



**APPRENTICESHIP PROGRAM STANDARDS**  
**adopted by**

**INLAND EMPIRE ELECTRICAL TRAINING TRUST**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-315]</u>
<b>INSIDE ELECTRICIAN</b>	<b>47-2111.00</b>	<b>8000 HOURS</b>
<b>LOW ENERGY/SOUND &amp; COMMUNICATION</b>	<b>49-2022.03</b>	<b>4800 HOURS</b>
<b>RESIDENTIAL ELECTRICIAN</b>	<b>47-2111.00</b>	<b>4000 HOURS</b>



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

**APPROVAL:**

N/A  
Provisional Registration

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MARCH 14, 1941  
Permanent Registration

By: LEE NEWGENT  
Chair of Council

By: ELIZABETH SMITH  
Secretary of Council

# INLAND EMPIRE ELECTRICAL TRAINING TRUST

## INTRODUCTION

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

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

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

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

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

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

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

Sponsor Introductory Statement (Required):

**The following Standards have been prepared by the Inland Empire Electrical Training Trust and its partners the National Electrical Contractors Association (NECA) and the**

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**International Brotherhood of Electrical Workers Local Union 73 (IBEW), assisted by the Apprenticeship and Training Division, State Department of Labor and Industries to develop qualified, competent crafts people for the industry.**

**The science of electricity is constantly changing and expanding. From its inception, the Electrical Industry has kept pace with new technologies and is now one of the largest industries in the United States. This rapid expansion means that the electrical apprentice must be given a sound basic education in the knowledge of the electrical trade, supplemented by sufficient instruction in the theories of electrical science.**

**The electrical trade is unique in that it is mechanical, technical and professional. In order to meet industry demands in an ever evolving technical environment, the electrical industry must select individuals who have the aptitude to learn and develop the knowledge, skills and abilities to proficiently perform the individual job tasks associated with the work processes of the electrical trade. The industry must select and train individuals who will diligently work and study to stay abreast of current and future emerging technologies.**

**The Electrical industry, by its very nature, places a high degree of personal responsibility on each individual. While supervision is most often provided on the job, the electrical worker is constantly called upon to make decisions concerning proper performance methodology.**

**Electrical installations are very complex and highly sophisticated. Faulty installations often prove to be extremely expensive and hazardous. Much of the complex wiring involved in the work is hidden from view when the job is completed; any defect in this hidden work can cause serious damage and prove to be extremely costly. The well-educated electrical worker takes pride in the appearance of their work, and its technical correctness and structural soundness.**

**The Joint Apprenticeship and Training Committee (JATC), representing the parties to the local Collective Bargaining Agreement (CBA) - The National Electrical Contractors Association (NECA) and The International Brotherhood of Electrical Workers (IBEW) - has dedicated it's time to develop an efficient educational program so the apprentice can, through a systematic program of schooling and on-the-job training, become a well qualified electrical worker. The degree of success that the JATC has in its operation will depend upon the willingness of all local parties of the Electrical Industry, to cooperate in this type of joint activity. Quality education and training remains a high priority with the IBEW and NECA.**

**All functions of the JATC shall be on the basis of a non-profit endeavor. The JATC will adopt and promote nationally developed Apprenticeship Standards and Curricula to ensure quality apprenticeship and training for the electrical industry in the best interest of the apprentice, management, labor, the customer, and the public.**

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### **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 which these Standards cover shall be the following counties in the State of Washington: Adams, Ferry, Lincoln, Pend Oreille, Spokane, Stevens and Whitman.**

**Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Idaho, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the Idaho counties of: Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and Shoshone.**

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

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

#### **General - All Occupations:**

**Individuals may enter the pool of qualified applicants by the following means stated below. Every individual selected for apprenticeship shall come from this established pool, unless otherwise qualifying for one of the “direct entry” methods and shall serve the same probationary period required of all entering registered apprentices.**

**Individuals who can show that they meet the conditions of the means listed below will be afforded an oral interview by the JATC. Once interviewed, an applicant shall remain active on the Apprentice Application Record Book for the apprenticeship program for which they have interviewed, subject to selection, for a period of two (2) calendar years from the date of interview unless they decline an offer, request to be removed from the list, or fail to qualify on applicable post-selection requirements (such as a drug screen), or they are approved for a re-interview in accordance with the JATC selection procedures.**

**To qualify for interview and ranking, applicants must complete an application form, accurately responding to all questions and items and must:**

**Age: Meet the minimum age requirement of 17 at the time of application and must be a minimum age of 18 at the time of selection and registration (must provide evidence of minimum age).**

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**Education:** Must be a high school graduate or completed one of the following:

- An Associate degree or higher.
- A GED with a minimum score of 2,500 or 250 prior to January 1, 2002.
- A high school Equivalency of 600 or higher after January 1, 2014.

Must have completed one full year of high school algebra or an equivalent post high school algebra course with a passing grade of “C” or better, or have one of the following:

- Current math placement results from a community college facility indicating a placement level beyond high school level algebra.
- Certificate of completion from the online Electrical Training Alliance tech math course with a passing grade.

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

Be physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.

Be able to climb and work from ladders, scaffolds, poles and towers of various heights.

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

Be able to read, hear and understand instructions and warnings.

**Testing:** Applicants must qualify for interview by obtaining a qualifying score using the electrical industry's aptitude test developed and validated by the American Institute for Research.

**Qualifying Score:**

Inside Electrician: 5

Low Energy/Sound & Communication: 4

Residential Electrician: None

**Other:** Be able to get to and from work at job sites anywhere within the geographical area covered by these standards.

Be able and willing to attend all assigned related classroom education as required to complete apprenticeship.

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**Currently possess a valid driver license**

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

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

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

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

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

##### **1. Application Notice and Schedule:**

- a. The Committee will accept applications on a year-round basis, on dates and times specified by the Committee.**
- b. Application information will be disseminated according to the Committee's affirmative action plan at least semi-annually.**

#### **Information will:**

- (1) Include the dates, times, and location applications will be accepted.**
- (2) List the minimum qualifications for the program, supporting documentation required and applicable time lines.**
- (3) Provide a general description and duties of the occupation.**

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### 2. Application Process:

- a. Applications will be provided to all interested individuals at:

Inland Empire Electrical Training Trust  
3210 E. Ferry Ave.  
Spokane, WA. 99212

or

Requested online at [www.73jatc.org](http://www.73jatc.org)

- b. Individuals must return the completed application in person and provide the following documentation along with an application fee (\$35), before the application will be recognized as being completed.

- (1) Provide a copy of birth certificate.
- (2) Provide an official transcript for high school years completed and post high school education and training. All GED or High School Equivalency records must be submitted if applicable.
- (3) Provide evidence of successful completion of one full year of high school algebra or an equivalent post high school algebra course, with a passing grade of a "C" or better. Current math placement results or certificate from the Electrical Training Alliance tech math course must be submitted if applicable.
- (4) Provide a DD-214 to verify military training and/or experience if veteran and wish to receive consideration for such training/experience. (If Applicable)
- (5) Provide documentation that defines previous electrical hands on work experience registered with the appropriate state or federal agencies to receive consideration for such experience. (If Applicable)
- (6) Once the application is complete, the applicant must qualify for interview by obtaining a qualifying score using the electrical industry's aptitude test developed and validated by the American Institutes for Research.
- (7) Provide evidence of the ability to maintain and possess a valid driver license by submitting a copy of a current driver history report from the state from which the license is from, through the department of licensing, along with a copy of current valid driver license prior to interview.

