Received 8/29/19 Bellingham - GWP
Teri Gardner 8-30-19

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

REQUEST FOR APPROVAL OF PROPOSED STANDARDS

GWP
L&I apprenticeship coordinator

TO: Washington State Apprenticeship & Training Council

FROM Matrix Service Inc. Industrial Insulator
NAME OF PROGRAM STANDARDS

Check appropriate box:
☒ Committee ☐ Plant ☐ OJT

OCCUPATION(S):	HOURS:	SOC #:
Industrial Insulator	10000	47-2132.00

Authorized Signatures:

Chair:	Approved by: Washington State Apprenticeship & Training Council
Secretary: Monika CRW	Secretary of Council
Date: 8/26/19	Date:

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Teri Gardner 8-30-19

APPRENTICESHIP PROGRAM STANDARDS
adopted by

MATRIX SERVICE INC. – INDUSTRIAL INSULATOR
(sponsor name)

Occupational Objective(s):	SOC#	Term [WAC 296-05-015]
INDUSTRIAL INSULATOR	**47-2132.00**	**10,000 HOURS**

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

APPROVAL:

_____ _____
Provisional Registration Standards Last Amended

_____
Permanent Registration

By: _____ By: _____
Chair of Council Secretary of Council

INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

Sections of these standards identified as bold "**insert text**" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of these standards are boilerplate and may only be modified by the WSATC. See WAC 296-05-003 for the definitions necessary for use with these standards.

Sponsor Introductory Statement (Required):

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

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

I. GEOGRAPHIC AREA COVERED:

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

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

II. MINIMUM QUALIFICATIONS:

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

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

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

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

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified by law. The sponsor shall take positive action to provide

equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

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

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

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

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

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

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

B. Equal Employment Opportunity Plan:

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

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

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

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

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

4. **Participate in events at the nearby community colleges, high schools, and technical schools. Focus will be on the recruitment and placement of minorities and women (minority and non-minority) into the Matrix Service Inc. Industrial Insulator Apprenticeship program.**

C. Discrimination Complaints:

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint with the supervisor of apprenticeship (WAC 296-05-443).

IV. TERM OF APPRENTICESHIP:

The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-015].

The term of apprenticeship shall be ten thousand (10,000) hours of reasonably continuous on the job training including the apprenticeship initial probationary period.

V. INITIAL PROBATIONARY PERIOD:

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

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

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

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

C. The initial probationary period shall be the first two thousand (2,000) hours of the apprenticeship employment.

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VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.

B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].

C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.

D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.

E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

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

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

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

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C. Wage Progression Schedules
Industrial Insulator

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	**0000 – 2000 hours**	**40 %**
2	**2001 – 3000 hours**	**45 %**
3	**3001 - 4000 hours**	**50 %**
4	**4001 – 5000 hours**	**55 %**
5	**5001 – 6000 hours**	**60 %**
6	**6001 – 7000 hours**	**70%**
7	**7001 – 8000 hours**	**80%**
8	**8001 – 9000 hours**	**90%**
9	**9001 – 10,000 hours**	**95%**

VIII. WORK PROCESSES:

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

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

1. **Asbestos Certification and Insulation Identification 500**
2. **Insulation Demolition 1000**
3. **Hot Applications.....1200**
4. **Cold Applications.....1200**
5. **Stud Welding/Anchors.....600**
6. **Pattern Layout and Blue Prints.....1200**

7. **Refractory** **1000**

8. **Horizontal and Vertical Vessels** **900**

9. **Boilers and Other Equipment** **800**

10. **Trade Tools and Shop Equipment** **800**

11. **Safety – Equipment Maintenance, PPE, Safety Processes and Procedures** **800**

Total Hours/# of Competency Levels: **10,000**

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

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

( ) Supervised field trips

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

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

( ) State Community/Technical college

( ) Private Technical/Vocational college

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

( ) Other (specify)**:**

B. **(170)** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

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

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

C. Additional Information:

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

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

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

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

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

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.

2. Advanced Standing or Credit: The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).

3. Sponsor Procedures:

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

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

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

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

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

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

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

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

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

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

B. Disciplinary Procedures

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

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

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

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

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

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

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

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

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

3. Sponsor Disciplinary Procedures:

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

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

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

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

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

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).

2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.

3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.

4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.

5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.

6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

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

2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.

3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.

4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.

