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Department of Labor & Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530

REQUEST FOR APPROVAL OF PROPOSED STANDARDS

GWP
L&I apprenticeship coordinator

TO: Washington State Apprenticeship & Training Council

FROM Matrix Service Inc. Industrial Ironworker — Teri Gardner 11-27-19
NAME OF PROGRAM STANDARDS

Check appropriate box:
☒ Committee ☐ Plant ☐ OJT

OCCUPATION(S):	HOURS:	SOC #:
Industrial Ironworker	8000	47-2221.00

Authorized Signatures:

Chair:	Approved by: Washington State Apprenticeship & Training Council
Secretary	Secretary of Council
Date: 11-21-19	Date:

Received 11/22/19 Bellingham - GWP

Teri Gardner 11-27-19

APPRENTICESHIP PROGRAM STANDARDS
adopted by

MATRIX SERVICE INC. – INDUSTRIAL IRONWORKER
(sponsor name)

Occupational Objective(s):	SOC#	Term [WAC 296-05-015]
INDUSTRIAL IRONWORKER	**47-2221.00**	**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:

_____ Provisional Registration

_____ Standards Last Amended

_____ Permanent Registration

By: _____ Chair of Council

By: _____ Secretary of Council

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):

Recognizing the continuous advancements in industrial ironworker technologies and the challenge to increase customer satisfaction, this program establishes the necessary training

that leads the successful apprentice to the status of State Certified Journey Level worker in the specified occupation.

I. GEOGRAPHIC AREA COVERED:

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

The area covered by these standards shall be petroleum refining facilities located in Skagit and Whatcom counties.

II. MINIMUM QUALIFICATIONS:

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

Age:	**Applicants shall be at least 18 years of age.**
Education:	**A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required.**
Physical:	**Applicants must be physically capable of performing the work of this trade with or without reasonable accommodations, and without posing a direct threat to the health and safety of the individual or others.**
Testing:	**None**
Other:	**Applicants must be a current employee of Matrix Service Inc.**

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

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedure (chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex (including pregnancy and

gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

1. **The company shall do a companywide posting, announcing openings as they occur in the apprentice occupation.**

2. **Applicants must provide an official transcript(s) for high school and any post-high school education. Applicant must submit the GED certificate or other high school equivalency credential if applicable.**

3. **Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.**

4. **The company shall select the apprentices from those employees in the company who answer the posting.**

5. **Selection shall be based on past work history, a demonstrated learning ability, prior schooling or experience, and Committee interview panel.**

6. **The Committee will notify applicants of the selection.**

B. Equal Employment Opportunity Plan:

The employment policy of Matrix Service Inc. is to provide equal opportunity to all persons. Our company, therefore, has made a commitment to equal employment opportunity through a positive and continuing Affirmative Action Program.

Particular attention will be given to female and minority representation, both from within and outside the Company.

1. **Communicate and distribute information about the nature of the apprenticeship program, admission requirements, current apprenticeship opportunities, the source of apprenticeship applications, and the equal opportunity policies of the program sponsor within Matrix Service Inc.**

2. **Use journey-level workers, including minority and female, to assist in the implementation of the sponsor's equal employment opportunity plan.**

3. **Grant credit for previous trade experience or trade-related courses for all applicants equally.**

4. **Participate in events at the nearby community colleges, high schools, and technical schools. Focus will be on the recruitment and placement of minorities and women (minority and non-minority) into the Matrix Service Inc. Industrial Ironworker 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 shall be eight thousand (8000) hours of reasonably continuous on the job training including the apprenticeship initial probationary period.

V. INITIAL PROBATIONARY PERIOD:

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

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

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

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

C. The initial probationary period shall be the first one thousand six hundred (1,600) hours of the apprenticeship employment.

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 apprentices to journey-level workers shall be one (1) apprentice to one (1) journey-level worker on each jobsite.

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
Industrial Ironworker

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	**0000 – 1000 hours**	**40 %**
2	**1001 – 2000 hours**	**45 %**
3	**2001 -3000 hours**	**50 %**
4	**3001 – 4000 hours**	**55 %**
5	**4001 – 5000 hours**	**60 %**
6	**5001 – 6000 hours**	**70%**
7	**6001 – 7000 hours**	**80%**
8	**7001 – 8000 hours**	**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.

