



**STANDARDS OF APPRENTICESHIP
adopted by**

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
AIRCRAFT MECHANIC AIRFRAME	49-3011.00	6,000 HOURS
AIRCRAFT INTERIORS ASSEMBLY MECHANIC	51-6093.00	4,000 HOURS
COMPOSITE MANUFACTURING SPECIALIST	51-9199.99	4,600 HOURS
INDUSTRIAL CONTROLS TECH	51-2022.00	6,000 HOURS
INDUSTRIAL MAINTENANCE TECHNICIAN	49-9041.00	8,000 HOURS
MACHINIST	51-4041.00	8,000 HOURS
MACHINIST (AIRCRAFT ORIENTED)	51-4041.00	8,000 HOURS
MAINTENANCE MACHINIST	51-4041.00	8,000 HOURS
MANUFACTURING PRECISION METAL FABRICATOR	51-4031.00	4,000 HOURS
OUTSIDE MARINE MACHINIST	51-4041.00	4,000 HOURS
PLASTIC PROCESS TECHNICIAN	51-4061.00	8,000 HOURS
TOOL AND DIE MAKER	51-4111.00	10,000 HOURS



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

APPROVAL:

JULY 18, 2008
Initial Approval

JANUARY 21, 2016
Committee Amended

JANUARY 21, 2016
Standards Amended (review)

JULY 17, 2014
Standards Amended (administrative)

By: LEE NEWGENT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

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 the 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 (Optional):

The aerospace industry, with more than 600 first and second tier contractor/supplier companies, is a significant economic driver in Washington State. Apprenticeship training programs are necessary to maintain and improve skill levels of this workforce and are critical to the continued health and growth of this industry. The apprenticeship programs

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

will help guarantee high skill levels in this rapidly expanding area of aerospace production. Other apprenticeship programs will be developed as industry needs are identified.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards shall be the state of Washington and Idaho.

Applicants and apprentices please note that, while the State of Washington has no responsibility or authority in the State of Idaho, the Aerospace Joint Apprenticeship Committee will apply the same standards and guidelines to apprentices registered in the program while working in the State of Idaho.

II. MINIMUM QUALIFICATIONS:

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

Age: **At least 17 years old.**

Education: **High School diploma or equivalent. (Exception: Applicants currently enrolled in high school).**

Physical: **Able to perform the physical requirements of the occupation.**

Testing: **Persons entering an apprenticeship must complete the COMPASS Test with a minimum score of 67 in reading, 32 in writing, and 53 in pre-algebra or the ASSET Test with a minimum score of 37 in reading skills, 37 in writing skills, and 43 in numerical skills, or have completed the World of Work Inventory (WOWI) assessment with a minimum score of 27.78 in numerical, 34.95 in verbal or have successfully completed a college math and English class at 90 level or above.**

Other: **N/A**

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

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 Procedures (see 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 (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

The procedures for application to a registered Aerospace Joint Apprenticeship Committee (AJAC) apprenticeship that have been adopted by and are in compliance with the Washington State Apprenticeship and Training Council (WSATC) rules and regulations are as follows:

- 1. Persons desiring to become a registered apprentice under the AJAC must first be employed by an employer that is a Registered Training Agent for AJAC. The applicants are to be selected by the individual employers in accordance with customary and established policies. The AJAC does not serve as a referral agency, or training agent, for apprenticeship applicants, but may assist employers in finding potential apprentices for their pool of candidates. The AJAC strives to increase the numbers of females and minorities in the aerospace and advanced manufacturing trades and encourages employers and Training Agents to hire females and minorities with the goal of developing their skills through apprenticeship.**
- 2. Persons who become employed and selected as potential apprentices by an AJAC Registered Training Agent, and who can provide verification of the minimum qualifications, can apply to the apprenticeship committee and/or subcommittee to participate in the apprenticeship program. Applicants will be informed of their rights and responsibilities, under the standards of apprenticeship established for the occupation, and then required to sign an apprenticeship agreement and associated documents. These applicants, once accepted by the Committee and/or subcommittee, shall be formally registered as apprentices to the sponsoring employer.**
- 3. Prior to becoming registered training agents for AJAC, employers shall sign an agreement that they will comply with the State of Washington Equal Employment Opportunity Plan. When the agreement, which is furnished by**

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

the WSATC, has been executed by the individual employers, AJAC will forward a copy to the Department of Labor and Industries, Apprenticeship Section.

B. Equal Employment Opportunity Plan:

It is the mission of the Aerospace JAC that the training of apprentices shall be without discrimination. The Aerospace JAC is committed to Equal Employment Opportunity (EEO) to all people regardless of race, color, national origin, sex, religion, sexual orientation, disability, veteran status, or as otherwise specified by law.

