

WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

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):

Code Officials safeguard the public health and safety through the development, enforcement and administration of Washington State building construction codes and standards adopted by the State Building Code Council, and ordinances at the county, city and town level.

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As employers and employees, our unified goal is to lead the way to excellence in building and life safety.

By developing and adopting the WABO Code Official Apprenticeship Program (WABO-COAP), we will provide a structured system of education, training employment in the area of Construction Code Administration and Enforcement. This program provides for a structured post-secondary education strategy, combined with on-the-job training, to pass-on the collective skills, knowledge, experience and wisdom of Code Officials currently active in the industry to assure a common foundation for future generations of Construction Code Officials, including but not limited to, Building Officials, Building Plans Examiners and Building Inspectors.

This Apprenticeship can be a first step of a career ladder for occupations such as Building Officials and Inspectors, Architects, Structural Engineers and others interested in providing safe buildings for our communities.

These Standards of Apprenticeship were developed with the cooperation of the Washington Association of Building Officials with the assistance from the Department of Labor and Industries Apprenticeship Section.

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.

For the purpose of these standards, Region 1 (North Puget Sound), Region II (South Sound/Olympic peninsula), Region III (East), Region IV (Southwest), and Region V (Central) contain the following counties.

Region I: San Juan, Island, Kitsap, Whatcom, Skagit, Snohomish, King.

Region II: Pierce, Thurston, Grays Harbor, Mason, Jefferson, and Clallam.

Region III: Ferry, Stevens, Pend Oreille, Lincoln, Spokane, Adams, Whitman, Franklin, Walla Walla, Columbia, Garfield, and Asotin.

Region IV: Lewis, Pacific, Wahkiakum, Cowlitz, Skamania, Clark, and Klickitat.

Region V: Okanogan, Chelan, Douglas, Kittitas, Grant, Yakima, and Benton.

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II. MINIMUM QUALIFICATIONS:

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

Age: **At least 18 years of age.**

Education: **High School graduation or a general education development (GED) certification from a school accredited by a State Education Agency. Applicants must supply the Apprenticeship Committee with proof of graduation from high school or successful completion of GED.**

Experience: **Applicant must demonstrate prior work experience in the construction industry or a closely related field.**

Physical: **The ability to perform the work of the occupation**

Testing: **Applicant shall have, and will be tested on having, a minimum knowledge of General Construction Practices and/or Terminology.**

Other: **None**

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:

- 1. For all applicants in Regions I, II, III, IV and V: Applications may be made online at www.wabo.org/coap or application materials may be obtained by calling (360)628-8669 or (888)664-9515. All written applications submitted must have the original signature of the applicant. A digital signature is required if the application is made online. Written applications must be hand delivered or delivered via US Post or other**

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courier. Written applications sent by US Post must be sent to: Washington Association of Building Officials, PO Box 7310, Olympia, WA 98507. Hand delivered or couriered applications must be delivered to: 4405 7th Ave SE, Suite 205, Lacey, WA 98503. Applications are accepted year round unless otherwise determined by the Committee.

- 2. After acceptance as an applicant (by completing the application and providing the required information relating to meet the minimum requirements), an applicant will be scheduled for an interview.**
- 3. Interviews will be held at least once per year in January, then again as demand dictates (as determined by the committee). The Committee will determine the maximum number of applicants to be considered prior to holding interviews.**
- 4. Applicants will be placed in rank order in the Ranked Eligibility Pool based upon their combined application, testing and interview results.**
- 5. In January and June, any applicants remaining in the Ranked Eligibility Pool will be re-contacted to determine their continued eligibility, willingness and commitment to being registered and referred for work. All applicants will then be re-ranked in the Ranked Eligibility Pool every six months.**
- 6. Employers may request women and minority apprentices in order to meet their own employment requirements.**
- 7. The order of the pool may be superseded to meet WABO-COAP diversity goals in conformance with the Washington State Apprenticeship and Council Rules.**
- 8. A city or county jurisdiction who becomes a training agent with WABO-COAP may register their non-journey and non-senior level employees performing the scope of work as defined by these standards as apprentices at any time.**
- 9. WABO-COAPs Training Agents may incorporate their employment practices with applicants and apprentices from the pool in addition to the conditions in this standard.**
- 10. The Interview Session:**
 - a. Each applicant shall be interviewed by members or designated representatives of the Apprenticeship Committee.**

