



STANDARDS OF APPRENTICESHIP
adopted by

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT and/or SOC</u>	<u>Term</u>
HOUSING PLUMBER		47-2152.02	6,000 HOURS
HVAC/REFRIGERATION MECHANIC		49-9021.02	10,000 HOURS
MAINTENANCE PLUMBER/STEAMFITTER		47-2152.02	10,000 HOURS
MARINE PIPEFITTER		47-2152.01	6,000 HOURS
PIPEFITTER		47-2152.01	10,000 HOURS
PLUMBER		47-2152.02	10,000 HOURS
RESIDENTIAL SERVICE MECHANIC		47-2152.02	8,000 HOURS



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

APPROVAL:

NOVEMBER 22, 1939
Initial Approval

APRIL 17, 2009
Committee Amended

JULY 17, 2009
Standards Amended (review)

JULY 17, 2009
Standards Amended (administrative)

By: DAVE D'HONDT
Chair of Council

By: STEVE MCLAIN
Secretary of Council

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and 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 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 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. Sponsors shall notify apprentices of changes as 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 (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The following Apprenticeship Standards for the development of apprentices in the various branches of the plumbing and pipefitting trades have been prepared by representatives of the Mechanical Contractors Association of Washington, the Puget Sound Shipbuilders Association, the Seattle Refrigeration Contractors Association, and representatives of the United States and Canada, Local Union #32, National joint Plumbing Apprentice and Journeymen Training Committee, and the National Joint Steamfitter-Pipefitter Apprenticeship Committee, with the assistance of Apprenticeship Training Employer Labor Services (ATELS) (formerly Bureau of Apprenticeship and Training, U.S. Department of Labor), and approved by and registered with the Registration Agency.

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(3)) with other apprenticeship committees for the use of apprentices

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards shall be all of King, Clallam, Jefferson, Chelan, Okanogan Counties and the western one-half of Douglas County and the western one-half of Ferry County.

II. MINIMUM QUALIFICATIONS:

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

AGE: Applicants for Apprenticeship must be at least 18 years old.

EDUCATION: Apprentice applicants must be high school graduates or have a passing grade on an official high school equivalency test. Applicants must provide the committee with a transcript of their high school grades or their G.E.D. test scores

PHYSICAL: All applicants must be physically capable of performing the work of this trade.

TESTING: Applicants must complete the ASSET test with a score of: Writing Skills - 35, Reading Skills - 38, and Numerical Skills - 42; OR the COMPASS test with a score of: Writing Skills 23, Reading Skills 70, and Numerical Skills 50. Exception - Housing Plumber, Residential Service Mechanic, and Marine Pipefitter applicant test scores will only be advisory

OTHER:

- 1. All applicants must be resident of the area covered by these standards (exceptions will be made for the purpose of affirmative action)**
- 2. All applicants must have a valid Washington State driver's license.**
- 3. For Maintenance Plumber/Steamfitter and Residential Service Mechanic applicants only: Must have an employable driving record and proof of Auto insurability without concern.**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified 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 and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

- 1. All applicants for training in the apprenticeship and training program shall make application on forms provided at the Committee Office, 595 Monster Road, SW, Renton, WA, 98055. Applications must be picked up in person.**
 - a. EXCEPTION: Applicants seeking employment with City of Seattle in the occupation of Maintenance Plumber/Steamfitter will be selected through the hiring practices of the City of Seattle and must make application at location noted in recruitment announcements to be posted as needed. All minimum qualification documentation outlined in Section II will be provided to the City of Seattle directly. Eligible applicants placed on the ranked list will remain active for two (2) years from the date of placement.**
- 2. The applicant must complete the Asset or Compass Test before returning the completed application. The applicant will be given instructions on how and where they can complete the Asset or Compass Test.**
- 3. In order for the application to be considered valid and the applicant scheduled for hands-on testing by the committee, the following requirements must be completed and in the possession of the committee within 60 days from the date the application was picked up.**
 - a. Completed application for apprenticeship**
 - b. High School transcripts or G.E.D. test scores**
 - c. Results of the Asset Test or Compass Test**
 - d. Photo copy of a valid Washington State driver's license**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

4. All valid applications will be scheduled for a Hands-on Test by the committee.
5. Interview scores will become the applicants ranking score. The committee will select applicants in descending order of ranking. Selected applicants must complete a substance abuse test as a condition of employment with negative test results.
6. All applicants who have completed a committee approved pre-apprenticeship course will be given an additional 5 points at time of their interview.
7. All applicants will maintain their ranking score for a period of two (2) years.
8. Applicant will be requested to renew their applications at each interview.
9. Apprentice applicants seeking credit for previous experience gained outside of the supervision of the JATC, must submit such request and furnish all records, affidavits, licenses, and certifications to substantiate the claim.
10. Upon completion of the interview, the applicant will be asked to complete a "Geographic Availability" form indicating the areas in which he or she is available to work. (Area 1 - King; Area 2 - Chelan, Okanogan, western one-half of Douglas, and western one-half of Ferry; Area 3 = Clallam and Jefferson.) Marine Pipefitter applicants will not be asked to complete this form.
11. The following applies to Maintenance Plumber/Steamfitter in addition to above listed items. Exception will be granted for applicants to the City of Seattle for this occupation.
 - a. Applicant must verify 1500 hours of employment in Plumbing, Pipefitting or as a HVAC/Refrigeration Mechanic (non-residential).
 - b. Applicant must verify successful completion of one year of trade associated Related Supplemental Instruction training (equivalent or commensurate).
12. The following applies to Residential Service Mechanic applicants in addition to above listed items.
 - a. Applicant must verify 1500 hours of employment in Plumbing, Residential Plumbing, Pipefitting, or HVAC/Refrigeration Mechanic (residential or commercial.)