5. The WSATC will conduct an informal hearing to consider the request for review.

6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

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

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

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

B. Program Operations

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

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant.

Or;

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

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

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

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

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

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

    a. Program name

b. Sponsor's introductory statement
c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
d. Section VII: Apprentice Wages and Wage Progression
e. Section IX: Related/Supplemental Instruction
f. Section XI: Sponsor – Responsibilities and Governing Structure
g. Section XII: Subcommittees
h. Section XIII: Training Director/Coordinator

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

C. Management of Apprentices:

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

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

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

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

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

5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor

may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

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

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

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

D. Training Agent Management:

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

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

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

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

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

   a. Quorum: **SEE ABOVE**

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

   c. The employer representatives shall be:

Cary Clemenson - Chair
3810 Bakerview Spur
Bellingham, WA. 98226

Rick Stumph
3810 Bakerview Spur
Bellingham, WA. 98226

Jennifer Torres
3810 Bakerview Spur
Bellingham, WA. 98226

   d. The employee representatives shall be:

Monika Cruz - Secretary
3810 Bakerview Spur
Bellingham, WA. 98226

Jason Koch
3810 Bakerview Spur
Bellingham, WA. 98226

Ryan Henley
3810 Bakerview Spur
Bellingham, WA. 98226

Jake Gilmore - Alternate
3810 Bakerview Spur
Bellingham, WA. 98226

F. Plant programs

For plant programs the WSATC or the Department designee will act as the apprentice representative. Plant programs shall designate an administrator(s) knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards.

The designated administrator(s) for this program is/are as follows:

NA

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these standards, and are subject to

the main committee. All actions of the subcommittee(s) must be reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/ training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Kevin Rhoades
3810 Bakerview Spur
Bellingham, WA. 98226

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Teri Gardner 8-30-19

MATRIX SERVICE

Matrix Service Inc. Insulator Apprenticeship Training Committee Selection Process

On 08/21/2019 a meeting was held with the Insulator Workforce to notify them that we, Matrix Service Inc. were going to be starting an apprenticeship program for the Industrial Insulator as an "apprenticebale occupation". This program is being implemented to comply with the proposed Washington State standards as a "skilled and trained workforce".

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

Cary Clemenson, Committee Chair

08/26/19

Received 8/29/19 Bellingham - GWP
Teri Gardner 8-30-19

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

Apprenticeship Committee Representative Qualification Information Experience & Education History

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

Committee Representative Name:
Ryan Henly

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Insulation Senior Craft	Matrix Service Inc.	6/17	current
Insulation Craftworker	Matrix Service Inc.	4/08	6/17

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
Blaine High School	2002	2006	High School	High School Diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Washington State Asbestos Supervisor
Washington State AHERA Building Inspector

Sponsors may attach additional pages if necessary.

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Olympia WA 98504-4530

Apprenticeship Committee Representative Qualification Information Experience & Education History

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

Committee Representative Name:
Jason Koch

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Inuslator/Multicraft	Matrix Service Inc.	Aug 2018	Present
Insulator/ Industrial Maintenance Mechanic/ Pipe Fitter	PMNW	Dec 2016	June 2017
Insulator/ Industrial Maintenance Mechanic	Brinderson	Oct 2011	Dec 2016
Safety Coordinator	Safety West Coast	Jan 2017	April 2017
Material Manager	Starcon	Oct 2016	Feb 2017
Insulator Asbesots Worker/ Inudustrial Maintenance/ Pipe Fitter	IMAC Inc/ Timec/ Steel River Piping	Jan 1994	Sept 2011

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
US Navy Ship Board Fire Fighting Treasure Island CA	1992		Firefighting/ Rescure/ Emergency Response	EMT
Asbestos Abatement Worker Seattle WA	1995	2008	Asbestos Abatment	Certificate of Completion
On the job training: Conoco Phillips, Shell, Tesoro, BP, Petro Gas, IKO, Phillips 66	1994	2019	All aspects of refinery maintenance and industrial insulation	

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

NCCER Industrial Insulator

OSHA 10, OSHA 30, Forklift, scissor lift, manlift operator

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Apprenticeship Committee Representative Qualification Information Experience & Education History

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

Committee Representative Name
Rick Stumph

WORK EXPERIENCE

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

EDUCATION HISTORY

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

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

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Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR: Matrix Service Inc Industrial Insulator

Committee Representative Name:
Cary Clemenson

WORK EXPERIENCE

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

EDUCATION HISTORY

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

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Sponsor may attach additional pages if necessary.

