section 3.A.1.**

NOTE: A physical agility test is required as a condition of employment and acceptance into the program for the occupation of Lathing, Acoustical, Drywall Systems Installer. The fee for the testing will be paid for by the applicant.

- 5. **Applicants may be selected in other than ranked order so as to reach women (minority and non-minority) or minorities to meet goals and timetables.**
- 6. **Preferred Entry (Exceptions): All applicants who meet certain exception criteria may qualify for preferred entry. All those who enter by one of the following methods must meet the minimum qualifications stated in Section II and possess the basic tools of the trade. A list of the needed tools is available at training centers. See section 3.A.1**
 - a. **Non Signatory.**

Employees of an employer who has not signed a collective bargaining agreement and wishes to participate in the apprenticeship program, not qualifying as a journey level worker shall be evaluated by the sponsor using consistent, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training provided:

 - (1) **The employer must sign a Contribution Agreement with the Carpenters-Employers Apprenticeship & Training Trust Fund of Washington - Idaho, as a condition of becoming a training agent.**
 - (2) **All employers requesting "approved training agent" status shall sign a Training Agent Agreement obligating the employer to comply with all apprenticeship rules and the standards of apprenticeship.**
 - (3) **An individual who signs an authorization card during an organizing effort whether or not the employer becomes signatory, and the individual not qualifying as a journey-level worker may be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training.**
 - b. **Recognized Public Program.**

WASHINGTON STATE UBC JATC

The sponsor may grant preferred entry to individuals at the request of an employer for preferred entry under the following situations: as soon as the employer becomes an approved Training Agent.

- (1) State, Local or Public entity requirements
 - (2) Federal requirements
 - (3) Tribal or TERO (Tribal Employment Rights Office) Requirements
 - (4) When the sponsor grants preferred entry to, registers and trains apprentices for the State of Washington or other public entities, the civil service or published hiring practices of the individual agency shall be utilized in selecting apprentices; provided the public entity is an approved Training Agent.
- c. **Re-Occupation.** An applicant considered to have attained journey level status in one of the occupations covered by these standards or their employer, may request placement into any other occupation covered by these standards. Such applicant may be granted preferred entry and shall be evaluated by the sponsor using consistent, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.
- d. **4000 Hours.** Individuals with 4000 hours or more of documented work experience in the occupation that they are applying for may be granted preferred entry after being evaluated by the sponsor using consistent, standard non-discriminatory means and placed at the appropriate period of apprenticeship based on previous work experience and related training.
- e. **Articulation Agreements (Tier 1 and 2).** Applicants who have successfully completed a program or course with whom the sponsor has an articulation agreement may be granted preferred entry into the apprenticeship program.
- f. **UBC Job Corp.** Applicants who have successfully completed a UBC Job Corps program may be granted preferred entry into the apprenticeship program.
- g. **Veterans.** US Military Veterans who provide a DD-214 with honorable discharge, may be granted preferred entry into the apprenticeship program.
- h. **Transfers:**
- (1) An apprentice registered with the State of Washington may be granted preferred entry into the apprenticeship program. Work

WASHINGTON STATE UBC JATC

hours/time in program from the transferring program will be applied to the apprentice's initial probationary period.

- (2). **Individuals relocating from another state and registered as an apprentice under standards approved by a SAC (State Apprenticeship Council) or ATELS (US Department of Labor Office of Apprenticeship) in an occupation listed in these standards may be granted preferred entry into the apprenticeship program, pending:**

 - a. Recommendation of transferring program.**
 - b. Training records are provided.**
- (3) **UBC Occupation Transfers. In order to transfer an apprenticeship agreement between two local UBC JATC Sub-Committees, the following requirements must be met.**

 - a. Transfer request between UBC JATC Sub-Committees (i.e., craft areas) are prohibited until the apprentice has met his/her initial probationary period requirement.**
 - b. The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.**
 - c. The apprentice's sponsoring JATC Sub-Committees may agree to the transfer.**
 - d. The receiving JATC Sub-Committee may accept the transfer.**
- i. Sponsor's Right. The sponsor reserves the right to make exceptions to the selection procedure in considering applicants having a previous experience, accredited training and/or currently working for an approved training agent.**
- j. The sponsor reserves the right to make exceptions to the selection procedure in considering applicants having previous experience, accredited training and/or currently working for an approved training agent.**

B. Equal Employment Opportunity Plan:

EEO Pledge

Diversity is an important part of the culture of the Carpenters Employers-Apprenticeship Training Trust (CEATT). Diversity encompasses race, gender, ethnic group, age, personality, religion, sexual orientation, education, background and more. Our organization embraces differences and welcomes all. We achieve this by partnering with regional pre-apprenticeship programs, as well as, organization that work with diverse communities. Networking, mentoring and socializing with a variety of group will increase engagement by demonstrating to individuals from all backgrounds that they can achieve success in our industry and that we are willing to help them succeed. Our programs are bias free, and to all applicants, apprentices, and members we make the following non-discrimination pledge. (See below)

The CEATT will not discriminate against apprenticeship applicants, apprentices or journey persons based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or individuals having a disability, or persons 40 years old or older. The CEATT will take affirmative action to provide equal opportunity in apprenticeship and training for all qualified members and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

- 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. To encourage pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.**
- 5. Grant credit for previous trade experience or trade-related courses for all applicants equally.**

C. Discrimination Complaints:

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

IV. TERM OF APPRENTICESHIP:

The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-315].

The term stated herein is only a guideline for related training where performance evaluated training is used since that system is performance based and allows apprentices to be advanced at their own pace according to their accomplishments.

