



**APPRENTICESHIP PROGRAM STANDARDS**  
adopted by

**SOUTHWEST WASHINGTON PIPE TRADES APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-315]</u>
<b>HVAC/REFRIGERATION MECHANIC</b>	<b>49-9021.02</b>	<b>10,000 HOURS</b>
<b>MAINTENANCE PLUMBER/STEAMFITTER</b>	<b>47-2152.01</b>	<b>8,000 HOURS</b>
<b>MARINE PIPEFITTER</b>	<b>47-2152.01</b>	<b>6,000 HOURS</b>
<b>PLUMBER</b>	<b>47-2152.02</b>	<b>10,000 HOURS</b>
<b>RESIDENTIAL PLUMBER</b>	<b>47-2152.02</b>	<b>6,000 HOURS</b>
<b>STEAMFITTER</b>	<b>47-2152.01</b>	<b>10,000 HOURS</b>



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

**APPROVAL:**

N/A  
Provisional Registration

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NOVEMBER 1, 1940  
Permanent Registration

By: DAVE D'HONDT  
Chair of Council

By: ELIZABETH SMITH  
Secretary of Council

# SOUTHWEST WASHINGTON PIPE TRADES 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.

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Sponsor Introductory Statement (Required):

**The following Standards of Apprenticeship have been prepared by representatives of the Southwest Washington Pipe Trades, assisted by the Department of Labor & Industries, Apprenticeship Section. As approved and registered with the Washington State Apprenticeship and Training Council, these standards will govern the training of all apprentices in the program.**

### **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).

**Clark, Cowlitz, Grays Harbor, Lewis, Pacific, Pierce, Skamania, Thurston, and Wahkiakum Counties in Washington.**

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

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

Age:           **Applicants for apprenticeship must be at least eighteen (18) years of age. Proof of age must be provided.**

Education:    **a. Applicants for apprenticeship shall be a high school graduate or have a State Equivalent Certification or have a passing grade on an official high school equivalency test.**

**b. Applicants for apprenticeship must provide the Apprenticeship Committee with at least one of the following: proof of high school graduation, copy of State Equivalent Certification, or copy of high school equivalency test scores.**

Physical:      **None**

Testing:       **Applicants must complete the COMPASS test (at the applicants expense). The minimum qualifying scores are as follows: Writing Skills 23, Reading Skills 70, and Numerical Skills 51 or complete the Accuplacer test with a score of: Writing Skills-50, Reading Skills-80 and Arithmetic-67.**

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Other: **Apprenticeship applicants must have a valid Washington State driver license.**

**Military DD-214 (if applicable)**

**The applicant must provide a minimum of a 9-panel Non-D.O.T. drug test (at applicant's expense) with negative results. The test shall be taken within 30 days prior to the applicant's interview.**

**Exceptions may be made by the Apprenticeship Committee to the above qualifications if admission as an apprentice will benefit the applicant and the industry. The amount of credit given for previous work experience shall be determined by the Apprenticeship Committee after a careful review of the merits of each case.**

### **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. Purpose:**

**These selection procedures have been prepared by the National Joint Plumbing Apprentice and Journeyman Training Committee, the National Joint Steamfitter-Pipefitter Apprenticeship Committee, and the National Joint Sprinkler Fitter Training Committee. The procedures have been approved by the Bureau of Apprenticeship and Training, U.S. Department of Labor, for adoption by local Apprenticeship Committees to assist in complying with applicable law and lawful regulations issued thereunder.**

##### **2. General Selection Procedures:**

**a. Applications will be available to anyone who is interested.**

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- b. The fact that applications and apprenticeship opportunities are available shall be made known as outlined in the Affirmative Action Program thirty (30) days prior to earliest date of application.**
- c. Applications will be available and are to be picked up in person at places designated by the local Apprenticeship Committee (preferably at the local Apprenticeship Committee office if one exists).**

**8501 Zenith Court NE  
Lacey, Washington, 98516**

- d. Records shall be maintained and kept for at least five (5) years to show the progress, by dates, including final disposition of each application.**
- e. Applications will be accepted at times designated by the local Apprenticeship Committee (If applications are accepted throughout the year, dissemination of information shall not be done less than semi-annually).**
- f. Interviews will be held at intervals designated by the local Apprenticeship Committee. All applications for apprenticeship accepted since the last series of interviews shall be processed to final disposition before any individual is selected (see Selection from Committee Evaluation", Step 6 of these "Selection Procedures").**
- g. Eligible applicants (applicants acceptable after interview) not chosen for entrance into apprenticeship will be held as a pool of eligible for a minimum of two (2) years. (See "Selection from Committee Evaluation", Step 6 below).**
- h. Applicants not interviewed because they lack a basic qualification may not be considered until they correct any deficiencies (schooling, etc.) they may have and reapply.**
- i. Selected candidates shall be registered as initial probationary apprentices. Each initial probationary apprentice shall be evaluated at the end of the probationary period in regard to on-the-job performance and related training.**

