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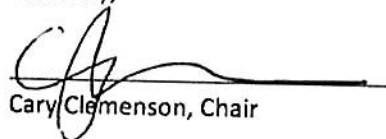
MATRIX SERVICE

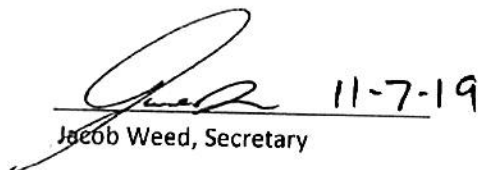
Date: November 6, 2019
To: WSATC
From: Kevin Rhoades
Subject: Request for Provisional Registration of Federal Standard of Apprenticeship

To whom it may concern,

Matrix Service Inc requests Reciprocal Recognition of Matrix Service Inc's Federally approved Standard of Apprenticeship for the occupations of Industrial Maintenance Mechanic, Industrial Boilermaker, Industrial Pipefitter, and Industrial Carpenter.

Sincerely,


Cary Clemenson, Chair

 11-7-19
Jacob Weed, Secretary



2016 Master Boilerplate Individual Joint Guideline Standards

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STANDARDS OF APPRENTICESHIP

DEVELOPED BY



MATRIX SERVICE

TRAINING FOR THE OCCUPATION(S) OF

PIPE FITTER

(Petro-Chemical Hazardous Area Worker)

O*NET-SOC CODE: 47-2152.01 - RAPIDS CODE: 0414

CARPENTER

(Petro-Chemical Hazardous Area Worker)

O*NET/SOC CODE: 47-2031.00 - RAPIDS CODE: 0067

BOILER MAKER

(Petro-Chemical Hazardous Area Worker)

O*NET/SOC CODE: 47-2011.00 - RAPIDS CODE: 0040

INDUSTRIAL MAINTENANCE MECHANIC

(Petro-Chemical Hazardous Area Worker)

O*NET/SOC CODE: 49-9041.00 - RAPIDS CODE: 0308

APPROVED BY

U.S. DEPARTMENT OF LABOR

Office of Apprenticeship



RICHARD DAVIS, CALIFORNIA STATE DIRECTOR
U.S. DEPARTMENT OF LABOR, OFFICE OF APPRENTICESHIP
SACRAMENTO, CALIFORNIA

Program ID: CA002168812
Date Approved: December 8, 2015
Date Revised: TBD

Recognized as part of the National Apprenticeship Program in accordance with the basic standards of apprenticeship established by the Secretary of Labor.

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FOREWORD

These **MATRIX SERVICE INC. (The Sponsor)** and **Technical Workers International Union** apprenticeship standards have as their objective the training of **PIPE FITTER, CARPENTER, BOILER MAKER and INDUSTRIAL MAINTENANCE MECHANIC** skilled in all phases of the industry. The sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these standards of apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.

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SECTION I – PROGRAM ADMINISTRATION

Program Sponsors are responsible for the administration of all aspects of a Registered Apprenticeship program. Sponsor means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved. Program Sponsors will establish a Joint Apprenticeship and Training Committee (JATC) to carry out the responsibilities and duties required of a Program Sponsor as described in these Standards of Apprenticeship.

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Responsibilities of the JATC

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- A. Cooperate in the selection of apprentices as outlined in this program.
- B. Ensure that all apprentices are under written apprenticeship agreements.
- C. Review and recommend apprenticeship activities in accordance with this program.
- D. Establish the minimum standards of education and experience required of apprentices.
- E. Register the local apprenticeship standards with the Registration Agency.
- F. Hear and resolve all complaints of violations of apprenticeship agreements.
- G. Arrange evaluations of apprentices' progress in manipulative skills and technical knowledge.
- H. Maintain records of all apprentices, showing their education, experience, and progress in learning the occupation.
- I. Certify to the Registration Agency that apprentices have successfully completed their apprenticeship program.
- J. Notify, within 45 days, the Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions, and cancellations with explanation of causes.
- K. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed. Cooperate with public and private agencies, which can be of assistance in obtaining publicity to develop public support of apprenticeship. Keep in contact with all parties concerned, including apprentices, employers, and journeyworkers.
- L. Provide each apprentice with a copy of these standards, along with any applicable written rules and policies. Require the apprentice to sign an acknowledgment receipt of same. Follow this procedure whenever revisions or modifications are made to the rules and policies.
- M. When notified that an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the sponsor will determine whether the apprentice should continue in a probationary status and may require the apprentice to repeat a process or series of processes before advancing to the next wage classification. Should it be found in the course of this determination that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the apprenticeship agreement, as provided in 29 CFR § 29.7(h)(1)(2)(i) and (ii).



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- N. The sponsor will provide each registered apprentice with continuous employment sufficient to provide the opportunity for completion of his or her apprenticeship program. If the sponsor is unable to fulfill its training and/or employment obligation in conformance with these standards, the sponsor will, per Section XXIII of these standards and with the apprentice's consent, make a good-faith effort to facilitate a transfer of the apprentice to another registered sponsor for completion of the apprenticeship.

If conditions of business make it necessary to temporarily suspend the period of apprenticeship. Apprentices suspended for this reason will be given the opportunity to resume their active apprenticeships before any additional apprentices are employed. The suspension and reinstatement of apprentices shall be done in relation to retention of the most advanced apprentice and in accordance with the company policy for breaks in seniority.

Structure of the Joint Apprenticeship and Training Committee (JATC)

- A. Members of the JATC will be selected by the groups they represent.
- B. Membership will be composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).

Administrative Procedures

- A. The JATC will select a chairperson and a secretary and will determine the time and place of regular meetings. Meetings will be held as frequently as needed to effectively manage the program. Written minutes of the meetings will be kept.
- B. The chairperson and secretary will have the power to vote on all questions affecting apprenticeship.
- C. The offices of chairperson and secretary will rotate among members of the sponsor.

SECTION II - EQUAL OPPORTUNITY PLEDGE - 29 CFR §§ 29.5(b)(21) and 30.3(b)

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under 29 CFR § 30.

The Sponsor is headquartered in California, and it will take appropriate actions to ensure that it complies with California laws that prohibit employment discrimination on the basis of ancestry; age (40 and above); color; disability (physical and mental); genetic information, gender, gender identity, and gender expression; marital status; medical condition; national origin; race; religion (including religious dress and grooming practices); sex (including pregnancy, childbirth, breastfeeding, and/or related medical conditions); and sexual orientation.

The Sponsor will also take appropriate action to ensure that it complies with antidiscrimination laws in all states in which it operates.

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SECTION III - AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES - 29 CFR §§ 29.5(b)(21), 30.4, and 30.5

Sponsors with 5 or more registered apprentices are required to adopt an affirmative action plan (Appendix C) and selection procedures (Appendix D), which will become part of these standards of apprenticeship. However, the Office of Apprenticeship encourages the development of these two

plans for all programs regardless of apprentice numbers. For programs with fewer than 5 apprentices, these plans are not required, and the sponsor may continue to select apprentices in conformance with its current human resources and equal employment opportunity hiring policies.

SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP - 29 CFR § 29.5(b)(10) (EXAMPLES)

Applicants will meet the following minimum qualifications. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program:

A. Age

Apprentices must not be less than 18 years of age. Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.

B. Education

A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

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.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

D. Other

Applicant must be a current employee of Matrix Service Inc.; comply with the Sponsor's established promotion policy; and must have a supervisor recommendation for the apprentice program.

SECTION V - APPRENTICESHIP AGREEMENT - 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written apprenticeship

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agreement (Appendix B) which can be submitted electronically through the RAPIDS, using the Apprentice Electronic Registration process by the sponsor and the apprentice and approved by and

registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. The sponsor shall provide a copy of the apprenticeship agreement to the apprentice, the Registration Agency, the employer, and the union. An additional copy will be provided to the veteran's state approving agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the apprenticeship agreement, each selected applicant will be given an opportunity to read and review these standards, the sponsor's written rules and policies, the apprenticeship agreement, and the sections of the collective bargaining agreement (CBA) that pertain to apprenticeship.

The Registration Agency will be advised within 45 days of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice.

SECTION VI – SUPERVISION OF APPRENTICES AND RATIOS – 29 CFR § 29.5(b)(14) and 29 CFR § 29.5(b)(7)

No apprentice shall work without proper or adequate supervision of the journeyworker.

For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified journeyworker or supervisor at all times who is responsible for making work assignments, providing OJL, and ensuring safety at the worksite.

To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

The sponsor shall establish a numeric ratio of apprentices to fully proficient workers (journeyworkers) consistent with proper supervision, training, safety, continuity of employment, and applicable provisions in CBAs, except where such ratios are expressly prohibited by the CBAs. The ratio language must be specific and clearly described as to its application to the jobsite, workforce, department, or plant. The ratio of apprentices to fully proficient workers (journeyworkers) will be as noted in Appendix A.

SECTION VII - TERM OF APPRENTICESHIP – 29 CFR § 29.5(b)(2)

The term of the **PIPE FITTER, CARPENTER, and INDUSTRIAL MAINTENANCE MECHANIC** occupations will be **Time-based** with an OJL attainment of **(8000 HOURS/FOUR YEARS)** supplemented by the required hours of related instruction as stated on the Work Process Schedule and Related Instruction Outline (Appendix A).