- A. **Boat Builder, Cabinet Maker, Carpenter, Piledriver, Bridge Dock & Wharf Builder, Carpenter/Scaffold Erector, Lathing, Acoustical and Drywall Systems Installers, Maintenance Carpenter, Millwright, Residential Carpenter and Shipwright.**

The standard term of apprenticeship for the trade stated shall be 5200 to 8000 hours. All of these trades shall have eight (8) periods of reasonably continuous employment including the initial probationary period.

- B. **Drywall Finisher (Taper). The standard term of apprenticeship for the trade stated shall be 6000 hours. This trade shall have six (6) periods of reasonably continuous employment including the initial probationary period.**
- C. **Insulation Applicator: The standard term of apprenticeship for this trade shall be 2600 to 4000 hours. This trade shall have four (4) periods of reasonably continuous employment including the initial probationary period.**

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

WASHINGTON STATE UBC JATC

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

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

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

Occupation	First Hours of Employment as an Apprentice
Boat Builder	1600 hours
Cabinet Maker	1600 hours
Carpenter	1600 hours
Piledriver, Bridge, Dock & Wharf Builder	1600 hours
Carpenter, Scaffold Erector	1600 hours
Drywall Finisher (Taper)	1200 hours
Insulation Applicator	800 hours
Lathing, Acoustical and Drywall Systems Installer	1600 hours
Maintenance Carpenter	1600 hours
Millwright	1600 hours
Residential Carpenter	1600 hours
Shipwright	1600 hours

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

WASHINGTON STATE UBC JATC

by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

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

A. For all occupations except as noted in Section B below:

- 1. Each employer **MAY** employ one (1) apprentice for each one (1) journey-level working in their employment.
- 2. Each employer **MUST** employ one (1) apprentice when the employer has three (3) journey-level workers in their employment. Thereafter, the employer **MUST** employ one (1) additional apprentice per each four (4) additional journey-level workers employed.
- 3. The above ratio shall not be exceeded unless agreed to per a Collective Bargaining Agreement.
- 4. At **NO TIME** shall the ratio of workers exceed (1) apprentice per (1) journey-level worker on a job site.

(Numerical description provided upon request)

B. For the occupations Maintenance Carpenter and Residential Carpenter

An employer may have one (1) apprentice for every one (1) journey-level worker employed as or per applicable labor agreement per job site.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

WASHINGTON STATE UBC JATC

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

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

- C. Wage Progression Schedules

Cabinet Makers

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0650 - 1000 hours	67%
2	0650 - 1000 hours	69%
3	0650 - 1000 hours	72%
4	0650 - 1000 hours	75%
5	0650 - 1000 hours	79%
6	0650 - 1000 hours	85%
7	0650 - 1000 hours	90%
8	0650 - 1000 hours	95%
Total	5200 - 8000 hours	

Boat Builder, Carpenter, Piledriver, Bridge Dock & Wharf Builder, Carpenter/Scaffold Erector, Lathing, Acoustical and Drywall Systems Installers, Maintenance Carpenter, Millwright, Residential Carpenter and Shipwright.

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0650 - 1000 hours	60%

WASHINGTON STATE UBC JATC

2	0650 - 1000 hours	65%
3	0650 - 1000 hours	70%
4	0650 - 1000 hours	75%
5	0650 - 1000 hours	80%
6	0650 - 1000 hours	85%
7	0650 - 1000 hours	90%
8	0650 - 1000 hours	95%
Total	5200 - 8000 hours	

Drywall Finisher (Taper)

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	1000 hours	50%
2	1000 hours	60%
3	1000 hours	68%
4	1000 hours	76%
5	1000 hours	84%
6	1000 hours	92%
Total	6000 hours	

Insulation Applicator

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0650 - 1000 hours	50%
2	0650 - 1000 hours	60%
3	0650 - 1000 hours	75%
4	0650 - 1000 hours	90%
Total	2600 - 4000 hours	

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.

WASHINGTON STATE UBC JATC

This is a guideline of approximate hours worked and is not to be construed as either minimum or maximum hours an apprentice works to reach required proficiency.

It is understood that stocking and scrapping, and clean-up of materials and component parts necessary or related to work in connection with all of the occupations listed herein may be performed by apprentices in the same occupation, as it is essential to provide for a safe work environment.

<u>A. Boat Builder</u>	<u>Approximate Hours</u>
1. Millwork.....	1040 - 1600
a. Operate bandsaw, circular saw	
b. Operate joiner, thickness planer	
c. General millwork	
d. Lumber storage and stockroom	
2. Hull Construction.....	1950 - 3000
a. Make and assemble main timbers	
b. Put on planking and ceiling	
c. Make and install superstructures	
d. Lay decking and flooring	
e. Lofting	
f. Glass work	
3. Preparation for installation of engines & equipment preparation: bore shaft log, install stuffing boxes, steady bearings, pumps, fuel tanks, engine controls, capstan, winches and gears	260 - 400
4. Spars and rigging	260 - 400
a. Make masts, booms and bowsprits	
b. Fit and secure fittings on spars	
c. Apply protective coatings on spars	
d. Install and rig masts and booms	
5. Launching	130 - 200
a. Make repairs on hulls	
b. Staging	
6. Repair	1170 - 1800
a. Make repairs on hulls	
b. Make repairs on spars and rigging	
7. Miscellaneous safety, etc.....	390 - 600
	Total Hours: 5200 - 8000

