



**APPRENTICESHIP PROGRAM STANDARDS**  
adopted by

**CONSTRUCTION INDUSTRY TRAINING COUNCIL OF WASHINGTON - HVAC**

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

**HEATING/AIR CONDITIONING INSTALLER &  
SERVICER**

**49-9021.01**

**8000 HOURS**



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

**APPROVAL:**

N/A  
Provisional Registration

OCTOBER 15, 2020  
Standards Last Amended

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Permanent Registration

By: MARK RIKER  
Chair of Council

By: CHRIS BOWE  
Secretary of Council

# CONSTRUCTION INDUSTRY TRAINING COUNCIL OF WASHINGTON - HVAC

## 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, with supplements pertaining to the necessary work experience of the heating/air conditioning installer and servicer trade and progressive**

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wage scales, approved by and registered with the Registration Agency, shall govern the training of CITC 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 the state of Washington and Idaho.**

**Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Idaho, CITC's HVAC Committee will apply the same standards and guidelines to apprentices registered in the program while working in the State of Idaho.**

**For the purposes of these standards, Region I (Western Washington), Region II (Eastern Washington), Region III (Southwestern Washington), and Region IV (Central Washington) contain the following counties:**

- Region I: San Juan, Island, Kitsap, Whatcom, Skagit, Snohomish, King, Pierce, Lewis, Pacific, Thurston, Grays Harbor, Mason, Jefferson, and Clallam.**
- Region II: Ferry, Stevens, Pend Oreille, Lincoln, Spokane, Adams, Whitman, Columbia, Garfield, and Asotin.**
- Region III: Wahkiakum, Cowlitz, Skamania, Clark, and Klickitat**
- Region IV: Franklin, Walla Walla, Okanogan, Chelan, Douglas, Kittitas, Grant, Yakima, and Benton.**

### **II. MINIMUM QUALIFICATIONS:**

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

- Age: Must be at least 18 years of age (proof of age required).**
- Education: Applicants must have a high school diploma or equivalent at the time of application. Transcripts must show courses and grades.**
- Physical: Must be physically able to perform the work of the trade.**
- Testing: NONE**

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Other: **Applicants shall submit proof of the education and age qualifications to the Committee before their applications will be considered completed. This must be done within sixty (60) days of date of application. Applicants not completing the application within sixty (60) days will be required to reapply.**

### **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.

#### **A. Selection Procedures:**

- 1. Applications must be filled out online and are available year round, unless otherwise determined by the committee at <https://citcwa.org/apprenticeship/online-apprenticeship-application/>.**
- 2. After acceptance as an applicant by completing the application and providing the required information relating to meet the minimum requirements, an applicant will be scheduled for an interview. Interviews will be held in January, April, June, and September.**
- 3. The Committee will determine the number of applicants to be accepted prior to holding interviews.**
- 4. In January and June, applicants will be placed in rank order. Applicants being interviewed in April and September will not be ranked and placed on the Ranked Eligibility Pool until the following January or June, unless there are no available applicants on the list.**
- 5. In January and June, any applicants remaining in the Ranked Eligibility Pool will be re-contacted to determine their continued eligibility, willingness and commitment to being registered and referred for work. All applicants will then be re-ranked in the Ranked Eligibility Pool every six months**