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- (8) Unless other where submitted, provide documentation to verify legal working status, a condition of employment, per I-9 requirements.
- c. Applicants have 60 days from the date of their application to meet requirements (b) above.
  - d. Applicants will indicate at the time of application whether they are applying for the Inside Electrician, Residential Electrician, and/or Low Energy/Sound & Comm program(s).
  - e. Completed applications will be entered in the "Applicant Log" which will identify all applicants by a log number corresponding to the application number.
  - f. Once interviewed, an applicant shall remain active in the Apprentice Application Record Book, subject to selection, for a period of two (2) calendar years from the date of interview.
  - g. Applicants wishing to re-interview must show proof of improved qualifications (further schooling, work experience, etc.) before being reconsidered. Any applicant not selected during their two (2) year active period is encouraged to seek additional qualifications and re-apply.

3. **Verification of minimum qualifications:**

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

4. **Non-qualified applicants:**

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

5. **Aptitude test:**

- a. All qualifying applicants will be scheduled to take the electrical industry's aptitude test and must meet the minimum qualifying score to be eligible for an interview.



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### 6. Pool of eligible applicants:

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

### 7. Placement:

- a. **Whenever possible, all current apprentices will be employed before new applicants are hired.**
- b. **Applicants will be offered employment based on the order of their rank in the pool of eligibles.**
- c. **If an individual fails to respond to an apprentice job assignment provided through the placement process, the individual will be removed from the pool.**
- d. **Where undue hardship might exist because of distances involved, applicants living in a particular area will be given special consideration for referral when jobs are available in their locale.**
- e. **Applicants being accepted into the programs will be required to take and pass a pre-employment urinalysis drug-screening test before being registered. Expense of the drug test will be paid by the JATC.**
- f. **Prior to signing the apprenticeship agreement, each selected applicant shall be given an opportunity to read and review these Standards, the JATC's written Rules and Policies, the apprenticeship agreement and sections of the CBA that pertains to the Apprenticeship. Selected applicants shall sign an acknowledgment that they have reviewed the documents and are willing to abide by them.**
- g. **Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant will sign an**

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**Apprenticeship Agreement with the JATC. The Apprenticeship Agreement will immediately be submitted to the Registration Agency for approval. These Standards of Apprenticeship, including the Affirmative Action Plan and Selection Procedures, shall be considered a part of the Apprenticeship Agreement.**

**8. Exceptions to Applicant Requirements:**

**Applicants must meet Section II - Minimum Qualifications and Section III - Application Process, unless otherwise stated under the following specific Skilled Occupation:**

**a. All Occupations:**

- (1) Individuals who can verify (by providing indisputable documenting evidence) that they have worked a minimum of four-thousand (4,000) hours specifically in the electrical construction industry, shall submit a written Industry recommendation and may qualify for either direct interview or direct entry; as determined by the JATC if apprenticeship opportunities are available. The JATC will use standard means of evaluation for individuals who may qualify for direct entry or direct interview. Such individuals shall not be required to meet the education (algebra) and testing requirements under Section II, but must sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**

**To qualify under this provision, applicants must provide to the JATC proper, indisputable documentation that defines their experience in the electrical construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. Such documentation must remain with the applicant's record. The JATC will examine all documentation submitted to determine qualification of the applicant and schedule an interview if needed. An absolute minimum of four thousand (4,000) hours of ELECTRICAL CONSTRUCTION WORK EXPERIENCE must be proven to meet this qualification. No other form of electronic or electrical experience/training or construction experience will be given credit under this provision. If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience.**

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- (2) Individuals who can verify (by providing undisputable documenting evidence) that they have worked a minimum of two-thousand (2,000) hours specifically in the electrical construction industry, will qualify for a direct interview by the JATC to be considered along with other qualified applicants. Such individuals shall not be required to meet the education (algebra) and testing requirements under Section II, but must sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**

**To qualify under this provision, applicants must provide to the JATC proper, undisputable documentation that defines their experience in the electrical construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. Such documentation must remain with the applicant's record. The JATC will examine all documentation submitted to determine qualification of the applicant and schedule an interview if needed. An absolute minimum of two-thousand hours of ELECTRICAL CONSTRUCTION WORK EXPERIENCE must be proven to meet this qualification. No other form of electronic or electrical experience/training or construction experience will be given credit under this provision. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process - this is NOT a form of direct entry.) If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience.**

- (3) An electrical construction employee of a non-signatory employer not qualifying as a journey worker when the employer becomes signatory, shall be evaluated by the JATC, using standard means of evaluation (see Section X), and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry. Such individuals shall not be required to meet the education (algebra) and testing requirements under Section II, but must sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**

**To qualify under this provision, applicants must provide official, indisputable documentation to show that they were an employee performing electrical construction work prior to and**

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at the time the employer becomes signatory. The applicant must supply the JATC with required reliable documentation and adequate verification to substantiate previous employment and experience to warrant their registration and be deserving of advanced standing, based upon evaluation by the JATC. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. Such documentation must remain with the applicant's record. The JATC will examine all documentation submitted to determine qualification of the applicant and schedule an interview if needed. No other form of electronic or electrical experience/training or construction experience will be given credit under this provision. If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience.

- (4) An individual who signs an authorization card during an organizing effort - wherein thirty (30) percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory - and is an employee of the non-signatory electrical contractor and does not qualify as an IBEW Journey-level Inside Electrician, shall be evaluated by the JATC, using standard means of evaluation, and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry. All employees of the non-signatory electrical contractor must have been offered the opportunity to sign authorization cards. Such individuals shall not be required to meet the education (algebra) and testing requirements under Section II, but must sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.

To qualify under this provision, applicants must have previous work experience (with non-participating employer(s)) that warrants some OJT credit, based on the provision of these Standards. The applicant must provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous employment and experience, in order to qualify for direct entry under this provision and provide official documentation to show length of employment with present electrical employer and all other previous electrical employers.

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- (5) Transfer of Apprenticeship - In order to transfer an apprenticeship agreement between two local IBEW/NECA JATC's having a registered inside apprenticeship program, the following requirements must be met. This is a method of direct entry.**
- (a) The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.**
  - (b) The apprentice's sponsoring JATC must agree to the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.**
  - (c) The receiving JATC must agree to accept the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.**
  - (d) The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.**
  - (e) The transfer must be to the same occupation.**
  - (f) The transferring apprentice must:**
    - 1) Provide to the JATC documentation pertaining to their participation in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form, the apprenticeship agreement-properly registered with the Registration Agency, all affidavits from state agencies for hours apprentice is seeking credit for) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's permanent files and shall be maintained in the same manner as other records are.**
    - 2) Sit for the same aptitude test developed and validated by the American Institutes for Research, if not previously completed at sponsoring JATC.**

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- 3) Upon being accepted by the receiving JATC, the apprentice's existing apprenticeship agreement shall be terminated.
- 4) Registration proceedings shall be initiated with the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.
- 5) Those accepted for transfer will be given full credit for on-the-job training experience (upon acceptance by state authority) and related instruction successfully completed while registered in an IBEW/NECA apprenticeship program.

