



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

**SOUTHWEST WASHINGTON ELECTRICAL JOINT APPRENTICESHIP AND  
TRAINING COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-315]</u>
<b>INSIDE WIREMAN</b>	<b>47-2111.00</b>	<b>8000 HOURS</b>
<b>LOW ENERGY/SOUND AND COMMUNICATION</b>	<b>49-2022.03</b>	<b>4800 HOURS</b>
<b>MARINE ELECTRICIAN</b>	<b>47-2111.00</b>	<b>6000 HOURS</b>
<b>MOTOR SHOP ELECTRICIAN</b>	<b>51-2022.00</b>	<b>8000 HOURS</b>
<b>RESIDENTIAL WIREMAN</b>	<b>47-2111.00</b>	<b>4200 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

OCTOBER 18, 2018  
Standards Last Amended

JULY 21, 1950  
Permanent Registration

By: DAVE D'HONDT  
Chair of Council

By: CHRIS BOWE  
Secretary of Council

# SOUTHWEST WASHINGTON ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE

## INTRODUCTION

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

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

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

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

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

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

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

\*All sponsor inserted language must meet or exceed minimum requirements as established in the Limited Energy Electrician Minimum Guideline Standard.

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Sponsor Introductory Statement (Required):

**The following Standards for the development of electrical apprentices have been prepared by the representatives of the National Electrical Contractors Association, and representatives of Local Union #76, I.B.E.W., assisted by the Apprenticeship Section, Washington State Department of Labor and Industries. When approved and registered with the Registration Agency, these Standards will govern the training of apprentices in this industry.**

**ADDENDUM:**

**The science of electricity is constantly changing and expanding. With this increasing knowledge, the electrical industry has expanded from nothing to the third largest industry in the United States in less than one century. This rapid expansion means that the electrical apprentice must be given a sound basic training in the knowledge of the trade, supplemented by sufficient instruction in the theories of electrical science.**

**The electrical trade is unique in that it is mechanical, technical, and professional. It must select people who have a natural aptitude for using tool's and at the same time, are gifted enough to master the intricacies of electrical science, who can and will keep up with the progress of the and master a knowledge of the thousands of installation and maintenance procedures.**

**The electrical industry, by its very nature, places a high degree of personal responsibility on the individual journey level workers. While supervision is provided on many jobs, the electrician still finds himself/herself called upon constantly to make decisions regarding the best and safest method of installation to produce a given result.**

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

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

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

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**The purpose of the training standards is:**

- A. To encourage careful selection of individuals coming into the trade with due regard to health, physical fitness, aptitude, attitudes and personal characteristics.**
- B. To provide a plan of approved training that will equip apprentices for profitable employment as skilled workmen in the trade and to promote honorable citizenship.**
- C. To relate the future supply of skilled workers to probable employment demands.**
- D. To assure the employer that the services of proficient workmen may be obtained.**
- E. To provide the public with the highest possible grade of products and services in conformity with approved practices of safety and skilled craftsmanship.**

**I. GEOGRAPHIC AREA COVERED:**

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-303(4)(g). The WSATC may consider the ability to deliver RSI, demonstrated work history, and history of adherence to electrical rules and laws in the proposed Geographic Area.

**The area which these Standards cover shall be as follows: Lewis, Grays Harbor, Mason, Pacific, Pierce, and Thurston Counties.**

**II. MINIMUM QUALIFICATIONS:**

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

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

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

Education: **Provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable. (Note: schools shall be requested to**

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obliterate reference to date of birth, years of attendance, graduation date, age, race and sex, if required by State law or regulation.)

**Inside Wireman, Marine, Motor Shop:**

**Must be a high school graduate from a school accredited by a State Education Agency, or have High School Equivalency with a minimum score of 600 if taken after January 1, 2014 (2500 or 250 on old scoring system). In place of High School Diploma or High School Equivalency, have a two year Associate Degree or higher from a school accredited by a State Education Agency.**

**Show evidence of successful completion of: 1 full year of high school algebra with a C or better, or one quarter post high school algebra course with a passing grade or provide evidence of having completed the NJATC math course with a minimum score of 75%.**

**Residential:**

**Must be a high school graduate from a school accredited by a State Education Agency, or have High School Equivalency with a minimum score of 600 if taken after January 1, 2014 (2500 or 250 on old scoring system). In place of High School Diploma or High School Equivalency, have a two year Associate Degree or higher from a school accredited by a State Education Agency.**

**Show evidence of successful completion of: 1 full year of high school math with a passing grade, or provide evidence of having completed the NJATC math course with a minimum score of 75%.**

**Low Voltage:**

**Must be a high school graduate from a school accredited by a State Education Agency, or have High School Equivalency with a minimum score of 600 if taken after January 1, 2014 (2500 or 250 on old scoring system). In place of High School Diploma or High School Equivalency, have a two year Associate Degree or higher from a school accredited by a State Education Agency.**

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**Show evidence of successful completion of: 1 full year of high school algebra with a passing grade, or one quarter post high school algebra course with a passing grade or provide evidence of having completed the NJATC math course with a minimum score of 75%.**

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

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

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

**Testing: Inside Wireman, Marine, Motor Shop:  
Obtain a qualifying score of 5 using the electrical industry's aptitude test developed and validated by the American Institutes for Research.**

**Residential: NONE**

**Low Voltage:  
Applicants must take the NJATC aptitude test administered by a NJATC approved Test Administrator and receive a minimum score of 4.**

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

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

**Able to read, hear and understand instructions and warnings.**

**Possess a valid Driver's License**

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

- 2. A military veteran who completed military technical training school in a Military Occupational Specialty (MOS) applicable to the electrical construction trade (as determined by the JATC), and can document a**

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minimum of two (2) years of military experience in that MOS, will qualify for an oral interview by the JATC to be considered along with other qualified applicants. Note: meeting this qualification allows the applicant to be interviewed during the normal selection process--this is NOT 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. All post selection requirements remain in force. To qualify under this provision, applicants must:

- a. Complete an application form, accurately responding to all questions and items.
  - b. Have previous military work experience in the identified MOS as stipulated above.
  - c. Provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous military training and experience, in order to qualify for interview under this provision
3. **Residential:** Individuals who have accumulated a minimum of twenty-four hundred (2400) hours of residential work experience shall be qualified for oral interview. If selected, their previous work experience and training shall be evaluated by the JATC, or the Subcommittee, using consistent, standard, nondiscriminatory means, and thereby awarded advanced standing in the apprenticeship program. (Note: Meeting this qualification allows the applicant to be interviewed during the normal selection process this is NOT direct entry. For such applicants to be considered:
- a. The applicant must provide the JATC with proper documentation that defines their experience in the residential industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements approved by Washington State Labor and Industries Electrical licensing Division.
  - b. The JATC will examine all documentation submitted before qualification is acknowledged.
4. **Low Voltage:** Individuals who have accumulated a minimum of twenty-four hundred (2400) hours of telecommunications work experience shall be qualified for oral interview. If selected, their previous work experience and training shall be evaluated by the JATC, or the subcommittee, using consistent, standard, nondiscriminatory means, and thereby awarded advanced standing in the apprenticeship program. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection

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process--this is NOT a form of direct entry). For such applicants to be considered:

- a. **The applicant must provide the JATC with proper documentation that defines their experience in the telecommunications industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements approved by Washington State Labor and Industries Electrical Licensing Division.**
  - b. **The JATC will examine all documentation submitted before qualification is acknowledged.**
- B. 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 individuals being offered an apprenticeship must complete:**

**A drug screen test. Cost of the test is to be borne by the JATC.**

**The JATC's Drug Policy is part of its official Rules and Policies. Applicants shall be notified that such a Policy exists and given an opportunity to review it.**

**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:**

**The Committee shall adopt the procedure for selection of apprentices as written by the National Apprenticeship Committee.**



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**1. Inside Wireman, Motor Shop Electrician, and Marine Electrician.**

**a. Individuals who can verify (by providing undisputable documenting evidence) that they have worked a minimum of four-thousand (4,000) hours specifically in the electrical construction industry, shall submit a written Industry recommendation and may qualify for direct interview; as determined by the JATC if apprenticeship opportunities are available. The JATC will use standard means of evaluation (see Section X) for individuals who may qualify for direct interview. To qualify under this provision, applicants must:**

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

**(a) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**

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

**(c) Able and willing to attend all related classroom training as required to complete their apprenticeship.**

**(d) Able to climb ladders, scaffolds, poles and towers of various heights.**

**(e) Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**

**(f) Able to read, hear and understand instructions and warning.**

**(2) Provide to the JATC proper, undisputable documentation that defines their experience in the electrical construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. Such documentation must remain with the applicant's record. The JATC will examine all documentation submitted to determine qualification of the applicant and schedule an interview if needed. An absolute minimum of four-thousand hours of ELECTRICAL CONSTRUCTION WORK EXPERIENCE must be proven to meet this qualification. No other form of electronic or**

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**electrical experience/training or construction experience will be given credit under this provision. If selected under this provision, the JATC will determine, using standard means of evaluation (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience.**

- (3) Possess a valid Driver's License.**
  - (4) Submit a DD-214 to verify military training and/or experience if they are a veteran.**
- b. 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. To qualify under this provision, applications must:**
- (1) Complete an application form accurately responding to all questions and items including statements indicating that they are:**
    - (a) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**
    - (b) Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.**
    - (c) Able and willing to attend all related classroom training as required to complete their apprenticeship.**
    - (d) Able to climb ladders, scaffolds, poles and towers of various heights.**
    - (e) Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**
    - (f) Able to read, hear and understand instructions and warning.**
  - (2) 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**

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**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 (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience.**

- (3) Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**
  - (4) Obtain a qualifying score of 5 using the electrical industry's aptitude test developed and validated by the American Institutes for Research.**
  - (5) Possess a valid Driver's License.**
  - (6) Submit a DD-214 to verify military training and/or experience if they are a veteran.**
- c. An electrical construction employee of a non-signatory employer not qualifying as a Journey worker when the employer becomes signatory, shall be evaluated by the JATC, using standard means of evaluation (see Section X), and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry. For such applicants to be considered, they must:**
- (1) Complete an application form, accurately responding to all questions and items including statements indicating that they are:**
    - (a) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**

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- (b) **Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.**
  - (c) **Able and willing to attend all related classroom training as required to complete their apprenticeship.**
  - (d) **Able to climb ladders, scaffolds, poles and towers of various heights.**
  - (e) **Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**
  - (f) **Able to read, hear and understand instructions and warnings.**
- (2) **Provide official, undisputable documentation to show that they were an employee performing electrical construction work prior to and at the time the employer becomes signatory.**
- (3) **Supply the JATC with required reliable documentation and adequate verification to substantiate previous employment and experience to warrant their registration.**
- (4) **Be deserving of advanced standing, based upon evaluation by the JATC (see Section X).**
- (5) **Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**
- (6) **Possess a valid Driver's License.**
- (7) **Submit a DD-214 to verify military training and/or experience if they are a veteran.**
- d. **Transfer of Apprenticeship: In order to transfer and apprenticeship agreement between two local IBEW/NECA JATCs having a registered inside apprenticeship program, the following requirements must be met. This is a method of direct entry.**
  - (1) **The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.**

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- (2) The apprentice's sponsoring JATC must agree to the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.**
- (3) The receiving JATC must agree to accept the transfer, acting on behalf of the official program sponsors for the IBEW and NECA.**
- (4) The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.**
- (5) The transferring apprentice must:**
  - (a) Complete an application form.**
  - (b) Provide to the JATC official documentation pertaining to their participation in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement – properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part to the receiving JATC's permanent files.**
  - (c) Upon being accepted by the receiving JATC, have their existing apprenticeship agreement terminated.**
  - (d) Have registration proceedings initiated immediately by the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.**
  - (e) The apprentice will receive full credit for probationary time previously served.**
- (6) Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research, if not previously completed at sponsoring JATC and is required in Qualification 1) above.**
- (7) Possess a valid Driver's License.**

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- (8) Submit a DD-214 to verify military training and/or experience if they are a veteran.**
  - (9) Those accepted for transfer will be given full credit for OJT experience and related instruction successfully completed while registered in an IBEW/NECA inside apprenticeship program.**
- e. An individual who signs an authorization card during an organizing effort – wherein thirty (30) percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory – and is an employee of the non-signatory electrical contractor and does not qualify as an IBEW Inside Journey worker Wireman, shall be evaluated by the JATC, using standard means of evaluation (see Section X), and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry. All employees of the non-signatory electrical contractor must have been offered the opportunity to sign authorization cards. For such applicants to be considered, they must:**
- (1) Complete an application form, accurately responding to all questions and items including statements indicating that they are:**
    - (a) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**
    - (b) Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.**
    - (c) Able and willing to attend all related classroom training as required to complete their apprenticeship.**
    - (d) Able to climb ladders, scaffolds, poles and towers of various heights.**
    - (e) Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**
    - (f) Able to read, hear and understand instructions and warnings.**

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- (2) Have previous work experience (with non-participating employer(s)) that warrants some OJT credit, based on the provision of the Standards (see Section X).**
  - (3) 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.**
  - (4) Provide official documentation to show length of employment with present electrical employer and all other previous electrical employers.**
  - (5) Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**
  - (6) Possess a valid Driver's License.**
  - (7) Submit a DD-214 to verify military training and/or experience if they are a veteran.**
- f. 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 direct interview (must apply within five (5) years from MOS experience); as determined by the JATC if apprenticeship opportunities are available. If selected under this provision, the JATC will determine, using standard means of evaluation (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience. Applicants who have served overseas and/or lived on base for a minimum of two (2) years prior to application will have any existing residency restriction waived. To qualify under this provision, applicants must:**
- (1) Complete an application form, accurately responding to all questions and items including statements indicating that they are:**
    - (a) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**

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- (b) **Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.**
  - (c) **Able and willing to attend all related classroom training as required to complete their apprenticeship.**
  - (d) **Able to climb ladders, scaffolds, poles and towers of various heights.**
  - (e) **Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**
  - (f) **Able to read, hear and understand instructions and warnings.**
- (2) **Have previous military work experience in an identified MOS as stipulated above.**
  - (3) **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 interview under this provision.**
  - (4) **Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**
  - (5) **Take the electrical industry's aptitude test developed and validated by the American Institutes for Research for informational purposes only.**
  - (6) **Possess a valid Driver's License.**
- g. 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. This is a method of direct interview. If selected under this provision, the JATC will determine, using standard means of evaluation (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience. To qualify under this provision, applicants must:**



