



APPRENTICESHIP PROGRAM STANDARDS
adopted by

**EVERGREEN RURAL WATER OF WASHINGTON APPRENTICESHIP
COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
WATER DISTRIBUTION MANAGER	51-8031-00	4000 HOURS
WATER TREATMENT PLANT OPERATOR	51-8031-00	4000 HOURS
WASTEWATER TREATMENT PLANT OPERATOR	51-8031-00	4000 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:

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By: ED KOMMERS
Chair of Council

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Secretary of Council

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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 water industry, by its very nature, places a high degree of personal responsibility on each individual. While supervision is most often provided on the job, these workers are

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constantly called upon to make decisions concerning health and safety requirements and operational demands to keep these vital resources flowing.

To meet increased demand on our nation’s water resources infrastructure, personal and equipment have been operating at or beyond capacity to provide safe drinking water and environmentally responsible wastewater treatment for our growing population.

Continuous operations and maintenance of existing facilities often prove to be extremely expensive and hazardous. The public must be assured of safety and uninterrupted service. This requires adequate skill and knowledge on the part of each person performing the work. The well-trained Operator (journey worker) takes pride in the appearance of his or her work, its technical correctness, and its structural soundness.

Evergreen Rural Water of Washington Apprenticeship Committee (ERWoWAC) in partnership with the National Rural Water Association has dedicated time and resources to develop an efficient training program so apprentices can, through a systematic program of related instruction and on-the-job learning, become a well-qualified Operator.

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 shall be the State of Washington.

II. MINIMUM QUALIFICATIONS:

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

- Age: **Applicants must be at least 18 years of age.**
- Education: **A high school diploma, or certificate of equivalency.**
- Physical: **Applicants will be physically capable of performing the essential functions of the occupation, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.**
- Testing: **None**
- Other: **None**

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:

Employer Select

Persons desiring to become a registered apprentice under the Evergreen Rural Water of WA Apprenticeship Committee (ERWoWAC) must first be employed by an employer that is a Registered Training Agent for ERWoWAC. The applicants are to be selected by the individual employers in accordance with customary and established policies. The ERWoWAC does not serve as a referral agency, or training agent, for apprenticeship applicants, but may assist employers in finding potential apprentices for their pool of candidates. The ERWoWAC strives to increase the numbers of females and minorities in the water industry and encourages employers and Training Agents to hire females and minorities with the goal of developing their skills through apprenticeship. Persons selected as apprentices by an Approved Training Agent, and who provide verification of the minimum qualifications, can apply to the Apprenticeship Committee. Applicants will be informed of their rights and responsibilities, under the standards of apprenticeship established for the occupation, and then required to sign an apprenticeship agreement and associated documents.

B. Equal Employment Opportunity Plan:

The Evergreen Rural Water of Washington Apprenticeship Committee commits to the following Equal Opportunity Pledge. ERWoWAC will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. The ERWoWAC will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30. The ERWoWAC will undertake appropriate outreach and positive recruitment efforts that would reasonably be

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expected to increase minorities' and women's participation in apprenticeship by expanding the opportunities of minorities and women to become eligible for apprenticeship selection.

1. The ERWoWAC will disseminate information concerning the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and its equal opportunity policy to the following:
2. The ERWoWAC will participate in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service, and other appropriate personnel with the apprenticeship program and current opportunities.
3. The ERWoWAC will cooperate with local school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship 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:

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 is 4000 hours for Water Distribution Manager, Water Treatment Plant Operator, and Wastewater Treatment Plant Operator.

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)]:

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- 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.
- C. **All apprentices registered in accordance with these standards shall be subject to a probationary period of the first 800 hours of the apprenticeship.**

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:

The ratio of journey-level worker(s) to apprentice(s) for all occupations covered under these standards will be one (1) journey-level worker for every one (1) apprentice per employer work group.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

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

- C. Wage Progression Schedules

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000-1000	55%
2	1001-2000	60%
3	2001-3000	75%
4	3001-4000	90%

VIII. WORK PROCESSES:

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

In regards to maintenance & operation of a local municipality’s wastewater or water treatment facility and/or its collection/distribution system as prescribed under Washington State Law.

- A. Water Treatment Plant Operator: Approximate Hours**
 - 1. Tools, Equipment and Work Place Safety240**

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Become familiar with tools, pipe and other materials used out on the job. Understand and use personal protective equipment and safety procedures. Demonstrate general plant safety and security operations. Plan and set up work areas for safety of crew and public. Apply confined spaces training and flagger certification training in traffic control zones, perform all work in conformance with OSHA regulations.

- 2. Vehicles and Equipment400**
Ensure that vehicles and equipment are adequately stocked & serviced
Work safely around excavation and other heavy equipment.

