



**STANDARDS OF APPRENTICESHIP
adopted by**

**NORTHEASTERN WASHINGTON-NORTHERN IDAHO SHEET METAL
APPRENTICESHIP COMMITTEE**

(sponsor name)

| <u>Occupational Objective(s):</u> | <u>SOC#</u> | <u>Term</u> |
|---|-------------|-------------|
| HVAC SERVICE TECHNICIAN | 47-2211.00 | 9000 HOURS |
| HVAC TEST, ADJUST AND BALANCE TECHNICIAN | 47-2211.00 | 9000 HOURS |
| RESIDENTIAL SHEET METAL WORKER | 47-2211.00 | 5400 HOURS |
| SHEET METAL WORKER | 47-2211.00 | 9000 HOURS |



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

APPROVAL:

NOVEMBER 27, 1940
Initial Approval

APRIL 17, 2014
Committee Amended

APRIL 19, 2012
Standards Amended (review)

JULY 17, 2014
Standards Amended (administrative)

By: ED KOMMERS
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

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INTRODUCTORY STATEMENT

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

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

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

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of the standards are boilerplate and may only be modified by the WSATC.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

Sponsor Introductory Statement (Optional):

The following Standards have been prepared by the Northeastern Washington-Northern Idaho Sheet Metal Apprenticeship Committee, in partnership with the Sheet Metal Workers Local 55 (SMWIA) and Inland Empire Sheet Metal Contractors Association (SMACNA), to develop qualified, competent crafts people for the industry. All functions of the Committee shall be on the basis of a non-profit endeavor for the good and welfare of

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apprenticeship and training for the sheet metal industry and for the best interest of the apprentice, management, labor, and the public.

I. GEOGRAPHIC AREA COVERED:

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

The area covered by these Standards shall be the counties of Adams, Asotin, Chelan, Douglas, Ferry, Grant, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, and Whitman in the state of Washington; Benewah, Bonner, Boundary, Clearwater, Kootenai, Latah, Lewis, Nez Perce, and Shoshone counties in Idaho.

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

II. MINIMUM QUALIFICATIONS:

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

A. Minimum qualifications for HVAC Service Technician, "HVAC Test, Adjust and Balance Technician" and Sheet Metal Worker apprentices:

- Age:** 18 to open
- Education:** Must have a high school diploma or G.E.D.
- Physical:** Applicants must be physically fit to perform the work of the trade.
- Testing:** Upon the completion of the application form, the applicant will then be scheduled to take a basic aptitude test. The aptitude test consists of 36 general math question and 40 general reading

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questions. The applicant must have at least 17 correct math answers and 27 correct reading answers. If applicant fails this test, no further processing will be take place.

Other: Applicants not meeting the minimum qualifications must wait ninety (90) days before re-applying. Applicant must have a valid driver's license.

B. Minimum Qualifications for Residential Apprentices:

Age: Applicants shall be at least 18 years of age.

Education: None

Physical: Applicants must be physically fit to perform the work of the trade with or without reasonable assistance.

Testing: None

Other: None

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

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

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

1. Procedures for selection of HVAC Service Technician, "HVAC Test, Adjust and Balance Technician" and Sheet Metal Worker apprentices:

- a. Applications for entry into the apprenticeship program will be on an as needed basis and according to the following criteria:**
 - (1) Rank order on the interview list-highest score**

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- (2) Geographic availability
 - (3) Timely response to contact the JATC

 - b. Upon returning the completed application form, the applicant will be instructed to take an aptitude test that consists of 36 general math questions and 40 general reading questions. The applicant must have at least 17 correct math answers and 27 correct reading answers.

 - c. The applicant will be instructed to request a transcript of all school records and grades, and/or including GED and scores, to be supplied along with a copy of the applicant's birth certificate, to the apprenticeship committee staff within the given time frame. (NOTE: If additional schooling is claimed, it must be supported by transcripts in order to receive credit).