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- (1) Complete an application form, accurately responding to all questions and items including statements indicating that they are:
    - (a) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**
    - (b) Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.**
    - (c) Able and willing to attend all related classroom training as required to complete their apprenticeship.**
    - (d) Able to climb ladders, scaffolds, poles and towers of various heights.**
    - (e) Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**
    - (f) Able to read, hear and understand instructions and warnings.****
  - (2) Provide to the JATC proper, undisputable documentation of the honorable discharge from military service.**
  - (3) Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**
  - (4) Take the electrical industry's aptitude test developed and validated by the American Institutes for Research for informational purposes only.**
  - (5) Possess a valid Driver's License.**
  - (6) Submit a DD-214 to verify military training and/or experience if they are a veteran.**
- h. Individuals who can verify that they have completed a structured pre-apprenticeship training program meeting minimum requirements established by the JATC and recognized by the JATC and sponsored by community outreach group, or by the IBEW, NECA, or by the Local, State, Regional or National Building Trades programs, or by the JATC; may qualify for interview, as determined by the JATC and available apprenticeship**

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**opportunities. The JATC using standard means of evaluation (see Section X) will determine direct entry or direct interview. To qualify under this provision, applicants must:**

- (1) Complete an application form, accurately responding to all questions and items including statements indicating that they are:
  - (a) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**
  - (b) Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.**
  - (c) Able and willing to attend all related classroom training as required to complete their apprenticeship.**
  - (d) Able to climb ladders, scaffolds, poles and towers of various heights.**
  - (e) Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**
  - (f) Able to read, hear and understand instructions and warnings.****
- (2) Meet the minimum age requirement of 18 at the time of application.**
- (3) Provide to the JATC proper, undisputable documentation confirming that they meet the specific requirements of the pre-apprenticeship program. This documentation must be comprised of official documents such as: complete/graduation certificates, transcripts, notarized letters of confirmation and sworn statements. Such documentation must remain with the applicant's record. The JATC will examine all documentation submitted to determine qualification of the applicant. The JATC will schedule an experience evaluation interview with the applicant if it is deemed appropriate.**
- (4) Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**

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- (5) Take the electrical industry's aptitude test developed and validated by the American Institutes for Research for informational purposes only.**
  - (6) Possess a valid Driver's License.**
  - (7) Submit a DD-214 to verify military training and/or experience if they are a veteran.**
- i. A registered Native American who has secured employment with an approved Training Agent of the JATC through a TERO referral for a Tribal Project may qualify for interview, as determined by the JATC and available apprenticeship opportunities. The JATC using standard means of evaluation (see Section X) will determine direct entry or direct interview. To qualify under this provision, applicants must:**
- (1) Complete an application form, accurately responding to all questions and items including statements indicating that they are:
    - (a) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**
    - (b) Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.**
    - (c) Able and willing to attend all related classroom training as required to complete their apprenticeship.**
    - (d) Able to climb ladders, scaffolds, poles and towers of various heights.**
    - (e) Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.**
    - (f) Able to read, hear and understand instructions and warnings.****
  - (2) Meet the minimum age requirements of 18 at the time of application.**
  - (3) Provide to the JATC proper, undisputable documentation confirming that they meet the specific requirements of the**

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apprenticeship program. This documentation must be comprised of official documents such as: complete/graduation certificates, transcripts, notarized letters of confirmation and sworn statements. Such documentations must remain with the applicant's record. The JATC will examine all documentation submitted to determine qualification of the applicant.

- (4) Take the electrical industry's aptitude test developed and validated by the American Institutes for Research for informational purpose only.
  - (5) Possess a valid Driver's License.
  - (6) Submit a DD-214 to verify military training and/or experience if they are a veteran.
2. Applicants selected for apprenticeship shall be employed only with participating (signatory) employers upon becoming registered.
3. Qualified applicants interviewed and selected for apprenticeship under these Standards who have previously completed another IBEW/NECA apprenticeship will be awarded a minimum 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 (see Section X).
4. All selected 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 individuals being offered an apprenticeship will qualify on:
  - a. A drug screen test. Cost of the test is to be borne by the JATC.
5. **ALL OCCUPATIONS:**
  - a. Applications will be available to anyone who is interested regardless of any other consideration.
  - b. The Committee will accept applications on a year-round basis, on dates and times specified by the Committee.
  - c. Application information will be disseminated according to the Committee's affirmative action plan at least semi-annually. Information will:

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- (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.**
- d. **The fact that applications are available shall be made known to the local apprenticeship representative of the State or Federal Registration agency and other appropriate organizations.**
- e. **All application blanks will be serially numbered so that they can be accounted for.**
- f. **There will be set up a book in which each line carries a number corresponding to the serial number of an application. Columns will be provided to show the progress, by dates and final disposition.**
- g. **Application Process:**
  - (1) **Application(s) will be provided to all interested individuals either through mail or by picking up at:  
  
Southwest Washington Electrical JATC  
3001 South 36th Street #A  
Tacoma, WA 98409**
  - (2) **Individuals may apply in person or download a request for application, found on-line at [www.swjatc.org](http://www.swjatc.org) and return it to the JATC either in person or by mail. An application will be given to or mailed out to the interested party upon receipt of their request form and fee.**
  - (3) **Individuals will have ten (10) days from date of application being mailed to them to return their application to our office by person or by mail.**
  - (4) **Prior to receiving an application, each applicant's name will be entered in the "Applicant Log" which will identify all applicants by a log number corresponding to the application number.**
  - (5) **Applicants will indicate on the application request form whether they are applying for the Inside, Residential, and/or Limited Energy Program(s).**

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- (6) All supporting documentation must be submitted by the specified deadline.

**h. Verification of minimum qualifications:**

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

**i. 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.

**j. Pool of eligible applicants:**

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

**k. Placement:**

- (1) Whenever possible, all current apprentices will be employed before new applicants are hired.
- (2) Applicants will be offered employment based on the order of their rank in the pool of eligibles.
- (3) If an individual fails to respond to an apprentice job assignment provided through the placement process, the individual will be removed from the pool.

**l. Selection from Committee Ratings:**

- (1) The number of new apprentices to be accepted will be determined before starting interviews. This will be based upon

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the needs of the industry as projected from reliable information.

- (2) Selection of individuals from the list of interviewed applicants will not be done until all interview sessions are complete, each applicant has been rated and all applicants are ranked.
- (3) The actual selection of individuals will be made by accepting from the top of the list by Committee rating the number of persons previously decided upon.
- (4) All those interviewed will be notified. Those not selected by the specified date may renew their application for the next selection process as they so desire.
- (5) Those Applicants placed in the pool of eligibles, before being registered into the program will be required to take and pass a pre-employment urinalysis drug screening test. Expense of the drug test will be paid by the JATC.

**m. Apprentice applicant re-interview procedure:**

- (1) Once you are interviewed, your score will be entered into our Applicant Records where it will remain for a period of two (2) years. All applicants are ranked in numerical order based on score. Your score will remain the same. Your rank, however, will change as the next set of applicants is interviewed.
- (2) If you would like a second interview to change your score, you must wait to re-apply until after six (6) months from the date of initial interview at which time you must show proof of having gained at least 1,000 hours of electrical work experience since your last interview or completed two (2) or more college credited classes since your last interview. Classes must be TRADE related such as math, electrical, welding. Classes must be one quarter in length.