- 3. System Operations & Maintenance.....1920**
Develop a working knowledge of the operation, methods and procedures of a water treatment & distribution system Demonstrate the ability to operate, maintain and troubleshoot chemical feed pumps. Develop a working knowledge of water filtration and the processes involved in removing the contaminants, including the physical processes such as settling and filtration, chemical processes such as disinfection and coagulation and biological processes such as slow sand filtration Perform leak detection and understand water loss control. Reading water meters, perform testing & proper sizing. Demonstrate ability to read and interpret maps and drawings of the water system, to locate valves and water mains, Assist with the installation, maintenance and repair of the treatment plant, storage tanks, and the distribution system. Develop a working knowledge of preventive maintenance, troubleshooting & repair of mechanical equipment

- 4. Quality Control.....960**
perform all aspects of sampling, monitoring and testing required to maintain compliance with Federal State and Local regulations Identify normal/out-of-range values Maintain open communication & report results to supervisors Apply emergency response procedures

- 5. Logistics, Reports and Supervision480**
Complete work order forms & document routine maintenance
Order equipment and supplies as needed

Total Hours: 4000

B. Water Distribution Manger: Approximate Hours

- 1. Tools, Equipment and Work Place Safety240**
Become familiar with tools, pipe and other materials used out on the job.

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Use personal protective equipment and apply safety procedures for confined space entry, first aid, trenching & shoring, chlorine, fire and electrical. Demonstrate general plant safety and security operations. Plan and set up work areas for safety of crew and public. Apply confined spaces training and flagger certification training in traffic control zones. Perform all work in conformance with OSHA regulations.

- 2. Vehicles and Equipment400**
Ensure that vehicles and equipment are adequately stocked & serviced. Work safely around excavation and other heavy equipment.

- 3. System Operations & Maintenance.....1920**
Develop a working knowledge of the operation, methods and procedures of a water distribution system. Perform installation and inspection of new water lines and services. Understand and implement customer metering and billing procedures. Perform leak detection and understand water loss control. Reading water meters, perform testing & proper sizing. Demonstrate ability to read and interpret maps and drawings of the water system, to locate valves and water mains. Assist with the installation, maintenance andrepair of the treatment plant, storage tanks, and the distribution system. Develop a working knowledge of preventive maintenance, troubleshooting & repair of mechanical equipment.

- 4. Quality Control.....960**
Perform all aspects of sampling, monitoring and testing required to maintain compliance with Federal State and Local regulations. Identify normal/out-of-range values. Maintain open communication & report results to supervisors. Apply emergency response procedures

- 5. Logistics, Reports and Supervision480**
Complete work order forms & document routine maintenance. Order equipment and supplies as needed.

Total Hours: 4000

C. Wastewater Treatment Operator: Approximate Hours

- 1. Tools, Equipment and Work Place Safety240**
Become familiar with tools, pipe and other materials used out on the job. Use personal protective equipment and apply safety procedures for confined space entry, first aid, trenching & shoring, chlorine, fire and electrical. Demonstrate general plant safety and security operations. Plan and set up work areas for safety of crew and public.

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Apply confined spaces training and flagger certification training in traffic control zones. Perform all work in conformance with OSHA regulations.

- 2. Vehicles and Equipment400**
Ensure that vehicles and equipment are adequately stocked & serviced. Work safely around excavation and other heavy equipment.

- 3. System Operations & Maintenance.....1920**
Develop a working knowledge of the operation, methods and procedures of a wastewater treatment & collection system. Perform installation and inspection of new sewer lines and services. Demonstrate ability to read and interpret maps and drawings of the wastewater system. Assist with the installation, maintenance and repair of the wastewater treatment plant, collection system, pump stations and lift stations. Develop a working knowledge of preventive maintenance, troubleshooting & repair of mechanical equipment.

- 4. Quality Control.....960**
Perform all aspects of sampling, monitoring and testing required to maintain compliance with Federal State and Local regulations. Identify normal/out-of-range values. Maintain open communication & report results to supervisors. Apply emergency response procedures

- 5. Logistics, Reports and Supervision480**
Complete work order forms & document routine maintenance. Order equipment and supplies as needed.

Total Hours: 4000

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify):

**National Rural Water Association Water University
NIMS – ICS 100**

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **Flagger Certification, First Aid/CPR Certification, other training approved by the committee.**

B. **(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: **(insert month)** through **(insert month)**.

Two-thousand hours of on the job training.

