



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

**WESTERN STATES BOILERMAKERS APPRENTICESHIP COMMITTEE**

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-315]

**BOILERMAKER (FIELD CONSTRUCTION AND REPAIR)**

**47-2011.00**

**6000 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

OCTOBER 18, 2018

Standards Last Amended

JANUARY 19, 1990

Permanent Registration

By: DAVE D'HONDT  
Chair of Council

By: CHRIS BOWE  
Secretary of Council

# WESTERN STATES BOILERMAKERS 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):

**These Western States Area Apprenticeship Standards have as their objective the training of Boilermakers, skilled in all phases of the erection and repair Industry.**

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**These Standards have been developed by the construction locals of the International Brotherhood of Boilermakers, Iron Ship Builders, Blacksmiths, forgers and helpers with jurisdiction in the Western States Area and the employers signatory to the articles of agreement covering the Western States Area and assisted by the Department of Labor & Industries, Apprenticeship and Training Section.**

### **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 Geographical area covered by these Standards shall be the states of Washington, Oregon, California, Idaho, Utah, Nevada, Arizona, Alaska, New Mexico, Montana, Wyoming, Hawaii, and Colorado. Applicants and apprentices: Please note that while the State of Washington has no responsibility or authority in the states of Oregon, California, Idaho, Utah, Nevada, Arizona, Alaska, New Mexico, Montana, Wyoming, Hawaii, and Colorado, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the state that applies.**

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

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

**Age: All applicants shall be at least eighteen (18) years of age. Applicants are required to submit reliable proof of age.**

**Education: Applicants shall be high school graduates or provide proof of equivalent educational attainment, such as successful completion of High School Equivalency Tests. Applicant must provide an official transcript(s) for high school and post high school education and training. All High School Equivalency Tests records must be submitted if applicable.**

**Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.**

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Physical: **Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.**

Testing: **NONE**

Other: **Upon application to the Program, an applicant must demonstrate that he/she has access to reliable transportation. For purposes of this requirement, the term reliable transportation shall mean any form of transportation that permits the apprentice to attend work and any required classroom instruction held in the geographic jurisdiction of the Program.**

**WELDING QUALIFICATION: Applicants that have welding experience or training will have priority selection over those with no welding qualifications or training. Applicants must provide copies of proof of welding qualifications and/or training [Qualifications, Certifications, Welding Diploma, etc.] when making application.**

### **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 shall be accepted year round but at least once a month at the local level by the Local Apprentice representative. All persons requesting an application shall have one made available upon signing the applicant log at one of the following locations:**

**Boilermakers Local #242  
6404 N. Pittsburg  
Spokane, WA 99217**

**Boilermakers Local #502  
16621 110th Ave East  
Puyallup, WA 98374-9503**

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- 2. All applications shall be identical in form and requirements. The application form shall be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and gender identification and the progress by dates and final disposition of each application.**
- 3. Before completing the application, each applicant will be required to read the Apprenticeship Standards and will be informed of the basic qualifications and documents needed to complete the application.**
- 4. Receipt of the properly completed application form, along with required supporting documents, if applicable, shall constitute the completed application.**
- 5. The Local Area Representative will review the applications received from applicants, checking for completeness.**
- 6. Completed applications, including the Applicant Log, will be forwarded to the Area Coordinator who will check all applications to insure they meet the minimum age requirement. Applicants deficient in one or more qualifications or requirements will be notified in writing by the Area Coordinator of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.**
- 7. The Area Joint Apprenticeship Committee will select applicants using the Random Selection from Pool of Eligible Applicants method.**
- 8. Supervision of the random selection process shall be done by an impartial person(s) selected by the Area Coordinator. This person(s) will not be associated with the administration of the apprenticeship program. The processing of the list must be witnessed by an independent party.**
- 9. The time and place of the selection and the number of apprentices to be selected shall be done following the Screening Orientation and at the same location as the Screening Orientation. It shall be announced. The place of the selection shall be open to all applicants and the public. The names of the apprentices drawn by this method shall be posted immediately following the selection at the Area Joint Apprenticeship Committee's and Local Office place of business.**
- 10. The Area Coordinator will send the applicants a letter informing them of their placement on the Random Selection Applicant Roster.**
- 11. The Area Coordinator will provide the Local Committee with the final Applicant Roster based on the outcome of the random selection process.**