Qualified applicants interviewed and selected for apprenticeship under these Standards who have previously completed another IBEW/NECA apprenticeship will be awarded up to a maximum of three thousand, five hundred (3,500) hours of OJT credit. Such individuals will be properly evaluated by the JATC and placed in the appropriate year of related training. Internal transfers from one occupation to another may be permitted upon apprentice and JATC approval as long as required documentation has been submitted to the program.

- (6) An honorably discharged military veteran who completed military technical training school in a Military Occupational Specialty (MOS) applicable to the electrical construction industry (as determined by the JATC), and can document a minimum of two (2) years of military experience in that MOS, may qualify for either direct interview or direct entry (must apply within five (5) years from MOS experience); as determined by the JATC if apprenticeship opportunities are available. Applicants who have served overseas and/or lived on base for a minimum of two (2) years prior to application will have any existing residency restriction waived.

Such individuals must provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous military training and experience (DD-214), in order to qualify for direct entry under this provision.

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**If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience. Such individuals shall not be required to meet the education (algebra) and testing requirements under Section II, but must sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**

- (7) An honorably discharged military veteran will qualify for oral interview by the JATC (must apply within five (5) years from discharge date). Applicants who have served overseas and/or lived on base for a minimum of two (2) years prior to application will have any existing residency restriction waived. Such individuals must provide to the JATC proper, indisputable documentation of the honorable discharge from military service. This is a method of direct interview.**

**If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience. Such individuals shall not be required to meet the testing requirements under Section II, but must sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**

- (8) Individuals who can verify that they have completed a structured pre-apprenticeship training program meeting minimum requirements established by the Electrical Training Alliance and recognized by the JATC and sponsored by community outreach groups, or by the IBEW, NECA, or by the Local, State, Regional or National Building Trades programs, or by the JATC; may qualify for either direct interview or direct entry; as determined by the JATC and available apprenticeship opportunities. Such individuals shall not be required to meet the testing requirements under Section II, but must sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**

**To qualify under this provision, applicants must provide to the JATC proper, undisputable documentation confirming that they meet the specific requirements of the pre-apprenticeship program. This documentation must be comprised of official documents such as: completion/graduation certificates, transcripts, notarized letters of confirmation and sworn statements. Such documentation must remain with the applicant's record. The JATC will examine all documentation**

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**submitted to determine qualification of the applicant. The JATC will schedule an experience evaluation interview with the applicant if it is deemed appropriate.**

- (9) Individuals who have received an Associate's Degree in the fields of Electrical Construction or Electrical Maintenance Technician or Instrumentation issued by a public Community or Technical College in the State of Washington with an overall GPA of 2.0 or higher will qualify for an oral interview by the JATC to be considered along with other qualified applicants. If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for the previous education and training. Such individuals shall not be required to meet the testing requirements under Section II, but must sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**
- (10) A registered Native American who has secured work through a TERO referral for a Tribal Project may receive direct entry into apprenticeship provided:**
- (a) The employer is an approved training agent of these standards.**

**AND**

- (b) The applicant has met the minimum qualifications.**
- (11) An "Approved Training Agent" may select an apprentice applicant from outside of the JATC's Pool of Eligible Applicants when:**
- (a) The JATC has no apprentices on the Out of Work list.**

**AND**

- (b) The JATC has no qualified applicants available from the Pool of Eligible Applicants.**

**Applicants selected for apprenticeship shall be employed only with participating (signatory) employers upon becoming registered.**

**All applicants (including direct entry) must provide the documentation specified to complete their application. Regardless of how one qualifies for apprenticeship, following selection, but prior to registration, ALL**



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**individuals being offered an apprenticeship will be required to take and pass a pre-employment urinalysis drug-screening test before being registered. Expense of the drug test will be paid by the JATC.**

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

**The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The applicant must meet the minimum age requirement. The JATC does not, and will not, discriminate against a qualified individual with a disability because of the disability of such individual. The JATC will take affirmative action to provide equal opportunity in apprenticeship and operate this apprenticeship program as required under Title 29, Code of Federal Regulations, Part 30, as amended, and other applicable law and lawful regulations, including:**

- 1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- 2. Cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare students for entrance into apprenticeship.**
- 3. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's Sponsor(s).**
- 4. Engage in any other such action to ensure that recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, or sex.**

**The JATC does not tolerate harassment of any type as defined by the E.E.O.C. Apprentices who engage in such conduct will be subject to disciplinary action. Apprentices who believe that they have been harassed should immediately notify the JATC office. Such complaints will be treated confidentially except to the extent necessary to investigate and resolve the complaint.**

### **Apprentice applicant appeals procedure:**

- 1. An Appeals Committee is hereby established, composed of one member appointed by labor, one member appointed by management and a public member appointed by both these members.**
- 2. Where an Appeals Committee exists under an established referral procedure and it is of this type, it shall be used for this purpose.**

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3. **Management and labor shall mutually agree to and select the public member of this Committee.**
4. **The authority of the Appeals Committee shall be limited to the rendering of decision on cases involving unjust treatment of applicants for the apprentice program in the matter of selection.**
5. **Any appeal must be filed within fifteen (15) working days of the date of notification of the applicant as to the decision of the Apprenticeship Committee regarding his/her application.**
6. **A copy of the appeal shall be filed with the Apprenticeship Committee.**
7. **The Apprenticeship Committee must file a written answer to the appeal within thirty (30) days of receipt of the copy of the appeal.**
8. **The Appeals Committee shall consider the written evidence and shall on request, grant a hearing.**
9. **A final decision shall be rendered within thirty (30) days of the date of the filing of the appeal to the Appeals Committee.**
10. **Decisions of the Appeals Committee shall be final and binding upon the Apprenticeship Committee and the applicant.**

### 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].

### A. **Inside Electrician**

**The JATC shall see that each apprentice completes a minimum of 8,000 hours of reasonably continuous supervised employment, On the Job Training (OJT), and may require more than five (5) years to complete in view of possible employment lapses. The JATC shall attempt to provide for participation in all of the work processes as outlined in Section VIII of these standards.**

## INLAND EMPIRE ELECTRICAL TRAINING TRUST

### B. Low Energy/Sound and Communication

The JATC shall see that each apprentice completes a minimum of 4,800 hours of reasonably continuous supervised employment, On the Job Training (OJT), and may require more than three (3) years to complete in view of possible employment lapses. The JATC shall attempt to provide for participation in all of the work process as outlined in Section VIII of these standards. Apprentices desiring certification of OJT hours for the purpose of qualifying to take the Oregon LEA Electrical examination, shall have an additional 1200 hours (4801-6000 hours) tracked and certified by the JATC. Upon completion of the additional hours, the JATC shall notify Oregon Bureau of Labor & Industries, Apprenticeship and Training Division by letter.

### C. Residential Electrician

The JATC shall see that each apprentice completes a minimum of 4000 hours of reasonably continuous supervised employment, On the Job Training (OJT), and may require more than three (3) years to complete in view of possible employment lapses. The JATC shall attempt to provide for participation in all of the work process as outlined in Section VIII of these standards.

## V. INITIAL PROBATIONARY PERIOD:

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

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

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

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- C. During the initial probationary period, the JATC shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training or experience does not reduce the probationary period.