A. **Industrial Ironworker** **Approximate Hours/Competency Level**

1. **Fabrication.....1600**
2. **Miscellaneous.....400**
3. **Structural/Rigging 600**
4. **Welding/Burning.....1200**
5. **Machine Operating 500**
6. **Fitting.....1100**
7. **Layout 900**

8. Template making, Jig design..... 900

9. Inspection.....800

Total Hours: 8000

The above schedule of practical work experience is designed as a guide. The Apprentices shall be instructed and trained in all operations and methods customarily used in their trade. Retention of the apprentice on a particular operation beyond the established time should not occur unless there is a definite need for further training in the process and the Apprenticeship Committee grants approval.

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

( ) Supervised field trips

(X) Sponsor approved training seminars (specify) **Vendors, Equipment Manufacturers, Material Manufacturers, Safety Professionals**

(X) Sponsor approved online or distance learning courses (specify) **NCCER Connect**

( ) State Community/Technical college

( ) Private Technical/Vocational college

(X) Sponsor Provided (lab/classroom) **Matrix Service Inc. Facilities**

( ) Other (specify)**:**

B. **(218)** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

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

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

C. Additional Information:

1. **Apprentices will be responsible for completing the prescribed curriculum within the designated period. All courses need to be completed with a 75% or better.**

2. **At the end of each quarter, any Apprentices who fail to complete the required courses with passing scores must arrange within one (1) week of the end of the quarter to meet with the Training Director.**

3. **The Apprentice and the Training Director will work together to establish a plan for making up incomplete courses.**

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. **A daily record of hours worked in each category of on-the-job training will be maintained by each Apprentice. Apprentices will review their properly completed and signed work progress reports weekly with their Journey Level Trainer. Apprentices will submit reports monthly to the Training Director. The report will be submitted on or before the 10th of the following month.**

B. **The Apprentice's Journey Level Trainer will sign off the Apprentice's record of hours worked in each category every week.**

C. **The Apprentice's will apply oneself both on the job and in related training programs and continually strive to become a skilled worker.**

D. **The classroom policies and procedures shall be adhered to at all times by the Apprentice. Apprentices will receive a copy of these policies/procedures on an annual basis.**

E. **The Apprentice must read, understand, and abide by the provisions of these standards and Matrix Service Inc. Policies and Procedures.**

F. **Apprentices must be in the classroom with the required materials and ready for class by the scheduled time of class.**

G. **The responsibility rests solely with the Apprentice to complete all lessons and topics missed due to absenteeism.**

H. **Any Apprentice who fails to return to class following a break or who decides to leave early of their own volition, shall be given no credit for that class and shall be marked as absent for the entire class.**

I. **Any test missed due to absence of the Apprentice shall be made up at the convenience of the Training Director.**

J. **Overtime hours worked shall be recorded as actual hours worked.**

B. Disciplinary Procedures

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

a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.

b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.

c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.

d. The decision/action of the sponsor will become effective immediately.

2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:

a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.

b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.

c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].

3. Sponsor Disciplinary Procedures:

a) Monthly work records not turned in by the 10th day of the following month may result in the next scheduled uprate being held for thirty (30) days for each offense. Three (3) consecutive offenses may constitute action by the Matrix Service Inc. Industrial Ironworker Apprenticeship Committee. Disciplinary action may include, Disciplinary Probation, Suspension, or Cancellation of the Apprenticeship Agreement.

b) The Apprentice must comply with Matrix Service Inc. attendance policies. Reaching the disciplinary level of attendance occurrences may result in delayed upgrade and/or disciplinary action up to and including cancellation of the Apprenticeship Agreement.

c) Apprentices will comply with all Matrix Service Inc. Policies and Procedures. Termination of employment with the Company for any reason will result in the cancellation of the Apprenticeship Agreement.

d) Any Apprentice being disciplined will be subject to the disciplinary procedures as set forth in the sections C & D. below.

e) The Apprentice may be required to appear before the Apprenticeship Committee and provide an explanation as to why they did not complete all courses for that quarter with passing scores. Disciplinary action may include, disciplinary probation, suspension, or cancellation of the Apprenticeship Agreement.

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 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.

Or;

Sponsors shall submit required forms/reports through the Apprentice Registration and Tracking System (ARTS), accessed through Secure Access Washington (SAW).

Paper forms as well as ARTS external access forms are available from the sponsor's assigned apprenticeship consultant or online at:

http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp.