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

- b. Applicant must verify successful completion of one year of trade associated Related Supplemental Instruction training (equivalent or commensurate.)

13. EXCEPTIONS (Direct Entry) For all applicants:

All those who enter by one of the following methods will be required to complete a substance test, as a condition of employment, and pass with negative results. All applicants must have a valid Washington State driver's license.

- a. U.S. Military Veterans and those serving in the National Guard may be granted direct entry into the apprenticeship program.

All minimum requirements will be waived. Must provide photocopy of DD-214.

The JATC shall evaluate the military training received and on-the-job learning experience received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate.

Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex.

- b. An employee of a non-signatory employer not qualifying as journey-level who makes application as the result of organizing efforts, whether or not the employer becomes signatory, shall be evaluated by the JATC, and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry into the apprenticeship program. Applicants must be at least 18 years of age and possess a valid driver's license. All remaining minimum qualifications will be waived.

- c. An individual who signs an authorization card during an organizing effort - wherein fifty-one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as journey-level, shall be evaluated and registered by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry into the program, whereby all minimum qualifications are waived. For such applicants to be considered they must:

- (1) Be employed in the JATC's jurisdiction when the authorization card was signed.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

- (2) Have been employed by the employer before the organizational effort commenced.
 - (3) All employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated.
 - (4) Provide reliable documentation to the JATC to show they were an employee performing plumbing/pipefitting work prior to signing the authorization card.
- d. Members of U.A. Local 32 may be granted direct entry into the apprenticeship program. Minimum qualifications shall be waived.
- e. Qualified Maintenance Plumber/Steamfitter applicants selected from the City of Seattle's eligible pool will receive direct entry into the apprenticeship program provided:
- (1) The public entity or municipality is an approved training agent of this committee.

B. Equal Employment Opportunity Plan:

Part I, Purpose:

Recognizing the need of local Apprenticeship Committees for assistance from the national level in complying with revised Congressional Federal Register Order 29-30, the three national joint Committees, Plumbing, Steamfitter-Pipefitter, and Sprinkler Fitter, have prepared a joint Affirmative Action Program for adoption at the local level.

An analysis of female and minority participation in existing pipe trades apprenticeship programs indicates that:

1. Some but not enough, females and minorities apply.
2. Still fewer females and minorities complete the application and meet the minimum requirements.
3. On average, those who are eligible do well in the selection process.
4. The solution to the problem lies in better notification to female and minority groups, closer liaison with responsible groups interested in the same endeavor, personal contacts, application follow-up, and other affirmative procedures.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

Adoption of this program indicates a good faith effort to increase the number of females and minority groups who successfully meet the minimum requirements established for admission to a pipe trades apprenticeship.

Part II, Scope:

The program herein outlined consists of the following affirmative acts and may be altered and supplemented at a later date as experience indicates and as personnel and funds permit. Any changes made by the Apprenticeship Committee shall become a part of this written program as adopted at the local level.

Recognizing that it would be a public disservice to develop second-rate journey-level workers, the Apprenticeship Committee will maintain its standards of producing high-quality journey-level workers and will provide extra training when necessary to the extent that cost and personnel permit.

Part III, Elements of Recruitment Program:

The Local Apprenticeship Committee Shall:

1. Participate in workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
2. Cooperate with high school and technical college school boards and community colleges to develop programs, which prepare students for entrance into apprenticeship.
3. Disseminate information, concerning equal opportunity policies of the program's Sponsor(s).
4. Engage in programs, where available, designed to recruit, pre-qualify, and place minorities and/or women (minority and non-minority) in apprenticeship.
5. Use minority and/or women (minority and/or non-minority) journey-level workers and apprentices to promote the affirmative action program.
6. The JATC may initiate or participate in any other action, which it considers likely to ensure that equal opportunity and affirmative action goals are met.

Part IV, Nondiscrimination:

The commitments contained in this Affirmative Action Program are not intended and shall not be used to discriminate against any qualified applicant or apprentice on the basis of race, color, religion, national origin, or sex. The sponsor shall take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under applicable law and lawful regulations issued thereunder.

Discrimination Complaints.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

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

IV. TERM of APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

- A. The term for Plumber, Pipefitter, and HVAC/Refrigeration Mechanic Apprenticeship shall be 10,000 hours of reasonably continuous employment.**
- B. Maintenance Plumber/Steamfitter: The term of apprenticeship shall be 10,000 hours of reasonably continuous employment.**
- C. The term of Housing Plumber and Marine Pipefitter apprenticeship shall be 6,000 hour of reasonable employment.**
- D. Residential Service Mechanic: The term of apprenticeship shall be 8,000 hours of reasonable continuous employment.**

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance 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 unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
 - Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.
- A. The probationary period for Plumber, Pipefitter, and HVAC/Refrigeration Mechanic shall be the first 2000 hours of employment.**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

- B. The probationary period for the Housing Plumber and Marine Pipefitter shall be the first 1000 hours of employment.**
- C. The probationary period for Maintenance Plumber/Steamfitter shall be the first 2000 hours of employment.**
- D. The probationary period for Residential Service Mechanic shall be the first 1,000 hours of employment.**

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. (see WAC 296-05-316(5))

At no time shall the ratio exceed one (1) apprentice to one (1) journey-level worker, apart from exception granted below in Section VI.B. The ratio requirement shall apply whether at the job-site or in the shop and will apply company-wide for all trades.