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Apprenticeship Committee Representative Qualification Information Experience & Education History

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

Committee Representative Name
Jennifer Torres

WORK EXPERIENCE

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

EDUCATION HISTORY

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

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

CA Teachers Credential

NCCER

Applicants may attach additional pages if necessary

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Apprenticeship Committee Representative Qualification Information Experience & Education History

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

Committee Representative Name:
Jacob Gilmore

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Insulation Senior Craft	Matrix Service Inc	2015	Current
Insulation Craft	Matrix Service Inc	Sept 06	2015
Laborer (construction)	North County Plumbing and Construction	2004	2006

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
Blaine High School	2000	2004	General	Diploma
Whatcom Community College	2004	2006	General	none

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Asbestos Supervisor

Hydraulic Crance Operator

Sponsors may attach additional pages if necessary

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Apprenticeship Committee Representative Qualification Information Experience & Education History

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

Committee Representative Name:
Monika Cruz

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Industrial Insulator	Matrix Service Inc.	03/2010	present

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
Lynden High School	2003	2006	All Necessary	
Whatcom Community College	2009	2009		GED

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

State Certified Asbestos Abatement worker 2016 - present

on the job training BPCP 2010/present

Sponsors may attach additional pages if necessary

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Apprenticeship Section
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Access Authorization for External Access to Apprenticeship Registration and Tracking System (ARTS)

The following individual is authorized access to the ARTS database for the Registered Apprenticeship Program(s) as indicated below:

NOTE: If any information (especially the Chairman/Secretary/Authorized Official) below changes, A NEW ACCESS form is REQUIRED to be filled out and submitted as an UPDATE.

Initial Request	X	Update	

Individual Information:

Full Name	Kevin G. Rhoades		
Mailing Address (complete)	3810 Bakerview Spur Bellingham, WA 98226		
Phone	657-274-5056	FAX	360-671-2973
Email	krhoades@matrixservice.com		
Effective Date	8/30/2019		

Kevin G. Rhoades

(Signature of Individual)

Program ID(s)	Full Program Name(s)
	Matrix Service Inc. Industrial Insulator

Chairman/Secretary/Authorized Individual Information:

Full Name	Cary Clemenson		
Mailing Address	3810 Bakerview Spur Bellingham, WA 98226		
Phone	360 595 3084	FAX	360 595 3084
Email	cclemenson@matrixservice.com		
Date	8/30/2019		

(Chairman/Secretary/Authorized Individual Signature Required for Processing)

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

AUTHORIZATION OF SIGNATURE

GWP
L&I Apprenticeship Consultant

Effective Date
08/30/2019

This form will supersede all other "Authorization of Signature" forms on record with the Department of Labor and Industries by the below named program with an effective date or submittal date earlier than the above effective date.

Program Name: Matrix Service Inc. Industrial Insulator

Name of Individual(s)	Select one of the following: **All papers** pertaining to the business of this Apprenticeship program.	Apprenticeship **Agreement Cards only.**
Kevin Rhoades	x	
Cary Clemenson	x	
Monika Cruz	x	

We, the undersigned committee members of the above named apprenticeship program give our authorization for the above individual(s) to sign documents as indicated.

A quorum of the committee must sign below:(WAC 296-05-208(3))

Employer Representatives

Employee Representatives

F100-500-000 authorization of signature 11-2018

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Teri Gardner 8-30-19

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

Journey Level Wage Rate

From which apprentices' wages rates are computed

TO: Washington State Apprenticeship & Training Council

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

Occupations	County(s)	Journey Level Wage Rate	Effective Date:
Industrial Insulator	Skagit & Whatcom Counties	$30.25	6/1/2019

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Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Sponsor **Matrix Service Inc. Industrial Insulator**	Teri Gardner 8-30-19
Skilled Occupational Objective **Industrial Insulator**	
Term/OJT Hours **10000 Hours**	Total RSI Hours **850 Hours**
Training Provider **Matrix Service Inc.**	

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

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

Kevin G. Rhoades
Printed Name of Program Sponsor

Kevin G. Rhoades
Signature of Program Sponsor

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

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

Kevin G. Rhoades
Print Name Training Provider

Kevin G. Rhoades
Signature of Training Provider

Director of Apprenticeship
Title of Training Provider

Matrix Service Inc.
Organization of Training Provider

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

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

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

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

Signature of SBCTC Program Administrator

Date

☐ SBCTC recommends approval

☐ SBCTC recommends return to sponsor

Additional Training Providers (if necessary)

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

Signature of Training Provider

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

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

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

Signature of Training Provider

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

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Organization of Training Provider

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

Signature of Training Provider

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

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

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

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

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

☐ 12-month period from date of registration.
☒ Defined 12-month school year.
☐ 2,000 hours of on-the-job training.