WASHINGTON STATE UBC JATC

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

<u>B. Cabinet Maker</u>	<u>Approximate Hours</u>
1. Sharpen and use of hand tools	325-500
2. Work from stock bills and drawings.....	300-450
3. Use of power equipment, cutoff saws, table saws, jointers, routers, planers, shapers, sanders, etc.	900-1400
4. Grinding knives and filing saws	300-450
5. Laying, matching and cutting veneers	190-300
6. Dressing and preparing material for assembly	300-450
7. Gluing stock.....	130-200
8. Layout work for milling and general trim-saw work from stock bills and details.....	600-940
9. Sand moldings, glue flat work and squares, clean for finish	130-200
10. Assemble doors, drawers, skeleton frames, fit and hand doors and drawers, fit and apply moldings, match veneers	500-760
11. Assemble and install cabinets, built-ins, paneling, etc.....	900-1400
12. Independent layout, machining and assembly of cabinets and built-ins	300-450
13. Miscellaneous - safety, etc.	325-500
	Total Hours: 5200- 8000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

WASHINGTON STATE UBC JATC

C. <u>Carpenter</u>	<u>Approximate Hours</u>
1. Care and use of tools and woodworking machinery.....	325-500
2. Form building..... Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns	780-1200
3. Rough framing Floor, wall, roof, stair, scaffolding, etc. on both house and heavy construction. Roof covering	780-1200
4. Layout Batterboards, partitions, doors and windows, box-out in concrete walls	325-500
5. Outside Finishing Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim.	520-800
6. Inside Finishing Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stairwork. Flooring Application of hardware and fittings to exterior and interior of building, doors and windows	975-1500
7. Welding.....	325-500
8. Plastics and resilients.....	195-300
9. Acoustics and drywall.....	650-1000
a. Ceilings: Layout, cutting, assembly and installation of all materials and component parts.	
(1) Hangers, channels, furring and backing boards	
(2) Bars: main tees, cross tees, splines	
(3) Stiffeners and braces	
(4) Ceiling angles or moldings	

WASHINGTON STATE UBC JATC

- (5) Finish ceiling materials
- (6) Items of local practices

b. Walls and partitions:

Layout, cutting, assembly, erection and/or application of all materials and component parts

- (1) Floor and ceiling runners
- (2) Studs, stiffeners, bracing, fireblocking
- (3) Resilient and furring channels
- (4) Layout, framing enclosing and trimming of door frames, window frames, vents, light wells, and other openings
- (5) Wall angles and moldings
- (6) Studless and laminated installations
- (7) Thermal and sound insulation
- (8) Installation of backing and finish materials
- (9) Fireproofing of columns, beams and chases
- (10) Items of local practices

10. Miscellaneous..... 260-400
Safety, scaffolding, walkways, shoring, sheds, protection, etc.

11. Asbestos abatement and other hazardous material handling
and disposal 65-100

Total Hours: 5200-8000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

D. Piledriver, Bridge, Dock & Wharf Builder **Approximate Hours**

- 1. Tools and Materials 130 - 200
- 2. Layout 195 - 300
- 3. Piledriving equipment - hammers, leads, rigging, motors and pumps 325 - 500
- 4. Rigging and signaling 260 - 400
- 5. Driving of piles - wood, concrete, steel, etc 650 - 1000
- 6. Cofferdams and caissons 195 - 300
- 7. Bridge, dock and wharf construction 520 - 800

WASHINGTON STATE UBC JATC

- 8. Heavy timber construction..... 260 - 400
- 9. Care and maintenance of tools & equipment 130 - 400
- 10. Form building..... 780 - 1100
- 11. Rough framing 780 - 1100
- 12. Welding 325 - 500
- 13. Diving and diver tending 325 - 500
- 14. Miscellaneous - safety, scaffolding, shoring, etc..... 325 - 500

Total Hours: 5200 - 8000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

E. Carpenter, Scaffold Erector

Approximate Hours

- 1. Work experience in the use of hand tools and power tools 150 - 200
- 2. Layout 150 - 200
Squaring, plumbing and leveling.
- 3. Work experience with Frame Scaffolding and Shoring 1300 - 2000
- 4. Work experience with Tube and Clamp Scaffolding..... 1000 - 1600
- 5. Work experience with System Scaffolding 1600 - 2400
- 6. Work experience with Wood Framing, Formwork, and Scaffolding 600 - 800
- 7. Miscellaneous, safety, and rigging..... 300 - 600
- 8. Asbestos abatement and other hazardous materials 100 - 200
Scaffold erection in and around sites containing hazardous materials.

Total Hours: 5200 - 8000

WASHINGTON STATE UBC JATC

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

F. Drywall Finisher (Taper)	<u>Approximate Hours</u>
1. Taping	200
2. Taping – Machine	400
3. Install Drywall Trim	300
4. Finishing/Hand	1700
5. Finishing/Machine.....	1200
6. Nail/Screw Spotting	200
7. Sanding & Touch up.....	800
8. Texturing	600
9. Miscellaneous, safety.....	600
Total Hours:	6000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

G. <u>Insulation Applicator</u>	<u>Approximate Hours</u>
1. Batt Insulation.....	300 - 400
2. Blown Insulation	150 - 200
3. Sprayed urethane	200 - 300
4. Styrofoam--pin method, glue on, and mortar	650 - 900
5. Cooler installations	900 - 1300
6. Poured insulation	150 - 200
7. Metal building applications.....	100 - 100