**3. Step-by-Step Procedures for Each Application:**

- a. Each applicant shall be given Pipe Trades Apprenticeship Form #1 to complete and return by a designated date.**

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- b. **Form 1 contains the following:**
    - (1) **Apprentice qualifications as listed in the apprenticeship standards.**
    - (2) **Apprentice obligations after acceptance.**
    - (3) **Application for apprenticeship.**
    - (4) **Sample apprenticeship agreement.**
  - c. **The date of application shall be the date of receipt by the Committee of the completed Form #1, accompanied by proof of high school graduation or State Equivalent Certification or official report of GED test results or their equivalent, and valid driver license, and proof of birth date.**
  - d. **A complete record of the applicants' progress will be entered into the applicant's file at this time.**
  - e. **Form #1 will be checked for any deficiencies in basic requirements. If there are any deficiencies, the applicant's record will be marked "not interviewed" to show that they did not reach the interview process of the selection.**
  - f. **The applicant shall be notified of rejection and reason therefore by first class mail via U.S. Postal Service.**
  - g. **When an applicant is notified that they will not be interviewed because of certain basic deficiencies, the notification shall be entered on applicant's record.**
  - h. **If form #1 meets the basic requirements, the applicant shall be considered qualified for an interview.**
  - i. **An applicant qualified for an interview shall be notified of date and place for interview by first class mail via U.S. Postal Service, and the notification date shall be entered into their record.**
- 4. Procedures for Scheduling Interview:**
- a. **All qualified applicants shall be listed in the order of dates of completion of application (oldest date first).**
  - b. **This list shall be divided into groups of an appropriate size for each interview session according to the order of completion dates of the applications (date application was completed - and returned to Apprenticeship Committee).**
  - c. **Each interview session shall be scheduled to provide enough time to interview each applicant notified to be present at the given session.**

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- d. Applicants shall be notified to appear for interview by first class mail via U.S. Postal Service. Notification will specify time and place to appear. An appropriate number of applicants will be scheduled for each interview session.
5. **The Interview Session:**
    - a. The interview committee shall have in their possession for review with regard to each applicant the following: application form, proof of high school graduation or a copy of his/her State Equivalent Certification or high school equivalency test scores, proof of a valid Washington State driver license, and proof of birth date.
    - b. Each applicant shall be interviewed by members or designated representatives of the Committee.
    - c. After a brief introduction, the Committee will ask questions of the applicant with the purpose of finding out as much as possible about them as an individual and about their capacity to participate in apprenticeship.
    - d. Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: work experience, school records, mechanical abilities and motivation.
    - e. Evaluations must be based on a standard of industry needs, and not by a comparison with other applicants.
    - f. Evaluation of the interview will be based on Excellent, Good, Fair, Poor and Unacceptable responses on each topic.
    - g. Excellent will be given a numerical range of 16 to 20; Good will be given a numerical range of 11 to 15; Fair-will given a numerical range of 6 to 10; Poor will given a numerical range of 1 to 5; Unacceptable will be given a zero value. Any applicant who has 50% or more unacceptable responses will not be considered for apprenticeship.
    - h. All applicants must be asked the same questions.
  6. **Selection from Committee Evaluation:**
    - a. The number of new apprentices to be accepted shall be determined before starting interviews. This number will be based on the needs of the industry.