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The term of the **BOILER MAKER** occupation will be Time-based with an OJL attainment of **6000 HOURS/THREE YEARS** supplemented by the required hours of related instruction as stated on the Work Process Schedule and Related Instruction Outline (Appendix A).

The sponsor may utilize a career lattice as a pathway for apprentices to move upward in the organization, which may or may not include interim credential leading to the Certificate of Completion of Apprenticeship (insert career lattice requirements, if applicable).

SECTION VIII - PROBATIONARY PERIOD - 29 CFR §§ 29.5(b)(8) and 29.5(b)(20)

Every applicant selected for apprenticeship will serve a probationary period. The probationary period cannot exceed 25 percent of the length of the program or 1 year, whichever is shorter.

- Applicants selected for the **PIPE FITTER, CARPENTER or INDUSTRIAL MAINTENANCE MECHANIC** apprenticeship program will serve a probationary period of **2000** hours.
- Applicants selected for the **BOILER MAKER** apprenticeship program will serve a probationary period of **1500** hours.

During the probationary period, either the apprentice or the sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

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

After the probationary period, the apprenticeship agreement may be cancelled at the request of the apprentice or may be suspended or cancelled by the sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the sponsor will provide written notice to the apprentice and to the Registration Agency of the final action taken.

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SECTION IX - HOURS OF WORK

Apprentices will generally work the same hours as fully proficient workers (TUNNERS), except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

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Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until they have accrued the required number of hours of training.

SECTION X - APPRENTICE WAGE PROGRESSION - 29 CFR § 29.5(b)(5)

Apprentices will be paid a progressively increasing schedule of wages and fringe benefits during their apprenticeship based on the acquisition of increased skill and competence on the job and in



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related instruction. Before an apprentice is advanced to the next segment of training or to fully proficient or journeyworkers status, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in related instruction courses. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and related instruction records and reports.

The progressive wage schedule and fringe benefits will be an increasing percentage of the fully proficient or journeyworkers wage rate as established in the CBA. The percentages that will be applied to the applicable fully proficient or journeyworkers rate are shown on the attached Work Process Schedule and Related Instruction Outline (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law that may be applicable.

SECTION XI - CREDIT FOR PREVIOUS EXPERIENCE – 29 CFR §§ 29.5(b)(12) and 30.4(c)(8)

The sponsor may grant credit toward the term of apprenticeship to new apprentices. Credit will be based on demonstration of previous skills or knowledge equivalent to those identified in these standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the sponsor must submit the request at the time of application and furnish such records, affidavits, and other documents to substantiate the claim. An applicant who is a veteran and who wishes to receive consideration for military training and/or experience must submit a DD-214. Applicants requesting credit for previous experience who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the sponsor during the probationary period, when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

granting of advanced standing will be uniformly applied to all apprentices.

SECTION XII - WORK EXPERIENCE – 29 CFR § 29.5(b)(3)

During the apprenticeship, the apprentice will receive OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJL will be under the direction and guidance of the apprentice's supervisor.

SECTION XIII - RELATED INSTRUCTION – 29 CFR § 29.5(b)(4)

Every apprentice is required to participate in coursework related to the job as outlined in Appendix A. A minimum of 144 hours of related instruction is recommended for each year of the

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apprenticeship. Apprentices agree to take such courses as the sponsor deems advisable. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns, or areas having no vocational schools or other schools that can furnish related instruction, the sponsor may require apprentices to complete the related instruction requirement through electronic media or other instruction approved by the Registration Agency.

Apprentices **will not** be paid for hours spent attending related instruction classes. The sponsor will inform each apprentice of the availability of college credit (if applicable).

Any apprentice who is absent from related instruction will satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction without due cause, the sponsor will take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The sponsor will monitor and document the apprentice's progress in related instruction classes.

The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. The sponsor may require the instructors to attend instructor training to meet the requirements of 29 CFR § 29.5(b)(4)(i)(ii) or state regulations.

SECTION XIV - SAFETY AND HEALTH TRAINING – 29 CFR § 29.5(b)(9)

All apprentices will receive instruction in safe and healthful work practices both on the job and in related instruction that are in compliance with the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, or state standards that have been found to be at least as effective as the federal standards.

SECTION XVI - MAINTENANCE OF RECORDS – 29 CFR §§ rat, 29.5(b)(23), and 30.8

Program sponsors are responsible for maintaining, at a minimum, the following records:

- summary of the qualifications of each applicant;
- basis for evaluation and for selection or rejection of each applicant;
- records pertaining to interview;
- the original application;
- records of each apprentice's OJL;
- related instruction reviews and evaluations;
- progress evaluations;
- record of job assignments, promotions, demotions, layoffs, or terminations, rates of pay; and
- any other actions pertaining to the apprenticeship

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Program sponsors will also maintain all records relating to apprenticeship applications (whether selected or not), including, but not limited to, the sponsor's outreach, recruitment, interview, and selection process. Such records will clearly identify minority and female (minority and nonminority) applicants and must include, among other things, the basis for evaluation and for selection or rejection of each applicant. For a complete list of records that each sponsor is required to maintain under 29 CFR § 30, please refer to 29 CFR § 30.8.

All such records are the property of the sponsor and will be maintained for a period of 5 years from the date of last action. They will be made available to the Registration Agency upon request.

SECTION XVII - CERTIFICATE OF COMPLETION OF APPRENTICESHIP - 29 CFR § 29.5(b)(15), and Circular 2015-02

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor will so certify to the Registration Agency and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using the Registered Apprenticeship Partners Information Data System (RAPIDS) or in writing using the supplied U. S. Department of Labor, ETA, Office of Apprenticeship, Application for Certification of Completion of Apprenticeship Form in (Appendix B), accompanied by the appropriate documentation for both on-the-job learning and the related instruction as may be required by the Registration Agency.

Certificate of Training

A Certificate of Training may be requested from and issued by the U.S. Department of Labor's Office of Apprenticeship, Office of the Administrator (the Registration Agency), only for a registered apprentice who has been certified by the sponsor as having successfully met the requirements to receive an interim credential as identified in these standards. The Registration Agency may require that a record of completed OJL and related instruction for the apprentice accompany such requests.

SECTION XVIII - NOTICE TO REGISTRATION AGENCY - 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(19)

The Registration Agency must be notified within 45 days of any apprentice action - e.g., registered, reinstated, extended, modified, granted credit, completed, transferred, suspended, canceled - and a statement of the reasons therefor.

SECTION XIX - REGISTRATION, CANCELLATION, AND DEREGISTRATION - 29 CFR §§ 29.5(b)(18), 29.8(a)(2), and 29.8(b)(8)

These standards will, upon adoption by the sponsor, be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

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The sponsor reserves the right to discontinue at any time the apprenticeship program set forth herein. The sponsor will notify the Registration Agency within 45 days in writing of any decision to cancel the program.

The Registration Agency may initiate deregistration of these standards for failure of the sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

The sponsor will notify each apprentice of the cancellation of the program and the effect of same. If the apprenticeship program is cancelled at the sponsor's request, the sponsor will notify the apprentice(s) within 15 days of the date of the Registration Agency's acknowledgment of the sponsor's request. If the Registration Agency orders the deregistration of the apprenticeship program, the sponsor will notify the apprentice(s) within 15 days of the effective date of the order. This notification will conform to the requirements of 29 CFR § 29.8.

SECTION XX - AMENDMENTS AND MODIFICATIONS – 29 CFR § 29.5(b)(18)

These standards may be amended or modified at any time by the sponsor provided that no amendment or modification adopted will alter any apprenticeship agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

SECTION XXI - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE – 29 CFR §§ 29.5(b)(22), 29.7(k), and 30.11

The sponsor will have full authority to enforce these standards. Its decision will be final and binding on the employer, the sponsor, and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief through one or more of the following avenues, based on the nature of the issue:

29 CFR § 29.7(k)

For issues regarding wages, hours, working conditions, and other issues covered by the CBA, apprentices may seek resolution through the applicable grievance and arbitration procedures contained in the CBA.

The sponsor will hear and resolve all complaints of violations concerning the apprenticeship agreement or standards for which written notification is received within 15 days of the alleged violations. The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification.

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Either party to the apprenticeship agreement may consult with the Registration Agency for an interpretation of any provision of these standards over which differences occur. The name and address of the appropriate authority to receive, process, and dispose of complaints is:

Kevin Ruggieri
500 W. Collins Ave.
Orange, CA 92867
714-289-6671 / kruggieri@matrixservice.com

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29 CFR § 30.11

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program may, personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards provided in 29 CFR § 30.

The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.

Complaints of discrimination and failure to follow equal opportunity standards in the apprenticeship program may be filed and processed under 29 CFR § 30 and the procedures set forth above.

The sponsor shall provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION XXII - COLLECTIVE BARGAINING AGREEMENTS – 29 CFR § 29.11

Nothing in this part or in any apprenticeship agreement will operate to invalidate:

- (a) Any apprenticeship provision in any CBA between employers and employees establishing higher apprenticeship standards; or
- (b) Any special provision for veterans, minority persons, or women in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, executive order, or authorized regulation.