WASHINGTON STATE UBC JATC

- 8. Items of local practice 0 - 300
- 9. Miscellaneous - safety, etc 150-250

Total Hours: 2600 - 4000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

H. Lathing, Acoustical and Drywall Systems Installer: Approximate Hours

- 1. Framing & gypsum Board Installation
 - a. Light & Heavy gauge framing systems 725 - 950
 - b. Nail on, screw on, Interior/Exterior Gypsum board 725 - 950
 - c. Drywall trims & accessories..... 100 - 150
 - d. Suspended Drywall Grid systems 150 - 200
 - e. Doors, Frames, and Hardware 150 - 250
 - f. Demountable Wall Systems..... 100 - 200
 - g. Sound Control / Firestop 100 - 200
 - h. Blueprint reading & Layout 200 - 250

- 2. Acoustic Ceiling Installation
 - a. Ceiling Grid 725 - 950
 - b. Acoustic tile..... 725 - 950
 - c. Wire installation..... 375 - 650
 - d. Integrated ceiling systems 100 - 200
 - e. Sound Panels..... 100 - 200
 - f. Insulation 100 - 200
 - g. Elevated Floor Systems..... 50 - 100
 - h. Scaffolding 50 - 100

- 3. Lathing Systems
 - a. Screw on/nail on/tie on Metal Lath 100 - 250
 - b. Metal Trims 100 - 250
 - c. Weather barrier installation 100 - 250
 - d. Welding 100 - 250

- 4. Miscellaneous..... 325 - 500

Total Hours: 5200 - 8000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

WASHINGTON STATE UBC JATC

<u>I. Maintenance Carpenter</u>	<u>Approximate Hours</u>
1. Care and use of tools and woodworking machinery.....	325-500
2. Form building..... Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns	780-1200
3. Rough framing Floor, wall, roof, stair, scaffolding, etc., on both house and heavy construction. Roof covering	780-1200
4. Layout Batterboards, partitions, doors and windows box-out in concrete walls	325-500
5. Outside Finishing Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim.	520-800
6. Inside Finishing Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stairwork Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows.	975-1500
7. Welding.....	325-500
8. Plastics and resilients.....	195-300
9. Acoustics and drywall.....	650-1000
a. Ceilings Layout, cutting, assembly and installation of all materials and component parts	
(1) Hangers, channels, furring and backing boards	
(2) Bars: main tees, cross tees, splines	
(3) Stiffeners and braces	
(4) Ceiling angles and moldings	
(5) Finish ceiling materials	
(6) Items of local practices	

WASHINGTON STATE UBC JATC

- b. Walls and partitions
Layout, cutting, assembly, erection and/or application
of all materials and component parts
 - (1) Floor and ceiling runners
 - (2) Studs, stiffeners, bracing, fireblocking
 - (3) Resilient and furring channels
 - (4) Layout, framing, enclosing, and trimming of door
frames, window frames, vents, light wells and
other openings
 - (5) Wall angles and moldings
 - (6) Studless and laminated installations
 - (7) Thermal and sound installations
 - (8) Installation of backing and finish materials
 - (9) Fireproofing of columns, beams and chases
 - (10) Items of local practices

10. Miscellaneous..... 260-400
Safety, scaffolding, walkways, shoring, sheds, protection, etc.

11. Asbestos abatement and other hazardous material 65-100
Material handling and disposal

Total Hours: 5200-8000

**ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS
UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN
INVOLVED IN THESE STANDARDS**

J. <u>Millwright</u>	<u>Approximate Hours</u>
1. Work experience in the use of tools (hand power, bench and machine).....	900-1375
2. Work experience in machine installation	1200-1875
3. Work experience in use of equipment (rigging welding, precision, etc.).....	900-1375
4. Work experience in the use of optical instruments and laser	900-1375
5. Work experience in blueprint reading	455-700
6. Work experience in welding (arc, MIG, oxy-acetylene, TIG, plastics).....	520-800
7. Miscellaneous, safety, etc.....	325-500

WASHINGTON STATE UBC JATC

Total Hours: 5200-8000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

<u>K. Residential Carpenter</u>	<u>Approximate Hours</u>
1. Care and use of tools and woodworking machinery.....	325-500
2. Form building..... Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns	780-1200
3. Rough framing Floor, wall, roof, stair, scaffolding, etc., on both house and heavy construction Roof covering	780-1200
4. Layout Batterboards, partitions, doors and windows, box-out in concrete walls	325-500
5. Outside Finishing Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim.	520-800
6. Inside Finishing Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stairwork. Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows	975-1500
7. Welding.....	325-500
8. Plastics and resilients.....	195-300
9. Acoustics and drywall.....	650-1000
a. Ceilings: Layout, cutting assembly and installation of all materials and component parts. (1) Hangers, channels, furring and backing boards (2) Bars: main tees, cross tees, splines (3) Stiffeners and braces	

WASHINGTON STATE UBC JATC

- (4) Ceiling angles or moldings
- (5) Finish ceiling materials
- (6) Items of local practices

- b. Walls and partitions:
 Layout, cutting, assembly, erection and/or application
 of all materials and component parts.
 - (1) Floor and ceiling runners
 - (2) Studs, stiffeners, bracing, fireblocking
 - (3) Resilient and furring channels
 - (4) Layout, framing enclosing and trimming of door
 frames, window frames, vents, light wells, and
 other openings
 - (5) Wall angles and moldings
 - (6) Studless and laminated installations
 - (7) Thermal and sound insulation
 - (8) Installation of backing and finish materials
 - (9) Fireproofing of columns, beams and chases
 - (10) Items of local practices

- 10. Miscellaneous..... 260-400
 Safety, scaffolding, walkways, shoring, sheds, protection, etc.

