



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

**SPOKANE HOME BUILDERS ASSOCIATION APPRENTICESHIP COMMITTEE**

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-315]

**RESIDENTIAL CARPENTER**

**47-2031.01**

**8000 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:**

\_\_\_\_\_  
Provisional Registration

APRIL 21, 2006

\_\_\_\_\_  
Standards Last Amended

JANUARY 17, 1980

\_\_\_\_\_  
Permanent Registration

By: LEE NEWGENT  
Chair of Council

By: ELIZABETH SMITH  
Secretary of Council

# SPOKANE HOME BUILDERS ASSOCIATION 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 Standards, as approved by the Washington State Apprenticeship and Training Council are made a part of the Apprenticeship Agreement applying hereto. The signing of**

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**the Agreement, therefore, binds the parties to compliance with the Standards in accordance with the provisions of the State Apprenticeship Act.**

**These Standards have been developed by the Spokane Home Builders Association, assisted by the Washington State Apprenticeship and Training Council Representative, to develop skill, knowledge, and craftsmanship in the apprentices; to establish and maintain high standards of practice and workmanship in carpentry to promote uniformity of practice; and to provide the comprehensive and varied training in all facets of the craft over the period of apprenticeship.**

### **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).

**Adams, Ferry, Grant, Lincoln, Pend Oreille, Spokane, Stevens, and Whitman Counties as served by the Spokane Home Builders Association.**

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

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

- Age: **All applicants must be at least eighteen (18) years of age.**
- Education: **All applicants shall be a high school graduate or have a certificate of equivalence.**
- Physical: **All applicants must be physically fit to perform the work of the trade.**
- Testing: **None**
- Other: **1. All applicants must have a current and valid Washington State driver license and dependable means of transportation to and from job sites in the geographical area covered by these standards.**
- 2. All applicants must be able to write and speak the English language.**

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3. **All applicants shall submit to the Apprenticeship Office within thirty (30) days of the date of application copies of the following documents in order for their application to be considered complete:**
  - a. **Copy of high school diploma or GED.**
  - b. **Copy of valid Washington State driver license.**
  - c. **Copy of Social Security card (for identification purposes only).**
  - d. **DD-214 (if applicable to show proof of related military experience or training).**

### **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. **The Spokane Home Builders Association Apprenticeship Committee recruits and registers apprentices based on the needs of the industry as determined by the Apprenticeship Committee.**

2. **Applications will be available on a year round basis to interested individuals at:**

**Spokane Home Builders Association  
Apprenticeship Office  
5813 E. 4th Avenue, Suite 201  
Spokane, WA 99212  
9 a.m. - 4 p.m., Monday through Friday  
(509) 532-4990**

3. **The application is to be completed and returned to the Apprenticeship Office within 30 days, together with required documentation. No action will be taken on applications that are not completed within 30 days.**

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- 4. All applicants submitting a completed application and required documentation shall be notified, by letter within 30 days of receiving completed application, of their opportunity to enter into the apprenticeship program by the Training Director.**
- 5. An individual, who has received notification of apprenticeship opportunities, has 30 days to deny, accept or request to remain within the eligibility pool. If the applicant fails to respond within 30 days of notification, the individual will be removed from the eligibility pool.**
- 6. Applicants submitting a completed application shall remain active within the eligibility pool for a period of two years from the date of application, unless removed at any earlier date by their own request or by failing to respond to the committee when notified of selection opportunity.**
- 7. Applicants with previous experience or training in the trade may request to have previous hours accounted toward their apprenticeship certification. Each new individual case would come before the Apprenticeship Committee for review and recommendation.**
- 8. EXCEPTIONS:**
  - a. The Apprenticeship Committee may direct enter U.S. Military Veterans who have participated in a registered apprenticeship program or with documented construction related work experience in the trade covered by these Standards as soon as they meet the minimum qualifications.**
  - b. Successful graduates completing a trade specific Job Corps program or a Committee approved College Carpentry Program may receive direct entry into the apprenticeship program as soon as they meet the minimum qualifications.**
  - c. Graduates of pre-apprenticeship programs may be offered direct entry based on industry needs, provided that such graduates meet the minimum requirements of this program.**
  - d. Individuals relocating from another SAC/ATELS approved Apprenticeship Program may receive direct entry into the apprenticeship program as soon as they meet the minimum qualifications providing he or she is in good standing with the program from which they are transferring.**
  - e. Spokane Home Builders Association Apprenticeship Committee agrees to admit into apprenticeship an employee of an employer, not qualifying as a Journey level person, when the employer becomes a member, or is a member, of the Spokane Home Builders Association or one of its local**

