Teri Gardner 3-2-2020

Teri Gardner 3-6-2020

RECEIVED
3/05/2020 TUK/bk

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3/02/2020 TUK/bk
L&I apprenticeship coordinator

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

REQUEST FOR APPROVAL OF PROPOSED STANDARDS

TO: Washington State Apprenticeship & Training Council

FROM: Construction Industry Training Council of Washington
NAME OF PROGRAM STANDARDS

Check appropriate box:
☒ Committee ☐ Plant ☐ OJT

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

Authorized Signatures:

Chair:	Approved by: Washington State Apprenticeship & Training Council
Secretary	Secretary of Council
Date: 2/28/2020	Date:

APPRENTICESHIP PROGRAM STANDARDS
adopted by

CONSTRUCTION INDUSTRY TRAINING COUNCIL OF WASHINGTON
(sponsor name)

Occupational Objective(s):	SOC#	Term [WAC 296-05-015]
MECHANICAL INSULATOR	**47-2132.00**	**10000 HOURS**

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

APPROVAL:

Provisional Registration

Standards Last Amended

Permanent Registration

By: Chair of Council

By: Secretary of Council

INTRODUCTION

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

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

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

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

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

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

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

Sponsor Introductory Statement (Required):

The following apprenticeship standards for the development of apprentices in the mechanical insulation trade have been prepared by representatives in the mechanical

insulation trades, the National Center for Construction Education and Research and partners, with the assistance of the Apprenticeship Section of the Washington State Department of Labor and Industries.

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 the state of Washington and Idaho.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Idaho, CITC's Mechanical Insulator Committee will apply the same standards and guidelines to apprentices registered in the program while working in the State of Idaho.

For the purposes of these standards, Region 1 (Western Washington), Region II (Eastern Washington), Region III (Southwestern Washington), and Region IV (Central Washington) contain the following counties:

Region I: **San Juan, Island, Kitsap, Whatcom, Skagit, Snohomish, King, Pierce, Lewis, Pacific, Thurston, Grays Harbor, Mason, Jefferson, and Clallam.**

Region II: **Ferry, Stevens, Pend Oreille, Lincoln, Spokane, Adams, Whitman, Garfield, and Asotin.**

Region III: **Wahkiakum, Cowlitz, Skamania, Clark, and Klickitat.**

Region IV: **Franklin, Walla Walla, Okanogan, Chelan, Douglas, Kittitas, Grant, Yakima, and Benton.**

II. MINIMUM QUALIFICATIONS:

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

Age: **Must be at least 18 years of age (proof of age required).**

Education: **Must be a high school graduate or have a passing grade on an official high school equivalency test. Applicants must supply the Apprenticeship Committee with proof of graduation from high school**

or their official high school equivalency test scores. College transcripts will be accepted in lieu of high school transcripts with a high school diploma or High school Equivalency certificate. Only official transcripts will be accepted.

Physical: **Must be physically able to perform the work of the trade.**

Testing: **None**

Other: **Applicants shall submit proof of the education and age qualifications to the Committee before their applications will be considered completed. This must be done within sixty (60) days of date of application. Applicants not completing the application within sixty (60) days will be required to reapply.**

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. **Applications are accepted at the following CITC facilities:**

Bellevue: 1930 - 116th Avenue NE, Bellevue, WA 98004 every Thursday between 9:00 a.m. and 12:00 p.m. year-round, except for holidays, or unless otherwise determined by the Committee.

Marysville: 3506 124th St. NE Marysville, WA 98271 every Monday between 10:00 a.m. and 1:00 p.m. year-round, except for holidays, or unless otherwise determined by the Committee.

Vancouver: 4510 NE 68th Drive #120, Vancouver WA 98661 every Tuesday between 11:00 a.m. and 2:00 p.m. year-round, except for holidays, or unless otherwise determined by the Committee.

Pasco: 5804 Road 90, Suite K, Pasco, WA 99301 every Saturday between 9:00 a.m. and 12:00 p.m. year-round, except on holidays, or unless otherwise

determined by the Committee

Spokane: 10428 W. Aero Road, Spokane, WA 99224 every Wednesday between 11:00 a.m. and 2:00 p.m. year-round, except on holidays, or unless otherwise determined by the Committee.

a. The applicant will sign a "Record of Apprentice Applicants", which acts as a logbook, and then the applicant will be given an "Application for Apprenticeship." The application must be completed on site. In this logbook each line will carry a number corresponding to the serial number of an application. Columns will be provided to show progress, by dates, and final disposition.

2. After acceptance as an applicant by completing the application and providing the required information relating to meet the minimum requirements, an applicant will be scheduled for an interview. Interviews will be held in January, April, June, and September.

3. The Committee will determine the number of applicants to be accepted prior to holding interviews.

4. In January and June, applicants will be placed in rank order. Applicants being interviewed in April and September will not be ranked and placed on the Ranked Eligibility Pool until the following January or June, unless there are no available applicants on the list.

5. In January and June, any applicants remaining in the Ranked Eligibility Pool will be re-contacted to determine their continued eligibility, willingness and commitment to being registered and referred for work. All applicants will then be re-ranked in the Ranked Eligibility Pool every six months

6. Employers may request women and minority apprentices in order to meet their own contractual affirmative action requirements for public works projects or other projects with affirmative action requirements.

7. The order of the pool may be superseded to meet CITC affirmative action goals in conformation with the Washington State Apprenticeship and Training Council Rules.

8. A company who becomes a training agent with CITC must register their non-journey level employees performing the scope of work as defined by these standards as apprentices within 30 days of the Company's registration date as an approved training agent.