A. Ratio for Plumbers, Pipefitter, and Maintenance Plumber/Steamfitter Apprentices

1 Journey-level worker	1 Apprentice
2 Journey-level workers	1 Apprentice
3 Journey-level workers	1 Apprentice
4 Journey-level workers	2 Apprentices
5 Journey-level workers	2 Apprentices
6 Journey-level workers	2 Apprentices
7 Journey-level workers	2 Apprentices
8 Journey-level workers	2 Apprentices
9 Journey-level workers	3 Apprentices

Plumber/Pipefitter Employers with five (5) journey-level workers continuously employed shall employ one (1) apprentice and for each additional five (5) journey-level workers employed shall employ one (1) additional apprentice.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

Exception: For Maintenance Plumber/Steamfitter Apprentices employed by the City of Seattle; the ratio shall not exceed one (1) apprentice to one (1) journey-level worker per job-site, shop or workgroup.

- B. Housing Plumber Apprentice:** Employers with one (1) journey-level worker continuously employed may employ two (2) apprentices and for each additional journey-level worker employed, may employ two (2) additional apprentices, however, the mandatory ratios shall be as follows:

Employers with five (5) journey-level workers continuously employed shall employ one (1) apprentice and for each additional five (5) journey-level workers employed shall employ one (1) additional apprentice.

- C. Marine Pipefitters:** Employers with three (3) journey-level workers regularly employed shall employ one (1) apprentice and for each additional seven (7) journey-level workers employed in the year, one (1) additional apprentice shall be employed,

- D. HVAC/Refrigeration Mechanic Apprentices:**

1 Journey-level worker	1 Apprentice
2 Journey-level workers	1 Apprentice
3 Journey-level workers	2 Apprentices
4 Journey-level workers	2 Apprentices
5 Journey-level workers	3 Apprentices
6 Journey-level workers	3 Apprentices
7 Journey-level workers	4 Apprentices
8 Journey-level workers	4 Apprentices
9 Journey-level workers	5 Apprentices

Employers with four (4) journey-level workers continuously employed shall employ one (1) apprentice and for each additional four (4) journey-level workers employed in the shop shall employ one (1) additional apprentice.

- E. Residential Service Mechanic:** Employers with one (1) journey-level worker continuously employed may employ one (1) apprentice and for each additional journey-level worker employed, may employ one additional apprentice. However, the mandatory ratios shall be as follows:

Employers with five (5) journey level workers continuously employed shall employ one (1) apprentice, and for each additional five (5) journey-level workers employed shall employ one (1) additional apprentice.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

- F. Senior Plumber/Pipefitter Apprentice: The Plumber and Pipefitter apprentices in the fifth year shall be allowed to work alone on any part of any project which employs one or more journey-level worker, and as far as possible, be allowed to assume responsibilities of a journey-level worker in order to gain this necessary experience.**
- G. Senior Housing Plumber Apprentice: The housing plumber apprentice in the third year shall be allowed to work alone on any part of any project which employs one or more journey-level worker, and as far as possible, be allowed to assume responsibilities of a journey-level worker in order to gain this necessary experience.**
- H. All HVAC/Refrigeration Mechanic Apprentices performing service work shall be allowed to work alone with the following conditions:**
- 1. Service work hours are 6:00 a.m. - 6:00 p.m., Monday - Saturday.**
 - 2. HVAC/Refrigeration Mechanic apprentices shall be able to contact a journey-level workers or supervisor for answers and advice.**
 - 3. The journey-level worker or supervisor shall ensure that the apprentice is receiving their on-the-job training and shall be responsible for their health and safety.**
- I. All Maintenance Plumbers/Steamfitters performing service work shall be supervised with the following conditions:**
- 1. Service/maintenance work hours are 6:00 a.m. - 6:00 p.m., Monday - Saturday.**
 - 2. Maintenance Plumbers/Steamfitter apprentices shall be able to contact a journey-level workers or supervisor for answers and advice.**
 - 3. The journey-level worker or supervisor shall ensure that the apprentice is receiving their on-the-job training and shall be responsible for their health and safety.**
- J. All Residential Service Mechanics performing service work shall be supervised with the following conditions:**
- 1. Service/maintenance work hours are 6:00 a.m. – 6:00 p.m., Monday – Saturday.**
 - 2. Maintenance Plumbers/Steamfitter apprentices shall be able to contact a journey-level worker or supervisor for answers and advice.**
 - 3. The journey-level worker or supervisor shall ensure that the apprentice is receiving their on-the-job training and shall be responsible for their health and safety.**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

Any exception to the above must be pre-approved by the coordinator or the committee.