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6. Employers may request women and minority apprentices in order to meet their own contractual affirmative action requirements for public works projects or other projects with affirmative action requirements.
7. The order of the pool may be superseded to meet CITC affirmative action goals in conformation with the Washington State Apprenticeship and Council Rules.
8. A company who becomes a training agent with CITC must register their non-journey employees performing the scope of work as defined by these standards as apprentices within 30 days of the Company's registration date as an approved training agent.
9. CITC's Training Agents may incorporate their employment practices with applicants and apprentices from the pool.
10. **The Interview Session:**
  - a. The interview committee shall have in its possession for review with regard to each applicant: application form, education transcript, and proof of birth date.
  - b. Each applicant shall be interviewed by members or designated representatives of the Committee.
  - c. After a brief introduction, the Committee will ask questions of the applicant with the purpose of finding out as much as possible about him/her as an individual and about his/her capacity to participate in apprenticeship.
  - d. Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: work experience, mechanical abilities, and motivation.
  - e. Evaluation must be based on a standard of industry needs, and not by a comparison with other applicants.
  - f. Evaluation of the interview will be based on Excellent, Good, Fair, Poor, and Unacceptable responses on each topic.
  - g. Excellent will be given a numerical range of 16 to 20; Good will be given a numerical range of 11 to 15; Fair will be given a numerical range of 6 to 10; Poor will be given a numerical range of 1 to 5; Unacceptable will be given a zero value. Any applicant who has 50% or more unacceptable responses will not be considered for apprenticeship.



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**transferring. The Committee will examine all documentation submitted prior to granting the transfer for registration into the apprenticeship program. Must have a valid driver's license.**

- c. Military veterans who have completed military technical training or who have participated in a registered apprenticeship program or involved with Helmets to Hardhats while in the military in the trade covered by these standards may be given direct entry. Must have a valid driver's license.**
- d. Registered Native Americans who have secured work under TERO project may receive direct entry into apprenticeship. Must have a valid driver's license.**
- e. Graduates of committee approved programs such as Job Corps may receive direct entry to direct referral. Must have a valid driver's license.**

### **B. Equal Employment Opportunity Plan:**

- 1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- 2. Cooperate with school boards, community colleges, and vocational schools to develop programs which prepare students for entrance into apprenticeship.**
- 3. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's Sponsor(s).**
- 4. Engage in such programs designed to recruit, pre-qualify, and place minorities and women (minority and non-minority) in apprenticeship.**
- 5. To encourage establishment and use of pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.**
- 6. Use minority and women (minority and non-minority) journey-level workers and apprentices to promote the program.**

### **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:**

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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].

**The term of apprenticeship for Heating/Air Conditioning Installer & Servicer shall not be less than 8000 hours of reasonably continuous employment.**

### **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.

**The first 1000 hours of employment shall constitute the initial probationary period. During the period, the apprenticeship registration may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of such cancellation.**

**During the initial probationary period, the Committee shall make a thorough review of the apprentice's ability and development. Prior to the end of the first 1000 hours of employment, action must be taken on each probationary apprentice to end the probation or cancel the registration. All interested parties shall be notified of such action.**

### **VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS**

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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 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:

**For HVAC Installer and Servicer technicians, the employer will be eligible for (1) apprentice to every three journey-level workers employed per employer workforce. However, in no event shall the ratio of apprentices to journey-level workers exceed a one (1) to one (1) ratio.**

**All HVAC technicians performing service work shall be allowed to work alone in the following conditions:**

- 1. **Service work hours are 7:00 a.m. to 7:00 p.m., Monday through Saturday.**
- 2. **ALL HVAC Service technicians shall at all times be able to contact a journey-level HVAC Service Technician or supervisor for answers and advice.**
- 3. **The journey-level worker or supervisor shall ensure the apprentice is receiving their on-the-job training and shall be responsible for the health and safety of the apprentice.**

**Any exceptions must be pre-approved by the Coordinator or Committee.**

### **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

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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. **Heating/Air Conditioning Installer & Servicer**

**Each period shall be 1000 hours.**

**The journey-level worker rate for HVAC will be the average journey-level worker rate for all of the employers participating in the HVAC program. Once each year, all participating employers will be surveyed for the average wage rate of their journey-level workers performing non-prevailing wage work. These average wage rates will then be averaged to determine the minimum journey-level worker rate for the program in HVAC. The survey forms will be signed by the company owner/officer and will become official records of the Committee. Employers reserve the right to pay apprentices more than the wage determined by this average wage, but they may not pay less.**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>40%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>45%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>55%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>60%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>70%</b>
<b>6</b>	<b>5001 - 6000 hours</b>	<b>80%</b>
<b>7</b>	<b>6001 - 7000 hours</b>	<b>85%</b>
<b>8</b>	<b>7001 - 8000 hours</b>	<b>90%</b>

### **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,

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which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined.