**n. Exceptions:**

- (1) An employee of a non-signatory employer not qualifying as a journey level worker when an employer becomes signatory, shall be evaluated by the JATC, using constant, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training. (Note: this is a method of direct entry into the apprenticeship program, whereby all minimum

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**qualifications are waived.) For such applicants to be considered, they must:**

- (a) Complete an application form.**
  - (b) Provide an official transcript for high school and post high education and training.**
  - (c) Take the same aptitude test required of all applicants - for counseling purposes.**
  - (d) The JATC will require reliable documentation and seek adequate verification to substantiate previous employment and experience.**
  - (e) Be deserving of advanced standing, based upon evaluation by the JATC.**
  - (f) Provide official documentation to show that they were an employee performing electrical work prior to the employer becoming signatory.**
- (2) An individual who signs an authorization card during an organizing effort - wherein thirty percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory - and is an employee of the nonsignatory employer and does not qualify as a journey level worker shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means, and registered at the appropriated period of apprenticeship based on previous work experience and related training. (Note: this is a method of direct entry into the apprenticeship program. When registered, individuals entering through this method must be employed by participating employers.) For such applicants to be considered, they must:**
- (a) be employed in the JATC's jurisdiction when the authorization card was signed.**
  - (b) all employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated.**
  - (c) complete an application form.**
  - (d) provide an official transcript for high school and post high school education and training.**



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- (e) take the same aptitude test required of all other applicants - for counseling purposes.**
  - (f) Posses and maintain a valid Driver's License (if required in paragraph 1 above).**
  - (g) provide official documentation to show that they were an employee performing electrical work prior to signing the authorization card.**
  - (h) be deserving of advanced standing based upon evaluation by the JATC.**
  - (i) the JATC will require reliable documentation and seek adequate verification to substantiate previous employment and experience.**
- (3) Transfer of Apprenticeship - Direct Entry. In order to transfer an apprenticeship agreement between two local IBEW/NECA JATC's having a registered apprenticeship program, the following requirements must be met.**
- (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.**
  - (c) The receiving JATC must agree to accept the transfer.**
  - (d) The parent organizations of both JATC's (the two NECA Chapters and the two IBEW Local Unions) must agree to the transfer.**
  - (e) The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.**
  - (f) The transferring apprentice must:**
    - 1) complete an application form**
    - 2) 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**

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**(including a copy of the application form and the apprenticeship agreement - properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's permanent files and shall be maintained in the same manner as other records are.**

- 3) take the same aptitude test required of all other applicants (if they have not already done so).**
- 4) upon being accepted by the receiving JATC, the apprentice's existing apprenticeship agreement shall be terminated.**
- 5) registration proceedings shall be initiated with the receiving JATC and the appropriated Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.**

**Those accepted for transfer will be given full credit for on-the-job training experience and related instruction successfully completed while registered in an IBEW/NECA inside apprenticeship program.**

- (4) IBEW Low Voltage/Telecommunications Techs., Classifications 1, 2, and 3, classified prior to July 1, 1999, will be evaluated by the JATC, using consistent, standard, non-discriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. The JATC will examine all documentation submitted to ensure that the individual meets the necessary qualifications. (Note: this is a method of direct entry into the apprenticeship, whereby all minimum qualifications are waived.) For such applicants to be considered, they must:**
  - (a) Complete an application form.**
  - (b) Provide an official transcript for high school and post high school education and training.**
  - (c) Provide reliable documentation and adequate verification to substantiate previous employment and experience.**

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- (d) Provide official documentation to show that they were active in the Technician classification prior to July 1, 1999.**

**B. Equal Employment Opportunity Plan:**

- 1. The Apprenticeship Committee has pledged that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, age, or sex. In order to promote equality of opportunity, the Apprenticeship Committee hereby pledges to take affirmative action to encourage minorities and women to complete the apprenticeship application and enter into the eligibility pool.**
  
- 2. The following activities shall constitute the affirmative action plan of the Apprenticeship Committee. While the Apprenticeship Committee need not necessarily pursue all these activities (given the differing sizes and resources of programs), it is expected to make a good faith effort to participate in those activities, which are likely to accomplish the goals of affirmative action.**
  - a. Distribute information about the nature of apprenticeship programs, along with program admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.**
  
  - b. Participating in workshops conducted by employment service agencies, school districts, and community based organizations to increase apprenticeship program awareness of apprenticeship opportunities.**
  
  - c. Cooperating with local vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs. I.e. Bates Technical College Electrician Program.**
  
  - d. Make all employers and Local Union members aware of the need to recruit female applicants using the JATC newsletter that is circulated to members and employers 3 times per year. Participating in existing outreach programs whose focus is the recruitment and preparation of minority and female apprenticeship applicants. This would include ANEW, Worksource, Youth Build, or any other type of program that is in the jurisdiction of the JATC.**

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- e. **Developing outreach programs whose sole focus is the recruitment and preparation of minority and female apprenticeship applicants. For example establish a committee of female's who are currently in the program or are journey-level workers to help in the recruitment of females.**

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. **The JATC shall see that each apprentice completes a minimum of 8000 hours (6000 hour marine electrician) of reasonable continuous supervised employment (OJT). The JATC shall attempt to provide for participation in all of the work process as outlined in Section 8 of these standards.**

**The apprentice shall participate in a minimum of 192 hours of related classroom training per year, outside the normal work hours. The JATC shall require each apprentice to satisfactorily complete the NJATC Five-Year Inside Wireman Apprenticeship Course Material.**

- B. **Residential Wireman: The term of apprenticeship shall not be less than 4200 hours of reasonable continuous supervised employment (OJT).**

**The apprentice shall participate in a minimum of 144 hours of related classroom training per year, outside the normal work hours. The JATC shall require each apprentice to satisfactorily complete the NJATC Three-Year Residential Wireman Apprenticeship Course Material.**

- C. **Low Energy/Sound and Communication: The term of apprenticeship shall be not less than 4,800 hours of reasonable continuous supervised employment (OJT) and may require more than three (3) years to complete in view of possible employment lapses.**

**The apprentice shall participate in a minimum of 160 hours of related classroom training per year, outside the normal work hours. The JATC shall**

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**require each apprentice to satisfactorily complete the NJATC Three-Year Low Energy/Sound and Communication Apprenticeship Course Material.**

**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.**

**D. To be advanced, the apprentice must have satisfactorily completed both requirements: OJT hours and Related Training as indicated above.**

**E. Apprenticeship Agreement:**

- 1. Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant will sign an Apprenticeship Agreement with the JATC. The Apprenticeship Agreement will immediately be submitted to the Registration Agency for approval. These Standards of Apprenticeship, including the Affirmative Action Plan and Selection Procedures, shall be considered a part of the Apprenticeship Agreement.**
- 2. 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 apprenticeship. Selected applicants shall sign an acknowledgement that they have reviewed the documents and are willing to abide by them.**

**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.

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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.

