



**STANDARDS OF APPRENTICESHIP
adopted by**

PACIFIC POWER PRODUCTS CO., LLC

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
MECHANIC, INDUSTRIAL/TRUCK	49-3031.00	8000 HOURS



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

APPROVAL:

APRIL 18, 2013
Initial Approval

OCTOBER 16, 2014
Committee Amended

Standards Amended (review)

OCTOBER 16, 2014
Standards Amended (administrative)

By: ED KOMMERS
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): **Pacific Power Products (PPP) is a privately-held company engaged in the sales, service and remanufacturing of a variety of power generator, engine, transmission, marine and chassis products. The company was founded in Portland, Oregon in 1968. Today, it is headquartered in Ridgefield, Washington and currently operates 12 service and parts warehouse facilities in Washington, Oregon, Alaska, Hawaii, California and Arizona and provides extended service to five additional western states.**

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As a full-service distributor of engines, transmission, generators, remanufactured components and parts, our skilled Technicians maintain and repair equipment from Detroit Diesel, Freightliner, Western Star, Allison Transmission, MTU, Mercedes-Benz and many more.

PPP chose to sponsor this apprenticeship program as a component of our Educational Assistance Program to train, educate and employ apprentices to become the finest Technicians in the industry. Our apprenticeship program is as stated in these Standards of Apprenticeship we adopt as approved by the Washington State Apprenticeship and Training Council and registered with the Department of Labor and Industries.

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.

All training of work process in Section VIII of these Standards of Apprenticeship will be conducted at this facility owned by this sponsor:

**Pacific Power Products
600 S. 56th Place
Ridgefield, W A 98642
(360) 887-7400**

II. MINIMUM QUALIFICATIONS:

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

- Age: **Apprentices are required to be no less than 18 years of age.**
- Education: **Have a minimum of a high school diploma or general education diploma (GED)**
- Physical: **Physically capable of performing the work of the occupation without posing a threat to the health and safety of the individual or others.**
- Testing: **NONE**

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- Other:
- A. **successfully complete the 90 day employee probation period ("Introductory period") in any job classification at any Pacific Power Products facility.**
 - B. **Military veterans who wish to receive consideration for related military training and experience must submit a copy of their DD-2140.**
 - C. **Valid driver license issued by an authorized State or Canadian provincial agency.**

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:

Applicants will be selected for apprenticeship based on the following factors:

1. **The company will create a companywide job posting for 7 days announcing openings as they occur in the apprentice classifications.**
2. **Applicants must submit the following information to the Committee before their applications will be considered complete:**
 - a. **Documents verifying age, high school diploma or GED must be provided within 60 days of application to be considered for the interview process.**
 - b. **No person will be granted an interview who has not met the above requirements.**
3. **Applicants who do not meet the minimum qualifications will be notified in writing. Notification will include the reason for rejection, the requirements for admission to the eligibility applicant pool, and the appeal rights available to the applicant.**

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4. **The Company will select the Apprentices from those employees who complete and sign the application and meet the minimum requirements.**
 5. **Selection will be based on having a minimum 90 days of service with the company, review of past work history, ability to enter Canada to attend training (Passport), a demonstrated learning ability, passing the Maintenance Apprentice test and being successful in a structured panel interview.**
 6. **The qualified applicants will be given the opportunity to enter a specific trade as determined by the company.**
- B. Equal Employment Opportunity Plan:

Continue Pacific's vision for promoting equal opportunity in its apprenticeship program

1. **Disseminate information and concerns regarding equal opportunity policies of the program quarterly.**
2. **Engaging in programs where available, designed to recruit, pre-qualify, and place minorities and women (minority and non-minority) in apprenticeship.**
3. **Continue to Participate in state wide annual workshops, or career days, when available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
4. **Continue to cooperate with schools, community colleges, and vocational schools to better prepare students for entrance into apprenticeship programs.**
5. **Grant credit for previous trade experience or trade-related courses for all applicants equally.**
6. **Engage in any other such action to ensure that recruitment, selection employment and training of apprentices shall be without discrimination because of race, color, religion, national origin, gender or sexual orientation.**

Discrimination Complaints.

