



APPRENTICESHIP PROGRAM STANDARDS
adopted by

WESTERN WASHINGTON DRYWALL APPRENTICESHIP

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-315]

DRYWALL FINISHER

47-2082.00

6000 HOURS



APPROVED BY

Washington State Apprenticeship and Training Council

REGISTERED WITH

Apprenticeship Section of Fraud Prevention and Labor Standards

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

APPROVAL:

APRIL 18, 2013

Provisional Registration

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JULY 17, 2014

Permanent Registration

By: DAVE D'HONDT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

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INTRODUCTION

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

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

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

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

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

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

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

Sponsor Introductory Statement (Required):

The following Standards for the development of drywall apprentices have been prepared by the representatives of the Northwest Wall and Ceiling Contractors Association, and the

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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.

I. GEOGRAPHIC AREA COVERED:

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

The area covered by these standards shall be 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 [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 Procedure (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.

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.**
- 5. All "Registered Apprentices" must be working before Applicants on the "Eligible Applicant List" are given a call to work.**

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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 Drywall Finishing "Pre-apprentice" for a minimum of 160 hours. The Pre-Apprentice must meet the minimum requirements. Any time served as a

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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.**
- 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.**

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- 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.**
- 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**

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with compared to goals and timetables (as adopted with technical assistance from the Department).

C. Discrimination Complaints:

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

IV. TERM OF APPRENTICESHIP:

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

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:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

The initial probationary period is [WAC 296-05-316(22)]:

- A. the period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. the period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.

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 on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

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

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:

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- A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.
- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

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

C. Drywall Finisher:

Step	Hour Range or competency step	Percentage of journey-level wage 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%

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and work experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined.

The apprentice shall be taught the use, care and effective 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.

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A. Drywall Finisher

Approximate Hours/Competency Level

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
11. Firestopping & Building Envelope Applications.....	200
a. Caulk	
b. Spray	
c. Weather Resistant Barrier (WRB)	
12. Scaffold and lift operation	200
13. Final clean up.....	200
TOTAL HOURS:	<u>6000</u>

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

Supervised field trips

Sponsor approved training seminars (specify): **(product manufacturer certification classes and standards safety and equipment classes)**

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

Sponsor Provided (lab/classroom)

Other (specify):

B. **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.

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

C. Additional Information:

1. **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.**
2. **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.**
3. **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:

A. Administrative Procedures:

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

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

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- b. 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. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:

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- a. **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:**
 - (1) **Not maintaining a passing grade.**
 - (2) **Missing more than 12 hours of class per quarter.**
 - (3) **Being more than three months tardy in turning in work progress records.**
 - (4) **Not working in the trade for more than six months.**

- b. **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.**

- c. **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.**

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint. 296-05-316(22)
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file

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a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.

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

D. Apprentice Complaint Review/Appeals Procedures:

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

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

The following is an overview of the requirements associated with administering an apprenticeship program. These provisions are to be used with the corresponding RCW and/or WAC. The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. The sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the

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

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

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

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

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

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

Or;

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

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

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

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10

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3rd quarter: July through September, due by October 10

4th quarter: October through December, due by January 10

- h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31

2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:
 - a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator

3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades

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- h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
 8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.

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2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

E. Committee governance (if applicable): (see WAC 296-05-313)

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The sponsor must also provide the following information:
 - a. 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.**
 - b. Program type administered by the committee: **GROUP JOINT**

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.

- c. The employer representatives shall be:

**Tim Koskovich
13621 NE 126 Pl. #450
Kirkland, WA 98034**

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

**Tim Carvo
22441 12th Ave S.
Des Moines, WA 98198**

**Ben Martinka
15140 NE 92th Street
Redmond, WA 98052**

- d. The employee representatives shall be:

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

**Christian Weygand
6770 E. Marginal Way S. Bldg E
Suite 102
Seattle, WA 98108**

**Raphael Jabon
13231 129th PI NE
Kirkland WA 98034**

**Scott Furman
PO. Box 1087
Ravensdale, WA 98051**

F. Plant programs

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

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

N/A

XII. SUBCOMMITTEE:

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

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

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

**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**