



APPRENTICESHIP PROGRAM STANDARDS
adopted by

VERTICAL OPTIONS ELEVATOR APPRENTICESHIP PROGRAM

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

ELEVATOR CONSTRUCTOR MECHANIC

47-4021.00

8000 HOURS



APPROVED BY

Washington State Apprenticeship and Training Council

REGISTERED WITH

Apprenticeship Section of Fraud Prevention and Labor Standards

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

APPROVAL:

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Permanent Registration

By: MARK RIKER

Chair of Council

By: CHRIS BOWE

Secretary of Council

VERTICAL OPTIONS ELEVATOR APPRENTICESHIP PROGRAM

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.

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Sponsor Introductory Statement (Required):

The following Standards of apprenticeship, with supplements pertaining to the necessary work experience and education of the elevator constructor trade and the progressive wage scales, when approved by and registered with the Registration Agency, shall govern the training of apprentice elevator constructors in this program.

The sponsor, Vertical Options Elevator LLC, is a Spokane, Washington based company whose mission is meeting elevator business needs within timely and safe response times. Vertical Options Elevator LLC Selects, employs and trains apprentices who reside in the Spokane, Washington and Coeur d' Alene, Idaho areas in accordance with their business mission.

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 geographical area shall be the following counties in Washington:

Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Whitman, Walla Walla, and Yakima.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the state of Idaho or Montana, the Vertical Options Elevator Apprenticeship Program will apply the same standards and guidelines to apprentices registered in the program while working in Idaho and Montana.

II. MINIMUM QUALIFICATIONS:

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

Age: **All applicants shall be at least eighteen (18) years of age.**

Education: **Applicants shall be a high school graduate or possess a High School Equivalency.**

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- Physical: **Must be physically fit to perform the duties of the trade with or without reasonable accommodation.**
- Testing: **All applicants must complete and shall pass three tests. 1) The Next Generation Accuplacer Test, with the minimum score of 250 in Reading, and 250 in Arithmetic, and 250 in Quantitative Reasoning. 2) The Spatial Relations Test with a minimum score of 21, and 3) The Mechanical Reasoning Test with a minimum score of 19. These tests are designed to assess the applicant's aptitude for employment in the elevator industry. Testing fees are paid by the sponsor.**
- Other: **1. Applicants shall submit a signed and completed application with required documents within 30 days of their request for an application. Applicants not returning the completed application packet within thirty (30) days will be required to reapply.**
- 2. All applicants must have a current and valid state issued driver license and dependable transportation to and from job sites in the geographical area covered by these standards.**
- 3. All applicants must be able to write, read, and speak the English language.**

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:

Applicant Pool:

- 1. The Vertical Options Elevator Apprenticeship Committee recruits and registers Apprentices based on the needs of the company as indicated by the Apprenticeship Committee.**

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2. As specified by the Committee and at a minimum of thirty (30) days in advance of receiving applications, an Apprenticeship Opportunity Announcement will be publicly distributed to open recruitment and application procedures.

During the open period an application may be obtained electronically at www.VOelevator.com, in person, or by mailing a written request to:

Vertical Options, LLC
732 N. Napa St.
Spokane, WA 99202
(509) 951-6416

There will be an application fee of \$15.00 for each packet that is mailed out. This fee is payable by cash, money order, or cashier's check.

3. Every person requesting an application shall be recorded on the Applicant Log.
4. Individuals receiving an application shall return the completed packet accompanied by copies of applicant's proof of age, High School transcripts or High School Equivalency transcripts, Next Generation Accuplacer test results, the Spatial Relations Test results, the Mechanical Reasoning Test results, and a valid state issued driver license, within no more than thirty days from the date of request. Persons returning application packet outside of thirty (30) days are ineligible for consideration.
5. Individuals meeting application requirements within 30 days are considered eligible for an interview by the Apprenticeship Committee. The committee will notify the applicant of the interview date, time, and location within thirty days of receiving the completed application packet.
6. The Vertical Options Apprenticeship Committee will determine the number of applicants for acceptance prior to holding interviews.
7. Applicants with previous trade experience or related educational training may request to have previous hours applied toward their apprenticeship certification. In these instances, each new individual case would come before the Apprenticeship Committee for review and recommendation.

