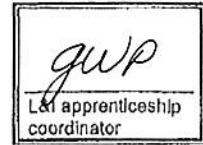


Received 11/21/19 Bellingham - GWP
Teri Gardner 11-27-19

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 Brinderson LLC. Industrial Carpenter

NAME OF PROGRAM STANDARDS

Check appropriate box:

☒ Committee

☐ Plant

☐ OJT

OCCUPATION(S):	HOURS:	SOC #:
Industrial Carpenter	8000	47-2031.00

Authorized Signatures:

Chair:

Secretary

Date:

11/13/19

Approved by:

Washington State Apprenticeship & Training Council

Secretary of Council

Date:

Received 11/27/19 Bellingham - GWP

Teri Gardner 11-27-19



APPRENTICESHIP PROGRAM STANDARDS
adopted by

BRINDERSON LLC. – INDUSTRIAL CARPENTER

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

INDUSTRIAL CARPENTER

47-2031.00

8000 HOURS



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

APPROVAL:

Provisional Registration

Standards Last Amended

Permanent Registration

By: _____
Chair of Council

By: _____
Secretary of Council

BRINDERSON LLC – INDUSTRIAL CARPENTER

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 Brinderson LLC. Apprenticeship Standards have as their objective the training of Industrial Carpenter skilled in all phases of the industry. The Sponsor recognizes that to

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accomplish this, there must be a well-developed on-the-job learning combined with related classroom instruction. This recognition has resulted in the development of these Standards of Apprenticeship.

They were developed in accordance with the basic standards recommended by the Washington State Apprenticeship and Training Council (WSATC), as a basis from which the Sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.

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 Pierce, Skagit and Whatcom counties in facilities engaged in activities described by North American Industry Classification System 324110 or 325110.

II. MINIMUM QUALIFICATIONS:

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

Age: **Applicants shall be at least 18 years of age.**

Education: **A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required.**

Physical: **Applicants must be physically capable of performing the work of this trade with or without reasonable accommodations, and without posing a direct threat to the health and safety of the individual or others.**

Testing: **NONE**

Other: **Applicants must be a current employee of Brinderson LLC.**

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

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

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

A. Selection Procedures:

- 1. The company shall recruit applicants using a company-wide internal job posting announcing openings as they occur in the apprentice occupation. The posting will come in the form of an approved flyer or letter.**
- 2. Applicants must provide an official transcript(s) for high school and any post-high school education. Applicant must submit the GED certificate or other high school equivalency credential if applicable. Applicant must also submit proof of required minimum qualification age.**
- 3. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.**
- 4. The company shall select the apprentices from those employees in the company who answer the posting.**
- 5. Selection shall be based on past work history, a demonstrated learning ability, prior schooling or experience, and Committee interview panel.**
- 6. The Committee will notify applicants of the selection.**

B. Equal Employment Opportunity Plan:

It is the mission of Brinderson LLC. that the training of apprentices shall be without discrimination. Brinderson LLC. is committed to providing Equal Employment Opportunity (EEO) to all people regardless of race, color, national origin, sex, religion, sexual orientation, disability, veteran status, or as otherwise specified by law. The Brinderson LLC shall take the following affirmative actions:

- 1. Participate in 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. **Encourage women, minorities and veterans to meet apprenticeship minimum qualifications with the goal of developing their skills through apprenticeship.**
4. **Grant credit for previous trade experience or trade-related courses for all applicants equally.**

C. Discrimination Complaints:

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

IV. TERM OF APPRENTICESHIP:

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

The term of apprenticeship shall be eight thousand (8000) hours of reasonably continuous on the job training including the apprenticeship initial probationary period.

V. INITIAL PROBATIONARY PERIOD:

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

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

- A. the period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. the period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the

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apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.