The AJAC will take the following affirmative actions:

- 1. Cooperate and counsel with K-12, secondary, vocational, community and technical schools concerning the needs of the industry and how students transition from school to an apprenticeship program.**
- 2. Deliver presentations designed to familiarize youth and other interested persons with apprenticeship opportunities.**
- 3. Encourage women, minorities, veterans and person with disabilities to meet apprenticeship minimum qualifications by connecting them with training opportunities, classes, employers and agencies that provide support services.**
- 4. Promote the Aerospace Joint Apprenticeship Committee (AJAC) through distribution of program literature and on apprenticeship websites.**

Discrimination Complaints.

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

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

- A. The term of the composite manufacturing specialist will be 4,600 hours of reasonably continuous employment.**
- B. The term of the machinist (aircraft oriented), machinist, maintenance machinist, Industrial Maintenance Technician, and Plastic Process Technician**

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

apprenticeship programs will be 8,000 hours of reasonably continuous employment.

- C. **The term of the Tool and Die Maker apprenticeship program will be 10000 hours of reasonably continuous employment.**
- D. **The term of the Aircraft Mechanic Airframe and Industrial Controls Tech apprenticeship programs will be 6000 hours of reasonably continuous employment.**
- E. **The term of the Outside Marine Machinist, Aircraft Interiors Assembly Mechanic, and Manufacturing Precision Metal Fabricator apprenticeship programs will be 4000 hours of reasonably continuous employment.**

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
 2. Is the period that 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 of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.
- A. **The Initial Probationary Period for the Composite Manufacturing Specialist is the first 920 hours of employment as an apprentice.**
 - B. **The Initial Probationary Period for the Outside Marine Machinist, Aircraft Interiors Assembly Mechanic, and Manufacturing Precision Metal Fabricator is the first 800 hours of employment as an apprentice.**
 - C. **The Initial Probationary Period for Aircraft Mechanic Airframe, Industrial Controls Tech, Industrial Maintenance Technician, Machinist, Machinist (Aircraft Oriented), Maintenance Machinist, Plastic Process Technician, and Tool and Die Maker is the first 1000 hours of employment as an apprentice.**

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

The ratio of journey-level worker(s) to apprentice(s) for all occupations covered under these standards will be at least one (1) journey-level worker for every one (1) apprentice per employer workforce.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

A. Machinist (aircraft oriented), Machinist, Maintenance Machinist, and Industrial Maintenance Technician, and Plastic Process Technician.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	60%
2	1001 - 2000 hours	65%
3	2001 - 3000 hours	70%
4	3001 - 4000 hours	75%
5	4001 - 5000 hours	80%
6	5001 - 6000 hours	85%
7	6001 - 7000 hours	90%
8	7001 - 8000 hours	95%

Plus applicable fringe benefits.

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

B. Composite Manufacturing Specialist:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 to 920 hours	70%
2	921 to 1840 hours	76%
3	1841 to 2760 hours	82%
4	2761 to 3680 hours	88%
5	3681 to 4600 hours	96%

Plus applicable fringe benefits.

C. Industrial Controls Technician:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	65%
2	1001 - 2000 hours	70%
3	2001 - 3000 hours	75%
4	3001 - 4000 hours	80%
5	4001 - 5000 hours	90%
6	5001 - 6000 hours	95%

Plus applicable fringe benefits.

D. Tool and Die Maker

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	60%
2	1001 - 2000 hours	65%
3	2001 - 3000 hours	70%
4	3001 - 4000 hours	75%
5	4001 - 5000 hours	80%
6	5001 - 6000 hours	85%
7	6001 - 7000 hours	90%
8	7001 - 8000 hours	95%
9	8001 - 9000 hours	96.25%
10	9001 - 10000 hours	97.50%

Plus applicable fringe benefits.

E. Outside Marine Machinist

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1333 hours	70%
2	1334 - 2666 hours	80%
3	2667 - 4000 hours	90%

Plus applicable fringe benefits.

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

F. Aircraft Interiors Assembly Mechanic and Manufacturing Precision Metal Fabricator

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 0999 hours	60%
2	1000 - 1999 hours	70%
3	2000 - 2999 hours	80%
4	3000 - 4000 hours	90%

Plus applicable fringe benefits.

G. Aircraft Mechanic Airframe

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	60%
2	1001 - 2000 hours	65%
3	2001 - 3000 hours	70%
4	3001 - 4000 hours	75%
5	4001 - 5000 hours	80%
6	5001 - 6000 hours	90%

Plus applicable fringe benefits.