 - d. Applicants meeting minimum qualifications and the criteria of this selection procedure will be instructed to appear before the apprenticeship committee for interview and comparative evaluation and score and placed on a list accordingly to await employment.

 - e. Once an applicant has been placed in an eligibility pool, they must be retained on the eligibility lists for two years unless they request, in writing, that they be removed or unless they fail to respond to an apprentice job opportunity telephone call to the applicant's last known telephone number. It is the applicant's responsibility to keep the sponsor informed of the applicant's current telephone number.

 - f. The committee reserves the right to make exceptions to the above procedure in considering applicants having previous experience.

 - g. Applications will be taken on a year round basis, Monday through Friday, 8:00 AM to 11:00 AM and 1:00 PM to 4:00 PM, at 7209 E. Trent Avenue, Spokane, WA 99212.

 - h. All qualified applicants accepted into the HVAC Service Technician program must have a current Washington State electrical training certificate or current Washington State electrical certification and current State of Idaho HVAC apprentice certificate or current State of Idaho HVAC journeyman certification.

 - i. In addition, as a condition of employment on a private, federal, state, or municipal site, an applicant may be required to submit to 3rd party testing.
2. **Procedures to selection of Residential Sheet Metal Worker:**

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- a. Applications for entry into the apprenticeship program will be on an as needed basis and according to the following criteria:
 - (1) Rank order on the cumulative applicant list
 - (2) Geographic availability
 - (3) Timely response to contact the JATC
 - b. Applicants meeting minimum qualifications will be placed on a list to await registration/employment on a first in - first out basis.
 - c. The committee reserves the right to make exceptions to the above procedure in considering applicants having previous experience.
 - d. Applications will be taken on a year round basis, Monday through Friday, 8:00 AM to 11:00 AM and 1:00 PM to 4:00 PM, at 7209 E. Trent Avenue, Spokane, WA 99212.
3. **Exemptions:**
- a. 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 non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.
 - b. An individual who signs an authorization card during an organizing effort wherein 50 percent or more of the employees have signed, whether or not the employer becomes signatory, an individual not qualifying as a journey-level worker shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training.
 - c. All qualified recipients of the Carl Brandt/Richard Pansie apprenticeship scholarship will be afforded direct entry into the program of their choice.
 - d. Direct Entry - Registered Native Americans, Minorities and/or Women for work secured under Tribal Employment Rights Office (TERO) or Project Labor Agreement (PLA) project may receive direct entry into apprenticeship provided:
 - (1) The Employer is an approved training agent for these Standards.
 - (2) The applicant is evaluated by the JATC for appropriate placement into the apprenticeship program or ABE related supplemental instruction.

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B. Equal Employment Opportunity Plan:

It is understood that affirmative action is not merely passive nondiscrimination, but includes principles, methods, and programs for the identification, positive recruitment, training, and motivation of present and potential minority and female (minority and non-minority) apprentices. The apprenticeship Sponsor's affirmative action plan shall include dissemination of information concerning the nature of apprenticeship, and the equal opportunity policy of the Sponsor. Such information shall be given to the United States Department of Labor Office of Apprenticeship, local schools, Employment Security Department, community organizations which effectively reach minority and women's (minority and non-minority) groups, and newspaper circulated in the minority community.

The Sponsor shall select a significant number of the following activities to meet affirmative action obligations (check as applicable):

- (X) Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- (X) Cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare students for, entrance into apprenticeship.**
- (X) Grant credit for previous trade experience or trade-related courses for all applicants equally.**
- (X) Engage in any other such action as checked above to insure that recruitment, selection, employment, and training of apprentices during apprenticeship shall be without discrimination because of race, color religion, national origin, or sex.**

Discrimination Complaints.

