



APPRENTICESHIP PROGRAM STANDARDS
adopted by

**INLAND EMPIRE ROOFERS, WATERPROOFERS AND EMPLOYERS
APPRENTICESHIP COMMITTEE**

(sponsor name)

Occupational Objective(s):
ROOFER

SOC#
47-2181.00

Term [WAC 296-05-315]
4200 HOURS



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

APRIL 20, 2017
Standards Last Amended

JANUARY 13, 1961
Permanent Registration

By: LEE NEWGENT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

INLAND EMPIRE ROOFERS, WATERPROOFERS AND EMPLOYERS
APPRENTICESHIP 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.

Sponsor Introductory Statement (Required):

The Inland Empire Roofers, Waterprooferers and Employers Apprenticeship Committee is composed of representatives from Roofers Local Union No. 189, United Slate, Tile, and

INLAND EMPIRE ROOFERS, WATERPROOFERS AND EMPLOYERS
APPRENTICESHIP COMMITTEE

Composition Roofers, Damp and Waterproof Workers Association of Spokane, Washington, and employer representatives of the Roofing Industry in the area. With the assistance from the Department and US DOL Apprenticeship Employment and Training Services and when registered with the Washington State Apprenticeship and Training Council, the following Standards shall govern the training of apprentices in this industry.

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 basic geographical area covered is as follows: Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, and Yakima Counties in the State of Washington.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Idaho, Montana, and Oregon, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the Idaho Counties of Benewah, Bonner, Boundary, Clearwater, Kootenai, Latah, Lewis, Nez Perce, Shoshone, and the northern half of Idaho County; and Blaine, Chouteau, Daniels, Fergus, Flathead, Garfield, Glacier, Hill, Judith Basin, Lake, Lewis and Clark, Liberty, Lincoln, McCone, Mineral, Missoula, Petroleum, Phillips, Pondera, Roosevelt, Sanders, Sheridan, Teton, Toole, and Valley Counties in the State of Montana; and Morrow and Wallowa Counties in the State of Oregon.

II. MINIMUM QUALIFICATIONS:

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

Age: **Must be at least 18 years of age at the time of application.**

Education: **Completion of eighth grade.**

Physical: **Physically able to perform the work of the trade.**

Testing: **N/A**

INLAND EMPIRE ROOFERS, WATERPROOFERS AND EMPLOYERS
APPRENTICESHIP COMMITTEE

Other: **They shall be working as a roofer/waterproofing helper for a qualified employer. Must be able to communicate in English, both verbally and in written format defined as the ability to ask for and fill out the application on the employer's premises or the JATC office.**

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

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

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

A. Selection Procedures:

1. **Applications will be available throughout the year to anyone interested regardless of any other consideration.**
2. **Applications will be available only through the Inland Empire Roofers Joint Apprenticeship office, located at 1727 East Francis, #4, Spokane, Washington, 99208 or the offices of the M. G. Wagner Company, Inc., 1401 Hathaway, Yakima, Washington 98902; Leslie & Campbell, 506 Ahtanum Road, Union Gap, Washington, 98903; and Metalworks of Montana, 3635 W. Broadway, Missoula, Montana, 59806.**
3. **Applicants must provide the Inland Empire Roofers Joint Apprenticeship office the following documentation at time of application:**

 Completed apprenticeship application.
 Birth Certificate or other proof of age.
 Proof that individual attained completion of eighth grade education
4. **Applicants who wish to be evaluated by the Committee for advanced standing will furnish a written work history of previous experience in the roofing industry at time of application.**
5. **All applications will be serially numbered so that they can be accounted for. There will be a "Record of Apprentice Applicants" that shall include a**

INLAND EMPIRE ROOFERS, WATERPROOFERS AND EMPLOYERS
APPRENTICESHIP COMMITTEE

number corresponding to the serial number of each application. Columns will be provided to show the applicants' signature, printed name and the progress, by dates, and final disposition.

