



APPRENTICESHIP PROGRAM STANDARDS
adopted by

COLUMBIA BASIN ELECTRICAL TRAINING ALLIANCE COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
INSIDE WIREMAN <i>GENERAL ELECTRICIAN (01)</i>	47-2111.00	8000 HOURS
LOW ENERGY/SOUND & COMMUNICATION <i>LIMITED ENERGY ELECTRICIAN (06)</i>	49-2022.00	4800 HOURS
RESIDENTIAL ELECTRICIAN <i>RESIDENTIAL ELECTRICIAN (02)</i>	47-2111.00	4000 HOURS



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

APPROVAL:

N/A
Provisional Registration

JULY 24, 2024
Standards Last Amended

APRIL 19, 1984
Permanent Registration

By: MARK RIKER
Chair of Council

By: CELESTE MONAHAN
Secretary of Council

COLUMBIA BASIN ELECTRICAL TRAINING ALLIANCE COMMITTEE

INTRODUCTION

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

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

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

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

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

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

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

*All sponsor inserted language must meet or exceed minimum requirements as established by the appropriate occupations outlined in these standards for each occupation. Minimum Guideline requirements have been *emboldened*, *italicized* and captured in bordering and may not be revised.

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Sponsor Introductory Statement (Required):

The science of electricity is constantly changing and expanding. With this increasing knowledge, the Electrical Industry has expanded from nothing to the third largest industry in the United States in less than one century. This rapid expansion means that the electrical apprentice must be given a sound basic training in the knowledge of the trade, supplemented by sufficient instruction in the theories of electrical science.

The electrical trade is unique in that it is mechanical, technical and professional. It must select people who have a natural aptitude for using tools and, at the same time, are gifted enough to master the intricacies of electric science, who can and will keep up with the progress of the industry, and master a knowledge of the thousands of installation and maintenance procedures.

The Electrical Industry, by its very nature, places a high degree of personal responsibility on the individual journey-level worker. While supervision is provided on many jobs, the electricians still find themselves called upon constantly to make decisions regarding the best and safest method of installation to produce a given result.

Electrical installations today have become very complex and a faulty installation can prove extremely expensive and hazardous. Much of the important work is hidden from view when the job is completed, and a defect in this hidden work can cause property damage and endanger human life. The modern journey-level worker takes pride in the appearance of his/her work, as well as in the technical correctness and structural soundness.

The Apprenticeship Committee has dedicated its time to develop an efficient program of apprenticeship so that the apprentice of today, through a systematic program of schooling and on-the-job training, can become the qualified all-around journey-level worker of tomorrow. The degree of success that the Apprenticeship Committee has in its operation will depend entirely upon the willingness of the various segments of the Electrical Industry in the area to cooperate in this type of joint activity.

All functions of the Apprenticeship Committee shall be on the basis of non-profit endeavor for the good and welfare of apprenticeship and training for the industry and for the best interest of the apprentice, management, labor and the public.]

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009.

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[The area which these Standards cover shall be the following counties in Washington: Asotin, Benton, Columbia, Franklin, Garfield, Walla Walla, Yakima, and Kittitas.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Oregon, the CBETA will apply the same standards and guidelines to apprentices registered in the program while working in the Oregon counties of Baker, Gilliam, Grant, Morrow, Umatilla, Union, Wallowa, and Wheeler.]

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [WAC 296-05-015(17)].

[Complete an application form, accurately responding to all questions and items including statements indicating that they are:]

Age:	<i>18 Years Old</i>
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[Meet the minimum age requirement of 18 at the time of application completion (must provide evidence of minimum age respecting any applicable State laws or regulations).]

Education:	<i><u>General Electrician (01), Limited Energy Electrician (06)</u></i>
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Must be a high school graduate from a school accredited by a State Education Agency; or have a GED; or have completed a High School Equivalency; or have completed an Associate degree or higher from a school accredited by a State Education Agency; and

Show evidence of successful completion of: 1 full year of high school Algebra with a passing grade of "C" or better.

Applicants who have not completed one full year of high school algebra with a passing grade of "C" or better, may qualify under one of the following:

- 1. Equivalent post high school algebra course(s) with a grade of "C" or better.***
- 2. Current math placement results from a community college facility indicating a placement level beyond high school level algebra.***
- 3. Provide certificate of completion from a committee approved online tech math course.***

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Residential Electrician (02)

Show evidence of successful completion of: 1 full year of high school Math with a passing grade.

Physical: ***Physically and mentally able to safely perform or learn to safely perform essential functions of the job with or without reasonable accommodations.***

[Able to climb and work from ladders, scaffolds, poles, and towers of various heights.]

[Able to crawl and work in confined spaces such as attics, manholes and crawlspace.]

Testing: **[Obtain a score of a five (5) or higher, using the electrical industry's aptitude test developed and validated by the American Institute for Research]**

Other: **[Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.]**

[Able and willing to attend all related classroom training as required to complete their apprenticeship.]

[Able to read, hear and understand instructions and warnings. Possess a valid Driver License.]

[Submit a DD-214 to verify military training and/or experience if they are a veteran.]

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

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedure (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 (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, 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.

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A. Selection Procedures:

1. Application Notice and Schedule:

- a. The Committee will make available, and accept online applications during the months of January and June.
- b. Applicants must create an account online through TradeSchool© that shall be verified by the Committee. A link may be found at www.jatc112.org. Accounts will only be verified and approved during the Committee's business hours of 8:00am – 4:30pm, Monday through Friday. Accounts created after 4:30pm on the last business day of the month in which applications are being accepted, will not be verified or approved.
- c. Once the account has been verified and approved, applicants may access their applications online 24 hours a day during the months specified above, via the Columbia Basin Electrical Training Alliance (CBETA) website at www.jatc112.org. An application fee is required for all applications.

2. Application Process:

- a. Application information is available at:

Online at www.jatc112.org

Or at:

Columbia Basin Electrical Training Alliance
142 N. Edison St.
Kennewick, WA 99336

- b. Applicants must indicate which occupation they are applying for: Inside Wireman, Limited Energy/Sound Communication Technician (aka: Limited Energy), or Residential Wireman.
- c. Applicants must provide a copy of their valid driver license at the time the application is submitted. All required documentation must be submitted to the Columbia Basin Electrical Training Alliance within 30 days of payment for the application fee. Once the account has been approved by the Committee through TradeSchool©, application fees must be paid by 4:30pm on the last business day of the month. Failure to do so will render the applicants disqualified unless hardship can be shown.
- d. Applications are not complete until all required documentation is submitted including official sealed high school transcripts (and college transcripts if applicable).

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- e. Any applicant who is currently registered or was previously registered as a Columbia Basin Electrical Training Alliance apprentice will be scheduled to appear before the Committee at a regular meeting prior to appearance for the scored interview.
- f. Provide evidence of the ability to maintain and possess a valid driver license by submitting a copy of a current driver history report from the state from which the license is issued, through the department of licensing, along with a copy of current valid driver license prior to interview.

3. Verification of minimum qualifications:

All applications and supporting documentation will be reviewed to determine whether applicants have met the minimum qualifications.

4. Non-qualified applicants:

Applicants who do not meet the minimum qualifications will be notified in writing; notification will include the reason for rejection, the requirements for admission to the eligibility pool, and the appeal rights available to the applicant.