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and 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.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

<u>A. Aircraft Mechanic Airframe</u>	<u>APPROXIMATE HOURS</u>
1. Fluid Lines and Fittings.....	300
2. Ground Operations and Servicing	350
3. Cleaning and Corrosion Control	250
4. Maintenance Forms and Records.....	150
5. Aircraft Finishes.....	300
6. Sheet Metal and Non-Metallic Structures	1500
7. Assembly and Rigging	450
8. Airframe Inspection.....	200
9. Aircraft Landing Gear Systems.....	350
10. Hydraulic and Pneumatic Systems.....	450
11. Cabin Atmosphere Control Systems	100
12. Aircraft Instrument Systems	200
13. Communication and Navigation Systems	250
14. Aircraft Fuel Systems	200
15. Aircraft Electrical Systems	150
16. Position and Warning Systems	200
17. Ice and Rain Control Systems.....	200
18. Fire Protection Systems.....	200
19. Aviation Safety/Human Factors	200
TOTAL HOURS:.....6000	

The above schedule of practical work experience is designed as a guide. The Apprentice shall be instructed and trained in all operations and methods customarily used in their trade. Each shop will adhere to as closely as facilities will permit and as approved by the Apprenticeship Committee. Retention of the apprentice on a particular operation beyond the established time should not occur unless there is a definite need for further training in the process.

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

<u>B. Composite Manufacturing Specialist</u>	<u>APPROXIMATE HOURS</u>
1. Lay-up/Hand Lay-up	475
2. Kitting.....	110
3. CTLM/AGFM*.....	190
4. Drape Forming	95
5. Compaction	25
6. Fiber Placement	135
7. Bulk Resin Infusion	230
8. Noodle Fabrication	35
9. Bagging/Thermal Couples	95
10. Tool Prep/Clean/Mold Release Application.....	125
11. De-Bag	90
12. Autoclave.....	525
13. Oven.....	60
14. Heat Blankets.....	60
15. Automated Water Jet.....	215
16. NC/CNC Machines	110
17. Extrusion Mills	195
18. Hand Trim.....	30
19. Spindle Shaper	80
20. Overhead Shaper	30
21. Hand Route	30
22. Saws	30
23. Drill Press	15
24. NC Program Navigation	25
25. Drilling.....	375
26. Fastening: Hydranet/Hand Pull	60
27. Bond & Ground/Seal Essentials.....	35
28. Overhead Set-up	5
29. Stacker Operations.....	10
30. Overhead Crane	15
31. Tracker Leveling Systems/Laser Radar.....	850
32. Rework/Tear Down	120
33. Blue Streak Layout.....	120
Total Hours:	4600

*Contoured Tape Laminating Machine and American General Fiber-placement Machine.

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

C. <u>Industrial Controls Technician (Manufacturing Plant Only)</u>	<u>Approximate hours</u>
1. <u>Year 1</u>	
a. Shop orientation.....	500
• Fire hazards	
• Safety practices	
• Use of hand tools	
• Basic maintenance	
b. Preparation of component devices. Construction of mounting brackets	500
c. Layout and mechanical assembly of electrical panels	500
d. Wiring of control panels.....	500
2. <u>Year 2</u>	
a. Preparation and Installation of electrical enclosures	500
b. Installation of conduit.....	500
c. Wiring and testing of machinery	1000
3. <u>Year 3</u>	
a. Maintenance (plant).....	500
b. Assigned to hydraulic shop	500
c. Assigned to pneumatic shop.....	500
d. Miscellaneous.....	500
TOTAL HOURS:	6000

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AEROSPACE JOINT APPRENTICESHIP COMMITTEE

D. <u>Machinists:</u>	<u>Approximate Hours</u>
1. Drill presses	480
2. Turning (Lathes)	2000
3. Milling Machine	1000
4. Boring mill's	1000
5. Bench, assemble and outside job work	720
6. Welding and cutting.....	320
7. Surface and cylindrical grinding	320
8. Tool and cutter grinding	240
9. Miscellaneous tool crib, broaching and key seating layout, gear cutting, heat treating, shop maintenance, and C-N-C programming and operation.....	1920
TOTAL HOURS:	8000