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

IV. TERM OF APPRENTICESHIP:

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

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- A. The term of apprenticeship for the HVAC Service Technician, "HVAC Test, Adjust and Balance Technician," and Sheet Metal Worker program shall be 9,000 hours or reasonably continuous employment, including the probationary period.**
- B. The term of apprenticeship for the Residential Sheet Metal program shall be 5,400 hours or reasonably continuous employment, including the probationary period.**

V. INITIAL PROBATIONARY PERIOD:

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

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

- | | |
|--|---|
| A. HVAC Service Technician | Not to exceed 1800 hours of employment |
| B. HVAC Test, Adjust and Balance Technician | Not to exceed 1800 hours of employment |
| C. Residential Sheet Metal worker | Not to exceed 1080 hours of employment |
| D. Sheet Metal Worker | Not to exceed 1800 hours of employment |

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 work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

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- A. For HVAC Service Technician, Sheet Metal Worker, and HVAC Test, Adjust and Balance Technician", the employer will be eligible for one (1) apprentice to every three (3) Journey-Level workers, per job site. However, in no event shall the ratio of apprentices to Journey-Level workers exceed a one (1) to one (1) ratio.

- B. All HVAC Service Technicians and "HVAC Test, Adjust and Balance Technician" performing service work shall be allowed to work alone in the following conditions:
 - 1. Service HVAC Service Technicians and "HVAC Test, Adjust and Balance Technician" work hours are 7:00 am to 7:00 pm Monday through Saturday.
 - 2. All HVAC Service Technicians and "HVAC Test, Adjust and Balance Technician" shall at all time be able to contact a journey-level HVAC Service Technicians or "HVAC Test, Adjust and Balance Technician" for answers and advice.
 - 3. The journey-level worker or supervisor shall ensure the apprentice is receiving their on-the-job training and shall be responsible to the health and safety of the apprentice.

- C. For Residential Sheet Metal Workers, the ratio shall be 1 apprentice to 1 journey-level worker per job site.

- D. HVAC Service Technician, "HVAC Test, Adjust an Balance Technician", and Sheet Metal Worker apprentices in the last six months of their fifth year shall be allowed to work alone on any part of any project which employs one or more journey-level worker, and as far as possible, be allowed to assume responsibilities of a journey-level worker in order to gain this necessary experience.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

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

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A. HVAC Service Technician:

| Step | Number of hours/months | Percentage of journey-level rate |
|----------|--------------------------|----------------------------------|
| 1 | 0000 - 0900 hours | 50% |
| 2 | 0901 – 1800 hours | 55% |
| 3 | 1801 – 2700 hours | 60% |
| 4 | 2701 – 3600 hours | 65% |
| 5 | 3601 – 4500 hours | 70% |
| 6 | 4501 – 5400 hours | 75% |
| 7 | 5401 – 6300 hours | 80% |
| 8 | 6301 – 7200 hours | 85% |
| 9 | 7201 – 9000 hours | 90% |

Plus applicable fringe benefits

B. HVAC Test, Adjust and Balance Technician:

| Step | Number of hours/months | Percentage of journey-level rate |
|----------|--------------------------|----------------------------------|
| 1 | 0000 - 0900 hours | 50% |
| 2 | 0901 – 1800 hours | 55% |
| 3 | 1801 – 2700 hours | 60% |
| 4 | 2701 – 3600 hours | 65% |
| 5 | 3601 – 4500 hours | 70% |
| 6 | 4501 – 5400 hours | 75% |
| 7 | 5401 – 6300 hours | 80% |
| 8 | 6301 – 7200 hours | 85% |
| 9 | 7201 – 9000 hours | 90% |

C. Residential Sheet Metal Worker:

| Step | Number of hours/months | Percentage of journey-level rate |
|----------|--------------------------|----------------------------------|
| 1 | 0000 - 0900 hours | 55% |
| 2 | 0901 - 1080 hours | 60% |
| 3 | 1081 - 2700 hours | 65% |
| 4 | 2701 - 3600 hours | 70% |
| 5 | 3601 - 4500 hours | 75% |
| 6 | 4501 - 5400 hours | 80% |

