



APPRENTICESHIP PROGRAM STANDARDS
adopted by

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-315]

CARPENTER

47-2031.01

5200 - 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:

N/A

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By: DAVE D'HONDT

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By: ELIZABETH SMITH

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**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of these standards are boilerplate and may only be modified by the WSATC. See WAC 296-05-003 for the definitions necessary for use with these standards.

Sponsor Introductory Statement (Required):

The following Apprenticeship Standards have been prepared by representatives of the Inland Northwest Chapter Associated General Contractors, Spokane, Washington, with

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

the assistance of the Office of Apprenticeship, ETA, US Department of Labor, and the Department of Labor and Industries. When approved by and registered with the Registration Agency, these standards shall govern the training of carpenter apprentices in this industry.

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-303(4)(g).

The area covered by these Standards shall be the State of Washington.

II. MINIMUM QUALIFICATIONS:

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

- Age: **Not less than eighteen (18) years or age.**
- Education: **Be a High School graduate or have a High School Equivalency.**
- Physical: **Applicants shall be physically able to perform the work of the trade.**
- Testing: **None**
- Other: **Provide proof of age.**

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

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

program as required by the rules of the Washington State Apprenticeship and Training Council.

A. Selection Procedures:

1. **Applications will be available on year around basis, to all interested individuals at Inland Northwest Chapter Associated General Contractors Carpenters AC office at North 2110 Fancher, Spokane Valley, WA 99212, Monday through Friday, 9:30 AM to 3:00 PM excluding Federal and state holidays.**
2. **Applicants shall provide a copy of their Social Security card and valid Driver License as part of the completed application.**
3. **Completed applications are valid and on file at the apprenticeship office until the applicant is interviewed.**
4. **All applicants submitting a completed application shall be notified by letter of opportunity to be interviewed by the apprenticeship committee.**
5. **All qualifying applicants shall be scored and ranked by the apprenticeship committee and/or committee representatives using an objective interview system. All applicants will be asked identical questions.**
6. **The applicant will be graded in terms of overall judgment as to one likely to complete the apprenticeship program and become a successful journey level worker.**
7. **After interviews, all qualified applicants shall be placed in the Ranked Eligibility Pool, subject to selection for a period of two years.**
8. **Ranked qualified applicants will be offered employment based on order of their rank in eligibility pool.**
9. **If the ranked qualified applicant fails to respond to an apprenticeship job assignment, the Training Director will notify the individual of their removal from the Ranked Eligibility Pool list.**
10. **The Training Director is authorized to pierce the Ranked Eligibility List in order to meet Equal Opportunity Employment requirements and/or Apprentice Utilization Requirements.**
11. **It shall be the responsibility of the applicant and/or qualified ranked applicant to notify the INWC AGC Carpenters Apprenticeship Committee Training Director of any change of address and phone number for contact purposes.**

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

12. **INWC AGC Carpenter Training Agents shall incorporate their conditions of employment with applicants.**
13. **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.**

EXCEPTIONS:

14. **The Apprenticeship Committee has agreed to accept persons who've successfully completed approved preparatory training and such candidates may be selected directly into available apprenticeship openings without regard to eligibility lists.**
15. **An employee of an employer not qualifying as a journey-level worker becomes a training agent, he/she shall be evaluated by the apprenticeship program using constant standard nondiscriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training. (WAC 296-05-427 2. (b)).**

B. Equal Employment Opportunity Plan:

Our positive outreach and recruitment activities are as follows:

1. **Distribute information about the nature of apprenticeship programs, program admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor. This information is distributed at least semiannually as the program accepts applications throughout the year.**

This information is given to the WSATC, local schools in eastern Washington, employment service offices, women's centers, outreach programs and community organizations which reach minorities and women. Information will also be published in newspapers which are circulated in the minority community and among women as well as the general areas in which the program sponsor operates.

2. **Participate in workshops conducted by employment service agencies, school districts and community based organizations to increase apprenticeship program awareness of apprenticeship opportunities.**
3. **Work with local school districts, vocational education systems, and school employees to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.**

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

- 4. Participate in outreach programs whose focus is the recruitment and preparation of minority and female apprenticeship applicants.**
- 5. Granting to all applicants, without prejudice, advance standing or credit for previously acquired experience, training, skills, or aptitude.**

C. Discrimination Complaints:

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

IV. TERM OF APPRENTICESHIP:

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

The term of apprenticeship shall be 5,200 to 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.