<b><u>A. Heating/Air Conditioning Installer &amp; Servicer</u></b>	<b><u>APPROXIMATE HOURS</u></b>
<b>1. Equipment Replacement: Removal and replacement of existing Heating and Air-conditioning Systems or equipment, including reconnection of ductwork, wiring, testing and adjustment. ....</b>	<b>1000</b>
<b>2. Heating Equipment Adjustment, Repair and Replacement: Replacement, adjustment and repair of gas, electric and oil unit heaters, duct heaters, makeup air units, boilers, rooftops, air filtration and hot water heating systems. ....</b>	<b>1500</b>
<b>3. Air Conditioning Adjustment, Repair and Replacement: Replacement, adjustment and repair condensing units evaporator coil, fan coil units, rooftop units, chillers and chilled water coils, air filtration and heat pumps.....</b>	<b>2000</b>
<b>4. Building Control systems: Installation, replacement, repair and calibration of building environmental controls in residential and commercial buildings, including electro-mechanical, electronic and pneumatic control systems. ....</b>	<b>300</b>
<b>5. Test and Balance: Testing and balancing of water air distribution systems connected to residential and commercial heating and air conditioning systems. ....</b>	<b>1000</b>
<b>6. Hot Water, Chilled Water and Condenser Water System Replacement, adjustment or repair of pumps, heat exchanges, cooling towers, motorized valves and related piping in residential systems and commercial heating and air-conditioning systems. Training to include, cutting threading, brazing, soldering, welding, testing, insulating, and hanging pipe.....</b>	<b>600</b>
<b>7. Load Calculation and System Designs: Load calculations and design of heating and air-conditioning systems for residential and commercial heating and air-conditioning systems.....</b>	<b>1000</b>
<b>8. Miscellaneous Equipment: Replacement, adjustment or repair of exhaust or supply air systems, air cleaners, zone dampers, special filtering devices, and odor control systems. ....</b>	<b>600</b>
<b>TOTAL HOURS:</b>	<b>8000</b>

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### **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

Sponsor approved training seminars (specify):

**Would include, but are not limited to:**

- **OSHA 10**
- **CPR/First Aid**
- **Various Safety training courses approved by the Committee**

Sponsor approved online or distance learning courses (specify):

**Would include, but are not limited to:**

- **National Center for Construction Education and Research Centren Connect**
- **Courses as approved by the Committee**

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **The Construction Industry Training Council, a private vocational school licensed by the Workforce Training and Coordinating Board of the State of Washington.**

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B. **200** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

- Twelve-month period from date of registration.\*
- Defined twelve-month school year: **September** through **June**.
- 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:

**Safety instruction is included in every quarter's curriculum of this craft.**

### **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:

#### **Administrative Procedures:**

- a. **All Committee members shall be actively participating in the industry as an employer, supervisor, or employee.**
- b. **The CITC Apprenticeship Program Manager oversees the day-to-day operations of the program under the auspices of the Apprenticeship Committee.**
- c. **The Committee may accelerate or extend, through the evaluation process, the advancement of an apprentice in each and every wage progression period.**