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Testing:

1. All applicants shall pass the Next Generation Accuplacer Test, and Spatial and Mechanical Reasoning tests, as proctored by Spokane Community College. Applicants that do not pass all three tests will be notified of no offer for an interview and will be removed from the applicant eligibility pool.

Interview:

1. The interview committee members shall have at hand for review: copies of each applicant's completed application, High School or General Equivalency education transcript(s), Next Generation Accuplacer test results, the Spatial Relations Test results, the Mechanical Reasoning Test results, valid state driver license, and applicant's proof of age.
2. Applicant interviews shall be conducted by two Apprenticeship Committee members, or their appointed representatives.
3. After a brief introduction, the interview 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 the apprenticeship program.
4. Questions for the interview and for the purposes of evaluation will be on topics related to job performance such as work experience, mechanical abilities, motivation, willingness to accept direction, education, and an evaluation based on a standard of industry needs.
5. All applicants will be asked identical questions. Answers will be recorded during the interview to produce a record for the applicants file.
6. All interviewed applicants will be scored, ranked and placed in the ranked Eligibility Pool until they are notified of an apprenticeship registration opportunity. Applicants remaining in the ranked Eligibility Pool may improve their scores by reapplying.
7. An applicant placed in the Eligibility Pool will be retained for two years unless they request, in writing, that they be removed.
8. It is the applicant's responsibility to keep the sponsor informed of the applicant's current mailing address.
9. Upon selection and as a condition of employment, an eligible applicant must pass a valid drug and alcohol test as well as a background check. The cost is paid for by the sponsor.

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10. Upon selection, an eligible applicant must consent to a post offer pre-hire medical exam paid for by the sponsor to determine physical fitness to perform the duties of the position.
11. Selected applicants must relocate to a residence within fifty (50) miles of the Vertical Options, LLC business location within sixty (60) days of the acceptance of the apprenticeship position. This requirement serves to meet the Vertical Options, LLC business needs: timely and safe service response times.
12. Exceptions: The Apprenticeship Committee reserves the right to make exceptions to the selection procedure in considering the applicants verified previous experience or accredited training.

B. Equal Employment Opportunity Plan:

To allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the sponsor pledges to the procedures and methods covered in this section. The Sponsor pledges to engage in various outreach and positive recruitment activities as follows:

1. Post apprenticeship opportunity announcements, as specified by the Committee and at a minimum of thirty (30) days in advance of receiving applications. The announcements will be publicly distributed to open recruitment and application procedures to some or all of the following organizations:
 - a. Washington State Apprenticeship Training Council and local representatives
 - b. National Association of Women in Construction
 - c. WorkSource offices, and affiliated agencies
 - d. Inland Pacific Chapter of Associated Builders and Contractors
 - e. Craigslist
2. Participate in workshops conducted by employment service agencies, school districts, community based organizations, or any other existing outreach programs whose focus is the recruitment and preparation of minority and female apprenticeship applicants.
3. Engage in any other such action as stated above to ensure the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law.

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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].

The term of apprenticeship for Elevator Constructor Mechanic 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 during their initial probationary period.

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- C. **The probationary period shall be a period totaling six (6) months or 1000 hours.**

Probationary apprentices shall advance from the fifty (50) percent wage rate to the first year apprentice's wage rate upon completion of six (6) months, or 1000 hours in the elevator industry.

The records for each probationary apprentice shall be reviewed prior to the end of the probationary period. Records shall consist of periodic reports from the apprentice's supervisor, a complete record of attendance and grades in related instruction, and any disciplinary action taken during the probationary period. Any probationary apprentice considered to be unsatisfactory after a review of the probationary records shall have his or her Apprenticeship Agreement canceled before the probationary period ends, and the Registration Agency will be so notified.

Each probationary apprentice evaluated as satisfactory after a review of the probationary records shall be given full credit for the probationary period and continue in the program.

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 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:

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The ratio of apprentice to journey-level worker shall not exceed one (1) apprentice to one (1) journey-level worker regularly employed the jobsite. The employer, or the person designated by the employer such as the superintendent, foreman, or mechanic, shall be responsible for the training of the apprentice on the job. Apprentices shall be under the general supervision of the employer and under the direct supervision of the mechanic to whom they are assigned.