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

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IV. TERM OF APPRENTICESHIP:

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

A. Mechanic, Industrial/Truck 8000 hours

V. INITIAL PROBATIONARY PERIOD:

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

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.
 - A. 1600 hours as a registered apprentice in this program.**
 - B. The records for each probationary apprentice shall be reviewed prior to the end of the probationary period. Records shall consist of periodic reports regarding progression made in both the on-the-job training and job-related instruction, and any disciplinary action taken during the probationary period.**

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)].

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One (1) apprentice for every one (1) journey worker per shift and facility location.

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

An apprentice, who, by exceptional aptitude or as a result of past education and/or practical experience achieves the desired level of competency in a phase of the Apprenticeship Program in less than the time designated, may be advanced to the appropriate level. •

In the event an apprentice is required to work overtime, they shall receive credit on the term of apprenticeship for only the actual hours worked, although their pay may be calculated at overtime rates.

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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 receive work experience and related technical instruction in all phases of the occupation, including safe work practices, necessary to develop the skill and proficiency of a skilled technician.

A. Mechanic/Industrial/Truck	<u>APPROXIMATE HOURS</u>
1. Shop tools Safety	50
2. Safe forklift operation.....	20
3. Hoisting Equipment operation and Safety	50
4. Measuring, Documentation, Communication	30
5. Understanding Specific Models	500
6. Identify & Understand the Components & Operations of Engines, Transmissions, Chassis, Generators.....	1000
7. General Component Diagnosis and repair	1000
8. Case/Block Diagnosis & repair	300
9. Lubrication Systems Diagnosis & Repair	500
10. Cooling System Diagnosis & Repair	500
11. Air Induction & Exhaust Systems Diagnosis & Rep	500
12. EGR (Exhaust Gas Recirculation) Diagnosis & Rep.....	100
13. Fuel System Diagnosis & Repair	500
14. Braking Systems Diagnosis and repair	250
15. Drive Train	250
16. Hydraulic Systems troubleshooting.....	200
17. Hydraulic Component Inspection and Repair	1000
18. Preventative Maintenance inspection	1000
19. Frame components and mounting options	250
Total Hours:	8000

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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):
Web Based Training (WBT) See Other for Details
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify):
 - A. In-house product training arranged by the training department of Pacific Power Products.**

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- B. Field related professional instructor led courses specific to product manufacturers, included but not limited to the examples below:**
- 1. Cummins Engines**
 - 2. Detroit Diesel**
 - 3. Allison Transmissions**
 - 4. Freightliner**
 - 5. Eaton Fuller/Roadranger**
 - 6. MTU**
 - 7. John Deere**

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

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

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

Additional Information:

- A. Each Apprentice's attendance and progress, in related instruction must be tracked and appropriate records maintained.**
- B. Classes may be given during or outside the regular working hours, depending upon available facilities.**
- 1. All time spent in such classes after regular working hours shall not be considered as hours of work.**
 - 2. If required to attend classes during the regular working hours, apprentices shall be compensated at their regular hourly rate.**
 - 3. For related training conducted outside normal working hours, required classroom, field lab time, distance learning, and home study shall not be compensated.**
- C. Time devoted to the related technical instruction shall not be considered as part of the OJT.**
- D. Failure on the part of an apprentice to fulfill their obligation for related training studies and/or attendance, or their failure to maintain passing grades of 85% or greater test score, shall constitute adequate cause for cancellation of their apprenticeship agreement.**

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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

- 1. Employment with Pacific Power Products is a condition for the participation in the apprenticeship program. If the employment ends for any reason, the apprenticeship will be canceled.**
- 2. The Apprentice will be provided with appropriate forms to document and record hours of instruction in Work Process (Section VIII) and Related Supplemental Instruction (Section IX) for each date of occurrence. This will be reviewed and signed monthly by the journey-level technician.**
- 3. The progress of the Apprentice will be reviewed quarterly by a review team consisting of the journey-level Technician(s) and the General Service Manager. These reviews will be conducted no later than the fifth business day of January, April, July, and October. (See Section XI B. 2. on page 15 for reports)**
- 4. DUTIES AND RESPONSIBILITIES OF THE APPRENTICE**
 - a. Apprentices, having read these Standards formulated by the Sponsor and signed an Apprenticeship Agreement with the Sponsor agree to all the terms and conditions contained therein. •**