**C. 1. Inside Wireman and Motor Shop Electrician**

**The first 1600 hours of OJT and satisfactory performance in related classroom training up to the completion of the first school year shall constitute the initial probationary period.**

- 2. 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 initial probationary period.**
- 3. 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.**
- 4. 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.**
- 5. 4200 HOUR PROGRAM: The 840 hours of employment after the signing of the agreement shall be an initial probationary period.**
- 6. 4800 HOUR PROGRAM: The first 960 hours of employment after the signing of the agreement shall be an initial probationary period.**

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

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the scope of work being performed, to ensure safety and training in all phases of the work. Inside Wireman apprentices may be supervised by a certified

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master journey level electrician, journey level electrician, or master specialty electrician working in their specialty, or specialty electrician working in their specialty. In no case shall specialty electricians supervise more than 4000 hours of the 8000 hour term.

Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-316(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any 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:

**1. Inside Wireman:**

**An employer shall employ only registered apprentices secured from the Committee. The Committee shall allow each qualified employer a ratio of two (2) apprentices to three (3) journey level workers, but only when registered apprentices are available. Such ratio shall not be exceeded on any job site. (This does not prevent one (1) apprentice from working on a job when there are less than the maximum ratio of journey level workers on the job.)**

**The overall ratio is 2 apprentices for every 3 journey level workers or fraction thereof. This ratio can be used on each job, contract or shop; unless a waiver of 1 to 1 is given to the job by the Local Union.**

<u>Journey Level Workers</u>	<u>Apprentices</u>
1	1
2	2
3	2
4	3
4	4
5	4
6	4
7	5
7	6
8	6
10	7

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10	8
11	8
12	8
13	9
13	10
14	10
15	10
16	11
16	12
17	12
18	12
19	13
19	14
20	14
21	14
22	15
22	16
23	16
24	16
25	17
25	18
26	18
27	18
28	19
28	20
29	20
30	20

**2. Marine 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 to three (3) journey level workers, but only when registered apprentices are available. Such ratio shall not be exceeded on any job site. (This does not prevent one (1) apprentice from working on a job when there are less than the maximum ratio of journey level workers on the job.)**

**The one (1) apprentice to (3) journey level workers ratio shall be understood to mean the following:**

- One (1) apprentice to one (1) journey level worker**
- One (1) apprentice to two (2) journey level workers**
- One (1) apprentice to three (3) journey level workers**
- Two (2) apprentices to four (4) journey level workers**
- Etc.**

**3. Motor Shop Electrician:**



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**The ratio of apprentices to journey level worker shall be one for one, two for four, and one (1) apprentice for each additional three (3) journey level workers thereafter on each job site.**

**4. Residential Wireman:**

**Two (2) apprentices may be employed for each one (1) journeyman as is consistent with the Department of Labor & Industries Electrical Licensing Section. At no time shall the ratio exceed two (2) apprentices to one (1) journeyman on each jobsite or contract.**

**5. Low Energy/Sound and Communications:**

**Two (2) apprentices may be employed for each one (1) journeyman as is consistent with the Department of Labor & Industries Electrical Licensing Section. At no time shall the ratio exceed two (2) apprentices to one (1) journeyman on each jobsite or contract.**

**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 completed the required OJT hours and maintain satisfactory progress in Related Classroom Training.**

**Apprentices shall be paid not less than the following wage rates over their periods of apprenticeship:**

- C. Wage Progression Schedules

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**Inside Wireman**

**This JATC has established six periods of apprenticeship as stipulated below.**

Step	Hour Range or competency step	Minimum Accumulative OJT Hours	+	Related Training
<b>1</b>	<b>40</b>	<b>0</b>	<b>+</b>	<b>N/A</b>
<b>2</b>	<b>45</b>	<b>1000</b>	<b>+</b>	<b>Satisfactory Progress</b>
<b>3</b>	<b>55</b>	<b>2000</b>	<b>+</b>	<b>1<sup>st</sup> Yr School Completed + Level 1 Craft Certification</b>
<b>4</b>	<b>65</b>	<b>3500</b>	<b>+</b>	<b>2<sup>nd</sup> Yr School Completed + Level 2 Craft Certification</b>
<b>5</b>	<b>75</b>	<b>5000</b>	<b>+</b>	<b>3<sup>rd</sup> Yr School Completed + Level 3 Craft Certification</b>
<b>6</b>	<b>85</b>	<b>6500</b>	<b>+</b>	<b>4<sup>th</sup> Yr School Completed + Level 4 Craft Certification</b>
<b>Completion</b>	<b>100</b>	<b>8000</b>	<b>+</b>	<b>5<sup>th</sup> Yr School Completed + must be Craft Certified</b>

**Low Energy/Sound and Communication**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0000 - 0800 hours</b>	<b>55%</b>
<b>2</b>	<b>0801 - 1600 hours</b>	<b>60%</b>
<b>3</b>	<b>1601 - 2400 hours</b>	<b>65%</b>
<b>4</b>	<b>2401 - 3200 hours</b>	<b>70%</b>
<b>5</b>	<b>3201 - 4000 hours</b>	<b>80%</b>
<b>6</b>	<b>4001 - 4800 hours</b>	<b>85%</b>

**Motor Shop Electrician**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0000 - 1000 hours</b>	<b>60%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>65%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>70%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>75%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>80%</b>

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<b>6</b>	<b>5001 - 6000 hours</b>	<b>85%</b>
<b>7</b>	<b>6001 - 7000 hours</b>	<b>90%</b>
<b>8</b>	<b>7001 - 8000 hours</b>	<b>95%</b>

**Marine Electrician**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0000 - 2000 hours</b>	<b>60%</b>
<b>2</b>	<b>2001 - 4000 hours</b>	<b>70%</b>
<b>3</b>	<b>4001 - 6000 hours</b>	<b>80%</b>

**Residential Wireman**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0000 - 1600 hours</b>	<b>60%</b>
<b>2</b>	<b>1601 - 3200 hours</b>	<b>70%</b>
<b>3</b>	<b>3201 - 4200 hours</b>	<b>85%</b>

1. Inside Electrician apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.
2. Limited Energy Electrician apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.
3. Residential Electrician apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.

**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.

<b>A. <u>Inside Wireman:</u></b>	<b><u>Approximate Hours</u></b>
<b>1. RESIDENTIAL-wiring of residences, duplexes, and small apartment buildings and necessary pre-fabrication and preparation. ....</b>	<b>1000</b>

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2. COMMERCIAL-wiring of public commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary pre-fabrication and preparation..	2500
3. INDUSTRIAL-wiring of all industrial buildings and equipment; the maintenance, repair, and alteration of the same; and necessary pre-fabrication and preparation.....	3000
4. SPECIALIZED SYSTEMS-wiring of systems which include; sound, data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television programmable controllers, and nurse call systems. ....	1500
<b>TOTAL HOURS:</b>	<b>8000</b>

<b>B. <u>Low Energy/Sound and Communication</u></b>	<b><u>Approximate Hours</u></b>
1. Limited energy installations, including: Cables and supports, wire pulling, splices, conduit, flex tray and duct, controls, wiring devices, removal and finish work, stock room and materials, overhead and underground.....	2100
2. Troubleshooting and maintenance .....	350
3. Occupation-specific applications, including:.....	2350
a. Communication systems, including intercom, data telecommunication, and paging.	
b. Specialized control systems, including HVAC.	
	<b>Total Hours: 4800</b>