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

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

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

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

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

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

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

C. Wage Progression Schedules

Industrial Carpenter

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 – 1000 hours	60%
2	1001 – 2000 hours	65%
3	2001 – 3000 hours	70%
4	3001 – 4000 hours	75%
5	4001 – 5000 hours	80%
6	5001 – 6000 hours	85%
7	6001 – 7000 hours	90%
8	7001 – 8000 hours	95%

VIII. **WORK PROCESSES:**

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

A. **Industrial Carpenter**

Approximate Hours/Competency Level

1. Safety – Equipment Maintenance, PPE, Safety Processes & Procedures 450
 - a. New Hire Training & Refreshers
 - b. Refinery Safety Orientation
 - c. CPR First Aid
 - d. Confined Space & Safety Watch
 - e. Refinery Environmental Health & Safety
 - f. High Hazard Training
 - g. Abnormal Operating Conditions
2. Site Layout..... 900

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3. Demolition.....	600
4. Shoring.....	600
5. Oxy Fuel Cutting.....	400
6. Form Work, Welding, Handling & Installing Concrete	1800
7. Setting Supports & Anchors	800
a. Welding	
8. Specialty Carpentry	500
9. Tools & Material Handling.....	700
10. Rigging	850
11. Worksite Management	400
a. Housekeeping/Cleanup	
Total Hours:	8000

Included in the work process hours are the handling, rigging, setting, and erection of all related equipment, use and care of associated tools and operational skills.

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):

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☐ Supervised field trips

☒ Sponsor approved training seminars (specify) **Third party vendors, Equipment rental manufactures, Local agencies and Safety training providers**

☒ Sponsor approved online or distance learning courses (specify) **NCCER Connect, Vital Source, Biz Library, Pearson Construction Books**

☐ State Community/Technical college

☐ Private Technical/Vocational college

☒ Sponsor Provided (lab/classroom) **Integrity Safety, Brinderson LLC Facilities**

☐ Other (specify):

B. **(168)** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

☐ Twelve-month period from date of registration.*

☒ Defined twelve-month school year: **(January)** through **(December)**.

☐ Two-thousand hours of on the job training.

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

C. Additional Information:

1. **Apprentices will be responsible for completing the prescribed curriculum within the designated RSI schedule. All courses exams are required to be completed with a 70% or better score.**

2. **Apprentices who do not complete the required hours of RSI during a given segment will have the term of that segment extended until the required number of hours of training are accrued. The Apprentice and Training coordinator will work together to establish a plan for making up incomplete courses.**

3. **The recommended term of apprenticeship will include no less than 168 hours of related instruction for each year of the apprenticeship. Apprentices agree to take such courses, as the Committee deems advisable. The Committee will secure the instructional aids and equipment it deems necessary to provide quality instruction.**

4. **All apprentices are required to attend RSI as scheduled.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

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A. Administrative Procedures:

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

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. Advanced Standing or Credit: The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).

3. Sponsor Procedures:

A. A daily record of hours worked in each Work Processes category will be maintained by each apprentice. Apprentices will review their correctly completed and signed Work Process Reports weekly with their supervisor or designee. Apprentices will submit the Work Process Reports monthly to the Training Coordinator. The reports will be submitted on or before the 10th of the following month. Apprentices are encouraged to keep a hardcopy record of all Work Process Reports.

B. The apprentice's supervisor or designee will sign off the apprentice record of hours worked in each Work Process category every week.

C. It is the responsibility of the apprentice to keep an updated record of required safety training to work in the industry. Example (TWIC card, Site Orientations, and High Hazard Training).

D. During the term of apprenticeship, the apprentice shall be given such instruction during the OJT & RSI portions to develop the skills and knowledge necessary for advancement on the job and proficiency in their occupation.

E. The Classroom Policies and Procedures shall be adhered to at all times by the apprentice. Apprentices will receive a copy of Classroom Policies and Procedures on an annual basis. The apprentice must sign and acknowledge all classroom rules prior to starting RSI instruction.

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

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G. Overtime hours worked shall be recorded as actual hours worked.