9. CITC's Training Agents may incorporate their employment practices with applicants and apprentices from the pool.

10. The Interview Session:

    a. The interview committee shall have in its possession for review with regard to each applicant: application form, education transcript, aptitude test report, and proof of birth date.

    b. Each applicant shall be interviewed by members or designated representatives of the Committee.

    c. After a brief introduction, the Committee will ask questions of the applicant with the purpose of finding out as much as possible about him/her as an individual and about his/her capacity to participate in apprenticeship.

    d. Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: work experience, mechanical abilities, and motivation.

    e. Evaluation must be based on a standard of industry needs, and not by a comparison with other applicants.

    f. Evaluation of the interview will be based on Excellent, Good, Fair, Poor, and Unacceptable responses on each topic.

    g. Excellent will be given a numerical range of 16 to 20; Good will be given a numerical range of 11 to 15; Fair will be given a numerical range of 6 to 10; Poor will be given a numerical range of 1 to 5; Unacceptable will be given a zero value. Any applicant who has 50% or more unacceptable responses will not be considered for apprenticeship.

    h. Answers to questions must be recorded during the interview to produce a record for the applicant's file.

    i. All applicants must be asked the same questions.

11. Upon acceptance following the interview process, applicants will be asked to complete a "Regional Referral Availability Form" indicating the region(s) in which the applicant is willing to work. A revised/updated version of this form may be submitted by the applicant at any time. Failure to submit a form will result in the applicant committing to employment anywhere within the state of Washington.

12. Applicants shall be referred to employment with a Training Agent based on the following criteria: (1) overall ranking based on highest score; (2) the region(s) in which the applicant has defined as an acceptable area for employment; and (3) response to the referral contact within 24 hours of the initial referral. If the applicant does not respond to the employment referral the applicant will be dropped to the bottom of the Ranked Eligibility Pool.

13. If the applicant does not respond to the CITC apprenticeship office with 10 days, the applicant will be removed from the Ranked Eligibility Pool and will need to reapply to the program.

14. It is the applicant's responsibility to keep his or her current address and contact information on file with the Committee.

15. Exceptions: Individuals qualifying for Direct Entry under the exception methods described below, may have the minimum qualification requirements waived at the discretion of the committee or designee, unless otherwise stated below.

    a. Individuals who are currently employed by an approved training agent under an employment category or classification other than the occupation covered by these standards whose position or classification is being revised by the employer to another occupation covered by these standards may receive direct entry into the apprenticeship program. For entry into the program, the applicant must have been employed by the training agent in the original classification a minimum of 6 consecutive months immediately preceding the revision and submit letters of support by their employer. This provision can only be utilized by employers two (2) times per year and up to a total of four (4) employees in a 12-month period unless the dispatch referral is empty. Employers may request the Committee to waive this stipulation if they can show a compelling reason as to why it should be lifted.

    b. Individuals relocating from another SAC/ATELS approved apprenticeship program may receive direct entry into the apprenticeship program providing he or she is in good standing with the program from which they are transferring. The apprentices must formally request by letter that the committee accept their transfer and provide official documentation pertaining to their apprenticeship program from which they are transferring. The Committee will examine all documentation submitted prior to granting the transfer for registration into the apprenticeship program.

    c. Military veterans who have completed military technical training or who have participated in a registered apprenticeship program or involved

with Helmets to Hardhats while in the military in the trade covered by these standards may be given direct entry.

d. Registered Native Americans who have secured work under TERO project may receive direct entry into apprenticeship.

e. Graduates of committee approved programs such as Job Corps may receive direct entry to direct referral.

B. Equal Employment Opportunity Plan:

1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.

2. Cooperate with school boards, community colleges, and vocational schools to develop programs which prepare students for entrance into apprenticeship.

3. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's Sponsor(s).

4. Engage in such programs designed to recruit, pre-qualify, and place minorities and women (minority and non-minority) in apprenticeship.

5. To encourage establishment and use of pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.

6. Use minority and women (minority and non-minority) journeypersons and apprentices to promote the 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 for Mechanical Insulator shall not be less than 10,000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

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

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

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

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

The first 1000 hours of employment shall constitute the initial probationary period. During the period, the apprenticeship registration may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of such cancellation.

During the initial probationary period, the Committee shall make a thorough review of the apprentice's ability and development. Prior to the end of the first 1000 hours of employment, action must be taken on each probationary apprentice to end the probation or cancel the registration. All interested parties shall be notified of such action.

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 shall not exceed one (1) apprentice to one (1) journey-level worker in job site.

A job site is considered to the physical location where the employees report for their work assignments. The employer's shop (service center) is considered to be a separate, single job site. All other physical locations where workers report for work are each considered to be a single, separate job site.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

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

C. **Mechanical Insulator**

Each period shall be 1000 hours.

The journeyperson rate for Mechanical Insulator will be the average journeyperson rate for all the employers participating in the Mechanical Insulator program. Once

each year, all participating employers will be surveyed for the average wage rate of their journeypersons performing non-prevailing wage work. These average wage rates will then be averaged to determine the minimum journeyperson rate for the program in Mechanical Insulator. The survey forms will be signed by the company owner/officer and will become official records of the Committee. Employers reserve the right to pay apprentices more than the wage determined by this average wage, but they may not pay less.

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 - 2000 hours	45%
2	2001 - 4000 hours	55%
3	4001 - 6000 hours	65%
4	6001 - 8000 hours	75%
5	8001 – 10,000 hours	85%

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. **Mechanical Insulator** **Approximate Hours/Competency Level**

Application of Insulation Material and their Finishes

1. **Commercial.....2700**
   Heating-Airconditioning (Ducts covering and linings including plenums). Fire stops and Fire proofing penetrations.