6. **An applicants' employer shall be notified of his/her selection, effective date of registration and percentage rate, and shall be provided a copy of the Apprenticeship Agreement after being registered with the Washington State Apprenticeship and Training Council.**
7. **Applicants who fail to comply with the selection procedures may be denied acceptance into the apprenticeship program.**
8. **Applicants may be registered throughout the year, but will be accepted into related supplemental instruction only at the commencement of class each new school year.**
9. **If a ranked qualified applicant fails to respond to an apprenticeship job assignment, the Training Coordinator will notify the applicant of their removal from the eligibility pool.**
10. **It shall be the responsibility of the applicant to notify the Training Coordinator of any changes of address and phone number for contact purposes.**
11. **EXCEPTIONS:**
 - a. **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 journeymen shall be evaluated by the sponsor and indentured at the appropriate period of apprenticeship based on previous work experience and related training.**
 - b. **An employee of a non-signatory employer not qualifying as a journeymen when an employer becomes signatory shall be evaluated by the JATC using constant standard non-discriminatory means and indenture at the appropriate period of apprenticeship based on previous work experience and related training.**
 - c. **Direct entry: Registered Native Americans, who have secured work under TERO or are members of a Federally recognized Tribe, may receive direct entry into Apprenticeship, provided:**
 - (1) **The employer is an Approved Training Agent of these standards**
 - (2) **The applicant has met the minimum qualifications.**

INLAND EMPIRE ROOFERS, WATERPROOFERS AND EMPLOYERS
APPRENTICESHIP COMMITTEE

B. Equal Employment Opportunity Plan:

1. **Dissemination semiannually, to the following, information concerning the nature of apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and equal opportunity policy of the sponsor:**

**Respective Minority and/or Female organizations
Respective Community Colleges and School Districts
Respective Employment Security Departments
USDOL Office of Apprenticeship, ATELS
Washington State Apprenticeship Training Council**

2. **Participate in workshops, when possible, conducted by employment service agencies for the purpose of familiarizing schools, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein.**
3. **Cooperation with local school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.**
4. **Such other action as to insure that the recruitment, selection, employment and training of apprentices shall be without discrimination because of race, color, religion, national origin or sex.**

C. Discrimination Complaints:

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

IV. TERM OF APPRENTICESHIP:

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

The term of apprenticeship shall be 4200 hours of reasonably continuous employment, including the initial probationary period and the required hours of related supplemental instruction.

INLAND EMPIRE ROOFERS, WATERPROOFERS AND EMPLOYERS
APPRENTICESHIP COMMITTEE

V. INITIAL PROBATIONARY PERIOD:

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

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

- A. the period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. the period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.
- C. All apprentices employed in accordance with these standards shall be subject to an initial probationary period not exceeding the first 840 hours of reasonably continuous work.**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

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

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of

INLAND EMPIRE ROOFERS, WATERPROOFERS AND EMPLOYERS
APPRENTICESHIP COMMITTEE

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:

Employers who employ one (1) journey-level worker may employ one (1) apprentice per job site.

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.

C. Wage Progression Schedule

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 - 0700 hours	60%
2	0701 - 1400 hours	70%
3	1401 - 2100 hours	80%
4	2101 - 2800 hours	85%
5	2801 - 3500 hours	90%
6	3501 - 4200 hours	95%

INLAND EMPIRE ROOFERS, WATERPROOFERS AND EMPLOYERS
APPRENTICESHIP COMMITTEE

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.

The apprentice shall be taught the use, care, and effective and safe handling of all tools and apparatus commonly used in connection with the trade. They will be given instruction and experience in all common branches of the trade necessary to develop a skilled mechanic versed in the theory and practice of roofing and waterproofing. Apprentices will be under the supervision of a journey-level worker during their registration and it shall be the duty of the supervising journey-level worker to give the apprentice every opportunity to use the tools of the trade.

A. <u>Roofer:</u>	<u>Approximate Hours</u>
1. <u>General:</u>	600
a. Carrying and placing materials for use of journey persons.	
b. Erection of scaffolding.	
c. Hoisting, loading and unloading all materials and tools.	
2. <u>Waterproofing and Damp-Proofing, Composition, Tar, Asphalt and General Work. Preparing materials and equipment and regulating the heat of pitch and asphalt:</u>	2000
a. Preparing roof surface for covering.	
b. Apply pitch and asphalt to roof.	
c. Prepare, cut, place, fit and trim strips of felt, tarpaper, roofing paper, or insulating board to roof.	
d. Apply additional layers of roofing materials as required.	
e. Cement tarpaper with hot tar or flashing cement.	
f. Evenly distribute crushed gravel over top coat of tar.	
g. Brushing and spraying damp-proofing and waterproofing materials of all types.	
h. Application of all types of cold process roofing.	