B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:

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- a. When violations of these Standards by apprentices occur, they will be acted upon by the Apprenticeship Coordinator and/or the Committee as outlined below.**
- b. The Apprenticeship Coordinator will first and always attempt to resolve problems informally by communicating with all concerned parties.**
- c. If attendance is required at a Committee meeting, a notification will be sent to the apprentice and will contain the alleged violations.**
- d. If an apprentice fails to appear before the Committee when notified, the Committee may discipline the apprentice in their absence up to cancellation of apprenticeship agreement.**
- e. At the Committee meeting, the Committee will make its decision based solely upon the most credible evidence submitted at the meeting.**
- f. Apprentices will be notified in writing of the decision of the Committee.**
- g. Failure to attend RSI as scheduled may be cause for the apprentice to appear before the Committee and explain why they did not attend or complete all courses with a required passing score. The Committee will take appropriate disciplinary action and may cancel the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.**
- h. Apprentices who fail to submit their Work Process Reports on time for two (2) months within a year will be called before the Committee.**
- i. Apprentices who violate any Brinderson LLC facility Safety and Health policies, engage in behavior that disrupts related supplemental instruction, or returns from break having used alcohol or drugs, may be removed from class and will be reported as soon as possible to the Apprenticeship Coordinator or designee. The Apprenticeship Coordinator or designee will attempt to resolve the issue immediately or advance the issue to the Committee.**

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.**

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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

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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)

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- 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:

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- 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:

BRINDERSON LLC – INDUSTRIAL CARPENTER

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

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

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

a. Quorum: **SEE ABOVE**

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

c. The employer representatives shall be:

Lou Hall – Chair
235 N. Hill Blvd.
Burlington, WA. 98233

Colby Weg
235 N. Hill Blvd.
Burlington, WA. 98233

Loree Collins – Alternate
235 N. Hill Blvd.
Burlington, WA. 98233

Alexandra McClendon - Alternate
235 N. Hill Blvd.
Burlington, WA. 98233

d. The employee representatives shall be:

Myles Hulsey – Secretary
235 N. Hill Blvd
Burlington, WA. 98233

Chad Payne
235 N. Hill Blvd
Burlington, WA. 98233

BRINDERSON LLC – INDUSTRIAL CARPENTER

F. Plant programs

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

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

NA

XII. SUBCOMMITTEE:

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

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

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

**Mike Castillo
235 N. Hill Blvd.
Burlington, WA. 98233**

Teri Gardner 11-27-19

From which apprentices' wages rates are computed

From Brinderson LLC. - Industrial Carpenter

Occupations	County(s)	Journey Level Wage Rate	Effective Date:
Industrial Carpenter	Pierce, Skagit & Whatcom Counties	32.50	12/01/2019



*Received 11/21/19 Bellingham - GWP
Teri Gardner 11-27-19*

Brinderson LLC-Industrial Carpenter Apprenticeship Committee

On 9/10/2019, Brinderson LLC sent out an announcement to our workforce, via letter during our weekly scheduled safety meeting indicating that we, Brinderson LLC were going to be starting an apprenticeship program for the Industrial Carpenter an "apprentice able occupation". Development of this program would be necessary requirements of to meet Washington State's enacted Law described as "House Bill 1817" to provide a skilled and trained workforce for high hazard facilities.

As established by our standards of apprenticeship, the workforce was asked for any volunteers interested in serving as a committee member on our apprenticeship training committee. During that week, we received interest from volunteers. We asked the managers from each site to have the volunteers decide amongst themselves on the permanent member(s) who would serve on the committee and then to designate an alternate, and this was accomplished.

Separately, on 11/20/2019 in the first held Brinderson LLC-Industrial Carpenter Apprenticeship Committee meeting the employee representatives nominated the individual that would serve as the Secretary of the newly formed committee.

