



**STANDARDS OF APPRENTICESHIP  
adopted by**

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

(sponsor name)

<u>Occupational Objective(s):</u>	<u>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

FEBRUARY 24, 2012  
Committee Amended

APRIL 21, 2011  
Standards Amended (review)

APRIL 21, 2011  
Standards Amended (administrative)

By: LEE NEWGENT  
Chair of Council

By: JOSE RODRIGUEZ  
Secretary of Council

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INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of the standards are boilerplate and may only be modified by the WSATC.

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

Sponsor Introductory Statement (Optional):

**The following 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, and representatives of the United States and Canada, Local Union #32,**

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**National joint Plumbing Apprentice and Journeymen Training Committee, and the National Joint Steamfitter-Pipefitter Apprenticeship Committee, with the assistance of Office of Apprenticeship, Employment and Training Administration, 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(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

**The area covered by these Standards shall be all of 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(17)].

**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**

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- Other:
1. All applicants for the occupations of Plumber, Housing Plumber, and Pipefitter must be a 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.

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

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

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

1. 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, 98057. 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.

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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**
4. **All applicants who have provided a valid application will be scheduled for a Hands-on Test by the committee.**
5. **All applicants who have successfully completed the Hands-on Test will be notified to appear for an interview. Applicants will be requested to renew their applications at each interview. In the event an applicant misses an interview, they will retain their ranking score and will be notified again to appear when the next interviews are scheduled. If the applicant fails to appear to two consecutive interviews, or fails to renew their application at two consecutive scheduled interviews, the applicant will be removed from the eligibility pool.**
6. **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.**
7. **All applicants who have completed one of the following courses, ANEW, SVI, PSSC, Emerald City Initiative, or a committee approved Pre-apprenticeship course will be given an additional 5 points at time of interview.**
8. **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.**
9. **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**

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Jefferson.) Marine Pipefitter applicants will not be asked to complete this form.

10. 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).
  
11. 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.)
  - b. Applicant must verify successful completion of one year of trade associated Related Supplemental Instruction training (equivalent or commensurate.)
  
12. **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,

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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.**
  - (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. **Registered Native Americans who have secured work under a TERO project may receive direct entry into an apprenticeship as an apprentice provided that the Employer is an approved training agent of the sponsor.**
  
- f. **Qualified applicants referred to the sponsor by "Sustainable Works" may be granted direct entry into the apprenticeship program**
  
- g. **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.**

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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.

**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.

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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.**

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

**IV. TERM OF APPRENTICESHIP:**

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

- 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.**

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**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. The probationary period for Plumber, Pipefitter, and HVAC/Refrigeration Mechanic shall be the first 2000 hours of employment.**
- 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 [WAC 296-05-316(5)].

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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.  
**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.

The above variance to the ratio given final approval at the April 16, 2010 WSATC meeting.

**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,**

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**D. HVAC/Refrigeration Mechanic Apprentices:**

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

**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.**

- 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.**

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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.

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 [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.

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**A. Housing Plumbers:**

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

**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
<b>1</b>	<b>0000 - 2000 hours</b>	<b>50%</b>
<b>2</b>	<b>2001 - 4000 hours</b>	<b>62.5%</b>
<b>3</b>	<b>4001 - 6000 hours</b>	<b>70%</b>
<b>4</b>	<b>6001 - 8000 hours</b>	<b>75%</b>
<b>5</b>	<b>8001 - 10000 hours</b>	<b>85%</b>

**C. Marine Pipefitter:**

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

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

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

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**E. HVAC/Refrigeration Mechanics:**

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

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

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

**G. Residential Service Mechanics:**

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

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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)]

<b><u>A. Housing Plumber</u></b>	<b><u>APPROXIMATE HOURS</u></b>
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
<b>TOTAL HOURS:</b>	<b>6000</b>

**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.**

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<b><u>B. HVAC/Refrigeration Mechanic</u></b>	<b><u>APPROXIMATE HOURS</u></b>
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	
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	
<b>TOTAL HOURS:</b>	
	<b>10000</b>