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- b. Selection of individuals from the list of interviewed applicants shall not be made until all interview sessions are complete and all applicants have been evaluated.**
- c. Selection of applicants for apprenticeship after the interview will be done by the Committee or its designated representative(s) on the basis of numerical rating obtained from the interview evaluation.**
- d. All applicants interviewed will be notified of the results of their rating by first class mail via U.S. Postal Service.**
- e. All eligible candidates not selected for entry into apprenticeship after the interview will be registered in an eligibility pool according to their rating. They will remain in this pool for a period of two (2) years from the time of interview and will be included in all subsequent selection procedures for that period.**

### **7. EXCEPTIONS:**

- a. An individual who signs an authorization card during an organizing effort wherein fifty percent (50%) or more of the employees have signed, whether or not the employer becomes signatory, an individual not qualifying as a journey level worker shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training.**
- b. An employee of a non-signatory employer not qualifying as a journey level worker who makes application as a result of organizing efforts, whether or not the employer becomes signatory shall be evaluated by the sponsor using constant standard non-discriminatory means and may be registered at the appropriate period of apprenticeship based on previous work experience and related training.**
- c. The Southwest Washington Pipe Trades Apprenticeship Committee encourages preparatory craft training to facilitate entry into apprenticeship. Consequently, those who complete the Job Corps training program or similar committee approved pre-apprenticeship training in the plumbing/pipefitting/sprinkler fitter craft areas may be given direct entry into the apprenticeship program. The sponsor shall evaluate the Job Corps training or similar committee approved pre-apprenticeship training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates or similar committee approved pre-apprenticeship training shall be done without regard to race, color, religion, national origin, or sex.**



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- d. Those who graduate from an accredited technical training school that has been reviewed and approved by the International Pipe Trades - Joint Training Committee (IPT-JTC), in recognition of the critical training they have already received for occupations registered in the plumbing and pipefitting industry, may be given direct entry into the apprenticeship program. With the approval of the sponsor, such a new apprentice may start at the apprentice wage rate recommended by the IPT-JTC for graduates of that particular program. The sponsor will determine as to those new apprentices what training requirements they need to meet to ensure that they receive all the necessary training for completion of the apprenticeship program. Entry of technical training school graduates shall be done without regard to race, color, religion, national origin, or sex.**
- e. U.S. Military veterans and those serving in the National Guard may be granted direct entry into the apprenticeship program. They must provide a photocopy of their DD-214. The sponsor shall evaluate the military training received and on-the-job learning experience received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex.**
- f. Registered Native Americans who have secured work under a TERO project may receive direct entry into an apprenticeship as an apprentice provided that the Employer is an approved training agent of the sponsor**
- g. A journeyman member of the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada may request in writing a change of their classification and may receive direct entry into the apprenticeship program. The applicant shall be evaluated by the sponsor using consistent non-discriminatory means and registered at the appropriate period/step of apprenticeship based on previous work experience and related training.**

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

#### **1. Part I, Purpose:**

- a. Recognizing the need of local Apprenticeship Committees for assistance from the national level in complying with revised Congressional Federal Register Order 29-30, the three national joint committees, plumbing, steamfitter-pipefitter, and sprinkler fitter have prepared a Joint Affirmative Action Program for adoption at the local level.**

- b. An analysis of female and minority participation in existing pipe trades apprenticeship programs indicates that:
  - (1) Some but not enough females and minorities apply.**
  - (2) Still fewer females and minorities complete the application and meet the minimum requirements;**
  - (3) On average, those who are eligible do well in the selection process;**
  - (4) The solution to the problem lies in better notification to female and minority groups, closer liaison with responsible groups interested in the same endeavor, personal contacts, application follow-up, and other affirmative procedures.****
  
- c. Adoption of this program indicates a good faith effort to increase the number of females and minority groups who successfully meet the minimum requirements established for admission to a pipe trades apprenticeship.**

**2. Part II, Scope:**

- a. The program herein outlined consists of the following affirmative acts and may be altered and supplemented at a later date as experience indicates and as personnel and funds permit. Any changes made by the local Apprenticeship Committee shall become a part of this written program as adopted at the local level.**
  
- b. Recognizing that it would be a public disservice to develop second-rate journey level workers, the local Apprenticeship Committee will maintain its standards of producing high quality journey level workers and will provide extra training when necessary to the extent that cost and personnel permit.**

**3. Part III, Elements of Recruitment Program:**

**The local Apprenticeship Committee shall:**

- a. Participate in workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
  
- b. Cooperate with school boards, community colleges and vocational schools to develop programs which prepare students for entrance into apprenticeship.**
  
- c. Disseminate information concerning equal opportunity - policies of the program sponsor(s).**

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- d. **Use minority and/or women (minority and/or non-minority) journey level workers and/or apprentices to promote the affirmative action program.**
- e. **Select from lists of qualified applicants for apprenticeship, in other than ranking, so as to reach women (minority and non-minority) or minorities to meet goals and timetables.**