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

   a. Apprenticeship Agreements – within first 30 days of employment
   b. Authorization of Signature forms - as necessary
   c. Approved Training Agent Agreements– within 30 days of sponsor action
   d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
   e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
   f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
   g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
      1st quarter: January through March, due by April 10
      2nd quarter: April through June, due by July 10
      3rd quarter: July through September, due by October 10
      4th quarter: October through December, due by January 10
   h. On-the-Job Work Hours Reports (bi-annual)
      1st half: January through June, by July 30
      2nd half: July through December, by January 31

2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:

   a. Program name
   b. Sponsor's introductory statement
   c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
   d. Section VII: Apprentice Wages and Wage Progression

e. Section IX: Related/Supplemental Instruction
f. Section XI: Sponsor – Responsibilities and Governing Structure
g. Section XII: Subcommittees
h. Section XIII: Training Director/Coordinator

3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:

a) Certificate of completion
b) Additional credit
c) Suspension (i.e. military service or other)
d) Reinstatement
e) Cancellation
f) Corrections
g) Step Upgrades
h) Probation Completion date
i) Other (i.e., name changes, address)
j) Training Agent Cancellation

3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.

4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.

5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards.

The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.

7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.

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

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.

2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.

3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

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

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. The sponsor must also provide the following information:

a. Quorum: **SEE ABOVE**

b. Program type administered by the committee: **Individual Non Joint**

c. The employer representatives shall be:

Cary Clemenenson – Chair
3810 Bakerview Spur
Bellingham, WA. 98226

Jennifer Torres
3810 Bakerview Spur
Bellingham, WA. 98226

Rick Stumph
3810 Bakerview Spur
Bellingham, WA. 98226

d. The employee representatives shall be:

Sean Raymond – Secretary
3810 Bakerview Spur
Bellingham, WA. 98226

Kelly Lambert
3810 Bakerview Spur
Bellingham, WA. 98226

Charles Rinehart
3810 Bakerview Spur
Bellingham, WA. 98226

Nicholas Woloszyn – Alternate
3810 Bakerview Spur
Bellingham, WA. 98226

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:

NA

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.

Kevin Rhoades
3810 Bakerview Spur
Bellingham, WA. 98226

Received 11/22/19 Bellingham - GW
Teri Gardner 11-27-19

Department of Labor & Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530

Journey Level Wage Rate

From which apprentices' wages rates are computed

TO: Washington State Apprenticeship & Training Council

From Matrix Service Inc. Industrial Ironworker
(NAME OF STANDARDS)

Occupations	County(s)	Journey Level Wage Rate	Effective Date:
Industrial Ironworker	Skagit & Whatcom Counties	$35.97	6/1/2019

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Move to a higher standard℠

Teri Gardner 11-27-19

MATRIX SERVICE

Matrix Service Inc. Ironworker Apprenticeship Training Committee Selection Process

On 010/15/2019 a meeting was held with the Ironworker Workforce to notify them that we, Matrix Service Inc. are going to be starting an apprenticeship program for the Industrial Ironworker as an "apprenticebale occupation". This program is being implemented to comply with the proposed Washington State standards as a "skilled and trained workforce".

Per our standards of apprenticeship, the workforce was asked for volunteers to serve as committee members on our Apprenticeship Training Committee. On this day we had a corlum of volunteers and from that they voted the committee members, secretary and Alternate. This process was completed per our standards of apprenticeship.

Cary Clemenson, Committee Chair

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Teri Gardner 11-27-19

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530

Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Matrix Service Inc. Industrial Ironworker

Committee Representative Name:
Rick Stumph

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Site Manager	Matrix Service Inc	1/2019	Present
Project Manager	Matrix Service Inc	6/2017	1/2019
Project Manager	JH Kelly	5/2005	5/2017

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
Central Washington University	1998	2004	Construction Management	BS
Mark Morris High School	1994	1998	General	Diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Sponsors may attach additional pages if necessary.

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Teri Gardner 11-27-19

Department of Labor and Industries
Apprenticeship Section
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Olympia WA 98504-4530

Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Matrix Service Inc. Industrial Ironworker

Committee Representative Name:
Rick Stumph

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Site Manager	Matrix Service Inc	1/2019	Present
Project Manager	Matrix Service Inc	6/2017	1/2019
Project Manager	JH Kelly	5/2005	5/2017

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
Central Washington University	1998	2004	Construction Management	BS
Mark Morris High School	1994	1998	General	Diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Sponsors may attach additional pages if necessary.