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

C. Additional Information:

(Insert text)

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

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

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. Advanced Standing or Credit: The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).
3. Sponsor Procedures:
 - a. **During the term of apprenticeship, the apprentice shall be given such instruction during RSI and experience during structured OJT to develop the skills and knowledge necessary for advancement on the job and proficiency in their occupation.**
 - b. **It is the responsibility of the apprentice to pass their Water Distribution Manager I, Water Treatment Plant Operator I, or Wastewater Treatment Plant Operator I certification exam after their first year. This responsibility includes paying any costs associated with acquiring the certification. Failure to pass the certification exam may result in disciplinary action.**
 - c. **Apprentices shall submit completed work progress reports by the 5th of each month to the office of the ERWoWAC. Reports must be submitted even if no hours were worked. Hours worked will be verified by the Apprenticeship Coordinator or his/her designee, via phone or email to the training agent, and reported to the registration agency quarterly. Failure to do so shall be cause for appearance request at the next apprentice committee meeting and possible disciplinary action, suspension or cancellation of apprenticeship agreement.**
 - d. **Apprentices must pass the WA Operator Certification examination and obtain the necessary Operation Certification required by the State of Washington prior to program completion.**
 - e. Related/Supplemental Instruction:
 1. **All classes start and terminate at a date and time set forth by ERWoWAC.**

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- 2. Apprentices who engage in behavior that disrupts related instruction, may be removed from class and will be reported as soon as possible to the Apprenticeship Coordinator or designee. The Apprenticeship Coordinator or designee will attempt to either resolve the issue immediately or escalate the issue to the ERWoWAC Committee.**
- 3. Satisfactory progress must be maintained in all related training classes. Apprentices are to maintain a minimum 70% grade for all RSI classes attended and for pass/fail courses, must achieve a passing score. Failure to pass training classes may result in disciplinary action.**
- f. Excused absences require class time to be made up at a rate of one (1) hour for every one (1) hour missed plus one of the following:**
 - (a) Circumstances will be reviewed by the Apprenticeship Coordinator and elevated to the Committee at the discretion of the Apprenticeship Coordinator.**
 - (b) Excused absences are any absence with a pre-approval from the Apprenticeship Coordinator and/or notification to the office of ERWoWAC prior to the class.**
- g. Unexcused absences shall be made up at a rate of two (2) hours for every one (1) hour missed, and:**
 - (a) Three or more unexcused absences from class in a year may be cause for the apprentice being cancelled from the program.**
 - (b) Unexcused absence are any absences without notification to the office of ERWoWAC or pre-approval from the Apprenticeship Coordinator.**

B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.

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2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:
 - a. **The Apprenticeship Coordinator will first and always attempt to resolve problems informally by communicating with all parties concerned.**
 - b. **If a hearing by the Apprenticeship Committee and/or Subcommittee is required, apprentice notification will be sent by certified mail at least twenty (20) days prior to the hearing and will contain the alleged charges and Standards section(s) violated, and a range of penalties, which may be imposed.**
 1. **If an apprentice fails to appear before the committee and/or subcommittee when notified, the committee and/or subcommittee may discipline the apprentice in their absence.**
 2. **Following the hearing, the Committee and/or Subcommittee will make its decision based solely upon the most credible evidence submitted at the hearing and reduced to writing.**
 3. **Apprentices will be notified in writing of the decision of the Committees and/or Subcommittee by certified mail within ten (10) business days.**
 - c. **Failure to maintain employment with an approved training agent will result in cancellation of the apprenticeship agreement.**

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C. Apprentice Complaint Procedures:

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

D. Apprentice Complaint Review/Appeals Procedures:

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

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in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.

5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

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

A. Committee Operations (WAC 296-05-009): (Not applicable for Plant Programs)

Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

B. Program Operations

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon request. Records required by WAC 296-05-100 will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

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

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:

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- a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 60 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section’s manager may administratively approve requests for revisions in the following areas of the standards:
- a. Program name
 - b. Sponsor’s introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

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

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- and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.
2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
 3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
 8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend

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the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

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

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

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The sponsor must also provide the following information:
 - a. Quorum: **50% +1**
 - b. Program type administered by the committee: **Group Non-Joint**
 - c. The employer representatives shall be:

Jason Cushman, Chair
North Spokane Irrigation Dist.
7221 North Regal
Spokane, WA 99217

Lance Hoyt
City of Toppenish
21 W. 1st Ave
Toppenish, WA 98948

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**Ross Reed
Port of Grays Harbor
150 Technology Ln Ste. 100
Elma, WA 98541**

d. The employee representatives shall be:

**Bobbi Boone, Secretary
City of Chehalis
2007 NE Kresky Ave
Chehalis, WA 98532**

**Jason Baar
Strait Water Management
53286 Highway 112
Port Angeles, WA 98363**

**Dave Norton
City of Olympia
PO Box 1967
Olympia, WA 98507**

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

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.

**Ernie Klimek
Evergreen Rural Water of Washington
PO Box 2300
Shelton WA, 98584**