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**chapters without regard of race, color, religion, national origin, or sex. Such individuals shall be evaluated by the Apprenticeship Committee, using consistent, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on the skill and knowledge of the applicant. For such applicants to be considered, they must meet minimum qualifications.**

- f. The Apprenticeship Committee reserves the right to make exceptions to the selection procedure in considering the applicants having previous experience, accredited training and/or currently working for a training agent.**

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

- 1. Participate in workshops conducted by employment service agencies, school districts, and community based organizations to increase apprenticeship program awareness of current apprenticeship opportunities therein. (WAC 296-05-413(3)(b))**
- 2. The granting of advance standing or credit on the basis of previously acquired experience, training skills or aptitude shall be applied equally for all applicants. (WAC 296-05-413(3)(h))**
- 3. To encourage preparatory trade training or other programs designed to afford related work experience or to prepare candidates for apprenticeship, a sponsor shall make appropriate provisions in its affirmative action plan to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program. (WAC 296-05-413(3)(g))**
- 4. Engage in any other such action as stated above to ensure that recruitment, selection, employment and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin or sex. (WAC 296-05-413(3)(i))**

### **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

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blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-315].

**The term of apprenticeship shall be 8,000 hours of reasonably continuous employment and shall include the initial probationary 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 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.

**All apprentices employed in accordance with these Standards shall be subject to a probationary period not to exceed the first 1,600 hours of employment.**

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

Supervision is the necessary education, assistance, and control provided by a journey-level employee 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:

**A ratio of apprentices to journey-level workers for the area to be served shall be no less than one (1) apprentice to one (1) journey-level worker per job site.**

**In no case will there be more apprentices employed and trained than can be properly utilized in the labor market in their respective crafts.**

### **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 Schedules

| Step              | Number of hours/months   | Percentage of journey-level rate |
|-------------------|--------------------------|----------------------------------|
| <b>1st period</b> | <b>0000 - 1000 hours</b> | <b>60%</b>                       |
| <b>2nd period</b> | <b>1001 - 2000 hours</b> | <b>65%</b>                       |
| <b>3rd period</b> | <b>2001 - 3000 hours</b> | <b>70%</b>                       |
| <b>4th period</b> | <b>3001 - 4000 hours</b> | <b>75%</b>                       |



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|                   |                          |            |
|-------------------|--------------------------|------------|
| <b>5th period</b> | <b>4001 - 5000 hours</b> | <b>80%</b> |
| <b>6th period</b> | <b>5001 - 6000 hours</b> | <b>85%</b> |
| <b>7th period</b> | <b>6001 - 7000 hours</b> | <b>90%</b> |
| <b>8th period</b> | <b>7001 - 8000 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.

**The processes in which the apprentice shall be trained are as shown in the work processes schedule.**

**The apprentice shall also perform other duties in the shop and on the job as are commonly related to such apprenticeship.**

**A. Residential Carpenter:    Approximate Hours**

- 1.    Form Building .....400**  
**Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors.**
  
- 2.    Rough Framing .....2000**  
**Floor, wall, roof, stairs.**
  
- 3.    Outside Finishing .....1200**  
**Application of cornice and wall trim. Set door and window frames. Application of all exterior finishes and related trim. Roof covering.**
  
- 4.    Inside Finishing .....1500**  
**Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, closets and stairwork. Flooring**
  
- 5.    Hardware Fitting .....300**  
**Application of hardware fittings to exterior and interior of buildings, doors, and windows**