- 11. Asbestos abatement and other hazardous material. Handling
 and disposal 65-100

- Total Hours: 5200-8000**

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

- | <u>L. Shipwright</u> | <u>Approximate Hours</u> |
|--|---------------------------------|
| 1. Hull Construction..... | 2050-3200 |
| a. Mold Loft | |
| b. Running Lines | |
| c. Setting Bulkheads, Section, Decks, etc. | |
| d. Launching | |
| e. Staging | |
| f. Installation of Foundations of Navigation | |
| g. Equipment | |
| 2. Ship Repair | 1850-2800 |
| a. Small boats | |
| b. Decking Renewal | |

WASHINGTON STATE UBC JATC

- c. **Blocking and Shoring**
 - d. **Staging**
 - e. **Stern Bearing Re-wooding**
 - f. **Reffer Boxes**
 - g. **Joiner Work, Paneling, Bunks, etc.**
3. **Millwork..... 650 - 1000**
- a. **Joiner Shop**
 - b. **Carpenter Shop**
4. **Yard Maintenance 325 - 500**
- a. **Building**
 - b. **Piers**
 - c. **Drydocks**
5. **Miscellaneous, safety, etc..... 325-500**
- Total Hours: 5200 - 8000**

WASHINGTON STATE UBC JATC

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):

B. **160** Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

Twelve-month period from date of registration.*

Defined twelve-month school year: **September** through **August**.

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.*

WASHINGTON STATE UBC JATC

C. Additional Information:

- A. All apprentices are required to attend RSI as scheduled. Failure to attend as scheduled may be cause for a citation to appear before the JATC Sub-Committee for disciplinary action.**
- B. Apprentices will be removed from RSI for improper conduct such as substandard performance, indifference to these standards or insubordination, as determined by the apprenticeship staff, until a resolution is reached. Apprentices may be cited to appear before the JATC Sub-Committee for disciplinary action.**
- C. The JATC may accelerate or extend, through the evaluation process, the advancement or demotion of an apprentice in each and every pay period.**
- D. Employers, as registered training agents, are responsible for on-the-job training of all apprentices by affording the apprentice opportunities to work with skilled journey-level workers in the performance of as wide of activities as possible within the scope of work processes for the craft. Employers must release apprentices from on-the-job commitments to attend RSI according to the schedule and policy as outlined by the JATC. The employer shall participate in the evaluation process through jobsite observation and reporting according to the JATC process. Observations will be forwarded to the JATC Training Center Office for review and appropriate action.**

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 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).

WASHINGTON STATE UBC JATC

3. Sponsor Procedures:

1. Administrative Procedures:

The UBC J.A.T.C. provides to all apprentices a Student Handbook that contains all the rules and important information for apprentices to be successful in this program. All apprentices are responsible of reading, understanding, and complying with the specifications of the Handbook. Failure to abide by the Student Handbook may result in disciplinary action. In addition, the following general procedures apply.

- a. Any apprentice who demonstrates behavior that disrupts, impedes or adversely impacts the learning environment, either on the job or while attending RSI, may be subject to disciplinary action.
- b. No apprentice shall act as or be a contractor or employer or serve in any other supervisory capacity.
- c. Apprentices must maintain reasonably continuous employment. Any apprentice who has not worked at least 250 hours in the previous 3 months, when work was available, for a contributing employer will be interviewed and may be cited to appear before the JATC Sub-Committee. Apprentices who have been cited for lack of work hours will be allowed to attend class until such appearance is made. However, failure to progress with work hours may result in suspension of RSI training.
- d. Complaints regarding job site performances will be investigated by the Coordinator, who will review the circumstances and outline corrective steps and/or the Coordinator may cite the apprentice to appear before the JATC Sub-Committee where disciplinary action, including cancelation, may be taken.
- e. It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded to the JATC Training Center Office (monthly). The above records shall contain the apprentice's (a) name, (b) classification, (c) employer, (d) months and year of report, as well as hours of work performed. Monthly reports must be turned in even if no work has occurred.
- f. Classroom instructors shall keep an attendance record of apprentice's actual class hours. All records shall note tardiness and early departures and shall be forwarded to the Training Center Office for disposition.

WASHINGTON STATE UBC JATC

- g. All apprentices must be signed in by the start time. Each Training Center has a schedule of class times. Apprentices arriving up to 15 minutes late will be admitted after signing a late notice. Apprentices who arrive more than 15 minutes late will receive a late notice and will be credited with a failing grade. They will be- rescheduled to repeat the class. Apprentices may be excused for being late if they have notified the training center prior to start of class and provide acceptable documentation of lateness to the training coordinator. Apprentices who receive three late notices in a 12-month period will be cited to appear before their UBC J.A.T.C subcommittee.**
- h. All apprentices must be progressing at an acceptable pace. Failure to do so will initiate an interview by the Coordinator who will analyze the problem and provide guidance leading to an acceptable pace. Apprentices who fail to progress at an acceptable pace may be cited to appear before the JATC Sub-Committee for disciplinary action.**
- i. All apprentices shall have completed a First Aid/CPR class before being advanced to 3rd period or before their second advancement after advanced placement. Apprentices shall have a current First Aid/CPR card for each period of advancement from 3rd period through the completion of their apprenticeship. Failure to do so may be cause for disciplinary action.**
- j. It is the apprentice's responsibility to keep his or her current address on file with JATC Training Center Office.**
- k. An apprentice must have adequate transportation to the job and to their assigned training center to take RSI.**
- l. It is the apprentice's responsibility to provide their own hand tools necessary to complete their RSI projects. No apprentice will be granted journey-level status without the required hand tools. Apprentices failing to bring the necessary hand tools to RSI may receive a failing grade for the class.**
- m. Each apprentice shall be required to perform in a safe and healthful manner all assigned tasks in the classroom in accordance to WISHA and OSHA standards as if on a work site. The determination by the JATC Sub-Committee of an apprentice's progress and fitness for the trade shall be based in part on the proficiency shown in subjects covered in the RSI as well as on-the-job.**
- n. The Training Center Coordinators oversees the day-to-day operations of the program at their assigned Training Center under the auspices of the JATC Executive Director.**