SECTION XXIII - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION - 29 CFR § 29.5(13)

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors and must comply with the following requirements:

- i. The transferring apprentice must be provided a transcript of related instruction and OJL by the committee or program sponsor;
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

The apprentice must receive credit from the new sponsor for the training already satisfactorily completed.

SECTION XXIV - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these standards formulated by the sponsor, agree to all the terms and conditions contained herein and agree to abide by the sponsor's rules and policies, including any amendments, and to serve such time, perform such manual training, and study such subjects as the sponsor may deem necessary to become a skilled journeyworker.

In signing the apprenticeship agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the Sponsor in accordance with the provisions of these Standards.
- B. Respect the property of the Sponsor and abide by the working rules and regulations of the Sponsor.
- C. Attend and satisfactorily complete the required hours in the OJL and in related instruction in subjects related to the occupation as provided under these Standards.
- D. Maintain and make available such records of work experience and training received on-the-job and in related instruction as may be required by the Sponsor.
- E. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other fellow workers.
- F. Work for the Sponsor for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the Sponsor.

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SECTION XXV - TECHNICAL ASSISTANCE

Technical assistance, such as that from the U.S. Department of Labor's Office of Apprenticeship, recognized state apprenticeship agencies, and vocational schools, may be requested to advise the sponsor.

The sponsor is encouraged to invite representatives from industry, education, business, private organizations, and public agencies to provide consultation and advice for the successful operation of its training program.

SECTION XXV - CONFORMANCE WITH FEDERAL LAWS AND REGULATIONS

No Section of these Standards of Apprenticeship shall be construed as permitting violation of any Federal Law or Regulation.

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SECTION XXVI - DEFINITIONS

Some of these definitions may not apply to all registered apprenticeship programs – sponsors may add or delete definitions depending on their needs.

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the standards of apprenticeship who has signed an apprenticeship agreement with the local sponsor providing for training and related instruction under these standards and who registers with the Registration Agency.

APPRENTICE ELECTRONIC REGISTRATION (AER): An electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides program sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the sponsor setting forth the responsibilities and obligations of all parties to the apprenticeship agreement with respect to the apprentice's employment and training under these standards. Each apprenticeship agreement must be registered with the Registration Agency.

APPRENTICESHIP COMMITTEE (COMMITTEE): Those persons designated by the sponsor to act as agents for the sponsor in the administration of the program. A joint committee is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).

CAREER LATTICE: Career lattice apprenticeship programs include occupational pathways that move apprentices laterally or upward within an industry. These programs may or may not include an interim credential leading to the Certificate of Completion of Apprenticeship.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The credential issued by the Registration Agency to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.

CERTIFICATE OF TRAINING: A credential that may be issued by the U.S. Department of Labor's Office of Apprenticeship Administrator to those registered apprentices whom the sponsor has certified in writing to the Registration Agency as having successfully met the requirements to receive an interim credential.

COLLECTIVE BARGAINING AGREEMENT: The negotiated agreement between the signatory union and signatory employer(s) that sets forth the terms and conditions of employment.

COMPETENCY-BASED OCCUPATION: An occupation using an apprenticeship approach that requires the attainment of manual, mechanical, or technical skills and knowledge, as specified by an occupation standard and demonstrated by an appropriate written and hands-on proficiency measurement.

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ELECTRONIC MEDIA: Media that utilize electronics or electromechanical energy for the end user (audience) to access the content. Includes, but is not limited to, electronic storage media, transmission media, the Internet, extranets, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

EMPLOYER: Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, business, or company signatory to this sponsor's standards that is responsible for providing hours of work, supervision, wages, and/or benefits to apprentices in its employ as registered under these standards.

HYBRID OCCUPATION: An occupation using an apprenticeship approach that measures the individual apprentice's skill acquisition through a combination of a specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.

INTERIM CREDENTIAL: A credential issued by the Registration Agency, upon request of the appropriate sponsor, as certification of competency attainment by an apprentice.

JOB CORPS CENTER: Any of the federally funded Job Corps centers throughout the U.S. and Puerto Rico. Job Corps serves youths and young adults 16-24 years of age. Sponsors that wish to hire Job Corps graduates who are trained in any occupation covered under these standards and who meet the minimum qualifications for apprenticeship may do so via the direct entry provision described in Appendix D: Qualifications and Selection Procedures.

JOURNEYWORKER: A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation. The term may also refer to a mentor, technician, specialist, or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, state, and local levels.

ON-THE-JOB LEARNING (OJL): Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

PROVISIONAL REGISTRATION: The 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in 29 CFR § 29.3(g) and (h).

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REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS): A federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.

REGISTRATION AGENCY and FIELD REPRESENTATIVE: The U.S. Department of Labor's Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, conducting reviews for compliance with 29 CFR §§ 29 and 30, and conducting quality assurance assessments. The field representative shall mean the person designated by Office of Apprenticeship to service this program.

The Registration Agency and field representative identified are the U.S. Department of Labor, Office of Apprenticeship: **Region 6, Arthur Page, 550 West C Street. San Diego, CA 92101; page.arthur@dol.gov.; 619-678-6165.**

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

SPONSOR: Any person, association, committee, or organization that operates an apprenticeship program and in whose name the program is registered. That assumes the full responsibility for administration and operation of the apprenticeship program.

STANDARDS OF APPRENTICESHIP: This entire document, including all appendices and attachments hereto, and any future modifications and additions approved by the Registration Agency.

SUPERVISOR OF APPRENTICE(S): An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

TIME-BASED OCCUPATION: An occupation using an apprenticeship approach that measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

TRANSFER: A shift of apprenticeship registration from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committees or program sponsors.

UNION: The signatory union and any of its affiliated local unions party to a labor agreement with the signatory employer(s).

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YOUTHBUILD: A youth and community development program that addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In YouthBuild programs, low-income young people ages 16-24 work toward their high school diploma or General Educational Development (GED) equivalency, learn job skills and serve their communities by building affordable housing, and transform their own lives and roles in society. Sponsors that wish to hire YouthBuild students who are trained in any occupation covered under these standards and who meet the minimum qualifications for apprenticeship may do so via the direct entry provision described in Appendix D: Selection Procedures.

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SECTION XXVII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The MATRIX SERVICE INC. hereby adopt these standards of apprenticeship on this
30TH day of JUNE 2016.

Sponsor(s) may designate the appropriate person(s) to sign the standards on their behalf.



Signature/Title of Sponsor

Mr. Kevin Ruggieri

Printed Name

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Appendix A

WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE

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Appendix A

PROGRAM: Matrix Service Inc.
PROGRAM ID: CA002168812

OCCUPATION SCHEDULE FOR: PIPEFITTER, CARPENTER and BOILER MAKER.

This schedule is attached to and a part of these Standards for the identified occupations.

1. TERM OF APPRENTICESHIP

The term for **PIPE FITTER** and **CARPENTER** will each be **FOUR YEARS** with an (OJL) attainment of **8000 HOURS** supplemented by the required hours of related instruction as stated on the Sample Work Process Schedule and Related Instruction Outline (Appendix A). Full credit will be given for the probationary period.

The term for **BOILER MAKER** will be **THREE YEARS** with an (OJL) attainment of **6000 HOURS** supplemented by the required hours of related instruction as stated on the Sample Work Process Schedule and Related Instruction Outline (Appendix A). Full credit will be given for the probationary period.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

One (1) apprentice may be employed in each shop department, and/or jobsite employing one (1) qualified journeyworker. No apprentice will be allowed to work without direct journeyworker supervision

3. APPRENTICE WAGE SCHEDULE

Industrial Maintenance Mechanic apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate.

The entry wage must not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, State law, respective regulations, or by collective bargaining agreement (29CFR29.5(b)(5)).

CARPENTER: \$27.00/HR **Pipefitter:** \$27.00/HR **BM/Mechanical:** \$27.00/HR

4 Year Term:

1 st	0 - 1000 hours = 40%	5 th	4001 - 5000 hours = 60%
2 nd	1001 - 2000 hours = 45%	6 th	5001 - 6000 hours = 70%
3 rd	2001 - 3000 hours = 50%	7 th	6001 - 7000 hours = 80%
4 th	3001 - 4000 hours = 55%	8 th	7001 - 8000 hours = 90%

3 Year Term

1 st	0 - 1000 hours = 40%	4 th	3001 - 4000 hours = 70%
2 nd	1001 - 2000 hours = 50%	5 th	4001 - 5000 hours = 80%
3 rd	2001 - 3000 hours = 60%	6 th	5001 - 6000 hours = 90%

4. **SCHEDULE OF WORK EXPERIENCE** (See attached Work Process Schedule)

The Sponsor may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

5. **SCHEDULE OF RELATED INSTRUCTION** (See attached Related Instruction Outline)

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Appendix A

WORK PROCESS SCHEDULE

PROGRAM: Matrix Service Inc.

PROGRAM ID: CA002168812

OCCUPATION: PIPE FITTER

SOC CODE: 47-2152.01

RAPIDS CODE: 0414

Petrochemical Hazard Area Pipefitters are primarily responsible for the dismantling, testing, repair, maintenance, assembly, and installation of all types of pipe systems and valves, flanges and systems located in and on Process Refining Units (Hydrocrackers, Catalytic Crackers, Cokers, Sulfur Recovery Units, Fluid Catalytic Crakers, Hydrofiner, etc. in place in operational Refineries and Petro-Chemical processing plants.