Plus applicable fringe benefits

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D. Sheet Metal Worker:

| Step | Number of hours/months | Percentage of journey-level rate |
|----------|--------------------------|----------------------------------|
| 1 | 0000 - 0900 hours | 50% |
| 2 | 0901 – 1800 hours | 55% |
| 3 | 1801 – 2700 hours | 60% |
| 4 | 2701 – 3600 hours | 65% |
| 5 | 3601 – 4500 hours | 70% |
| 6 | 4501 – 5400 hours | 75% |
| 7 | 5401 – 6300 hours | 80% |
| 8 | 6301 – 7200 hours | 85% |
| 9 | 7201 – 9000 hours | 90% |

Plus applicable fringe benefits

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VIII. WORK PROCESSES:

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

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

| <u>A. HVAC Service Technician</u> | <u>APPROXIMATE HOURS</u> |
|---|---------------------------------|
| 1. Service of heating, ventilation and air conditioning systems | 3500 |
| 2. Control installation | 1500 |
| 3. Installation heating, ventilation and air conditioning systems | 500 |
| 4. Operation of hand and machine tools | 500 |
| 5. Special installation and specialty work | 500 |
| 6. General sheet metal work..... | 500 |
| 7. Air Balance | 500 |
| 8. Soldering, welding, and brazing | 500 |
| 9. Energy management | 500 |
| TOTAL HOURS: | 9000 |

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| <u>B. HVAC Test, Adjust and Balance Technician</u> | <u>APPROXIMATE HOURS</u> |
|---|---------------------------------|
| 1. Testing, Adjusting and balancing of air-handling equipment and duct work..... | 3500 |
| 2. Basic of HVAC Systems..... | 1400 |
| 3. Jobsite Safety | 500 |
| 4. Use and Care of Test, Adjust and Balance Instruments | 500 |
| 5. Duct Design Characteristics..... | 1000 |
| 6. Industry Computer Programs and Reports | 500 |
| 7. Fan Laws..... | 500 |
| 8. HVAC Control Systems Maintenance and Adjustments | 600 |
| 9. Indoor Air Quality/Ventilation..... | 500 |
| TOTAL HOURS: | 9000 |

All of the foregoing work experience as herein noted is understood to mean as it pertains to the trade herein involved in these Standards.

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| <u>C. Residential Sheet Metal Worker</u> | <u>APPROXIMATE HOURS</u> |
|---|---------------------------------|
| 1. General sheet metal work..... | 610 |
| 2. Operation of hand tools..... | 610 |
| 3. Heating and ventilation | 1210 |
| 4. Air conditioning | 610 |
| 5. Soldering/Brazing | 530 |
| 6. Special installation | 610 |
| 7. Control installation | 610 |
| 8. Gutter and spouting..... | 610 |
| TOTAL HOURS: | 5400 |

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| D. <u>Sheet Metal Worker</u> | <u>APPROXIMATE HOURS</u> |
|---|---------------------------------|
| 1. General sheet metal..... | 1000 |
| 2. Operation of hand and machine tools | 1000 |
| 3. Architectural sheet metal work | 1000 |
| 4. Air Condition..... | 1800 |
| 5. Furnace work | 500 |
| 6. Industrial sheet metal work | 1000 |
| 7. Soldering, welding, brazing..... | 600 |
| 8. Special installation and specialty work..... | 1000 |
| 9. Non-destructive and QaQc..... | 300 |
| 10. Plastic Welding..... | 200 |
| 11. Hand rigging as pertaining to trade | 400 |
| 12. Air Balance | 200 |
| TOTAL HOURS: | 9000 |

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

- Supervised field trips
- Approved training seminars (specify)
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college: **Spokane Community College**
- Private Technical/Vocational college
- Training trust
- Other (specify): **Other assigned tasks, i.e. homework, research**

