



APPRENTICESHIP PROGRAM STANDARDS
adopted by

GREATER PUGET SOUND ELECTRICAL WORKERS
APPRENTICESHIP COMMITTEE

(sponsor name)

Table with 3 columns: Occupational Objective(s), SOC#, and Term [WAC 296-05-015]. Rows include Marine Electrician, Residential Heating, Ventilation, Air Conditioning Electrician.



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention and Labor Standards
Washington State Department Labor and Industries
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GREATER PUGET SOUND ELECTRICAL WORKERS APPRENTICESHIP 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.

Sponsor Introductory Statement (Required):

The following Standards of apprenticeship, Greater Puget Sound Electrical Workers, with supplements pertaining to the necessary work experience of the trade and a progressive

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wage scale, approved by and registered with the Registration Agency, govern the training of apprentices in this industry.

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.

The area covered by these Standards shall be Clallam, Island, Jefferson, King, Kitsap, Mason, Pierce, Skagit, Snohomish, Thurston and Whatcom Counties in the State of Washington.

II. MINIMUM QUALIFICATIONS:

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

Age: **Must be 18 years of age.**

Education: **Must be high school graduate or equivalent. Must have successfully completed one year of high school algebra or one post high school algebra course with a grade 'C' or better.**

- a. **Must provide copy of birth certificate.**
- b. **Must provide and official transcript for high school graduation or all test records verifying the equivalent.**
- c. **Must provide evidence of successful completion of one full year of high school algebra or one post high school algebra course.**

Physical: **Must be able to perform work of the trade.**

Testing: **NONE**

Other: **Exceptions may be made by the JATC to the above qualifications if admission as an apprentice will benefit the applicant and the industry.**

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

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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.

A. Selection Procedures:

1. **Applications are available to anyone who is interested and are available at 19802 62nd Ave. South, Kent, WA 98031. Applicants will be provided written instructions and conditions for completing the application.**
2. **Completed applications submitted with documentation listed below will be accepted Monday through Friday between 9:00 am and 4:30 pm. Applications submitted with documentation to verify all minimum qualifications will be considered valid.**

Applicant to provide the following:

- a. **Birth Certificate**
 - b. **Proof of high school graduation or GED equivalent.**
 - c. **Official, sealed high school transcripts**
 - d. **Applicants verifying educational requirement through GED must provide GED test results.**
 - e. **Proof of successful completion of one full year of high school algebra or post secondary algebra course from an accredited college or university with a grade of "C" or better.**
 - f. **DD-214, if applicable.**
3. **Applicants will be notified in writing when to appear before the Apprenticeship Committee for an interview, which is scored. Anyone scoring less than seventy percent (70%) shall not be accepted and will be so notified in writing. Failure to appear for the interview will require re-application.**
 4. **The interview score will become the applicant ranked score. Applicants scoring seventy (70%) or above will be placed on a list in order of rank to await employment opportunity and selected in ranked order.**
 5. **Applications will be valid for one (1) year. Any applicants not put to work within three (3) years from the date of the interview may reapply for future consideration.**

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6. Applicants desiring to make a request for credit for previous "on-the-job" training" must do so at the time of application or when records sufficient to verify such experience becomes available. Satisfactory proof of such training must be submitted and shall include a written resume of previous work experience and training schedule as it relates to this trade. Credit for previous work experience may be granted after a review of the merits of each individual case by the Apprenticeship Committee.

7. **EXCEPTIONS:**

- a. (Direct entry) Military veterans who completed military electrical technical school and participated while in the military in the trades covered by these standards may be given direct entry into the apprenticeship program. The Committee shall evaluate the military training received for granting appropriate credit on the term of the apprenticeship and the appropriate wage rate. The Committee will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program. For individuals to enter the program through this exception, they must complete an application.

- b. (Direct Entry) Veterans in Construction Electrical (V.I.C.E.).
 - (1) V.I.C.E. applicants must meet all minimum qualifications.
 - (2) V.I.C.E. applicants must have a minimum of forty-four (44) months of active duty with an honorable discharge. If the applicant was a member of the Military Reserves or National Guard, additional deployment documentation will be required.
 - (3) V.I.C.E. applicants must apply within seven (7) years from their discharge date.

All V.I.C.E. applicants meeting the above listed requirements once interviewed will be placed on the ranked list, and may be granted preferred entry consideration. The JATC shall evaluate the military training received and on-the-job learning experience received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate.

- c. (Direct Entry) Registered Native Americans who have secured work under a TERO Project or equivalent regulations and/or tribal contract requirement may receive direct entry into apprenticeship provided the

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employer is an approved training agent of these standards and the applicant meets all minimum qualifications.