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- b. Apprentices incur the following responsibilities and obligations under the apprenticeship program:**
 - (1) Perform diligently and faithfully the work of the trade and other pertinent duties assigned in accordance with the provisions of these Standards.**
 - (2) Respect the property of the Sponsor and abide by all working rules and regulations established by the Program Sponsor.**
 - (3) Each Apprentice shall be responsible to fulfill the obligations as to relate instruction as set forth by the Program Sponsor and for maintaining an accurate record of all hours spent in on-the-job training.**
 - (4) Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other workers.**
 - (5) Apprentices must develop safe working habits, and conduct one-self at all times in a credible, ethical manner.**
- c. The apprentice will be provided with a copy of the Standards of Apprenticeship and will sign an acknowledgment receipt. This procedure will be followed whenever revisions or modifications are made to the Standards.**
- d. Each apprentice shall be responsible for maintaining a record of his/her work experience/training on the job and in job-related technical instruction and for having this record verified by his/her supervisor at the end of each week.**
- e. Before each period of advancement, or at any other time when conditions warrant, the General Service Manager shall evaluate the apprentice's record to determine whether he/she has made satisfactory progress. If an apprentice's job-related instruction or on-the-job progress is found to be series of processes before advancing to the next wage classification.**
- f. Should it be found that the apprentice does not have the ability or desire to continue the training to become a journey worker and after the apprentice has been given adequate assistance and opportunity for corrective action, the Program Sponsor may terminate the Apprenticeship Agreement**

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B. Local Apprenticeship Committee Policies

1. **During the entire term of the apprenticeship, the apprentice shall be under the jurisdiction of the General Service Manager who shall:**
 - a. **Have the authority and responsibility to instruct, direct, discipline and protect the welfare of the apprentice.**
 - b. **Designate a qualified journey worker to be responsible for supervision of the apprentice's on-the-job training.**
 - c. **Assure that apprentices are rotated so as to insure training in all phases of the work of the trade to ensure a well-rounded technician upon completion of the apprenticeship.**
2. **An apprentice is to be under the supervision of a journey worker at all times. This does not imply that the apprentice must always be in-sight-of the journey worker, or that a journey worker is required to constantly observe an apprentice. Supervision shall not be of such a nature that prevents the development of responsibility and initiative. Work may be laid-out by the Service Manager or designated supervisor based on their evaluation of the apprentice's skills and ability to perform job tasks.**
3. **Apprentices shall be permitted to perform job tasks independently in order to develop job skills and trade competencies.**

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

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- Within: 30 calendar days of apprentice's request for reconsideration
- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

- Within: 30 calendar days of final action
- Apprentice must submit the complaint in writing to the Department
 - Must describe the controversy and provide any backup information
 - Apprentice must also provide this information to the local sponsor

- Within: 30 business days for supervisor to complete investigation
- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or sponsor disputes supervisor decision:

- Within: 30 calendar days of supervisor's decision, request for WSATC hearing
- Request must be in writing
 - Must specify reasons supporting the request
 - Request and supporting documents must be given to all parties
 - WSATC must conduct the hearing in conjunction with the regular quarterly meeting

- Within: 30 calendar days after hearing
- WSATC to issue written decision

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

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exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

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

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

Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

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

Forms are available on line at

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

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

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- Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

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

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

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sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

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.

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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: N/A

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

The employer representatives shall be:

**Clint O'Neill, Training Director
600 South 56th Place
Ridgefield, WA 98642**

**Connie Greenfield
600 South 56th Place
Ridgefield, WA 98642-3405**

**Ted Ostrye
600 South 56th Place
Ridgefield, WA 98642-3405**

The employee representatives shall be:

**Washington State Apprenticeship & Training Council
Apprenticeship Section
PO Box 44530
Olympia, WA 98504-4530**

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

PACIFIC POWER PRODUCTS CO., LLC

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.

**Clint O'Neill, Training Director
600 South 56th Place
Ridgefield, WA 98642-3405**

**Connie Greenfield, Training Coordinator
600 South 56th Place
Ridgefield, WA 98642-3405**