A. Exceptions

1. On jobsites where 2 teams or more are working (a team is defined as one apprentice and one journey level worker). One extra apprentice may be employed for the first two teams and one extra apprentice for each additional three teams.
2. Contract Service Work: An apprentice in the second, third or fourth year (excludes initial probationary apprentices and those who have not completed the full first year of RSI training) may work alone under the general supervision of a journey level worker in his or her assigned district provided the apprentice is met on the first job daily. The apprentice shall notify the office and/or journey level worker when changing jobs and at the completion of the workday. (The word “district” means the regular contract service route of the mechanic or mechanics to which the apprentice has been assigned that day.)

While working alone, the apprentice shall perform only oiling, cleaning, greasing, painting, and replacing of combplate teeth, relamping and fixture maintenance, the inspection, cleaning and lubrication of hoistway doors, car tops, bottoms and pits, observing operation of equipment and at no time when working alone shall the apprentice perform any other work or function normally performed by the journey level workers.

The regular work week shall be Monday – Friday, each consisting of eight (8) consecutive work hours (with an unpaid lunch period) between 6 A.M. and 6 P.M.

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.

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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. Elevator Constructor Mechanic

Step	Hour Range or competency step	Percentage of journey-level wage rate*	Remarks
1	Probation (6 months): 0000-1000 hours	50%	Probationary Apprentice
2	1001-2000 hours	55%	1st year Apprentice
3	2001-4000 hours	65%	2nd year Apprentice
4	4001-6000 hours	70%	3rd year Apprentice
5	6001-8000 hours	80%	4th year Apprentice

Fringe benefits are not paid to apprentices in their probationary period as defined in these standards (Section V).

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. ELEVATOR CONSTRUCTION MECHANIC

Approximate Hours

- 1. INTRODUCTION TO ELEVATORS1000**
 - a. Elevator History and Basic Safety**
 - (1) Identify job hazards**
 - (2) What proper safety equipment to wear and use**
 - (3) Common-sense safety around elevators and escalators**
 - (4) Fundamentals of first aid and MSDS information**
 - (5) Avoiding electric shock, GFCI's**
 - (6) Codes that apply to the elevator industry**
 - (7) Demonstrate proper lift techniques**

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- (8) **Perform lockout/tagout procedure as described in the Elevator Industry Field Employees' Safety Handbook**
 - b. Basic Print Reading**
 - (1) **Read prints**
 - (2) **Survey the hoistway for new installation and modernization**
 - (3) **Convert to meter equivalents**
 - (4) **Identify proper use of hardware during daily work routine**
 - (5) **Identify course and fine thread type bolts. Demonstrate the proper identification and grade of imperial bolts**
 - c. Handling Materials & Tools: Rigging & Hoisting**
 - (1) **Safety Procedures**
 - (2) **Properly handle and store all tools**
 - (3) **Tie and identify knots, bends and hitches**
 - (4) **Safety procedures for hoisting heavy equipment**
 - (5) **Building a safe working platform & scaffolding**
 - (6) **Use all safety devices**
 - (7) **The proper method of unlocking the hoistway door using two different types of door unlocking devices**
 - (8) **Demonstrate use of digital multimeter showing proper settings for measuring AC voltage, DC voltage and resistance**
 - (9) **Perform a mousing of an eye hook**
 - (10) **Demonstrate all hand hoisting signals**
- 2. INSTALLING ELEVATOR COMPONENTS1000**
- a. Pit Equipment**
 - (1) **Safety Procedures**
 - (2) **Introduction to the pit components and their purpose**
 - (3) **Install pit equipment: buffers, compensating sheaves, limit switch assembly, spring or oil buffers, compensating ropes and chains**
 - (4) **Testing of pit equipment for proper operation**
 - (5) **Determine the proper run-by-clearance of the car and counterweight**
 - (6) **Using either a threaded or grooved pipe, properly connect two pieces of pipe.**
 - If using a grooved pipe connection, are the seals made for oil use?**

