



APPRENTICESHIP PROGRAM STANDARDS
adopted by

GREAT RIVERS BEHAVIORAL HEALTH ORGANIZATION APPRENTICESHIP
(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
PEER COUNSELOR	21-1019.00	2000 HOURS
MEDICAL ASSISTANT	31-9092.00	6000 HOURS
BEHAVIORAL HEALTH COORDINATOR I	21-1094.00	6000 HOURS
BEHAVIORAL HEALTH COORDINATOR II	21-1094.00	6000 HOURS
MENTAL HEALTH PROFESSIONAL	21.1014.00	6000 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:

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By: DAVE D'HOUNDT
Chair of Council

By: CHRIS BOWE
Secretary of Council

GREAT RIVERS BEHAVIORAL HEALTH ORGANIZATION APPRENTICESHIP

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):

It is the goal of Great Rivers BHO Apprenticeship through the application of these standards, to recruit and train a workforce that can learn the skills needed to work in

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behavioral health occupations through a combination of on-the-job-training and supplemental education. This Apprenticeship Program will develop qualified workers in Washington State, offering a valued long-term benefit for the worker and employer.

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.

Cowlitz, Grays Harbor, Lewis, Pacific, and Wahkiakum counties.

II. MINIMUM QUALIFICATIONS:

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

Peer Counselor, Medical Assistant, Behavioral Health Coordinator I

- Age: **18 years**
- Education: **High School Diploma or Equivalent**
- Physical: **Must be able to perform the duties of the position, with or without reasonable accommodations**
- Testing: **None**
- Other: **None**

Behavioral Health Coordinator II

- Age: **18 years**
- Education: **Associate's Degree or equivalent transfer credits**
- Physical: **Must be able to perform the duties of the position, with or without reasonable accommodations**
- Testing: **None**

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Other: **None**

Mental Health Professional

Age: **18 years**

Education: **Bachelor's Degree**

Physical: **Must be able to perform the duties of the position, with or without reasonable accommodations**

Testing: **None**

Other: **None**

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

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

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

- 1. Applicants will complete an employment application to Great Rivers Behavioral Health Organization (Great Rivers BHO).**
- 2. Great Rivers BHO will post open positions when employers (Training Agents) have a hiring need at <http://behavioralhealthcareers.jobs.net>. Paper applications may be obtained by email at Careers@GreatRiversBHO.org or in person at 57 West Main Street, Suite 260 Chehalis, WA 98532.**
- 3. Applicants can be incumbent workers of Training Agents, and/or outside hires.**
- 4. Applicants must satisfactory complete Great Rivers BHO Human Resources screening procedures. The minimum ranking for eligibility will be determined by the HR representative and the hiring manager or hiring committee prior to**

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reviewing applications, as will be the selection criteria before each step in the recruitment process.

5. Applicants approved by Great Rivers BHO as Apprentices will be informed of their obligations under the standards established for the trade. Apprentices who are accepted will be formally registered to the employers involved by Great Rivers BHO.
6. The Committee will evaluate each applicant's prior experience and work history in order to place the applicant into the program at the proper level of work experience, education requirements, and wage progression.
7. Training Agents with a Collectively Bargained Agreement will follow the CBA selection procedures and wage schedule.

EXCEPTIONS:

1. Behavioral Health Coordinator I apprentices with partial education requirements, working towards meeting appropriate education requirements, per WAC 246-811-030, will have preferred entry.
2. Behavioral Health Coordinator II apprentices with an Associate's degree, in: counseling, psychology, social work, nursing, education, pastoral counseling, rehabilitation counseling, or social science, per WAC 246-809-220, will have preferred entry.
3. Mental Health Professional apprentices with a Bachelor's degree in: counseling, psychology, social work, nursing, education, pastoral counseling, rehabilitation counseling, or social science, per WAC 246-809-220, will have preferred entry.
4. Mental Health Professional apprentices with partial education requirements, per WAC 246-809-221, will have preferred entry.

B. Equal Employment Opportunity Plan:

Great Rivers shall encourage minority and women (minority and non-minority) journey-level workers and apprentices to promote the program and serve as recruiters.

Great Rivers shall participate in workshops conducted by employment service agencies, school districts, and community based organizations to increase awareness of apprenticeship opportunities for general apprenticeship outreach.

C. Discrimination Complaints:

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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].