Lou Hall

Chairperson



Received 11/21/19 Bellingham - GWP
**Apprenticeship Committee Representative
Qualification Information
Experience & Education History**

NAME OF PROGRAM/SPONSOR:	Brinderson, LLC-Industrial Carpenter	<i>Teri Gardner 11-27-19</i>
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Committee Representative Name: Alexandra McClendon

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Sr. Director, Human Resources	Aegion Energy Services	12/16	present
VP, Human Resources	Far West Restaurant Group	2/16	12/16
Human Resources Director	Amici's East Coast Pizzeria	7/12	2/16
Human Resources Director	Sacred Heart Schools, Atheron	8/09	7/12
Assistant VP, Human Resources	Sterlent Credit Union	8/07	8/08
Human Resources Manager	World Savings Bank	8/03	8/07

Name and Location of Training and/or School	Month/Year Attended From To	Program of Study	Type of Certificate or Degree Awarded, if any
University of California, Berkeley		US History	2002

Sponsors may attach additional pages if necessary.



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**Apprenticeship Committee Representative
Qualification Information
Experience & Education History**

NAME OF PROGRAM/SPONSOR:	Brinderson LLC.-Industrial Carpenter	<i>Teri Gardner 11-27-19</i>
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Committee Representative Name:
Chad Payne

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Carpenter	Brinderson	06/2019	Present
Carpenter	Duke Pacific/Carpenters Union 944	01/1998	06/2019

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
Carpenters Local 944	1998	2019	Carpentry	Journeyman Carpenter
NTMA Training Center	2015	2015	Machinist	Machinist Certificate

Sponsors may attach additional pages if necessary.



Received 11/21/19 Bellingham - JWP
**Apprenticeship Committee Representative
Qualification Information
Experience & Education History**

NAME OF PROGRAM/SPONSOR:	Brinderson LLC.-Industrial Carpenter	<i>Teri Gardner 11-27-19</i>
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Committee Representative Name: Louis Hall
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POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Sr. Vice President	Aegion energy Services	12/17	7/19
Executive Vice President	Team Industrial	10/14	11/17
Sr. Vice President	TIMEC	11/92	9/14
Project Engineer	Kiewit Pacific	11/89	10/92
Field Engineer	Traylor Brothers	6/89	10/89

Name and Location of Training and/or School	Month/Year Attended From To		Program of Study	Type of Certificate or Degree Awarded, if any
Oregon State University	9/84	5/89	Construction Engineering	BS
Oregon State University	9/84	5/89	Business Administration	BS
St. Helens High School	9/80	5/84	General Education	Diploma

Enginner in Training
CA State Contractors License
Nevada State Contractors License

Sponsors may attach additional pages if necessary.



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**Apprenticeship Committee Representative
Qualification Information
Experience & Education History**

NAME OF PROGRAM/SPONSOR:	Brinderson LLC.- Industrial Carpenter	<i>Teri Gardner 11-27-19</i>
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Committee Representative Name: Colby Weg

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Program Manager	Brinderson LLC	05/18	Current
Site Manager, Shell Puget Sound	Brinderson LLC	12/16	05/18
Site Project Manager, BPCP	Diamond B	05/13	12/16
Project Manager	Anvil Corporation	05/11	05/13
Mechanical Engineer	Anvil Corporation	05/05	05/11

Name and Location of Training and/or School	Month/Year Attended From To		Program of Study	Type of Certificate or Degree Awarded, if any
Montana State University	2001	2005	Mechanical Engineer	B.S.

Professional Engineer - Washington State

Sponsors may attach additional pages if necessary.



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**Apprenticeship Committee Representative
Qualification Information
Experience & Education History**

NAME OF PROGRAM/SPONSOR:	Brinderson LLC.- Industrial Carpenter	<i>Teri Gardner 11-27-19</i>
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Committee Representative Name: Loree Collins

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Labor Relations Administrative Coordinator	Aegion Energy Services	05/2018	Present
Apprenticeship Program Coordinator	JV Industrial Companies	01/2016	05/2018
Apprenticeship Program Coordinator	IUOE Local 501 JATC	08/2015	11/2015
Administrative Assistant	Mount Saint Mary's University	02/2010	08/2015

Name and Location of Training and/or School	Month/Year Attended From To		Program of Study	Type of Certificate or Degree Awarded, if any
El Camino College	08/2017	06/2019	Paralegal Studies	AA
Mount Saint Mary's University	06/2013	12/2014	Business Administration	MBA
Mount Saint Mary's University	02/2009	05/2012	Business Administration	BS
Santa Monica College	08/2006	12/2008	Liberal Arts	AA