5. Aptitude Test:

- a. All qualifying applicants will be scheduled to take the aptitude test.
- b. Applicants must obtain a minimum score of five (5) or higher to be eligible for an interview.

6. Pool of eligible applicants:

- a. Qualifying applications will be scored and ranked using an interview system; all applicants will be asked the same questions.
- b. These individuals will be placed in a pool of eligible applicants and retained on an active list for a period of 2 years.
- c. Individuals may be removed from the pool at an earlier date by their request or by failing to respond to CBETA when notified, or by receiving disciplinary cancellation from another JATC registered occupation.
- d. It shall be the responsibility of the applicant to notify the Committee of any change of address/contact information.

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7. Placement:

- a. Whenever possible, all current apprentices will be employed before new applicants are hired.
 - b. Applicants will be offered employment based on the order of their rank in the pool of eligibles.
 - c. If an individual fails to respond to an apprentice job assignment provided through the placement process, the individual will be removed from the pool.
 - d. Applicants being accepted into the program will be required to take and pass a pre-employment urinalysis drug-screening test before being registered. Expense of the drug test will be paid by the CBETA.
 - e. Failure to pass a random drug and/or alcohol test during the probationary period will result in immediate cancellation of the apprenticeship agreement and immediate termination from the employer. CBEAT has a zero tolerance policy regarding drug and/or alcohol use. Committee appearance is not allowed under these circumstances. Apprentices are required to maintain compliance with the electrical industry drug free workplace program.
 - f. A physical exam as outlined by the Committee. Cost to be borne by the CBETA.
8. Individuals who can verify (by providing undisputable documented evidence) that they have worked a minimum of four-thousand (4,000) hours specifically in the electrical construction industry, shall submit a written Industry recommendation and may qualify for direct interview. The Committee will use standard means of evaluation (see Section X) for individuals who may qualify for direct interview. To qualify under this provision, applicants must:
- a. Complete an application form, accurately responding to all questions and items including statements indicating that they are:
 - 1) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
 - 2) Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - 3) Able and willing to attend all related classroom training as required to complete their apprenticeship.
 - 4) Able to climb and work from ladders, scaffolds, poles and towers of various heights.
 - 5) Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.

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- 6) Able to read, hear and understand instructions and warnings.**
 - b. Provide to the Committee proper, undisputable documentation that defines their experience in the electrical construction industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. Such documentation must remain with the applicant's record. The Committee will examine all documentation submitted to determine qualification of the applicant and schedule an interview if needed. An absolute minimum of four-thousand hours of ELECTRICAL CONSTRUCTION WORK EXPERIENCE must be proven to meet this qualification. No other form of electronic or electrical experience/training or construction experience will be given credit under this provision. If selected under this provision, the Committee will determine, using standard means of evaluation (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience.**
 - c. Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**
 - d. Possess a valid Driver's License.**
 - e. Submit a DD-214 to verify military training and/or experience if they are a veteran.**
 - f. When deemed appropriate by the Apprenticeship Committee, applicants may be allowed to apply to this Apprenticeship Program outside of the identified application window if all the requirements of Section III.8 in these standards are met.**
- 9. An electrical construction employee of a non-signatory employer not qualifying as a Journey worker when the employer becomes signatory, shall be evaluated by the Committee, using standard means of evaluation (see Section X), and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry. For such applicants to be considered, they must:**
 - a. Complete an application form, accurately responding to all questions and items including statements that they are:**
 - 1) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**
 - 2) Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.**
 - 3) Able and willing to attend all related classroom training as required to complete their apprenticeship.**

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- 4) Able to climb and work from ladders, scaffolds, poles and towers of various heights.
 - 5) Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
 - 6) Able to read, hear and understand instructions and warnings.
 - b. Provide official, undisputable documentation to show that they were an employee performing electrical construction work prior to and at the time the employer becomes signatory.
 - c. Supply the Committee with required reliable documentation and adequate verification to substantiate previous employment and experience to warrant their registration.
 - d. Be deserving of advanced standing, based upon evaluation by the Committee (see Section X).
 - e. Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
 - f. Possess a valid Driver License.
 - g. Submit a DD-214 to verify military training and/or experience if they are a veteran.
10. An individual who signs an authorization card during an organizing effort – wherein thirty (30) percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory – and is an employee of the non-signatory electrical contractor and does not qualify as an IBEW Inside Journey Worker Wireman, shall be evaluated by the Committee, using standard means of evaluation (see Section X), and registered at the appropriate period of apprenticeship based on previous work experience and related training. This is a method of direct entry. All employees of the non-signatory electrical contractor must have been offered the opportunity to sign authorization cards. For such applicants to be considered, they must:
- a. Complete an application form, accurately responding to all questions and items including statements that they are:
 - 1) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
 - 2) Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.

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- 3) Able and willing to attend all related classroom training as required to complete their apprenticeship.
 - 4) Able to climb and work from ladders, scaffolds, poles and towers of various heights.
 - 5) Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
 - 6) Able to read, hear and understand instructions and warnings.
 - b. Have previous work experience (with non-participating employer(s)) that warrants some OJT credit, based on the provision of the Standards (see Section X).
 - c. Provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous employment and experience, in order to qualify for direct entry under this provision.
 - d. Provide official documentation to show length of employment with present electrical employer and all other previous electrical employers.
 - e. Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
 - f. Possess a valid Driver License
 - g. Submit a DD-214 to verify military training and/or experience if they are a veteran.
11. An honorably discharged military veteran who completed military technical training school in a Military Occupational Specialty (MOS) applicable to the electrical construction industry (as determined by the Committee), and can provide documentation of a minimum of two (2) years of military experience in that MOS, will qualify for direct interview (must apply within five (5) years from MOS experience); as determined by the Committee if apprenticeship opportunities are available. If selected under this provision, the Committee will determine, using standard means of evaluation (see Section X), if OJT and/or related instruction credit will be awarded for previous training and experience. To qualify under this provision, applicants must:
- a. Complete an application form, accurately responding to all questions and items including statements that they are:
 - 1) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.

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- 2) Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - 3) Able and willing to attend all related classroom training as required to complete their apprenticeship.
 - 4) Able to climb and work from ladders, scaffolds, poles and towers of various heights.
 - 5) Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
 - 6) Able to read, hear and understand instructions and warnings.
 - b. Have previous military work experience in an identified MOS as stipulated above.
 - c. Provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous military training and experience (DD-214), in order to qualify for direct interview under this provision.
 - d. Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
 - e. Possess a valid Driver's License
12. Individuals who can verify that they have completed a structured pre-apprenticeship training program meeting minimum requirements established by the Committee and recognized by the Committee and sponsored by community outreach group, or by the IBEW, NECA, or by the Local, State, Regional or National Building Trades programs, or by the Committee; may qualify for either direct interview or direct entry; as determined by the Committee and available apprenticeship opportunities. The Committee using standard means of evaluation (see Section X) will determine direct entry or direct interview. To qualify under this provision, applicants must:
- a. Complete an application form, accurately responding to all questions and items including statements that they are:
 - 1) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
 - 2) Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - 3) Able and willing to attend all related classroom training as required to complete their apprenticeship.
 - 4) Able to climb and work from ladders, scaffolds, poles and towers of various heights.

