



**STANDARDS OF APPRENTICESHIP
adopted by**

WESTERN WASHINGTON DRYWALL APPRENTICESHIP

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
DRYWALL FINISHER	47-2082.00	6000 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:

APRIL 18, 2013
Initial Approval

JULY 17, 2014
Committee Amended

OCTOBER 20, 2016
Standards Amended (review)

JULY 21, 2016
Standards Amended (administrative)

By: LEE NEWGENT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

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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 following Standards for the development of drywall apprentices have been prepared by the representatives of the Northwest Wall and Ceiling Contractors Association, and the representatives of the International Union of Painters and Allied Trades (IUPAT) District Council No. 5, Headquarters, Seattle, Washington. These standards are registered with the Washington State Apprenticeship and Training Council.

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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 all of Clallam, Grays Harbor, Island, Jefferson, King, Kitsap, Lewis, Mason, Pierce, San Juan, Skagit, Snohomish, Thurston, and Whatcom counties. The Standards shall also cover that portion of Pacific County north of a line formed by extending the northern border of Wahkiakum County west to the Pacific Ocean. The headquarters for the standards shall be in Seattle, Washington.

II. MINIMUM QUALIFICATIONS:

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

Age: **Must be a minimum of 17 years of age.**

Education: N/A

Physical: **Must be physically fit to perform the duties of a Drywall Finisher. Must pass all components of Finishing Trades Institute Northwest (FTINW) strength and physical agility test.**

Testing: N/A

Other: N/A

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).

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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. Apprenticeship applications shall be available and accepted year round online and at the training office. Individuals who submit a completed application and meet the minimum requirements shall be scheduled for an interview. Applicants must appear for their scheduled interview to remain eligible for registration in this program.**

**Western Washington Drywall Apprenticeship
6770 East Marginal Way South, Building E, Suite 102
Seattle, WA 98108
p 206-762-8332 f 206-762-6433
Call or Email: raquels@ftinw.org or ericp@ftinw.org for online application information.**

- 2. All applicants not qualifying as "Direct Entry" shall be interviewed on days established by the JATC. Upon successful completion of the interview, applicants will be placed on the appropriate ranked eligibility list. Applicants may re-interview to raise their score if they submit additional documentation of training and/or work experiences. To be eligible for registration, all Applicants shall have attended the safety and orientation class. Applicants shall be registered based on the highest score first. Upon notification of an Apprenticeship opportunity, applicants will be given "reasonable time" in which to report to work. All applicants will be treated equally in determination and application of a "reasonable time" (WAC 296-05-429(4)). Applicants who turn down an apprenticeship opportunity will be dropped from the Ranked Eligibility List.**
- 3. Applicants who do not contact the apprenticeship office on/or by the 1st business day of every month will be removed from the "Eligible Applicant List".**
- 4. The apprenticeship office shall maintain a record of all applicants, the current status of all applicants pending and the final disposition of all applicants.**

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5. All "Registered Apprentices" must be working before Applicants on the "Eligible Applicant List" are given a call to work.
6. Employers wanting to hire an Apprentice **MUST FIRST CALL** the Union. If there are no "out of work" apprentices on the books, the Union then **MUST CALL** the Apprenticeship Office for a new hire from the top of the "Eligible Applicant List".
7. Applicants may turn down a "Call to Work" when the distance from their home to the work site is too great (more than 75 miles). The Applicant will remain at the top of the list, and the Applicant below them on the list will be offered the job.
8. **EXCEPTIONS:**
 - a. (Direct Entry) The JATC may enter, may pierce the Ranked Pool of Eligibles, and/or may waive Minimum Requirements to satisfy TERO, Project Labor Agreement, Local Hire, Women or Minority Affirmative Action, or other Apprentice Utilization requirements mandated by government or tribal agencies and/or government or tribal project owners. Without limitation, this section may be used in conjunction with Direct Entry Exceptions (b) through (l) below.