Notary Public
NCCER Master Trainer



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**Apprenticeship Committee Representative
Qualification Information
Experience & Education History**

NAME OF PROGRAM/SPONSOR:	Brinderson LLC.-Industrial Carpenter	<i>Teri Gardner 11-27-19</i>
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Committee Representative Name: Myles Hulsey
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POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Carpenter	Brinderson	05/16	Present
Owner/Operator/General Contractor	Trimset Construction	09/2003	05/2016
Apprentice/Carpenter	Fine Carpentry	06/1995	03/2003

Name and Location of Training and/or School	Month/Year Attended From To		Program of Study	Type of Certificate or Degree Awarded, if any
Anacortes High School	1991	1995	General Studies	Diploma
Skagit Valley College	2008	2009	Transfer Degree	Transfer Degree
University of Washington	2010	2011	Political Science	NA

NCCER Assessment Performance Evaluator for Industrial Carpenter V4
NCCER Industrial Carpenter V4

Teri Gardner 12/31/20 Received 12/31/19 Bellingham - GWP

Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

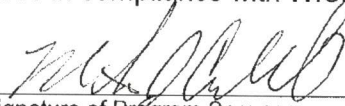
Program Sponsor Brinderson LLC. Industrial Carpenter	
Skilled Occupational Objective Industrial Carpenter	
Term/OJT Hours 8,000 Hours	Total RSI Hours 662
Training Provider Brinderson LLC.	

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.

Mike Castillo

Printed Name of Program Sponsor

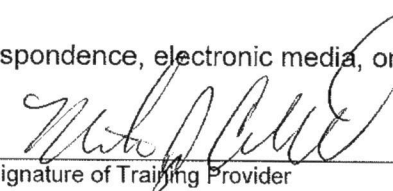

Signature of Program Sponsor

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.

Mike Castillo

Print Name Training Provider


Signature of Training Provider

Training Manager

Title of Training Provider

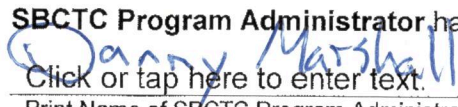
Brinderson LLC

Organization of Training Provider

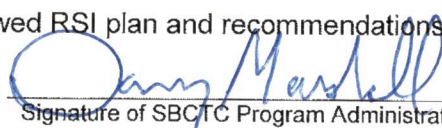
If there are additional training providers, please provide information and signatures on the next page.

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

1/16/2020
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

Click or tap here to enter text.

Title of Training Provider

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Organization of Training Provider

Received 12/31/19 Bellingham - GWP

Program Sponsor: Brinderson LLC. Industrial Carpenter	Skilled Occupational Objective: Industrial Carpenter
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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: Brinderson Safety Orientation Year 1	42
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☒ Online ☐ Self-Study Provided by: Brinderson LLC.	
Description of element/course: Brinderson Safety Orientation: Covers the following OSHA topics AES Values, Injury and Illness Prevention, GHS, Asbestos Awareness, Benzene Awareness, H2S, Hexavalent Chromium Awareness, Bloodborne Pathogens, Stop Work Authority, Fatigue Management, JHA, PPE, Hearing Conservation, Confined Space, Hot Work, Electrical Awareness, Excavation and Trenching, Fire Safety, Ladder Safety, LOTO, First Line Break and cutting and Portable Power Tools, Back Injury Prevention, Heat Related Illness, Hazard Communication Program, Respiratory Protection Program, Zero Accident Process, Scaffolding Awareness, Fall Prevention/Protection, Stretching Program, Oxy-Fuel Cutting Quarterly Focus Four Training: A yearlong safety initiative designed to improve safety culture by spotlighting four categories that have higher trending incident rates and generates an enhanced employee awareness through the integration of site materials and employee involvement. High Hazard Facility Training: Fundamentals of the Petroleum Refining Industry. Students will learn the basic safety principles associated with working in High Hazard Facilities. Students will learn about examples of specific interdependencies and relationships of trades for work being performed in the field	