	PIPEFITTER	HOURS
ITEM	CATEGORY/DESCRIPTION	
1	Blinding and de-blinding piping systems	800
2	Fabricating, repairing and/or installing pipe spools, valves, flanges, and similar pipe and pipe related equipment based on isometric drawings	1600
3	Flame cut pipe to length and bevel, clean and prepare pipe for fit-up and installation	1600
4	Layout, measure, rig, transport, fit and install various piping, pipes and associated equipment	1600
5	Hydrostatic/pneumatic testing	800
6	Rigging	600
7	Housekeeping- tools, materials, equipment	400
8	Safety- Equipment maintenance, PPE, Safety processes and procedures	600
	TOTAL	8000

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APPENDIX A — RELATED INSTRUCTION OUTLINE

PROGRAM: Matrix Service Inc.
PROGRAM ID: CA002168812
OCCUPATION: PIPE FITTER
SOC CODE: 47-2152.01
RAPIDS CODE: 0414

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Source: Company Designed Curriculum / NCCER
Length: Approximately 587 hours.

Pipe Fitters	Curriculum	Hours	Source
L1	Matrix Basic Training	10	MTRX
	Trade Safety	12.5	IRON
	Orientation to the trade	7	Pipe
	Basic Communication Skills	7.5	Core
	Introduction to Construction Math	10	Core
	Pipe Fitting Hand Tools	20	Pipe
	Pipe Fitting Power Tools	15	Pipe
	Oxy Fuel Cutting	17.5	Pipe
	Motorized Equipment	10	Pipe
	Equipment Training	10	MTRX
	Pipe Systems	5	CRP
	Drawings and Details	15	Pipe
	Fasteners and Anchors	5	IMM
Level 1		144.5	
L2	Identifying/installing valves	20	Pipe
	Pipe fitting trade Math	15	Pipe
	Threaded Pipe Fab	15	Pipe
	Socket Weld Pipe Fab	25	Pipe
	Butt Weld Pipe Fab	37.5	Pipe
	Mobile Construction Cranes	10	Iron
	Rigging Equipment	10	Pipe
	Rigging Practices	15	Pipe
Level 2		147.5	
L3	Excavations	10	Pipe
	Underground Pipe Install	20	Pipe
	Standards and Specifications	10	Pipe
	Introduction to Above Ground Pipe	20	Pipe
	Field Rout and Vessel Trim	15	Pipe
	Pipe Hangers and Supports	25	Pipe
	Advanced Blue Print	50	Pipe

		Level 3	150	
L4	Testing Piping Systems	20		Pipe
	Advanced Pipe Fab	50		Pipe
	In Line Specialties	10		Pipe
	Stress relieving and Aligning	10		Pipe
	Special Piping	25		Pipe
	Demolition	10		Iron
	Fundamentals of crew leadership	20		BM
		Level 4	145	
		Total	587	

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PROGRAM: Matrix Service Inc.
PROGRAM ID: CA002168812
OCCUPATION: CARPENTER
SOC CODE: 47-2031.01
RAPIDS CODE: 0067

Petrochemical Hazard Area Carpenters are primarily responsible for the dismantling, repair, maintenance, assembly, and installation of all types of form work, foundations, footings, trenching, shoring, and specialty carpentry located in and on Process Refining Units (Hydrocrackers, Catalytic Crackers, Cokers, Sulphur Recovery Units, Fluid Catalytic Crakers, Hydrofiner, etc.). In place in operational Refineries and Petro-Chemical processing plants.

	CARPENTER	HOURS
ITEM	CATEGORY/DESCRIPTION	
1	Site Set up/ Cleanup	400
2	Demolition	800
3	Site Layout/ Surveying	1000
4	Excavating/Trenching/Shoring	800
5	Oxy Fuels Cutting - Rebar	400
6	Form Work	1000
7	Setting supports/Anchors	800
8	Placing / Finishing Concrete	1000
9	Specialty Carpentry / Stairs	600
10	Equipment Operating - Tools, materials – Handling - Maintenance	800
11	Safety- Equipment maintenance, PPE, Safety processes and procedures	400
	TOTAL	8000

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APPENDIX A — RELATED INSTRUCTION OUTLINE

PROGRAM: Matrix Service Inc.

PROGRAM ID: CA002168812

OCCUPATION: CARPENTER

SOC CODE: 47-2031.00

RAPIDS CODE:

Source: Company Designed Curriculum / NCCER

Length: Approximately 583 hours.

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Carpenters	Curriculum	Hours	Source
L1	Matrix Basic Training	10	MTRX
	Trade Safety	12.5	IRON
	Orientation to the trade	6.5	CRP
	Basic Communication Skills	7.5	Core
	Introduction to Construction Math	10	Core
	Building Materials	20	CRP
	Introduction to Materials Handling	5	Core
	Hand and Power Tools	10	CRP
	Introduction to construction equip	10	CRP
	Equipment Training	10	MTRX
	Intro to Construction DWGS	22.5	CRP
	Basic Layout	20	IMM
	Level 1	144	
L2	Floor Systems	25	CRP
	Wall Systems	10	CRP
	Ceiling and Joist Framing	47.5	CRP
	Basic Stair Layout	12.5	CRP
	Mobile Construction Cranes	10	Iron
	Rigging Equipment	10	CRP
	Rigging Practices	15	CRP
	Properties of Concrete	10	CRP
	Site Preparation	7.5	CRP
	Level 2	147.5	
L3	Trenching and Excavation	15	CRP
	Reinforcing Concrete	15	CRP
	Intro Oxy Fuel Cutting/Welding	20	CRP
	Foundations And Slab on Grade	20	CRP
	Vertical Formwork	22.5	CRP
	Horizontal Formwork	15	CRP
	Handling and Placing Concrete	20	CRP
	Site Layout One - Differential	20	CRP

		Level 3	147.5	
L4	Site Layout 2 - Angular and Distance	37.5		CRP
	Introduction to Piping Components	5		IMM
	Plumbing, Aligning & Guying	5		Iron
	Advanced Stair Systems	25		CRP
	Advanced Wall Systems	25		CRP
	Advanced Roof Systems	20		CRP
	Demolition	10		Iron
	Fundamentals of crew leadership	20		CRP
		Level 4	147.5	
	Total	586.5		

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Appendix A

WORK PROCESS SCHEDULE

PROGRAM: Matrix Service Inc.

PROGRAM ID: CA002168812

OCCUPATION: Boilermaker

DOC CODE: 47- 2011.00

RAPIDS CODE: 0040

Petrochemical Hazard Area Boilermaker Mechanics are primarily responsible for the dismantling, testing, repair, maintenance, assembly, and installation of all types of vessels, equipment, towers, boilers, exchangers and similar mechanical systems located in and on Process Refining Units (Hydrocrackers, Catalytic Crackers, Cokers, Sulphur Recovery Units, Fluid Catalytic Crakers, Hydrofiner, etc.) in place in operational Refineries and Petro-Chemical processing plants.

BOILERMAKER (MECHANICAL)		HOURS
ITEM	CATEGORY/DESCRIPTION	
1	Blinding and de-blinding mechanical systems, vessels, joints, and equipment	400
2	Demolition	600
3	Fabricating, repairing and/or installing boilers, heat exchangers, towers, vessels, tanks, valves, flanges, and similar mechanical equipment	1400
4	Tensioning and torque procedures	400
5	Valve installation, including gasketing, bolting, tensioning	600
6	Layout and Fit up	800
7	Rigging	400
8	Equipment Operating	400
8	Housekeeping- tools, materials, equipment	400
9	Safety- Equipment maintenance, PPE, Safety processes and procedures	600
TOTAL		6000

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APPENDIX A — RELATED INSTRUCTION OUTLINE

PROGRAM: Matrix Service Inc.
PROGRAM ID: CA002168812
OCCUPATION: Boilermaker
SOC CODE: 47- 2011.00
RAPIDS CODE: 0040

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Source: Company Designed Curriculum / NCCER
Length: Approximately 445 hours.