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Teri Gardner 11-27-19

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Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530

Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Matrix Service Inc. Industrial Ironworker

Committee Representative Name:
Jennifer Torres

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Regional HR Manager	Matrix Service Inc.	11/2018	Pres.
Craft Recruiting Manager	Matrix Service Inc.	10/2016	11/2018
Craft and Staff Recruiter	Matrix Service Inc.	1/2003	10/2016

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
UCSB	1993	1997	Psychology	BA

OTHER TECHNICAL CERTIFICATIONS OR LICENSES HELD

CA Teachers Credintial
NCCER

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Olympia WA 98504-4530

Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Matrix Service Inc. Industrial Ironworker

Committee Representative Name:
Cary Clemenson

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Maintenance Division Manager	Matrix Service	1/19	
BPCHP Matrix Site Manager	Matrix Service	1/16	12/18
BPCHP Refinery Const Manager	BP	1/13	12/15
BPCHP Reformer Process Supt	BP	1/10	12/12
BPCHP Utilities	BP	1/07	12/09
BPCHP Hydrocracker Foreman	BP	12/99	12/06

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
US Navy	8/86	8/87	Operations Specialist	none
Ferndale High School	9/82	6/86	High School	Diploma

OTHER TECHNICAL CERTIFICATIONS / LICENSES HELD

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Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Matrix Service Inc. Industrial Ironworker Teri Gardner 11-27-19

Committee Representative Name:
Charles Rinehart

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Ironworker Welder, Rigger	Matrix Service Inc	3/2012	Present
Welder	Matrix Service Inc	4/2009	6/2009

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
Lynden High School	1996	1999	All	High School Diploma
Bellingham Technical College	2010	2012	Welding Program	AAS Degree Welding

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Industrial Training International - Master Rigger
Inco Wire 6G
Flux Core 6G
SMAW Plate 6G
SMAW Pipe 6G

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PO Box 44530
Olympia WA 98504-4530

Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Matrix Service Inc Industrial Ironworker Teri Gardner 11-27-19

Committee Representative Name:
Sean Raymond

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Ironworker Welder	Matrix	6/2016	Current
Ironworker Fabricator	Mavrik Marine	3/2014	4/2016
Welder	Munson Boats	11/2011	2/2014

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
Bellingham Technical College	9/2007	5/2010	Welding Tech	AA

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Sponsors may attach additional pages if necessary.

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Apprenticeship Section
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Olympia WA 98504-4530

Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Matrix Service Inc. Industrial Ironworker Teri Gardner 11-27-19

Committee Representative Name:
Nicholas J. Woloszyn

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Structureral Ironworker	Matrix	10/2017	Present
Iron & Metal Tooling	Janicki Industries	2/2013	10/2017
Iron & Metal Fabrication	Mavrik Marine	7/2011	6/2012
Ironworker Fabrication	Tyler Boats	12/2010	5/2011
Iron Fabrication	Aluminum Chambered Boats	9/2008	11/2010

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
Native American Fabrications	5/2008	9/2008	Aluminum Welding	Coast Guard Certified Aluminum Welding

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Multiple processes and alloys of welding.

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Apprenticeship Section
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Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Matrix Service Inc. Industrial Ironworker Teri Gardner 11-27-19

Committee Representative Name:
Kelly Lambert

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Ironworker Welder	Matrix	1/2005	11/2019

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
BP Cherry Point	11/2019	11/2019	Master Rigger	Pass
BP Cherry Point	05/2008	05/2008	Welding Test Plate - Pipe	Pass
BP Cherry Point	07/2009	07/2009	NCCER Ironworker Test	Pass

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Sponsors may attach additional pages if necessary.

Received 11/26/19 Bellingham - GU

Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Sponsor **Matrix Service Inc.** Teri Gardner 11-27-19	
Skilled Occupational Objective **Industrial Ironworker**	
Term/OJT Hours **8000 Hours**	Total RSI Hours **872 Hours**
Training Provider **Matrix Service Inc.**	

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprenticeship and assures that:

1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliance with WISHA and applicable federal and state regulations.

Kevin G. Rhoades
Printed Name of Program Sponsor

Kevin G. Rhoades
Signature of Program Sponsor

By the signature placed below, the **training provider** assures that:

1. The RSI will be conducted by instructors who meet the qualifications of "competent instructor" as described in WAC 296-05-003.
   a. Has demonstrated a satisfactory employment performance in his/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
   b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
   c. 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 the related technical instruction.
2. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, such instruction is clearly defined.