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- 6. Layout .....1500**  
**Batterboards, partitions, doors and windows, box-out in concrete walls, roof.**
- 7. Care and safe use of tools and woodworking machinery. ....500**  
**Including but not limited to, cross cut and rip circular saws, stapler, explosive devices, etc.**
- 8. Miscellaneous.....600**  
**Safety, scaffolding, walkways, sheds, protection, etc.**

**TOTAL HOURS: 8000**

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### IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify)

State Community/Technical college

Private Technical/Vocational college: **Spokane Community 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: (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.*

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## C. Additional Information:

**The Apprenticeship Committee may accelerate, through the re-evaluation process, the advancement of apprentices who show ability and mastery of the trade to the level for which they are qualified. The Apprenticeship Committee may extend or shorten the period of training through the evaluation of performance of the apprentice.**

## 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. Apprentice:
    - a. **It shall be the apprentice's responsibility to notify the Spokane Home Builders Associations' Apprenticeship Committee's Training Director of any change of address and/or phone number on file for contact purposes.**
    - b. **It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded to the Director's office, no later than the 10th day of the following month, after they have been signed by the employer or an appropriate journey level representative of the employer. These records shall contain the apprentice's (a) name, (b) classification, (c) employer, (d) months and year of report, (e) hourly wage, as well as hours of work performed. Monthly reports must be turned in even if not work has occurred.**

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- c. Each apprentice shall be required to exercise the same diligence in related classroom work as he/she does in on-the-job training to perform assigned tasks in the classroom in accordance to industry standards at the job site. The determination by the Apprenticeship Committee of an apprentice's progress and fitness for the trade shall be based in part on the proficiency shown in subjects covered in the related trade instruction as well as on the job.**
- d. Apprentices are responsible for the payment of their tuition, books, and incurred late fees for related classroom instruction.**
- e. Each apprentice shall be required to perform assigned tasks in the classroom in accordance to industry standards at the jobsites. The determination by the Apprenticeship Committee of an apprentice's progress and fitness for the trade shall be based on the proficiency shown in subjects covered in the related trade instruction as well as on-the-job.**
- f. The requirements for advancement are: Regular attendance at related supplemental instruction classes (must not be negative in RSI hours), a 70% average minimum grade, satisfactory reports from the employer/journey-level workers, all associated training costs/fees are current, and work progress reports turned in monthly.**
- g. Apprentices must wear work boots or safety shoes, eye protection and/or other personal protective equipment as deemed necessary for safety purposes, and a work shirt covering the shoulders by 3". No cut-offs or sweat pants will be allowed. Anyone violating this rule will be sent home with no credit for the class. The Training Center staff shall have the authority and responsibility to determine if an apprentice is properly attired to work safely in the shop.**
- h. No alcohol, weapons, or drugs will be allowed at any time during scheduled RSI. Anyone violating this will be immediately removed from class, with no credit for class, and will be required to appear before the Apprenticeship Committee.**
- i. Apprentices must have reliable/adequate transportation to and from the job site as well as Related Supplemental Instruction training classes.**
- j. An apprentice who shows advanced proficiency on-the-job due to training received prior to entrance into the apprenticeship program may be eligible for re-evaluation after serving his/her probationary period. A written request for re-evaluation must be presented to the Apprenticeship Committee with adequate documentation. Adequate**

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documentation will include both a letter of recommendation from the instructor as well as current employer. It shall be the responsibility of the apprentice to prove past experience or training.