WASHINGTON STATE UBC JATC

- o. Apprentices must wear work boots or safety shoes, eye protection, hardhat and work shirt covering the shoulders by 3". No cut-offs or sweat pants will be allowed. Anyone violating this rule will be sent home with no credit for the day. The Training Coordinator shall have the authority and responsibility to determine if an apprentice is properly attired to work safely in the shop.**
- p. Any apprentice found to be in violation of ANY safety rules will be required to sign a safety infraction sheet. Refusal to sign will result in the apprentice not being allowed to remain in class and will not be allowed to return until he/she has appeared before the JATC Sub-Committee. The 2nd violation in a 12-month period will result in an automatic citation to appear before the JATC Sub-Committee and the apprentice will not be allowed to stay in class. A single serious violation will result in an automatic citation to appear before the JATC Sub-Committee and removal from class.**
- q. No alcohol, weapons, or drugs will be allowed on any Training site. Anyone violating this rule will be immediately removed from class, with no credit for the day and will be cited to appear before the JATC Sub-Committee.**
- r. While in RSI, apprentices must participate in all class activities. Apprentices not participating will be counseled by the Training Coordinator and may result in dismissal from class.**
- s. Apprentices on an approved Leave of Absence from the program are not allowed to work in the trade, union or non-union.**
- t. To receive an upgrade, each apprentice must complete the following:**

 - (1) Have completed the required RSI since the last upgrade and possess a current first aid/CPR card after the second period. The apprentice must not be negative in RSI hours for any advancement.**
 - (2) Have accrued necessary OJT hours for each advancement step.**
 - (3) Have all hand tools required for the advancement.**
 - (4) All work reports (since registration) must be up-to-date.**
- u. UBC J.A.T.C apprentices canceled from the program must wait for a period of one year before reapplying to the apprenticeship.**

WASHINGTON STATE UBC JATC

2. All JATC members shall be actively participating in the industry as an employer, supervisor, employee or employee representative.

Local Apprenticeship Committee Policies

The Washington State UBC JATC delegates administrative and disciplinary responsibilities to the Subcommittees and or the Executive Director with assurance that the Washington State UBC JATC will review all actions that are required by the Washington State Apprenticeship and Training Council to be reported to the Department of Labor and Industries.

- Each Subcommittee shall operate with a quorum defined as not less than one employer and one employee representative.
- In matters before each Subcommittee a unit vote shall apply to employers and employees.

B. Disciplinary Procedures

1. The obligations of the Sponsor when taking disciplinary action are as follows:
 1. 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.
 2. 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.
 3. 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.
 4. 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.

WASHINGTON STATE UBC JATC

- 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:

- a. **Apprentices shall be informed of their work and RSI obligations as stated in these Standards. The JATC and/or its designate shall notify the apprentice of any violations of these Standards and the apprentice shall be cited to appear before the JATC Sub-Committee.**
- b. **Failure to show regular attendance at RSI may be deemed sufficient cause for the JATC Sub-Committee to cancel the apprentice from the entire training program. If a class is missed, apprentices may be cited to appear before the JATC Sub-Committee.**

EXCEPTIONS: Verifiable medical excuse or Employers notifying in advance of a regular class to reschedule. A rescheduled class cannot be rescheduled a third time. If a rescheduled class is missed the apprentice will automatically be cited to appear before the JATC Sub-Committee.

- c. **An apprentice may be discharged from a contractor's employ for substandard performance, improper conduct, indifference to the rules and regulations, safety concerns, failure to show up for work, failure to attend school, or insubordination.**
- d. **Apprentices who refuse work assignments/dispatches without just cause are subject to disciplinary action, up to and including cancellation of his/her Apprenticeship Agreement.**
- e. **An apprentice who fails to sign the out of work list when unemployed, including when in classes, will be interviewed by the coordinator who will review the circumstances and outline corrective steps leading to successful employment. Failure to sign the out of work list may result in a citation to appear before the JATC Sub-Committee for disciplinary action.**

WASHINGTON STATE UBC JATC

- f. An apprentice who accepts a dispatch and then fails to show up for work may be cited to appear before the JATC Sub-Committee for disciplinary action. Any apprentice who quits a job without approval by a service representative of the local union may be cited to appear before the JATC Sub-Committee.**

C. Apprentice Complaint Procedures:

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

D. Apprentice Complaint Review/Appeals Procedures:

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

WASHINGTON STATE UBC JATC

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

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

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

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

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

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

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

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

Or;

WASHINGTON STATE UBC JATC

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

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

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

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

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

WASHINGTON STATE UBC JATC

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

C. Management of Apprentices:

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

WASHINGTON STATE UBC JATC

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 any requested documentation for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The Sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the Sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The Sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

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

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

WASHINGTON STATE UBC JATC

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:

a. Quorum: **A quorum shall consist of one (1) member from the employers and one (1) from the employees. In matter before the JATC a unit vote shall apply to employers and employees.**

b. Program type administered by the committee: **Group Joint**

c. The employer representatives shall be:

**Rick Mueller, Chairman
Western Partitions Inc
14407 32nd Street East
Sumner, WA 98390**

**Marty Barth
Lydig Construction
11001 E. Montgomery Drive
Spokane, WA 99206**

**Brad Kropp
Skanska, U.S.A.
221 Yale Ave N #400
Seattle, WA 98109**

**Tony Vranich
Expert Drywall, INC
15140 NE 92nd Street
Redmond, WA 98102**

**Martin Bradley
Machinery Installation &
Maintenance Inc.
PO Box 13157
Mill Creek, WA 98082-1157**

**Simon Johnston
Manson Construction
5209 East Marginal Way South
Seattle, WA 98134**

**Jeff Pittman, Alternate
M. A. Mortenson Co.
10230 NE Points Drive
Kirkland, WA 98033**

**Bret Porter, Alternate
Absher Construction Company
1001 Shaw Road
Puyallup, WA 98372**

**Vincent Phillips, Alternate
Skanska U.S.A.
221 Yale Ave N #400
Seattle, WA 98109**

WASHINGTON STATE UBC JATC

d. The employee representatives shall be:

**Chuck Gotcher, Secretary
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 129
1222 Carpenter Road E Ste. A-1
Lacey, WA 98503**

**Katherine Swan
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 129
25120 Pacific Highway S Ste 200
Kent, WA 98032**

**Jimmy Haun
Pacific NW Regional Council of
Carpenters
Exterior Interior Systems Local
Union 41
25120 Pacific Highway S Ste 200
Kent, WA 98032**

**John Lehman
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 70
401 E. Hickox Rd.
Mt. Vernon, WA 98273**

**Lance Fritze
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 59
127 E. Augusta Avenue Ste. 103
Spokane, WA 99207**

**Bob Susee
Pacific NW Regional Council of
Carpenters
Exterior Interior Systems Local
Union 41
25120 Pacific Highway S Ste 200
Kent, WA 98032**

**Cass Prindle, Alternate
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 30
25120 Pacific Highway S Ste 200
Kent, WA 98032**

**Ken Ervin, Alternate
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 129
1222 Carpenter Road E Ste. A-1
Lacey, WA 98503**

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

WASHINGTON STATE UBC JATC

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.

Columbia Basin Carpenter Sub-Committee:

The employer representatives shall be:

**Jack Grigsby, Jr., Chairman
Drywall Interiors
424 Wellhouse Loop
Richland, WA 99352**

**John Hauptmann
Thompson Mechanical
654 Truman Avenue
Richland, WA 99352**

**Luis Ojeda
OJEDA, LLC.
5790 West Van Giesen Street
West Richland, WA 99353**

**Gary Beaven, Alternate
Puterbaugh Construction
PO Box 158
Grandview, WA 98930**

The employee representatives shall be:

**Antonio Acosta, Secretary
Pacific Northwest Regional Council
of Carpenters
515 N Neel Street, B-101
Kennewick, WA 99336**

**Tony Edwards
Local Union 41
805 N 16th Avenue
Yakima, WA 98902**

**Kevin Hitchcock
United Builders of Washington
415 W. Washington Blvd
Yakima, WA 98902**

**Chris Lambert, Alternate
Pacific Northwest Region Council of
Carpenters
8301 W Clearwater Place
Kennewick, WA 99336**

WASHINGTON STATE UBC JATC

Washington Millwright Sub-Committee:

The employer representatives shall be:

**Glynn Gateley, Chairman
Apollo Sheet Metal 3000
1207 W Columbia Drive
Kennewick, WA 99336**

**Jim Jarrett
Thompson Mechanical
654 Truman Avenue
Richland, WA 99352**

**Don Jarrett, Alternate
Thompson Mechanical
654 Truman Avenue
Richland, WA 99352**

The employee representatives shall be:

**David Rupe, Secretary
515 Neel Street Suite 101
Kennewick, WA 99336**

**Edwin Marston
515 Neel Street Suite 101
Kennewick, WA 99336**

**Harlan Hall, Alternate
515 Neel Street Suite 101
Kennewick, WA 99336**

Eastern Washington/Northern Idaho Sub-Committee:

The employer representatives shall be:

**Marty Barth, Chairman
11001 E. Montgomery Drive
Spokane, WA 99206**

**Brad Mickelson
PO Box 13660
Spokane, WA 99213**

**James Welsh
4114 E. Broadway
Spokane, WA 99213**

**Brad DePew, Alternate
6621 E. Mission
Spokane, WA 99202**

The employee representatives shall be:

**Danny Robins, Secretary
27 N. Chelan Ave,
Wenatchee, WA 98801**

**Jim Wallace
1600 White Avenue
Moscow, ID 83843**

WASHINGTON STATE UBC JATC

**Sheldon Bennett
127 E. Augusta, Suite 103
Spokane, WA 99207**

**Tyson Stuber, Alternate
1430 E Grassland CT
Spokane, WA 99217**

North Puget Sound Sub-Committee:

The employer representatives shall be:

**Curtis Cook, Chairman
Safway, Inc.
PO Box 1366
Ferndale, WA 98248**

**Martin Bradley
Machinery Installation &
Maintenance Inc.
PO Box 13157
Mill Creek, WA 98082-1157**

**Josh Ness
Wilcox Construction
234 – 5th Avenue South
Edmonds, WA 98020**

The employee representatives shall be:

**John Lehman, Secretary
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 70
401 E. Hickox Rd
Mt. Vernon, WA 98273**