Applicants awarded advanced standing at the time of registration shall have their demonstrated skill, knowledge and overall performance evaluated during the initial probationary period. Adjustments, to the assigned period of apprenticeship and/or level of related classroom training may be made during the initial probationary period, following appropriate reviews and evaluation by the JATC. Such reviews and determinations shall be properly documented and applied equally to all apprentices.

Prior to the end of the initial probationary period, action must be taken on each probationary apprentice to end the probation or cancel the apprenticeship agreement. All interested parties shall be notified of such action.

A. Inside Electrician

The first 1,600 hours of OJT and satisfactory performance in related classroom instructional up to the completion of the first school year shall constitute the initial probationary period. During this period the apprenticeship agreement may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of such cancellations. Furthermore, the JATC may impose disciplinary action(s) on an apprentice which may involve a warning, holds in advancement in progression, demotion suspension (documenting action taken to address the issue(s) involved) in lieu of terminating the apprenticeship agreement.

B. Low Energy/Sound and Communications

The first 960 hours of employment after the signing of the Agreement shall constitute the initial probationary period. During this period, the apprenticeship registration may be canceled by either party without the formality of a hearing. The registration agency shall be notified of such cancellations.

C. Residential Electrician

The first 800 hours of OJT and one year of related classroom training for apprentices shall constitute the initial probationary period. During this period, the apprenticeship registration may be canceled by either party without the formality of a hearing. The registration agency shall be notified of such cancellations.

## INLAND EMPIRE ELECTRICAL TRAINING TRUST

### VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

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

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

**An apprentice is to be under the supervision of a federal or state qualified Journey-level Electrician at all times. Federal or state qualified Journey-level electricians are not required to constantly watch the apprentice, but are to lay out the work required and permit the apprentice to perform the work on his/her own. Federal or state qualified Journey-level electricians are permitted to leave the immediate work area without being accompanied by the apprentice.**

#### A. Inside Electrician

**An employer shall employ only registered apprentices secured from the Committee. The Committee shall allow each qualified employer a ratio of one (1) apprentice(s) to one (1) journey-level inside electrician(s) per job site, or a ratio of two (2) apprentice(s) to one (1) residential journey-level electrician(s) per residential classified job sites, but only when registered apprentices are available. Such a ratio shall not be exceeded unless local and state authorities allow or agreed to per the Collective Bargaining Agreement.**

**Apprentices with a minimum of 7,000 hours of OJT that have been issued a six-month, nonrenewable, unsupervised electrical training certificate or a journey-level license from the state will be allowed to work without the direct supervision of a journey-level person.**

## INLAND EMPIRE ELECTRICAL TRAINING TRUST

(April 21, 2016) *Work Alone Variance approved to extend for one year.*  
(April 18, 2013) *The change to Section VI.A paragraph 2, is for a three (3) year trial period. At the end of the three years, the Department will report to the WSATC any adverse impacts on apprenticeship training.*

### **B. Low Energy/Sound and Communications**

**An employer shall employ only registered apprentices secured from the Committee. The Committee shall allow each qualified employer a ratio of (2) apprentices to (1) journey-level electrician per job site, but only when registered apprentices are available.**

### **C. Residential Electrician**

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

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

- A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.
- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

**To be advanced, the apprentice must have satisfactorily completed the following requirements:**

- **Successful progress and/or completion of related training requirements**
- **Satisfactory and current on-the-job training evaluation reports**
- **All monthly work progress reports turned in on time**
- **Completion of OJT hours requirement**
- **All tuition and book fees must be paid**
- **Satisfactory Instructor reports**

**INLAND EMPIRE ELECTRICAL TRAINING TRUST**

C. Wage Progression Schedules

**Inside Electrician**

**Subject to change as per the Collective Bargaining Agreement. All inside electrical apprentices are subject to the following wage progression effective the first full pay period starting August 1, 2014.**

Step	Hour Range or competency step	Percentage of journey-level wage rate*	Related Training Completed
<b>1</b>	<b>0000 – 1000 hours</b>	<b>45%</b>	<b>Plus Satisfactory Progress</b>
<b>2</b>	<b>1001 – 2000 hours</b>	<b>50%</b>	<b>Plus Satisfactory Progress</b>
<b>3</b>	<b>2001 – 3000 hours</b>	<b>55%</b>	<b>Plus Satisfactory Progress</b>
<b>4</b>	<b>3001 – 4000 hours</b>	<b>60%</b>	<b>Plus Satisfactory Progress</b>
<b>5</b>	<b>4001 – 5000 hours</b>	<b>65%</b>	<b>Plus Satisfactory Progress</b>
<b>6</b>	<b>5001 – 5600 hours</b>	<b>70%</b>	<b>Plus Satisfactory Progress</b>
<b>7</b>	<b>5601 – 6200 hours</b>	<b>75%</b>	<b>Plus Satisfactory Progress</b>
<b>8</b>	<b>6201 – 6800 hours</b>	<b>80%</b>	<b>Plus Satisfactory Progress</b>
<b>9</b>	<b>6801 – 7400 hours</b>	<b>85%</b>	<b>Plus Satisfactory Progress</b>
<b>10</b>	<b>7401 – 8000 hours</b>	<b>90%</b>	<b>Plus Satisfactory Progress</b>

**Low Energy/Sound and Communications**

**Subject to change as per the Collective Bargaining Agreement.**

Step	Hour Range or competency step	Percentage of journey-level wage rate*	Related Training Completed
<b>1</b>	<b>0000 – 800 hours</b>	<b>55%</b>	<b>Plus Satisfactory Progress</b>
<b>2</b>	<b>801 – 1600 hours</b>	<b>60%</b>	<b>Plus Satisfactory Progress</b>
<b>3</b>	<b>1601 – 2400 hours</b>	<b>65%</b>	<b>Plus Satisfactory Progress</b>
<b>4</b>	<b>2401 – 3200 hours</b>	<b>70%</b>	<b>Plus Satisfactory Progress</b>
<b>5</b>	<b>3201 – 4000 hours</b>	<b>80%</b>	<b>Plus Satisfactory Progress</b>
<b>6</b>	<b>4001 – 4800 hours</b>	<b>85%</b>	<b>Plus Satisfactory Progress</b>

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**Residential Electrician**

**Subject to change as per the Collective Bargaining Agreement.**

Step	Hour Range or competency step	Percentage of journey-level wage rate*	Related Training Completed
<b>1</b>	<b>0000 – 1000 hours</b>	<b>50%</b>	<b>Plus Satisfactory Progress</b>
<b>2</b>	<b>1001 – 2000 hours</b>	<b>60%</b>	<b>Plus Satisfactory Progress</b>
<b>3</b>	<b>2001 – 3000 hours</b>	<b>70%</b>	<b>Plus Satisfactory Progress</b>
<b>4</b>	<b>3001 – 4000 hours</b>	<b>80%</b>	<b>Plus Satisfactory Progress</b>

**VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and work experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined.