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- 5) Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
 - 6) Able to read, hear and understand instructions and warning.
 - a. Meet the minimum age requirement of 18 at the time of completed application.
 - b. Provide to the Committee proper, undisputable documentation confirming that they meet the specific requirements of the pre-apprenticeship program. This documentation must be comprised of official documents such as: complete/graduation certificates, transcripts, notarized letters of confirmation and sworn statements. Such documentation must remain with the applicant's record. The Committee will examine all documentation submitted to determine qualification of the applicant. The Committee will schedule an experience evaluation interview with the applicant if it is deemed appropriate.
 - c. Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
 - d. Possess a valid Driver's License
 - e. Submit a DD-214 to verify military training and/or experience if they are a veteran.
13. Individuals who can verify that they have been enrolled in an IBEW-NECA like-in-kind program meeting the minimum requirements established by the Committee; based on a Committee experience evaluation may qualify for direct entry as determined by the Committee and available apprenticeship opportunities. The Committee, using standard means of evaluation (see Section X), will determine the appropriate period of apprenticeship based on previous work experience and related training. To qualify under this provision:
- a. The applicant must complete an application form, accurately responding to all questions and items including statements that they are:
 - 1) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.
 - 2) Able to travel to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - 3) Able and willing to attend all related classroom training as required to complete their apprenticeship.
 - 4) Able to climb and work from ladders, scaffolds, poles and towers of various heights.
 - 5) Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.

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- 6) Able to read, hear and understand instructions and warning.**
- a. The applicant must meet the minimum age requirement of eighteen (18) years of age at the time of application completion.**
- b. The applicant must provide an official copy of all records and other information pertaining to their participation with the like-in-kind program that they are coming from. The receiving Committee will examine all documentation submitted to determine the qualifications of the applicant. All such records shall become part of the receiving Committee's permanent files and shall be maintained in the same manner as other records. The Committee may schedule an experience evaluation interview with the applicant if it is deemed appropriate.**
- c. The applicant must sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.**
- d. The applicant must possess and provide a copy of their valid Driver License.**
- e. The applicant must submit a DD-214 to verify military training and/or experience if they are a veteran.**
- f. The applicant must submit a written request, describing in detail the needs and reasons upon which the request is based.**
- g. The applicant's sponsoring program must agree to the request.**
- h. The receiving Committee must agree to accept the request.**

Apprentice's progress may be checked and corrective measures applied where necessary.

- 14. A registered Native American who has successfully graduated the CTUIR Confederated Tribes of Umatilla Indian Reservation pre-apprenticeship program. This is a method for direct interview. For such applicants to be considered, they must: shall be evaluated by the Committee, using standard means of evaluation (see Section X), and registered at the appropriate period of apprenticeship based on previous work experience and related training. For such applicants to be considered, they must:**
 - a. The applicant must complete an application form, accurately responding to all questions and items including statements that they are:**
 - 1) Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**

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- 2) Able to travel to and from work at job sites anywhere within the geographical area that this apprenticeship program covers.
 - 3) Able and willing to attend all related classroom training as required to complete their apprenticeship.
 - 4) Able to climb and work from ladders, scaffolds, poles and towers of various heights.
 - 5) Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.
 - 6) Able to read, hear and understand instructions and warning.
- b. Meet the minimum age requirement of 18 at the time of completed application.
- c. Provide to the Committee proper, undisputable documentation confirming that they meet the specific requirements of the pre-apprenticeship program. This documentation must be comprised of official documents such as: complete/graduation certificates, transcripts, notarized letters of confirmation and sworn statements. Such documentation must remain with the applicant's record. The Committee will examine all documentation submitted to determine qualification of the applicant.
- d. Sit for the electrical industry's aptitude test developed and validated by the American Institutes for Research.
- e. Possess a valid Driver License.
- f. Submit a DD-214 to verify military training and/or experience if they are a veteran.]

B. Equal Employment Opportunity Plan:

[The Apprenticeship Committee has pledged that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, age, or sex. In order to promote equality of opportunity, the Apprenticeship Committee hereby pledges to take affirmative action to encourage minorities and women to complete the apprenticeship application and enter into the eligibility pool.

1. Distribute information to individuals including females and minorities about the nature of apprenticeship programs, program admission requirements, current apprenticeship opportunities, how to obtain apprenticeship applications, and the equal opportunity policy of the Sponsor.
2. Make all employers and Local Union members aware of the need to recruit female and minority applicants using all available newsletters and other mailings that are circulated to the members and employers.

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- 3. Participate in existing outreach programs, workshops conducted by employment service agencies, workshops sponsored by school districts, and community-based organizations to increase apprenticeship program awareness and the opportunities the apprenticeship program offers while focusing on the recruitment and preparation of minority and female apprenticeship applicants.**
- 4. Cooperate with local school boards, community colleges, and vocational education systems to develop programs for preparing students, including females and minorities, to meet the standards and criteria required to qualify for entry into apprenticeship programs.]**

Apprentice applicant appeals procedure:

- 1. An Appeals Committee is hereby established, composed of one member appointed by Labor, one member appointed by management and a public member appointed by both these members.**

Each organization shall appoint its own representative on the Appeals Committee in such manner, as it desires except that no member of the Apprenticeship Committee may serve on the Appeals Committee.

- 2. Where an Appeals Committee exists under an established referral procedure and it is of this type, it shall be used for this purpose.**
- 3. Management and labor shall mutually agree to and select the public member of the Appeals Committee.**
- 4. The authority of the Appeals Committee shall be limited to the rendering of decisions on cases involving unjust treatment of applicants for the apprenticeship program in the matter of selection.**
- 5. Any appeal must be filed in writing within fifteen (15) days of the date of notifications to the applicants as to the decision of the Apprenticeship Committee regarding their applications.**
- 6. A copy of the appeal shall be filed with the Apprenticeship Committee.**
- 7. The Apprenticeship Committee must file a written answer to the appeal within thirty (30) days of receipt of the copy of the appeal.**
- 8. The Appeals Committee shall consider the written evidence and shall on request grant a hearing.**

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9. A final decision shall be rendered within thirty (30) days of the date of the filing of the Apprenticeship Committee answer to the appeal from the date of a hearing.

10. Decisions of the Appeals Committee shall be final and binding upon the Apprenticeship Committee.]

C. Discrimination Complaints:

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

IV. TERM OF APPRENTICESHIP:

The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-015].

[Completion of Apprenticeship:

Once an apprentice has completed the required related supplemental instruction and the required hours of on-the-job training, the apprentice will have 60 days to provide the appropriate passing State Electrical Certification exam results to the CBETA. Failure to provide the appropriate passing exam results within 60 days will result in suspension from the program until the passing exam results are produced. Failure to provide the passing results to the CBETA within 120 days of the suspension will result in termination from the program. The CBETA may elect to require repeat of RSI, re-rating the apprentice to a lesser wage progression or special tutoring.

When the above requirement has been met, the employers and IBEW Local 112 will be notified that the apprentice is to be classified as a journey-level worker and receive the journey-level workers' rate of pay.]

A. General Electrician (01)

8000 Hours of reasonably continuous employment

Inside Wireman

The term of training for Inside Wireman Apprentice shall not be less than 8000 hours of employment.]