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AEROSPACE JOINT APPRENTICESHIP COMMITTEE

<u>E. Machinist (Aircraft Oriented)</u>	<u>APPROXIMATE HOURS</u>
1. Machining Basics	800
Manufacturing primer	(500 within 2 years)
Terminology	
Various shop tools	
Surface grinding	
Honing	
Drill Presses	
Bridgeports	
Cranes/rigging	
Metal/Band Saws	
Health and Safety - All apprentices will be trained on health and safety as it applies to all equipment and shop processes throughout the 8,000 hours of the apprenticeship.	
2. CNC Machining	2100
Axis and Cartesian Coordinates	(2100 within 2 years)
Zero offsets	
TLO's and CDC's	
M+G programming system	
Crash Avoidance	
Machine Maintenance (including alignment)	
3. C-N-C Programming & CAD/CAM	300
	(200 within 2 years)
4. Inspection.....	500
Blueprint reading	(500 within 2 years)
Mylars	
Geometric dimensioning	
Inspection tool use	
Inspection techniques	
Inspection systems	
Coordinate Measuring Machine (CMM)	
5. Materials--metallurgy and successful machining	200
Aluminum, 6000, 7000 series	
Stainless steels, 15-5, 17-4	
Heat Treat/electroplate	
4000 series steels	
Castings	
Forgings	
Solids	

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

6.	Cutting Tool technology	300
	Milling tools	(100 within 2 years)
	Wheel Cutters	
	Drills	
	Insert Tools	
	Boring tools	
	Form Tools	
	Taps	
7.	Machine Setup Procedures	800
	Elementary layout	(300 within 2 years)
	Advanced Layout	
8.	Bench Work.....	1000
	Assembly	(100 within 2 years)
	Deburring	
	Tool & Cutter grinding	
	External/Internal/Thread/Cylindrical grinding	
9.	Conventional Machining	1800
	Engine Lathe	
	Milling/Vertical/Horizontal/Jig	
	Broaching/Keyseat/Gear cutting	
10.	Advance Machining, Waterjet, EDM	200
	Total Hours	8000

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AEROSPACE JOINT APPRENTICESHIP COMMITTEE

F. <u>Maintenance Machinists:</u>	<u>Approximate Hours</u>
1. Machine operation	
a. Drill presses and portable drills.....	500
b. Engine lathe	1500
c. Milling machine.....	750
d. Boring mills and boring bar	500
e. Tool and cutter grinder	200
f. Welding, brazing and cutting	550
2. Installation, maintenance and repair of machinery and equipment	4000
TOTAL HOURS:	8000

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AEROSPACE JOINT APPRENTICESHIP COMMITTEE

G. <u>Industrial Maintenance Technician:</u>	<u>Approximate Hours</u>
1. Machine Operation:	
a. Drill presses, radial drills & portable drills.....	250
b. Engine lathes.....	500
c. Milling machines	500
d. Other machines: ironworker, press, key seater, saws, grinders	250
e. Welding, brazing and cutting	500
2. Installation of machinery and equipment: i.e. mechanical, pneumatic and hydraulic systems, rigging, mounting, cable routing, mechanical alignments, etc.	1000
3. Maintenance of machinery and equipment: i.e. pneumatics and hydraulics, power transmission, preventative maintenance, component rebuilds, documentation, etc.	2500
4. Repair of machinery and equipment: i.e. diagnostics, troubleshooting, component replacement, documentation, etc.	2500
TOTAL HOURS:	8000

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AEROSPACE JOINT APPRENTICESHIP COMMITTEE

<u>H. Plastic Process Technician:</u>	<u>Approximate Hours</u>
1. MOLD SETTING:	600
Mod piping, controls, chiller connections, Mokon connections, mold handling, machine mold height adjust, knock out connection, squaring, low pressure adjust, close and open speed adjust, conveyor belt setup, drill press and router setup, accessory air setup, hydraulic KO setup, mold storage procedure, fixture accessory storage.	
2. MATERIAL HANDLING:	600
Cross contamination elimination procedures, bulk material, silo maintenance, dryer cleaning & daily maintenance, distribution system troubleshooting, central vacuum, vacuum loader, dryer, grinder repair and regrind handling, material mixing/blending, material storage & inventory, incoming material testing.	
3. MOLDING MACHINE MAINTENANCE:.....	600
Simple maintenance - grease, lube, & cleaning, hydraulic troubleshooting & adjustment, electrical troubleshooting & adjustment, mechanical troubleshooting & adjustment, heater band control & basic repair, fluid temperature controller adjustment & repair, accessory equipment hookup, central water system startup & basic repair, chiller system startup recharge & shutdown, central air system startup & shutdown, sprinkler system review.	
4. TOOL MAINTENANCE:	600
Cleaning and daily maintenance of tools, mold disassembly, cleaning, light polishing & storing of molds, KO pin & stripper bolt replacement, mold damage analysis, mold assembly, mold leak testing, mold jiffy shot testing, mold repair techniques, mold welding, plating and mold measuring gauging.	
5. SAFETY:	100
Machine safety settings, OSHA regulation review, Safety equipment.	
6. QUALITY:.....	600
Quality department operations, product specifications, measuring instruments & tools, AQL procedures.	
7. ASSEMBLY EQUIPMENT OPERATION:	120
Ultrasonic welding, secondary operations.	
8. PROCESS TECHNOLOGY (MOLDING):	3780
Operation standard runner molds, hot runner molds, mud molds, manifold molds, stack molds, valve gated molds, startup procedures, troubleshooting procedures, mold evaluations, design troubleshooting,	