<b>C. <u>Marine Electrician:</u></b>	<b><u>Approximate Hours</u></b>
1. Blue prints.....	100
2. Wire ways .....	1000
3. Lighting.....	1000
4. Power.....	1500
5. I.C. System.....	500

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6.	Navigation.....	500
7.	Electronic.....	200
8.	Maintenance .....	1000
9.	Control panels .....	200
<b>Total Hours:</b>		<b>6000</b>

**D. Motor Shop Electrician:**

**Approximate Hours**

1.	General knowledge of materials and National Electrical Code. Clean and repair motors. Take care of cleaning shop.....	700
2.	Strip stators and armatures, clean and tin coils.....	1400
3.	Check data on coil and list same. Check shorts or opens in windings .....	700
4.	Complete knowledge of transformers .....	700
5.	Complete knowledge of DC current.....	500
6.	Complete knowledge of AC Machines .....	500
7.	Repairing AC and DC controllers and resistors .....	1400
8.	Complete knowledge of switchboards, instruments and meters.....	700
9.	Small motor repair, fractional horsepower .....	700
10.	Outside service and repairs, service and repairs to all types of electrical machinery, wiring and equipment and electronic devices related to work experience under these Standards.....	700

**Total Hours: 8000**

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<b>E. <u>Residential Wireman:</u></b>	<b><u>Approximate Hours</u></b>
1. Rough in & wiring of outlets.....	1500
2. Wiring for service connection meters & distribution .....	400
3. Major appliance installation & service .....	100
4. Remodeling of residential buildings .....	300
5. Installation and service of intercom systems .....	90
6. Installation and service of music, audio, & video systems .....	150
7. Installation, service & control of electric heat.....	200
8. Installation, service & control of air-conditioning.....	100
9. Wiring, installation, & service of photovoltaic systems.....	200
10. Wiring, installation & service of fire alarm & carbon monoxide systems.....	150
11. Wiring, installation & service of security, surveillance & access systems .....	280
12. Wiring, installation, & service of telephone systems .....	80
13. Wiring, installation, & service of home technology integrator.....	300
14. Residential plan and design.....	100
15. Wiring, installation & service of lighting system .....	250
	<b>Total Hours: 4200</b>

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**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

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

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

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

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

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

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

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify)

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

**Inside Wireman only: 45-hour welding course**

B. **192** Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

**Inside wireman, Marine Electrician, and Motor Shop Electrician**

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

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**Residential Wireman**

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

**Low Energy/Sound and Communication**

**Inside Wireman:**

**(A group)**

- twelve-month period from date of registration.\*
- defined twelve-month school year: **September through November and March through May.**
- two-thousand hours of on the job training.

**(B group)**

- twelve-month period from date of registration.\*
- defined twelve-month school year: **December through February and June through August.**
- two-thousand hours of on the job training.

**Residential Wireman, Marine Electrician, and Motor Shop Electrician, and "Low Energy/Sound and Communication"**

- twelve-month period from date of registration.\*
- defined twelve-month school year: **September through May.**
- two-thousand hours of on the job training.

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

**C. Additional Information:**

1. The RSI hours identified above shall include 144 hours/year of competent instructor led classroom instruction ("must" include lab or hands-on instruction)
  - This requirement includes a minimum of 720 RSI hours (Inside Wireman), 432 RSI hours (Limited Energy), or 288 RSI hours (Residential Electrician) over the term of apprenticeship under the same conditions.
  - On-line would not be excluded as a delivery method but could only be offered for hours over the 144 annual minimum/720, 432, or 288 cumulative total.
2. RSI plans shall be updated by the sponsor every five years or as requested by the department to ensure compliance with these standards.
3. Competent Instructor qualifications shall include the following:
  - Meets requirements of WAC 296-05-003, excluding the Journey Level Experience requirement
  - Meets requirements of WAC 296-46B-970, excluding the following;



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- Manufacturer/Vendor representative when not accompanied by Competent Instructor
  - Electrical Administrator with no Journey level trade qualification
- 4. The Committee shall secure such course material and equipment as may be necessary.**
  - 5. The instructors shall give periodic examination and report the results to the Committee so that the apprentices' progress may be checked and corrective measures applied where necessary.**
  - 6. Failure of an apprentice to maintain a 75% grade average throughout each year or receiving a failing grade on any three (3) tests during any one year (75% is a passing score) in related training shall be considered as just cause for cancellation of the Apprenticeship Agreement.**
  - 7. Inside Wireman apprentices who are registered and starting their RSI after September 1, 2014 will need to have a laptop computer or tablet with a currently supported version of Windows operating system to bring to classes, possess basic computer skills, and must be able to access the internet while away from the JATC training center in order to access and complete the web-based components of their classroom training.**
  - 8. Each Apprentice shall be required to take at least the minimum related instruction away from the job for each year of the training period. The time spent in this related classroom instruction shall be in addition to the required "on-the-job" training (term of apprenticeship).**
  - 9. The Apprenticeship Committee shall recommend competent instructors whose knowledge, experience and ability to teach shall be carefully examined.**
  - 10. 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.**
  - 11. Low Energy/Sound and Communication:**

**The JATC shall require each apprentice to satisfactorily complete the NJATC Three-Year Telecommunications Installer-Technician Apprenticeship Course Material.**
  - 12. Inside Wireman and Motor Shop Electrician.**

**The apprentice is to satisfactorily complete the NJATC Five-Year Inside Wireman Apprenticeship Course Material.**
  - 13. Residential Wireman.**

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**The JATC shall require each apprentice to satisfactorily complete the NJATC  
Three-Year Residential Wireman Apprenticeship Course Material.**

**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

A. Administrative Procedures:

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

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the Sponsor. The program Sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. Advanced Standing or Credit: The Sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All Sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-316 (11).
3. Sponsor Procedures:
  1. **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.**
  2. **In the event the employer and employee representatives cannot mutually agree on the administration of the program, a matter in dispute shall be referred to the sponsoring parties for settlement.**
  3. **All funds for the operation of the apprenticeship and training program shall be held in a trust fund. The Committee shall initiate and certify all expenditures to the trustees of the trust fund.**
  4. **The Committee shall make an annual report to the respective employer employee organizations covering its work for the preceding year.**
  5. **The Committee shall prepare a written policy statement, which sets forth the current rules and regulations for the conduct of the local program. Such policy statement shall be subject to revision by the Committee.**

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6. a. Candidates with previous experience in the electrical trade can ask for and have such experience evaluated by the Committee at the time they make application or before they sign an agreement. Where such experience warrants it, the Committee will place the apprentice in the appropriate period, and such advanced credit shall be subject to review prior to his/her next advancement.
- b. After an apprentice has signed the Apprenticeship Agreement and has been employed, he/she cannot request an evaluation of past experience.

**7. Advancement of Apprentices:**

- a. The JATC shall examine the progress of the apprentice on the job and in related instruction on a regular basis. The JATC will also receive a monthly OJT training report showing the experience and training in the various work processes.
- b. The JATC shall evaluate the apprentice's overall performance and accomplishments at the end of each period. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the apprenticeship agreement, which due notice to the apprentice and reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the JATC.

**8. Certificate of Completion:**

- a. 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.
- b. The Committee will present the apprentices with Certificates of Completion. These certificates shall be approved and signed by the officers of the Committee.