2. **Industrial and Process Plant.....2850**
   Piping, vessels, equipment, etc. (breechings, boiler, hoppers, pumps, storage tanks, etc.) Fire stops and Fire proofing penetrations.

3. **Refrigeration and Low Temperature.....1400**
   (piping, equipment, vessels and tanks, etc.)

4. **Ship and Marine Work.....2240**
   (Piping, equipment, intakes, exhausts, heat exchangers conditional air ducts, potable water, saltwater flushing)

5. **Prefabrication.....800**
   (Fittings, heads, pads, thermal tapes, miters, layouts, and rolled materials)

6. **Work safety awareness, PPE and tool safety in High hazard areas.....10**

TOTAL HOURS: 10,000

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):

(X) Supervised field trips

(X) Sponsor approved training seminars (specify)
Would include, but are not limited to:
- **OSHA 10**
- **CPR/First Aid**
- **RSO – High Hazard (20 hours)**
- **Various Safety training courses approved by the Committee**

(X) Sponsor approved online or distance learning courses (specify)
Would include, but are not limited to:
- **National Center for Construction Education and Research**
- **Courses approved by the Committee**

( ) State Community/Technical college

(X) Private Technical/Vocational college

(X) Sponsor Provided (lab/classroom)

(X) Other (specify)**: The Construction Industry Training Council, a private vocational school licensed by the Workforce Training and Coordinating Board of the State of Washington.**

B. **160** 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: **September** through **June.**
( ) Two-thousand hours of on the job training.

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

C. Additional Information:

Safety instruction is included in every quarter's curriculum of this craft.

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:

Administrative Procedures:

a. **All Committee members shall be actively participating in the industry as an employer, supervisor, or employee.**

b. The Director of Apprenticeship oversees the day-to-day operations of the program under the auspices of the Apprenticeship Committee.

c. The Committee may accelerate or extend, through the evaluation process, the advancement of an apprentice in each and every wage progression period.

d. When an apprentice is notified that an employment referral is available, he/she must be able to report to work within 24 hours. If the apprentice cannot respond in a timely fashion, the next apprentice on the list may be offered the referral. If an apprentice does not respond to a dispatch, he/she may drop to the bottom of the referral list.

e. If an apprentice refuses an employment referral, he/she may be dropped to the bottom of the referral list.

f. An apprentice who has been issued a refuse to rehire notice will be interviewed by the Apprenticeship Coordinator, who will review the circumstances and outline corrective steps leading to successful employment. A second refusal to rehire on the same apprentice will result in a committee citation where the apprentice could be dropped from the program.

g. All apprentices must be released from "on-the-job" commitments to attend scheduled related instruction.

h. An apprentice who is discharged by three (3) employers for the reasons set forth in Section X.B.3.g may have his/her apprenticeship agreement canceled.

i. The Committee may, at any time, rotate an apprentice who is not receiving proper training or for any reason they feel will benefit the apprentice.

j. The apprentice will have a valid Washington State driver's license at all times.

k. Within 24 hours after termination Apprentices will physically report to the closest CITC training facility to sign the dispatch log. If the apprentice is terminated on Friday, they will report by 9 a.m. on the following Monday.

Apprentices who reside 50 miles or more away from the closest CITC facility may request a Request for Dispatch form to be mailed, faxed or emailed to them. This request should be directed to the Bellevue office at (425) 285-2331. This form must be requested and returned to the Bellevue office by the apprentice within 24 hours of lay-off or termination. If the apprentice is terminated on Friday, they will contact CITC by 9 a.m. on the following Monday.

l. Classroom instructors shall keep an attendance record of apprentice's actual class hours, which shall be turned in to the CITC Apprenticeship Coordinator at the end of each class period. All records shall note tardiness and early departures and shall be forwarded to the Committee for disposition.

m. It is the applicants and apprentice's responsibility to keep his or her current address and contact information on file with the Committee.

n. An apprentice must have adequate dependable transportation to the job and classroom.

o. Apprentices are responsible for the payment of their books, lab fees, and incurred late fees for related classroom instruction.

p. Each apprentice shall be required to perform assigned tasks in the classroom in accordance to industry standards at the jobsites. The determination by the Apprenticeship Committee of an apprentice's progress and fitness for the trade shall be based in part on the proficiency shown in subjects covered in the related trade instruction as well as on-the-job.

q. The employer shall be included in the evaluation process through jobsite observation. Observations will be forwarded to the Committee for review and appropriate action.

r. The requirements for advancement are: Regular attendance at related classes, a 70% average minimum grade, satisfactory reports from the employer and journey-level workers, and work experience reports turned in monthly.

s. Apprentices may make a complaint to the Apprenticeship Committee for issues pertaining to either related instruction or on-the-job training. The apprentice must submit the complaint in writing to the Director of Apprenticeship no later than 10 days prior to the Apprenticeship Committee meeting. The complaint must be submitted in writing within 60 days of the occurrence. The apprentice shall have the right to appear in person before the Committee. The apprentice shall be notified of the decision of the Apprenticeship Committee in writing. All decisions of the Apprenticeship Committee shall be final.

t. The Sponsor retains the right to submit revisions to these Standards to the Washington State Apprenticeship and Training Council, according to Council rules.

u. Apprentices may at any time submit a completed Regional Referral Availability Form to the CITC facility located Bellevue. Failure to submit a form will result in the apprentice committing to employment anywhere within the state of Washington. Apprentices may contact their respective coordinator located in Bellevue to change their referral request form.

v. Apprentices with previous experience or training in the trade may request to have previous hours accounted for toward their apprenticeship certification. Each individual case would come before the Apprenticeship Committee for review and approval. Apprentices are required to submit previous work experience hours to the committee within 90 days of their registration as an apprentice with these standards. Extension may be requested from the committee by the apprentice.