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- d. When an apprentice is notified that an employment referral is available, he/she must be able to report to work within 24 hours. If the apprentice cannot respond in a timely fashion, the next apprentice on the list may be offered the referral. If an apprentice does not respond to a dispatch, he/she may drop to the bottom of the referral list.**
- e. If an apprentice refuses an employment referral he/she may be dropped to the bottom of the list.**
- f. An apprentice who has been issued a refuse to rehire notice will be interviewed by the Apprenticeship Coordinator, who will review the circumstances and outline corrective steps leading to successful employment. A second refusal to rehire on the same apprentice will result in a committee citation where the apprentice could be dropped from the program.**
- g. All apprentices must be released from "on-the-job" commitments to attend scheduled related instruction.**
- h. An apprentice who is discharged by three (3) employers for the reasons set forth in Section X.B.3.g may have his/her apprenticeship agreement canceled.**
- i. The Committee may, at any time, rotate an apprentice who is not receiving proper training or for any reason they feel will benefit the apprentice.**
- j. The apprentice will have a valid Washington State driver's license at all times.**
- k. All apprentices will report to the main apprenticeship office in Bellevue within 24 hours after lay-off or termination to sign the dispatch log. If the apprentice is terminated on Friday, he/she will report by 9:00 a.m. on the following Monday. If transportation to the Bellevue office is a hardship, the apprentice may request a "Request for Dispatch" form to be received by fax, e-mail or U.S. Post. This request must be made within 24 hours of termination. If the apprentice is terminated on Friday, the apprentice will contact the main apprenticeship office in Bellevue by 9:00 a.m. on the following Monday to request the form. The form must be properly filled out and received by the apprenticeship office in Bellevue prior to the apprentice being placed on the list to be dispatched. The "Request for Dispatch" form may be returned to the main apprenticeship office in Bellevue by fax, e-mail or U.S. Post.**
- l. Classroom instructors shall keep an attendance record of apprentice's actual class hours, which shall be turned in to the CITC Apprenticeship Coordinator at the end of each class period. All records shall note tardiness and early departures and shall be forwarded to the Committee for disposition.**

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- m. It is the apprentice's responsibility to keep his or her current address and contact information on file with the Committee.**
- n. An apprentice must have adequate dependable transportation to the job and classroom.**
- o. Apprentices are responsible for the payment of their books, lab fees, and incurred late fees for related classroom instruction.**
- p. Each apprentice shall be required to perform assigned tasks in the classroom in accordance to industry standards at the jobsites. The determination by the Apprenticeship Committee of an apprentice's progress and fitness for the trade shall be based in part on the proficiency shown in subjects covered in the related trade instruction as well as on-the-job.**
- q. The employer shall be included in the evaluation process through jobsite observation. Observations will be forwarded to the Committee for review and appropriate action.**
- r. The requirements for advancement are: Regular attendance at related classes, a 70% average minimum grade, satisfactory reports from the employer and journey-level workers, and work experience reports turned in monthly.**
- s. Apprentices may make a complaint to the Apprenticeship Committee for issues pertaining to either related instruction or on-the-job training. The apprentice must submit the complaint in writing to the CITC Apprenticeship Department located at 1930 116<sup>th</sup> Avenue NE, Bellevue , WA 98004 no later than 10 days prior to the Apprenticeship Committee meeting. The complaint must be submitted in writing within 60 days of the occurrence. The apprentice shall have the right to appear in person before the Committee. The apprentice shall be notified of the decision of the Apprenticeship Committee in writing. All decisions of the Apprenticeship Committee shall be final.**
- t. The Sponsor retains the right to submit revisions to these Standards to the Washington State Apprenticeship and Training Council, according to Council rules.**
- u. Apprentices may at any time submit a completed Regional Referral Availability Form to the CITC office located in Bellevue. Failure to submit a form will result in the apprentice committing to employment anywhere within the state of Washington.**
- v. Apprentices with previous experience or training in the trade may request to have previous hours accounted for toward their apprenticeship certification. Each individual case would come before the Apprenticeship Committee for review and approval. Apprentices are required to submit previous work**

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experience hours to the committee within 90 days of their registration as an apprentice with these standards. Extension may be requested from the committee by the apprentice.

### **Local Apprenticeship Committee Policies**

Violation of the "CITC Facility Policies and student code of conduct" policy's may result in disciplinary action by the Committee, up to and including cancelation from the apprenticeship program.