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

Element/Course: Orientation to the Trade Year 1	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.	
Description of element/course: <i>Reviews the history of the trade, describes the apprentice program, identifies career opportunities for an Industrial Carpenter and lists the skills, responsibilities, and characteristics an Industrial Carpenter should possess. Emphasizes the importance of safety in the construction industry.</i>	

Element/Course: Introduction to Construction Math Year 1	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.	
Description of element/course: <i>Reviews basic math skills related to the construction trades and demonstrates how they apply to the trades. Covers multiple systems of measurement, decimals, fractions, and basic geometry.</i>	

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Element/Course:	Introduction to Hand Tools	Year 1	Planned Hours:	10
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☒ Online ☐ Self-Study Provided by: Brinderson LLC				
Description of element/course: <i>Introduces common hand tools used in a variety of construction crafts. Identifies tools and how to safely use them. Proper hand tool maintenance is also presented.</i>				

Element/Course:	Introduction to Power Tools	Year 1	Planned Hours:	10
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.				
Description of element/course: <i>Identifies and describes the operation of many power tools common in the construction environment. Provides instruction on proper use, as well as on safe-handling guidelines and basic maintenance.</i>				

Element/Course:	Introduction to Construction Drawings	Year 1	Planned Hours:	15
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.				
Description of element/course: <i>Introduces the basic elements of construction drawings. The common components of drawings are presented, as well as the most common drawing types. The use of drawing scales and how to measure drawings is also covered.</i>				

Element/Course:	Advanced Hand and Power Tools	Year 1	Planned Hours:	10
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.				
Description of element/course: <i>In this module apprentices will learn an advanced level of hand tools and power tools. This course will cover tools commonly used by an industrial carpenter such as laser levels, squares, grinds, chop saws, reciprocating saws, power metal sheers, clamps, and pneumatic & cordless tools. Emphasizes safe and proper operation, as well as care and maintenance.</i>				

Element/Course:	Introduction to Material Handling	Year 1	Planned Hours:	10
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☒ Online ☐ Self-Study Provided by: Brinderson LLC.				
Description of element/course: <i>Explains the safety precautions required when transporting, handling, rigging, stacking, and storing various types of loads. It also covers safe lifting procedures.</i>				

Element/Course:	Introduction to Construction Equipment	Year 1	Planned Hours:	10
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☒ Online ☐ Self-Study Provided by: Brinderson LLC.				
Description of element/course: <i>In this course apprentices will be introduced to construction equipment, including the aerial lift, skid steer, loader, electric power generator, compressor, compactor, and forklift. An overview of general safety, operation, and maintenance procedures is provided.</i>				

Element/Course:	Building Materials Fasteners Adhesives	Year 1	Planned Hours:	12
Mode of Instruction (check all that apply)				

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☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.
Description of element/course: <i>Introduces the building materials used in construction work, including lumber, sheet materials, engineered wood products, structural concrete, and structural steel. Also describes the fasteners and adhesives used in construction work. Discusses the methods of squaring a building.</i>

Element/Course: Basic Rigging and Signal Person	Year 1	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.		
Description of element/course: <i>This course is designed to provide the attendee with the BASIC knowledge and skills to identify unsafe conditions while using rigging hardware with wire rope, chain, and synthetic slings. Signal person helping the operator avoid side loading, power line safety, and most important – where a signal person must position themselves to ensure adequate personal safety and communications with the equipment operator.</i>		

Element/Course: Lift Planning, I	Year 1	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.		
Description of element/course: <i>Discusses lift plan implementation, including reference information, calculations, single- and multiple-crane lifting, critical lifts, and engineering considerations.</i>		