Peer Counselor: Minimum of 2000 Hours

Medical Assistant, Behavioral Health Coordinator I, Behavioral Health Coordinator II, Mental Health Professional: Minimum of 6000 Hours

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.

Peer Counselor: 400 hours

Medical Assistant, Behavioral Health Coordinator I, Behavioral Health Coordinator II, Mental Health Professional: 1,200 hours

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VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

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

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

There will be no more than (1) apprentice to every (1) journey-level worker per 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.

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C. Wage Progression Schedules

Peer Counselor

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0-1000	96%
2	1001-2000	98%

Medical Assistant

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0-2000	85%
2	2001-4000	90%
3	4001-6000	95%

Behavioral Health Coordinator I

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0-2000	85%
2	2001-4000	90%
3	4001-6000	95%

Behavioral Health Coordinator II

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0-2000	85%
2	2001-4000	90%
3	4001-6000	95%

Mental Health Professional

Step	Hour Range or competency step	Percentage of journey-level wage rate*
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1	0-2000	85%
2	2001-4000	90%
3	4001-6000	95%

VIII. WORK PROCESSES:

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

A. Approximate Hours/Competency Level

Peer Counselor

- 1. Building Relationship/Effective Communication.....600**
 - Trauma Informed Care
 - Cultural Competence
 - Active and Reflective Listening
 - Effective and appropriate use of Lived Experience
 - Strength-based person first language

- 2. Documentation/Legal.....400**
 - Progress Notes
 - Database
 - Mandatory Reporting
 - Ethics and Boundaries
 - Golden Thread

- 3. Goal Setting.....300**
 - Identifying strengths
 - Motivational Interviewing
 - Navigating barriers
 - Celebrating success
 - Smart Goals

- 4. Community Building.....500**
 - Identifying and Building Natural Supports
 - Effective use of Formal Supports
 - Advocacy

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**Facilitating Groups
Effective Referrals/Resources
Partnering**

- 5. Administrative/Development.....200**
 - Answering phone**
 - Appointment Scheduling**
 - Agency Trainings**
 - Continuing Education**
 - Self-Care**
 - Supervision**

Total Hours: 2000

Medical Assistant

APPROXIMATE HOURS

- 1. Patient Interaction Rooming and Vital Signs.....3375**
 - Phones/Triage/Scheduling**
 - Care Coordinator**
 - Chronic Disease Management**
 - Preventive Care and Screenings**
 - Patient Self-Management and Health Coaching**
 - Health Benefit Enrollment**
- 2. Clinical Procedures and Diagnostic Tests.....1050**
 - Peak flow, URI prep, STI/GU Preps, nebulizer, spirometry, urine analysis, pregnancy test, HGA1c, Autoclave and instrument cleaning, EKG, oxygen, Venipuncture and capillary blood collection, audiometry, injections including vaccines, aseptic technique, preparing sterile field.**
- 3. Data Entry570**
 - Run Charts/Pull Reports**
 - Interacting with EHR**
 - Medical Records**
 - Chart prep and organization**
- 4. Misc. Procedures and Cleaning480**
 - Stocking supplies and cleaning**
 - Reordering Supplies**
- 5. Quality Improvement150**
 - Rapid-Cycle**
 - Improving Care Processes**

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**Innovative Models to Increase Access
Workflow
Revenue Enhancement
Implementation of and/or meetings regarding QI**

**6. Care Team Interactions.....375
Population and Panel Management
Team Huddles**

Total Hours: 6000

Behavioral Health Coordinator I

APPROXIMATE HOURS

**1. Client Interaction.....1500
Person Centered Care
Care Coordination Services
Trauma Informed Care
Health Literacy and Client Engagement**

**2. Behavioral Health Planning and Support.....3300
SUD Screening, intake and assessments (minimum of CDP-T required)
Treatment Care Planning
Client Voice and Choice (Strengths Based)
Monitoring, Observation, and Report Writing Based on Golden Thread
Approach
Care Coordination Services and Referrals
Preventive Care Coaching and Health Education
Medication Management
Behavioral Management and or Crisis Plans Review
Wellness Recovery Action Planning**

**3. Supervision and Continuing Education.....400
Regular Case Staffing and Supervision
Mandatory Reporting Training
Bloodborne Pathogens and AIDS/HIV Training
Ethics/Law and Boundaries
Cultural Competency**