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

- C. The initial probationary period for apprentice carpenters shall be the first 1600 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 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:

Each employer may employ one (1) apprentice for each Journey-level carpenter employed per job site.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

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. Carpenter

The Journey-Level Carpenter wage rate will be the average Journey-Level Carpenter wage rate for all the employers participating in the INW AGC Carpenter apprenticeship program. Once each year, all participating employers will be surveyed for the average wage rate of their Journey-Level Carpenters performing non-prevailing wage work. The wage rates will be averaged to determine the minimum Journey-Level Carpenter wage rate for the INW AGC Carpenter apprenticeship program. Employers reserve the right to pay apprentices more than the wage determined by this average wage, but they may not pay less.

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 - 1000 hours OJT hours and 80 total hours of RSI	60%
2	1001 - 2000 hours OJT hours and 160 total hours of RSI	65%
3	2001 - 3000 hours OJT hours and 240 total hours of RSI	70%
4	3001 - 4000 hours OJT hours and 320 total hours of RSI	75%
5	4001 - 5000 hours OJT hours and 400 total hours of RSI	80%
6	5001 - 6000 hours OJT hours and 480 total hours of RSI	85%
7	6001 - 7000 hours OJT hours and 560 total hours of RSI	90%
8	7001 - 8000 hours OJT hours and 640 total hours of RSI	95%

Wage progression is dependent on the apprentice completing applicable required amount of OJT hours AND completing the required amount of RSI hours.

VIII. WORK PROCESSES:

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

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.

<u>A. Carpenter</u>	<u>Approximate Hours/Competency Level</u>
1. Care and use of tools and woodworking machinery	325 - 500
2. Form building	780 - 1200
Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns	
3. Rough framing	780 - 1200
Floor, wall, roof, stair, scaffolding, etc., on both house and heavy construction. Roof covering	
4. Layout.....	325 - 500
Batterboards, partitions, doors and windows, box-cut in concrete walls	
5. Outside Finishing.....	520 - 800
Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim	
6. Inside Finishing.....	975 - 1500
Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting of cases, wardrobes, stairwork. Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows.	
7. Plastics and resilient.....	195 - 300
8. Acoustics and Drywall (Ceilings)	325 - 500
Layout, cutting, assembly and installation of all materials and component parts	
a. Hangers, channels, furring and backing boards	
b. Bars: main tees, cross tees, splines	
c. Stiffeners and braces	
d. Ceiling angles or moldings	
e. Finish ceiling materials	
f. Items of local practices	

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

9.	Acoustics and Drywall (Walls and partitions)	325 - 500
	a. Floor and ceiling runners	
	b. Studs, stiffeners, bracing, fireblocking	
	c. Resilient and furring channels	
	d. Layout, framing, enclosing and trimming of door frames, window frames, vents, light wells, and other openings.	
	e. Wall angles and moldings	
	f. Studless and laminated installations	
	g. Thermal and sound insulation	
	h. Installation of backing and finish materials	
	i. Fireproofing of columns, beam and chases	
	j. Items of local practices	
10.	Miscellaneous	585 - 900
	Safety, scaffolding, walkways, shoring, sheds, protection, cutting, and burning.	
11.	Asbestos abatement and other hazardous material handling and disposal	65 - 100
	TOTAL HOURS:	5200 - 8000

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

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): **AGC Supervisory Training Program, AGC Project Management Training Seminars**

Sponsor approved online or distance learning courses (specify): **Click Safety**

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

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **Associated General Contractors Education Center**

B. **160** 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.*

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

C. Additional Information:

NONE

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

The sponsor may include in this section a summary and explanation of administrative actions performed at the request or on the behalf of the apprentice. Such actions may include but are not limited to:

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. Advanced Standing or Credit: The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-316 (11).
3. Sponsor Procedures:

A. Administrative Procedures

1. **There will be no discrimination 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. Apprentices shall be informed of their work and related training obligations as stated in these standards.**
2. **An apprentice must have adequate transportation to the job.**
3. **All apprentices must procure prescribed tools as advancements occur.**
4. **The hours of work for apprentices shall be the same as those of the journey-level workers.**
5. **An apprentice shall not act as a foreman. No apprentice shall act as or be a contractor or Employer**

INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC

6. It is the apprentice's responsibility to keep his/her current address on file with the committee and training center.
7. 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 by the apprentice to the Apprenticeship Director by the 5th day of each month after they have been signed by the employer or appropriate representative of the employer. The above records shall contain the apprentice's (a) name, (b) classification, (c) employer, (d) months and year of report, as well as hours of work performed. The Director of Apprenticeship shall then forward these records to the Apprenticeship Committee prior to each Committee meeting or upon request of the Committee.

Work experience reports must be turned into the apprenticeship office made out completely and properly, on time. Failure to comply will result in notification of no pay progression until records are completed. The Committee will not accept hours that are more than 90 days past due. Hours may be reported by mail, in person or electronically.