Element/Course: Brinderson Safety Orientation (Annual OSHA) Year 2	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☒ Online ☐ Self-Study Provided by: Brinderson LLC.	
<i>Covers the following OSHA topics AES Values, Injury and Illness Prevention, GHS, Asbestos Awareness, Benzene Awareness, H2S, Hexavalent Chromium Awareness, Bloodborne Pathogens, Stop Work Authority, Fatigue Management, JHA, PPE, Hearing Conservation, Confined Space, Hot Work, Electrical Awareness, Excavation and Trenching, Fire Safety, Ladder Safety, LOTO, First Line Break and cutting and Portable Power Tools, Back Injury Prevention, Heat Related Illness, Hazard Communication Program, Respiratory Protection Program, Zero Accident Process, Scaffolding Awareness, Fall Prevention/Protection, Stretching Program, Oxy-Fuel Cutting</i>	

Element/Course: Focus Four Safety Training	Year 2	Planned Hours: 2
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.		
<i>A safety initiative designed to improve safety culture by spotlighting four categories that have trending incident rates and generating an enhanced employee awareness through the integration of weekly and monthly safety briefs with employee involvement. These topics will vary on different industries topics related to OSHA safety topics.</i>		

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

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Element/Course: Crane Safety	Year 2	Planned Hours: 12
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.		
Description of element/course: <i>Covers safety standards and best safety practices relevant to the operation of cranes. Describes safety considerations related to rigging, power lines, weather conditions, and specific crane functions.</i>		

Element/Course: Demolition	Year 2	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.		
Description of element/course: <i>In this course apprentices will learn the tools used and the demolition procedures that apply in a refinery for Industrial Carpenter workers, to include supports and support systems, floating and fixed roof systems, manways, de-blinding, valves, and hanger systems.</i>		

Element/Course: Advanced Rigging	Year 2	Planned Hours: 20
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.		
Description of element/course: <i>Explains how load weight and center of gravity affect lifting and crane stability. Load calculations for multi-crane lifts are presented, along with the application of equalizer beams. The movement of loads up an inclined plane and the line pull required are examined in detail. The module concludes with guidance in the rigging and handling of rebar bundles.</i>		

Element/Course: Site Preparation	Year 2	Planned Hours: 15
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.		
Description of element/course: <i>Covers the planning process that precedes the start of work on a construction site, including environmental considerations, personnel issues, access roads, traffic control, permits, site safety, utilities, and crane-related concerns.</i>		

Element/Course: Properties of Concrete	Year 2	Planned Hours: 20
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.		
Description of element/course: <i>Describes the properties, characteristics, and uses of cement, aggregates, and other materials used in different types of concrete. Covers procedures for estimating concrete volume and testing freshly mixed concrete, as well as methods and materials for curing concrete.</i>		

Element/Course: Reinforcing Concrete	Year 2	Planned Hours: 20
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.		
Description of element/course: <i>Explains the selection and uses of different types of reinforcing materials. Describes requirements for bending, cutting, splicing, and tying reinforcing steel and the placement of steel in footings and foundations, walls, columns, and beams and girders.</i>		

Element/Course: Trenching and Excavating	Year 2	Planned Hours: 20
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study		

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Provided by: Brinderson LLC.
Description of element/course: <i>Provides an introduction to working in and around excavations, particularly in preparing building foundations. Describes types and bearing capacities of soils; procedures used in shoring, shielding, and sloping trenches and excavations; trenching safety requirements, including recognition of unsafe conditions; and mitigation of groundwater and rock when excavating foundations.</i>

Element/Course: Foundations and Slab-on-grade	Year 2	Planned Hours: 20
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study		
Provided by: Brinderson LLC.		
Description of element/course: <i>Covers basic site layout safety, tools, and methods; layout and construction of deep and shallow foundations; types of foundation forms; layout and formation of slabs-on-grade; and forms used for curbing and paving.</i>		

Element/Course: Horizontal Formwork	Year 2	Planned Hours: 15
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study		
Provided by: Brinderson LLC.		
Description of element/course: <i>Describes elevated decks and formwork systems and methods used in their construction. Covers joist, pan, beam and slab, flat slab, composite slab, and specialty form systems and provides instructions for the use of flying decks, as well as shoring and reshoring systems.</i>		