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- b. **The interview sub-committee shall have in its possession for review with regard to each applicant: Application form, education transcript, and proof of birth date.**
 - c. **After a brief introduction, the interview sub-committee will ask questions of the applicant with the purpose of finding out as much as possible about him/her as an individual and about his/her capacity to participate in an apprenticeship.**
 - d. **Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: Work experience, mechanical abilities, motivation, attitude, teamwork, customer service, process improvement, knowledge of/understanding of public service principals, etc.**
 - e. **Evaluation must be based on a standard of industry needs, and not by a comparison with other applicants.**
 - f. **Evaluation of the interview will be based on Excellent, Good, Fair, Poor, and Unacceptable responses on each topic.**
 - g. **Excellent will be given a numerical range of 16 to 20; Good will be given a numerical range of 11 to 15; Fair will be given a numerical range of 6 to 10; Poor will be given a numerical range of 1 to 5; Unacceptable will be given a zero value. Any applicant who has 50% or more unacceptable responses will not be considered for apprenticeship.**
 - h. **Answers to questions must be documented during the interview to produce a record for the applicant's file.**
 - i. **All applicants must be asked the same questions.**
- 11. Upon acceptance following the interview process, applicants will be asked to complete a "Regional Referral Availability Form" indicating the region(s) in which the applicant is willing to work. A revised/updated version of this form may be submitted by the applicant at any time. Failure to submit a form will result in the applicant committing to employment anywhere within the state of Washington.**
- 12. Applicants shall be referred to employment with a Training Agent based on the following criteria: (1) the Training agent jurisdiction is within a region identified by any applicants as an acceptable area for employment and (2) the overall ranking of candidates in that region based on highest scores.**
- 13. Exceptions:**

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The committee reserves the right to make exceptions to the selection procedure in considering the applicants having experience, accredited training and/or currently working for an approved WABO-COAP Training Agent.

B. Equal Employment Opportunity Plan:

- 1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- 2. Cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare students for entrance into apprenticeship.**
- 3. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's sponsor(s).**
- 4. Engage in such programs designed to recruit, pre-qualify, and place minorities and women (minority and non-minority) in apprenticeship.**
- 5. To encourage establishment and use of pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.**
- 6. Encourage minority and women (minority and non-minority) senior-level workers, journey-level workers, and apprentices to promote the program.**

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)].

6,000 hours

V. INITIAL PROBATIONARY PERIOD:

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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.

The first 1200 hours of employment with an approved WABO-COAP Training Agent shall constitute the initial probationary period. During the period, the apprenticeship registered may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of such cancellation.

During the initial probationary period, the Committee shall make a thorough review of the apprentice's ability and development. Prior to the end of the first 1200 hours of employment, action must be taken on each probationary apprentice to end the probation or cancel the registration. All interested parties shall be notified of such action.

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)].

One (1) apprentice to each one (1) Journey Level Worker per approved Training Agent.

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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.

Step	Number of hours	Percentage of journey-level rate
1	0000 - 1,000 hours	70%
2	1,001 – 2,000 hours	75 %
3	2,001 – 3,000 hours	80 %
4	3,001 – 4,000 hours	85 %
5	4,001 – 5,000 hours	90 %
6	5,001 – 6,000 hours	95 %

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- 8. Effectively use business software for word processing, spreadsheets, publishing, and presentation programs.
- 9. Use specialized software/technology, including but not limited to: permit tracking/regulatory tracking information systems, electronic plan review systems and mobile field inspection technology.
- 10. Develop the ability to tell when something is wrong or likely to go wrong without solving the problem, only recognizing there is a problem.
- 11. Represent your employer and the inspection industry at public events.
- 12. Perform customer service at the front counter by telephone, letter, and email.
- 13. Plan and participate in meetings/training.

B. Plan Review1,500 hours

- 1. Read and interpret drawings for code compliance using adopted jurisdictional codes, ordinances, accessibility guidelines and policies.
- 2. Review specifications and construction methods for compliance.
- 3. Read and interpret the practical application of engineering science and technology including principles, techniques, and procedures.
- 4. Utilize mathematical formulas to analyze drawings for code compliance.
- 5. Communicate and document deficiencies found in plan review at the front counter, by telephone, letter, and email.
- 6. Review revised resubmitted drawings for accuracy/compliance.
- 7. Analyze the use of alternate materials and methods.

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C. Field Inspection3,000 hours

- 1. Interpret code compliance by use of the approved plans and adopted jurisdictional codes, ordinances, accessibility guidelines and policies.**
- 2. Evaluate information and site work to determine compliance with industry standards.**
- 3. Analyze information and evaluate results so to choose solutions for solving problems.**
- 4. Communicate written deficiencies to contractor, builder or owner.**
- 5. Accept criticism and deal calmly and effectively in high stress situations.**
- 6. Consider the relative costs and benefits of potential actions.**
- 7. Understand when to issue stop work notices and assess reinspection fees**

Total Hours: 6,000

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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 (specify)
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify):

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

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- () twelve-month period from date of registration.*
- () defined twelve-month school year: (insert month) through (insert month).
- (X) 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:

NONE

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

A condition for the participation in the apprenticeship program is employment with the Approved Training Agent.

If the employment ends for any reason, the Training Agent must notify the Apprenticeship Committee in writing within 14 calendar days with a brief reason for termination.

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B. Local Apprenticeship Committee Policies

Apprentice Progress Reviews:

The Sponsor will:

Provide to Approved Training Agents appropriate forms to document and record hours of instruction in Work Process (Section VIII) and Related Supplemental Instruction (Section IX).

Review the progress of each apprentice based on the reports and documents submitted by the Training Agent(s).