- 9. Safety and Health Training:** The employer shall instruct the apprentice in safe and healthful work practices and shall ensure that 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 under Public Law 91-596, dated December 29, 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.

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**10. Statement of Policy as of June 19, 1978: 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 published policies of the Apprenticeship Committee.**

**a. Apprentice Job Assignment:**

- (1) Employers shall advise the training director in writing of the number of apprentices needed. The referral of apprentices to fill such vacancies shall be made by the referral office upon receipt of an assignment by the training director.**
- (2) When an apprentice becomes unemployed for any reason, he/she shall report to the training director.**
- (3) The Committee shall have full authority, as provided in the Standards of apprenticeship training and as agreed to by Labor and Management, to transfer or rotate apprentice from one employer to the other to provide diversity of training or work opportunity. The arrangements for these transfers shall be made by the training director in cooperation with all parties concerned, including the Business Manager of Local #76, I.B.E.W.
  - (a) In conformity with the Standards, it is the policy of the Southwest Washington Apprenticeship Committee to rotate apprentices from shop to shop to gain different phases of electrical work and the experience of working for various types of electrical contractors. To that end, every effort will be made to have the apprentice work for at least three different shops which will be approved by the Committee as suitable places for training.**
  - (b) To the extent possible, the apprentice will be rotated once during the first year of training; and once during the second year. There after he/she will be rotated when necessary to gain the proper diversity of training in the required phases of electrical work; or when deemed suitable by the Committee.**
  - (c) When directed to rotate an apprentice by the Committee, the training director will make every effort to give two weeks written advance note of transfer to the employer consistent with information the training director is able to obtain as to work opportunities and possible reductions of work force.**
  - (d) Consistent with the employment opportunities, it is our desire to supply as close to the number of approximate hours in the major classifications as outlined by the current Standards.**
  - (e) When an apprentice becomes unemployed for any reason, he/she will report to the training director no later than the next working day after termination.****

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- (4) **No apprentice will have the right to refuse a job referral within the geographical area covered by these Standards. Each apprentice shall maintain regular on-the-job attendance. Absences and/or tardiness will not be tolerated. Failure to comply with the above could be cause for the apprentice to be dropped from the program. No apprentice shall quit a job nor shall an employer fire an apprentice without either party first notifying the training director and giving the training director the opportunity to work out the problem. Failure to do so could be cause for the apprentice to be dropped from the program or the employer to be decertified as a place of training.**
- (a) **Any apprentice after an investigation by the Training Director is terminated for cause, will not receive a new job assignment until he/she has been before the committee.**
- (5) **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.**

**b. Periodic Advancement of Apprentices:**

- (1) **Prior to each advancement the training director will check the apprentice's progress on the job by contacting the proper supervisory personnel.**
- (2) **Requirement for Advancement:**
- (a) **Full attendance at school. There will be no excused late arrivals, absences or early dismissals from class. Advancement will be held until all required hours are completed with satisfactory grades.**
- (b) **Satisfactory grades in school.**
- (c) **Satisfactory reports from both employer and journey level workers.**
- (d) **Work experience reports turned in properly and on time.**
- (3) **Each of the requirements will be checked prior to each advancement by the director.**

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- (4) Deficiency of any one or more of these requirements shall be cause for deferment of advancement.**
- (5) Future advancements will be calculated from the new date unless acted upon by the Committee.**
- (6) No advancement will be processed until the apprentice's work experience reports are up to date and in the director's office.**
- (7) At the regular meeting of the Committee in the month that the apprentice has completed his/her period of advancement, the training director shall provide the Committee with three things:
  - (a) Number of hours worked during period.**
  - (b) Average school grades for the period of work experience.**
  - (c) Work reports from employers and journey level workers.**
  - (d) Satisfactory completion of all three requirements is reason for advancement to the next period of progression. Employers will be notified to increase the apprentice's wages for the first working day of the following month.****
- (8) The average number of hours of employment of all apprentices will be reviewed every six (6) months.
  - (a) A low average employment is sufficient reason to rotate apprentices for more equal employment opportunity.**
  - (b) A low average employment could allow the Committee to set a maximum number of hours of credit which could be granted an apprentice if all other requirements were satisfactory.****

**c. Completion of Apprentices:**

- (1) All apprentices shall work at the apprenticeship classification until they have satisfactorily completed a minimum of 192 hours per year of related instruction and having maintained a 75% grade average for each year of registration and a minimum of 8000 hours (6000 hours Marine Electrician) of on-the-job training.**
- (2) All apprentices shall have and maintain a current Industrial First Aid Card throughout their apprenticeship.**
- (3) When (1) and (2) are met, the employers and the Local #76, I.B.E.W. will be notified that the apprentice is to be classified as a journey level worker and receive the journey level worker's rate of pay.**

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**d. Apprenticeship School:**

- (1) Disciplinary problems shall first be handled by the training director. Whenever the director fails to produce the desired results, the training director shall refer the matter to the Committee for action.**
- (2) If an instructor removes an apprentice from class for a just cause, the apprentice will not be readmitted until he/she has been before the Committee. The apprentice will have to make up the time missed during this suspended period.**
- (3) All classes start and terminate at times set forth by the Committee.**
- (4) Any apprentice who comes to class or returns from break, having used alcohol or drugs, will be removed from class with just cause and will not be admitted until they see the Committee for disciplinary action.**
- (5) Books and lesson material for the apprentice:
  - (a) Apprentices will purchase all required school textbooks and material from the JATC, which will be sold at cost.**
  - (b) The Committee will supply all text books and material required for each instructor at no charge.****
- (6) Apprentices shall not use work as an excuse to be absent or tardy from school unless approved by the training director.**
- (7) If you miss more than 16 class room hours in a given school year you may be cancelled from the program.**

**e. Work Experience Report:**

- (1) Each apprentice is required to fill out a work experience report card monthly. This report shall be in the Committee office no later than the 10<sup>th</sup> of the following month.**
- (2) Each apprentice who is late in returning his/her work experience report will have the following penalties imposed: First offense: Up to 30 days actual work delay in his/ her next advancement. Second offense: Up to 60 days actual work delay in his/her next advancement. Third offense: Penalty: Cause for cancellation of registration.**

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**f. Leave of Absence:**

- (1) During the probationary period, leave of absence or vacations are not vested with each apprentice.**
- (2) Leaves of absence or vacations may be requested at any time after the probationary period. The Committee shall act on each request in a fair and equitable manner.**
- (3) Violations of the above shall be just cause for cancellation of the Apprenticeship Agreement.**

**g. Performing electrical work for other than your referred employer unless it has been specifically approved by the sponsoring parties shall be cause for removal from the job with no future referral unless acted upon by the Committee at their next regular meeting.**

- h. (1) Upon notification, apprentices shall attend special called meetings.**
- (2) Change of address and/or phone number must be reported at once to the JATC office.**
- (3) Apprentices shall have the required tools and work clothes to perform the work of the trade.**
- (4) Apprentices shall be neat and presentable both on the job and in school.**
- i. Suggestions for improvement of the program or grievance of individuals are always welcomed by the Committee.**

**l. Supervision of Apprentices: An apprentice is to be under the supervision of a Journey Level Wireman at all times. Journey level workers are not required to constantly watch the apprentice, but are to lay out the work required and permit the apprentice to perform the work on his/her own. Journey level workers are permitted to leave the immediate work area without being accompanied by the apprentice.**