Boiler Makers Tank Fab	Curriculum	Hours	Source
L1	Matrix Basic Training	10	MTRX
	Trade Safety	12.5	Iron/BM
	Orientation to the trade	2.5	BM/IMM
	Basic Communication Skills	7.5	Core
	Introduction to Construction Math	10	Core
	Basic Materials	15	BM
	Introduction to Materials Handling	5	Core
	Tools of the Trade	5	IMM
	Mobile and Support Equipment	10	IMM
	Equipment Training	10	MTRX
	Fasteners and Anchors	5	BM
	Welding Safety	5	WELD
	Construction DWGS	12.5	IMM
	Oxy Fuel Cutting	17.5	BM
	Identify, Install Valves	20	BM
Level 1		147.5	
L2	Introduction to Arc Welding	22.5	Iron
	Welding Symbols	5	Welding
	Weld Quality	10	Welding
	Joint fit up and Alignment	5	Welding
	SMAW Equipment and Set Up	5	Welding
	SMAW Electrodes	2.5	Welding
	SMAW - Beads and Fillet Welds	100	Welding
Level 2		150	
L3	Rigging	22.5	BM
	Demolition	10	Iron
	Plasma Arc Cutting	7.5	BM

Basic Layout	20	IMM
Field Fabrication	15	Iron
Air Carbon Arc Cutting and Gouging	12.5	BM
Quality Assurance	10	BM
Stress Relieving	10	BM
Advanced Rigging	20	BM
Fundamentals of Crew Leadership	20	BM
Level 3	147.5	

Totals 445

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Appendix A

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**WORK PROCESS SCHEDULE
INDUSTRIAL MAINTENANCE MECHANIC
O*NET-SOC CODE: 49-9041.00 RAPIDS CODE: 0308**

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TYPE OF OCCUPATION

☐ Time-based

2. TERM OF APPRENTICESHIP

The term of the occupation **INDUSTRIAL MAINTENANCE MECHANIC** is **FOUR YEARS** with an OJL attainment of **8000 HOURS**, supplemented by the minimum required **581 HOURS** of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice to 1 qualified Journeyworker. No apprentice will be allowed to work without direct journeyworker supervision.

4. APPRENTICE WAGE SCHEDULE

The entry wage must not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, State law, respective regulations, or by collective bargaining agreement (29CFR29.5(b)(5)).

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$27.00.

4-Year Term

1 st	0 - 1000 hours = 40%	5 th	4001 - 5000 hours = 60%
2 nd	1001 - 2000 hours = 45%	6 th	5001 - 6000 hours = 70%
3 rd	2001 - 3000 hours = 50%	7 th	6001 - 7000 hours = 80%
4 th	3001 - 4000 hours = 55%	8 th	7001 - 8000 hours = 90%

5. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

The sponsor may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

6. RELATED INSTRUCTION OUTLINE (See attached Related Instruction Outline)



WORK PROCESS SCHEDULE
INDUSTRIAL MAINTENANCE MECHANIC
O*NET-SOC CODE: 49-9041.00 RAPIDS CODE: 0308

	INDUSTRIAL MAINTENANCE MECHANIC	HOURS
ITEM	CATEGORY/DESCRIPTION	
1	Site set up/Clean-up	300
2	Safety/Safety watch	600
3	Demolition	600
4	Oxy fuel cutting	750
5	Equipment operation	1100
6	Layout/Fit up/Valves	850
7	Rigging/Lifts	450
8	Heaters/Heat exchangers/Fin fans	850
8	Tower/tower internals	900
9	Other equipment Repair & Replace	1400
10	Systems clean-up/Start up	200
	TOTAL	8000

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2016 Master Boilerplate Individual Employer Group Guideline Standards
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RELATED INSTRUCTION OUTLINE
INDUSTRIAL MAINTENANCE MECHANIC
O*NET-SOC CODE: 49-9041.00 RAPIDS CODE: 0308

Related instruction - This instruction shall include, but not be limited to:

Source: Company Designed Curriculum / NCCER

Length: Approximately 587 hours.

LEVEL 1 HOURS

Matrix basic training	8
Trade orientation	3
Trade safety	12.5
Basic communication skills	7.5
Craft related math	15
Construction drawings	12.5
Basic layout	20
Tools of the trade	5
Oxy fuel cutting	17.5
Material handling and rigging	15
Mobile and support equipment	10
Equipment training	10
Fasteners and anchors	5
Intro to piping components	5
	(146)

LEVEL 2 Hours

Valves	5
Intro to test instruments	7.5
Lubrication	12.5
Copper and plastic piping	5
Intro to ferrous metal piping	5
Pumps and drivers	5
Hydrostatic and pneumatic testing	10
Bearings	15
Low pressure steam systems	10
High pressure steam systems	20
Distillation towers and vessels	20
Heaters/Heat exchangers/Fin fans	30
	(145)

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2016 Master Boilerplate Individual Employer Group Guideline Standards
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LEVEL III HOURS

Advanced trade math	30
Precision measuring tools	20
Setting baseplates and pre-alignment	30
Conventional alignment	30
Installing bearings	20
Installing couplings	15
	(145)

LEVEL IV

Intro to tube work	10
Introduction to arc welding	24
Preventive predictive maintenance	10
Advanced blueprint reading	25
Compressors and pneumatic systems	35
Laser alignment	25
Introduction to supervisory skills	16
	(145)

Total RSI hours	(581)
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Appendix B

SAMPLE APPRENTICESHIP AGREEMENT

ADOPTED BY

Matrix Service Inc.

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**APPRENTICESHIP
TUMWATER**

Program Registration and
Apprenticeship Agreement
Office of Apprenticeship

U.S. Department of Labor
Employment and Training Administration



APPRENTICE REGISTRATION – SECTION II

OMB No. 1205-0223 Expires: 06/30/2018

Warning: This agreement does not constitute a certification under Title 29, CFR, Part 6 for the employment of the apprentice on Federally financed or assisted construction projects. Current certifications must be obtained from the Office of Apprenticeship (OA) or the recognized State Apprenticeship Agency shown below. (Item 24)

The program sponsor and apprentice agree to the terms of the Apprenticeship Standards incorporated as part of this Agreement. The sponsor will not discriminate in the selection and training of the apprentice in accordance with the Equal Opportunity Standards in Title 29 CFR Part 30, and Executive Order 11246. This agreement may be terminated by either of the parties, citing cause(s), with notification to the registration agency, in compliance with Title 29, CFR, Part 29

PART A: TO BE COMPLETED BY APPRENTICE. NOTE TO SPONSOR: PART A SHOULD ONLY BE FILLED OUT BY APPRENTICE.

1. Name (Last, First, Middle) and Address (No., Street, City, State, Zip Code, Telephone Number)		*Social Security Number - -		Answer Both A and B (Voluntary) (Definitions on reverse)		5. Veteran Status (Mark one) <input type="checkbox"/> Non-Veteran <input type="checkbox"/> Veteran	
2. Date of Birth (Mo., Day, Yr.)		3. Sex (Mark one) <input type="checkbox"/> Male <input type="checkbox"/> Female		4. a. Ethnic Group (Mark one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino b. Race (Mark one or more) <input type="checkbox"/> American Indian or Alaska native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> White		6. Education Level (Mark one) <input type="checkbox"/> 8th grade or less <input type="checkbox"/> 9th to 12th grade <input type="checkbox"/> GED <input type="checkbox"/> High School Graduate or Greater <input type="checkbox"/> Post Secondary or Technical Training	
7a. Employment Status (Mark one) <input type="checkbox"/> New Employee <input type="checkbox"/> Existing Employee							
7b. Career Connection (Mark one) (Instructions on reverse) <input type="checkbox"/> None <input type="checkbox"/> Pre-Apprenticeship <input type="checkbox"/> Technical Training School <input type="checkbox"/> Military Veterans <input type="checkbox"/> Job Corps <input type="checkbox"/> YouthBuild <input type="checkbox"/> HUD/STEP-UP <input type="checkbox"/> Career Center Referral <input type="checkbox"/> School-to-Registered Apprenticeship							
8. Signature of Apprentice Date				9. Signature of Parent/Guardian (if minor) Date			

PART B: SPONSOR: EXCEPT FOR ITEMS 6, 7, 8, 10a. - 10c, REMAINDER OF ITEMS REPOPULATED FROM PROGRAM REGISTRATION.

1. Sponsor Program No. Sponsor Name and Address (No. Street, City, County, State, Zip Code)		2a. Occupation (The work processes listed in the standards are part of this agreement).		2b. Occupation Code: 2b.1. Interim Credentials Only applicable to Part B, 3.b. and 3.c. (Mark one) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<div style="text-align: center;"> RECEIVED Department of Labor & Industries AUG 21 2019 APPRENTICESHIP TUMWATER </div>		3. Occupation Training Approach (Mark one) 3a. <input type="checkbox"/> Time-Based 3b. <input type="checkbox"/> Competency-Based 3c. <input type="checkbox"/> Hybrid		4. Term (Hrs., Mos., Yrs.)	
		5. Probationary Period (Hrs., Mos., Yrs.)		6. Credit for Previous Experience (Hrs., Mos., Yrs.)	
		7. Term Remaining (Hrs., Mos., Yrs.)		8. Date Apprenticeship Begins	
9a. Related Instruction (Number of Hours Per Year)		9b. Apprentice Wages for Related Instruction <input type="checkbox"/> Will Be Paid <input type="checkbox"/> Will Not Be Paid		9c. Related Training Instruction Source	

10. Wages: (Instructions on reverse)

10a. Pre-Apprenticeship Hourly Wage \$ _____	10b. Apprentice's Entry Hourly Wage \$ _____	10c. Journeyworker's Hourly Wage \$ _____																						
Check Box 10d. Term <input type="checkbox"/> Hrs., <input type="checkbox"/> Mos., or <input type="checkbox"/> Yrs.																								
10e. Wage Rate (Mark one) % <input type="checkbox"/> or \$ <input type="checkbox"/>	<table border="1"> <thead> <tr> <th>Period</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Period	1	2	3	4	5	6	7	8	9	10											
Period	1	2	3	4	5	6	7	8	9	10														

11. Signature of Sponsor's Representative(s) Date Signed		13. Name and Address of Sponsor Designee to Receive Complaints (If applicable)
12. Signature of Sponsor's Representative(s) Date Signed		

PART C: TO BE COMPLETED BY REGISTRATION AGENCY

1. Registration Agency and Address	2. Signature (Registration Agency)	3. Date Registered
4. Apprentice Identification Number (Definition on reverse):		

Program Definitions and/or Instructions:

Part A

Item 4.a. Definition - Ethnic Group:

Hispanic or Latino. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

Item 4.b. Definitions - Race:

American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American. A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Item 7b. Instructions:

Indicate any career connection (definitions follow). Enter "None" if no career connection applies.