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B. Limited Energy Electrician (06)

4800 hours of reasonably continuous employment

Low Energy/Sound & Communication

The term of training for Low Energy/Sound & Communication Apprentices shall not be less than 4800 hours of employment and may require more than four years to complete in view of possible employment lapses. Apprentices desiring certification of OJT hours for the purposes of qualifying to take the Oregon LEA Electrical examination, shall have an additional 1200 hours (4801-6000 hours) tracked and certified by the CBETA. Upon completion of the additional hours, the CBETA shall notify BOLI, Electrical Licensing Division by letter.]

C. Residential Electrician (02)

4000 hours of reasonably continuous employment

Residential Electrician

The term of training for Residential Electrician Apprentice shall not be less than 4000 hours of employment and may require more than two years to complete in view of possible employment lapses.]

Apprentices desiring certification of OJT hours for the purpose of qualifying to take the Oregon LEA Electrical examination, shall have an additional 1200 hours (4801-6000 hours) tracked and certified by the Program Sponsor. Upon completion of the additional hours, the Program Sponsor shall notify Oregon Bureau of Labor & Industries (BOLI), Apprenticeship and Training Division by letter. (only applicable to programs with 3-year RSI plan and established BOLI acceptance)

V. INITIAL PROBATIONARY PERIOD:

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

The initial probationary period is [WAC 296-05-015(22)]:

- A. The period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.

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- B. The period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.

C.

1. General Electrician (01)

The first one thousand-six hundred (1,600) hours of employment shall constitute the initial probationary period or one year from date of registration, whichever occurs first.

2. Limited Energy Electrician (06)

The first nine hundred sixty (960) hours of employment shall constitute the initial probationary period or one year from date of registration, whichever occurs first.

3. Residential Electrician (02)

The first eight hundred (800) hours of employment shall constitute the initial probationary period or one year from date of registration, whichever occurs first.

- 4. The first 1600 hours of OJT shall constitute the initial probationary period for Inside Wireman Apprentices. The Low Energy/Sound and Communication Technician Apprentice initial probationary period shall be the first 960 hours of OJT and the Residential Electrician Apprentice initial probationary period shall be the first 800 hours of OJT. During this period, the apprenticeship agreement may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of such cancellations.**
- 5. During the initial probationary period, the Committee shall make a thorough review of the apprentice's abilities and development both on the job and in related training. Advanced standing for previous training or experience does not reduce the initial probationary period.**
- 6. Applicants awarded advanced standing at the time of registration shall have their demonstrated skill, knowledge, and overall performance evaluated during the initial probationary period. Adjustments, to the assigned period of apprenticeship and/or level of related classroom training may be made during the initial probationary period, following appropriate reviews and evaluation by the Committee. Such reviews and determinations shall be properly documented and applied equally to all apprentices.**
- 7. Prior to the end of the initial probationary period, action must be taken on each probationary apprentice to end the probation, or cancel the apprenticeship agreement. All interested parties shall be notified of such action.]**

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VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

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

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless as noted above or otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

[The ratio of apprentices to journey-level workers is as follows:]

1. General Electrician (01)

The employer is allowed a ratio of one (1) apprentice to one (1) journey-level worker per job site, unless one of the following conditions is met:

No more than two apprentices for every journey level Residential (02) or Limited Energy (06) specialty electrician when working in that electrician's specialty.

Apprentices with a minimum of 7,000 hours of OJT will be allowed to work without the direct supervision of a journey-level person provided that they have been issued a six-month, nonrenewable, unsupervised electrical training certificate by the Washington State Labor and Industries Electrical Section. Such apprentices will not be counted for the purposes of a ratio calculation nor be allowed to supervise other apprentices.

Inside Wireman Apprentice

The overall ratio is 1 apprentices for every 1 journey-level worker. This ratio can be used on each job, contract or shop in conformance with the Collective Bargaining Agreement.]

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2. Limited Energy Electrician (06)

Two (2) apprentices may be employed for each one (1) journeyman as is consistent with the Department of Labor & Industries Electrical Licensing Section. At no time shall the ratio exceed two (2) apprentices to one (1) journeyman on each jobsite.

Low Energy/Sound & Communication Apprentice

The overall ratio is 2 apprentices for every 3 journey-level technicians or fraction thereof. This ratio can be used on each job, contract or shop in conformance with the Collective Bargaining Agreement.]

3. Residential Electrician (02)

Two (2) apprentices may be employed for each one (1) journeyman as is consistent with the Department of Labor & Industries Electrical Licensing Section. At no time shall the ratio exceed two (2) apprentices to one (1) journeyman on each jobsite.

Residential Electrician Apprentice

Every training agent who steadily employs one or more residential journey-level workers may have two residential apprentices for every residential journey-level worker on the job in conformance with the Collective Bargaining Agreement.]

Supervision and Ratio of apprentices registered in the above occupations shall follow requirements established under RCW 19.28.161.

[Apprentices with a minimum of 7,000 hours of OJT will be allowed to work without the direct supervision of a journey-level person provided that they have been issued a six-month, nonrenewable, unsupervised electrical training certificate by the Washington State Labor and Industries Electrical Section. Such apprentices will not be counted for the purposes of a ratio calculation nor be allowed to supervise other apprentices.]

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be

COLUMBIA BASIN ELECTRICAL TRAINING ALLIANCE COMMITTEE

submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.

- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

C. Wage Progression Schedules

1. [Apprentices shall be paid by the following percentage of the journey-level worker hourly wage rate and fringe benefits as determined by the current Inside Construction Bargaining Agreement (CBA) between the Local 112, IBEW, and The Inland Empire Chapter, NECA.
2. Apprentices must maintain satisfactory progress in Related Supplemental Instruction to be eligible for wage step advancements.]

<i>General Electrician (01)</i>
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<u>Inside Wireman</u>

Step	Hour Range or competency step	Percentage of journey-level wage rate	Percentage of journey-level benefits
[1]	[0000 - 1600 hours]	[40%]	[Per agreement]
[2]	[1601 - 2500 hours]	[45%]	[Per agreement]
[3]	[2501 - 3500 hours]	[50%]	[Per agreement]
[4]	[3501 - 5000 hours]	[65%]	[Per agreement]
[5]	[5001 - 6500 hours]	[80%]	[Per agreement]
[6]	[6501 - 8000 hours]	[85%]	[Per agreement]

<i>General Electrician (01) apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.</i>

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Limited Energy Electrician (06)

Low Energy/Sound & Communication Technician Apprentice

Step	Hours Range or competency step	Percentage of journey-level rate	Percentage of journey-level benefits
[1]	[0000 - 0800]	[55%]	[Per agreement]
[2]	[0801 - 1600]	[60%]	[Per agreement]
[3]	[1601 - 2400]	[65%]	[Per agreement]
[4]	[2401 - 3200]	[70%]	[Per agreement]
[5]	[3201 - 4000]	[80%]	[Per agreement]
[6]	[4001 - 4800]	[85%]	[Per agreement]

Limited Energy Electrician (06) apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.

Residential Electrician (02)

Residential Electrician Apprentice

Step	Min. Accum OJT Hours	Percentage of journey-level	Percentage of journey-level benefits
[1]	[0000 - 2000]	[60%]	[Per agreement]
[2]	[2001 - 3000]	[75%]	[Per agreement]
[3]	[3001 - 4000]	[90%]	[Per agreement]

Residential Electrician (02) apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.