Kevin G. Rhoades
Print Name Training Provider

Kevin G. Rhoades
Signature of Training Provider

Director of Apprenticeship
Title of Training Provider

Matrix Service Inc.
Organization of Training Provider

If there are additional training providers, please provide information and signatures on the next page.

Additional Resources: *Apprenticeship Related Supplemental Instruction (RSI) Plan Review Glossary of Term (F100-519-000) and Apprenticeship Related Supplemental Instruction (RSI) Plan Review Criteria (F100-521-000).*

SBCTC Program Administrator has reviewed RSI plan and recommendations of the Trade Committee.

Click or tap here to enter text.
Print Name of SBCTC Program Administrator

Signature of SBCTC Program Administrator

Date

☐ SBCTC recommends approval

☐ SBCTC recommends return to sponsor

Additional Training Providers (if necessary)

Click or tap here to enter text.
Print Name Training Provider

Signature of Training Provider

Click or tap here to enter text.
Title of Training Provider

Click or tap here to enter text.
Organization of Training Provider

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Print Name Training Provider

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Print Name Training Provider

Signature of Training Provider

Click or tap here to enter text.
Title of Training Provider

Click or tap here to enter text.
Organization of Training Provider

Program Sponsor:	Skilled Occupational Objective:
Matrix Service Inc.	**Industrial Ironworker**

Note: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of element/course" field.

Describe minimum hours of study per year in terms of (check one):

☐ 12-month period from date of registration.

☒ Defined 12-month school year.

☐ 2,000 hours of on-the-job training.

Element/Course: HSE Basic Plus Training year 1	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☒ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *HSE - Matrix Safety Orientation and Continuous Improvement Certification* *Includes: EAZI Way, Behavior Based Safety, Confined Spaces, Electrical Safety & Lockout/Tagout, Emergency Response & Fire Safety, Fall Protection, Hand & Power Tools, Hand Safety, Hazard Recognition, HAZCOM/GHS, Hearing Conservation, Job Safety Analysis, Material Handling, Matrix HSE Management System, Policies, Risk Assessment, & Stop Work Authority*	

Element/Course: Refinery Safety Training year 1	Planned Hours: 40
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *In this course apprentices will learn the key aspects of refinery safety. Written and performance verifications will be used to measure the apprentice's knowledge. Topics in the course include: Refinery Evacuations, Plant Overview, Radio Use, IMM Work Scope, PPE, Hearing Conservation and Occupational Noise, Hydrogen Sulfide (H2S), Respiratory Protection, PPE Knowledge Exam, Hazard Communication, Asbestos Program, Silica Control Plan, Lead Benzene, Confined Space Entry & Hands On, Inert Atmospheres, Supplied Air, Ladders and Stairways, Scaffolding, SSE, Fall Protection, Dropped Object Prevention, Compressed Gas and Cylinder Storage, Fire Prevention, Fire Watch, Lockout/Tagout, Transportation of Materials and Personnel, Spill Prevention, Environmental Sustainability, Incident Trends and Reporting Standers, Site Approved Variances, Cell Phone Policy, Utility Knife Policy, Shaving Policy, Refinery Security Information. Hands-on activities in the course include donning PPE, fitting raspatory protection, confined space, supplied air, donning and connecting fall protection, filling out incident reports.*	

Element/Course: Abnormal Operating Conditions (AOC) Certification year 1	Planned Hours: 6
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☒ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *In this course, apprentices will learn how to recognize, properly react to, and properly report AOC's that may occur during piping operations. This will include lessons on programs, procedures, safety equipment, and warning devices for practically every facet of piping operation.*	

Element/Course: Introduction to the Trade year 1	Planned Hours: 6
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *This module discusses the historical development of the ironworking trade. Explains personal qualities that contribute to successful employment. Describes the organization and purpose of apprenticeship training, and the safety obligations of the employer and employee.*	

Element/Course: Tools and Equipment of the Trade year 1	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Identifies and explains commonly used safety tools and equipment. Describes the proper use of common hand tools and power tools. Identifies power sources for ironworking tools.*	

Element/Course: Fastening year 1	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Explains how to recognize types of bolts, washers, and nuts. Describes the types of bolts and the procedures used with the calibrated wrench and the turn-of-nut tightening methods.*	

Element/Course: Trade Drawings One year 1	Planned Hours: 12
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *This course will Identify the materials used in steel-framed buildings. Explains how to read basic structural blueprints.*	