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- (7) Using buffer data plate information, identify and choose the proper oil for buffer use and check oil level and fill as necessary. Check for proper test tag and record date of last test.**

b. Guide Rails

- (1) Safety Procedures**
- (2) Prepare rails and rail runs**
- (3) Build templates, drop lines and plumb hoistways of single, multiple or corner post installations**
- (4) Install guide rails**
- (5) Use a rail gauge and align rails**
- (6) Proper use of fall protection, proper care and use of equipment**
- (7) Jobsite requirements for properly storing rail guides until they can be installed**
- (8) Demonstrate proper sizing of rail equipment to be used and the proper procedure for determining size**
- (9) Using a vixen file or other equipment, clean and file rail surfaces to eliminate possible knocking**

c. Machine Room Equipment

- (1) Safety Procedures**
- (2) Layout and properly align & set equipment**
- (3) Properly align sheaves, tracks and gears**
- (4) Offset roping**
- (5) Calibrate and test**
- (6) Demonstrate proper inspection and maintenance procedures for the equipment**

d. Hoistway Equipment

- (1) Safety Procedures**
- (2) Assemble car and counterweight sling**
- (3) Why elevators are counterweights**
- (4) Proper handling & storage of wire ropes**
- (5) Plan a rope run and learn other methods of installing and reroping**
- (6) Properly install vinyl tile floor covering inside an elevator**

3. MAINTENANCE PRACTICES AND TESTING1000

a. General Maintenance Procedures

- (1) Safety Procedures**
- (2) Cleaning and Lubrication**

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- (3) **Assembling of the car frame, platform and safeties**
- (4) **Wire rope hitches and related hardware**
- (5) **Inspection of the hoist and governor ropes**
- (6) **Identify all elevator controller components and their operation**
- (7) **Proper care of door operator unit and belt driven hydraulic power unit**
- (8) **Become familiar with American Society of Mechanical Engineers A17.1 Code section pertaining to general and specific maintenance requirements of elevators and escalators**

- b. Maintenance of Traction Elevators**
 - (1) **Safety Procedures**
 - (2) **Governor speed calibration and test**
 - (3) **Brake inspection, proper lubrication and adjustment**
 - (4) **5-year safety test**
 - (5) **Installation of a motor brush**
 - (6) **Maintenance Control Plan**

- c. Maintenance of Hydraulic Elevators**
 - (1) **Safety Procedures**
 - (2) **Annual hydraulic test**
 - (3) **Replacement of a hanger roller and the proper adjustment of the up thrust roller**
 - (4) **Perform examination of the hydraulic pumping unit and note deficiencies**
 - (5) **Perform inspection of the hoistway and pit**
 - (6) **Perform a test of the Firefighters Service**

- d. Maintenance of Escalators and Moving Walks**
 - (1) **Safety Procedures**
 - (2) **Clean and lubricate**
 - (3) **Handrail slippage**
 - (4) **Maintenance on equipment**
 - (5) **Repair/replacement of equipment**

- 4. ELECTRICAL1000**
 - a. Electrical**
 - (1) **Procedures for working safely with electricity**
 - (2) **Principle on which all electrical concepts are based**
 - (3) **What is electricity and where does it come from?**
 - (4) **Read a wiring diagram symbol and apply it to the equipment on the job**

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- (5) Sequence of operation of individual circuits such as starting, stopping car and hall call cancellation and direction selection**
- (6) Troubleshoot particular circuits that are malfunctioning**
- (7) Locate and repair electrical problems such as ground, opens, defective contacts and coils**
- (8) Troubleshoot electrical problems with confidence**
- (9) Relay logic**

5. ELEVATOR DOORS AND EQUIPMENT.....300

a. Elevator Doors and Equipment

- (1) Safety Procedures**
- (2) Proper terminology for doors and relating equipment**
- (3) Difference between door types and the reasons for choosing to install each type**
- (4) Install car and hoistway entrances and door equipment accurately**
- (5) Install & adjust elevator doors, gates for passenger, freight & dumbwaiter**
- (6) Final adjustments and maintenance**
- (7) Passenger and freight door, gate repairs and replacements**
- (8) Door operators, repair, replace and adjustments**
- (9) Door protective devices and troubleshooting**

6. TRACTION ELEVATORS: MOTORS1400

a. Motor Control and Fault Finding

- (1) Safety Procedures**
- (2) Identify motor components and its function in AC and DC motors**
- (3) Gearless machines**
- (4) Cleaning and lubrication**
- (5) Learn how to check bearings and replace**
- (6) Testing and replacing motors, generators, bearings, sheaves and drivers**
- (7) Elevator related circuits and basic circuit analysis**
- (8) Converting AC to DC power**
- (9) Testing procedures**
- (10) Turn and undercut a commentator**
- (11) Test shunt and series field coils**
- (12) Understand braking**