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

| | |
|--------------------------------|---------------------------------------|
| HVAC Service Technician | 200 Minimum RSI Hours per year |
|--------------------------------|---------------------------------------|

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| | |
|---|---------------------------------------|
| HVAC Test, Adjust and Balance Technician | 160 Minimum RSI Hours per year |
| Residential Sheet Metal Worker | 144 Minimum RSI Hours per year |
| Sheet Metal Worker | 218 Minimum RSI Hours per year |

- (X) twelve-month period from date of registration.*
- () defined twelve-month school year: **(insert month)** through **(insert month)**.
- () two-thousand hours of on the job training.

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

Additional Information:

NONE

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

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

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

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

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

A. General Procedures

Related Training:

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The Apprenticeship Committee recommends the related trade instruction for apprentices be limited to those registered with these Standards.

An examination of the apprentice shall be given at regular intervals by the Apprenticeship Committee and/or the instructor. In these examinations, consideration will be given to related instruction instructor reports, on the job training employer reports, apprentice self progress reports and attendance reports.

Scheduled related training shall consist of a competency based training schedule as specified by the Joint Apprenticeship Committee.

**RELATED TRAINING CLASS ABSENCE POLICY
COMPETENCY BASED CONCENTRATED TRAINING**

All related training class schedules for each individual apprentice will be attended by that apprentice to successfully complete and have recorded the required competency in the particular related training subject matter presented.

Excused Absences - The only excuses the Joint Apprenticeship Committee will accept for absence from a scheduled class will be in the case of extreme emergency that can be handled only by that apprentice or a confining illness of an apprentice.

An apprentice with an excused absence will work with the instructor to complete the required competency at the earliest possible time.

Unexcused Absences - Make-up consideration for an unexcused absence will be at the discretion of the instructor based on class and space availability.

PLEASE NOTE

The above make-up requirements will be the sole responsibility of each individual apprentice to initiate and complete.

These requirements will be part of all consideration of progression and possible continuance in this program.

B. Local Apprenticeship Committee Policies

**POLICIES AND PROCEDURES
FOR THE
NORTH EASTERN WASHINGTON/NORTHERN IDAHO
SHEET METAL TRAINING TRUST**

**NORTHEASTERN WASHINGTON-NORTHERN IDAHO SHEET METAL
APPRENTICESHIP COMMITTEE**

**A JOINT COMMITTEE OF THE
THE SHEET METAL & A/C CONTRACTOR'S
NATIONAL ASSOCIATION**

AND THE

**SHEET METAL WORKERS
INTERNATIONAL ASSOCIATION
LOCAL #55**

**Stephen L. Smith
Training Director
INTRODUCTION**

As the sheet metal construction industry continues to change and improve, the education and training must change and improve. The Sheet Metal Joint Apprenticeship and Training Committee strives to provide the education and training to meet the need of the sheet metal industry. Foremost is the training and education through apprenticeship for the future of the sheet metal construction industry.

The policies and procedures adopted by the NE WA/N Id Sheet Metal JATC are stringent to promote a quality craftsman in the sheet metal construction industry. The sheet metal construction industry is responsible for maintaining the apprenticeship training program and the apprentice has an obligation to the Industry to conduct themselves in a responsible manner.

Through apprenticeship, labor and management strive to make the sheet metal construction industry the leading industry in today's global marketplace.

J.A.T.C. RESPONSIBILITIES

PURPOSE OF POLICIES AND PROCEDURES

The purpose of these policies and procedures is to unify the training program, which covers the jurisdiction of Local #55 of the S.M.W.I.A. and the S.M.A.C.N.A. This is a joint venture between labor and management to provide the industry with qualified craftsman for the future of the industry.