**4. Treatment Models600
Evidence Based Practices
Fundamentals of Milieu
Trauma Informed Care Models/Approaches
WISe Wraparound with Intensive Services Models/Approaches
ACT Models/Principles
Motivational Interviewing Approaches
Solution Finding/Focused Approaches
De-escalation Techniques**

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- 5. Front Office, Administration & Billing.....200**
 - Answering and Returning Phone Calls**
 - Appointment Scheduling and Tracking**
 - Maintenance of Records**
 - Billing and Insurance as Related to Specific Duties**
 - Authorization Process**

Total Hours: 6000

Behavioral Health Coordinator II

APPROXIMATE HOURS

- 1. Client Interaction.....2250**
 - Person Centered Care**
 - Care Coordination Services**
 - Trauma Informed Care**
 - Health Literacy and Client Engagement**

- 2. Behavioral Health Planning and Support.....2650**
 - SUD Screening, intake and assessments (minimum of CDP-T required)**
 - Treatment Care Planning**
 - Client Voice and Choice (Strengths Based)**
 - Monitoring, Observation, and Report Writing Based on Golden Thread Approach**
 - Care Coordination Services and Referrals**
 - Preventive Care Coaching and Health Education**
 - Medication Management**
 - Behavioral Management and or Crisis Plans Review**
 - Wellness Recovery Action Planning**

- 3. Supervision and Continuing Education..... 300**
 - Regular Case Staffing and Supervision**
 - Mandatory Reporting Training**
 - Bloodborne Pathogens and AIDS/HIV Training**
 - Ethics/Law and Boundaries**
 - Cultural Competency**

- 4. Treatment Models.....600**
 - Evidence Based Practices**
 - Fundamentals of Milieu**
 - Trauma Informed Care Models/Approaches**
 - WISe Wraparound with Intensive Services Models/Approaches**
 - ACT Models/Principles**
 - Motivational Interviewing Approaches**
 - Solution Finding/Focused Approaches**
 - De-escalation Techniques**

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- 5. Front Office, Administration & Billing.....200**
 - Answering and Returning Phone Calls**
 - Appointment Scheduling and Tracking**
 - Maintenance of Records**
 - Billing and Insurance as Related to Specific Duties**
 - Authorization Process**

Total Hours: 6000

Mental Health Professional

- 1. Client Interaction.....2,250**
 - Person Centered Care Approach**
 - Trauma Informed Approach**
 - Health Literacy and Client Engagement**
 - Ethics and Boundaries**
 - Cultural Competency**

- 2. Behavioral Health Planning And Support.....2,850**
 - Intake and Assessment**
 - Treatment Care Planning**
 - Monitoring, Observation, and Report Writing Based on Golden Thread Approach**
 - Client Voice and Choice (Strengths Based)**
 - Care Coordination Services and Referrals**
 - Preventive Care Coaching and Health Education**
 - Medication Management**
 - Behavioral Management and or Crisis Planning**
 - Wellness Recovery Action Planning**
 - Case Staffing and Supervision**

- 3. Treatment Models..... 600**
 - Evidence Based Practices**
 - Fundamentals of Milieu**
 - Trauma Informed Care Models/Approaches**
 - WISe Wraparound with Intensive Services Models/Approaches**
 - ACT Models/Principles**
 - Motivational Interviewing**
 - Solution Finding/Focused**
 - De-escalation Techniques**

- 4. Front Office, Administration & Billing.....300**
 - Answering and Returning Phone Calls**
 - Appointment Scheduling and Tracking**
 - Maintenance of Records**

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Billing and Insurance as Related to Specific Duties Authorization Process

Total Hours: 6000

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses: **Purdue University Global**

State Community/Technical college: **Lower Columbia College**

Private Technical/Vocational college: **Purdue University Global**

Sponsor Provided (lab/classroom): **Great Rivers Behavioral Health Organization**

Other (specify): **Department of Health Certified Trainer**

B. **144** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

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- () Twelve-month period from date of registration.*
- () Defined twelve-month school year: (insert month) through (insert month).
- (X) 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:

Peer Counselor:152 RSI hours

Medical Assistant: 900 RSI hours, 90 credits, Associate Degree, Lower Columbia College

Behavioral Health Coordinator I: 900 RSI hours, 90 credits, Associate Degree, Lower Columbia College