**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.**

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<b><u>C. Maintenance Plumber/Steamfitter</u></b>	<b><u>APPROXIMATE HOURS</u></b>
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

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

**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.**

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<b><u>D. Marine Pipefitter</u></b>	<b><u>APPROXIMATE HOURS</u></b>
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
<b>TOTAL HOURS:</b>	<b>6000</b>

**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.**

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<b><u>E. Pipefitter</u></b>	<b><u>APPROXIMATE HOURS</u></b>
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
<b>TOTAL HOURS:</b>	
	<b>10,000</b>

**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.**

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**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 Piping .....2800
2. Installation, Maintenance and Repair of Potable Water Piping .....2800
3. Installation, Maintenance and Repair of Plumbing Fixtures, Appurtenances and Appliances .....1000
4. Installation, Maintenance and Repair of Bath and Toilet Room Accessories .....300
5. Installation, Maintenance and Repair of Rainwater Drainage Piping .....1000
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.....500
9. Installation, Maintenance and Repair of Medical / Dental Gas and Vacuum Piping.....500
10. Installation, Maintenance and Repair of Waste Water Treatment Piping .....700

**TOTAL HOURS: 10,000**

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**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.**

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<b>G. <u>Residential Service Mechanic</u></b>	<b><u>APPROXIMATE HOURS</u></b>
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

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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.**

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**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

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

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

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

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

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

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

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

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

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

Additional Information:

**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 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)].

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A. General Procedures

1. **Discrimination/Harassment** - The JATC is committed to ensuring that apprentices have an opportunity to work and learn in an environment that is free from discrimination and harassment. Harassment or discrimination based on sex, race, national origin, religion, age, sexual orientation, or mental or physical disability is strictly prohibited. Apprentices who violate this policy are subject to discipline, up to and including, possible cancellation of their apprenticeship.
  
2. **Drugs and Alcohol**
  - a. The JATC is committed to providing a training and learning experience free from the influence of drugs and alcohol. Apprentices are prohibited from reporting to school, work, JATC Committee meetings, orientation, or any school sponsored community service project under the influence of drugs or alcohol. Apprentices who violate this policy are subject to discipline, up to and including, possible cancellation of their apprenticeship.
  
  - b. Any apprentice who fails to pass a drug or alcohol test administered as a condition of employment by a training agent will be brought before the Committee for possible disciplinary action. Submitting a cold sample or in any way altering, diluting, or adulterating a sample will qualify as a failure to pass. Whether the apprentice passed the test will be determined based on the criteria used by the drug testing laboratory.
  
3. **Related Supplemental Instruction**
  - a. It is the responsibility of each apprentice to be punctual, respectful, and attentive in class.
  
  - b. If an apprentice misses class, then he/she must contact the Training Coordinator as soon as possible and explain the reason(s) for the absence. The apprentice must supply the Training Coordinator with any documentation supporting the reason for the absence. The Training Coordinator will inform the apprentice whether the absence will be counted as excused or unexcused.
  
  - c. An apprentice who has more than thirty (30) hours of excused absences may be called before the Committee to discuss the reasons for the multiple absences and whether the absences have affected

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his/her progress in the class. The apprentice is required to make up all missed curriculum.

- d. Any absence not excused will be counted as unexcused. An apprentice may make-up two (2) unexcused absences per year. The apprentice must attend the next available make-up day. Failure to do so will result in the forfeiture of the privilege to participate in the make-up program for the remainder of the apprenticeship and their next wage advancement will be extended by one month.
- e. For any two unexcused absences from class, the apprentice will be called before the committee for disciplinary action.
- f. Apprentices must maintain a passing grade in all related supplemental instruction (passing grade is a "C" or better).