Pre-Apprenticeship. A program or set of strategies designed to prepare individuals to enter and succeed in a Registered Apprenticeship program which has or have a documented partnership(s) with a Registered Apprenticeship program(s).

Technical Training School. Graduates trained in an occupation from a technical training school related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Military Veterans. Veterans that completed a military technical training school and/or elect to participate in the Building and Construction Trades Helmets to Hardhats Program or trained in an occupation while in the military related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

Job Corps. Graduates trained in an occupation from a federally funded Job Corps center related to an occupation registered by the program sponsor and who meet the minimum qualifications for Registered Apprenticeship.

YouthBuild. Graduates trained in an occupation from a federally funded YouthBuild program related to an occupation registered by the sponsor and who meet the minimum qualifications for Registered Apprenticeship.

HUD/STEP-UP. Applicants who successfully participated in the U.S. Department of Housing and Urban Development Step-Up program and received an apprenticeship experience which meets the minimum qualifications for Registered Apprenticeship.

Career Center Referral. Includes career center participants referred to the Registered Apprenticeship Program and/or apprentice(s) that receive workforce system funded services that support their participation in a Registered Apprenticeship program. This may include the use of individual training accounts and/or on-the-job training reimbursements.

School-to-Registered Apprenticeship. Program designed to allow high school youth ages 16 - 17 to enter a Registered Apprenticeship program and continue after graduation with full credit given for the high school portion.

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Part B

Item 2.b.1. Interim Credentials. Based on program standards that utilize the competency-based or hybrid training approach, and, upon request of the program sponsor, the credentials are issued as certificates by the Registration Agency. Interim credentials provide certification of competency attainment by an apprentice.

Item 3. Occupation Training Approach. The program sponsor decides which of the three training methods to use in the program as follows:

- 3.a. Time-Based Training Approach - apprentice required to complete a specific number of hours of on-the-job learning (OJL) and related training instruction (RTI).
- 3.b. Competency-Based Training Approach - apprentice required to demonstrate competency in defined subject areas and does not require any specific hours of OJL or RTI; or
- 3.c. Hybrid-Training Approach - apprentice required to complete a minimum number of OJL and RTI hours and demonstrate competency in the defined subject areas.

Item 4. Term (Hrs., Mos., Yrs.). Based on the program sponsor's training approach. See Part B, Item 4. Available in the terms of the Apprenticeship Standards.

Item 5. Probationary Period (Hrs. Mos., Yrs.) Probation period cannot exceed 25 percent of the length of the program or one year, whichever is shorter.

Item 7. Term Remaining (Hrs., Mos., Yrs.). Under Part B, Item 6., Credit for Previous Experience (Hrs., Mos., Yrs.) is determined by the program sponsor. The Term Remaining (Hrs., Mos., Yrs.) in Part B, Item 7., for the apprentice to complete the apprenticeship is based on the training approach indicated in Part B, Item 3. The term remaining is available in the terms of the Apprenticeship Standards.

Item 10. Wage Instructions:

10a. Pre-Apprentice hourly wage: sponsor enters the individual's hourly wage in the quarter prior to becoming an apprentice.

10b. Apprentice's entry hourly wage (hourly dollar amount paid): sponsor enters this apprentice's entry hourly wage.

10c. Journeyworker's wage: sponsor enters wage per hour.

10d. Term: sponsor enters in each box the apprentice schedule of pay for each advancement period based on the program sponsor's training approach. See Part B, Item 3., and is available in the terms of the Apprenticeship Standards.

10e. Percent or dollar amount: sponsor marks one.

Note: 10c. If the employer is signatory to a collective bargaining agreement, the journeyworker's wage rate in the applicable collective bargaining agreement is identified. Apprenticeship program sponsors not covered by a collective bargaining agreement must identify a minimum journeyworker's hourly wage rate that will be the basis for the progressive wage schedule identified in Item 10e, of this agreement.

10d. The employer agrees to pay the hourly wage rate identified in this section to the apprentice each period of the apprenticeship based on the successful completion of the training approach and related instructions outlined in the Apprenticeship Standards. The period may be expressed in hours, months, or years.

10e. The wage rates are expressed either as a percent or in dollars and cents of the journeyworker's wage depending on the industry.

Example (Time-based approach) - 3 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>
Hrs., Mos., Yrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.	1000 Hrs.
%	55	60	65	70	80	90

Example (Time-based approach) - 4 YEAR APPRENTICESHIP PROGRAM

<u>Term</u>	<u>Period 1</u>	<u>Period 2</u>	<u>Period 3</u>	<u>Period 4</u>	<u>Period 5</u>	<u>Period 6</u>	<u>Period 7</u>	<u>Period 8</u>
Hrs., Mos., Yrs.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.	6 Mos.
	50	55	60	65	70	75	80	90

Item 13. Identifies the individual or entity responsible for receiving complaints (Code of Federal Regulations, CFR, Title 29 part 29.7(k)).

Part C.

Item 4. Definition: The Registered Apprenticeship Partners Information Data System (RAPIDS) encrypts the apprentice's social security number and generates a unique identification number to identify the apprentice. It replaces the social security number to protect the apprentice's privacy.

*The submission of your social security number is requested. The apprentice's social security number will only be used to verify the apprentice's periods of employment and wages for purposes of complying with the Office of Management and Budget related to common measures of the Federal job training and employment programs for measuring performance outcomes and for purposes of the Government Performance and Results Act. The Office of Apprenticeship will use wage records through the Wage Record Interchange System and needs the apprentice's social security number to match this number against the employers' wage records. Also, the apprentice's social security number will be used, if appropriate, for purposes of the Davis Bacon Act of 1931, as amended, U.S. Code Title 40, Sections 276a to 276a-7, and Title 29 CFR 5, to verify and certify to the U.S. Department of Labor, Wage and Hour Division, that you are a registered apprentice to ensure that the employer is complying with the geographic prevailing wage of your occupational classification. Failure to disclose your social security number on this form will not affect your right to be registered as an apprentice. Civil and criminal provisions of the Privacy Act apply to any unlawful disclosure of your social security number, which is prohibited.

The collection and maintenance of the data on ETA-671, Apprentice Registration – Section II Form, is authorized under the National Apprenticeship Act, 29 U.S.C. 50, and CFR 29 Part 29.1. The data is used for apprenticeship program statistical purposes and is maintained, pursuant to the Privacy Act of 1974 (5 U.S.C. 552a), in a system of records entitled, DOL/ETA-4, Registered Apprenticeship Partners Information Management Data System (RAPIDS) at the U.S. Department of Labor, Office of Apprenticeship. Data may be disclosed to a State Apprenticeship Agency to determine an assessment of skill needs and program information, and in connection with federal litigation or when required by law.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. Public reporting burden for this collection of information is estimated to average five minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond is required to obtain or retain benefits under 29 USC 50. Send comments regarding this burden or any other aspect of this collection of information including suggestions for reducing this burden to the U.S. Department of Labor, Office of Apprenticeship, 200 Constitution Avenue, N.W., Room N-5311, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0023.)

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State of California -- Department of Industrial Relations --DIVISION OF APPRENTICESHIP STANDARDS

D. O.	FILE NUMBER

A	B	C	D	E	Official Use
Gender	Ethnic	Dependents	Education	Yrs Employ	STATUS



APPRENTICE AGREEMENT

APPRENTICE LAST NAME, FIRST NAME MIDDLE		SOCIAL SECURITY NUMBER
APPRENTICE ADDRESS (NUMBER AND STREET / CITY, STATE & ZIP)		BIRTHDATE (mm/dd/yyyy)
		F - VETERAN Yes: <input type="checkbox"/> No: <input type="checkbox"/>
		COUNTY OF RESIDENCE
OCCUPATION		O*Net code
TERM OF APPRENTICESHIP Hours Within Years		STRAIGHT TIME Hours per day: 8 Hours per week: 40

This agreement is between the above named apprentice employed by the below named employer, and

PROGRAM SPONSOR

AGREEMENT: The undersigned parties mutually agree that they will use their best endeavors to secure employment and training for the apprentice. The apprentice agrees to perform satisfactorily all work and learning assignments. The provisions of the Apprenticeship Standards for the above occupation adopted by the program sponsor and approved by the Chief of the Division of Apprenticeship Standards, are hereby made a part of this agreement. An official copy of the standards is on file in the headquarters of the Division of Apprenticeship Standards. This apprentice agreement will continue in effect until the training is completed or otherwise terminated in accordance with the standards.