Local Apprenticeship Committee Policies

The CITC Mechanical Insulator Committee may delegate day to day operations that may include administration/disciplinary responsibilities to its local subcommittee with assurance that the CITC Mechanical Insulator Committee will review all actions that are required by the Washington State Apprenticeship and Training Council to be reported to the Department of Labor and Industries. Sub-Committees and their members herein defined will hold meetings under the quorum of approved sub-committee members. CITC Mechanical Insulator Committee interpretation of quorum for sub-committee members is that three members will be present during sub-committee meetings.

Violation of the "CITC Facility Policies and student code of conduct" policies may result in disciplinary action by the Committee, up to and including cancelation from the apprenticeship program.

CITC Facility Policies and student code of conduct

1. Safety is our first concern! There will be no tolerance for unsafe conditions, improper use of hazardous materials or dangerous tools and equipment.

2. All hand tools and power tools shall be maintained in a safe condition and used only for their intended purpose.

3. All students must wear required protective equipment when working with tools or materials where it is required. Anyone not adhering to this policy will be asked to leave the class and will be marked absent from class for that evening.

4. At the end of class or lab each student will be expected to allow enough time for cleanup of their workspace. All tools/materials will be put back in their proper places. All lab areas will be swept clean each evening.

5. **All CITC locations are NO SMOKING facilities. There will be no smoking inside any buildings or near entrances. No smoking is allowed within 25 feet of any entrance. If your class is on a high school campus, there will be not smoking/chewing of tobacco anywhere on the grounds of the high school.**

6. **Use of alcohol or illegal drugs before or during class hours will result in immediate dismissal from CITC.**

7. **Possession, consumption and/or sale of controlled substances, alcohol or firearms before or during class hours on or near any of CITC's training facilities which include parking areas will result in immediate dismissal from CITC.**

8. **Physical/verbal abuse, harassment or insubordination of any type toward CITC staff, fellow classmates and/or the instructor will not be tolerated and will result in immediate dismissal from CITC.**

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:

Disciplinary Procedures:

a. Apprentices shall be informed of their work and related training obligations as stated in these Standards

b Disciplinary problems may first be handled by the Director of Apprenticeship. If the Director deems appropriate, the matter may be referred to the Committee for action.

c. The Committee and/or its designate shall notify the apprentice of any violations of these Standards and the apprentice shall be subject to the disciplinary action procedures as outlined below.

d. Failure to show regular attendance at related classes may be deemed sufficient cause for the Apprenticeship Committee to initiate disciplinary action procedures as outlined below. Regular attendance is defined as not missing more than two classes per quarter. Apprentices who miss more than two (2) classes per quarter may be summoned before the committee for disciplinary action up to and including cancellation of his or her apprenticeship status.

e. More than two unexcused absences from class during each quarter may be deemed cause by the Committee for the apprentice's completion date being extended an additional three (3) months with a corresponding three (3) months delay in the apprentices next scheduled increase

Four (4) unexcused absences from class during the quarter may be deemed cause by the committee for the apprentice being dropped from the program.

Two (2) tardies to class is equal to one (1) absence.

Excused absences may be allowed for:
Illness of apprentice
Trips and/or vacations. (By prior approval of the Apprenticeship Committee)
Death in immediate family
Any other reasons deemed appropriate by the Committee

f. **Apprentices who have missed related instruction, as outlined in these Standards, will not be eligible for advancement until such time as the requirement is satisfied.**

g. **A contractor may discharge an apprentice for substandard performance, improper conduct, indifference to the contractor's or Committee's rules and regulations, or insubordination.**

h. **If an apprentice is fired for cause or quits (after their initial probationary period), he/she will not be redispatched until he/she appears before the Apprenticeship Committee at their next meeting and is subsequently released by the Committee as eligible for work.**

i. **It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded by the apprentice to the Director of Apprenticeship at the Construction Industry Training Council on the 20th day of each month after they have been signed by the employer or appropriate representative of the employer. The above records shall contain the apprentice's (a) name, (b) classification, (c) employer, (d) months and year of report, as well as hours of work performed. The Director of Apprenticeship shall then forward these records to the Apprenticeship Committee prior to each Committee meeting or upon request of the Committee. The work process classifications in which the apprentice has worked each day shall be recorded in the apprentice's record book. The record book is designed with each month in triplicate for the purpose of providing a copy of on the job training for the employer's record, a copy for the apprentice which stays in the book, and the original which is sent to the CITC Director of Apprenticeship. The books are available at CITC.**

j. **Work experience reports must be turned into the apprenticeship office made out completely and properly, on time. Failure to comply will result in notification of no pay progression until records are completed. The Committee will not accept hours that are more than 90 days past due.**

k. **Each apprentice who is late in turning in his/her work experience report will have the following penalties imposed:**

First Offense:	**Up to 30 days actual work delay in his/her next advancement.**
Second Offense:	**Up to 60 days actual work delay in his/her work advancement.**
Third Offense:	**Cause for cancellation of the apprenticeship agreement.**

Future advancements will be calculated from the new date.