**In order to provide for the development of the necessary trade skills in the various work processes, the JATC shall attempt to provide the apprentice with OJT in the following categories, as job-training assignments permit.**

**The JATC shall require each apprentice to submit a work report on a monthly basis. Such reports shall be maintained by the JATC as part of its official file for each apprentice. Further the JATC shall use reports to provide an accumulative OJT record of experience in the various work processes for each apprentice.**

<b>A. <u>Inside Electrician</u></b>	<b><u>Approximate Hours</u></b>
<b>1. RESIDENTIAL: Wiring of residences, duplexes, and small apartment buildings, or systems similar to them, and necessary shop work and preparation .....</b>	<b>1,000</b>
<b>2. COMMERCIAL: Wiring of public, commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary shop work and preparation .....</b>	<b>3,500</b>
<b>3. INDUSTRIAL: Wiring of all industrial buildings and equipment; the maintenance, repair and alteration of the same; and the necessary shop work and preparation .....</b>	<b>2,500</b>



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- 4. **SPECIALIZED SYSTEMS: Wiring of systems which include sound data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television, programmable controllers, and nurse call systems .....1,000**

**Total Hours: 8,000**

**B. Low Energy/Sound and Communications**

**Approximate Hours**

- 1. **RESIDENTIAL: Wiring of residences, duplexes, and small apartment buildings, or systems similar to them, and necessary shop work and preparation .....400**
- 2. **COMMERCIAL: Wiring of public, commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary shop work and preparation. ....2000**
- 3. **INDUSTRIAL: Wiring of all industrial buildings and equipment; the maintenance, repair and alteration of the same; and the necessary shop work and preparation.....1000**
- 4. **SPECIALIZED SYSTEMS: Wiring of systems which include sound data transmission, telephone, LAN, fiber optics, closed circuit television, fire alarm systems, energy management systems, security systems and the servicing and troubleshooting of telecommunications systems. ....1400**

**Total Hours: 4800**

**C. Residential Electrician:**

**Approximate Hours**

- 1. **Wiring of outlets in single family residences .....1300**
- 2. **Wiring of outlets in multiple family residences.....500**
- 3. **Wiring of outlets in apartment buildings.....500**
- 4. **Wiring for service connection meters & distribution .....300**
- 5. **Major appliance installation and service .....100**
- 6. **Remodeling of residential buildings .....500**
- 7. **Mobile home services .....100**

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**8. Low voltage controls .....100**  
**9. Installation, service & controls of electric heat .....500**  
**10. Installation, service & control of air-conditioning.....100**

**Total Hours: 4000**

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### IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

Supervised field trips

Sponsor approved training seminars (specify)  
**Electrical based.**

Sponsor approved online or distance learning courses (specify)  
**Web-based and/or blended learning.**

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):  
**Pre-approved electrical events such as: Outreach, Membership Development, Community Events, Team Building, etc.**

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

#### Inside Electrician

**Additional courses may be required by the JATC which could include up to an initial 160 hours of boot-camp. The apprentice shall participate in a minimum of 200 hours of RSI courses per year during which the JATC shall**

## INLAND EMPIRE ELECTRICAL TRAINING TRUST

require each apprentice to satisfactorily complete the Electrical Training Alliance Five-Year Inside Electrical Apprenticeship Course Material, outside the normal work hours.

### Low Energy/Sound and Communications

The apprentice shall participate in a minimum of 160 hours of Related Supplemental Instruction (RSI) courses per year during which the JATC shall require each apprentice to satisfactorily complete the Electrical Training Alliance Telecommunications Installer Technician Apprenticeship Course material outside the normal work hours.

### Residential Electrician

The apprentice shall participate in a minimum of 160 hours of Related Supplemental Instruction (RSI) courses per year during which the JATC shall require each apprentice to satisfactorily complete the Electrical Training Alliance Residential Electrical Apprenticeship Course material outside the normal work hours.

- Twelve-month period from date of registration.\*
- Defined twelve-month school year: **July 1** through **June 30**.
- Two-thousand hours of on the job training.

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

### C. Additional Information:

1. Each apprentice shall be required to take related instructions away from the job for the minimum hours indicated per skilled occupation for each year of the training period. The time spent in this related classroom instruction, which may include web-based and/or blended learning shall be in addition to the required hours of "on-the-job" training.
2. The Apprenticeship Committee shall recommend competent instructors whose knowledge, experience, and ability to teach shall be carefully examined and shall secure such course material and equipment as may be necessary to provide quality instruction.
3. The instructors shall give periodic examination and report the results to the Apprenticeship Committee so that the apprentice's progress may be checked and corrective measures applied where necessary.
4. Each apprentice will receive safety training on the job and in the classroom to ensure that the electrician will be a safe worker in all respects. The JATC shall see that all apprentices complete CPR/First Aid training during

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**their apprenticeship. The JATC shall also attempt to see that graduates of its apprenticeship program possess a current CPR/First Aid card.**

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

#### **A. Administrative Procedures:**

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

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the Sponsor. The program Sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. Advanced Standing or Credit: The Sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All Sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-316 (11).
3. Sponsor Procedures:

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

#### **1. Duties of the Committee:**

- a. **The groups cooperating in these Standards shall refer all problems pertaining to apprenticeship to the Committee for action and disposal before action is reported to the sponsoring organizations.**
- b. **In the event the employer and the employee representatives cannot mutually agree on the administration of the program, any matter in dispute shall be referred to the sponsoring parties for settlement.**

#### **2. Advancement of Apprentices:**

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

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- b. The JATC shall evaluate the apprentice's overall performance and accomplishments on the job and in related instruction at the end of each period. A performance evaluation form shall be used and the JATC will also receive a monthly OJT training report showing the experience and training in the various work processes. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the apprenticeship agreement, with due notice to the apprentice and a reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the JATC.
  - c. At completion of the term of apprenticeship, the Committee shall interview and examine the apprentice. If satisfactory in all phases of his/her training, the Committee will so certify to the sponsoring parties. If not satisfactory, the term of apprenticeship may be extended.
  - d. Once an apprentice has completed the required on-the-job training to take the state certificate of competency examination, the apprentice must make application to the Electrical Section within 30 days. Failure to make application will result in the apprentice being suspended from on the job training assignments. Once approved for examination by the Electrical Section and if the apprentice has completed all related supplemental instruction and on-the-job training, apprentices are completed within 60 days or upon furnishing the JATC with passing results of their examination. Any apprentice who fails the examination is encouraged to seek additional study material and tutoring as determined by the JATC.
  - e. The Committee will present the apprentices with a Certificate of Completion. These certificates shall be approved and signed by the officers of the Committee.
3. **Adjustment of Differences: Cancellation of Registration:**
- a. The Committee may cancel the Apprenticeship Registration and remove the apprentice from the apprenticeship program for Cause. Such removal by the Committee shall cancel his/her classification of apprentice and his/her opportunity to complete his/her training.
  - b. Disciplinary probation or actions by the JATC may involve, but not limited to a warning, holds in advancement in wage progression and/or related training, demotion, suspension, or cancellation from the program.