4. **On-The-Job Training**

- a. All apprentices must show proof of a valid WA State driver's license and valid trainee card to receive a dispatch to work. Apprentices without a valid WA State driver's license and valid trainee card will not be dispatched to work. Apprentices must carry their trainee card and driver's license with them on the job at all times.
- b. Apprentices are required to maintain regular attendance. Unexcused absences and/or tardiness will not be tolerated. Failure to comply will result in disciplinary action.
- c. An apprentice may not refuse a job or quit a job, unless he/she has permission from the Training Coordinator or a compelling reason for doing so. An apprentice who refuses a job or quits a job without permission or a compelling reason will be called before the Committee for disciplinary action.
- d. It shall be the apprentice's responsibility to return an accurate and complete monthly progress record to the JATC office by the 10th of each month. If received after the tenth (10th) of the month, it shall be considered late. For each month an apprentice fails to return an accurate and complete monthly progress report, the apprentice will be called before the Committee and 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 anyone year will be called before the Committee for disciplinary action.

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- e. It is the responsibility of each apprentice to be punctual, hardworking, respectful, safe, and dependable. Apprentices shall be called before the Committee for disciplinary action for poor work evaluations, problems with mechanical ability and/or work habits, poor attitude, safety issues, and/or failure to perform the job in a satisfactory manner.
- f. Apprentices must report to the Training Coordinator's office within 24 hours after termination. If the apprentice is terminated on Friday, he/she must report by 9:00 a.m. on Monday. Any apprentice terminated for cause or quits without consent of the Training Coordinator, must appear before the Committee before he/she will be dispatched to another training agent.
- g. All apprentices terminated for cause must appear before the JATC prior to being dispatched to another training agent.

5. **Required Exams**

- a. 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 (as listed in section b. below) have been passed, resulting in appropriate certifications and licenses. Failure to do so will result in the Committee electing to require additional classes, re-rate the apprentice to a lesser wage progression, or assign special training.
- b. An apprentice must obtain the following licenses and/or certifications before he/she will be turned out as a journey-level worker:
  - (1) Plumber - (1) Washington State Journeyman Plumber Certification; (2) Seattle Gas Piping Mechanic License; and (3) Plumber UA University Master Exam.
  - (2) Housing plumber - (1) Washington State Specialty Certification and (2) Seattle Gas Piping Mechanic License.
  - (3) Pipe Fitter - (1) Seattle Gas Piping Mechanic License and (2) Pipe Fitter UA University Master Exam.
  - (4) HVAC/Refrigeration Mechanic - (1) Seattle Gas Piping Mechanic License; (2) Seattle Refrigeration License; (3) EPA 608 CFC Certificate with Universal Qualification; (4) Washington State Labor and Industries 06A HVAC/Refrigeration Specialty Electrical License; and (5) UA University Master Exam.
  - (5) Maintenance Plumber/Steamfitter - (1) Washington Journeyman Plumber Certification; (2) Med-Gas Endorsement; (3) Seattle

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**Gas Piping Mechanic License; (4) Backflow Exam; (5) Star Exam**

- 6. Additional Apprentice Responsibilities - Failure to satisfy any of these responsibilities may result in disciplinary action:**
  - a. Apprentices must have a valid Washington State driver's license.**
  - b. Tuition must be paid by the established due date.**
  - c. Apprentices must contact the JATC office within 24 hours of any change in address and/or phone number.**
  - d. Apprentices must appear before the Committee when notified to do so.**
  - e. Apprentices must conduct themselves in a professional and responsible manner. Apprentices must avoid conduct that 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 of documents, harassment, and the willful destruction of property.**
  
- 7. Special Procedures for City of Seattle Maintenance Plumber/Steamfitter Apprentices - Sections A. 1, 2, 3, 5, and 6 apply to apprentices in the City of Seattle Maintenance Plumber/Steamfitter program.**
  - 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 probationary period.**
  - b. It shall be the apprentice's responsibility to return to the JATC office a completed monthly progress record by the 10th of each month. Failure to submit reports timely will be cause for the City of Seattle Subcommittee to meet with the apprentice. Apprentices that fail to return more than three monthly progress reports in one year will be called before the Committee for possible disciplinary action.**
  - c. Advanced standing or credit for previous experience will be evaluated by the City of Seattle Subcommittee and recommendations forwarded for action by the Committee.**
  - d. It is the responsibility of each apprentice to be punctual, hardworking, respectful, safe, and dependable. Apprentices may be**

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called before the City of Seattle Subcommittee for disciplinary action for poor work evaluations, problems with mechanical ability and/or work habits, poor attitude, safety issues, and/or failure to perform the job in a satisfactory manner.