l. **All other disciplinary action procedures are as follows:**

1st infraction:	**A written warning.**
2nd infraction:	**Appearance before the Apprenticeship Committee by the apprentice to justify why advancement should not be denied, his/her apprenticeship agreement should not be canceled or whatever other action is being contemplated by the Apprenticeship Committee.**
3rd infraction:	**Cause for cancellation of the apprenticeship agreement.**

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

n. **Should the Apprenticeship Committee find reason to suspend or cancel an apprenticeship agreement, the apprentice shall be notified in writing, specifying the reason for the suspension, cancellation or any disciplinary action. The apprentice shall be notified 20 days in advance of the meeting of the Committee for the purpose of the disciplinary action, suspension, or cancellation.**

o. **Individuals who are terminated from the program for cause are prohibited from reapplying to the program for a period of 12 months from the date of their cancellation. After 6 months, the terminated apprentice may request that the committee waive the remaining 6 months. The decision to waive the remaining 6 months will be at the discretion of the committee.**

p. **The apprentice shall read Section X in its entirety and be thoroughly familiarized with its content. The apprentice shall keep a copy for ready reference at all times. The apprentice is cautioned that the penalties are enforced and failure to read the regulation will be no excuse.**

q. **The Apprenticeship Committee solicits and appreciates any constructive criticism which will further this program.**

r. The terms "apprenticeship committee" or "committee" refer to the apprenticeship committee of the Construction Industry Training Council (CITC), the sponsor of these standards.

C. Apprentice Complaint Procedures:

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

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

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

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

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

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

D. Apprentice Complaint Review/Appeals Procedures:

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

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: **A quorum must be present to carry on the regular business of the apprenticeship Committee. A quorum shall consist of three members.**

   b. Program type administered by the committee: **GROUP NON-JOINT**

c. The employer representatives shall be:

Samuel Delgado, Chair
1930 116th Ave NE
Bellevue WA 98042

Anthony Hernandez
1930 116th Ave NE
Bellevue WA 98042

d. The employee representatives shall be:

Kirk Anderson, Secretary
1930 116th Ave NE
Bellevue WA 98042

Marcos Mejia- Lopez
1930 116th Ave NE
Bellevue WA 98042

Francisco Galeana (Alt.)
1930 116th Ave NE
Bellevue WA 98042

F. Plant programs

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

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

NONE

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these standards, and are subject to the main committee. All actions of the subcommittee(s) must be reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

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

Halene Sigmund, President
Construction Industry Training Council
1930 116th Avenue NE
Bellevue, WA 98004

Adriana Gamboa, Vice President of Apprenticeship
Construction Industry Training Council
1930 116th Avenue NE
Bellevue, WA 98004

Nan Bhusawang, Apprenticeship Program Supervisor
Construction Industry Training Council
1930 116th Avenue NE
Bellevue, WA 98004

Teri Gardner 3-2-2020

Teri Gardner 3-6-2020

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2/28/2020 TUK/bk

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 Construction Industry Training Council of Washington
(NAME OF STANDARDS)

Occupations	County(s)	Journey Level Wage Rate	Effective Date:
Mechanical Insulator	Region 1A – covers: King, Lewis, Mason, Pierce, Snohomish, and Thurston Counties.	$30.31	02/18/2020
	Region 1B – covers: Skagit, Whatcom, San Juan, Island, Kitsap, Clallam, Jefferson, Grays Harbor, and Pacific Counties.	$30.31	02/18/2020
	Region 2 – covers Spokane and Eastern Washington: Ferry, Lincoln, Adams, Franklin, Walla Walla, Columbia, Whitman, Spokane, Stevens, Pend Oreille, Asotin, and Garfield Counties.	$37.62	02/18/2020
	Region 3 – covers Vancouver and Southern Washington: Wahkiakum, Cowlitz, Clark, Skamania, and Klickitat Counties.	$37.62	02/18/2020
	Region 4 – covers Central Washington: Okanogan, Chelan, Kittitas, Yakima, Benton, Grant, and Douglas Counties.	$37.62	02/18/2020

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

Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Construction Industry Training Council of Washington

Committee Representative Name:
Samuel Delgado

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Sr. Project Manager	Partner Industrial, L.P.	04/22/2019	Current
Sr. Project Manager	Petrochem Insulation Inc.	05/23/2016	04/19/2019
Project Manager	Safway Scaffolding, LLC.	05/25/2015	05/13/2016
GF / Super / Project Manager	Petrochem Insulation Inc.	09/20/2010	05/08/2015
Insulation Journeyman / Lead	The Brock Group	03/2010	08/2010
Insulation Foreman	Brand Energy Services	06/2008	09/2009

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
Hatch Valley High School	08-2001	05-2005		Diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

NCCER Insulation Journeyman

Sponsors may attach additional pages if necessary.

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:	Construction Industry Training Council of Washington

Committee Representative Name:
Anthony Hernandez

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Site Project Manager	Brandsafway/ P66 Ferndale refinery	05/2018	Current
Insulation & abatement Superintendent	Brandsafway/ P66 Ferndale refinery	5/2017	5/2018
Insulation & Abatement	Brandsafway/ P66 Ferndale refinery	12/2014	5/2017
Painter	PCI/ BP Cherry point Refinery	12/2013	12/2014
Painter	Puglia engineering / FairHaven Shipyard	3/2013	12/2013

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
Green Hill Academic High School	1999	2002	High School	G.E.D.

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Asbestos Supervisor Card / ABAS00035675 / Department of Labor & Industries

AHERA Building Inspector Certification / EPA Provider #1085 / CERT # 172981

Sponsors may attach additional pages if necessary.