Element/Course: Structural Ironworking One year 1	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Identifies the types of construction that utilize structural steel, the components of the structures, and the process involved in erecting a steel structure. Explains the principles of structural stresses and the requirements of bolted connections.*	

Element/Course: Oxyfuel Cutting	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *This module explains the safety requirements for oxyfuel cutting. Identifies oxyfuel cutting equipment and setup requirements. Explains how to light, adjust, and shut down oxyfuel equipment. Provides instruction on cutting techniques that include straight line, piercing, bevels, washing, and gouging.*	

Element/Course: Introduction to Arc Welding year 1	Planned Hours: 26
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Identifies different welding equipment and processes. Describes the safety precautions associated with arc welding. Explains how to identify weld joints, their dimensions, and applications from welding symbols and drawings. Instructs the trainee on how to set up and use SMAW equipment and explains the governing welding codes.*	

Element/Course: Mobile and Support Equipment year 1	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Apprentices will be introduced to the safety procedures and methods of operation for motorized support equipment, including forklifts, manlifts, compressors, and generators*	

Element/Course: Equipment Training year 1	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *In this course apprentices will receive classroom and Lab training on All Terrain Forklifts, Man Lifts, Scissor Lifts, Skid Steers, and Generators. Describes common manlift equipment and construction equipment. Apprentices will learn how to use equipment manuals, perform record keeping, and follow safety requirements*	

Element/Course: Communication - Signal Person (Rigging) year 1	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Describes the communication process between the rigger and the crane operator. Covers electronic communication as well as the standard hand signals in 29 CFR 1926*	

Element/Course: Plumbing, Aligning, and Guying year 1	Planned Hours: 12
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Describes the purpose and function of aligning and plumbing steel structures, the tools that are used, and the procedures for performing the plumbing and aligning. Identifies and explains column base and baseplate components and foundation failures.*	

Element/Course: Metal Decking year 1	Planned Hours: 12
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Identifies and explains decking types and profiles and how decking is packaged, shipped, and stored. Describes erecting decking and job-site safety. Discusses the effects of deck penetrations and damage. Includes OSHA Subpart R.*	

Element/Course: Bar Joists and Girders year 1	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Explains how to recognize the various types of bar joists and how they are designated. Describes the proper procedures for rigging and storing steel joints. Explains the use of joist girders in steel joist construction systems and the proper erection procedures for bar joists. Includes OSHA Subpart R.*	

Element/Course: Field Fabrication year 1	Planned Hours: 20
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	

Description of element/course:
Identifies the safety hazards associated with field fabrication. Describes how to use common layout tools. Explains how to fabricate angle iron, channel, T-shapes, and W-shapes to given dimensions.

Element/Course: HSE Basic Plus Training (Recertification) year 2	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☒ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *HSE - Matrix Safety Orientation and Continuous Improvement Certification* *Includes: EAZI Way, Behavior Based Safety, Confined Spaces, Electrical Safety & Lockout/Tagout, Emergency Response & Fire Safety, Fall Protection, Hand & Power Tools, Hand Safety, Hazard Recognition, HAZCOM/GHS, Hearing Conservation, Job Safety Analysis, Material Handling, Matrix HSE Management System, Policies, Risk Assessment, & Stop Work Authority*	

Element/Course: Crane Safety (Rigging) year 2	Planned Hours: 12
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: This course *Introduces apprentices to various safety aspects of mobile crane operation, including equipment inspection, site hazard identification, and required personal protection equipment. Discusses how to work with site plans and specifications*	

Element/Course: Trade Math year 2	Planned Hours: 26
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Apprentices will learn basic math, how to use ratios and proportions, solve basic algebra, area, volume, and circumference problems, and solve for right triangles using the Pythagorean theorem, and includes multiple opportunities for practical applications. This module will cover engineer math calculations for structural applications.*	

Element/Course: Weld Quality year 2	Planned Hours: 16
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *This module identifies the codes that govern welding, including marine welds. Identifies and explains weld imperfections and causes. Describes non-destructive examination practices, visual inspection criteria, welder qualification tests, and the importance of quality workmanship.*	

Element/Course: Basic Principles of Cranes (Rigging) year 2	Planned Hours: 16
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Offers trainees an introduction to mobile crane equipment with an in-depth discussion of terminology and nomenclature. Explains the basic scientific principles associated with mobile crane operation. This course will cover safety around cranes, crane manuals, load charts, and crane size/load..*	