### 4. **Part IV, Nondiscrimination:**

**The commitments contained in this Affirmative Action Program are not intended and shall not be used to discriminate against any qualified applicant or apprentice on the basis of race, color, religion, national origin, or sex. The sponsor shall take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under applicable law and lawful regulations issued thereunder.**

### C. Discrimination Complaints:

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

## IV. **TERM OF APPRENTICESHIP:**

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

- A. **The term of apprenticeship for Plumber, Steamfitter, and HVAC/Refrigeration Mechanic apprenticeship shall be 10,000 hours of reasonably continuous employment.**
- B. **The term of apprenticeship for Maintenance Plumber/Steamfitter shall be 8,000 hours of reasonably continuous employment.**
- C. **The term of apprenticeship for Residential Plumber and Marine Pipefitter shall be 6,000 hours of reasonably continuous employment.**

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### **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 during their initial probationary period.
- C.
  - A. The probationary period for Plumber, Steamfitter, and HVAC/Refrigeration Mechanic apprenticeship shall be the first 2,000 hours of employment.**
  - B. The probationary period for Maintenance Plumber/Steamfitter shall be the first 1,600 hours of employment.**
  - C. The probationary period for Residential Plumber and Marine Pipefitter shall be the first 1,200 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.

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- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-316(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

**A. Ratio for HVAC/R Refrigeration Mechanics, Plumbers, Steamfitters, and Maintenance Plumber/Steamfitter Apprentices:**

**The ratio shall not exceed one (1) apprentice to one (1) journey-level worker on any jobsite or in the shop.**

**B. Ratio for Residential Plumbers Apprentices:**

**The ratio shall not exceed two (2) apprentices to one (1) certified specialty plumber or journey-level plumber working as a specialty plumber on any one jobsite.**

**This exemption to the ratio for residential plumbers was given final approval at the April 2009 WSATC quarterly meeting.**

**C. Ratio for Marine Pipefitter Apprentices:**

**The ratio shall not exceed one (1) apprentice to one (1) journey-level Marine Pipefitter on any one jobsite.**

**D. All Residential Plumber and HVAC/Refrigeration Mechanic Apprentices performing service work shall be allowed to work alone with the following conditions.**

- 1. Service work hours are 6:00 a.m. - 6 p.m., Monday - Saturday.**
- 2. Residential Plumber and HVAC/Refrigeration Mechanic Apprentices shall be able to contact a journey-level worker or supervisor for answers and advice.**

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- 3. The journey-level work or supervisor shall ensure that the Apprentice is receiving their on-the-job training and shall be responsible for their health and safety.**

**Any exception to the above must be pre-approved by the Coordinator or the Committee.**

**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

**Plumbers and Steamfitters**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0000 – 1000 hours/0 – 6 months</b>	<b>50%</b>
<b>2</b>	<b>1001 – 2000 hours/7 – 12 months</b>	<b>55%</b>
<b>3</b>	<b>2001 – 3000 hours/13 – 18 months</b>	<b>60%</b>
<b>4</b>	<b>3001 – 4000 hours/19 – 24 months</b>	<b>65%</b>
<b>5</b>	<b>4001 – 5000 hours/25 – 30 months</b>	<b>70%</b>
<b>6</b>	<b>5001 – 6000 hours/31 – 36 months</b>	<b>75%</b>
<b>7</b>	<b>6001 – 7000 hours/37 - 42 months</b>	<b>80%</b>
<b>8</b>	<b>7001 – 8000 hours/43 – 48 months</b>	<b>85%</b>
<b>9</b>	<b>8001 – 10000 hours/49 – 60 months</b>	<b>90%</b>

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**Maintenance Plumber/Steamfitter**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0000 – 1000 hours/0 – 6 months</b>	<b>60%</b>
<b>2</b>	<b>1001 – 2000 hours/7 – 12 months</b>	<b>65%</b>
<b>3</b>	<b>2001 – 3000 hours/13 – 18 months</b>	<b>70%</b>
<b>4</b>	<b>3001 – 4000 hours/19 – 24 months</b>	<b>75%</b>
<b>5</b>	<b>4001 – 5000 hours/25 – 30 months</b>	<b>80%</b>
<b>6</b>	<b>5001 – 6000 hours/31 – 36 months</b>	<b>85%</b>
<b>7</b>	<b>6001 – 7000 hours/37 - 42 months</b>	<b>90%</b>
<b>8</b>	<b>7001 – 8000 hours/43 – 48 months</b>	<b>94%</b>