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. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

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

A. Housing Plumbers:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	55%
2	1001 - 2000 hours	65%
3	2001 - 4000 hours	75%
4	4001 - 6000 hours	85%

B. Maintenance Plumber/Steamfitter: (Except those employed by the City of Seattle; see Schedule "F")

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 2000 hours	50%
2	2001 - 4000 hours	62.5%
3	4001 - 6000 hours	70%
4	6001 - 8000 hours	75%
5	8001 - 10000 hours	85%

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

C. Marine Pipefitter:

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

D. Pipefitters, Plumbers: (except City of Seattle - see "F")

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 2000 hours	50%
2	2001 - 4000 hours	62.5%
3	4001 - 6000 hours	70%
4	6001 - 8000 hours	75%
5	8001 - 10000 hours	85%

E. HVAC/Refrigeration Mechanics:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 2000 hours	50%
2	2001 - 4000 hours	62.5%
3	4001 - 6000 hours	70%
4	6001 - 8000 hours	75%
5	8001 - 10000 hours	85%

F. Maintenance Plumber/Steamfitter (City of Seattle employees only)

Step	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	67%
2	7 - 12 months	71%
3	13 - 18 months	75%
4	19 - 24 months	79%
5	25 - 30 months	83%
6	31 - 36 months	87%
7	37 - 42 months	91%
8	43 - 48 months	95%
9	49 - 54 months	100%
10	55 - 60 months	100%

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

G. Residential Service Mechanics:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 Hours	55%
2	1001 - 2000 Hours	65%
3	2001 - 4000 hours	75%
4	4001 - 6000 Hours	85%
5	6001 - 8000 hours	100%

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

VIII. WORK PROCESSES:

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

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<u>A. Housing Plumber</u>	<u>APPROXIMATE HOURS</u>
1. Installation, Maintenance and Repair of Sanitary Waster and Vent Piping	1800
2. Installation, Maintenance and Repair of Potable Water Piping	1800
3. Installation, Maintenance and Repair of Plumbing Fixtures, Appurtenances and Appliances	800
4. Installation, Maintenance and Repair of Bath and Toilet Room Accessories	300
5. Installation, Maintenance and Repair of Rainwater Drainage Piping	700
6. Installation, Maintenance and Repair of Natural Gas Piping	200
7. Installation, Maintenance and Repair of Vacuum Cleaning, Pool, Hot Tub, Irrigation Piping	200
8. Installation, Maintenance and Repair of Backflow Prevention Devices.....	200
TOTAL HOURS:	6000

Included in the work process hours are the handling, rigging, setting and erection of all related piping, equipment, and use and care of associated tools and operational skills.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

<u>B. HVAC/Refrigeration Mechanic</u>	<u>APPROXIMATE HOURS</u>
1. Condensing Units	2000
a. Comp. Assemblies	
b. Condensers	
c. Motors	
2. Valves and Controls.....	2500
a. Water valves	
b. Float valves	
c. Expansion valves	
d. Refrigeration control valves	
e. Thermostat switches	
f. Low pressure switches	
g. Starting switches	
h. Fiber optics	
3. Evaporators	1000
a. Fin Coils	
b. Flooded coils	
c. Pipe coils	
d. Blower coils	
4. Erection.....	2000
All types	
5. Service	2500
Seminar problems and safety	
TOTAL HOURS:	10000

Included in the work process hours are the handling, rigging, setting, and erection of all related piping, equipment, and use and care of associated tools and operational skills

All of the foregoing work experience is herein noted as understood to mean as it pertains to the trade involved in these standards.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

<u>C. Maintenance Plumber/Steamfitter</u>	<u>APPROXIMATE HOURS</u>
1. Installation, Maintenance and Repair of High & Low Pressure Steam Piping.....	500
2. Installation, Maintenance and Repair of Hot Water Piping for Comfort Heating	500
3. Installation, Maintenance and Repair of Commercial Process Piping	700
4. Installation, Maintenance and Repair of Sanitary Waster and Vent Piping	1300
5. Installation, Maintenance and Repair of Instrumentation & Control Piping	200
6. Installation, Maintenance and Repair of Natural Gas Piping	500
7. Installation, Maintenance and Repair of Medical / Dental Gas and Vacuum Piping.....	500
8. Installation, Maintenance and Repair of Oil Burner Piping	200
9. Installation, Maintenance and Repair of Potable Water Piping	1500
10. Installation, Maintenance and Repair of Plumbing Fixtures, Appurtenances and Appliances	600
11. Installation, Maintenance and Repair of Bath and Toilet Room Accessories	300
12. Installation, Maintenance and Repair of Rainwater Drainage Piping	500
13. Installation, Maintenance and Repair of Backflow Prevention Devices.....	500
14. Replace, Repair and Maintenance of Boilers	500
15. Replace, Repair and Maintenance of Hot Water Heaters/Instant Hot	200
16. Repair, Replace and Maintenance of Pumps	300

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

17. Repair, Replace and Maintenance of Pump Motors and Controls	300
18. Repair, Replace and Maintenance of Combustion Controls	500
19. Repair, Replace and Maintenance of Valves and Controls.....	400
TOTAL HOURS	10,000

Included in the work process hours are the handling, rigging, setting and erection of all related piping, equipment, and use and care of associated tools and operational skills.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