**Fidencio Velasco
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 70
401 E. Hickox Rd
Mt. Vernon, WA 98273**

**Luis (Miguel) Perry
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 70
401 E. Hickox Rd
Mt. Vernon, WA 98273**

WASHINGTON STATE UBC JATC

Renton Carpenters Sub-Committee:

The employer representatives shall be:

**Brad Kropp, Chairman
Skanska, U.S.A.
221 Yale Ave N #400
Seattle, WA 98109**

**Alan Kniffin
GLY Construction
200 112th Avenue NE Ste. 300
PO Box 6728
Bellevue, WA 98008**

**Jeff Smith
Turner Construction
830 4th Ave South Ste. 400
Seattle, WA 98134**

**Tim McKey
Sellen Construction
227 Westlake Avenue N
PO Box 9970
Seattle, WA 98109**

**Pat Bell
Pease & Sons, Inc.
10601 Waller Road East
Tacoma, WA 98446**

**Don Korsmo, Alternate
ASI Structures/Andersen
Construction
1057 South Director Street
Seattle, WA 98108**

**Vincent Phillips, Alternate
Skanska, U.S.A.
221 Yale Ave N #400
Seattle, WA (8109**

The employee representatives shall be:

**Chuck Gotcher, Secretary
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 129
1222 Carpenter Road E Ste. A-1
Lacey, WA 98503**

**Dave Quinn
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 30
231 Burnett Avenue N
Renton, WA 98056**

**Evelyn Shapiro O'Connor
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 30
231 Burnett Avenue N
Renton, WA 98056**

**Kristine Cole
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 129
1222 Carpenter Road E Ste. A-1
Lacey, WA 98503**

WASHINGTON STATE UBC JATC

**Jim Saenz
Pacific NW Regional Council of
Carpenters
Carpenters Local Union 30
231 Burnett Avenue N
Renton, WA 98056**

Lathing, Acoustical & Drywall Systems (LADS) Sub-Committee:

The employer representatives shall be:

**Tony Vranich, Secretary
Expert Drywall, Inc.
15140 NE 92nd St.
Redmond, WA 98052**

**Greg Knutson
G. K. Knutson
2232 Pacific Street
Bellingham, WA 98229**

**Gary Rothfus
Northwest Partitions Inc.
6507 S 208th Street
Kent, WA 98032**

**Marty Cope
Western Partitions, Inc
14407 32nd Street E, Suite 100
Sumner, WA 98390**

**Rick Mueller, Alternate
Western Partitions, Inc.
14407 32nd St. E.
Sumner, WA 98390**

The employee representatives shall be:

**Bob J. Susee, Chair
Pacific NW Regional Council of
Carpenters
25120 Pacific Hwy. S. Suite 200
Kent, WA 98032**

**Neo Castillo
Pacific NW Regional Council of
Carpenters
25120 Pacific Hwy. S. Suite 200
Kent, WA 98032**

**Jamal Middlebrooks
Pacific NW Regional Council of
Carpenters
25120 Pacific Hwy. S. Suite 200
Kent, WA 98032**

**James A. Haun
Pacific NW Regional Council of
Carpenters
25120 Pacific Hwy. S. Suite 200
Kent, WA 98032**

WASHINGTON STATE UBC JATC

Specialty Training Center Millwright Sub-Committee:

The employer representatives shall be:

**Martin Bradley, Chairman
PO Box 13157
Mill Creek, WA 98082-1157**

**Brandon Souza
Universal Plant Services, Inc.
255 North Hill Blvd.
Burlington, WA 98233**

**Randy Manthey
Dresser-Rand
225 S Lucile Street
Seattle, WA 98108**

The employee representatives shall be:

**David Rupe, Secretary
515 Neel Street, Bldg B, Suite 101
Kennewick, WA 99337**

**Tim Pearson
PNWRCC
25120 Pacific Highway S. #200
Kent, WA 98032**

**Brent Jones
PNWRCC
25120 Pacific Highway S. Ste. 200
Kent, WA 98032**

Washington Piledriver Sub-Committee:

The employer representatives shall be:

**Randy Baron, Chairman
Dive Operations Manager
3840 West Marginal Way SW
Seattle, WA 98106**

**Glenn Olson
Kiewit Infrastructure West Co.
Kiewit Bridge & Marine
33455 6th Ave South
Federal Way, WA 98003**

**Simon Johnston
Manson Construction
5209 E Marginal Way S.
Seattle, WA 98134**

**Eric Reichelt
Pacific Pile & Marine, L.P.
700 S. Riverside Dr.
Seattle, WA 98108**

**Rod Gowdy
American Construction Company
1501 Taylor Way
Tacoma, WA 98421**

WASHINGTON STATE UBC JATC

The employee representatives shall be:

**Jesse Scott-Kandoll, Secretary
Pacific NW Regional Council of
Carpenters
Piledrivers Local Union 196
4695 Pacific Highway E
Fife, WA 98424**

**John Santie
Pacific NW Regional Council of
Carpenters
Piledrivers Local Union 196
4695 Pacific Highway E
Fife, WA 98424**

**Tim Quinn
Pacific NW Regional Council of
Carpenters
Piledrivers Local Union 196
4695 Pacific Highway E
Fife, WA 98424**

**Bradley Morlock
Pacific NW Regional Council of
Carpenters
Piledrivers Local Union 196
4695 Pacific Highway E
Fife, WA 98424**

**Jeff Thorson
Pacific NW Regional Council of
Carpenters
Piledrivers Local Union 196
4695 Pacific Highway E
Fife, WA 98424**

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.

**Thomas Barrett, Executive Director
20424 - 72nd Ave South
Kent, WA 98032**