Element/Course: HSE Basic Plus Training year 1	Planned Hours: 10

Mode of Instruction (check all that apply)
☒ Classroom ☐ Lab ☒ Online ☐ Self-Study
Provided by: Matrix Service Inc.

Description of element/course:
HSE - Matrix Safety Orientation and Continuous Improvement Certification
Includes: EAZI Way, Behavior Based Safety, Confined Spaces, Electrical Safety & Lockout/Tagout, Emergency Response & Fire Safety, Fall Protection, Hand & Power Tools, Hand Safety, Hazard Recognition, HAZCOM/GHS, Hearing Conservation, Job Safety Analysis, Material Handling, Matrix HSE Management System, Policies, Risk Assessment, & Stop Work Authority

Element/Course: Refinery Safety Training year 1	Planned Hours: 40

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: Matrix Service Inc.

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

Element/Course: Asbestos Worker Initial (Class I, II, III, IV) part 1 year 1	Planned Hours: 32

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: Matrix Service Inc.

Description of element/course:
This Washington State Certified 4-day course meets the requirements of EPA TSCA Title II, 29 CFR 1926.1101 and WAC 296-65 for asbestos abatement workers. Topics focus on all aspects of abatement operations including asbestos types, uses and building material types; health hazards; regulations; worker protection and decontamination issues; personal protective equipment; site safety; state of the art work practices and engineering controls. Hands-on exercises include use of respirators; removal and repair of simulated asbestos materials; glove-bag installation, use and removal; construction of containments; decontamination; and proper entry and exit procedures from the regulated area. The initial course requires successful completion of the class and a final exam score of 70% or higher. Certification license cards are issued from the Washington State Dept. of Labor & Industries

Received 10/3/19 Bellingham - GWP Received 8/26/19 Bellingham - GWP

Element/Course: Abnormal Operating Conditions (AOC) Certification year 1	Planned Hours: 6
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Teri Gardner 10-4-19 Provided by: M Matrix Service Inc. atrix Service Inc. Teri Gardner 8-30-19	
Description of element/course: *In this course, apprentices will learn how to recognize, properly react to, and properly report AOC's that may occur during piping operations. This will include lessons on programs, procedures, safety equipment, and warning devices for practically every facet of piping operation*	

Element/Course: Chilled and Hot Water Heating Systems year 1	Planned Hours: 5
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *This module covers chilled and hot water heating and dual temperature systems, including the types of pipe and equipment common to each type of system. Explains the types of insulation required by each type of system.*	

Element/Course: Installing Fiberglass Pipe Insulation year 1	Planned Hours: 30
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *This course describes the characteristics of fiberglass pipe insulation and the characteristics of ASJ jacketing. Apprentices will learn the proper procedures for installing fiberglass pipe insulation, tools and equipment, and safety precautions.*	

Element/Course: Trade Math and Layout year 1	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Apprentices will learn how to use ratios and proportions, solve basic algebra, area, volume, and circumference problems, and solve for right triangles using the Pythagorean theorem. This course will include hands on practice using math for proper layout applications.*	

Element/Course: Insulating Pipe Fittings, Valves, and Flanges year 1	Planned Hours: 37
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: This module e*xplains insulation requirements for fittings, valves, and flanges. Provides tips for professional and economical installation.*	

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

Received 10/3/19 Bellingham - GWP Received 8/26/19 Bellingham - GW

Element/Course: Asbestos Worker Refresher year 2	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Teri Gardner 10-4-19 Provided by: Matrix Service Inc. Teri Gardner 8-30-19	
Description of element/course: *Completing an annual 8-hour Asbestos Worker Refresher course is required to maintain certification*	

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

Element/Course: Mobile and Support Equipment year 2	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Apprentices will be introduced to the safety procedures and methods of operation for motorized support equipment, including forklifts, manlifts, compressors, and generators*	