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- c. **Apprentices who are required to appear before the Committee for possible disciplinary action will be so notified in writing at least 20 days prior to their requested appearance.**
  - d. **Any apprentice shall have the right to appear before the Committee if the initial probationary period is completed.**
  - e. **The Apprentice Registration may also be canceled by mutual consent of all parties of the registration.**
  - f. **The Washington State Apprenticeship and Training Council shall be notified of all such cancellations.**
  - g. **The JATC has a zero tolerance policy regarding drug and/or alcohol use. Apprentices are required to maintain compliance with the electrical industry drug free workplace program. Failure to pass a random drug and/or alcohol test during the initial probationary period will result in Immediate cancellation of the apprenticeship agreement and immediate termination from the employer. Committee appearance is not allowed under these circumstances.**
4. **Complaint Procedure: Refer to WAC 296-05 Complaint Review Procedures, included in your Policy and Procedure Manual.**
5. **Qualifications of Employers:**
- a. **An employer who is eligible to train apprentices shall meet the qualifying requirements as set forth below and be able to provide the necessary work experience for training.**
  - b. **The apprentice's work shall not interfere with attendance at related school instruction classes. Supervision should not be of such a nature as to prevent the development of responsibility and initiative.**
  - c. **The employer shall instruct the apprentice in safe and healthful work practices and shall ensure the apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Act standards promulgated by the Secretary of Labor and under Public Law 91-596, dated December 20, 1970 as amended by Public Law 101-552 dated November 5, 1990, or State or local standards that have been found to be at least as effective as the Federal standards.**
  - d. **While on the job site, it shall be the responsibility of the Employer to provide the apprentice a safe and healthful workplace and conditions**

## **INLAND EMPIRE ELECTRICAL TRAINING TRUST**

**of employment, and work assignments that the apprentice can safely perform.**

- e. An employer is a person, firm or corporation meeting the following qualifications in the judgment of the Apprenticeship Committee:**
- (1) Sufficient knowledge, experience and financial responsibility;**
  - (2) Maintain a permanent place of business as a shop.**
  - (3) Are open to the public during normal business hours;**
  - (4) Maintain suitable financial status to meet payroll weekly;**
  - (5) Employ at least one (1) journey-level worker continuously as per the ratio policy;**
  - (6) An agreement for funding for the purpose of maintaining the Apprenticeship and Training Program will be entered into with each employer prior to employer certification as a training agency.**

**POLICIES AND PROCEDURES**  
**FOR THE**  
**INLAND EMPIRE ELECTRICAL TRAINING TRUST**  
**A JOINT COMMITTEE OF THE**  
**INLAND EMPIRE CHAPTER**  
**NATIONALELECTRICALCONTRACTORS**  
**ASSOCIATION**  
**AND THE**  
**INTERNATIONAL BROTHERHOOD OF ELECTRICAL**  
**WORKERS LOCAL # 73**

### **INTRODUCTION**

**As the Electrical Construction Industry continues to change and improve, the education and training must change and improve. The Inland Empire Electrical Training Trust, Joint Apprenticeship and Training Committee strives to provide the education and training to meet the need of the electrical industry. Foremost is the training and education of the younger generations through Apprenticeship for the future of the Electrical Construction Industry.**

**The Policies and Procedures adopted by the Inland Empire Electrical Training Trust, JATC are stringent to promote a quality trades person in the Electrical Construction Industry. The Electrical Construction Industry is responsible for maintaining the**



## INLAND EMPIRE ELECTRICAL TRAINING TRUST

apprenticeship training program and the apprentices have an obligation to the Industry to conduct themselves in a responsible manner.

Through Apprenticeship, Labor and Management strive to make the Electrical Construction Industry the leading industry in today's global marketplace.

### J.A.T.C. RESPONSIBILITIES

#### ARTICLE 10. PURPOSE OF POLICIES AND PROCEDURES

The purpose of these policies and procedures is to unify the training program, which covers the jurisdiction of Local #73 of the I.B.E.W. and the Inland Empire Chapter of the N.E.C.A. This is a joint venture between Labor and Management to provide the industry with qualified trades person for the future of the industry.

- 10.1 The JATC is authorized to administer and enforce these Apprenticeship policies and procedures under the guidelines of the Standards registered with the State of Washington, Department of Labor and Industries, Apprenticeship Section.
- 10.2 These Standards shall be governed by the Washington State Apprenticeship Act (RCW 49.04) and the Federal Labor Standards (29 CFR 29), which govern employment and training in apprentice-able occupations.
- 10.3 The apprentice is subject to the written Rules and Policies of the JATC as presently in existence, or as may be adopted or modified from time to time. The JATC will provide the Registration Agency with a copy of the written Rules and Policies and any modifications thereto.
- 10.4 The apprentice will be provided with a copy of the written Rules and Policies and will sign an acknowledgement receipt of same. This procedure will be followed whenever revisions or modifications are made to the Rules and Policies.
- 10.5 Apprentices who refuse to sign any required paperwork will be cause for dismissal and possible cancelation

#### ARTICLE 20. RELATED TRAINING REQUIREMENTS

##### APPRENTICE RESPONSIBILITIES

- 20.1 Up to an initial 160 hours of boot-camp may be required if a newly selected apprentice has no previous experience and/or not selected by the JATC to go directly into the Electrical Training Alliance course material. Apprentices will be required to attend a minimum of 200 hours for Inside, 160 hours for Low Energy Sound/Comm, or 160 hours for Residential, of related educational courses per year of apprenticeship while satisfactorily completing the Electrical Training Alliance course curriculum. School hours and dates are sent to each apprentice before the school year begins.

## INLAND EMPIRE ELECTRICAL TRAINING TRUST

- a) While minimum hours of school per year are required for completing the required related training, Apprentices will be required to attend all regular and special classes scheduled. Special classes such as safety, orientation or seminars may be required in addition to the normal school hours.
- b) Each Apprentice is responsible for keeping track of missed time and making arrangements with their instructor to make up any such time.
- c) Tardiness will not be tolerated and will be noted by the instructor for makeup time.
- d) All makeup time will be done on the scheduled makeup days specified by the instructor.
- e) The responsibility rests solely with the apprentice to complete all lessons, tests, topics missed due to absenteeism to the satisfaction of the instructor.
- f) An apprentice that accumulates thirty-two (32) hours of makeup time during any school year will be scheduled to appear before the JATC for disciplinary actions as stated under section X.A.3.b., which could include the repeat of the school year with any upgrades withheld until completion or termination from the program.
- g) The last makeup day is two (2) weeks after all classes are finished for the year.
- h) Any apprentice that fails to make up time prior to the last makeup day will be scheduled to appear before the JATC for disciplinary action. Such action may include but not limited to removal from the contractor until time is made up, repeat of the school year with any upgrades withheld until completion, or termination from the program.
- i) An apprentice who has not paid School Fees prior to the first day of class for their scheduled week of school will not be allowed in class. Every class session that is missed because of non-payment of School Fees will be an unexcused absence and made up under normal procedures.
- j) Vacations and appointments will not be scheduled during the related training class times. Exceptions may be made through the JATC and only when requested in writing.
- k) It is the responsibility of the apprentice to immediately notify their employer as to the date and time of their makeup class.

**20.2** It is the responsibility of each apprentice to be punctual, attentive, dependable, and neat appearing with regard to classroom conduct. Apprentices shall be in the classroom with the proper educational materials (books, calculator, pencils, notepaper, hand tools, etc.), homework completed and all reading done prior to coming to class. Each apprentice is to be ready and on time for their scheduled time of Related Supplemental Instruction. Educational materials shall be the responsibility of each apprentice.

- a) Any apprentice who is not prepared for their scheduled class session, disruptive, indecent, non-respectful, and/or non-attentive can be asked to leave until prepared. Any time missed will be noted by the instructor for makeup time.