Further, the JATC shall adopt and follow any WSATC prescribed selection method(s), including but not limited to TERO, Project Labor Agreement, Local Hire, Women or Minority Affirmative Action, or other Apprentice Utilization requirements.
 - b. (Direct Entry) The JATC may enter graduates of "Drywall Training Programs" at Job Corps into apprenticeship registration provided jobs are available and they meet the minimum requirements.
 - c. (Direct Entry) The JATC may enter currently enrolled Apprentices relocated from other IUPAT drywall finishing programs. The Apprentice shall be evaluated by the JATC, using consistent, standard, non-discriminatory means and registered at the appropriate step/percentage of apprenticeship based on previous work experience, abilities, and related training.
 - d. (Direct Entry) The JATC may enter US Military Veterans into apprenticeship registration with documented proof of honorable discharge provided jobs are available and they meet the minimum requirements.
 - e. (Direct Entry) Upon the request of the employer, the JATC may enter an individual into apprenticeship registration after they have been a

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Drywall Finishing "Pre-apprentice" for a minimum of 160 hours. The Pre-Apprentice must meet the minimum requirements. Any time served as a pre-apprentice may be counted as credit towards apprentice hours if so requested by their employer and approved by the JATC.

- f. (Direct Entry) The JATC may enter a drywall finishing employee of a non-signatory employer into apprentice registration, who meets the minimum qualifications but does not qualify as a journey-level worker, upon the employer becoming signatory. The employee shall be evaluated by the JATC, using consistent, standard, non-discriminatory means and registered at the appropriate step/percentage of apprenticeship based on previous work experience, abilities, and related training.**
- g. (Direct Entry) The JATC may enter an individual who signs an authorization card during an organizing effort, wherein fifty percent (50%) or more of the employees have signed, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journey-level worker, shall be evaluated by the JATC using consistent standard, non-discriminatory means, and registered at the appropriate step/percentage of apprenticeship based on education, previous work experience and related training.**

For such applicants to be considered they must provide verified documentation to show that the applicant was an employee performing Drywall Finishing work prior to signing the authorization card.

- h. (Direct Entry) The JATC may enter a drywall finisher into apprenticeship registration at the request of an employer signatory to a DC#5 Drywall Finisher CBA who meets the minimum qualifications but does not have journey level skills. The employee shall be evaluated by the JATC, using consistent standard, non-discriminatory means, and registered at the appropriate step/percentage of apprenticeship based on education, previous work experience and related training. Only individuals who were hired and are currently employed as employer recognized "journey" workers, and upon referral and evaluation match skills of a third bracket or higher apprentice, may receive direct entry under this section.**
- i. (Direct Entry) The JATC may enter Registered Native Americans into apprenticeship registration who meet the minimum qualifications and who have secured work under TERO or equivalent tribal regulations and/or tribal contract requirements.**

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- j. (Direct Entry) The JATC may enter an employee into apprentice registration who has secured work under a local government Housing Authority, provided they meet the minimum requirements.**
- k. (Direct Entry) Graduates of WSATC recognized Apprenticeship Preparation Programs may receive direct entry into apprenticeship registration provided jobs are available and they meet the minimum requirements.**

B. Equal Employment Opportunity Plan:

The sponsor shall do the following to help meet the equal employment opportunity obligations and affirmative action goals:

- 1. Cooperate with school boards, community colleges, and/or vocational schools to develop programs which prepare students for entrance into apprenticeship.**
- 2. Disseminate information within shops concerning equal employment opportunity and apprenticeship openings. Expand contractor networking process to assess contractors needs and encourage maximum apprentice utilization.**
- 3. Encourage the use of pre-apprenticeship training and give equal opportunity for admission into the program to pre-apprenticeship program graduates. Participate in minority and women's pre-apprenticeship program sessions, including those conducted by ANEW and Job Corps.**
- 4. Attend job fairs and career fairs for outreach and positive recruitment, and to distribute information about the nature of the Drywall apprenticeship program, minimum admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.**
- 5. Conduct a sustained one-on-one outreach and positive recruitment effort for minority and female candidates. Log and followup with all minority and female candidates expressing interest in the program. Conduct one on one interviews, provide encouragement for apprentice candidate placement & waitlist sign ups, and facilitate entry of minority and women candidates into the program.**
- 6. Conduct a sustained one-on-one outreach and positive recruitment effort for minority and female candidates into pre-apprenticeship positions as the most effective lead in to entry and successful apprenticeship completion for such candidates.**