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

shutdown procedures, cleaning & care of molds, process control procedures, process control equipment, material evaluations, setting standard production cycles, various machine adjustments, new mold startup material evaluations, setting standard production cycles, various machine adjustments, new mold startup.

- 9. PROCESS IMPROVEMENTS TECHNIQUES: 1000**
Lean Process Improvement, Enterprise Resource Planning (ERP) Systems, personnel procedures, production control recording, engineering changes, efficiency calculations, cost calculations, labor loading and company part numbering & print numbering systems.

TOTAL HOURS: 8000

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AEROSPACE JOINT APPRENTICESHIP COMMITTEE

<u>I. Outside Marine Machinist</u>	<u>Approximate Hours</u>
1. Main engine, reduction gears, installation and alignment	450
2. Auxiliary engines, associated equipment and alignment installation	450
3. Pumps and alignment	300
4. Winches, installation and alignment	300
5. Steering systems, alignment and packing	250
6. Hydraulic pumps and related systems	300
7. Yard Maintenance	300
8. Boring bars and equipment	150
9. Blueprint reading.....	100
10. Micrometer and dials.....	100
11. Drilling processes	450
12. Shafting, installation and alignment	200
13. Optional-unscheduled.....	350
14. Operation and testing	300
TOTAL HOURS:	4000

The above schedule of practical work experience is designed as a guide. The Apprentice shall be instructed and trained in all operations and methods customarily used in their trade. Each shop will adhere to as closely as facilities will permit and as approved by the Apprenticeship Committee. Retention of the apprentice on a particular operation beyond the established time should not occur unless there is a definite need for further training in the process.

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

J. <u>Tool and Die Makers:</u>	<u>Approximate Hours</u>
1. Bench Work.....	1400
2. Milling Machine	1600
3. Engine lathe	1000
4. Grinder (surface, tool)	1000
5. Heat Treating	400
6. Electric Discharge Mach. OPR. (EDM).....	800
7. Tool Layout and Design	1000
8. CNC Programming & Operation	1200
9. Jig Borer and Grinder	200
10. Drilling machines	400
11. Shop Maintenance and Review.....	800
12. Tool Steel Welding	200
TOTAL HOURS:	10000

The above schedule of practical work experience is designed as a guide. The Apprentice shall be instructed and trained in all operations and methods customarily used in their trade. Each shop will adhere to as closely as facilities will permit and as approved by the Apprenticeship Committee. Retention of the apprentice on a particular operation beyond the established time should not occur unless there is a definite need for further training in the process.

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

<u>K. Aircraft Interiors Assembly Mechanic</u>	<u>Approximate Hours</u>
1. Tools and Support Tools (cutting, hand, power, abrasive tools and jig)	120
2. Aircraft Hardware	80
3. Documentation and Use of Aircraft and FAA Manuals and Publications	150
4. Corrosion	220
5. Layout, Cut and Dress Metal Components	500
6. Form, Bend and Rivet Sheet Metal	400
7. Composite Layup	250
8. Aircraft Interior Component Manufacture and repair	1600
9. Controls and Rigging.....	150
10. Weight and Balance	80
11. Windows and Windshield Maintenance	200
12. Electrical Systems	250
TOTAL HOURS:	4000

The above schedule of practical work experience is designed as a guide. The Apprentice shall be instructed and trained in all operations and methods customarily used in their trade. Each shop will adhere to as closely as facilities will permit and as approved by the Apprenticeship Committee. Retention of the apprentice on a particular operation beyond the established time should not occur unless there is a definite need for further training in the process.