Behavioral Health Coordinator II: 1,980 RSI hours, 90 credits, Bachelor's Degree, Purdue University Global

Mental Health Professional: 1,320-1,540 RSI hours, 60-70 credits, Master's Degree, Purdue University Global

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:
 1. **A condition for the participation in the apprenticeship program is employment with the Approved Training Agent with whom the apprentice signed the Apprenticeship Agreement. Therefore the apprentice is governed by the Training Agent's policies and procedures in addition to the Washington State Apprenticeship and Training Council rules and policies.**

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2. **The Sponsor will:**
 - a. **Provide to Approved Training Agents appropriate forms to document and record hours of instruction in Work Process (Section VIII) and Related Supplemental Instruction (Section IX).**
 - b. **Be responsible for obtaining signed agreement forms from all individual employers who are approved to hire and train apprentices, which shall state that the employer will comply with all rules and laws governing Registered Apprenticeship.**

3. **The Training Agent will:**
 - a. **Ensure that a qualified Journey Level worker provides meaningful and harassment free on-the-job learning in all aspects of the occupation.**
 - b. **Explain to their apprentice(s) the requirements and expectations of these Standards of Apprenticeship.**
 - c. **Provide the Apprentice with appropriate forms to document and record hours of instruction in Work Process (Section VIII) and Related Supplemental Instruction (Section IX). Submit to the apprenticeship committee RSI and OJT reports on a monthly basis.**

4. **The Apprentice will:**
 - a. **Complete RSI modules.**
 - b. **Document their own OJT and RSI work hours.**
 - c. **Provide to their Training Agent a copy of each signed monthly progress report.**

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.

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- 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:

Whenever appropriate, GREAT RIVERS BHO Committee may apply, at their discretion, any of the following corrective action options, including but not limited to: coaching/counseling, documented oral warning, written warning, suspension, or termination. The level of corrective action will depend on the facts and circumstances of the case and the apprentice record.

Verbal and Written Warning: These formally documented actions will be filed in the apprentice's personnel file. It may be used when less formal measures have not corrected a problem or as a first step where the misconduct or performance deficiencies warrant this level of corrective action. It is intended to raise the level of seriousness and awareness, and will include a description of the issue(s), the expectations and that if failure to comply/meet and sustain expectations or additional workplace concerns arise, that further corrective action will result up to and including termination.

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Suspension: This formally documented action will be filed in the apprentices' personnel file. This is an involuntary period of leave without pay imposed when unacceptable performance or conduct continues or reoccurs despite prior corrective action. A suspension may also be utilized without prior corrective action if the severity of the issue or misconduct is such that it warrants a high level of discipline short of termination. It is intended to raise the level of seriousness and awareness, and will include a description of the issue(s), the expectations and that if failure to comply/meet and sustain expectations or additional workplace concerns arise, that further corrective action will result, making it evident that employment status is in jeopardy.

Termination: This action may be taken when other forms of corrective action have not resulted in meeting expectations or the seriousness of the issues or misconduct is such that it warrants the most severe form of employment action. GREAT RIVERS BHO Committee may terminate apprentices based on unsatisfactory job performance, misconduct or for any other reason warranting termination.

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.

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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:

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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

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- 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

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- 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)

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

- a. Quorum: **50% plus 1**
- b. Program type administered by the committee: **Group Joint**
- c. The employer representatives shall be:

Cameron Carson, Chair
Columbia Wellness
921 14th Ave
Longview, WA 98632

Jessica McGee
Great Rivers BHO
57 W Main St. Suite 260
Chehalis, WA 98532

David McClay
921 14th Ave
Longview, WA 98632

Lucy Dupree
2204 Pacific Ave N.
Long Beach, WA 98631

- d. The employee representatives shall be:

Katie Strozyk, Secretary
360 NW North St.
Chehalis, WA 98532

Lisa Farvour
57 W Main St. Suite 260
Chehalis, WA 98532

Melody Lorenzo
404 West Main St
Kelso, WA 98626

Maureen Bailey
57 W Main St. Suite 260
Chehalis, WA 98532

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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:

N/A

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.

N/A

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.

Jessica McGee, Training Coordinator
Great Rivers BHO
57 W Main St. Suite 260
Chehalis, WA 98532
360.261.6910
JMcGee@greatriversbho.org