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7. **Utilize minority and female apprentices and journey-level workers as recruiters and lay support through the IUPAT District Council 5 Women in the Trades Committee(s).**
8. **Monitor and report to the JATC and Apprenticeship Trust on a quarterly basis women and minority participation numerical information in comparison with compared to goals and timetables (as adopted with technical assistance from the Department).**

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)].

For the Drywall Finisher apprentices, the term of apprenticeship shall be 6000 hours with not less than 1500 per year as a minimum.

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.

The first 1200 OJT hours or 1 year, whichever occurs first, will be considered the probationary period of apprenticeship. During this period of apprenticeship,

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registration may be canceled by either party without the formality of a hearing. The Washington State Apprenticeship and Training Council shall be notified of such cancellations.

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)].

A. Drywall Finisher: The ratio of apprentices to journey-level workers will be: one (1) apprentice for one (1) through three (3) journey-level workers; two (2) apprentices for four (4) through seven (7) journey-level workers; three (3) apprentices for eight (8) through ten (10) journey-level workers; thereafter one (1) apprentice to three (3) journey-level workers. By request of the JATC and only during peak employment periods, the committee may approve a ratio on the apprentice group of not more than 50% of the employer's work force. On request, of the JATC the committee may also approve the use of one (1) apprentice to one (1) journey-level worker when performing work in multi-family residential construction and on Federal installations.

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.

In addition, apprentices shall be eligible for and receive the same fringe benefits provided for the journey-level workers.

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Drywall Finisher:

Step	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months/ minimum of 750 hours	50%
2	7 - 12 months/minimum of 750 hours	55%
3	13 - 18 months/minimum of 750 hours	65%
4	19 - 24 months/minimum of 750 hours	75%
5	25 - 30 months/minimum of 750 hours	85%
6	31 - 36 months/minimum of 750 hours	90%

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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)]

The apprentice shall be taught the use, care and effective handling of all tools commonly used in connection with the Drywall Finishing trade. The apprentice shall be given instruction and experience in all branches of the trade necessary to develop them into a skilled mechanic. The apprentice shall also perform such other duties as are commonly related to drywall apprenticeship work.

A. Drywall Finisher Approximate Hours

A condensed schedule of the major divisions of the trade in which the drywall apprentice shall receive work experience follows

- 1. Application and embedment of tape (hand)400**
- 2. Application of first fill coat over tape (hand)400**
- 3. Application of second coat over tape (hand)400**
- 4. Application and embedment of tape (machine)1000**
- 5. Application of first fill coat over tape (machine)400**
- 6. Application of second coat over tape (machine).....400**
- 7. Detail work (hand operation).....800**
 - a. Touching up bad joints**
 - b. Taping and finishing around pipes and tubs**
 - c. Nail spotting - 1st - 3rd coats**
 - d. Filling metal corner guard and metal edge trim**
- 8. Finishing of angles (machine and hand operation).....400**
- 9. Finish sanding and check out.....600**
- 10. Final surface applications textured or smooth (machine and trowel applied).....600**

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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 (**product manufacturer certification classes and standards safety and equipment classes**)
- A combination of home study and approved correspondence courses (**Finishing Trades Institute International online Drywall Finisher Learning Management System Classes matching core and trade curriculum compounds**)
- State Community/Technical college
- Private Technical/Vocational college
- Training trust

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() Other (specify):

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

- (X) 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. The Apprenticeship Committee recommends that the course for drywall apprentices be limited to those who are actually apprentices in the drywall trade, in accordance with these Standards.**
- B. Registered apprentices who have difficulty with English must take the SLEP test. Those who score less than a 50 on the SLEP test must be enrolled in and regularly attending an ESL class. This requirement is in addition to regular RSI classes and does not affect selection in any way.**
- C. Registered Apprentices will be provided a minimum of 144 hours of RSI per year, up to a total of 432 hours of RSI over the course of their apprenticeship.**

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.