The apprentice commences participation under these standards on the date of execution of this agreement by the Apprentice. The signatory apprentice is credited with having _____ months toward completion of the term of apprenticeship. The apprentice is expected to complete training on or about _____, 20____, upon satisfactory completion of the total remaining hours of on-the-job training and hours and/or units of related and supplemental instruction.

APPRENTICE: I, the undersigned apprentice, understand and agree that there is a valid and reasonable necessity that those academic records accumulated throughout related and supplemental instruction during my period of apprenticeship be made available to the apprenticeship committee. Further, I agree to release to the apprenticeship committee any other academic records which I feel may enhance my status as an apprentice.

I, the undersigned apprentice, hereby request that the Administrator of Apprenticeship terminate any other apprenticeship agreements in which I am currently registered.

Executed this _____ day of _____, 20____ by _____
DAY MONTH YEAR SIGNATURE OF APPRENTICE

AGREED TO BY THE EMPLOYER

SIGNATURE OF PARENT OR GUARDIAN (IF APPRENTICE IS 16 OR 17)

AGREED TO AND APPROVED BY, FOR THE COMMITTEE

SIGNATURE OF EMPLOYER OR ITS REPRESENTATIVE TITLE

NAME OF EMPLOYER
ADDRESS

SIGNATURE -- SECRETARY / CHAIR / COORDINATOR DATE

ACCEPTED BY DAS

SIGNATURE -- APPRENTICESHIP CONSULTANT DATE

for unilateral programs only]

This agreement is approved by _____

for the Administrator of Apprenticeship

The Division hopes, through collection of this data, to improve the apprenticeship program both for those presently enrolled and for future apprentices. Thank you.

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Appendix C

AFFIRMATIVE ACTION PLAN

ADOPTED BY

Matrix Service Inc.

**AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30
AMENDED MAY 12, 1978**



**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

APPROVED BY:

A handwritten signature in black ink, appearing to read "Richard Davis".

**RICHARD DAVIS, CALIFORNIA STATE DIRECTOR
UNITED STATES DEPARTMENT OF LABOR,
OFFICE OF APPRENTICESHIP.**

DATE OF REGISTRATION: 12-08-2015

PROGRAM ID: 02002168812

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SECTION I - INTRODUCTION

The Sponsor enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its Registered Apprenticeship Program. The Sponsor seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. The Sponsor hereby adopts the following nondiscriminatory pledge and the AAP.

This AAP is a supplement to the Apprenticeship Standards. Any changes made by the Sponsor will become part of this written AAP, once approved by the Registration Agency.

SECTION II - EQUAL OPPORTUNITY PLEDGE

The Sponsor commits to the following Equal Opportunity Pledge:

"The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor 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."

SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the Sponsor pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women's labor force in the Sponsor's labor market area. Once the labor force is determined, the Sponsor can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency. (See attached Affirmative Action Plan Workforce Analysis Worksheet)

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The Sponsor's AAP includes the following "checked" outreach and positive recruitment efforts that would reasonably be expected to increase minority and women's participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. **Once those efforts have been checked, the Sponsor will set forth the specific steps they intend to take under each identified effort.** The Sponsor will identify a significant number of activities in order to enable it to meet its obligation under Title 29, CFR part 30.4(c).

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- A. **X** **An announcement of specific apprenticeship openings must be disseminated twice per year – approximately 6 months apart to the following agencies/organizations:**

1. Registration Agency (Office of Apprenticeship)
2. Women's Organizations/Centers
3. Organizations/Centers (which can effectively reach minorities and women)
4. Newspapers (which are circulated in the minority community and among women)
5. Private Welding Schools and Industrial Vocational Schools specializing in Industrial and Petrochemical plant construction and repair.

The announcement will include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the Sponsor's equal opportunity policy. The period for accepting applications as established by the Sponsor is **YEAR ROUND**

- B. **X** **Participation 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.**
- C. **X** **Cooperation with 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.**
- D. **X** **Internal communication of the Sponsor's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the Sponsor's various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR part 30.**
- E. Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs will provide for pre-testing experience and training. In initiating and conducting these programs, the Sponsor may be required to work with other Sponsors and appropriate community organizations. The Sponsor will also initiate programs to prepare women and encourage women to enter traditionally male programs.
- F. Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship. The Sponsor will make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
- G. Utilizing journeyworkers to assist in the implementation of affirmative action in the apprenticeship program.
- H. **X** **Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.**

- I. **X** **Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc., use of present minority and women apprentices and journeyworkers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions).**

FOR EACH ITEM CHECKED IN SECTION IV, LIST EACH SPECIFIC STEP THAT THE SPONSOR WILL UNDERTAKE TO FULFILL THAT OUTREACH AND RECRUITMENT STEP:

- A. Notices of apprenticeship openings will be sent to organizations listed in A, as described.
- B. Sponsor will participate in career fairs to promote apprenticeship opportunities.
- D. Sponsor will ensure the affirmative action policy is communicated to all employees, supervisors, managers and other administrative personnel is aware of the sponsor's obligations to carry out the policy.
- H. The sponsor will consider all related work experience, education, skills and aptitude and grant credit for said experience equally.

SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The Sponsor will make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the Sponsor for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and effect that result from their affirmative action measures. The Sponsor will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity(ies). All changes to the AAP must be submitted to the Registration Agency for approval. The Sponsor will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.

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SECTION VI - OFFICIAL ADOPTION

Matrix Service Inc. hereby officially adopts this **Affirmative Action Plan** on this 29th Day of JANUARY, 2016.


Signature/Title of Sponsor

Mr. Kevin Ruggieri

Printed Name

Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.

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Appendix D

**QUALIFICATIONS AND SELECTION
PROCEDURES**

ADOPTED BY

Matrix Service Inc.



**DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP**

APPROVED BY:


**RICHARD DAVIS, CALIFORNIA STATE DIRECTOR
UNITED STATES DEPARTMENT OF LABOR,
OFFICE OF APPRENTICESHIP.**

 **DATE OF REGISTRATION: 12-08-2015
PROGRAM ID: CA002168812**

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SECTION I. - MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications:

A. **Age**

Apprentices must not be less than 18 years of age. Applicant must provide evidence of minimum age respecting any applicable State Laws or regulations.

B. **Education**

A high school diploma or GED equivalency is required. Applicant must provide an official transcript(s) for high school and post high school education and training. All GED records must be submitted if applicable.

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.

C. **Physical**

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

D. Applicant must be a current employee of Matrix Service Inc.; comply with the Sponsor's established promotion policy; and must have a supervisor recommendation for the apprentice program.

SECTION II. - APPLICATION PROCEDURES

Applicant must be a current employee of Matrix Service Inc.; comply with the Sponsor's established promotion policy; and must have a supervisor recommendation for the apprentice program.

- (i) Selection. A sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor in a manner prescribed by a collective bargaining agreement where such exists, or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals and timetables for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of Sec. 30.4 (d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey person crafts represented by the program.

- (ii) Applicant must be a current employee of Matrix Service Inc.; comply with the Sponsor's established promotion policy; and must have a supervisor recommendation for the apprentice program.
- (iii) Applicant must be able to pass company's basic literacy test, to ensure the ability to understand written and oral instructions regarding work and safety issues.
- (iv) Compliance. Determinations as to the sponsor's compliance with its obligations under these regulations shall be in accordance with provisions of paragraph (b)(1)(vii) of this section.

SECTION III. - DIRECT ENTRY

Sponsors who wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall only include those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The Sponsors will award Credit for Previous Experience in accordance with Section XII of these Standards, and will pay the apprentice(s) at the wage rate commensurate with their skill attainment. The Credit for Previous Experience shall be awarded without regard to race, color, religion, national origin or sex. The methods for direct entry shall include the following:

- A. Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The apprenticeship committee will evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- B. Youth who complete a YouthBuild U.S.A. training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the YouthBuild U.S.A. graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The apprenticeship committee will evaluate the YouthBuild U.S.A. training received for granting appropriate credit on the term of apprenticeship. Entry of YouthBuild U.S.A. graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***
- C. Military Veterans who completed military technical training school and/or participated in a registered apprenticeship program or related craft while in the military in the occupations registered in the Maintenance Electrician position, may be given direct entry into the apprenticeship program. The Apprenticeship Committee shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The Apprenticeship Committee will determine what training requirements they need

to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of Military Veterans shall be done without regard to race, color, religion, national origin, or sex. *(Note: This is a method of direct entry into the apprenticeship program.)*

- D. Former Inmates of Department of Justice - Bureau of Prisons (BOP) who have participated in or have successfully completed a specific BOP apprenticeship program, where the Apprenticeship Program Sponsor agrees to admit such inmates without regard to race, color, religion, national origin, or sex and all individuals receive equal consideration. Sponsors agreeing to admit such individuals into apprenticeship must agree to do so without regard to present minimum qualifications, eligibility lists or the necessity of passing written apprenticeship entrance tests. *(Note: This is a method of direct entry into the apprenticeship program.)*
- E. An employee of a non-participating employer who becomes a new member employer of the sponsoring organization who does not qualify as a journeyworker when the employer becomes a member, will be evaluated by the apprenticeship committee in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. *(Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.)*
- F. Seniors who complete a Senior Community Service Employment Program (SCSEP) pre-apprenticeship training program in any Maintenance Electrician occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the SCSEP graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The apprenticeship committee will evaluate the SCSEP training received for granting appropriate credit on the term of apprenticeship. Entry of SCSEP graduates will be done without regard to race, color, religion, national origin, or sex. *(Note: This is a method of direct entry into the apprenticeship program for Seniors.)*

SECTION V. - COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the Sponsor (if applicable).
- B. The complaint will be in writing and will be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Sponsor involved, and a brief description of the circumstances of the failure to apply equal opportunity standards.