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12. As openings for the registration of new apprentices occur, applicants will be notified of selection by telephone. It shall be the responsibility of the applicant to keep the Local Area Committee informed of their current mailing address and phone number. The Local Area Committee should inform the Area Coordinator of any changes received from applicant addresses/phone numbers.
13. If the applicant cannot be reached by phone within two (2) days, a certified letter, return receipt requested, will be sent. If no response is received in ten (10) working days from the written notice of selection, the applicant's name will be removed from the list. Only one certified notice will be mailed.
14. Qualified applicants remaining on a preceding eligibility pool will automatically be carried forward on the new eligibility pool and placed above those from the current pool of eligibles for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during two (2) year period they were in the eligibility pool will be required to reapply.
15. Boilermakers National Apprenticeship Program (BNAP) selection procedures for advancement of applicants with welding qualifications:

**Due to the shortage of qualified welders in the Boilermaker Construction Trade and the low number of apprentice applicants applying for the program, the Board of Trustees for the Boilermakers National Joint Apprenticeship Program approved the following Selection Procedures on November 12, 1997:**

- Step 1 Area Coordinator notifies the appropriate agencies, etc.
- Step 2 Applicants are notified by letter of the date(s) and location(s) to review BNAP film concerning the Boilermakers Apprenticeship Program and collect any information not submitted at the time the applicant made application such as proof of birth, high school diploma, GED, welding data.
- Step 3 Area Coordinator completes random selection form.
- Step 4 Each group of applicants based on qualifications or training is assigned a number for random selection.

**PIPE/TUBE POOL #1  
PLATE POOL #2  
VO-TEC/WELDING SCHOOLS POOL #3  
NO QUALIFICATIONS POOL #4**

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**Step 5** The Area Coordinator is to notify each applicant as to his/her place on the list.

**Step 6** Applicants are to be registered into the program starting with group one [1], number one [1].

**WELDING QUALIFICATION:** Applicants that have welding experience or training will have priority selection over those with no welding qualifications or training. Applicants must provide copies of proof of welding qualifications and/or training [Qualifications, Certifications, Welding Diploma, etc.] when making application.

Duplicate copies of the original documents must be submitted as they will be kept by the Area Apprenticeship Committee.

**Selection of apprentices under this program is made on the basis of qualifications alone, as set forth in the approved selection procedures of the Boilermakers National Joint Apprenticeship Board for the Boilermaker Trade. All applications are afforded equal opportunity without regard to race, religion, color, sex, national origin, age or disability.**

### **16. Direct Entry:**

The direct entry provision may be invoked without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall only include those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The Area Joint Apprenticeship Committees will award Credit for Previous Experience in accordance with Section XII of these Standards, and will pay the apprentice(s) at the wage rate commensurate with their skill attainment. The Credit for Previous Experience shall be awarded without regard to race, color, religion, national origin or sex. The methods for direct entry shall include the following:

- a. **Military Veterans who completed military Technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the boilermaker industry may be given direct entry into the apprenticeship program through the Helmets to Hardhats Program. Veterans who meet the requirements for entry into the Helmets to Hardhats Program will be eligible for referral to the Area Joint Apprenticeship Committee upon verification from the Helmets to Hardhats Program that the veteran(s) has a transferable skill in an apprenticeable occupation. Referrals from the Helmets to Hardhats Program will be done**

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**pursuant to the procedures established by the Helmets to Hardhats Program. Supervision of the selection process shall be done by the Helmets to Hardhats Program. Entry of veterans into the Program will be done without regard to race, color, religion, national origin, or sex.**

- 17. Applicants will pass a screen for the current illegal use of drugs on acceptance into the program within forty-eight (48) hours after signing the apprenticeship agreement and prior to being employed. Applicants shall be subject to subsequent tests for drug/alcohol use on an annual, random, reasonable suspicion, and per cause basis thereafter.**

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

**The Area Coordinator, Area Committee members, and Local Committee will undertake positive recruitment activities which include:**