<u>D. Marine Pipefitter</u>	<u>APPROXIMATE HOURS</u>
1. Shop work.....	2000
a. Operating of pipe benders	
b. Fabrication of ferrous pipe systems	
c. Fabrication of non-ferrous pipe systems	
d. Control of material	
2. Shipboard (new or repaired).....	3500
a. Machinery spaces	
(1) Installation of ferrous pipe systems	
(2) Installation of non-ferrous pipe systems	
(3) Testing of machinery space systems	
b. Tanks and compartments	
(1) Installation of ferrous pipe systems	
(2) Installation of non-ferrous pipe systems	
(3) Testing of shipboard systems	
c. Installation of hydraulic systems	
3. Welding and Burning	500
TOTAL HOURS:	6000

Included in the work process hours are the handling, rigging, setting and erection of all related piping, equipment, and use and care of associated tools and operational skills.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

<u>E. Pipefitter</u>	<u>APPROXIMATE HOURS</u>
1. Installation, Maintenance and Repair of High & Low Pressure Steam Piping.....	2000
2. Installation, Maintenance and Repair of Hot Water Piping for Comfort Heating	1000
3. Installation, Maintenance and Repair of Commercial Process Piping (Chilled Water, Condenser Water, Compressed Air, etc.)	2400
4. Installation, Maintenance and Repair of Industrial Process Piping	2400
5. Installation, Maintenance and Repair of Instrumentation & Control Piping (Including Fiber Optics for Instrumentation & Control)	500
6. Installation, Maintenance and Repair of Natural Gas Piping (Comfort Heating, Distribution, etc.).....	500
7. Installation, Maintenance and Repair of High Purity Piping.....	1000
8. Installation, Maintenance and Repair of Oil Burner Piping	200
TOTAL HOURS:	10,000

Included in the work process hours are the handling, rigging, setting and erection of all related piping, equipment, and use and care of associated tools and operational skills.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

F. Plumber

APPROXIMATE HOURS

The apprentice shall be taught the use, care, and effective and safe handling of all tools and apparatus commonly used in connection with the trade. He/she shall be given instruction and experience in all common branches of the trade necessary to develop a skilled mechanic versed in the theory and practice of his/her branch of the Industry.

In the interest of safety and image of trade, apprentices will maintain cleanliness and overall good appearance according to the best judgment of the Apprenticeship Committee.

1. Installation, Maintenance and Repair of Sanitary Waste and Vent Piping2800
2. Installation, Maintenance and Repair of Potable Water Piping2800
3. Installation, Maintenance and Repair of Plumbing Fixtures, Appurtenances and Appliances1000
4. Installation, Maintenance and Repair of Bath and Toilet Room Accessories300
5. Installation, Maintenance and Repair of Rainwater Drainage Piping1000
6. Installation, Maintenance and Repair of Natural Gas Piping200
7. Installation, Maintenance and Repair of Vacuum Cleaning, Pool, Hot Tub, Irrigation Piping200
8. Installation, Maintenance and Repair of Backflow Prevention Devices.....500
9. Installation, Maintenance and Repair of Medical / Dental Gas and Vacuum Piping.....500
10. Installation, Maintenance and Repair of Waste Water Treatment Piping700

TOTAL HOURS: 10,000

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

Included in the work process hours are the handling, rigging, setting and erection of all related piping, equipment, and use and care of associated tools and operational skills.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

G. Residential Service Mechanic	APPROXIMATE HOURS
1. Installation, Maintenance and Repair of High & Low Pressure Steam Piping.....	300
2. Installation, Maintenance and Repair of Hot Water Piping for Comfort Heating.....	500
3. Installation, Maintenance and Repair of Sanitary Waster and Vent Piping.....	1200
4. Installation, Maintenance and Repair of Natural Gas Piping.....	500
5. Installation, Maintenance and Repair of Oil burner Piping.....	200
6. Installation, Maintenance and Repair of Potable Water Piping.....	1200
7. Installation, Maintenance and Repair of Plumbing Fixtures, Appurtenances and Appliances.....	700
8. Installation, Maintenance and Repair of Bath and Toilet Room Accessories.....	200
9. Installation, Maintenance and Repair of Rainwater Drainage Piping.....	400
10. Installation, Maintenance and Repair of Backflows Prevention Devices.....	400
11. Replace, Repair and Maintenance of Boilers.....	400
12. Replace, Repair and Maintenance of Hot Water Heaters/Instant Hot.....	200
13. Repair, Replace and Maintenance of Pumps and Controls.....	300
14. Repair, Replace and Maintenance of Combustion Controls.....	400
15. Repair, Replace and Maintenance of Valves and Controls.....	500
16. Repair, Replace and Maintenance of residential comfort systems.....	300
17. Location, Cleaning and repair of sanitary sewers.....	300
TOTAL HOURS	8,000

Included in the work process hours are the handling, rigging, setting and erection of all related piping, equipment, and use and care of associated tools.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/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.

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

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 L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, 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.

The methods of related/supplemental training must consist of one or more of the following:

- Supervised field trips
- Approved training seminars
- A combination of home study and approved correspondence courses
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify): **Local On-line training.**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

Minimum RSI hours per year, (see WAC 296-05-305(5))

Housing Plumber apprentices	144 hours/year
Maintenance Plumber/Steamfitter apprentices	216 hours/year
Marine Pipefitter apprentices	144 hours/year
Pipefitter apprentices	216 hours/year
Plumber apprentices	216 hours/year
HVAC/Refrigeration Mechanic apprentices	216 hours/year
Residential Service Mechanic	190 hours/year

Additional Information:

Only registered apprentices who are working at the trade in accordance with these Standards will be permitted to attend related training classes. Failure to attend classes will result in disciplinary action. (See Section X)

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 committee'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 Apprenticeship Committee 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 296-05-009).