#### **CITC Facility Policies and student code of conduct**

- 1. Safety is our first concern! There will be no tolerance for unsafe conditions, improper use of hazardous materials or dangerous tools and equipment.**
- 2. All hand tools and power tools shall be maintained in a safe condition and used only for their intended purpose.**
- 3. All students must wear required protective equipment when working with tools or materials where it is required. Anyone not adhering to this policy will be asked to leave the class and will be marked absent from class for that evening.**
- 4. At the end of class or lab each student will be expected to allow enough time for cleanup of their work space. All tools/materials will be put back in their proper places. All lab areas will be swept clean each evening.**
- 5. ALL CITC locations are NO SMOKING facilities. There will be no smoking inside any buildings or near entrances. No smoking is allowed within 25 feet of any entrance. If your class is on a high school campus there will be not smoking/chewing of tobacco anywhere on the grounds of the high school.**
- 6. Use of alcohol or illegal drugs before or during class hours will result in immediate dismissal from CITC.**
- 7. Possession, consumption and/or sale of controlled substances, alcohol or firearms before or during class hours on or near any of CITC's training facilities which include parking areas will result in immediate dismissal from CITC.**
- 8. Physical/verbal abuse, harassment or insubordination of any type toward CITC staff, fellow classmates and/or the instructor will not be tolerated and will result in immediate dismissal from CITC.**

**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.
  - 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:

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### **Disciplinary Procedures:**

- a. **Apprentices shall be informed of their work and related training obligations as stated in these Standards.**
- b. **Disciplinary problems may first be handled by the Apprenticeship Program Manager. If the Apprenticeship Program Manager deems appropriate, the matter may be referred to the Committee for action.**
- c. **The Committee and/or its designate shall notify the apprentice of any violations of these Standards and the apprentice shall be subject to the disciplinary action procedures as outlined below.**
- d. **Failure to show regular attendance at related classes may be deemed sufficient cause for the Apprenticeship Committee to initiate disciplinary action procedures as outlined below. Regular attendance is defined as not missing more than two classes per quarter. Apprentices who miss more than two (2) classes per quarter may be summoned before the committee for disciplinary action up to and including cancellation for his or her apprenticeship status.**
- e. **More than two unexcused absences from class during each quarter may be deemed cause by the Committee for the apprentice's completion date being extended an additional three (3) months with a corresponding three (3) months delay in the apprentices next scheduled increase.**

**Four (4) unexcused absences from class during the quarter may be deemed cause by the committee for the apprentice being dropped from the program.**

**Two (2) tardies to class is equal to one (1) absence.**

#### **Excused absences may be allowed for:**

*Illness of apprentice*

*Trips and/or vacations. (By prior approval of the Apprenticeship Committee)*

*Death in immediate family*

*Any other reasons deemed appropriate by the Committee*

- f. **Apprentices who have missed related instruction, as outlined in these Standards, will not be eligible for advancement until such time as the requirement is satisfied.**
- g. **A contractor may discharge an apprentice for substandard performance, improper conduct, indifference to the contractor's or Committee's rules and regulations, or insubordination.**

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- h. If an apprentice is fired for cause or quits (after their initial probationary period), he/she will not be redispached until he/she appears before the Apprenticeship Committee at their next meeting and is subsequently released by the Committee as eligible for work.**
  
- i. It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded by the apprentice to the CITC Apprenticeship Department at the Construction Industry Training Council by the 20th day of each month after they have been signed by the employer or appropriate representative of the employer. The above records shall contain the apprentice's (a) name, (b) classification, (c) employer, (d) months and year of report, as well as hours of work performed. The CITC Apprenticeship Department shall then forward these records to the Apprenticeship Committee prior to each Committee meeting or upon request of the Committee. The work process classifications in which the apprentice has worked each day shall be recorded in the apprentice's record book. The record book is designed with each month in triplicate for the purpose of providing a copy of on the job training for the employer's record, a copy for the apprentice which stays in the book, and the original which is sent to the CITC Apprenticeship Department. The books are available at CITC.**
  