- 1. Assist guidance counselors at local schools in career counseling to encourage interest in the Boilermaker Apprenticeship Program.**
- 2. Actively participate in workshops conducted by employment service agencies (one-stop centers) for the purpose of familiarizing school employment service and other appropriate personnel about the Boilermakers Apprenticeship Program and the opportunities.**
- 3. Cooperate with school boards and vocational education systems to develop programs for preparing students to meet the minimum requirements for entry into the Apprenticeship Program.**
- 4. Seek the voluntary participation of both women and minority apprentices and journey workers in recruitment efforts undertaken by the Area Coordinator.**
- 5. Internally communicate the sponsor's equal opportunity policy in order to foster understanding, acceptance, and support among supervisors and employees in order to aid the Area Joint Apprenticeship Committee in meeting its positive recruitment obligations.**
- 6. Participate in community programs for the positive recruitment and preparation of potential minority and female applicants for apprenticeship.**
- 7. Utilize journey workers to assist in the implementation of sponsor's affirmative action program.**

**The Area Joint Apprenticeship Committee shall review its affirmative action plan, including goals and timetable for each local area, annually and make appropriate changes to the extent necessary to obtain maximum effectiveness.**



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**The Area Joint Apprenticeship Committee will make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the Area Joint Apprenticeship Committee for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and effect that result from their affirmative action measures. The Area Joint Apprenticeship Committee will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity (ies). All changes to the AAP must be submitted to the Registration Agency for approval. The Area Joint Apprenticeship Committee will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, correction action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.**

### **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 a minimum of 6,000 hours of reasonable continuous employment over a four-year period.**

## **V. INITIAL PROBATIONARY PERIOD:**

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours 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

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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.
  1. **The initial probationary period shall not exceed the first 1500 hours of reasonable continuous employment or one (1) year whichever is shorter**
  2. **The records for each initial probationary apprentice shall be reviewed prior to the end of the probationary period. Records shall consist of periodic reports regarding progression made in both the OJT and related instruction and any disciplinary action taken during the probationary period.**
  3. **Any initial probationary apprentice considered to be unsatisfactory after a review of the probationary period shall have his/her Apprenticeship Agreement canceled before the expiration of the probationary period, by means of written notice to the apprentice and to the Registration Agency.**
  4. **Each probationary apprentice evaluated as satisfactory after a review of the probationary period shall be given full credit for the probationary period and continue in the program.**

## 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

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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:

**The ratio of apprentices shall be one (1) apprentice to be employed on each job of five (5) journey-level workers.**

### **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. **Boilermaker (Field Construction and Repair:**

**Before an apprentice is advanced to the next segment of training or to journey worker status, the AJAC shall evaluate all progress to determine whether advancement has been earned by satisfactory on-the-job learning and in related instruction classes. In determining whether satisfactory progress has been made, the AJAC shall be guided by the work experience and related instruction records and reports.**

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Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0000 - 1000 hours</b>	<b>70%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>75%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>80%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>85%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>90%</b>
<b>6</b>	<b>5001 - 6000 hours</b>	<b>95%</b>

**VIII. WORK PROCESSES:**

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

**A. Boilermaker (Field Construction and Repair) Approximate Hours**

**1. Care and Maintenance of Tools and equipment .....100**

- a. Learning names of tools and equipment
- b. Learning use of tools and equipment
- c. Care and maintenance
- d. Handing out tools and inventory

**2. Rigging and Bull Gang .....1000**

- a. Unloading and Handling
- b. Use of Hoisting Equipment
  - (1) Come-along
  - (2) Chain falls
  - (3) Erecting and dismantling derricks and cranes.
  - (4) Working with derrick and cranes
  - (5) Use of signals and safety
- c. Use of Tackle
  - (1) Block and tackle
  - (2) Chokes, cables and slings
  - (3) Proper use of knots and splicing
  - (4) Proper use of clamps
  - (5) Safety
- d. Moving Pieces
  - (1) Rollers
  - (2) Levers