A. General Procedures

(Maintenance Plumber/Steamfitter apprentices employed by the City of Seattle ONLY, refer to items under heading at the end of this section)

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

1. The apprentice will have a valid Washington State driver's license at all times.
2. The apprentice will pay tuition by the established due date.
3. The apprentice will report to the Training Director's office within 24 hours after termination. If the apprentice is terminated on Friday, they will report on Monday by 9:00 a.m.
4. To ensure full attendance in related training classes, the following procedures are adopted for apprentices who fail to attend. Each unexcused absence, up to two (2) per year, may be made up. Failure to attend the next available make up day shall result in the forfeiture of the apprentices' privilege to participate in the make up program for the remainder of the apprenticeship and implementation of the disciplinary procedures as follows: For each three (3) hours of a class an apprentice is absent, the date of their next wage advancement will be extended by one month. Apprentices who miss more than nine (9) hours of related training in any one school year will be called before the committee for disciplinary action.
5. The Training Coordinator may handle the following items before they require Apprenticeship Committee action. The Training Coordinator may choose to refer a matter to the Apprenticeship Committee whenever he believes such action is appropriate. Issues for which an apprentice may be disciplined include, but are not limited to:
 - (a) Poor attendance at work or school
 - (b) Punctuality problems at work or school
 - (c) Failure to maintain satisfactory grades
 - (d) Poor work evaluations
 - (e) Problems with mechanical ability and/or work habits
 - (f) Attitude related to the apprenticeship program
 - (g) Failure to perform the work on the job in a satisfactory manner
 - (h) Failure to appear in response to notification
 - (i) Failure to pay tuition
 - (j) Failure to timely report to the Training Coordinator's office upon termination of employment
 - (k) Failure to timely report a change in address or phone number to the Training Coordinator's office.
 - (l) Failure to timely return monthly progress reports to the Training Coordinator's office.
 - (m) Quitting an employer without cause.
 - (n) Failure to pass a drug or alcohol test.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

- (o) Reporting to work, school, committee meetings, orientation, or any school sponsored community service project under the influence of drugs or alcohol.
 - (p) Failure to maintain a valid Washington State driver's license and valid training certificate.
 - (q) Failure to adhere to the JATC Rules and Regulations or to any other procedures listed in this Administrative/Disciplinary Procedures section.
 - (r) Apprentices may also be disciplined for engaging in conduct which a reasonable person would understand to be clearly wrong and unacceptable. Examples of such conduct include, but are not limited to, dishonesty, fighting, threats, theft, falsification, harassment, willful destruction of property, and other similar types of misconduct.
 - (s) Submitting a cold drug test sample or in any way altering, diluting, or adulterating a sample. Whether a sample is altered, adulterated, dilute, or cold will be based on the criteria used by the drug testing laboratory.
6. Apprentices will contact this office within 24 hours of any change of address and/or phone number.
 7. Apprentices will not report to work, school, committee meetings, orientation, or any other school sponsored community service projects under the influence of drugs or alcohol.
 8. An employer will not terminate an apprentice nor shall an apprentice quit any job without the sanction of the Training Coordinator.
 9. The apprentice will maintain a passing grade in all related training (Passing grade is "C" or better.)
 10. Some training agents require drug and alcohol testing as a condition of employment. Any apprentice who fails to pass a drug or alcohol test will be brought before the Committee for disciplinary action. Whether the apprentice passed the drug or alcohol test will be determined based on the criteria used by the drug testing laboratory.
 11. It shall be the apprentice's responsibility to return to the JATC Office a completed monthly progress record by the tenth (10th) of each month. For each month an apprentice fails to return a completed monthly progress report, the date of their next wage advancement will be extended by one month. Apprentices that fail to return more than three monthly progress reports in any one year will be called before the committee for disciplinary action.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

- 12. All Plumber apprentices must pass the Washington State Journeyman Plumber Certification exam and the Seattle Gas Piping Mechanic License Exam before they will be turned out as a journey-level worker. Housing Plumber apprentices must pass the Washington State Specialty Certification Exam and the Seattle Gas Piping Mechanic License Exam before they will be turned out as a journey-level worker. Steamfitter apprentices must pass the Seattle Gas Piping Mechanic License exam before they will be turned out as a journey-level worker.**

- 13. All HVAC/Refrigeration Mechanic apprentices must pass the following License and Certifications before they will be turned out as a journey-level worker:**
 - Seattle Gas Piping Mechanic License,**
 - Seattle Refrigeration License,**
 - EPA 608 CFC certificate with Universal Qualification, and**
 - Washington State Labor and Industries 06A HVAC/Refrigeration Specialty Electrical License**

- 14. All Plumber apprentices must pass the Plumber UA University Master Exam; All Pipefitter apprentices must pass the Pipe Fitter UA University Master exam; and All HVAC/Refrigeration Mechanic apprentices must pass the UA University Master Exam effective January 1, 2007.**

- 15. All Service/Maintenance Plumbers/Steamfitters must pass the Washington Journeyman Plumber Certification exam and attain a med-gas endorsement, Seattle Gas Piping Mechanic Exam, Backflow Exam, Star Exam and must have an 07 or 07E Electrical License before being turned out as a journey-level worker.**