- 1. The JATC is authorized to administer and enforce these apprenticeship policies and procedures under the guidelines of the standards registered with the State of Washington, Department of Labor and Industries, Apprenticeship section.**
- 2. These Standards shall be governed by the Washington State Apprenticeship ACT (RCW 49.04) and the Federal Labor Standards (CFR**

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29-29 and CFR 29-30), which govern employment and training in apprenticeship occupations.

RELATED TRAINING REQUIREMENTS

APPRENTICE RESPONSIBILITIES

- 1.** Apprentices will be required to attend a **minimum** number of hours of related educational training per year of apprenticeship as follows

| | |
|---|---------------------------------------|
| HVAC Service Technician | 200 Minimum RSI Hours per year |
| HVAC Test, Adjust and Balance Technician | 160 Minimum RSI Hours per year |
| Residential Sheet Metal Worker | 144 Minimum RSI Hours per year |
| Sheet Metal Worker | 218 Minimum RSI Hours per year |

School hours and dates are sent to each apprentice before the school year begins and should be referred to by all apprentices.

- 2.** It is the responsibility of each apprentice to be punctual, respectful, attentive, and dependable with regard to classroom & shop conduct. Apprentices shall be in the classroom and or shop with the proper educational materials and ready for class by the scheduled time of class. Educational materials shall be the total responsibility of each apprentice. Any apprentice who fails to return to class following a break or decides to leave early on their own volition shall be given no credit for that class and marked absent for the entire class.
- 3.** Apprentices who are absent from class shall have their upgrade held back 30 days. If you feel that you have extenuating circumstances, you may bring them to the next JATC meeting for consideration. Any test missed due to absence will be made up at the convenience of the instructor and within a two-week period from the date the test was originally administered or will receive a "0" grade for the test missed. The responsibility rests solely on the apprentice to complete all lessons and topics missed due to absenteeism to the satisfaction of the class instructor.
- 4.** Apprentices not maintaining a 75% grade point average at year-end shall repeat that school year and remain at their present rate of pay. While repeating a school year, if the apprentice receives one single test score of less than 75% they shall be called before the committee and subject to disciplinary action. Disciplinary action may include disciplinary probation up to termination of the apprenticeship agreement.

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- 5.** As a condition of apprenticeship anyone with a grade point average 80% or below is required to attend open study classes, if available, until his/hers grade point average is above 80%.
- 6.** A GAS Codes 1 license will be required of all apprentices before advancing to 80%.
- 7.** A current Dept. of Labor & Industries recognized First-Aid will be required for all registered apprentices in the program.
- 8.** Drugs and alcohol will not be tolerated at any time during scheduled class. This includes lunch and break time. Anyone found to be under the influence of illegal drugs or alcohol during class shall be called before the committee and subject to disciplinary action. Disciplinary action may include disciplinary probation up to termination of the apprenticeship agreement.
- 9.** Absolutely no smoking or other tobacco products will be allowed in the building as per state W.A.C. code.
- 10.** Vacations will not be scheduled during the related training class times.
- 11.** It is the apprentice's responsibility to inform the Trust office of any address or phone number changes.
- 12.** Training Materials furnished by the NE WA/N Id Sheet Metal JATC shall be signed for by the apprentice and the apprentice shall be responsible for said materials and books. If it becomes necessary to issue replacement books or materials, the apprentice will be billed for same. Books, tools, and supplies as additionally specified will be furnished by the apprentice.
- 13.** All books and materials are the property of NE WA/N Id Sheet Metal JATC. If an apprentice leaves the program for any reason they must return all books and materials furnished to them by the JATC within seven days of cancellation.
- 14.** Tuition and Material cost will be billed on a quarterly basis. Quarterly bills will be due at the Trust Office on the following dates: November 1st, February 1st, May 1st, and August 1st. Tuition and Material cost must be paid in full before you will receive you upgrade.
- 15.** Cellular phones are not allowed to be used during class time. Cellular phone use is only allowed during breaks and lunch.