- k. Apprentices, regardless of wages received, shall be as such until he/she has fulfilled all of the program requirements and has been reclassified as a journey-level worker.
  - l. No apprentice shall act as a foreman, contractor, or employer.
  - m. Extended periods of unemployment will be construed as an unfulfilled training requirement, and the Apprenticeship Committee may place the apprentice in suspension until employment is regained.
  - n. All apprentices must procure prescribed tools as advancements occur.
  - o. This Apprenticeship Committee requires apprentices to attend 144 hours of RSI per school year. All apprentices are required to attend related supplemental instruction as scheduled. No apprentices shall be absent from class without prior authorization from this office. In circumstances of a critical nature, all missed time must be made up within thirty (30) days of the original class.
  - p. Periodic Examinations: Manipulative and related supplemental training examinations, together with on-the-job evaluations, shall be administered to each apprentice, and the apprentice must pass satisfactorily all such examinations and evaluations to advance.
  - q. The apprentice shall satisfactorily complete a final examination in both practical and related subjects before completion of apprenticeship.
  - r. Misconduct or failure of the apprentice to make proper progress on the job and/or related supplemental instruction shall be sufficient cause for cancellation of their Agreement by the Apprenticeship Committee in accordance with WAC 296.05.009 and WAC 296.05.316(21).
2. **Employers (Training Agents):**
- a. The employer understands that apprentices shall be paid on a percentage progressive basis of the determined journey-level worker wage rate. In no case will the beginning wage be less than that established by the Fair Labor Standards Act of 1938, as amended (commonly referred to as the Wage-Hour Law).

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- b. The employer understands that progress in both on-the-job and related training will be reviewed by the Apprenticeship Committee before the apprentice is advanced or denied advancement to a higher wage rate.**
  - c. The employer understands that the required minimum wage scale in this craft for apprentices is stated in Section VII of these standards.**
  - d. The employer understands that there will be no discriminations in apprenticeship employment during apprenticeship including, but not limited to, job assignment, promotion, layoff, termination, rates of pay, or other forms of compensation, or conditions of work. All apprentices employed shall be subject to the same job performance requirements.**
  - e. The employer understands that all apprentices shall be released from "on-the-job" commitments to attend scheduled related supplemental instruction.**
  - f. The employer shall be included in the evaluation process through job site evaluations. Evaluations will be forwarded to the Committee for review and appropriate action.**
  - g. The employer agrees to comply with the requirements for apprenticeship established under RCW 49.04, Chapter 296-05 WAC, CFR Parts 29 and 30.**
  - h. The employer understands that participation is voluntary and a privilege and the failure to adhere to the requirements for apprenticeship could cancel the employer's agreement and ability to participate in the apprenticeship program.**
- 3. Committee:**
- a. A local Apprenticeship Committee shall be established whose responsibility shall be to administer the apprenticeship program in accordance with the terms and conditions provided for in these Standards.**
  - b. The employer representatives shall be selected from the membership at large by the Spokane Home Builders Association's current President of the Association, and shall be a builder by trade.**
  - c. The employee representatives shall be selected by a vote of employees actively employed in the home building construction trade, and who are carpenters by trade. Upon opening of a position on the**

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**Apprenticeship Committee for an employee representative, notification shall be posted on home building job-sites outlining the duties of this responsibility, and the qualified carpenters (actively employed in the home building trade for nine (9) of the previous twelve (12) months) shall cast their votes directly to the Spokane Home Builders Association office, where they will be tallied and selection will be made strictly based on the highest number of votes tallied. All records shall be retained by the Apprenticeship Committee.**

- d. The Apprenticeship Committee shall elect a Committee member as Chairman and a Committee member as Secretary from opposite interest groups.**
- e. The Apprenticeship Committee shall meet when deemed necessary by the Chairman. The Apprenticeship Committee shall meet a minimum of four (4) times during one (1) calendar year. Minutes of meetings shall be prepared with copies to each member of the Apprenticeship Committee, the local representative of the State Apprenticeship and Training Council, and file. All Committee members shall be actively participating in the industry as an employer, supervisor, employee, or employee representative.**
- f. The Committee may accelerate or extend, through the evaluation process, the advancement of an apprentice in each and every pay period.**
- g. Extended periods of unemployment may be construed as an unfulfilled training requirement, and the Apprenticeship Committee may place the apprentice in suspension until employment is regained or the Committee may drop the apprentice from the program.**
- h. A master record of the apprentice's work experience and related instruction shall be kept by the Apprenticeship Committee. This information is to be furnished by the employer, the apprentice and the school authorities. The record cards and all dates pertaining to the apprenticeship shall be the property of the Apprenticeship Committee.**
- i. A majority vote of the Apprenticeship Committee shall be final in all matters pertaining to training not in conflict with state and federal law or regulations.**



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### 4. Instructor:

Classroom instructors shall keep an attendance record of apprentice's actual class hours. All records shall note tardiness and early departures and shall be turned into the Apprenticeship Office for disposition.