- j. Work Logs must be turned into the apprenticeship office filled out completely and properly. Signed Work Log must be received by the 20<sup>th</sup> of each month documenting the hours worked for the previous months. Failure to comply will result in notification of no pay progression until records are completed. The Committee will not accept hours that are more than 90 days past due.**
  
- k. Each apprentice who is late in turning in his/her work experience report will have the following penalties imposed:**
  - First Offense:* Up to 30 days actual work delay in his/her next advancement.**
  - Second Offense:* Up to 60 days actual work delay in his/her work advancement.**
  - Third Offense:* Cause for cancellation of registration**

**Future advancements will be calculated from the new date.**
  
- l. All other disciplinary action procedures are as follows:**
  - 1st infraction:* A written warning.**
  - 2nd infraction:* Appearance before the Apprenticeship Committee by the apprentice to justify why advancement should not be denied, his/her apprenticeship agreement should not be canceled or whatever other**

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action is being contemplated by the Apprenticeship Committee.

*3rd infraction:* Cause for cancellation of the apprenticeship agreement.

- m. **If the apprentice fails to appear before the committee after due notice, disciplinary action may be invoked without hearing.**
- n. **Should the Apprenticeship Committee find reason to suspend or cancel an apprenticeship agreement, the apprentice shall be notified in writing, specifying the reason for the suspension, cancellation or any disciplinary action. The apprentice shall be notified 20 days in advance of the meeting of the Committee for the purpose of the disciplinary action, suspension, or cancellation.**
- o. **Individuals who are terminated from the program for cause are prohibited from reapplying to the program for a period of 12 months from the date of their cancellation. After 6 months, the terminated apprentice may request that the committee waive the remaining 6 months. The decision to waive the remaining 6 months will be at the discretion of the committee.**
- p. **The apprentice shall read Section X in its entirety and be thoroughly familiarized with its content. The apprentice shall keep a copy for ready reference at all times. The apprentice is cautioned that the penalties are enforced and failure to read the regulation will be no excuse.**
- q. **The Apprenticeship Committee solicits and appreciates any constructive criticism which will further this program.**
- r. **The terms "apprenticeship committee" or "committee" refer to the apprenticeship committee of the Construction Industry Training Council (CITC), the sponsor of these standards.**

### **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.

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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.
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

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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.

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)

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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 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

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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 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

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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: **A quorum must be present to carry on the regular business of the apprenticeship Committee. A quorum shall consist of three members.**

- b. Program type administered by the committee: **GROUP NON-JOINT**

- c. The employer representatives shall be:

**Steve Benson, Chair  
1930 116th Ave NE  
Bellevue, WA 98004**

**Steve Murray  
1930 116th Ave NE  
Bellevue, WA 98004**

**Dale Willemse  
1930 116th Ave NE  
Bellevue, WA 98004**

**David McFerran, Alternate  
1930 116th Ave NE  
Bellevue, WA 98004**

- d. The employee representatives shall be:

**John Denault, Secretary  
1930 116th Ave NE  
Bellevue, WA 98004**

**Shawn Ridge  
1930 116th Ave NE  
Bellevue, WA 98004**

**Michael Haagen  
1930 116th Ave NE  
Bellevue, WA 98004**

**Michael Arnot, Alternate  
1930 116th Ave NE  
Bellevue, WA 98004**

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

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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.

**Halene Sigmund, President**  
**Construction Industry Training Council**  
**1930 - 116th Avenue NE**  
**Bellevue, WA 98004**

**Adriana Gamboa, Vice President of Apprenticeship**  
**Construction Industry Training Council**  
**1930 - 116th Avenue NE, Suite 201**  
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**Nan Bhusawang, Apprenticeship Program Supervisor**  
**Construction Industry Training Council**  
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**Blanca Lizaola, Mechanical Trades Coordinator**  
**Construction Industry Training Council**  
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