ON-THE-JOB TRAINING REQUIREMENTS

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APPRENTICE RESPONSIBILITIES

- 1.** Each apprentice shall maintain a regular on-the-job attendance. Unnecessary absences and/or tardiness will not be tolerated. Failure on part of any apprentice to comply will result in being called before the committee and subjected to disciplinary action up to termination of the apprenticeship agreement.
- 2.** An apprentice shall not refuse a job assignment. A refusal of a job assignment will place the apprentice at the bottom of the out-of-work list and before the JATC at the next regular meeting.
- 3.** An apprentice shall not quit any job assignment without first contacting the Training Director or the Chairman or Secretary of the JATC. Likewise, any Contractor, before terminating an apprentice for any reason other than Reduction of Force, shall contact the Training Director and advise him of the reason.
- 4.** If an apprentice through no fault of his own is returned to the out-of-work book in less than 14 calendar days, the apprentice will retain their prior place on the book.
- 5.** Where third party drug testing is required as a condition of employment, it will be a violation of the NE WA/N Id Sheet Metal JATC to refuse such a test. Any refusal will return the apprentice to bottom of the out-of-work list and will require an appearance at the next regularly scheduled JATC meeting for disciplinary action.
- 6.** Apprentices shall perform all the duties and tasks on the job as are associated with the craft and the apprenticeship.
- 7.** Each apprentice will be solely responsible for maintaining a progress report book with a copy of the record each month to be turned into the Trust office by the 10th day of each following month. Progress reports not turned in by the 10th day will result in the next scheduled upgrade being held for 30 days for each offense. Four consecutive offenses will result in termination or suspension from the program.
- 8.** Hours worked, working conditions, overtime, health and welfare and pension provisions are those agreed upon in the Collective Bargaining Agreement currently in effect between the S.M.A.C.N.A. and the Local Union #55 of the S.M.W.I.A..
- 9.** Work habits that include safety violations, sloppy workmanship, negative attitudes or refusal to do or offer help with assigned work will result in an

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apprentice being sent home until he/she appears before the JATC at the next regularly scheduled meeting for action by the JATC.

- 10.** The use of alcoholic beverages, non-prescription drugs or other controlled substances on the job shall be reason for the apprentice to be called before the committee and subject to disciplinary action. Disciplinary action may include disciplinary probation up to termination of the apprenticeship agreement.
- 11.** It is the responsibility of the apprentice to be punctual, respectful, attentive and dependable with regard to on-the-job conduct.
- 12.** It is the responsibility of the apprentice during the first thirty days of employment under the JATC supervision to provide themselves with the proper tools as suggested in the attached tool list.
- 13.** Cellular phones are not allowed to be used during work. Cellular phone use is only allowed during breaks and lunch.

TRAINING CENTER

MAINTENANCE OF THE TRAINING CENTER

- 1.** Cleanup of all areas must be performed before class is dismissed. All furnished tools must be in their respective place. Apprentices will not leave until they have been released by the instructor.
- 2.** Apprentices who are found intentionally damaging or defacing the Training Center will be called before the committee and subject to disciplinary action up to termination of the apprenticeship agreement.

RESPONSIBILITY OF THE INSTRUCTOR

- 1.** Records will be maintained by the instructor recording when an apprentice is in attendance, absent or late in arriving at the start of the class. The instructor shall notify the Training Director in writing each week of all apprentices absent or late for class.
- 2.** The Training Director shall maintain a monthly report containing test results with continuation of average grades for the month, attendance and other comments included. This monthly report shall be reviewed by the JATC at their regularly scheduled meetings for action.
- 3.** Scheduled class breaks will be at the discretion of the instructor.

SHOP AND CLASSROOM SAFETY RULES

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Safety is of prime importance and will be practiced at all times in the classroom and shop areas. Any violations will be subject to discipline and possible dismissal from the program.