- 16. Residential Service Mechanics must pass the Washington State Specialty Certification Exam, Backflow Exam, the Seattle Gas Piping Mechanic License Exam, and must have an 07 or 07E Electrical License before being turned out as a journey-level worker.**

- 17. Once an apprentice has completed the required related supplemental instruction and the required hours of on-the-job training, the apprentice will have 90 days to provide documentation that all appropriate exams have been passed, resulting in possession of appropriate certifications, and licenses. Failure to provide documentation of exam results and proof that certification and licensing requirements are met within the 90 day timeframe will result in suspension from the program. Failure to provide passing exam results, and proof of required certifications and licenses to the JATC within 60 days of the suspension will result in termination from the program. The JATC may elect to require repeat of RSI classes, re-rate the apprentice to a lesser wage progression, or assign special tutoring.**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

18. All apprentices terminated for cause must appear before the JATC prior to being dispatched to another training agent.
19. There will be no discrimination in apprenticeship or employment during apprenticeship after selection has been made, including but not limited to, job assignment, promotion, layoff, termination, rates of pay or other forms of compensation, or conditions of work. All apprentices employed shall be subject to the same job performance requirements.
20. Credit will be granted in accordance with Section VII of these Standards. The request for credit will be evaluated and a determination made by the JATC during the probationary period when actual on-the-job learning and related supplemental instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance, skill and knowledge demonstrated during the probationary period. An apprentice granted credit shall be advanced to the wage rate designated for the period to which such credit accrues.
21. **General Procedures for Maintenance Plumber/Steamfitter apprentices employed by the City of Seattle**
 - a. Failure to maintain employment as an apprentice with the City of Seattle will result in cancellation of the apprenticeship agreement, with due notice given to those having completed the initial probationary period.
 - b. Attendance in related training classes will be handled according to procedures outlined in #4 above. Additionally, failure to maintain satisfactory grades (passing grade is "C") may result in discipline such as withholding of wage advancements or suspension or cancellation of the apprenticeship agreement.
 - c. Advanced standing or credit for previous experience will be evaluated by the City of Seattle Subcommittee and recommendations forwarded for action by the JATC.
 - d. Use of drugs or alcohol while in related training, on school premises or any school related activity will not be tolerated.
 - e. Exams and Licensing requirements are outlined in #15 above.
 - f. The apprentice will maintain a valid driver's license at all times.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

B. Local Apprenticeship Committee Policies

1. **The Committee shall select a Chairman and a Secretary, one from management and one from labor, at the first meeting in January of each year. A quorum shall consist of five (5) members of the Committee, one of whom must be either the Chairman or the Secretary. The rules contained in Robert's Rules of Order Revised shall govern this Committee except where stated otherwise.**
2. **The Committee may, at any time, rotate an apprentice who is not receiving proper training or for any reason they feel will benefit the apprentice.**
3. **The Apprenticeship Committee shall hold regular meetings. Special meetings may be called by the chairman, secretary, or coordinator with seven days notice. The minutes of each meeting shall be recorded with all official action of the Committee.**
4. **All issues coming before the Apprenticeship Committee shall be determined by majority vote. Copies of the minutes to be made and sent out to all Apprenticeship Committee members and to the Trust Committee officers.**

C. Complaint and Appeal Procedures:

All approved 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(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization 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 will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 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 local committee/organization disputes supervisor decision:

Within: 30 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 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

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

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 sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative 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 L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed
- Revision of Standards and/or Committee Composition - as necessary
- RSI (Quarterly) Reports:
 - 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

3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:

- Program name

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

- 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

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 L&I 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 L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee 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

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

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.

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.

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

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 shall consist of five (5) members of the Committee, one of whom must be either the Chairman or the Secretary.

Quorum for the City of Seattle Subcommittee shall be 50% plus 1 with at least 1 member from each sponsoring party.

The Apprenticeship Committee shall be composed of four (4) members representing United Association, Local No. 32, and four (4) members representing The Mechanical Contractors of Western Washington.

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

The employer representatives shall be:

**Mike Shinn, Chairman
18802 80th Avenue S.
Kent, WA 98032**

**Ryan McMahan
2623 West Valley Highway N.
Auburn, WA 98001**

**Jeff White
595 Monster Road SW Suite 100
Renton, WA 98057**

**Steve Otis
University Mechanical
11611 49th Place W.
Mukilteo, WA 98275-4255**

**Jennifer Koch, Alternate
PO Box 24567
Seattle, WA 98124**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

The employee representatives shall be:

**Anthony Rogers, Secretary
9370 54th Avenue South
Seattle, WA 98118**

**Thomas J. Riordan
3207 NW 60th
Seattle, WA 98107**

**Steve Menne
595 Monster Road SW #213
Renton, WA 98057-2946**

**Patrick Daly
595 Monster Road SW #213
Renton, WA 98057-2946**

**Doug Price, Alternate
595 Monster Road SW, Ste. 213
Renton, WA 98057**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, 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 must be approved by the main committee.

Subcommittees, as appointed, will act on interviewing applicants, absenteeism, and other specific duties as assigned. All action of subcommittees will be reported back to the Apprenticeship Committee for approval.