INLAND EMPIRE ROOFERS, WATERPROOFERS AND EMPLOYERS
APPRENTICESHIP COMMITTEE

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): **United Union of Roofers, Waterproofers and Allied Workers curriculum.**

State Community/Technical college: **Spokane Community College**

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

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

Twelve-month period from date of registration.*

Defined twelve-month school year: **January** through **March**

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.*

INLAND EMPIRE ROOFERS, WATERPROOFERS AND EMPLOYERS
APPRENTICESHIP COMMITTEE

C. Additional Information:

NONE

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 Apprenticeship Committee recommends the related supplemental instruction be limited to those currently registered roofer apprentices in accordance with these Standards.**
 2. **The Apprenticeship Committee will review the progress of each apprentice of a periodic basis. Parties participating under these Standards may be asked for a written report on each apprentice.**
 3. **All tuition and book fees must be paid upon commencement of related training classes.**
 4. **Newly registered apprentices not achieving a high school diploma or high school equivalency test will be assisted in obtaining their high school equivalency test during the first year of RSI at their request.**

B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:

INLAND EMPIRE ROOFERS, WATERPROOFERS AND EMPLOYERS
APPRENTICESHIP COMMITTEE

- 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:
(insert text)
- 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.

INLAND EMPIRE ROOFERS, WATERPROOFERS AND EMPLOYERS
APPRENTICESHIP COMMITTEE

3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-009). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

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

INLAND EMPIRE ROOFERS, WATERPROOFERS AND EMPLOYERS
APPRENTICESHIP COMMITTEE

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

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

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

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

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

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

Or;

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

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

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

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)

INLAND EMPIRE ROOFERS, WATERPROOFERS AND EMPLOYERS
APPRENTICESHIP COMMITTEE

- e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section’s manager may administratively approve requests for revisions in the following areas of the standards:
- a. Program name
 - b. Sponsor’s introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.
2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:

INLAND EMPIRE ROOFERS, WATERPROOFERS AND EMPLOYERS
APPRENTICESHIP COMMITTEE

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

D. Training Agent Management:

INLAND EMPIRE ROOFERS, WATERPROOFERS AND EMPLOYERS
APPRENTICESHIP COMMITTEE

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:

a. Quorum: **SEE ABOVE**

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

The Apprenticeship Committee shall be composed of six (6) members; three (3) members representing the employers of roofers in the area and three (3) members representing the Roofers' Local Union No. 189, United Slate, Tile, and Composition Roofers, Damp and Waterproof Workers Association of Spokane, Washington, selected by the groups they represent.

- c. The employer representatives shall be:

**Bob Starkey, Chairman
c/o Krueger Sheet Metal, Inc.
PO Box 2963
Spokane, WA 99201-2963**

**Levy Cavenah
731 North Superior
Spokane, WA 99202**

INLAND EMPIRE ROOFERS, WATERPROOFERS AND EMPLOYERS
APPRENTICESHIP COMMITTEE

Tony Teeters
PO Box 2963
Spokane, WA 99220

William Sherwood, Alternate
PO Box 3061
Spokane, WA 99220

d. The employee representatives shall be:

Leo Marsura, Secretary
1727 East Francis Avenue, #4
Spokane, WA 99208

Larry D. Doering
East 1506 Dalke
Spokane, WA 99207

Scott Rash
5451.A Tarbert Road
Deerpark, WA 99006

Fred Preston, Alternate
1416 E. 11th
Spokane, WA 99202

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:

N/A

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.

ROOFER

The employer representatives shall be:

Scott Wagner, Chairman
c/o M.G. Wagner Company, Inc.
PO Box 9605
Yakima, WA 98909

Dan Leslie
506 Ahtanum Road
Union Gap, WA 98903

INLAND EMPIRE ROOFERS, WATERPROOFERS AND EMPLOYERS
APPRENTICESHIP COMMITTEE

The employee representatives shall be:

Leo Marsura, Secretary
1727 East Francis Avenue, #4
Spokane, WA 99208

Leland LaFray
2790 Selah Loop Road
Selah, WA 98942

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.

NONE