Safety guidelines are as follows:

- Practice safety at all times.
- Wear substantial shoes or boots. (No tennis shoes are allowed).
- Safety glasses or face shields are mandatory in shop area.
- Do not wear gloves when using sheet metal equipment.
- Do not use loose clothing around equipment or power tools.
- Make sure equipment is in good working order before using.
- Make sure proper ventilation is used while welding or soldering.
- No horseplaying in shop or classroom.
- Know the location of all fire extinguishers and how to operate them.
- Report all injuries immediately.
- Report all unsafe conditions.
- Know the location of first aid kits.
- Do not remove guards from equipment
- Practice safe lifting techniques
- Be aware of any toxic or hazardous materials.

Any injury, no matter how slight, must be reported to the instructor immediately.

MINIMUM TOOL REQUIREMENT

The following tools (one of each unless otherwise specified) will be required as the minimum and must be available for use during all scheduled shop classes. Borrowing others tools is strongly discouraged.

Required Tools

- Sheet metal hammer
- Sheet metal tongs
- Aviation snips, left hand
- Aviation snips, right hand
- 18" Bull snips
- Screwdrivers (Flat & Phillips)
- 12-inch combination square
- Wing dividers - 12"
- Wing dividers - 8"
- Scratch awl
- Tape measure
- Center punch
- 6"Pliers
- Needle nose pliers

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- 12" or 10" open end adjustable wrench
- Hacksaw
- Adjustable scribe gauge
- Pair of clear safety glasses
- Felt tip marking pens (2)
- Pencils
- 9" Torpedo level
- Chalk Line
- Plumb Bob

Recommend Tools

- 2 pair small "C" vise grips
- 2 pair large "C" vise grips
- 2 pair 5" vise grips
- 2 pair 10" vise grips
- Hand crimpers
- 3/8" socket set
- Nut driver set
- 25' or 33' tape measure
- Jiffy pry bar/ Catts paw/ Wonder bar
- Whitney Jr. #5 hand punch
- Trammel points

C. Complaint and Appeal Procedures:

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

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

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

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

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

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

- Sponsor must provide written notification of their final decision

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If apprentice chooses to pursue the complaint further:

Within: 30 calendar days of final action

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

Within: 30 business days for supervisor to complete investigation

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

If the apprentice or sponsor disputes supervisor decision:

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

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 calendar days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

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

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members.

Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

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

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

Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

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

Forms are available on line at

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

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

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- Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with the Department before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

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

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in

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these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

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

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

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

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Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

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

The Apprenticeship Committee shall be composed of equal number of members representing the employers of the industry, SMACNA, and an equal number of members representing the Local Union #55 of the SMWIA, including designated alternates, selected by the groups they represent. The designated employer or employee alternate shall be afforded full apprenticeship committee responsibilities when a regular employer or employee apprenticeship committee member s absent. Alternates may be an uneven number. Committee members may not be an uneven number. A quorum must be present to carry on the regular business of the Apprenticeship Committee.

Quorum: A quorum shall consist of two (2) members from employers and two (2) from the employees.

Program type administered by the committee: **GROUP JOINT**

The employer representatives shall be:

**Brian Fair, Chairman
7209 E. Trent Ave.
Spokane, WA 99212**

**Jerome Sirek
7209 E. Trent Ave.
Spokane, WA 99212**

**Pat O'Brien
7209 E. Trent Ave.
Spokane, WA 99212**

**Steve Wright, Alternate
7209 E. Trent Ave.
Spokane, WA 99212**

The employee representatives shall be:

**John Little, Secretary
7209 E. Trent Ave.
Spokane, WA 99212**

**Kurt Nierenberg
7209 E. Trent Ave.
Spokane, WA 99212**

**Charles Ryan
7209 E. Trent Ave.
Spokane, WA 99212**

**Art Katoka Alternate
7209 E. Trent Ave.
Spokane, WA 99212**

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XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

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 L. Smith, Training Director/Coordinator
E. 7209 Trent Ave.
Spokane, WA 99212**