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

<u>L. Manufacturing Precision Metal Fabricator</u>	<u>Approximate Hours</u>
1. Bench Work.....	100
Deburring and finishing	
Sanding	
Grinding	
Assembly	
2. Sheet Metal Shop Basics.....	1100
Welding, Soldering and Brazing	
Layout	
Safety	
Shear	
Hand Tools	
Drill press	
Saws	
Hardware Insertion	
Tooling	
Shop Math and measuring	
Machine Maintenance	
3. CNC setup and operations	800
4. Punch Press.....	500
5. Press Brake	500
6. Lasers and cutting technology	200
7. Inspection.....	400
Print Reading	
GD&T	
Inspection Tool Use	
8. Materials and Properties of bending metal	200
9. CAD / CAM	200
TOTAL HOURS:	
4000	

The above schedule of practical work experience is designed as a guide. The Apprentice shall be instructed and trained in all operations and methods customarily used in their trade. Each shop will adhere to as closely as facilities will permit and as approved by the Apprenticeship Committee. Retention of the apprentice on a particular operation beyond the established time should not occur unless there is a definite need for further training in the process.

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

In case of failure on the part of any apprentice to fulfill the obligation to attend RSI, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

- Supervised field trips
- Approved training seminars:
Would include but are not limited to:
 - **OSHA 10**
 - **CPR/First Aid**
- A combination of home study and approved correspondence courses (specify):
Acuity Technical Training, Tooling U, Wisc-Online, etc.
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify): **Off-site Contracted Training**

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

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

- twelve-month period from date of registration.*
- defined twelve-month school year: (insert month) through (insert month).
- two-thousand hours of on the job training.

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

Additional Information:

- A. Each apprentice must enroll in and attend classes in related instruction as prescribed by the Committee and/or Subcommittee. The apprentice will be responsible for payment for their classes, subject to their employer's tuition reimbursement policy.**
- B. Adequate safety instruction will be provided, emphasized and reinforced in all aspects of Related Supplemental Instruction even if the syllabus does not explicitly list safety as a topic.**
- C. To advance to the journey level of their occupation, the apprentice must provide a copy of a valid and current Industrial First Aid and CPR card. It may be required for the training in Industrial First Aid and CPR to be taken in addition to the RSI training.**
- D. Apprentices are responsible for acquiring their own text books, which are required for the class, before the class starts.**
- E. All AJAC apprentices will be provided with a minimum of 144 hours of RSI per year, up to a total of:**

432 hours of RSI over the course of their apprenticeship for Aircraft Mechanic Airframe and Industrial Controls Tech apprentices.

340 hours of RSI over the course of their apprenticeship for Aircraft Interiors Assembly Mechanic, Composite Manufacturing Specialist, and Outside Marine Machinist apprentices.

576 hours of RSI over the course of their apprenticeship for Industrial Maintenance Technician, Machinist, Machinist (Aircraft Oriented), Maintenance Machinist apprentices, and Plastic Process Technician apprentices.

384 hours of RSI over the course of their apprenticeship for Manufacturing Precision Metal Fabricator apprentices.

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

720 hours of RSI over the course of their apprenticeship for Tool and Die Maker.

(Variance on RSI approved at 01/15/2015 WSATC meeting)

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program 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 completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

A. General Procedures

The Terms "AJAC", the "Committee", and "Aerospace JAC" all mean Aerospace Joint Apprenticeship Committee.

- 1. During the term of apprenticeship, the apprentice shall be given such instruction during RSI and experience during structured OJT to develop the skills and knowledge necessary for advancement on the job and proficiency in their occupation.**
- 2. The AJAC committee may provide certification for those apprentices who have successfully completed the first 2 years of aircraft mechanic airframe, machinist (aircraft oriented) apprenticeship programs.**

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

3. **It is the responsibility of the aircraft mechanic airframe apprentice to get their FAA airframe license. This responsibility includes paying any costs associated with acquiring the license.**
4. **Apprentices selected while enrolled in high school must provide verification within 60 days of completion of high school graduation or equivalent.**
5. **Credit for Previous Experience: Advanced Entry or Early Completion**

An apprentice who has previous experience and/or schooling may request to enter the program at an advanced step or complete the program early. The apprentice must provide documentation to verify their experience and/or schooling. The decision of whether to allow the apprentice to have advanced entry and at what step, or credit for early completion, is a decision made by the Apprenticeship Committee and/or Subcommittee with the consent of the sponsoring employer.

To be considered, the apprentice must complete and submit a Credit for Previous Experience Packet to the Aerospace JAC.

Credit for previous trade experience or trade-related courses will be granted to all applicants fairly and equitably.

Apprentices applying for Advanced Entry or Early Completion must have completed any Related/Supplemental Instruction course for which they are requesting credit for with an average score of 85% or better.

6. **Credit for State/Federal Apprenticeship Programs:**

Apprentices who have attended a registered State/Federal Apprenticeship Program for the occupation in question are eligible to apply for credit following completion of the initial probationary period.

To be considered, the apprentice must complete and submit to the Aerospace JAC, a Credit for Prior Apprenticeship Packet.