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- (3) Use of tackle, come-alongs and chain-falls
- (4) Safety
- 3. **General Erection** .....1000
  - a. **Steel erection in Boilermaker Jurisdiction**
    - (1) Designating location of members
    - (2) Raising in place
    - (3) Use of spud-wrench, bull, and drift pins, jacks, wedges, clips, and saddles
    - (4) Alignment:
      - (a) Use of level, plumb, tape and ruler
    - (5) Connecting
      - (a) Drilling, reaming, chipping, caulking and grinding
      - (b) Bolting up
      - (c) Welding (tack)
      - (d) Riveting
  - b. **Setting Drums and headers**
    - (1) Use of hoisting equipment and tackle
    - (2) Use of water level, plumb and measuring devices
- 4. **Tube Installations**.....400
  - a. **Entering**
    - (1) Use of come-alongs and entering devices
    - (2) Lipping
  - b. **Setting and Aligning**
    - (1) Use of spacers
    - (2) Use of strong-backs
  - c. **Getting proper stock**
    - (1) Signals (sound and light)
    - (2) Come-along
    - (3) Piece of stock
    - (4) Boiler code
  - d. **Rolling**
    - (1) Use of erectors' guides, or
    - (2) Proper selection of the following:
      - (a) Expanders, rollers, pins and mandrels
    - (3) Use of rolling machines
      - (a) Pneumatic, electric and ratchet
      - (b) Lubricants
    - (4) Use of gauges and signals
    - (5) Heavy tube sheets
    - (6) Entering and connecting baffles
    - (7) Testing

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- (a) Visual
  - (b) Water (use of hydro-static pump)
  - (c) Air
  - (d) Use of gauges
5. **Use of Blue-print and lay-out** .....400
- a. Use of prints to design-ate the following:
    - (1) Locating parts at unloading
    - (2) Moving parts to job location
    - (3) Parts to be hoisted into position
    - (4) Use of bench mark
    - (5) Symbols
  - b. Layout
    - (1) Use of precision measuring devices
    - (2) Marking for correcting, re-cutting and fitting
    - (3) Directing, cutting and fitting of parts
    - (4) Geometric measuring of parts, tube holes, etc.
    - (5) Working with foreman
6. **Welding and Burning** .....3000
- a. Any and all forms of electric welding
    - (1) Proper adjustment of machines
    - (2) Application and use of electrodes on all metals, ferrous and non-ferrous
    - (3) Metal spraying and hard facing
  - b. Acetylene
    - (1) Proper adjustment, gauges and torch
    - (2) Selection of tips
    - (3) Handling of torch and application
      - (a) Ferrous and non-ferrous
  - c. Burning
    - (1) Acetylene
    - (2) Arc (cutting and gouging)
    - (3) Machine methods
    - (4) Adjusting and operating of equipment
      - (a) Ferrous
      - (b) Non-ferrous
7. **Nuclear Plant Construction - Reactors** .....100
- a. Theory - types
    - (1) Power
    - (2) Propulsion
    - (3) Heating

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- b. **Research**
- c. **Problems peculiar to atomic energy**
  - (1) **Those elements which would not be covered in other section, i.e., Radiation, Radiation Protection**
  - (2) **Requirements for joints of high integrity.**

**TOTAL HOURS: 6000**

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

**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

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

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

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

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

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

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

- Supervised field trips
- Sponsor approved training seminars (specify)
- Sponsor approved online or distance learning courses (specify)
- State Community/Technical college
- Private Technical/Vocational college
- Sponsor Provided (lab/classroom)

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**(X) Other (specify): Training Trust; Other classes/events/training opportunities as approved by the JATC. Apprentices will attend local area classes when available.**

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

- (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.*

C. Additional Information:

- 1. Apprentices employed under these Standards are required to take a course of studies related to the trade being learned. This course normally will require a MINIMUM of 144 hours of study each year. This required study will be done away from the job and cannot be counted as hours worked.**
- 2. The apprentice will also be required to complete 21 On-The-Job (OJT) RSI Modules throughout their four (4) year program. If further related studies are added during the course of their apprenticeship, the apprentice may, or may not, be required to complete said studies.**
- 3. The apprentice is not to contact the main supplier of related studies, but is to contact the area office for any material or information he/she may need in relation to studies.**
- 4. The apprentice will complete all related study tests online per instructions from the JATC.t**
- 5. Grades and pertinent information will be recorded in the personal file of the apprentice.**
- 6. The material required for one year's lessons is sent to the apprentice at one time.**