8. An apprentice who shows an 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 Initial Probationary Period. The request for re-evaluation must be presented to the Apprenticeship Committee before the 12th month of his/her apprenticeship is completed. It shall be the responsibility of the apprentice to prove past experience or training and the apprentice must be recommended for re-evaluation by his/her employer or immediate supervisor.
9. 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. The Committee shall review all apprentices in "Suspension" on a quarterly basis to determine if continued suspension is reasonable, end suspension to activate registration, or cancel the apprentice agreement with appropriate due notice.
10. All apprentices must be released from "on-the-job" commitments to attend scheduled related instruction. An apprentice shall notify the Training Director before related instruction begins of any reason he/she cannot attend required classes and will be responsible to make up all missed related instruction in a timely manner.

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

11. Each apprentice shall be required to exercise the same diligence in related classroom work as he/she does in on-the-job training. 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.
12. Classroom instructors shall keep an attendance record of apprentices' actual class hours. All records shall note tardiness and early departures.
13. 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 and all dates pertaining to the apprenticeship shall be maintained for record keeping purposes and will be provided to the department upon their request.
14. A written Evaluation of apprentice progress from the employer and the related training instructor shall be submitted to the Apprenticeship Committee before an apprentice is upgraded.
15. In the case of dissatisfaction between the apprentice and employer, either has the right and privilege to appeal to the Apprenticeship Committee for such action and adjustment of such matters as come within these Standards.
16. The Apprenticeship Committee may accelerate or extend, through the evaluation process, the advancement of an apprentice in each and every pay period.
17. 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.
18. The apprentices, regardless of wages received, shall be as such until he/she has met all on the job training and related supplemental instruction requirements, as well as passed the required examinations and has been reclassified as a journey-level worker as approved by the Apprenticeship Committee.
19. All Apprenticeship Committee members shall be actively participating in the industry as an employer, supervisor, or employee.

B. Disciplinary Procedures

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

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 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:
 - A. **Disciplinary Procedures**:
 1. **Apprentices who refuse work assignments are subject to disciplinary action that may include cancellation of his/her apprenticeship agreement.**
 2. **An apprentice may be discharged from a contractor's employ for unsatisfactory work, improper conduct, indifference to the rules and**

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

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.

- 3. Failure to show regular attendance at related classes will be deemed sufficient cause for the Apprenticeship Committee to drop the apprentice from the entire training program. Appearing late or leaving early, as reported by the training facility, is an absence.**
- 4. Apprentices who have missed related instruction, as outlined in these Standards, will not be eligible for employment until such time as the requirement is satisfied.**
- 5. During the Initial Probationary Period, apprentices who fail to attend scheduled classes may be cancelled from the apprenticeship program.**

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

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section “D” below.

D. Apprentice Complaint Review/Appeals Procedures:

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

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

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.

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

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.
 - 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,

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

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
 - 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

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

will be the record of the apprentice's progress on the job and during related/supplemental instruction.

5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

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

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

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 equal members representing employers of the industry.

Selection of Employee Representatives, (Apprentice Advocates), to the Committee is as follows:

When there is an Employee representative opening on the Committee, the Training Agents must present to their Journey-Level Worker Carpenters the request for a volunteer or nominations from among the Journey-Level Carpenters to the Committee. If there are more nominations than the openings on the committee, then an election to select the final nominee(s) must be completed.

Note: The volunteer or nominee must meet the definition of a Journey-Level person in the Carpenter field of work. The apprenticeship must document the selection and election process. Nominations submitted without qualification documentation will not be considered for the final selection.

Once the volunteer or nominee has been selected, that name must be submitted to the AGC's Construction Center's Coordinator located at 4935 East Trent, Spokane, Washington, 99212.

- a. Quorum: **50% of the current committee members**
- b. Program type administered by the committee: **GROUP NON-JOINT**
- c. The employer representatives shall be:

**Carl Clausen, Chairman
PO Box 11954
Spokane, WA 99211**

**Frank Venzke
4902 W. Alpine Drive
Spokane, WA 99208**

**INLAND NORTHWEST CHAPTER ASSOCIATED GENERAL
CONTRACTORS CARPENTERS AC**

d. The employee representatives shall be:

**Dave Lemley, Secretary
North 2110 Fancher
Spokane Valley, WA 99212**

**Robert Allenbaugh
North 2110 Fancher
Spokane Valley, WA 99212**

F. Plant programs

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

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

N/A

XII. SUBCOMMITTEE:

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

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.

**Mike Ankney
2110 North Fancher
Spokane, WA 99212**

**Jessica Moody, Assistant Director
2110 North Fancher
Spokane, WA 99212**