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:	Construction Industry Training Council Of Washington

Committee Representative Name:
Kirk A. Anderson

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Journey Level Insulator	BrandSafway	2017	Present
Insulator	BrandSafway	2013	2017
Scaffold Erector	BrandSafway	11/2010	2013

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

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

NCCER Industrial Insulator V3, Knowledge Verified 15046548
Asbestos Supervisor Card ABA00032312

Sponsors may attach additional pages if necessary.

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:	Construction Industry Training Council of Washington

Committee Representative Name:
Marcos Mejia Lopez

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Journeyman mechanical insulator	Partner Industrial 8901 Gaylor Drive #230 Houston texas 77024	06 2019	present
Insulation and metal mechanic	BrandSafway 1450 Whitehorn St. Ferndale WA 98248	03 2019	05 2019
insulation ,metal mechanic,scaffolding,steam tracing,fire proofing.	PetroChem Insulation of California 19010 South Alameda Street Rancho Dominguez CA 90221	01 2015	03 2019

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
Whatcom Community College Bellingham WA	04 2012	present	GED	not yet
Colegio San Juan Bosco Aguacatan Huehuetenango Guatemala	01 1980	12 1985	Elementery	Elementery diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
I've aslo had a fork lift driver certificate
at TC Trading in Blaine WA , I worked for them from 04 2012 to 11 2014.

Sponsors may attach additional pages if necessary.

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:	Construction Industry Training Council of Washington

Committee Representative Name:
Francisco Galeana

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Journeyman	Partner Ind.	5/20/2019	current
Superintendent	Petrochem Ins.	5/17/2016	5/17/2019
Superintendent	Safway Ins.	5/25/15	5/13/2016
Journyman, Lead, Forman, GF,SUP.	Petrochem Ins.	9/18/2017	5/18/15

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
Davis High School	1999	2003		
Heritage University	2003	2003	GED	GED diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Asbestos Supervisor
Competent person
Scaffold builder
Forklift driver
Arial lift driver

Sponsors may attach additional pages if necessary.

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Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Sponsor **Construction Industry Training Council of Washington**	
Skilled Occupational Objective **Mechanical Insulator**	
Term/OJT Hours **10,000**	Total RSI Hours **800**
Training Provider **Construction Industry Training Council of Washington**	

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.

Halene Sigmund
Printed Name of Program Sponsor

Halene Sigmund
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.

Halene Sigmund
Print Name Training Provider

Halene Sigmund
Signature of Training Provider

President
Title of Training Provider

Construction Industry Training Council of Washington
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

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

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

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

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

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

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

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

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

Program Sponsor:	Skilled Occupational Objective:
Construction Industry Training Council of Washington	**Mechanical Insulator – Year 1** **160 hours RSI**

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: **Orientation to the Trade**	Planned Hours: 3
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Provides an overview of the insulation industry, including how and why insulation is used, safety factors related to insulation, and common insulation-specific tools.	

Element/Course: **Basic Safety**	Planned Hours: 9
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Explanation of the importance of safety in the construction. Apprentices will learn how to identify and follow safe work practices and procedures as well as how to properly inspect and use safety equipment. Apprentices will be able to describe safe work procedures for lifting heavy objects, fighting fires, and working around electrical hazards.	

Element/Course: **Trade Specific Safety**	Planned Hours: 3
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: The insulation industry, including manufacturers, applicators, and users, is guided by regulations, codes, and standards. To fully understand the relationship between the industry and this information it is necessary to understand the meaning codes and regulations. In this module, apprentices will learn to identify the reasons for the Occupational Safety and Health Act (OSHA) regulations that govern the insulation industry; explain the basic guidelines for estimating and planning; identify the equipment and tasks required for safe surface preparation and insulation application; identify the fall protection and lifesaving measures employed in the insulation trade; identify common electrical hazards and sources when working at heights; inspect the work site and identify potential safety hazards; plan and stage for a specific application; and demonstrate the proper method for wearing personnel protective gear.	

Element/Course: **Lead & Asbestos Awareness**	Planned Hours: 4
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Apprentices will the basics of asbestos and lead, provides health protection and exposure requirements and other relevant concerns as mandated by OSHA 29 CFR 1926.62, OSHA 1926.1101, and OSHA 29 CFR 1910.1001. Topics to Be Covered Include: Background, Health effects, Personal protective equipment, Laws and regulations, Work practice, controls, and safety and health considerations other than asbestos and lead.	

Element/Course: **Scaffold User Training**	Planned Hours: 8
Mode of Instruction (check all that apply)	

☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: Construction Industry Training Council of Washington

Description of element/course:
Supported Scaffold User Hazard Awareness Training is intended for any and all persons who use a scaffold to access their work. The training presented in this course is in accordance with the requirements set forth in OSHA 29 CFR 1926.454(a)(1-5). Couse will include training on scaffolding overview, discussion on accidents and fatalities and how to prevent them, scaffold foundations, baseplates and sills, scaffold stability, proper scaffold ties, and falling objects protection.

Element/Course: **Basic Communication Skills**	Planned Hours: 6

Mode of Instruction (check all that apply)
☒ Classroom ☐ Lab ☐ Online ☐ Self-Study
Provided by: Construction Industry Training Council of Washington

Description of element/course:
Reviews basic communication skills. Apprentices will learn how to interpret information in written and verbal form and how to communicate effectively using written and verbal skills, as well as using electronic communication devices.

Element/Course: **Basic Employability Skills**	Planned Hours: 6

Mode of Instruction (check all that apply)
☒ Classroom ☐ Lab ☐ Online ☐ Self-Study
Provided by: Construction Industry Training Council of Washington

Description of element/course:
Discusses basic employability skills. Apprentices will learn how to effectively use critical thinking, computer, and relationship skills in the construction industry. Includes awareness of such workplace issues as sexual harassment, stress, and substance abuse.