It is the responsibility of the apprentice to work with AJAC staff to submit their proper paperwork and to get on the agenda for a meeting of the AJAC.

7. **Credit Policy for prior education**

Apprentices may challenge sections of the curriculum after providing documentation that they have successfully completed post-secondary level class(es) in the subject within the previous two (2) years. Apprentices who are granted credit for prior education must still complete the required 144

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

hours of related classroom instruction in a related subject, which must be approved by the Apprenticeship Coordinator. The apprentice will still be responsible for books, tuition and any other costs associated with the class(es) they take to replace the standard apprenticeship classes. The tuition associated with those classes may be the full student tuition rate for that year and not at the reduced apprenticeship tuition rate.

8. Related/Supplemental Instruction:

- a. All classes start and terminate at a date and time set forth by the Apprenticeship Coordinator.
- b. Apprentices who violate any Aerospace JAC or school safety and health policies, engage in behavior that disrupts related instruction, or return from break having used alcohol or drugs, may be removed from class and will be reported as soon as possible to the Apprenticeship Coordinator. The Apprenticeship Coordinator will attempt to either resolve the issue immediately or escalate the issue to the Aerospace JAC.
- c. Excused absences require class time to be made up at a rate of one (1) hour for every one (1) hour missed plus one of the following:
 - (1) A note from the apprentice's physician indicating that an illness/injury is preventing them from attending school.
 - (2) A note from a supervisor stating that the apprentice is required to work overtime.
 - (3) Proof of death of immediate family member.
 - (4) Special circumstances will be reviewed by the Apprenticeship Coordinator and elevated to the Committee at the discretion of the Apprenticeship Coordinator.
- d. Unexcused absences shall be made up at a rate of two (2) hours for every one (1) hour missed, and:
 - (1) This time must be made up before the end of the quarter in order for the apprentice to pass the class.
 - (2) Three or more unexcused absences from class in a year may be deemed cause for the apprentice being cancelled from the program.
- e. For tardiness, or leaving early, a grace period of up to one (1) hour per course will be allowed with a maximum accumulation of three (3) hours per year, to be made up hour for hour. Time missed beyond the one (1) hour per class and the three (3) hours per year will be

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

treated as an unexcused absence as described in paragraph d of this subsection.

9. Failure of Classes

- a. **Apprentices must pass each class with a grade equivalent to at least 75%.**
- b. **Apprentices who fail to receive the minimum score in any quarter must arrange, within one (1) week of receiving the failing grade, to meet with the Apprenticeship Coordinator or Representative to:**
 - (1) **Show cause why they should not be called before the Committee and**
 - (2) **Plan for a makeup class**

The plan will establish the conditions where by the apprentice will make up the failed classes within a predetermined period of time, not to exceed one year. If the failed class is a 100 series class, it must be made up prior to starting the 200 series classes, or run concurrently with the first 200 series class at the discretion of the Apprenticeship coordinator.

- c. **Apprentices who fail to complete a makeup class within the allotted time will be called before the Aerospace JAC for disciplinary action and may be placed on disciplinary probation for failure to Make Up Class. During the disciplinary probation, the following sanctions may apply:**
 - (1) **Work hours shall not be credited toward the apprenticeship program or step advancement.**
 - (2) **All disciplinary probations will require the disciplined apprentice to attend the next regular Aerospace JAC meeting to review their status and show cause why they should not be suspended or cancelled.**
- d. **The employers of an apprentice who fails to pass a class may receive a written notice of apprentice's unsatisfactory progress.**
- e. **An apprentice who fails to receive a minimum passing score in any two (2) quarters during his/her apprenticeship will be notified to appear before the Apprenticeship Coordinator to:**
 - (1) **Show cause why they should not be called before the Aerospace JAC, and**
 - (2) **Develop an RSI recovery plan**

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

- f. Apprentices who have been placed in suspension may be reactivated in the apprenticeship program at the discretion of the Committee and/or Subcommittee with employer approval of the reactivation.**