VIII. WORK PROCESSES:

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

In order that the apprentice may acquire the necessary skills of the trade in its various categories, they (as near as possible) shall be provided with employment in these categories with specified amounts of experience required.

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All such work shall be performed under the supervision of a journey-level worker. Supervision should not be of such nature as to prevent the development of responsibility and initiative.

At the end of each progression period of employment, the Apprenticeship Committee shall examine the progress of the apprentice on the job and in related instruction. Action must be taken on each apprentice to approve advancement, extend present rating, or cancel his/her registration.]

A. General Electrician (01)

In no case shall:

1. The term of apprenticeship be less than 8000 hours, or
 2. Work hours in electrical specialty occupations, such as the residential (02) or limited energy (06) specialties, be more than 4000 cumulative hours for the term of apprenticeship, or
 3. Commercial and industrial work hours be less than 4000 cumulative hours for the term of apprenticeship, or
 4. Department credited work experience in electrical specialties with less than a 4000 hour experience requirement be credited toward apprenticeship completion.
- Per WAC 296-46B-945 Table 945-1 Note 6.

<u>General Electrician (01)</u>	<u>Approximate Hours/Competency Level</u>
1. COMMERCIAL-wiring of commercial installations including all phases and all types of electrical installations as referenced in WAC 296-46b, and repair of all equipment therein; and necessary pre-fabrication and preparation.	
INDUSTRIAL-wiring of all industrial buildings and equipment; the maintenance, repair, and alteration of the same; and necessary pre-fabrication and preparation	*No less than 4000 Hours*
2. RESIDENTIAL-wiring of residences, duplexes, and small apartment buildings and necessary pre-fabrication and preparation	*No more than 4000 Hours*
SPECIALIZED SYSTEMS-wiring of systems which include; sound, data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television programmable controllers, and nurse call systems	
Total Hours/# of Competency Levels:	8000

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<i>B. <u>Limited Energy Electrician (06)</u></i>	<i><u>Approximate Hours/Competency Level</u></i>
<i>1. Limited energy installations, including: Cables and supports, wire pulling, splices, conduit, flex tray and duct, controls, wiring devices, removal and finish work, stock room and materials, overhead and underground.....</i>	<i>2100</i>
<i>2. Troubleshooting and maintenance.....</i>	<i>350</i>
<i>3. Occupation specific applications, including:.....</i>	<i>2350</i>
<i>a. Communications systems, including intercom, data telecommunication, and paging.</i>	
<i>b. Specialized control systems, including HVAC.</i>	
<i>Total Hours/# of Competency Levels:</i>	<i>4800</i>

[NOTE: The Committee realizes that the completion of on-the-job training is the ideal, but recognizes that most apprentices will not be able to fulfill the total amount of hours specified in every work process as set forth in this standard. When an apprentice is unable to fulfill the total hours worked in each work process, the committee will evaluate the apprentice's knowledge, skills and abilities and provide appropriate additional related instruction to assure that competency is acquired in each work process. The evaluation and summary of the additional instruction will be noted in the apprentice's file.]

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<i>C. <u>Residential Electrician</u> (02)</i>	<i><u>Approximate Hours/Competency Level</u></i>
<i>1. Rough in & wiring of outlets.....</i>	<i>1300</i>
<i>2. Wiring for service connection meters & distribution</i>	<i>400</i>
<i>3. Major appliance installation & service.....</i>	<i>100</i>
<i>4. Remodeling of residential buildings.....</i>	<i>300</i>
<i>5. Installation and service of intercom systems.....</i>	<i>90</i>
<i>6. Installation and service of music, audio, & video systems.....</i>	<i>150</i>
<i>7. Installation, service & control of electric heat.....</i>	<i>200</i>
<i>8. Installation, service & control of air-conditioning.....</i>	<i>100</i>
<i>9. Wiring, installation, & service of photovoltaic systems.....</i>	<i>200</i>
<i>10. Wiring, installation & service of fire alarm & carbon monoxide systems.....</i>	<i>150</i>
<i>11. Wiring, installation & service of security, surveillance & access systems</i>	<i>280</i>
<i>12. Wiring, installation, & service of telephone systems</i>	<i>80</i>
<i>13. Wiring, installation, & service of home technology integrator</i>	<i>300</i>
<i>14. Residential plan and design.....</i>	<i>100</i>
<i>15. Wiring, installation & service of lighting system</i>	<i>250</i>
<i>Total Hours/# of Competency Levels:</i>	<i>4000</i>

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

☒ Supervised field trips

☒ Sponsor approved training seminars (must be supervised by competent instructor - specify) **[Provided by vendors, manufacturers, and other industry experts as available, and as approved by the Committee.]**

☒ Sponsor approved online or distance learning courses (only in excess of the required 144 minimum classroom hours-specify) **[Web-based and/or blended learning, as approved by the Committee.]**

☐ State Community/Technical college

☐ Private Technical/Vocational college

☒ Sponsor Provided (lab/classroom)

☒ Other (specify): **[Inside Wireman – ETA Four-Year Inside Wireman Apprenticeship Course]**

B. **[(144)]** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

1. **[Inside Wireman Apprentice200**
2. **Residential Electrician Apprentice150**
3. **Low Energy/Sound & Communication Apprentice150**

***Note: Hours may be increased to meet changing industry needs.]**

☐ Twelve-month period from date of registration.*

☒ Defined twelve-month school year: **[(September)]** through **[(July)]**.

☐ 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.*

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C. Additional Information:

1. General Electrician (01)

The 144 hours identified above shall be 144 hours/year of competent instructor led classroom instruction (“must” include lab or hands-on instruction)

- *This requirement includes a minimum of 720 RSI hours over the term of apprenticeship under the same conditions.*
- *On-line would not be excluded as a delivery method but could only be offered for hours over the 144 annual minimum/720 cumulative total.*

2. Limited Energy Electrician (06)

The 144 hours identified above shall be 144 hours/year of competent instructor led classroom instruction (“must” include lab or hands-on instruction)

- *This requirement includes a minimum of 432 RSI hours over the term of apprenticeship under the same conditions.*
- *On-line would not be excluded as a delivery method but could only be offered for hours over the 144 annual minimum/432 cumulative total.*

3. Residential Electrician (02)

The 144 hours identified above shall be 144 hours/year of competent instructor led classroom instruction (“must” include lab or hands-on instruction)

- *This requirement includes a minimum of 288 RSI hours over the term of apprenticeship under the same conditions.*
- *On-line would not be excluded as a delivery method but could only be offered for hours over the 144 annual minimum/288 cumulative total.*

4. [The Apprenticeship Committee shall secure competent instructors whose knowledge, experience and ability to teach shall be carefully examined. The qualifications for an instructor shall be in accordance with the State Plan for Vocational Education for trade and industrial instructors. When possible, the instructors shall take such teacher training courses as are available.
5. The first year apprentice will be required to complete a formal first aid/Basic Life Support (BLS) class, taught by a certified instructor, in addition to the required hours of related instruction. The apprentice will be required to have a valid first aid/BLS card(s) in order to complete the program. The time spent in this classroom instruction shall be in addition to the required hours of on-the-job training and other related training.
6. The instructors shall give periodic examinations and report the results to the Apprenticeship Committee so that the apprentice's progress may be checked and corrective measures applied where necessary.]