Element/Course: **Introduction to Materials Handling**	Planned Hours: 6

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: Construction Industry Training Council of Washington

Description of element/course:
Introduces the concept of materials handling. Apprentices will learn how to properly handle materials and move them around the job site, as well as how to choose the appropriate materials handling equipment, recognize hazards, and follow materials-handling safety procedures.

Element/Course: **ACM Material Handling, Storage, and Distribution**	Planned Hours: 4

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: Construction Industry Training Council of Washington

Description of element/course:
Covers receiving, stacking, and storage of insulation materials, as well as material movement on the jobsite.

Element/Course: **Introduction to Hand Tools**	Planned Hours: 6

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: Construction Industry Training Council of Washington

Description of element/course:
How to identify, inspect and properly use hand tools. Includes the basic care of hand tools.

Element/Course: **Introduction to Power Tools**	Planned Hours: 6

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: Construction Industry Training Council of Washington

Description of element/course:
Introduction to power tools commonly used in the trade. Apprentices will learn how to safely use and properly maintain a variety of power tools.

Element/Course: **Introduction to Construction Math**	Planned Hours: 9
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Introduction to mathematical operations commonly used in construction and explains how the metric system and geometry are used in the trade. Apprentices will learn how to add, subtract, multiply, and divide whole numbers, fractions, and decimals, as well as how to convert decimals, fractions, and percentages.	

Element/Course: **Introduction to Construction Drawings**	Planned Hours: 9
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: The discussion of construction drawing terms, components, and symbols. Apprentices will learn how to interpret construction drawings, recognize classifications of drawings, and use drawing dimensions.	

Element/Course: **Characteristics of Pipe**	Planned Hours: 9
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Provides an overview of different pipe types and their uses, pipe sizing methodology, and the relationship between pipe sizes and insulation sizes.	

Element/Course: **Installing Fiberglass Pipe Insulation**	Planned Hours: 32
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Describes the characteristics of fiberglass pipe insulation and the characteristics of ASJ jacketing.	

Element/Course: **Insulating Pipe Fittings, Valves, and Flanges**	Planned Hours: 40
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Explains insulation requirements for fittings, valves, and flanges. Provides tips for professional and economical installation.	

Program Sponsor:	Skilled Occupational Objective:
Construction Industry Training Council of Washington	**Mechanical Insulator – Year 2** **160hrs RSI**

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: **OSHA 10**	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Construction OSHA 10	

Element/Course: **First Aid CPR**	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: First Aid and CPR training provide students with the confidence and capability to react immediately to an incident, injury or illness. In the event of a medical emergency, when properly trained students will be capable of administering basic medical treatment or CPR (as needed). It's been proven that CPR aid provided during critical and life-threatening accidents, injuries or health complications in the workplace saves lives.	

Element/Course: **Confined Space Training**	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Working in a confined space presents a unique set of hazards. Confined Space Safety Training prepares students to work safely in these tight spaces and reduce the risk of injuries and accidents. During this training students will learn how a confined space is defined, as well as common examples of confined spaces you might encounter on your construction site. Additionally, the course explains the atmospheric conditions that make confined spaces so hazardous and why they are so dangerous.	

Element/Course: **Trade Math and Layout**	Planned Hours: 9
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Reviews some basic arithmetic and geometric concepts applicable to the mechanical insulating craft. Building on these basic skills, trainees then learn drafting and layout methods that they will frequently use throughout their careers.	

Element/Course: **Construction Drawings and Specifications**	Planned Hours: 9
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Describes how to determine the insulation requirements of a project by interpreting construction drawings.	

Element/Course: **Equipment Operating Certifications**	Planned Hours: 12
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: In this module apprentices will receive classroom and Lab training on All Terrain Forklifts, Man Lifts, Scissor Lifts, Compressors 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: **HSE Basic Plus Refresher**	Planned Hours: 2
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Basic Orientation Plus® orientation is to inform the employee of general safety rules, regulations, practices, and principles associated with the construction and contract maintenance/services industry, as well as, re-informing and updating the experienced employee. This module will qualify as an OSHA mandated orientation.	

Element/Course: **Plumbing Systems**	Planned Hours: 9
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Covers cold and hot water plumbing systems and insulation requirements for different types of plumbing systems.	

Element/Course: **Chilled and Hot Water Heating Systems**	Planned Hours: 9
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: 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: **Heat Transfer**	Planned Hours: 3
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: 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: **Sheet Metal Fabrication Equipment**	Planned Hours: 16
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Covers proper use of common sheet metal fabrication equipment utilized by mechanical insulators. Equipment covered includes, but is not limited to band saw, Pittsburg machines, sheet metal brakes, and metal forming tools.	

Element/Course: **Flexible Foam Insulation**	Planned Hours: 9
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Covers 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**	Planned Hours: 6
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Covers the identification of various duct systems and their associated components.	

Element/Course: **Blanket Insulation for Ducts**	Planned Hours: 6
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Covers fiberglass blanket installation to ducts and apparatus and discusses vapor-sealed blanket insulation facings.	

Element/Course: **Board Insulation for Ducts**	Planned Hours: 18
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Covers 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**	Planned Hours: 12
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
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**	Planned Hours: 3
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Explains pipe installation procedures and guidelines, including the procedures for cast iron, ductile iron, concrete, carbon steel, fiberglass and thermoplastic pipe. Includes an introduction to horizontal directional drilling for pipe installation.	