Element/Course: Position Arc Welding year 2	Planned Hours: 40
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Identifies and explains weld joints, weld positions, and open V-butt welds. Describes how to prepare arc welding equipment.*	

Element/Course: Trade Drawings Two year 2	Planned Hours: 16
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Introduces types of structural plans and describes the information included on each type. Presents the sequences of erection plans for each step of construction and identifies the symbols and abbreviations used on drawings.*	

Element/Course: Structural Ironworking Two year 2	Planned Hours: 30
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: Describes pre-erection activities for structural steel. Provides procedures for erecting bearing devices, columns, beams, *girders, joists, bracing, and bridging.*	

Element/Course: Steel Joists and Joists Girders year 2	Planned Hours: 18
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Identifies the types of joists, methods of end support, and the types of bridging available. Explains how to locate the ironworking information on framing plans and describes steel joist installation procedures. Describes the conditions necessary and the benefits of panelizing bar joist.*	

Element/Course: Survey Equipment Use and Care One year 2	Planned Hours: 18
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Identifies survey equipment and uses. Explains the proper set up and use of a builder's level and a theodolite. Covers how to shoot elevations, sweep a column for plumb, and set up over a point and back sight to another point.*	

Element/Course: Tower Cranes year 2	Planned Hours: 18
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Describes safe practices when erecting steel using tower cranes. Explains the difference between erecting steel with a mobile crane versus a tower crane. Describes tower crane hand and verbal signals.	

Element/Course: HSE Basic Plus Training (Recertification) year 3	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☒ Online ☐ Self-Study Provided by: Matrix Service Inc.	
HSE - Matrix Safety Orientation and Continuous Improvement Certification *Includes: EAZI Way, Behavior Based Safety, Confined Spaces, Electrical Safety & Lockout/Tagout, Emergency Response & Fire Safety, Fall Protection, Hand & Power Tools, Hand Safety, Hazard Recognition, HAZCOM/GHS, Hearing Conservation, Job Safety Analysis, Material Handling, Matrix HSE Management System, Policies, Risk Assessment, & Stop Work Authority*	

Element/Course: Refinery Safety Training (Refresher) year 3	Planned Hours: 30
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
In this course apprentices will learn the key aspects of refinery safety. Written and performance verifications will be used to measure the apprentice's knowledge. Topics in the course include: Refinery Evacuations, Plant Overview, Radio Use, IMM Work Scope, PPE, Hearing Conservation and Occupational Noise, Hydrogen Sulfide (H2S), Respiratory Protection, PPE Knowledge Exam, Hazard Communication, Asbestos Program, Silica Control Plan, Lead Benzene, Confined Space Entry & Hands On, Inert Atmospheres, Supplied Air, Ladders and Stairways, Scaffolding, SSE, Fall Protection, Dropped Object Prevention, Compressed Gas and Cylinder Storage, Fire Prevention, Fire Watch, Lockout/Tagout, Transportation of Materials and Personnel, Spill Prevention, Environmental Sustainability, Incident Trends and Reporting Standers, Site Approved Variances, Cell Phone Policy, Utility Knife Policy, Shaving Policy, Refinery Security Information. Hands-on activities in the course include donning PPE, fitting raspatory protection, confined space, supplied air, donning and connecting fall protection, filling out reports	

Element/Course: Applied Trade Math year 3	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Explains the math needed to calculate the size of cribbing or blocking needed for a load; parts of line, maximum load, and line pull for lifting operations; sling capacities; and load distribution for two-crane lifts.	

Element/Course: Advanced Rigging year 3	Planned Hours: 18
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
This module explains how load weight and center of gravity affect lifting and crane stability. Load calculations for multi-crane lifts are presented, along with the application of equalizer beams. The movement of loads up an inclined plane and the line pull required are examined in detail. The module concludes with guidance in the rigging and handling of rebar bundles.	

Element/Course: Load Charts (Rigging) year 3	Planned Hours: 18
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
This course discusses the importance of load charts and charts that apply to different configurations. Includes on-rubber, on-outrigger, jib, and deduction charts, as well as range diagrams and operational notes, and calculations	

Element/Course: Lift Planning (Rigging) year 3	Planned Hours: 16
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
This module discusses lift plan implementation, including reference information, calculations, single- and multiple-crane lifting, critical lifts, and engineering considerations.	