Element/Course: Equipment Training & Certification year 2	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *In this course apprentices will receive classroom and Lab training on All Terrain Forklifts, Man Lifts, Scissor Lifts, Skid Steers, and Generators. Describes common manlift equipment and construction equipment. Apprentices will learn how to use equipment manuals, perform record keeping, and follow safety requirements.*	

Element/Course: Construction Drawings and Specifications year 2	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *This module shows the apprentice how to determine the insulation requirements of a project by interpreting construction drawings. The apprentices will use their math skills and job drawings to determine insulation requirements.*	

Element/Course: Communication – Signal Person (Rigging) year 2	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Describes the communication process between the rigger and the crane operator. Covers electronic communication as well as the standard hand signals in 29 CFR 1926*	

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

Element/Course: Heat Transfer year 2	Planned Hours: 6
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *This module describes methods of heat transfer and moisture migration and discusses the application of various types of insulation to slow or prevent these processes.*	

Element/Course: Flexible Foam Insulation year 2	Planned Hours: 20
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Apprentices will cover proper tool use and procedures for installing flexible foam insulation, including how to cut and install flexible foam insulation on pipe fittings, valves, flanges, equipment, and air ducts.*	

Element/Course: Air Duct Systems year 2	Planned Hours: 6
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *This course covers the identification of various duct systems and their associated components.*	

Element/Course: Blanket Insulation for Ducts year 2	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Apprentices will learn fiberglass blanket installation to ducts and apparatus and discusses vapor-sealed blanket insulation facings.*	

Element/Course: Board Insulation for Ducts year 2	Planned Hours: 18
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *In this course apprentices will take an in-depth look at and practice fiberglass board insulation applications, such as cutting fiberglass board insulation to fit over standing seams and stiffeners, vapor-seal applications, and cutting and installing fiberglass board insulation on round or oval ducts.*	

Element/Course: Cements and Fabric Finishes year 2	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course: *Covers the proper use of finishing tools, cleanup and protection procedures, and the limitations of cements, fabric finishes, and mastics.*	

Element/Course: Insulation Adhesives year 2	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *Apprentices will learn and practice identification, application, and use of adhesives for insulation in a refinery setting.*	

Element/Course: Vapor Retarders and Insulation Coat year 2	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *This course addresses the need to avoid the intrusion of water vapor into porous insulation and vapor retardant materials available to mechanical insulators. Trainees will also learn how to apply vapor-retardant mastics and membranes for common insulating scenarios.*	

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

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

Element/Course: Asbestos Worker Refresher year 3	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *Completing an annual 8-hour Asbestos Worker Refresher course is required to maintain certification*	

Element/Course: Steam and Process Water Systems year 3	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *This course covers the identification of steam and condensate piping and describes steam and process water systems and their components. Apprentices will learn the tools and materials necessary to properly insulate steam and process water systems.*	

Element/Course: Calcium Silicate/Expanded Perlite year 3	Planned Hours: 20
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *This module discusses the safe handling and storage of calcium silicate pipe insulation, how to make accurate cuts, and how to install single- and double-layers of calcium silicate pipe insulation.*	

Element/Course: Rigid Foam and Cellular Glass Insulation year 3	Planned Hours: 16
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *In this module apprentices will learn the proper use of tools; handling and storage of rigid foam insulation; measuring, cutting, installing, and sealing rigid foam plastic and cellular glass insulation; cryogenic installation; expansion joints; contraction joints; and vapor stops.*	

Element/Course: Industrial Boiler Systems year 3	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *This course describes boilers and related equipment, and their insulation requirements.*	

Element/Course: Mineral Wool Insulation year 3	Planned Hours: 16
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *Describes how to measure, cut, and score mineral wool insulation. Discusses attachments used on mineral wool, installation methods, sealing requirements, and how to use pin welding equipment.*	

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

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

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

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

Element/Course: Asbestos Worker Refresher year 4	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *Completing an annual 8-hour Asbestos Worker Refresher course is required to maintain certification*	

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

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

Element/Course: Board and Block Insulation year 4	Planned Hours: 16
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course Covers the measuring requirements of board and block insulation; scoring, beveling, and cutting methods; and how to install board and block insulation on flat or curved surfaces and on large diameter tanks.	