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

A. Administrative Procedures:



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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:

### **BENCH means: SUSPENDED**

1. **Applicants must sign the Boilermakers Apprenticeship and State Agreements, on or before, date of dispatch (registration).**
2. **Work report and progress forms are supplied to the apprentice from the time of registration. Apprentices must submit completed, signed work report forms to the Area Coordinator's office NO LATER THAN THE TENTH (10th) DAY OF EACH MONTH.**
3. **Apprentices MUST keep a current address and phone number with their local union and the Area Coordinator's office AT ALL TIMES.**
4. **If an apprentice is injured, or is having physical and/or personal problems that will interfere with their training program, they MUST advise the local AND Area Coordinator IMMEDIATELY, so arrangements can be made for a temporary leave of absence, if appropriate, and in accordance with current policy.**
5. **Apprentices will be required to pay apprenticeship fees before advancing from one class year to another.**
6. **The apprentice will be issued a set of 21 On-Job-Training RSI Modules (OJT's). These modules are to be completed and then signed off either by a supervisor on the job or by an instructor in a recognized classroom setting. All 21 OJT's must be completed over the four-year program. However, due to nature of the trade, there will be no specific order in which the OJT's are to be completed.**

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- 7. Apprentices that are behind in OJT's and/or Work Reports will be benched by the Area Coordinator's office. The Area Coordinator's office can bench the apprentice and/or the Local Apprenticeship Committee can request the apprentice be benched. The Apprentice will remain benched until they have brought themselves current.**
- 8. The apprentice will be scheduled to appear before the next Local Apprenticeship Committee Meeting following the bench, in order to review their current status. The committee will send their review and recommendations on said apprentice to the Area Coordinator's office.**
- 9. If an apprentice fails to become current they will be recommended for termination from the program by the Local Committee and/or the Area Coordinator's office. The Western States Area Committee will make the final decision on any apprentice being terminated from the program.**
- 10. Termination from Job for Cause:**
  - a. When a report is received from the Local Coordinator and/or company that an apprentice has been fired for "cause," i.e. drinking on the job, drug abuse, absenteeism, insubordination, failure to observe safety regulations, sleeping on the job, etc., the Local Coordinator will "Bench" said apprentice as per the National Joint Referral rules with a copy of the Bench Notice going to the Area Coordinator's office.**
  - b. An apprentice does not have the "privilege" of refusing work assignments when offered nor voluntarily "quitting" a job without prior authorization from their Local Coordinator. The Apprentice will be "Benched" as per National Joint Referral Rules with a copy of the Bench Notice going to the Area Coordinator's office. The apprentice will be "Benched" if any such report is received from the Local Coordinator and/or company.**
  - c. If, after investigation, the Local Coordinator has determined that "Bench" is unjustified, they must write to the Area Coordinator, stating circumstances, and request that said apprentice be released from "Bench" Status.**
  - d. After two (2) "Benches," for any reason, said apprentice will automatically be scheduled to appear before their Local Apprenticeship Committee for review.**

**Apprentices who receive four (4) suspensions in a two (2) year period will be terminated.**

**11. Complaint Procedure**

- a. Any apprentice or applicant for apprenticeship who believes that he or she has been discriminated against on the basis of race, color, religion, national origin, or gender, with regard to apprenticeship or that the equal opportunity standards with respect to his or her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the U.S. Department of Labor or at the apprentice or applicant's election, with the private review body established by the Area Joint Apprenticeship Committee (if applicable), or with the Equal Employment Opportunity Commission.
- b. The complaint must be filed no later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards. The complaint must be in writing and shall be signed by the complainant. It must include the name, address and telephone number of the person allegedly discriminated against, the Area Joint Apprenticeship Committee involved, and a brief description of the circumstances of the failure to apply the Equal Opportunity standards.
- c. The Area Joint Apprenticeship and Training Committee shall provide the applicant with the complaint procedure.

**12. Maintenance of Records**

All records, including Announcement of Openings, Apprentice Applicant Logs, Applications and all supporting documents for each processing cycle, Test Results, Ranking Lists, and other records relating to the selection and employment of apprentices shall be retained for a period of five (5) years and made available upon request to the U.S. Department of Labor. Apprentice records will be maintained for 5 years from date of completion/cancellation from the program.