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- 7. ELECTRICAL WIRING AND EQUIPMENT300**
 - a. Electrical Wiring and Equipment**
 - (1) Safety Procedures**
 - (2) Read and understand a Code Requirement look up in National Fire Protection Association -- 70, repair and replacement of traveler in existing hoistways**
 - (3) Terminology for various tools and electrical equipment**
 - (4) Plan and install raceway and conduit**
 - (5) Bend conduit**
 - (6) Plan wiring and pulling wires safely and efficiently**
 - (7) Accurately prepare and install traveling cables**
 - (8) Bonding and grounding equipment**
 - (9) Prepare the elevator/escalator for running operation**

- 8. HYDRAULIC AND INSTALLATION400**
 - a. Hydraulics**
 - (1) Safety Procedures**
 - (2) Complete a pressure test**
 - (3) Identify the major components of a hydraulic system and each function**
 - (4) Drill a hole for a hydraulic jack**
 - (5) Properly install and plumb the casing & jack with specific tools**
 - (6) Layout a pipe run and connections to power unit and jack**
 - (7) Understand hydraulic theory and valve operation**
 - (8) Adjust the valves for proper operation**
 - (9) Troubleshoot and isolate system problems**

- 9. BASIC ELECTRONICS AND FUNDAMENTALS600**
 - a. Basic Electronics and Solid State**
 - (1) Terminology and safety equipment used on electronic devices**
 - (2) Binary & hexadecimal systems are related to digital circuitry**
 - (3) Capacitors and capacitance are used on elevator equipment**
 - (4) Inductance and inductors are used in circuits**
 - (5) How a semi-conductor works**
 - (6) Diode, zener diodes, photodiodes and light emitting diodes**

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- (7) Understanding transistors and how they operate**
- (8) How SCR's are operated and used in elevator circuits**
- (9) Various digital gates and their function**
- (10) The functions of integrated power supplies**
- (11) Different configurations and uses of the Op Amp**

10. MACHINERY TROUBLESHOOTING, ROPE REPLACEMENT400

a. Elevator Rope Replacement

- (1) Safety Procedures**
- (2) Terminology associated with elevator rope replacement**
- (3) Inspecting for defective rope, selector tape & cable**
- (4) Staging and routing ropes, tapes & cables**
- (5) Shackling and socketing**
- (6) The inspection of sheaves to see if they are in sufficient condition to put on new ropes**
- (7) How to determine the right ropes to order**
- (8) Proper handling of wire rope so that it is not damaged prior to installation**
- (9) Procedure to properly hang ropes**

b. Machinery Troubleshooting/Repair

- (1) Safety Procedures**
- (2) Maintenance and troubleshooting for common problems associated with wire ropes and sheaves**
- (3) The different machinery types commonly found and some older systems no longer installed, but still in use in mechanical driving systems**
- (4) Troubleshooting methods, the importance of proper diagnosis, and the planning, communication and safety aspects of the repair or replacement of mechanical equipment**
- (5) Components found on elevator machinery and some common methods for the proper repair, replacement and adjustment of these components**
- (6) Components commonly found on elevator installations that include governors, tensions and weight frames, car frames and platforms, safeties and release carriers, guide assemblies, buffers and mechanical selector systems**
- (7) The proper testing and lubrication of repaired and/or replaced machinery before returning the equipment back to service**

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11. ESCALATORS AND MOVING WALKS300

- a. Escalators, Moving Walks**
 - (1) Safety Procedures**
 - (2) Identification of escalator and moving walk components**
 - (3) Familiarization of the American Society of Mechanical Engineers A17.1 and American Society of Mechanical Engineers A17.3 code relating to escalators and moving walks**
 - (4) Installation of an escalator**
 - (5) Prepare the escalator for running operation**
 - (6) Inspection and testing**

12. ACCESSIBILITY300

- a. Accessibility**
 - (1) Safety Procedures**
 - (2) Applicable code**
 - (3) Installation of a stairlift, vertical platform lift (VPL) and inclined platform lift (IPL)**
 - (4) Installation of a private residence elevator**

Total Hours: 8000

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.

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

- Supervised field trips
- Sponsor approved training seminars (specify)
- Sponsor approved online or distance learning courses, National Association of Elevator Contractors, CET
- State Community/Technical college
- Private Technical/Vocational college
- Sponsor Provided (lab/classroom)
- Other (specify):
National Association of Elevator Contractors (CET Training Program)

A. **144** 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.*

Additional Information:

A related supplemental instruction school year is defined by the committee as being September to June. July and August shall be reserved for makeup instruction, as needed. Each apprentice is required to attend related supplemental instruction four (4) hours a week.