Element/Course: **Vapor Retarders and Insulation Coatings**	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/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: **Quality Inspection Basics**	Planned Hours: 3
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: No matter the size of the job, all professional insulation jobs incorporate procedures or checks to verify the quality of the work. These must be performed at the appropriate points throughout all phases of the job. Quality cannot be controlled unless all work is done to meet a standard. As a craftsperson, apprentices must be vigilant about meeting	

quality standards, and in every component of work being done, have a clear idea of the standard of quality apprentices wish to achieve. To be professional, apprentices must consistently set high standards of quality. More importantly, apprentices must have a clear idea of what quality looks like in every aspect of your work. In this module, apprentices will learn to (1) explain who is responsible for performing quality control and quality assurance inspections, and (2) recognize and describe best environment conditions and how to check equipment and materials prior to starting job.

Program Sponsor:	Skilled Occupational Objective:
Construction Industry Training Council of Washington	**Mechanical Insulator – Year 3 160hrs RSI**

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: **OSHA 2254/ 30+**	Planned Hours: 42
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Students will be complete the Construction standards based OSHA 30 with additional training to cover key aspects of refinery safety. Written and performance verifications will be used to measure the apprentice's knowledge. Topics in the training include: Construction site and Refinery Evacuations, general site or plant overview, Radio Use, /MM 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 module include donning PPE, fitting respiratory protection, confined space, supplied air, donning and connecting fall protection, filling out incident reports.	

Element/Course: **Lead & Asbestos Awareness Refresher**	Planned Hours: 4
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: This Asbestos and Lead Awareness module covers the basics of asbestos and lead, provides health protection and exposure requirements and other relevant concerns as mandated by OSHA 29 CFR 1926.62, OSHA 1926.1101, and OSHA 29 CFR 1910.1001. Topics to Be Covered Include: Background, Health effects, Personal protective equipment, Laws and regulations, Work practice, controls, and safety and health considerations other than asbestos and lead.	

Element/Course: **Steam and Process Water Systems**	Planned Hours: 9
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Covers the identification of steam and condensate piping and describes steam and process water systems and their components.	

Element/Course: **Calcium Silicate/Expanded Perlite Pipe Insulation**	Planned Hours: 21
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course:	

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**	Planned Hours: 30
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Covers 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**	Planned Hours: 12
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Describes boilers and related equipment, and their insulation requirements.	

Element/Course: **Mineral Wool Insulation**	Planned Hours: 30
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
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: **Removable and Reusable Flexible Insulation Covers**	Planned Hours: 12
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
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.	

Program Sponsor:	Skilled Occupational Objective:
Construction Industry Training Council of Washington	**Mechanical Insulator – Year 4** **160 hours RSI**

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: **Board and Block Insulation**	Planned Hours: 20
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
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: **Marine Insulation Applications**	Planned Hours: 20
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Description of element/course.	

Element/Course: **Jacketing Systems**	Planned Hours: 12
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/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 and Fittings**	Planned Hours: 40
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Covers 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 and Equipment**	Planned Hours: 40
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Covers the identification of vessel and equipment jacketing, along with layout, fabrication, installation procedures, and securements.	

Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table.

Element/Course: **Specialized Insulation Systems**	Planned Hours: 4
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
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**	Planned Hours: 24
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
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.	

Program Sponsor:	Skilled Occupational Objective:
Construction Industry Training Council of Washington	**Mechanical Insulator – Year 5** **160 hours RSI**

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: **Sheet-Metal Lagging**	Planned Hours: 16
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Describes the identification and application of common sheet metal tools, discusses fabrication and installation methods, and covers flashing and sealing techniques.	

Element/Course: **Industrial Insulation**	Planned Hours: 20
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: There are some insulation systems the average insulation worker will not encounter on a day-to-day basis. Some are less common applications in conventional insulation work, while others are highly specialized and would rarely be seen in typical mechanical insulation jobs. However, a competent mechanical insulator should have some knowledge of all types of insulation systems. In this module, you will learn to describe various specialized insulation systems and their functions.	

Element/Course: **Refrigeration and Cryogenic Systems**	Planned Hours: 40
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: In today's world, the use of refrigeration, cryogenics and low-temperature refrigeration is taking a more and more significant role. From the food industry, transportation, energy, and medical applications to the Space Shuttle, products must be stored, handled, and transferred from one point to another. To minimize heat leaks into storage tanks and transfer lines, high-performance materials are needed to provide high levels of thermal isolation. Complete knowledge of thermal insulation is a key part of enabling the development of efficient, low-maintenance refrigeration and cryogenic systems. During this training students will learn to describe various refrigeration insulation materials and explain how it is installed; describe various cryogenic insulation materials and explain how it is installed; and properly insulate pipe with a materials designed for refrigeration and cryogenic service.	

Element/Course: **Blueprints and Specifications - Advanced**	Planned Hours: 40
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: Mechanical insulation installers rely on project drawings and specifications to know what insulation to use, where to use it, and how to install it. Another important use of project drawing is in estimating and assembling the materials required to complete a job. The ability to read drawings and specifications is a critical skill for mechanical insulation	

contractor. Students you will learn to review plans to complete total estimate and assembling materials to complete the job. Students will then need to complete hands on project based on their estimating and quantity takeoff.

Element/Course: **Introduction to Supervision**	Planned Hours: 44
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Construction Industry Training Council of Washington	
Description of element/course: The course covers basic introduction to Project Management, Safety, Interpersonal Skills, Issues and Resolutions, Construction Documents, Construction Planning, Estimating and Cost Control, Scheduling, Resource Control, Quality Control and Assurance and Continuous Improvement.	