The apprenticeship committee reviews will occur quarterly, no later than the fifth business day of January, April, July and October so that evaluations and reports may be reviewed for action and compiled for submission to L&I.

The Training Agent will:

Ensure that a qualified Journey Level Inspector provides meaningful and harassment free on-the-job learning in all aspects of the occupation.

Explain to their apprentice(s) the requirements and expectations of these Standards of Apprenticeship.

Provide the Apprentice with appropriate forms to document and record hours of instruction in Work Process (Section VIII) and Related Supplemental Instruction (Section IX).

Submit to the apprenticeship committee no later than the first business day of January, April, July and October copies of reports on each apprentice.

The Journey Level Inspector will:

Provide meaningful and harassment free on-the-job learning in all aspects of the occupation.

Review, provide observations and sign the monthly progress report.

The Apprentice will:

Provide to their Training Agent a copy of each monthly progress report that their Journey Level Inspector has signed.

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Apprentice Quarterly Report Due Date Schedule:

Period	TA	JATC	L&I
1 st : Jan-Mar	3d* day of Apr	5th* day of Apr	Apr 10
2 nd : Apr-Jun	3d day of Jul	5th day of Jul	Jul 10
3 rd : Jul-Sep	3d day of Oct	5th day of Oct	Oct 10
4 th : Oct-Dec	3d day of Dec	5th day of Dec	Jan 10

***NOTE: the 3d and 5th “day of” mean “business day of that month”.**

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

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- 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

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.

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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
 - 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

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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.

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.

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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:

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.
4. **Employers requesting Approved Training Agent Status**
 - a. **An Approved Training Agent is the employer of registered apprentices and approved by the WABO to furnish on-the-job training to satisfy these Standards of Apprenticeship.**
 - b. **The Training Agent retains all normal employer/employee rights, responsibilities, policies and procedures. If the Training Agent is signatory to a collective bargaining agreement covering employees in the occupation classification, those provisions are also retained.**

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- c. **Any Washington State employer that has positions that meet the descriptions for Standard Occupational Classification (SOC) 47-4011.00 is eligible to request Approved Training Agent status. These descriptions may be found at:**
<http://online.onetcenter.org/link/summary/47-4011.00>
 - d. **Employers must submit a completed Approved Training Agent form to the sponsor prior to posting or accepting any application for a Registered Apprenticeship position. The form is:**
www.lni.wa.gov/Forms/wordForms/100508af.doc
 - e. **The Washington Association of Building Officials (WABO) Apprenticeship committee is responsible for obtaining the Training Agent Agreement and Understanding of EEO Requirements form from all employers who hire apprentices agreeing to comply with the equal employment opportunity requirements of these standards and 29 CFR Part 30. This form can be found at:**
<http://www.lni.wa.gov/Forms/wordForms/100523af.doc>
 - f. **The Washington Association of Building Officials (WABO) is a sponsor of Registered Apprenticeship for the occupation of Code Official. WABO and its apprenticeship committee do not employ apprentices. Apprentices are employed through Registered Training Agents.**
 - g. **The sponsor will review the request and determine the adequacy of the employer to furnish proper on-the-job training and related supplemental instruction.**
 - h. **Employers are encouraged to contact the Training Director or a member of the apprenticeship committee at any time.**
- 5. Employees of Approved Training Agents.**
- a. **Persons desiring apprenticeship training shall make application to their employer (previously approved as a Training Agent by the sponsor) and to the Apprenticeship Committee in Section XIII.**
 - b. **If the applicant meets all the qualifications and has completed the application they will be required to review the Apprenticeship Standards, receive a copy and be provided with information about the program.**
 - c. **Upon acceptance of the applicant, the Apprenticeship Committee shall make an evaluation as to his/her ability and, with the employer's approval, place him/her in the program in the proper work experience**

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and wage progression period and register him/her to the Approved Training Agent.

- d. A condition for participation in this apprenticeship is employment with an approved Training Agent.**
- e. If employment ends for any reason, the Training Agent must notify the Apprenticeship Committee in writing within 14 calendar days with a brief reason for termination. Ongoing participation in the Code Official Apprenticeship Program will be evaluated by the committee on a case-by-case basis.**

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: At least 1 employer and 1 employee representative must be physically present. Other members of the JATC may participate and vote by phone or email. JATC minutes will reflect which members were physically present and which participated electronically.

Program type administered by the committee: **GJATC**

The employer representatives shall be:

**Andrew Higgins, Chair
City of Seattle
PO Box 34019
Seattle, WA 98124-4019**

**Kurt Aldworth
City of Sammamish
801 228th Ave SE
Sammamish, WA 98075**

**Tom Hill
City of Olympia
PO Box 1967
Olympia, WA 98507-1967**

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The employee representatives shall be:

Gary Allsup, Secretary
City of Lacey
PO Box 3400
Lacey, WA 98509-3400

Brian Smith
City of Camas
PO Box 1055
Camas, WA 98607

Richard Scott Hopp
City of Olympia
PO Box 1967
Olympia, WA 98507-1967

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.

Julie Rogers
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<http://www.wabo.org/>