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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

1. **Apprentices employed under these standards are required to apply themselves with diligence to the various assigned tasks. They are to protect the property and interest of their employer and their coworkers. They are to conduct themselves at all times in a creditable manner, realizing that time, money, and effort are expended in affording them opportunity to become a skilled craftsman.**
2. **Satisfactory progress must be maintained in related training classes. An apprentice will be called before the Apprenticeship Committee and may be disciplined, suspended, or canceled for the following:**
 - a. **Not maintaining a passing grade.**
 - b. **Missing more than 12 hours of class per quarter.**
 - c. **Being more than three months tardy in turning in work progress records.**
 - d. **Not working in the trade for more than six months.**
3. **Behavior problems while at school will be dealt with in a three-step process. First a documented verbal warning, then a written warning, and finally a mandatory appearance before the JATC. An apprentice may be disciplined, suspended, or canceled for refusing to correct behavior problems in class. Apprentices who assault or threaten instructors or staff will be suspended from school until they appear before the JATC. The JATC may discipline, suspend, or cancel an apprentice for threatening an instructor or staff person. The JATC will cancel an apprentice for assault on an instructor or staff person.**
4. **The W. WA Drywall JATC has a zero tolerance drug policy. If an apprentice is found to be using, distributing, or possessing controlled substances or alcohol on campus, they will be immediately suspended from the program and will be asked to appear before the committee. Apprentices shall comply with applicable Federal, State, and Local regulations with respect to drugs, alcohol, and intoxicants during their work and training. Apprenticeship shall also comply with the Finishing Trades Institute Northwest Drug Policy as may be amended from time to time. Violations of applicable regulations or the Drug Policy may result in immediate suspension from the program with a request to appear before the committee.**

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5. **An apprentice, canceled for non-compliance to policies of the JATC, may be restricted from being reinstated in the apprenticeship program for up to 16 months.**

B. Local Apprenticeship Committee Policies

NONE

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

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- 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.

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

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- 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
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

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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.
 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

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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.

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: A quorum must be present to carry on the regular business of the committee. A quorum shall consist of one (1) member representing management and one (1) member representing labor. The unit vote system shall prevail.

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

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The Apprenticeship Committee shall be composed of eight members; four (4) members representing the Northwest Wall and Ceiling Contractors Association, and four (4) members representing the IUPAT District Council No. 5. The selection of these individual members will be made by the groups they represent.

The employer representatives shall be:

**Mike Newman, Chair
Firstline Systems
13621 NE 126 Pl. #450
Kirkland, WA 98034**

**Jim McDade
15140 NE 92nd Street
Redmond, WA 98052**

**Kim Mehrer-Vaughn
2657 - 20th Ave W
Seattle, WA 98199**

**Jorrod Avery
14700 NE 95th St. Ste. 201
Redmond, WA 98052**

The employee representatives shall be:

**John Boufford, Secretary
6770 E. Marginal Way S. Bldg E
Seattle, WA 98108**

**Jeff Kelley
6770 E. Marginal Way S. Bldg E
Seattle, WA 98108**

**Jose Leal
6770 E. Marginal Way S. Bldg E
Seattle, WA 98108**

**Randy Westbrook
6770 E. Marginal Way S. Bldg E
Seattle, WA 98108**

**Chad Konsak, Alternate
6770 E. Marginal Way S. Bldg E
Ste #102
Seattle, WA 98108**

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

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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.

Mark Beaufait, Director of Training
6770 E. Marginal Way S.
Bldg E Suite 102
Seattle, WA 98108

Eric Palmer, Coordinator
6770 E. Marginal Way S.
Bldg E Suite 102
Seattle, WA 98108