- d. **(Direct Entry) When an employer is added as an Approved Training Agent, their non-journey level employees shall receive direct entry into an apprenticeship as soon as they meet the minimum qualification. These individuals shall be evaluated by the Apprenticeship Committee and placed at the proper step of apprenticeship in a non-discriminatory manner.**

8. EXEMPTIONS

- a. **(Direct entry) An employee of a non-signatory employer not qualifying as a journey-level worker when an employer becomes signatory shall be evaluated by the JATC using constant standard non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training. Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications in Section II, interview and selection are waived.**
- b. **(Direct entry) An individual who signs an authorization card during an organizing effort wherein fifty 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 a journey-level worker shall be evaluated by the JATC, and registered using constant, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training. Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications in Section II, interview and selection are waived. All employees of the non-signatory electrical contractor must have been offered the opportunity to sign authorization cards**

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, 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. Select applicants from the ranked list in other than order of ranking so as to reach women and minorities when goals cannot be met using other methods.**

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2. **Participate in workshops conducted by employment service agencies, community or technical colleges, high schools and community based organizations to increase awareness of apprenticeship programs and apprenticeship opportunities of the sponsor.**
3. **Internal communication of sponsor's equal opportunity policy in such a manner as to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employers, and members and to encourage such persons to take the necessary action to aid the sponsor in meeting its obligations under these rules.**
4. **Utilization of minority and/or women (minority and non-minority) journey-level workers and apprentices to assist in identifying present and potential minority and women applicants and promoting the Sponsor's EEO Plan.**
5. **Granting advance standing or credit on the basis of previously acquired experience, training skills, or aptitude for all applicants equally.**

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].

A. Marine Electrician

The term of apprenticeship for Marine Electrician shall be 6000 hours of reasonable continuous employment and successful completion of all related/supplemental instruction classes as directed by the Apprenticeship Committee.

B. Residential Heating, Ventilation, Air Conditioning Electrician

The term of Apprenticeship for residential Heating, Ventilation, Air Conditioning Electrician shall be 8000 hours of reasonable continuous employment and successful completion of all related/supplemental instruction classes as directed by the Apprenticeship Committee.

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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.
- 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.
 - 1. **Marine Electrician**
The first 1200 hours of employment shall constitute the initial probationary period.
 - 2. **Residential Heating, Ventilation, Air Conditioning Electrician**
The first 1600 hours of employment shall constitute the initial probationary period.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

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

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of

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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:

One (1) apprentice may be employed after one (1) journey-level worker is steadily employed per employer labor force.

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 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

A. Marine Electrician

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

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| | | |
|----------|--------------------------|------------|
| 6 | 5001 - 6000 hours | 95% |
|----------|--------------------------|------------|

B. Residential Heating, Ventilation, Air Conditioning Electrician

| Step | Number of hours/months | +Related Training | Percentage of journey-level rate |
|----------|--------------------------|-------------------------------------|----------------------------------|
| 1 | 0000 - 1000 hours | Satisfactory Progress | 55% |
| 2 | 1001 - 2000 hours | 1st year of school completed | 65% |
| 3 | 2001 - 3500 hours | 2nd year of school completed | 75% |
| 4 | 3501 - 5000 hours | 3rd year of school completed | 80% |
| 5 | 5001 - 6500 hours | 4th year of school completed | 85% |
| 6 | 6501 - 8000 hours | 5th year of school completed | 95% |

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.

A. Marine Electrician: Approximate Hours

1. First Year:

- a. Electric shop300**
 - (1) Use blueprints to construct electrical foundations**
 - (2) Use vertical and horizontal power bandsaws**
 - (3) Use various grinders and shapers**
 - (4) Use power drills**
 - (5) Use power punches and other specialized power equipment**
 - (6) Learn foundations-and the particular problems in constructing them**
 - (7) Learn repair of electrical boxes**

- b. Material runner300**
 - (1) Process and understand material paperwork**

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- (2) Learn and work on material requirements for ship areas
- (3) Learn material parts, names, symbol numbers, etc.
- (4) Learn and maintain material flow
- (5) Learn proper handling and care of electrical material

c. TLI (Ship ways).....350

- (1) Know proper tank indicator placement and be able to install
- (2) Know location and kinds of ship tanks
- (3) Layout and install wireways to TLI's
- (4) Work with welders installing brackets, wireways, etc.
- (5) Learn basic ship construction techniques

d. Main wireways350

- (1) Learn to read blueprints, abbreviations, symbols, etc.
- (2) Layout wireways by working from drawings
- (3) Weld wireways working from prints using proper material
- (4) Layout and install transits, tubes and collars from prints.

e. Cable crew350

- (1) Learn proper method to pull ship's cable, know radiuses, breakouts, etc.
- (2) Learn ship's sections and transits
- (3) Band cable runs, pack tubes and transits
- (4) Identify and tag cables
- (5) Learn and work with different types of cables

f. Foundation crew.....350

- (1) Learn blueprint reading
- (2) Layout all areas of ship
- (3) Learn different foundations
- (4) Install foundations