**Marine Pipefitter**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0000 – 1000 hours/0 – 6 months</b>	<b>70%</b>
<b>2</b>	<b>1001 – 2000 hours/7 – 12 months</b>	<b>75%</b>
<b>3</b>	<b>2001 – 3000 hours/13 – 18 months</b>	<b>80%</b>
<b>4</b>	<b>3001 – 4000 hours/19 – 24 months</b>	<b>85%</b>
<b>5</b>	<b>4001 – 5000 hours/25 – 30 months</b>	<b>90%</b>
<b>6</b>	<b>5001 – 6000 hours/31 – 36 months</b>	<b>95%</b>

**Residential Plumber**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0000 – 1000 hours/0 – 6 months</b>	<b>50%</b>
<b>2</b>	<b>1001 – 2000 hours/7 – 12 months</b>	<b>55%</b>
<b>3</b>	<b>2001 – 3000 hours/13 – 18 months</b>	<b>60%</b>
<b>4</b>	<b>3001 – 4000 hours/19 – 24 months</b>	<b>70%</b>
<b>5</b>	<b>4001 – 5000 hours/25 – 30 months</b>	<b>80%</b>
<b>6</b>	<b>5001 – 6000 hours/31 – 36 months</b>	<b>90%</b>

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**HVAC/Refrigeration Mechanic**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0000 – 1000 hours/0 – 6 months</b>	<b>50%</b>
<b>2</b>	<b>1001 – 2000 hours/7 – 12 months</b>	<b>55%</b>
<b>3</b>	<b>2001 – 3000 hours/13 – 18 months</b>	<b>60%</b>
<b>4</b>	<b>3001 – 4000 hours/19 – 24 months</b>	<b>65%</b>
<b>5</b>	<b>4001 – 5000 hours/25 – 30 months</b>	<b>70%</b>
<b>6</b>	<b>5001 – 6000 hours/31 – 36 months</b>	<b>75%</b>
<b>7</b>	<b>6001 – 7000 hours/37 - 42 months</b>	<b>80%</b>
<b>8</b>	<b>7001 – 8000 hours/43 – 48 months</b>	<b>85%</b>
<b>9</b>	<b>8001 – 10000 hours/49 – 60 months</b>	<b>90%</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 apprentice shall be taught the use, care, and effective safe handling of all tools and apparatus commonly used in connection with these trades. They shall be given instruction and experience in all common branches of the trades necessary to develop a skilled mechanic versed in the theory and practice of their branch of the industry.**

**In the interest of safety and image of trades, apprentices will maintain cleanliness and overall good appearance according to the best judgment of the Apprenticeship Committee.**

**A. HVAC/Refrigeration Mechanic: Approximate Hours**

- 1. Installation, Maintenance and Repair of Condensing units .....2000**
  - a. Comp assemblies**
  - b. Condensers**
  - c. Motors**
  
- 2. Installation, Maintenance and Repair of Valves and controls.....2500**
  - a. Water valves**
  - b. Float waves**
  - c. Expansion valves**



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- d. Refrigerant control valves
  - e. Thermostat switches
  - f. Low pressure switches
  - g. Starting switches
- 3. Installation, Maintenance and Repair of Evaporators .....1500
    - a. Fin coils
    - b. Flooded coils
    - c. Pipe coils
    - d. Blower coils
  - 4. Erection, all types .....2000
  - 5. Service .....2000

**Total Hours: 10,000**

**Included in the work process hours are the handling, rigging, setting, and erection of all related piping, equipment, use and care of associated tools and operational skills.**

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

<b><u>B. Maintenance Plumber/Steamfitter</u></b>	<b><u>Approximate Hours</u></b>
1. Maintenance and Repair of High & Low Pressure Steam Piping Systems & Boilers .....	500
2. Maintenance and Repair of Hot Water Piping for Comfort Heating Systems & Boilers .....	500
3. Maintenance and Repair of Commercial Process Piping.....	700
4. Maintenance and Repair of Sanitary Waste and Vent Piping .....	1300
5. Maintenance and Repair of Instrumentation & Control Piping .....	200
6. Maintenance and Repair of Natural Gas Piping.....	500
7. Maintenance and Repair of Medical/Dental Gas and Vacuum Piping .....	500
8. Maintenance and Repair of Oil Burner Piping.....	200

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9. Maintenance and Repair of Potable Water Piping.....1500