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RSI plans shall be updated by the sponsor every five years or as requested by the department to ensure compliance with these standards.

Competent Instructor qualifications shall include the following:

- *Meets requirements of WAC 296-05-003, excluding the Journey Level Experience requirement*
- *Meets requirements of WAC 296-46B-970, excluding the following;*
 - *Manufacturer/Vendor representative when not accompanied by Competent Instructor*
 - *Electrical Administrator with no Journey level trade qualification*

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

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

1. **Voluntary Suspension:** A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. **Advanced Standing or Credit:** The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).
3. **Sponsor Procedures:**
 - a. **Duties of the Committee:**
 - 1) **The groups cooperating in these Standards shall refer all problems pertaining to apprenticeship to the Committee for action and disposal before action is reported to the sponsoring organizations.**
 - 2) **In the event the employer and the employee representatives cannot mutually agree on the administration of the program, any matter in dispute shall be referred to the sponsoring parties for settlement.**
 - 3) **All funds for the operation of the apprenticeship and training program shall be held in a Trust Fund.**

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- 4) The Committee shall make an annual report to the respective employer/employee organizations covering its work for the preceding year.**
- 5) The Committee shall prepare a written policy statement, which sets forth the current rules and regulations for the conduct of the local program. Such a policy statement shall be subject to revision by the Committee.**
- 6) The Apprenticeship Committee shall secure such course material and equipment as may be necessary.**

b. Previous Experience:

Candidates with previous experience in the electrical trade can ask for and have such experience evaluated by the Committee. Where such experience warrants it, the Committee will place the apprentice in the appropriate period, and such advanced credit shall be subject to review prior to their advancement.

c. Advancement of Apprentices:

- 1) The CBETA shall examine the progress of the apprentice on the job and in related instruction on a regular basis. A performance evaluation form shall be used. The CBETA will also receive a monthly OJT training report showing the experience and training in the various work processes.**
- 2) The CBETA shall evaluate the apprentice's overall performance and accomplishments at the end of each period. Action must be taken on each apprentice to approve advancement, extend present rating for a specified disciplinary probationary period, or cancel the apprenticeship agreement, with due notice to the apprentice and a reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the Committee.**

d. Certificate of Completion:

- 1) At completion of the term of apprenticeship, the Committee shall review and examine all apprentices. If satisfactory in all phases of their training, the Committee will so certify to the sponsoring parties. If not satisfactory, the term of apprenticeship may be extended.**
- 2) The Committee will present the apprentices with a Certificate of Completion. These certificates shall be approved and signed by the officers of the Committee.**

COLUMBIA BASIN ELECTRICAL TRAINING ALLIANCE COMMITTEE

e. Safety and Health Training:

- 1) The employer shall instruct the apprentice in safe and healthful work practices and shall ensure the apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Act standards promulgated by the Secretary of Labor and under Public Law 91-596, dated December 20, 1970 as amended by Public Law 101-552 dated November 5, 1990, or State or local standards that have been found to be at least as effective as the Federal Standards.**
- 2) While on the job site, it shall be the responsibility of the Employer to provide the apprentice a safe and healthful workplace and conditions of employment, and work assignments that the apprentice can safely perform.**
- 3) The CBETA shall see that all apprentices complete BLS/First Aid training during their apprenticeship. NOTE: This training requires additional classroom hours.**

f. Statement of Policy:

The Training Director will act for and under the direction of the Committee in carrying out the terms and conditions as established in the Standards and the published policies of the Apprenticeship Committee.

g. Qualifications of Employers:

- 1) An employer who is eligible to train apprentices shall meet the qualifying requirements as set forth below and be able to provide the necessary work experience for training.**
- 2) An employer is a person, firm or corporation meeting the following qualifications in the judgment of the Apprenticeship Committee.**
 - a) Sufficient knowledge, experience and financial responsibility;**
 - b) Maintain a permanent place of business as a shop, separate from a residence;**
 - c) Are open to the public during normal business hours;**
 - d) Maintain suitable financial status to meet payroll weekly;**
 - e) Employ at least one (1) journey-level worker continuously who is not a member of the immediate family.**

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- f) An agreement for funding for the purpose of maintaining the Apprenticeship and Training Program will be entered into with each employer prior to employer certification as a training agency.**

h. Apprentices' Hours & Supervision:

- 1) Apprentices shall be under journey-level supervision at all times. Journey-level workers are not required to constantly watch the apprentice, but are to lay out the work required and permit the apprentice to perform the work on their own. Journey-level workers are permitted to leave the immediate work area without being accompanied by the apprentices.**
- 2) The apprentice's work shall not interfere with attendance at related school instruction classes. Supervision should not be of such a nature as to prevent the development of responsibility and initiative.**
- 3) The instructors shall give periodic examination and report the results to the Apprenticeship Committee so that the apprentice's progress may be checked and corrective measures applied where necessary.**
- 4) Apprentices may be permitted to receive OJT and related training on a temporary basis with another IBEW/NECA JATC, provided that each JATC, their respective parent organizations, and the apprentices agree on such assignment. Before apprentices are given a temporary OJT assignment, they must supply the host JATC with an official copy of their apprenticeship agreement clearly indicating that it has been properly registered with the applicable Registration Agency. Apprentices shall remain subject to reassignment by the JATC with whom they are registered. Failure to immediately comply with instructions to return to the JATC with whom they are registered may result in the termination of the apprentices' apprenticeship agreement; in which case they would no longer be employable in the jurisdiction.**

i. Advancement of Apprentices:

At the end of each period of employment, the Apprenticeship Committee shall examine the progress of all apprentice on the job and in related instruction. Action must be taken on each apprentice to approve advancement, extend present rating for a specified disciplinary probationary period, or cancel their registration.

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j. Apprenticeship Agreement:

- 1) Before being employed as an apprentice or enrolled in related instruction classes, the selected applicant will sign an Apprenticeship Agreement with the CBETA. The Apprenticeship Agreement will immediately be submitted to the Registration Agency for approval. These Standards of Apprenticeship, including the Affirmative Action Plan and Selection Procedures, shall be considered a part of the Apprenticeship Agreement.
- 2) Prior to signing the apprenticeship agreement, each selected applicant shall be given the opportunity to read and review these Standards, the CBETA's written Rules and Policies, the apprenticeship agreement and sections of the CBA that pertains to the Apprenticeship. Selected applicants shall sign an acknowledgment that they have reviewed the documents and are willing to abide by them.

Local Apprenticeship Committee Policies

The apprentice will be provided with a copy of written Policies and Procedures and will sign an acknowledgment receipt of the same. This procedure will be followed whenever revisions or modifications are made to the Policies and Procedures.

POLICIES & PROCEDURES

FOR THE

COLUMBIA BASIN ELECTRICAL TRAINING ALLIANCE

MEMBER OF THE

**WESTERN DIVISION, INLAND EMPIRE CHAPTER
NATIONAL ELECTRICAL CONTRACTORS ASSOCIATION**

AND THE

**LOCAL UNION #112
INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS**

(Revised 1997)

(Updated 4/16/24)

**Geoff Arends
Training Director
INTRODUCTION**

COLUMBIA BASIN ELECTRICAL TRAINING ALLIANCE COMMITTEE

As the Electrical Construction Industry improves each day, so strives the Joint Apprenticeship and Training Committee to improve the education and training of the younger generations for the Electrical Construction Industry.