2. Second Year:

a. Main switchboard power distribution500

- (1) Learn power generation. Work generator hookup
- (2) Learn power distribution (shore power)
- (3) Learn main and alternate power feed (MBTs, ABTs)
- (4) Dress and install large cable throughout

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| | |
|---|-------------|
| 3. Residential and commercial wiring, electrical code..... | 668 |
| 4. Fundamental and principles of oil burners and oil burning equipment; theory of pumps and pumping | 2000 |
| 5. Combustion draft combustion chamber and their relation to all burners and combustion efficiency | 1000 |
| 6. Fuel oils, gravity, viscosity, BS and W and BTU content..... | 1000 |
| 7. Care and use of tools, equipment and materials; care and use of test instruments | 332 |
| 8. Plan reading and layout..... | 1000 |
| TOTAL HOURS | 8000 |

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

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

() Supervised field trips

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- () Sponsor approved training seminars (specify)
- () Sponsor approved online or distance learning courses (specify)
- (X) State Community/Technical college
- () Private Technical/Vocational college
- () Sponsor Provided (lab/classroom)
- (X) Other (specify): **Training Trust, Supervised Field Instructions**

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

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

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

C. Additional Information:

1. **The Apprenticeship Committee recommends that the course for apprentices under these Standards be limited to those who are actually apprentices in the trade in accordance with these Standards.**
2. **Safety training will be given in the related classes so that each apprentice will be fully informed on safety practices.**
3. **Apprentice must immediately notify the instructor of any intended absence from night school classes and must also notify the Coordinator by mail, stating the date and reason for absence.**
 - a. **Failure to do so will mean the absence is unexcused.**
 - b. **Sickness will be considered an acceptable excuse when the apprentices missed time from work.**
 - c. **Overtime work shall not be considered as an excuse for absence from night school.**
 - d. **Absences during vacation shall be excused if Coordinator and Instructor of night classes are notified at least two (2) weeks in advance of vacation.**
4. **In the event an apprentice has completed all of their required RSI, but has less than the required OJT, apprentice will not be required to attend further classes unless otherwise directed by the Committee.**

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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. Termination:

- (1) **An employer will not terminate an apprentice unless for just cause, and having advised the Apprenticeship Coordinator in advance.**
- (2) **An apprentice will not self-terminate from an employer without the sanction of the Apprenticeship Committee. If such self-termination without sanction should occur, the apprentice shall be subject to disciplinary action.**

b. Wage Progression:

An examination of each apprentice's record shall be made before each period of advancement by the Apprenticeship Committee. In this examination, consideration shall be given to school attendance, daily employment of the apprentice, attitude and progress in the apprenticeship program.

c. Related Instruction Training Classes:

- (1) **The Apprenticeship Committee, at their discretion, will examine the absence excuses to determine if the excuse is satisfactory. Unexcused absences shall be adequate reason for the apprentice to be called before the Apprenticeship Committee for disciplinary action.**

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- (2) **Failure to receive passing grades in school will be cause for disciplinary action.**

Local Apprenticeship Committee Policies

- a. **Any time that the apprentice believes he/she has any complaint concerning any phase of the training, he/she shall submit the complaint in writing to the Apprenticeship Committee, through the Coordinator.**
- b. **All requests of the Apprenticeship Committee shall be presented to the Coordinator.**

B. Disciplinary Procedures

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

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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:
(insert text)

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 forms/reports through assigned state apprenticeship consultant. Forms may be obtained through the programs assigned apprenticeship consultant.

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Sponsors shall submit required 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:
 - 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.

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C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.
2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - 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.

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7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
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. Quorum: **SEE ABOVE**
 - b. Program type administered by the committee: **GROUP JOINT**

The Greater Puget Sound Electrical Workers Apprenticeship Committee shall be composed of members representing the employers and an equal number of members representing the International Brotherhood of Electrical Workers

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Local Union No. 46. The selection of these individual members will be made by the groups they represent

c. The employer representatives shall be:

Cory Barkman, Chair
31451 12th Avenue SW.
Federal Way, WA 98023

David Green
8638 44 Ave. South
Seattle, WA 98118

Charles Huff
1211 Ivy Rd. #103
Bremerton, WA 98310

d. The employee representatives shall be:

Fred Schwyhart, Secretary
31 Island View Rd.
Port Angeles, WA 98362

Myron Dalmida
9551 187th St. Ct. E.
Puyallup, WA 98375

Rodney Agee
3793 SE Castlewood Drive
Port Orchard, WA 98366

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

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XIII. TRAINING DIRECTOR/COORDINATOR:

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

There will be an apprentice Coordinator, whose job it will be to coordinate the program. He/she shall report to and be governed by the Apprenticeship Committee. He/she shall have a voice, but no vote in the Committee decisions. The Coordinator is:

**Harry Thompson Jr. Coordinator
19802 62nd Ave South
Kent, WA 98032**

**Ebby Ghojiei, Assistant Coordinator
19802 62nd Ave South
Kent, WA 98032**