- C. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the Sponsor to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Registration Agency for good cause shown.
- D. Complaints of discrimination in the apprenticeship program may be filed and processed under Title 29, CFR part 30, and the procedures as set forth above.
- E. The Sponsor will provide written notice of their complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION VI. - MAINTENANCE OF RECORDS

The Sponsor will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with the regulations at Title 29, CFR part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and non-minority) participants.

Each Sponsor must retain a statement of its AAP for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of Title 29, CFR part 30.4. Each Sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in Title 29, CFR part 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction which are part of the total judgment. Records will be maintained for five (5) years from the date of last action and made available upon request to the U.S. Department of Labor or other authorized representative.

SECTION VII. - OFFICIAL ADOPTION OF SELECTION PROCEDURES

Matrix Service Inc. hereby officially adopts these **Selection Procedures** on this 29th Day
of January, 2016.


Signature/Title of Sponsor

Mr. Kevin Ruggieri
Printed Name

Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf.

RECEIVED
Department of Labor & Industries

AUG 21 2019

APPRENTICESHIP
TUMWATER

The United States Department of Labor

Office of Apprenticeship

Certificate of Registration of Apprenticeship Program

Matrix Service Inc.

RECEIVED
Department of Labor & Industries

AUG 21 2019

APPRENTICESHIP
TUMWATER

*Registered as part of the National Apprenticeship System
in accordance with the basic standards of apprenticeship
established by the Secretary of Labor*

December 8, 2015

Date

CA002168812

Registration No.



[Signature]

Secretary of Labor

[Signature]

Administrator, Office of Apprenticeship



MATRIX SERVICE

Date: November 7, 2019
To: WSATC
From: Kevin Rhoades
Subject: Request for Provisional Registration of Federal Standard of Apprenticeship

To Whom it may concern:

I am writing you regarding the letter dated September 18, 2019. I will address item I in this letter.

- I. Geographic Area Covered
 - Matrix Service Inc. will cover the geographical areas of Whatcom and Skagit counties and limited to the sector/s of Refinery, Petro-Chemical, and Hazardous Area Work.

Sincerely,

Kevin Rhoades
Director, Apprenticeship



MATRIX SERVICE

Date: November 7, 2019
To: WSATC
From: Kevin Rhoades
Subject: Request for Provisional Registration of Federal Standard of Apprenticeship

To Whom it may concern:

I am writing you regarding the letter dated September 18, 2019. I will address item II in this letter.

II. Minimum Qualifications

- Matrix Service Inc will not use the practice of Required Supervisor Recommendation for any promotional or hiring consideration. Matrix Service Inc will follow the guidelines and standards of apprenticeship WAC 296-05-419 from the state of Washington.

Sincerely,

Kevin Rhoades
Director, Apprenticeship



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MATRIX SERVICE

Date: October 14, 2019
To: Patrick Martin
From: Kevin Rhoades
Subject: Request for Provisional Registration of Federal Standard of Apprenticeship

Dear Patrick Martin:

I am writing you regarding the letter dated September 18, 2019. I will address item III in this letter.

- III. Conduct of Program Under Washington Equal Employment Opportunity Plan
- 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 nearby community colleges, high schools, and technical schools. Focus will be on the recruitment, pre-qualification and placement of minorities and women (minority and non-minority) into the Matrix Service Inc, apprenticeship program.
 5. Matrix Service Inc. apprenticeship will meet or exceed Washington States requirements on the participation of females and minorities in the apprenticeship program within six months of apprenticeship approval.
 - Qualifications, Selection, and Promotional Procedures
 1. The company shall do a company wide posting, announcing openings as they occur in the apprenticeship program.
 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.



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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.
7. Promotional consideration will be given to the apprentices whom complete the hour range/competency step and complete the RSI hours needed in the same time span, and committee approval.

Sincerely,

Kevin Rhoades

Director, Apprenticeship



MATRIX SERVICE

Date: December 2, 2019
To: WSATC
From: Kevin Rhoades
Subject: Request for Provisional Registration of Federal Standard of Apprenticeship

To Whom it may concern:

I am writing you regarding the letter dated September 18, 2019. Also to include the additional information requested by WA L&I

Affirmative Action Work Plan

The AAWP will consist of activities in the areas of:

1. Recruitment – Advertising openings and marketing program to underrepresented populations
2. Outreach – Engaging a variety of communities and agencies to promote equity in apprenticeship
 - a. Disseminating information to divers communities
 - b. Working with school boards and vocational education systems
 - c. Establishing links with community organizations
 - d. Other outreach activities the committee identifies
3. Retention – Activities such as mentorship committees, exit interviews, etc., that seek to improve the retention of women, minorities, and individuals with disabilities in apprenticeship.

Sincerely,

Kevin Rhoades
Director, Apprenticeship



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MATRIX SERVICE

Date: November 5, 2019
To: WSATC
From: Kevin Rhoades
Subject: Request for Provisional Registration of Federal Standard of Apprenticeship

To Whom it may concern:

I am writing you regarding the letter dated September 18, 2019. I will address item VIII in this letter.

VIII. Work Processes

- Carpenter - OJT work processes of Placing and Finishing Concrete
 1. I would like to point out that there is a difference between Carpenter and Industrial Carpenter. In this case Industrial Carpenters work in refineries and high hazard areas, not the typical construction/building sites. We are considered Industrial Carpenters per industry standards.
 2. Industry standards for Industrial Carpenters is that they may place and finish concrete occasionally.
 3. Being a clouded jurisdictional issue, we would consider having Laborers place and finish concrete. However, having Industrial Carpenters complete the work would be our optimum choice, keeping in line with industry standards.
- Industrial Maintenance Mechanic – OJT Work Processes of Equipment Operation
 1. Industrial Maintenance Mechanics will be operating forklifts, manlifts, scissor lifts, generators, welders, and pneumatic equipment.
 2. We will not be operating any heavy equipment.

Sincerely

Kevin Rhoades
Director, Apprenticeship



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MATRIX SERVICE

Date: November 6, 2019
To: WSATC
From: Kevin Rhoades
Subject: Request for Provisional Registration of Federal Standard of Apprenticeship

To Whom it may concern:

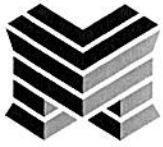
I am writing you regarding the letter dated September 18, 2019. I will address item IX in this letter.

IX. Related/Supplemental Instruction

- Method of Delivery and Training Provider
 1. Method of delivery will be Classroom, Lab, and some Online. Online will be for testing purposes.
 2. Training Provider will be Matrix Service Inc.
- Industrial Maintenance Mechanic, 1100 hours of OJT dedicated to Equipment Operation.
 1. For Matrix Service's Industrial Maintenance Mechanics 1100 hours of Equipment Operation includes all equipment such as forklifts, manlifts, scissor lifts, generators, welders, pneumatic tools, grinders, and chipping hammers. For this equipment training there is around 60 hours of RSI. Matrix's Apprentices will not be operating any heavy equipment.
 2. First year apprentices will spend a great deal of time on forklifts and manlifts. Matrix's Apprentices will work close to 3000 hours per year, so 1100 hours on a forklift and or a manlift is not hard to achieve.
- Boilermaker, 400 hours of OJT for Equipment Operation
 1. For Matrix Service's Boilermakers 400 hours of Equipment Operation includes all equipment such as forklifts, manlifts, scissor lifts, generators, welders, pneumatic tools, grinders, and chipping hammers. For this equipment training there is around 60 hours of RSI. Matrix's Apprentices will not be operating any heavy equipment.

Sincerely

Kevin Rhoades
Director, Apprenticeship



MATRIX SERVICE

Date: November 7, 2019
To: WSATC
From: Kevin Rhoades
Subject: Request for Provisional Registration of Federal Standard of Apprenticeship

To Whom it may concern:

I am writing you regarding the letter dated September 18, 2019. I will address item XI/Other in this letter.

- XI. Sponsor – Responsibilities and Governing Structure, Committee Members Identified
- Committee Members
 1. Employer Side
 - Cary Clemenson (Chair)
 - Jennifer Torres
 - Rick Stumph
 - Robin Van Den Berg (Alt)
 2. Employee Side
 - Jacob Weed_(Secretary) IMM 9 years
 - Mark Williams, Pipe Welder 24 years
 - Mike Perry, Carpenter 11 years
 - Jon Davis (Alt) Industrial Maintenance Worker 6 years
 - All Employee Committee members where voted to the position by their peers.
 - On 11/05/2019 Matrix Service announced to the employees that they are seeking volunteers to be committee members for the Federal program. There were 11 volunteers, these 11 volunteers then voted on 4 committee members. The 4 committee members then voted on the secretary.
 - None of the Employee Committee Members have any hiring or termination authority or influence.

Sincerely,

Kevin Rhoades
Director, Apprenticeship