The rules set in these Policies and Procedures are stringent to promote a quality craftsman in the Electrical Construction Industry, and outstanding citizens for the communities. The Electrical Construction Industry is responsible for maintaining the apprenticeship training program and, by the same token, the apprentice has an obligation to the Electrical Construction Industry to conduct themselves in a responsible manner.

As the apprentice is better informed of the apprenticeship program and conscientiously assumes their responsibilities during their apprenticeship, they will be better prepared with the proper skills and knowledge necessary to assume a better position as Journey-level Electrical Worker in the Electrical Construction Industry when they graduate.

Let us strive together as apprentices with Labor and Management to make this industry the best industry in this nation and the world.

COMMITTEE RESPONSIBILITIES

ARTICLE 10 - PURPOSE OF POLICIES AND PROCEDURES

“ON-THE-JOB” TRAINING REQUIREMENTS

- 10-1. The purpose of these policies and procedures is to unify the training program, which covers the jurisdiction of Local Union #112 of the IBEW and the Inland Empire Chapter of the NECA. This is a joint venture between Labor and Management to improve the industry through training for the communities and the future generations.**
- a. The CBETA is authorized to administer and enforce these Apprenticeship Policies and procedures under the guidelines of the Standards registered with the State of Washington, Department of Labor and Industries, Apprenticeship Section.**
 - b. These Standards shall be governed by the Washington State Apprenticeship Act (R.C.W. 49.04) and the Federal Labor Standards (29 CFR 29), which govern employment and training in apprenticeable occupations.**

EDUCATIONAL TRAINING REQUIREMENTS

COLUMBIA BASIN ELECTRICAL TRAINING ALLIANCE COMMITTEE

ARTICLE 20 - RESPONSIBILITY OF APPRENTICE

- 20-1.** Apprentices shall be required to attend related educational training a minimum of 200 hours per year for Construction, 150 hours for Residential and 150 for Low Energy Apprenticeship programs.
- 20-2.** Apprentices must be in the classroom with proper educational materials and ready for class by scheduled time of class. Completion of all homework assignments shall be the total responsibility of each apprentice.
- 20-3.** The responsibility rests solely with the apprentice to complete all lessons and topics missed due to absenteeism to the satisfaction of the class instructor(s).
- 20-4.** Apprentices who are absent shall state the reason in writing and present it to the Columbia Basin Electrical Training Alliance Training Center for action by the Committee at the next regular scheduled monthly meeting. Excuse accepted by the Committee as being valid will exempt the apprentice from penalties, but not from the required minimum hours per year.
- 20-5.** Any apprentice who fails to return to class following lunch or a break or who decides to leave early on their own volition shall be given no credit for that class and marked absent for the entire class.
- 20-6.** Apprentices must maintain satisfactory progress in Related Supplemental Instruction of 75% grade point average. Apprentices not maintaining a year-end grade point average of 75% may be cancelled from the program. If allowed to repeat a school year, failure on the part of the apprentice to pass any individual block of training with a minimum 75% GPA shall result in the apprentice being cancelled from the apprenticeship program.
- 20-7.** All apprentices are subject to the "Failed Test Policy" for each year of related training. Penalties for failing tests are:
- First failed test - No penalty
 - Second failed test - thirty (30) day delay in next scheduled up-rate.
 - Third failed test - sixty (60) day delay in next scheduled up-rate.
 - Fourth or more failed tests – “Show-cause” hearing with the Committee, with one of the following outcomes: repeat the school year, suspension of apprenticeship, or termination of apprenticeship.
- This policy will apply to each academic year during the apprenticeship program.**
- 20-8.** Retest scores will have an automatic deduction of fifteen (15) points of the final score. The Committee may waive this deduction if the apprentice shows a written legitimate excuse.

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- 20-9. Vacations will not be scheduled during the related educational school year. Exceptions may be made through the Committee or their representative only and only when requested in writing.**
- 20-10. No tobacco use of any kind is allowed in the CBETA building. A smoking area will be provided during lunch break times.**
- 20-11. The use or possession of alcohol, drugs, weapons or firearms by an apprentice at any time on CBETA premises, or on the job site (including company vehicles), is strictly prohibited. Any person violating this policy will be subject to discipline under the terms of this policy up to and including termination.**
- 20-12. School hours and dates are sent to each apprentice before their school year begins and should be referred to by all apprentices.**
- 20-13. It is the responsibility of each apprentice to be punctual, respectful, attentive, dependable and neat appearing with regard to Training Center conduct.**
- 20-14. Tutoring will be available through the Columbia Basin Electrical Training Alliance Training Center for apprentices in the program. Tutoring will not be available during the initial probationary period. Tutors will be paid at the prevailing journey-level wireman rate by the apprentice. Arrangements will be made at the convenience of the tutor.**
- 20-15. Any test missed due to absence of the apprentice may be made up at the convenience of the class instructor and before the next scheduled training.**
- 20-16. An apprentice who has not paid School Fees prior to the first day of class for their scheduled week of school will not be allowed in class. Every class session that is missed because of non-payment of School Fees will be an unexcused absence and made up under normal procedures.**

"ON-THE-JOB" TRAINING REQUIREMENTS

ARTICLE 30 - RESPONSIBILITY OF APPRENTICE

- 30-1. Each apprentice shall maintain a regular on-the-job attendance. Unnecessary absences and/or tardiness will not be tolerated. Failure to comply will result in severe disciplinary action by the Committee**
- 30-2. Apprentices may not refuse a job assignment. If the apprentice does not agree with the job assignment, they shall report as assigned, request in writing through the Columbia Basin Electrical Training Alliance Training Center an appearance before the Committee and continue to work as**

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assigned until removed by the Committee action or transferred or terminated by the employer. A violation of the above shall be subject to disciplinary action by the Committee, up to and including termination of apprenticeship.

- 30-3.** Apprentices must sign the out-of-work list no later than the next workday after they become unemployed.
- 30-4.** Apprentices shall perform all the duties and tasks on the job as are associated with the craft and an apprenticeship.
- 30-5.** Overtime shall not interfere with scheduled classes of related educational instruction and shall not be detrimental to the health and safety of the apprentices. Overtime hours worked shall be recorded as actual hours worked.
- 30-6.** Each apprentice will be solely responsible for maintaining a work record. A copy of the work record shall be submitted to the Columbia Basin Electrical Training Alliance Training Center by the tenth (10th) day of the following month, as directed by the Committee.
- 30-7.**
- a.** All apprentices shall turn in monthly work records by the tenth (10th) day of the following month.
 - b.** Probationary period apprentices shall turn in monthly evaluations by the tenth (10th) day of the following month.
 - c.** Non-probationary apprentices shall turn in evaluations by the start of the first day of each scheduled week of class according to the current approved school-year calendar.
 - d.** Failure to turn in work records or evaluations on time will result in the next scheduled up-rate being held for thirty (30) days for each offense. Three (3) consecutive offenses will constitute action by the Committee for not complying with these Policies and Procedures.
- 30-8.** Hours worked, working conditions, overtime, health and welfare, vacation and pension provisions are those agreed to in the Collective Bargaining Agreement currently in effect between the Inland Empire Chapter of the NECA and the Local Union #112 of the IBEW
- 30-9.** Work habits that include safety violations, sloppy workmanship, negative attitudes or refusal to do or help with assigned work will result in the apprentice being sent home until they appear before the Committee at their next scheduled meeting. The importance of maintaining good customer relations for the IBEW and NECA is critical. Work place behaviors or actions

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by apprentices that threaten positive relations with customers will not be tolerated.