**12. Credit for On-the-Job Skill Acquisition and Previous Related Training**

- a. Candidates with previous knowledge and skill acquisition in the electrical construction industry can ask for and have such work and job experience evaluated by the JATC prior to signing an Apprenticeship Agreement. Where such experience warrants, the**



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**JATC will place the apprentice in the appropriate period with the commensurate wages as determined by the JATC. Such advanced credit and standing shall be subject to review prior to advancement beyond the probationary period.**

**The JATC will use consistent and equal ways and means for measuring and evaluating individuals to determine how much credit to award, for both OJT and related training.**

**The JATC will award as much credit as possible based on equitable, nondiscriminatory evaluation of both OJT and related instruction. Hours of OJT credit awarded and related instruction placement level are independent of one another. Those awarded OJT credit and assigned to appropriate pay period classification may be given additional time to successfully complete related instruction requirements.**

**The granting of advanced standing or credit for previously acquired experience, training, or skills shall be applied equally to all applicants and measured against the work processes, with commensurate wages for any progression step so granted.**

- b. After signing the apprenticeship agreement and being employed the apprentice cannot request an evaluation of past experience.**
- c. Advance standing is subject to review throughout the probationary period. During this time, OJT and classroom performance will be evaluated to determine if any readjustment concerning OJT or related training status is warranted, including reevaluation and reassignment of apprenticeship period and level of related instruction, as the JATC determines.**
- d. The JATC permits individuals with previous education and training to test out of related courses. IT has developed a nondiscriminatory policy adopting uniform written and proficiency-type examinations to be used in determining whether or not to award credit and waive specific course(s), or areas(s) of training.**

**Local Apprenticeship Committee Policies**

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

**B. Disciplinary Procedures**

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1. The obligations of the Sponsor when taking disciplinary action are as follows:
  - a. The Sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The Sponsor will inform all apprentices of their rights and responsibilities per these Standards.
  - b. The Sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
  - c. The Sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
  - d. The decision/action of the Sponsor will become effective immediately.
  
2. The Sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The Sponsor has the following disciplinary procedures to adopt:
  - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the Sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
  
  - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
  
  - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or Sponsor. [WAC 296-05-003].
  
3. Sponsor Disciplinary Procedures:

**A. Adjustment of Differences: Cancellation of Registration:**

1. **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.**

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2. Any apprentice shall have the right to appear before the Committee.
3. The Apprenticeship Registration may also be cancelled by mutual consent of all parties of the registration.
4. The Washington State Apprenticeship and Training Council shall be notified of all such cancellations.

**B. Disciplinary Action:** Disciplinary action, which may include cancellation of the Apprenticeship Agreement will be taken by the Committee for infractions of the following rules:

1. Absenteeism or tardiness (school or work)
2. Failing 3 tests in a given school year
3. Not maintaining a 75% GPA
4. Misconduct in school (horseplay, cheating, aggressive/violent behavior, harassment, destruction of JATC property)
5. Failure to turn in monthly progress reports by the 10<sup>th</sup> of the following month
6. Quitting an employer or being terminated for cause
7. Use or possession of alcohol, drugs, weapons or firearms during work or school
8. Receiving two (2) below average work evaluations in a one year period
9. Refusal of a job assignment
10. Failure to attend special called meeting or class
11. Failure to appear before the Committee when requested
12. Appearing before the Committee more than once
13. Failure to notify the JATC of change of address or phone number
14. Any violation of the Standards and/or JATC Policies

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**15. Failure to notify the Training Director within 24 hours of being released from employer.**

**C. Authority for the above policy statement is given to the Committee in the Standards of apprenticeship and training, as approved by the Washington State Apprenticeship and Training Council.**

C. Apprentice Complaint Procedures:

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

D. Apprentice Complaint Review/Appeals Procedures:

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.

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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.

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

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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
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

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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
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.

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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.
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:



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- a. **Quorum: Two (2) members of the Committee or subcommittees, one (1) 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**
  1. **The Southwest Washington Electrical Apprenticeship Committee shall be composed of twelve (6) members, six (6) representing the employers and six (6) representing Local Union #76, I.B.E.W. as follows:**
    - a. **Employers: Three (3) representing the Southwest Washington chapter of the National Electrical Contractors Association, one (1) representing the National Electrical Contractors Association from the Aberdeen-Hoquiam area, and one (1) representing the National Electrical Contractors Association representing the Residential employers and one (1) representing the Low Energy/Sound and Communication employers.**
    - b. **Employees: Three (3) wiremen representing Local Union #76, I.B.E.W., one (1) wireman from the Aberdeen-Hoquiam Local Union #76, I.B.E.W., and one (1) representing the Residential Wiremen Local Union #76 I.B.E.W., and one (1) representing the Low Energy/Sound and Communication Local Union #76 I.B.E.W..**
  2. **Members of the Committee shall be selected by the groups they represent. The term of office shall be for four (4) years. The term of one employer representative and one union representative to expire each year with vacancies to be filled in the same manner as the original appointments were made. A Committee member may succeed himself/herself. The committee shall select from its membership, but not both from the same group, a Chairman and a Secretary who shall retain voting privileges.**
  3. **Any member of the Committee may be removed for cause and replaced by proper action on the part of the organization, which he/she represents.**

**Any officer or Committee member may be removed by the sponsoring organization upon recommendation by majority vote of the Committee for dereliction of duty or misconduct in office.**

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**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 Committee but shall have no official voice or vote.**
- 5. Due to the confidential nature of apprenticeship agreements, records and issues, all JATC meetings are to be considered "closed meetings" except where State law provides otherwise.**
- 6. The Trust Fund shall be controlled and administered by a Board of Trustees (hereinafter called the "Trustees"), which shall consist of ten (10) members: five (5) Employer members and five (5) Employee representatives.**
- 7. The Apprenticeship Committee may establish or authorize a Joint Subcommittee, to be similarly constituted and selected for training other than apprenticeship.**

c. The employer representatives shall be:

**Dan Newton, Chairman  
1929 Tacoma Avenue South  
Tacoma, WA 98402**

**Steve Sare  
P.O. Box 12870  
Olympia, WA 98508**

**Chris Kinsey  
PO Box 98686  
Lakewood, WA 98498**

**Travis Sharp  
3939 South Orchard Street  
Tacoma, WA 98466**

**Brandon Betschart  
PO. Box 129  
Olympia WA, 98540**

**Nicole Hite  
10828 Gravelly Lake Drive SW,  
Suite 209  
Lakewood, WA 98499**

d. The employee representatives shall be:

**Jack Knottingham, Secretary  
9801 72nd Ave Ct E  
Puyallup, WA 98383**

**Gary Sarlund  
2213 27th Ave SE  
Puyallup, WA 98374**

**Japhy Jenkins  
305 West D Street  
Shelton, WA 98584**

**Mea Felton  
408 Oak Lane  
McCleary, WA 98557**

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**Ken Jennings  
20212 71st Street East  
Bonney Lake, WA 98390**

**Timothy O'Donnell  
3049 S 36th St #101  
Tacoma, WA 98409**

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.

**Stephen Harper, Training Director  
3001 South 36th Street  
Tacoma, WA 98409**

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