10. Disciplinary Procedures:

- a. When violations of these Standards by apprentices and/or employers occur, they will be acted upon by the Apprenticeship Coordinator and/or the Committee and/or Subcommittee as outlined below.**
- b. The Apprenticeship Coordinator will first and always attempt to resolve problems informally by communicating with all parties concerned.**
- c. If a hearing by the Committee and/or Subcommittee is required, notification will be sent by certified mail at least twenty (20) days prior to the hearing and will contain the alleged charges and Standards section violated, range of penalties, which may be imposed.**
 - (1) The apprentice and/or employer shall be notified in writing to appear before the Committee and/or Subcommittee.**
 - (2) Notification will be sent to the apprentice at least twenty (20) days prior to the hearing and will contain the alleged charges, Standards section violated, and range of penalties, which may be imposed.**
- d. If an apprentice fails to appear before the committee and/or subcommittee when notified, the committee and/or subcommittee may discipline the apprentice in their absence.**
- e. Following the hearing, the Committee and/or Subcommittee will make its decision based solely upon the most credible evidence submitted at the hearing and reduced to writing.**
- e. Apprentices will be notified in writing of the Committees and/or subcommittees decision by certified mail.**

11. Hours Reporting:

- a. Apprentice shall submit monthly work progress hours by the fifteenth (15th) day of the following month. It is the responsibility of the apprentice to enter their hours into the online AJAC Apprentice Tracking System (ATS) and:**

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

- (1) Overtime hours do not count toward hours required to complete the program.
 - (2) Vacation hours do not count toward hours required to complete the program.
 - (3) Apprentices may not count more than 184 hours per month, or 2,080 hours per year, toward the required hours for completion.
 - (4) Apprentices must keep a hardcopy record of all work progress reports as a backup to the ATS. The hardcopy work progress report may be audited at any time by the Apprenticeship Coordinator.
- b. If the ATS is not available, then the apprentice must make a copy of the work progress report and submit the original signed work progress report to the AJAC Apprenticeship Coordinator by:
- (1) US Mail
 - (2) Fax, or
 - (3) Email directly to the Apprenticeship Coordinator
- c. Apprentices who fail to submit their hours before the end of the following month will be called before the Apprenticeship Coordinator to show cause why they should not lose the hours for the month that was not reported, and why that time should count towards a step progression or towards the completion of their apprenticeship program.
- d. Apprentices who fail to submit their hours on time two (2) or more times will be called before the Aerospace JAC to show cause why they should not be disciplined. The discipline may include losing the hours for the months that were not reported, and time may not count towards a step progression or towards the completion of their apprenticeship program.
- e. Apprentices must maintain employment to remain active in the apprenticeship program. Apprentices who have been separated from their employer, for non-disciplinary reasons, may complete the quarter they are attending and receive credit towards completion of that portion of the related instruction provided they pass the class.

B. Local Apprenticeship Committee Policies

NONE

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

C. Complaint and Appeal Procedures:

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

Prior to: 20 calendar days of intention of disciplinary action by a sponsor

- Sponsors must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action must be sent to the apprentice

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

Within: 30 calendar days of apprentice's request for reconsideration

- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 calendar days of final action

- Apprentice must submit the complaint in writing to the Department
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local sponsor

Within: 30 business days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or sponsor disputes supervisor decision:

Within: 30 calendar days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 calendar days after hearing

- WSATC to issue written decision

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or 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. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

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

1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on 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.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
- Authorization of Signature forms - as necessary
- Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
- Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
- Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

- Journey Level Wage Rate – annually, or whenever changed
 - Request for Revision of Standards - as necessary
 - Request for Revision of Committee - as necessary
 - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
 - On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Sponsor's introductory statement (if applicable)
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. 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 the related/supplemental instruction 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.

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. 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.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, 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 sponsor 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 sponsor or 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.
 5. 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.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

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; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

Quorum: (Two (2) members of the Committee, one (1) from the employee and one (1) from employer shall be a quorum for the transaction of business. Each party shall have the right to cast the full vote of its membership and it shall be conducted as though all were present and voting.

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

AEROSPACE JOINT APPRENTICESHIP COMMITTEE

The employer representatives shall be:

**Tim Rabe, Secretary
MTorres America (Pacifica
Engineering, Inc.
21520 30th Drive SE, Ste. 210
Bothell, WA 98021**

**Travis Hoekema
4413 Chennault Beach Road
Mukilteo, WA 98275**

**Matt Poischbeg
Sea-Lect Plastics
3420 Smith Avenue
Everett, WA 98206**

**John Goes
Ellison Technologies Northwest
19625 62nd Avenue South
Kent, WA 98032**

The employee representatives shall be:

**Tom Lux, Chair
9125 15th Pl. South
Seattle, WA 98108**

**Jesse Cote Jr.
9125 15th Pl. South
Seattle, WA 98108**

**Tim Bacon
Tool Gauge and Machine
4336 S. Adams
Tacoma, WA 98409**

**David Tsuber
4208 E. Grace Ave
Spokane, WA 99217**

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 approved by the main committee.

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.

**Lynn Strickland, Executive Director
6770 East Marginal Way South Bldg A-106
Seattle, WA 98108**