- 30-10. The use of alcoholic beverages, non-prescription drugs or other controlled substances on the job shall be reason for the apprentice to be cancelled from the Apprenticeship Program.
- 30-11. It is the responsibility of the apprentice to be punctual, respectful, attentive, dependable and neat appearing with regard to on-the-job conduct.
- 30-12. Each apprentice shall provide themselves with the following tools:

Inside Wireman:

Tool Belt and Pouch	1 electrician hammer
2-Pair of Channellocks	Steel tape, 25 foot or less
Knife	600-Volt Pouch-Type Voltage Tester
Pencil	1 Torpedo level
Wire Strippers	1 Pair needle nose Pliers
1-Pair Side Cutting Dikes	Tool Box
	Wood Ruler is optional
1-Pair Side Cutting Pliers	
Combination Square	#2 lock recess driver
Seven piece spin tites, up to 1/2"	Allen wrenches, up to 3/8"
Up to 7 screwdrivers	Combination wrenches - 3/8", 7/16", 1/2" & 9/16"

Limited Energy:

Knife*	Side Cuts or Flush Cuts
Flashlight*	Crescent Wrench
Level *	Keyhole Saw
Pencil*	Tri-Tap Tool
Tape Measure*	Impact Tool, (no blades)
Needle Nose Pliers*	Toner & Inductive Amplifier
Electrician's Scissors	Set of Allen Wrenches, (not over 3/8")
Channellocks*	V.O.M. (Optional)
Slotted Screw Driver*	
Phillips Screw Driver*	
Square Driver*	

*Indicates minimal starting tool list for Apprentice/Installer. All Apprentices & Installers shall add to their tools as rapidly as possible until a full set of tools is acquired.

Residential Electrician:

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Electrician's knife	1 Phillips Wobbly Screwdriver
Pencil	600-Volt Pouch-Type Voltage Tester
Wire Strippers	1 Torpedo level
1-Pair Side Cutting Dikes	1 Pair needle nose Pliers
1-Pair Side Cutting Pliers	Tool Belt and Pouch
Electrician's Hammer	Current NEC book
2 Screwdriver's (not over 8")	Steel Tape, 25' or less
#2 Lock Recess Driver	In addition, a Wooden Rule is OK
1 Straight Wobbly Screwdriver	

TRAINING CENTER

ARTICLE 40 - MAINTENANCE OF TRAINING CENTER

- 40-1. Apprentices shall endeavor to maintain the Training Center in a clean and tidy condition.
- 40-2. Apprentices who are found intentionally damaging or defacing the Training Center will be subject to severe penalties by the Committee

ARTICLE 50 - RESPONSIBILITY OF INSTRUCTOR

- 50-1. Records will be maintained by the class instructor recording when an apprentice is in attendance, absent or late in arriving at start of class. The class instructor shall record and notify the Training Director in writing each week of all apprentices absent or late for class.
- 50-2. Instructors will maintain a monthly report containing test results with continuation of average grades for month, attendance and other comments required. This monthly report shall be reviewed by the Committee at their regularly monthly meeting for action.
- 50-3. The normal scheduled lunch time is 11:45 AM – 12:30 PM. Exact lunch time will be determined by the Instructors. Scheduled class breaks will be at the discretion of the instructors.
- 50-4. Instructors wishing to reschedule a class will notify the Committee in advance.
- 50-5. Extra activities scheduled outside regular school hours will be treated as regularly class time, when approved by the Committee in advance.]

B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:

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

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(4) The Washington State Apprenticeship and Training Council shall be notified of all such cancellations.

b. Complaint Procedure: Refer to WAC 296-05.]

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.

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3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

The following is an overview of the requirements associated with administering an apprenticeship program. These provisions are to be used with the corresponding RCW and/or WAC. The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. The sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-009): (Not applicable for Plant Programs)
Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.
- B. Program Operations
The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon request. Records required by WAC 296-05-100 will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

Sponsors shall submit required reports through assigned state apprenticeship consultant.

Sponsors shall submit required forms/reports through the Apprentice Registration and Tracking System (ARTS).

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:

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- a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:
 - a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

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

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

2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will

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make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

E. Committee governance (if applicable): (see WAC 296-05-009)

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. The sponsor must also provide the following information:
 - a) **The Apprenticeship Committee for the Electrical Contracting Industry, hereinafter called the "Apprenticeship Committee", shall be composed of equal members qualified to represent the employers and qualified to represent the employees.**
 - b) **Members of the Apprenticeship Committee shall be selected by the groups they represent. The term of office shall be for three years. The term of one employer representative and one employee representative to expire each year with vacancies to be filled in the same manner as the original appointments were made. Apprenticeship Committee members may succeed themselves. The Apprenticeship Committee shall select from its membership, but not both from the same group, a chairperson and a secretary who shall retain voting privileges.**

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- c) Any member of the Apprenticeship Committee may be removed for cause and replaced by proper action on the part of the organization, which they represent.

Any officer or Apprenticeship Committee member may be removed by the sponsoring organization upon recommendation by majority vote of the Apprenticeship Committee for dereliction of duty or misconduct in office. Such a recommendation shall be forwarded in writing to the proper sponsoring organization for action.

- d) Consultants may be invited to attend meetings of the Apprenticeship Committee but shall have no official voice or vote.
- e) The Apprenticeship Committee may establish or authorize a joint subcommittee to be similarly constituted and selected for training other than apprenticeship.

- a. Quorum: [Four (4) members of the committee or subcommittees, two (2) from each of the sponsoring parties shall be a quorum for the transaction of business, but each party shall have the right to cast the full vote of its membership and it shall be conducted as though all were present and voting.]

- b. Program type administered by the committee: [Group Joint]

- c. The employer representatives shall be:

[W. Division, Inland Empire Chpt. Nat'l Electrical Contractors Assn.]

[Christian Chally, Secretary
1715 N. Atlantic St.
Spokane, WA 99205]

[Jim Medina
1715 N. Atlantic St.
Spokane, WA 99205]

[Sonny Townsend
1715 N. Atlantic St.
Spokane, WA 99205]

[Mitch Murphy
1715 N. Atlantic St.
Spokane, WA 99205]

- d. The employee representatives shall be:

[International Brotherhood of Electrical Workers, Local Union #112]

[Travis Swayze, Chairperson
114 N. Edison St.
Kennewick, WA 99336]

[James Glines
114 N. Edison St.
Kennewick, WA 99336]

[Stacy Kimball
114 N. Edison St.

[Travis Sellers
114 N. Edison St.

COLUMBIA BASIN ELECTRICAL TRAINING ALLIANCE COMMITTEE

Kennewick, WA 99336

Kennewick, WA 99336

F. Plant programs

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

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

N/A

XII. SUBCOMMITTEE:

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

[NONE]

XIII. TRAINING DIRECTOR/COORDINATOR:

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

[Geoff Arends, Training Director
142 N. Edison St.
Kennewick, WA 99336]

<i>*Must be designated by the sponsor for electrical training programs</i>
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