- 13. Apprentices, having read these Standards formulated by the AJAC and signed an Agreement with the AJAC, agree to all the terms and conditions contained therein and agree to abide by the AJAC's rules and policies, including any amendments, serve such time, perform such manual training, and study such subjects as the AJAC may deem necessary to become a skilled Boilermaker.**

**In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:**

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- a. **Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the AJAC and the employer in accordance with the provisions of these Standards.**
- b. **Respect the property of the employer and abide by the working rules and regulations of the employer, union and the AJAC.**
- c. **Attend and satisfactorily complete the required hours in the OJT and in related instruction in subjects related to the occupation as provided under these Standards.**
- d. **Maintain and make available such records of work experience and training received on-the-job and in related instruction as may be required by the AJAC.**
- e. **Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.**
- f. **Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the AJAC.**

### B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
  - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
  - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
  - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
  - d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
  - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage

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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.
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.

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### **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**

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

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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)
  - 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

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- 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:
  - 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



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program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

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

### **D. Training Agent Management:**

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

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vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The sponsor must also provide the following information:

- a. **Quorum: A majority of both the Union and the Employer members of the Area Committee will constitute a quorum. In cases of vote, an equal number will be cast by the Employer and the Union.**
- b. Program type administered by the committee: **GROUP JOINT**

**The Western States Area Joint Committee is composed of an equal number representing the Union and the Employer's Association, preferably, at least a total of six (6). Where no employer association exists, a Committee may be formed with volunteers from that area.**

**The Area Committee will meet semi-annually, and special meetings may be called by the Chair, with due notice to all members. A representative of the Registration Agency may be invited to attend these meetings**

- c. The employer representatives shall be:

**Larry Jansen, Chairman  
ARB  
26000 Commercentre Dr  
Lake Forest, CA 92630**

**Michael Hulst  
CH Murphy/Clark – Ullman Inc  
5565 N Dolphin St  
Portland, OR 97217**

**Bill Hamilton  
630 West 10th Street  
Pittsburg, CA 94565**

**David Pavlik  
710 Airpark Road  
Napa, CA 94558-7518**

**Ronald Mayor  
9962 Balding Dr.  
Thornton, CO 80229**

**Raymond Maw  
CBI Services Inc  
5500 South First Ave  
Everett, WA 98203**

- d. The employee representatives shall be:

**Tom Baca, Secretary  
Int'l Boilermakers IVP  
753 State Ave #453  
Kansas City, KS 66101**

**Jacob Evenson  
Local 627  
2345 W Thomas Rd  
Phoenix, AZ 8505**

**Tim Ruth  
Local 101  
3890 Elm Street  
Denver, CO 80207**

**Tracey Eixenberger  
Local 502  
16621 110<sup>th</sup> Ave East  
Puyallup, WA 98374**

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**Mark Keffeler  
Local 242  
N 6404 Pittsburg  
Spokane, WA 99217**

**James Cooksey  
1019 Silver Stirrup Ct  
Henderson, NV 89002**

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.

**Local #242 Spokane**

The employer representatives shall be:

**Michael Hulst  
CH Murphy/Clark – Ullman Inc  
5565 N Dolphin St  
Portland, OR 97217**

**Tracy Reardon  
Jamar  
6404 N Pittsburg  
Spokane, WA 99207**

The employee representatives shall be:

**Travis Dilley  
N 6404 Pittsburg  
Spokane, WA 99207**

**Mark Keffeler  
Local 242  
N 6404 Pittsburg  
Spokane, WA 99207**

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**Local #502 Tacoma**

The employer representatives shall be:

**Dan Nordstrom  
Western Combustion  
16621 110<sup>th</sup> Ave East  
Puyallup, WA 98373**

**Ron Baker  
CH Murphy  
PO Box 3747  
Seattle, WA 98124**

The employee representatives shall be:

**Tracy Eixenberger  
16621 110th Avenue East  
Puyallup, WA 98374**

**Mike Anthony  
PO Box 3747  
Seattle, WA 98124**

**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.

**Collin Keisling, Area Coordinator  
PO Box 1612  
Page, AZ 86040**