### 5. Disciplinary Procedures:

- a. Disciplinary action stemming from an apprentice failing to abide by the obligation stated in these Standards may include suspension or cancellation or their Apprenticeship Agreement.
- b. Apprentices who refuse work assignments without just cause are subject to disciplinary action, which may include cancellation of his/her Apprenticeship agreement.
- c. Failure to show regular attendance at related training classes will be deemed sufficient cause for the Apprenticeship Committee to drop the apprentice from the training program. Appearing late or leaving early, as reported by the training facility, is an absence. Regular attendance is defined as not missing more than two classes per semester.
- d. Apprentices, who have missed related supplemental instruction, as outlined in these Standards, will not be eligible for advancement until such time as the requirement is satisfied.
- e. Work experience progress reports must be turned into the Apprenticeship Office made out completely and properly, on time, which is once a month following the performance on the 10th of each month. Failure to comply will result in notification of no pay progression until records are completed.
- f. An apprentice may be discharged from a contractor's employ for unsatisfactory work, improper conduct, indifference to the rules and regulations, or insubordination. Apprentices shall be informed of their work and related training obligations as stated in these Standards. The Committee shall notify the apprentices of any violations of the obligation and shall summon the apprentice to appear before the Committee for review. Should circumstances warrant, the Committee may terminate the apprentice's agreement in conformance with WAC 296-05-009.
- g. All apprentices must observe DOSH and OSHA regulations. Three written warnings of safety violations and the apprentice will be cited

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**before the Apprenticeship Committee and could be canceled from the program.**

- h. Any apprentice appearing to be under the influence of alcohol or drugs will not be admitted into the Training Center. Anyone violating this rule must immediately remove themselves from the building and surrounding property.**
- i. Prescription or non-prescription medications are not prohibited when taken in accordance with a lawful prescription or consistent with standard dosage recommendations.**

### B. Disciplinary Procedures

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

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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.

### D. Apprentice Complaint Review/Appeals Procedures:

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

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

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

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

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

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

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

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.

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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
  - 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

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

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

### D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

### E. Committee governance (if applicable): (see WAC 296-05-313)

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The sponsor must also provide the following information:

**The Apprenticeship Committee shall be composed of at least 8 members; four (4) employers and four (4) representatives of employees.**

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- a. **Quorum: A quorum must be present to carry on the regular business of the Apprenticeship Committee. A quorum shall consist of fifty (50) percent plus one (1) of the committee members.**
- b. Program type administered by the committee: **GROUP NON-JOINT**
- c. The employer representatives shall be:

**Tom Thosath, Chairman  
2915 West Smythe  
Spokane, WA 99224**

**Ron Thomsen  
4022 E. 15th Avenue  
Spokane, WA 99223**

**Jim Cole  
PO Box 4515  
Spokane, WA 99202**

**Tom Lamb  
2109 W. Dynamite Lane  
Spokane, WA 99224**

**Joel White, Alternate  
5813 E. 4th Avenue  
Suite 201  
Spokane Valley, WA 99212**

- d. The employee representatives shall be:

**Bryan Thompson, Secretary  
5813 E. 4th Ave, Suite 201  
Spokane Valley, WA 99212**

**James Danner  
17910 N. Redowa Drive  
Colbert, WA 99005**

**Corey Fitch  
1102 N. 16th  
Coeur d'Alene, ID 83814**

**Noah McNutt  
524 S. Ferrall  
Spokane, WA 99202**

**Robert Schmautz, Alternate  
2527 W. Dean  
Spokane, WA 99201**

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**



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## **XII. SUBCOMMITTEE:**

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

**NONE**

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

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

**Kim Waseca-Love  
5813 E. 4th Avenue, Suite 201  
Spokane, WA 99212**