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 Secretary. The rules contained in Robert's Rules of Order Revised shall govern this Committee except where otherwise stated. All issues coming before the Apprenticeship Committee shall be determined by majority vote.**
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 Committee shall hold regular meetings. Special meetings may be called by the Chairman, Secretary or Training Coordinator with seven days notice.**
4. **Minutes will be taken of each Committee meeting. The minutes shall record the Committee members present, apprentices called before the Committee and the reason why, all other individuals present at the meeting (or for a portion thereof), all matters discussed at the meeting, and any decisions and actions taken. Copies of the minutes will be distributed to all Committee members.**
5. **Credit will be granted in accordance with Section VII of these Standards. An apprentice requesting credit must provide documentation to verify previous work experience, education, and other relevant supporting documentation requested by the Committee. The amount of credit to be awarded will be decided in the sole discretion of the Committee after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance, skill, and knowledge demonstrated while in the program. An apprentice granted credit shall be advanced to the wage rate designated for the period to which such credit accrues.**
6. **There will be no unlawful discrimination in the operation of the apprenticeship program.**

C. Complaint and Appeal Procedures:

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All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

**Complaint** (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

Prior to: 20 calendar days of intention of disciplinary action by a sponsor

- Sponsors must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action must be sent to the apprentice

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

Within: 30 calendar days of apprentice's request for reconsideration

- Sponsor must provide written notification of their final decision

**If apprentice chooses to pursue the complaint further:**

Within: 30 calendar days of final action

- Apprentice must submit the complaint in writing to the Department
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local sponsor

Within: 30 business days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

**If the apprentice or sponsor disputes supervisor decision:**

Within: 30 calendar days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- 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

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**XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)  
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

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

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

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

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

Forms are available on line at

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

- Apprenticeship Agreements – within first 30 days of employment
- Authorization of Signature forms - as necessary
- 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)

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- Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor, with copy of minutes
  - Journey Level Wage Rate – annually, or whenever changed
  - Request for Revision of Standards - as necessary
  - Request for Revision of Committee - as necessary
  - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
  - On-the-Job Work Hours Reports (bi-annual)
    - 1st half: January through June, by July 30
    - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
  - Sponsor’s introductory statement (if applicable)
  - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
  - Section VII: Apprentice Wages and Wage Progression
  - Section IX: Related/Supplemental Instruction
  - Section XI: Committee - Responsibilities and Composition (including opening statements)
  - Section XII: Subcommittees
  - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

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

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under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

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

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D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

**Quorum: A quorum 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.**

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**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**

The employee representatives shall be:

**Robert Shaw, Secretary  
MacDonald Miller  
7717 Detroit Ave SW  
Seattle, WA 98106**

**Erik Pound  
595 Monster Road SW #213  
Renton, WA 98057-2946**

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

**P.J. Moss  
595 Monster Road SW #213  
Renton, WA 98057-2946**

**Mike Kunkel, Alternate  
7717 Detroit Ave SW  
Seattle, WA 98106**

**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.

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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 76<sup>th</sup> 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 285<sup>th</sup> Street  
Maple Valley, WA 98038**

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

**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 134<sup>th</sup> Place  
Seattle, WA 98168**

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**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**

**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**

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**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**

**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**

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**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**

**John Ball  
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**

**Judy Griffiths  
2117 256th St. NW  
Stanwood, WA 98292**

**Robert Savell  
2105 170th Street SW  
Lynnwood, WA 98037**

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

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

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**XIII. TRAINING DIRECTOR/COORDINATOR:**

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

**Jeff Zielinski, Training Coordinator  
595 Monster Road SW Ste. 100  
Renton, WA 98057**

**Dale Wentworth, Assistant Training  
Coordinator  
595 Monster Road SW Ste. 100  
Renton, WA 98057**