Housing Plumber Subcommittee

The Employer Representatives Shall Be:

**Ian McDonald, Secretary
SJS Mechanical Services, LLC
21727 76th Avenue W, Ste C
Edmonds, WA 98026**

**Alonzo McDerment
Ocean Park Mechanical
102-2428 King George Hwy
Surrey, BC, Canada V4P 1H5**

**Dave Kok
Sideline Plumbing, LLC
23623 SE 285th Street
Maple Valley, WA 98038**

**Bud Dunning
Auburn Mechanical, Inc
2623 West Valley Hwy N
Auburn, WA 98001**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

The Employee Representatives Shall Be:

**Ian Moore, Chairman
WA Bottling Company
PO Box 1200
Woodinville, WA 98072**

**Jeremy McCory
Ocean Park Mechanical
102-2428 King George Hwy
Surrey, BC, Canada V4P 1H5**

**Rod Foster
Local 32
595 Monster Road SW, Ste 213
Renton, WA 98057**

**Gary Gregory
Holaday Parks, Inc
4600 S 134th Place
Seattle, WA 98168**

HVAC/Refrigeration Mechanic Subcommittee

The Employer Representatives Shall Be:

**Vince Moffat, Secretary
True Temp Northwest
1627 45th Street E, Suite 101
Sumner, WA 98390**

**David Parks
Puget Sound refrigeration
3132 NE 133rd Street
Seattle, WA 98125**

**Jennifer Koch
McKinstry Company
PO Box 24567
Seattle, WA 98124**

**Dave Houston
Trane
2021 152nd Avenue NE
Redmond, WA 98052**

**Darryl West
MacDonald Miller
7717 Detroit Avenue SW
Seattle, WA 98106**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

The Employee Representatives Shall Be:

**Erik Pound, Chairman
UA Local 32
595 Monster Road SW Suite 213
Renton, WA 98055**

**Chris Eaton
Carrier Corporation
3215 S 116th Street, Suite 133
Tukwila, WA 98168**

**Duane Bjornson
Seattle Area Pipe Trades
595 Monster Road SW Suite 100
Renton, WA 98055**

**Zachary Smith
Key Mechanical
19430 68th Avenue South
Kent, WA 98032**

**Patrick Daly
McKinstry Company
5005 3rd South
Seattle, WA 98134**

Maintenance Plumber/Steamfitter Subcommittee

The Employer Representatives Shall Be:

**Gene Timmons, Secretary
Enviromech
PO Box 80326
Seattle, WA 98108**

**Kelly King
American Mechanical
PO Box 1136
Monroe, WA 98272**

**Kevin Almon
Vital Mechanical
14630 SE 213th St.
Kent, WA 98402-8042**

**Kim Johnson
Auburn Mechanical
2623 West Valley Hwy N
Auburn, WA 98002**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

The Employee Representatives Shall Be:

**Steve Menne, Chairman
UA Local 32
595 Monster Road SW Suite 213
Renton, WA 98055**

**Karl Koch
McKinstry Company
PO Box 24567
Seattle, WA 98124**

**Henry Biggs
University Mechanical
11611 49th Place West
Mukilteo, WA 98275-4255**

**Lawrence Angus
McKinstry Company
PO Box 24567
Seattle, WA 98124**

**Curt Schnabel, Alternate
McKinstry Company
PO Box 24567
Seattle, WA 98124**

**Erik Pound, Alternate
UA Local 32
595 Monster Road SW Suite 213
Renton, WA 98055**

City of Seattle Subcommittee

The Employer Representatives Shall Be:

**Melinda Nichols
4209 West Marginal Way SW
Seattle, WA 98106**

**Mary Beth Joesph
4209 West Marginal Way SW
Seattle, WA 98106**

The Employee Representatives Shall Be:

**Ed Jackson
4209 West Marginal Way SW
Seattle, WA 98106**

**Larry Gable
4209 West Marginal Way SW
Seattle, WA 98106**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

Marine Pipefitter Subcommittee

The Employer Representatives Shall Be:

**Lonnie Saisslin, Secretary
Todd Pacific
1801 16th SW
Seattle, WA 98118**

**Ed Lynch
Todd Pacific
1801 16th SW
Seattle, WA 98118**

**George Neilson
Lake Union Drydock
1515 Fairview Ave E
Seattle, WA 98102**

**Vern Day
Washington State Ferries
2901 3rd Ave, Suite 500
Seattle, WA 98121**

**Gene Henley
Foss Maritime Company
660 West Ewing St.
Seattle, WA 98119**

The Employee Representatives Shall Be:

**Marty Yellam, Chairman
595 Monster Rd SW Suite 213
Renton, WA 98057-2974**

**Raymond Hite
3431 70th Ave E Apt. F303
Fife, WA 98424**

**Ken Reardon
3259 S Ferdinand
Seattle, WA 98118**

**Walter Nurmi
1515 Fairview Ave E
Seattle, WA 98102**

**Walt Frati
Eagle Harbor
2901 3rd Ave., Suite 500
Seattle, WA 98121**

**SEATTLE AREA PLUMBERS, HOUSING PLUMBERS, PIPEFITTERS,
HVAC/REFRIGERATION MECHANICS, AND MARINE PIPEFITTERS
APPRENTICESHIP COMMITTEE**

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.

**Grant E. Holmes, Coordinator
595 Monster Road SW #100
Renton, WA 98057-2946**

**Dale Wentworth, HVAC/Refrigeration Mechanics Coordinator
595 Monster Road SW #100
Renton, WA 98057-2946**