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- b) Any apprentice who fails to return to class following a break or decides to leave early, without proper notification to the instructor shall be marked absent for the entire class.
- c) All devices (cell phones, PDA's I-Pods, laptop computers, etc.) shall be turned off.
- d) Engaging in lewd, indecent, or obscene behavior (including language) will not be tolerated.
- e) Clothing, etc. with rude or suggestive pictures or phrases will not be tolerated.
- f) Any horse play will result in the apprentice(s) being asked to leave and any time missed will be noted by the instructor and made up.
- g) Being respectful of the Instructor and Fellow Apprentices is expected at all times. This includes but is not limited to disrupting of class with outside conversation.
- h) Eye protection and lab dress code will be enforced at all times in any lab station or when working with hand tools, power tools, or any energized circuit. No lab protection will result in no lab time and all time missed will be made up. Safety glasses will be provided by the apprenticeship.
- i) No alcohol, non-prescription drugs, controlled substances, or firearms will be allowed on school grounds. Any apprentice under the influence of alcohol or drugs will not be allowed in class and will be subject to disciplinary action.
- j) Smoking, eating or drinking will not be allowed during regular class participation time in any of the classrooms or lab areas. Smoking is allowed outside only.
- k) It is the apprentice's responsibility to inform the Trust office of any address or phone number changes.

**20.3 Apprentices shall maintain a 75% grade point average at year-end or be subject to disciplinary action. Such action could include the repeat of the school year with any scheduled upgrades held until completion, or termination from the program.**

- a) Homework shall be completed and turned in on dates and times noted by the instructor. Homework may be averaged during a week of school and counted towards an apprentices overall GPA. Homework will be graded on effort, completion, and accuracy of answers.
- b) Any test missed due to absence will be the responsibility of the apprentice to keep track of and schedule a time at the convenience of the instructor between the hours of 7:00am and 4:00pm Monday thru Friday to take the test prior to the next scheduled week of school or the test will result in a zero (0) grade.
- c) Makeup test scores will have an automatic deduction of five (5) percent off the final score. The Committee may waive this deduction if the apprentice shows a written legitimate excuse.
- d) If an apprentice is caught cheating during a test and/or fails to turn in a test when asked, the test will be taken away resulting in a zero (0) grade.
- e) Any lab missed due to absence will result in a zero (0) grade, unless deemed a lab that can be made up prior to the next scheduled week of school.

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- f) **Any apprentice messing with another apprentice's lab will be asked to leave the lab area, resulting in a zero (0) grade.**
- g) **A participation grade is required with a maximum of 100% and will count towards an apprentices overall GPA, twenty-percent (20%) per function for attending pre-approved electrical events. It is the apprentice's responsibility to sign-in for each event in order to get credit.**
- h) **In any given school year, the first time an apprentice officially fails three tests during a school year, the apprentice will be put on academic probation with upgrades withheld until completion of the year (minimum 60 days). Upon a 4th failed test, an apprentice will repeat the year with upgrades withheld until completion of repeated year, or possible upgrade demotion by the JATC, and must complete current year with no further failed tests. The 5th failed test, (or 3<sup>rd</sup> failed test during the repeated year), will result in disciplinary action by the JATC as stated under section X.A.3.b., which could include termination from the program.**
- i) **Up to 3 individual failed tests per year may be retaken once, but only after the scheduled week of school and at the discretion and availability of the instructor between the hours of 8:00 am – 4:00 pm Monday thru Friday. The test must be retaken prior to the apprentices next scheduled week of school or the test will remain officially recorded as a failed grade. Any retake attempt will have an automatic deduction of 10% off the final score and the apprentice will be required to show improvement on assigned homework before being allowed to retake the test.**

### ARTICLE 30. ON-THE-JOB TRAINING REQUIREMENTS

#### APPRENTICE RESPONSIBILITIES

- 30.1 Each apprentice shall maintain a regular on-the-job attendance. Unnecessary absences and/or tardiness will not be tolerated. Failure to comply will result in severe disciplinary action by the JATC.**
- 30.2 An apprentice shall not refuse a job assignment. A refusal of a job assignment will place the apprentice at the bottom of the out of work list and before the JATC at the next regular meeting for possible disciplinary action.**
- 30.3 An apprentice shall not quit any job assignment without first contacting the Training Director or the Chairman or Secretary of the JATC, Likewise, any Contractor, before terminating an apprentice for any reason other than Reduction of Force, shall contact the Training Director and advise him of the reason.**
- 30.4 When terminated, an apprentice shall sign the out-of-work list within four days of the termination.**

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- 30.5** Apprentices will be issued assignment slips at the Trust office. If an apprentice through no fault of his own is returned to the out-of-work book in less than 21 calendar days, that apprentice will retain their prior place on the book.
- 30.6** Drug testing is required as a condition of employment.
- 30.7** Apprentices shall perform all the duties and tasks on the job as are associated with the craft and the apprenticeship.
- 30.8** Each apprentice will be responsible for maintaining a progress report book with a copy each month to be turned into the Trust office by the 10th day of the following month. Progress reports not turned in by the 10th day will result in the next scheduled upgrade being delayed for 30 days. Three offenses will result in the apprentice being scheduled to appear before the JATC for disciplinary action, such action could include but not limited to termination or suspension from the program.
- 30.9** Hours worked, working conditions, overtime, health and welfare and pension provisions are those agreed upon in the Collective Bargaining Agreement currently in effect between the Inland Empire Chapter of the NECA and the Local Union #73 of the IBEW.
- 30.10** Work habits that include safety violations, sloppy workmanship, negative attitudes, or refusal of assigned work will result in an apprentice being sent home until he/she appears before the JATC at the next regularly scheduled meeting. The importance of maintaining good customer relations for the IBEW and NECA is critical. Work place behaviors or actions by apprentices that threaten positive relations with customers will not be tolerated.
- 30.11** The use of alcoholic beverages, non-prescription drugs or other controlled substances on the job shall be reason for the apprentice to be canceled from the Apprenticeship program.
- 30.12** It is the responsibility of the apprentice to be punctual, respectful, attentive, dependable and neat appearing with regard to on-the-job conduct.
- 30.13** Apprentices may be permitted to receive OJT and related training on a temporary basis with another IBEW/NECA JATC, provided the two JATC's, their respective parent organizations and the apprentice agree on such assignment. Before apprentices are given a temporary OJT assignment, they must supply the host JATC with an official copy of their apprenticeship agreement clearly indicating that it has been properly registered with the applicable Registration Agency. Apprentices shall remain subject to reassignment by the JATC with whom they are registered. Failure to immediately comply with such instruction to return to the JATC with whom they are registered may result in the termination of the apprentice's apprenticeship agreement; in which case, they would no longer be employable under the CBA in the jurisdiction.