10. Maintenance and Repair of Plumbing Fixtures, Appurtenances and Appliances .....600

11. Maintenance and Repair of Bath and Toilet Room Accessories .....300

12. Maintenance and Repair of Vacuum Cleaning, Pool, Hot Tub, and Irrigation Piping .....200

13. Maintenance and Repair of Rainwater Drainage Piping.....500

14. Maintenance and Repair of Backflow Prevention Devices .....500

**Total Hours: 8000**

**Included in the work process hours are the handling, rigging, setting, and erection of all related piping, equipment, use and care of associated tools and operational skills.**

**C. Marine Pipefitter: Approximate Hours**

1. Shop work .....2000

a. Operating of pipe benders

b. Fabrication of ferrous pipe systems

c. Fabrication of non-ferrous pipe systems

d. Control of material

2. Shipboard.....3000

a. Machinery spaces

(1) Installation of ferrous pipe systems

(2) Installation of non-ferrous pipe systems

(3) Testing of machinery space systems

b. Tanks and compartments

(1) Installation of ferrous pipe systems

(2) Installation of non-ferrous pipe systems

(3) Testing of shipboard systems

c. Installation of hydraulic systems

3. Ship Repair .....334

4. Label plate .....333

5. Planning .....333

**Total Hours: 6000**

Included in the work process hours are the handling, rigging, setting, and erection of all related piping, equipment, use and care of associated tools and operational skills.

**D. Plumber: Approximate Hours**

Work Processes to include installation, maintenance, and repair as applicable to the following categories.

- 1. Sanitary and storm sewer piping.....500
- 2. Drain, waste and vent piping .....2500
- 3. Soldering, brazing, welding.....1000
- 4. Potable and non-potable water .....2500
- 5. Plumbing fixtures, appliances, trim and supports.....1000
- 6. Gas piping, equipment, appliances.....1000
- 7. Miscellaneous plumbing and piping.....1000
- 8. Medical Gas and Vacuum piping .....500

**Total Hours: 10000**

Included in the work process hours are the handling, rigging, setting, and erection of all related piping, equipment, use and care of associated tools and operational skills.

**E. Residential Plumber Approximate Hours**

- 1. Installation, Maintenance & Repair of Sanitary Waste and Vent Piping .....1800
- 2. Installation, Maintenance & Repair of Potable Water Piping .....1800
- 3. Installation, Maintenance & Repair of Plumbing Fixtures, Appurtenances, and Appliances .....800
- 4. Installation, Maintenance & Repair of Bath & Toilet Room Accessories .....300

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5.	Installation, Maintenance & Repair of Drainage Piping .....	700
6.	Installation, Maintenance & Repair of Natural Gas Piping .....	200
7.	Installation, Maintenance & Repair of Vacuum Cleaning, Pool, Hot Tub, and Irrigation Piping .....	200
8.	Installation, Maintenance & Repair of Backflow Prevention Devices.....	200
<b>Total Hours:</b>		<b>6000</b>

**Included in the work process hours are the handling, rigging, setting, and erection of all related piping, equipment, use and care of associated tools and operational skills.**

**F. Steamfitter: Approximate Hours**

1.	Installation, Maintenance & Repair of High & Low Pressure Steam Piping Systems & Boilers.....	2000
2.	Installation, Maintenance & Repair of Hot Water Piping for Comfort Heating Systems & Boilers .....	1000
3.	Installation, Maintenance & Repair of Commercial Process Piping (Chilled Water, Condenser Water, Compressed Air, etc.) .....	2400
4.	Installation, Maintenance & Repair of Industrial Process Piping .....	2400
5.	Installation, Maintenance & Repair of Instrumentation & Control Piping (Including Fiber Optics for Instrumentation & Control).....	500
6.	Installation, Maintenance & Repair of Natural Gas Piping (Comfort Heating, Distribution, etc.).....	500
7.	Installation, Maintenance & Repair of High Purity Piping.....	1000
8.	Installation, Maintenance & Repair of Oil Burner Piping .....	200
<b>Total Hours:</b>		<b>10000</b>

**Included in the work process hours are the handling, rigging, setting, and erection of all related piping, equipment, use and care of associated tools and operational skills.**

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**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

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

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

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

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

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

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

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify)