All related/supplemental instruction takes place at the Vertical Options training facility located at the business address, 732 N. Napa St., Spokane WA 99202.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

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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 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 journey-level worker.**
- b. **The committee may accelerate or extend, through the evaluation process, the advancement of an apprentice in each and every wage progression period.**
- c. **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.**
- d. **The apprentice will have a valid Washington State driver's license at all times.**
- e. **Classroom certified instructors shall keep an attendance record of apprentice's actual class hours, which shall be turned in to the Director of Apprenticeship at the end of each class period. All records shall note tardiness and early departures and shall be forwarded to the committee for disposition.**
- f. **Classroom certified instructors shall hold a CET-S certificate from National Association of Elevator Contractors, (NAEC).**
- g. **It is the applicants and apprentice's responsibility to keep his or her current address and contact information on file with the committee.**

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- h. An apprentice must have adequate dependable transportation to the job and classroom.**
- i. 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 progress.**
- j. The apprentice shall be evaluated through jobsite observation. Observations will be forwarded to the committee for review and appropriate action.**
- k. The requirements for advancement are: Regular attendance at related classes, minimum passing scores for the CET program (a minimum 85% score on 12 unit exams and a minimum 75% score on Level 1 and Level 2 exams), satisfactory reports from journey-level workers, and work experience reports turned in monthly.**
- l. 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 committee 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.**
- m. The Sponsor retains the right to submit revisions to these Standards to the Washington State Apprenticeship and Training Council, according to Council rules.**
- n. Apprentices with previous experience or training in the trade may request to have previous hours granted toward their apprenticeship certification through application to National Association of Elevator Contractors (NAEC). Once approved by NAEC, each individual case would come before the apprenticeship committee for review and approval. Apprentices are required to submit previous work experience hours to the committee within 180 days of their registration as an apprentice with these standards. Extension may be requested from the committee by the apprentice.**

B. Disciplinary Procedures

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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:

Disciplinary Procedures:

- a. **Apprentices shall be informed of their work and related training obligations as stated in these Standards.**
- b. **Disciplinary problems may be referred to the committee for action.**

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- 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 of 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 apprentices 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.

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. An apprentice may be discharged for substandard performance, improper conduct, indifference to the contractor's or committee's rules and regulations, or insubordination.
- h. 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 committee by the 10th day of each month after they have been signed by the journey-level worker(s). The above records shall contain the apprentice's (a) name, (b) classification, (c) months and year of report, as well as hours of work performed. The apprentice work progress report shall be forwarded to the apprenticeship committee prior to each committee meeting or upon

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request of the committee. The work process classifications in which the apprentice has worked each day shall be recorded. Copies are available upon request.

- i. Work experience reports shall be completed properly and submitted on time to the apprenticeship committee. Failure to comply will result in notification of no pay progression until records are completed. The committee will not accept hours that are past due.**

- j. 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.

- k. 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 action is being contemplated by the apprenticeship committee.

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

- l. If the apprentice fails to appear before the committee after due notice, disciplinary action may be invoked without hearing.**

- m. 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.**

- n. 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.**

- o. The apprentice shall read Section X in its entirety and be thoroughly familiarized with its content. The apprentice shall keep a copy for**

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their reference at all times. The apprentice is cautioned that the penalties are enforced and failure to read the regulation will be no excuse.

- p. The apprenticeship committee solicits and appreciates any constructive criticism which will further this program.**
- q. The terms "apprenticeship committee" or "committee" refer to the apprenticeship committee of the Vertical Options Elevator Apprenticeship Program, 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.
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.

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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 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:

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Sponsors shall submit required forms/reports through assigned state apprenticeship consultant. Forms may be obtained through the programs assigned 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)
 - 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

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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
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

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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 any requested documentation 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 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,

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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: **Individual Non-Joint**
- c. The employer representatives shall be:

**Keely Friesen, Chair
732 N. Napa St.
Spokane, WA 99202**

**Wade Friesen
732 N. Napa St.
Spokane, WA 99202**

- d. The employee representatives shall be:

**Tim Murray, Secretary
732 N. Napa St.
Spokane, WA 99202**

**Sam Kelley
732 N. Napa St.
Spokane, WA 99202**

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:

None

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.

None