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**30.14 It is the responsibility of the apprentice to provide themselves with the proper tools as suggested in the following tool lists.**

**RECOMMENDED TOOL LISTS:**

**Inside and Residential Programs**

<b>Belt and tool pouch</b>	<b>1 - Torpedo Level</b>
<b>Hammer</b>	<b>1 - Pair wire strippers</b>
<b>Hacksaw</b>	<b>1 - Phillips screwdriver</b>
<b>Tool Box</b>	<b>600 Volt Pouch-Type Voltage Tester</b>
<b>Tape measure, 25' or less</b>	<b>Pencil &amp; pocket notepad</b>
<b>1 - Multi-tip Screwdriver</b>	<b>Awl or center punch</b>
<b>1 - 6" Screwdriver</b>	<b>1 - #2 Lock recess screwdriver</b>
<b>1 - Pair 9" Lineman's pliers – (Kliens)</b>	<b>1 - 8" Crescent (adjustable) wrench</b>
<b>2 - Pair of Channel lock pliers</b>	<b>Combo wrenches - 3/8", 7/16", 1/2", &amp; 9/16"</b>
<b>1 - Pair Side cutting dikes</b>	<b>Seven piece spin tites, up to 1/2"</b>
<b>1 - Pair Needle nose pliers</b>	<b>Allen wrenches, up to 3/8"</b>
<b>1 - Knife</b>	<b>Keyhole saw</b>
<b>1 - Flashlight</b>	
<b>1 - Tri-tap tool</b>	

**Low Energy Sound & Comm. Program**

<b>Belt and tool pouch</b>	<b>1 - Torpedo Level</b>
<b>Hacksaw</b>	<b>1 - Pair wire strippers</b>
<b>Tape measure, 25' or less</b>	<b>1 - Phillips screwdriver</b>
<b>1 - Multi-tip Screwdriver</b>	<b>Pencil &amp; pocket notepad</b>
<b>2 - Pair of Channel lock pliers</b>	<b>1 - #2 Lock recess screwdriver</b>
<b>1 - Pair Needle nose pliers</b>	<b>1 - 8" Crescent (adjustable) wrench</b>
<b>1 - Knife</b>	<b>Allen wrenches, up to 3/8"</b>
<b>1 - Flashlight</b>	<b>Keyhole saw</b>
<b>1 - Tri-tap tool</b>	<b>Flush Cuts or Side Cuts</b>
<b>Impact tool (No blades)</b>	<b>Lineman Snips/Electrician's Scissors</b>
<b>V.O.M. (Optional)</b>	<b>Toner &amp; Inductive Amplifier</b>

**ARTICLE 40. TRAINING CENTER**

**MAINTENANCE OF THE TRAINING CENTER**

**40.1 Apprentices shall endeavor to maintain the Training Center in a clean and tidy condition.**

**40.2 Apprentices who are found intentionally damaging or defacing the Training Center will be subject to severe penalties by the JATC.**

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## ARTICLE 50.

### RESPONSIBILITY OF THE INSTRUCTOR/TRAINING DIRECTOR

**50.1 Records will be maintained by the instructor, recording when an apprentice is in attendance, absent or late in arriving at the start of class. The instructor shall notify the Training Director in writing each week of all apprentices absent or late for class.**

**50.2 The Training Director shall maintain a monthly report containing test results with continuation of average grades for the month, attendance and other comments included. This monthly report shall be reviewed by the JATC at their regularly scheduled meetings for action.**

**50.3 Scheduled class breaks will be at the discretion of the instructor.**

#### B. Disciplinary Procedures

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

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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:

**None**

### 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



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describe the subject matter in detail and include a copy of the program sponsor's decision.

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

### **XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE**

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

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

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

- 1. The JATC shall, in conformity with the National Joint Apprenticeship and Training Committee's Standards and Policies and the local CBAs, adopt and establish approved Standards governing the qualifications, selection, employment, education, and training of all apprentices, and register such Standards with the Registration Agency. The JATC shall also be responsible for the training of Journey-level workers and others.**

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- 2. All funds for the operation of the apprenticeship and training program shall be held in a Trust Fund established by the IBEW Local Union and the NECA Chapter. The JATC trustees shall initiate and certify all expenditures of the Trust Fund.**
  - 3. The Committee shall make an annual report to the respective employer/employee organizations covering its work for the preceding year.**
  - 4. The Committee shall prepare a written policy statement, which sets forth the current rules and regulations for the conduct of the local program. Such a policy statement shall be subject to revision by the Committee.**
- B. Program Operations (Chapter 296-05 WAC - Part C & D):
1. The 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. Apprenticeship sponsors will submit completed forms to the Department of Labor and Industries through their assigned state apprenticeship consultant, or
  2. By signing up for Secure Access Washington (SAW) to the Apprentice Registration and Tracking System (ARTS). Forms are available from the apprenticeship consultant assigned to the sponsor or online at:  
<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp>.  
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

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3. 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 (if applicable)
  - 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
4. 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 and/or
  - f) Corrections
  - g) Step Upgrades
  - h) Probation Completion date
  - i) Other (i.e., name changes, address)
  - j) Training Agent Cancellation

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3. The Sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The Sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The Sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The Sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the Sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The Sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

### D. Training Agent Management:

1. The Sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The Sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.

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2. The Sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these Standards. The Sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these Standards.
  3. The Sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the Sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.
- E. Committee governance (if applicable): (see WAC 296-05-313)
1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The Sponsor must also provide the following information:
    1. **Members of the Apprenticeship Committee shall be selected by the groups they represent. The term of office shall be for three (3) years. The term of one (1) employer representative and one (1) employee representative to expire each year with vacancies to be filled in the same manner as the original appointments were made. An Apprenticeship Committee member may succeed themselves. An Apprenticeship Committee shall select from its membership, but not from the same group, a chairman and secretary who shall retain voting privileges.**
    2. **Any member of the Apprenticeship Committee may be removed for cause and replaced by proper action on the part of the organization, which he/she represents.**
    3. **Any officer or Apprenticeship Committee member may be removed by the sponsoring organization upon recommendation by majority vote of the Apprenticeship Committee, for dereliction of duty or misconduct in office. Such a recommendation shall be forwarded in writing to the proper sponsoring organization for action.**
    4. **Consultants may be invited to attend meetings of the Apprenticeship Committee but shall have no official voice or vote.**
    5. **The Apprenticeship Committee may establish or authorize a joint subcommittee to be similarly constituted and selected for training other than apprenticeship.**

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**6. The Inland Empire Electrical Training Trust Electrical Apprenticeship Committee shall be composed of eight (8) members; four (4) members representing the Inland Empire Chapter of the National Electrical Contractors' Association and four (4) members representing the International Brotherhood of Electrical Workers, Local Union No. 73, Spokane, Washington.**

a. **Quorum: Four (4) members of the committee or subcommittees, two (2) from each of the sponsoring parties shall be a quorum for the transaction of business, but each party shall have the right to cast the full vote of its membership and it shall be conducted as though all were present and voting.**

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

c. **The employer representatives shall be:**

**Dave Chally, Chairman  
NECA  
1715 North Atlantic St.  
Spokane, WA 99205**

**Todd Bro  
NECA  
1715 North Atlantic St.  
Spokane, WA 99205**

**Bill Rigsby  
NECA  
1715 North Atlantic St.  
Spokane, WA 99205**

**Bruce Carter  
NECA  
1715 North Atlantic St.  
Spokane, WA 99205**

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

**Aaron Hill, Secretary  
IBEW Local 73  
1616 North Washington Street  
Spokane, WA 99205**

**Gordon Vally  
IBEW Local 73  
1616 North Washington Street  
Spokane, WA 99205**

**Ken Brown  
IBEW Local 73  
1616 North Washington Street  
Spokane, WA 99205**

**San Gilbrech  
IBEW Local 73  
1616 North Washington Street  
Spokane, WA 99205**

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### F. Plant programs

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

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

**None**

### **XII. SUBCOMMITTEE:**

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

**None**

### **XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Todd Turner  
3210 E. Ferry Avenue  
Spokane, WA 99201**