Element/Course: SMAW Beads and Fillet Welds year 3	Planned Hours: 120
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Describes the preparation and setup of arc welding equipment and the process of striking an arc. Explains how to detect and correct arc blow. Describes how to make stringer, weave, overlapping beads, and fillet welds.	

Element/Course: HSE Basic Plus Training (Recertification) year 4	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☒ Online ☐ Self-Study Provided by: Matrix Service Inc. Click or tap here to enter text.	
HSE - Matrix Safety Orientation and Continuous Improvement Certification *Includes: EAZI Way, Behavior Based Safety, Confined Spaces, Electrical Safety & Lockout/Tagout, Emergency Response & Fire Safety, Fall Protection, Hand & Power Tools, Hand Safety, Hazard Recognition, HAZCOM/GHS, Hearing Conservation, Job Safety Analysis, Material Handling, Matrix HSE Management System, Policies, Risk Assessment, & Stop Work Authority*	

Element/Course: Abnormal Operating Conditions (AOC) Certification year 4	Planned Hours: 6
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☒ Online ☐ Self-Study Provided by: Matrix Service Inc.	
In this course, apprentices will learn how to recognize, properly react to, and properly report AOC's that may occur during piping operations. This will include lessons on programs, procedures, safety equipment, and warning devices for practically every facet of piping operation.	

Element/Course: Hoisting Personnel & Adv Rigger Certification year 4	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☒ Online ☐ Self-Study Provided by: Matrix Service Inc.	
This course covers all safety requirements to hoist personnel. Also examines ASME B30.23 and 29 CFR 1926.550(g) requirements while presenting advanced operation techniques for hoisting personnel	

Element/Course: Design, Details and Fabrication year 4	Planned Hours: 30
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
This module identifies and explains ironworking and welding detail drawings. Describes lines, fills, object views, and dimensioning on drawings. Explains how to use notes on drawings and the bill of materials. Explains how to sketch and draw basic to advanced ironworking and welding drawings. Apprentices will learn how to design, layout and fabricate various templates, jigs, and structures.	

Element/Course: Flux Core for Ironworking year 4	Planned Hours: 40
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
This course describes the equipment and methods used in flux core arc welding (FCAW). Includes proper selection and use of filler metals and shielding gases, as well as techniques for performing fillet and V-groove welding in various positions.	

Element/Course: SMAW - Stainless Steel Plate year 4	Planned Hours: 30
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Explains stainless steel metallurgy; how to select SMAW electrodes for stainless steel welds; and how to weld different types of stainless steels. Covers safety issues associated with welding on stainless steels; how to prepare weld coupons; and how to set up SMAW equipment for welding stainless steel. Provides procedures for making open-root V-groove welds with SMAW equipment on stainless steel plate in the 1G, 2G, 3G, and 4G positions.	

Element/Course: Demolition year 4	Planned Hours: 12
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Identifies the tools used to remove rivets and explains the demolition skills required to safely remove structural steel beams, steel columns, and steel reinforced concrete columns.	

Element/Course: Structural Ironworking Three year 4	Planned Hours: 20
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
This module will explain the techniques used to plumb, align and guy steel structures, including the associated the hazards and risks. Provides information and procedures related to the installation of trusses and curtain walls.	

Element/Course: Special Application Hoisting Devices year 4	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Explains techniques for rigging and moving equipment using a variety of hoisting devices, including gin poles, Chicago booms, A-frames, davits, balance beams, pump handles, high lines, caterpillar dollies, rollers. Also covers special cranes, including derricks, gantries, HLDs, trolley cranes, and jacking frames.	

Element/Course: Survey Equipment Use and Care Two year 4	Planned Hours: 16
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
This module focuses on the total station and its uses, including setup and controls. It includes information on primary and secondary control points and procedures for turning horizontal angles and plumbing columns and wall panels.	

Element/Course: Grating and Checkered Plate year 4	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Provides general information and procedures for the installation and attachment of gratings and checker plate. Describes the rigging methods associated with grating and checker plate.	

Element/Course: Air Carbon Arc Cutting and Gouging year 4	Planned Hours: 14
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Describes air carbon arc cutting equipment and processes. Identifies the electrodes and safe operation of the equipment. Provides step-by-step instructions for performing air carbon arc washing and gouging activities.	

Element/Course: Fitting year 4	Planned Hours: 12
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
This module will cove layout tools, fitting tools, and fitting aids used to fit up and align plate joints. Incorporates hands-on tasks through which the fitter will learn how to perform layout, alignment, and fit-up tasks.	