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

**JATC Training Facility**

**Other classes/courses and facilities approved by the JATC.**

B. **216** 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.

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

### C. Additional Information:

**A minimum of 216 hours per year in classes and subjects related to the trade.**

## 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 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. **In order to maintain a satisfactory balance in the training program, apprentices shall not be permitted to change their trade classification after being registered. However, the committee reserves the right to implement trade classification changes whenever it becomes necessary in order to prevent imbalances that may occur due to economic and market conditions.**
  2. **Apprentices may be allowed to work alone during the final year of their apprenticeship provided approval is granted by the Apprenticeship Committee. The employer must-submit a formal written request to the Committee and they will consider each request on an individual basis.**
  3. **In case of failure on the part of the apprentice to fulfill their obligations as to classroom attendance, job performance or satisfactory work habits, the Apprenticeship Committee shall have the authority to suspend or revoke the apprentice's agreement. The employer and the union agree to carry out the instructions of the Committee in this regard. The**

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**apprentice agrees to abide by any such determination by the Committee, subject to the normal appeal procedures as spelled out in these Standards.**

- 4. The apprentice shall be evaluated by the Committee every six (6) months to determine eligibility for advancement in the training program and receiving the next scheduled pay increase. In these evaluations, consideration shall be given to school attendance, progress and daily employment record of the apprentice. Failure to achieve a passing grade on these evaluations may result in an extension of the apprentice's completion date and a corresponding delay in the apprentice's next pay increase as deemed necessary by the Committee.**

**Apprentices must maintain a satisfactory passing grade (i.e. C, 2.0, 70%) during the school year or they may be dropped from the apprenticeship program.**

- 5. A maximum of two (2) absences in a school year may be allowed for.
  - a. Illness of the apprentice (must be verified).**
  - b. Shift work or overtime.**
  - c. Death in immediate family.**
  - d. Any other reason deemed appropriate by the Committee.****
- 6. Three (3) absences from class during the entire year will result in the apprentice's completion date being extended and additional three (3) months with a corresponding additional three (3) months delay in the apprentice's next scheduled pay increase. Any exceptions to this policy will be considered by the Committee at the apprentice's written request.**

**Four (4) absences from class during the entire year will result in the apprentice's completion date being extended an additional six (6) months with a corresponding additional six (6) months delay in the apprentice's next scheduled pay increase. Any exceptions to this policy will be considered by the Committee at the apprentice's written request.**

**Five (5) absences from class during the entire year will result in the apprentice being dropped from the apprenticeship program. Lateness for class or leaving early may be deemed by the Committee to be an unexcused absence for the apprentice. Any exceptions to this policy will be considered by the Committee at the apprentice's written request.**

- 7. Text books and material shall be purchased by the apprentice before entering class in the fall. The apprentice shall be responsible for shop equipment and any loss shall be billed to the apprentice. The apprentice will be required to pay all necessary tuition costs each year.**

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- 8. If an apprentice is fired for cause or quits on their own, they will not be redispached until they appear before the Apprenticeship Committee at their next meeting and is subsequently released by the Committee as eligible for work. Any exceptions to this policy will be considered by the Committee at the apprentice's written request.**
- 9. In the interest of safety and the image of our trade, apprentices will maintain cleanliness and overall appropriate appearance according to industry standards, both in related training classes as well as on the job, according to the best judgment of the Apprenticeship Committee. Failure to abide by the requirements of this sub-section may be deemed cause by the Committee for invoking disciplinary action similar to the unexcused absence penalties outlined in sub-section "5".**
- 10. If the apprentice fails to appear before the Apprenticeship Committee after due notice, disciplinary action may be invoked without a hearing.**
- 11. Temporary employment of registered apprentices from neighboring JATC shall be permitted whenever local apprentices are not available or whenever special skills are called for. The employer shall, within ten (10) days of written notification, terminate the temporary apprentice. Notification to be provided by the JATC's designee as to the day and time local apprentices become available for such employment.**
- 12. The apprentice shall read the above instructions and be thoroughly familiarized with their content. The apprentice shall keep a copy for ready reference at all times. The apprentice is cautioned that the penalties are automatic and failure to read the regulations will be no excuse.**
- 13. It shall be the apprentice's responsibility to return to the JATC office a completed monthly progress record by the tenth (10th) of each month. For each month an apprentice fails to return a completed monthly progress record, the date of their next wage advancement will be extended by one month. Apprentices that fail to return more than three monthly progress records in any one year will be called before the committee for disciplinary action. Any exceptions to this will be considered by the JATC at the apprentice's written request.**
- 14. All Plumber apprentices must pass the Washington State Labor & Industries Journeyman Plumber Certification & Medical Gas Piping Installer endorsement exams before they will be turned out as a journey-level worker. Residential Plumber apprentices must pass the Washington State Labor & Industries Specialty Certification Exam before they will be turned out as a Residential journey-level worker. Any exceptions to this**



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policy will be considered by the Committee at the apprentice's written request.