Element/Course: Sheet-Metal Lagging year 4	Planned Hours: 14
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *This course will describe the identification and application of common sheet metal tools, discusses fabrication and installation methods, and covers flashing and sealing techniques.*	

Element/Course: Jacketing Systems year 4	Planned Hours: 12
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *This course describes the purposes and the types of insulation jacketing available for mechanical systems. This module also explains how to work with various kinds of organic, polymeric, and other types of jacket not made from rigid sheet metal.*	

Element/Course: Jacketing Fabrication - Pipe & Fittings year 4	Planned Hours: 40
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *This module will cover the identification and applications of pipes and pipe fittings and describes types of pipe and fitting jacketing, along with layout installation procedures and securements.*	

Element/Course: Jacketing Fabrication - Vessels & Equipment year 4	Planned Hours: 22
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *Apprentices will learn the identification of vessel and equipment jacketing, along with layout, fabrication, installation procedures, and securements.*	

Element/Course: Removable & Reusable Flexible Insulation Covers year 4	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course Provides a detailed introduction to removable and reusable flexible insulation covers and explains the construction and installation of commercially-fabricated and kit insulation covers.	

Element/Course: Specialized Insulation Systems year4	Planned Hours: 6
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *Describes special-application insulation systems, including low-temperature and prefabricated panels; refractory insulation; soft pads and pre-shaped removable covers; pre-insulated systems; spray, foam, and pour-in-place insulation; fire stops; noise and sound control systems; and cryogenic applications.*	

Element/Course: Fundamentals of Crew Leadership year 4	Planned Hours: 18
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *The course covers basic leadership skills and explains different leadership styles, communication, delegating, and problem solving. Jobsite safety and the crew leader's role in safety are discussed, as well as project planning, scheduling, and estimating.*	

Element/Course: HSE Basic Plus Training year 5	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☒ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *HSE - Matrix Safety Orientation and Continuous Improvement Certification* *Includes: EAZI Way, Behavior Based Safety, Confined Spaces, Electrical Safety & Lockout/Tagout, Emergency Response & Fire Safety, Fall Protection, Hand & Power Tools, Hand Safety, Hazard Recognition, HAZCOM/GHS, Hearing Conservation, Job Safety Analysis, Material Handling, Matrix HSE Management System, Policies, Risk Assessment, & Stop Work Authority*	

Element/Course: Asbestos Worker Refresher year 5	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *Completing an annual 8-hour Asbestos Worker Refresher course is required to maintain certification*	

Element/Course: Chilled and Hot Water Heating Systems year 5	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *Covers chilled and hot water heating and dual-temperature systems, including the types of pipes and equipment used in various systems. Explains which systems require insulation and why.*	

Element/Course: Advanced Plumbing Systems year 5	Planned Hours: 20
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *This course will cover advanced cold and hot water plumbing systems, drainage systems in buildings, insulation requirements on plumbing systems, and piping hook-ups. The apprentices will work independently on cold and hot water systems to ready them for a journeyman position.*	

Element/Course: Advanced Trade Math and Layout year 5	Planned Hours: 22
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *This module will cover advanced arithmetic and geometric concepts applicable to the mechanical insulating craft. Building on the advanced skills, trainees will learn drafting and layout methods that they will frequently use throughout their careers.*	

Element/Course: Large Boilers, Breechings, Precipitation year 5	Planned Hours: 20
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *In this course apprentices will learn to properly insulate various types of large boilers and related equipment, and their insulation requirements and specifications.*	

Element/Course: Refrigeration and Cryogenic Systems year 5	Planned Hours: 14
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *Covers the fundamentals of air conditioning and refrigeration systems and their insulation requirements. Also describes the special insulation requirements of extremely low-temperature cryogenic systems.*	

Element/Course: Advanced Blueprints and Specifications year 5	Planned Hours: 18
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *Describes how to determine the insulation requirements of a project by interpreting construction drawings. Includes a set of blueprints with the Trainee module.*	

Element/Course: Industrial Insulator Capstone Project year 5	Planned Hours: 50
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Matrix Service Inc.	
Description of element/course *In this course apprentices will design, build, and complete an Industrial Insulation project. These projects will be given out randomly to the apprentices, much like it would be out on the field. Projects will include steam systems, boiler systems, and heat & cold systems. Apprentices will use prints from the industry to plan and complete their project. Apprentices will use materials, tools, and equipment from the Industrial Insulation field to properly finish their projects. Apprentices will be evaluated by a team of SME's to determine if the apprentice is at journeyman level.*	

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Signature

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Printed Name

8/28/19
Date

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