15. **Once an apprentice has completed the required related supplemental instruction and the required hours of on-the-job training, the apprentice will have 90 days to provide documentation that all appropriate exams have been passed, resulting in possession of appropriate certifications, and licenses. Failure to provide documentation of exam results and proof that certification and licensing requirements are met within the 90 day timeframe will result in suspension from the program. Failure to provide passing exam results, and proof of required certifications and licenses to the JATC within 60 days of the suspension will result in termination from the program. The JATC may elect to require repeat of RSI classes or re-rate the apprentice to lesser wage progression. Any exceptions to this policy will be considered by the Committee at the apprentice's written request.**
16. **All Steamfitter apprentices must pass the Pipefitter UA University Master exam before they will be turned out as a journey-level worker. Any exceptions to this policy will be considered by the Committee at the apprentice's written request.**
17. **All HVAC/R apprentices must pass the HVAC/R UA University Master exam before they will be turned out as a journey level worker. Any exceptions to this policy will be considered by the Committee at the apprentice's written request.**
18. **No apprentice will have the right to refuse job assignments within the geographical area covered by these standards. Any violation of this requirement may result in disciplinary action, suspension or cancellation. Any exceptions to this policy will be considered by the Committee at the apprentice's written request.**

### 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.

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

**None**

### 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

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sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.

5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-009). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

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

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

## **XI. SPONSOR – RESPONSIBILITIES AND GIVERNING 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

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apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, Sponsors must develop procedures for:

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

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

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

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

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

Or;

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

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

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

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:

- a. Apprenticeship Agreements – within first 30 days of employment
- b. Authorization of Signature forms - as necessary
- c. Approved Training Agent Agreements– within 30 days of sponsor action
- d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
- 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.

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

### **C. Management of Apprentices:**

- 1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the Sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.
- 2. The Sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
  - a) Certificate of completion
  - b) Additional credit
  - c) Suspension (i.e. military service or other)
  - d) Reinstatement

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- e) Cancellation
  - f) Corrections
  - g) Step Upgrades
  - h) Probation Completion date
  - i) Other (i.e., name changes, address)
  - j) Training Agent Cancellation
3. The Sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  4. The Sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  5. The Sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
  6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor any requested documentation 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

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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 of equal representation from labor and management, composed of members representing the Contributing Employers and Plumbers and Steamfitters Local Union No. 26.**

- a. Quorum: **See above**
- b. Program type administered by the committee: **Group Joint**
- c. The employer representatives shall be:

**Patrick Roberts, Chair**  
**Mckinstry**  
**5005 3<sup>rd</sup> Avenue South**  
**Seattle, WA 98134**

**Matt Arnold**  
**Betschart Mechanical Inc.**  
**5508 128th Street East Suite 101**  
**Puyallup, WA 98373**

**Nick Fiscella**  
**General Mechanical, Inc**  
**2701 South J Street**  
**Tacoma, WA 98409**

**Ed Kommers, Alternate**  
**MCAWW**  
**1100 Olive Way**  
**Seattle, WA 98101**

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d. The employee representatives shall be:

**Fred Turner, Secretary**  
**UA Local 26**  
**8501 Zenith Court NE**  
**Lacey, WA 98516**

**Benjamin Tolbert**  
**UA Local 26**  
**8501 Zenith Court NE**  
**Lacey, WA 98516**

**Kevin Dolan**  
**UA Local 26**  
**8501 Zenith Court NE**  
**Lacey, WA 98516**

**Jason Howard, Alternate**  
**UA Local 26**  
**8501 Zenith Court NE**  
**Lacey, WA 98516**

**Russel A. Thompson, Alternet**  
**UA Local 26**  
**8501 Zenith Court NE**  
**Lacey, WA 98516**

F. Plant programs

For plant programs the WSATC or the Department designee will act as the apprentice representative. Plant programs shall designate an administrator(s) knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards.

The designated administrator(s) for this program is/are as follows:

**None**

**XII. SUBCOMMITTEE:**

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

**None**



**XIII. TRAINING DIRECTOR/COORDINATOR:**

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

**Seth Thompson, Coordinator  
8501 Zenith Court NE  
Lacey, WA 98516**