Element/Course: Brinderson Safety Orientation (Annual OSHA)	Year 3	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☒ Online ☐ Self-Study		
Provided by: Brinderson LLC.		
<i>Covers the following OSHA topics AES Values, Injury and Illness Prevention, GHS, Asbestos Awareness, Benzene Awareness, H2S, Hexavalent Chromium Awareness, Bloodborne Pathogens, Stop Work Authority, Fatigue Management, JHA, PPE, Hearing Conservation, Confined Space, Hot Work, Electrical Awareness, Excavation and Trenching, Fire Safety, Ladder Safety, LOTO, First Line Break and cutting and Portable Power Tools, Back Injury Prevention, Heat Related Illness, Hazard Communication Program, Respiratory Protection Program, Zero Accident Process, Scaffolding Awareness, Fall Prevention/Protection, Stretching Program, Oxy-Fuel Cutting</i>		

Element/Course: Focus Four Safety Training	Year 3	Planned Hours: 2
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study		
Provided by: Brinderson LLC.		
<i>A safety initiative designed to improve safety culture by spotlighting four categories that have trending incident rates and generating an enhanced employee awareness through the integration of weekly and monthly safety briefs with employee involvement. These topics will vary on different industries topics related to OSHA safety topics.</i>		

Element/Course: Basic First Aid/CPR	Year 3	Planned Hours: 5
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study		
Provided by: Brinderson LLC.		
Description of element/course: <i>First Aid with CPR and AED course provides first responders with training in basic first aid procedures, including the first aid skills recommended by OSHA, CPR, and AED.</i>		

Element/Course: Excavation and Trenching Competent Person	Year 3	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study		

Received 12/31/19 Bellingham - JWP

Provided by: Brinderson LLC.
Description of element/course: <i>The Excavation & Trenching Competent Person training is geared towards information on Excavation and Trenching safety and to encourage the competent person to THINK and ANALYZE the safety of the work crew pertaining to excavations, trenching and sloping techniques, protective systems and soils classification with an introduction to confined space entry safety.</i>

Element/Course: Vertical Formwork	Year 3	Planned Hours: 24
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study		
Provided by: Brinderson LLC.		
Description of element/course: <i>Covers the applications and construction methods for types of forming and form hardware systems for walls, columns, and stairs, as well as slip and climbing forms. Provides an overview of the assembly, erection, and stripping of gang forms.</i>		

Element/Course: Properties of Concrete II	Year 3	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study		
Provided by: Brinderson LLC.		
Description of element/course: <i>Describes the physical and chemical properties of materials used in a concrete mix. Includes descriptions of chemical and mineral admixtures, lightweight concrete, high strength concrete, flowable fill, and types of paving materials. Discusses expected results of the use of admixtures.</i>		

Element/Course: Handling and Placing Concrete	Year 3	Planned Hours: 20
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study		
Provided by: Brinderson LLC.		
Description of element/course: <i>Covers tools, equipment, and procedures for safely handling, placing, and finishing concrete.</i>		

Element/Course: Trade Math	Year 3	Planned Hours: 16
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study		
Provided by: Brinderson LLC.		
Description of element/course: <i>This module will explain how to calculate board feet, square feet, volume, convert feet & yards, circumferences, radius, and diameters. Apprentices will learn how to apply math to their trade in classroom and Lab exercises.</i>		

Element/Course: Lift Planning II	Year 3	Planned Hours: 10
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☒ Online ☐ Self-Study		
Provided by: Brinderson LLC.		
Description of element/course: <i>Discusses lift plan implementation, including reference information, calculations, single- and multiple-crane lifting, critical lifts, and engineering considerations.</i>		

Element/Course: Load Charts	Year 3	Planned Hours: 20
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☒ Online ☐ Self-Study		
Provided by: Brinderson LLC.		
Description of element/course: <i>Discusses the importance of load charts and charts that apply to different configurations. Includes on-rubber, on-outrigger, jib, and deduction charts, as well as range diagrams and operational notes. Covers parts of line and capacity calculations.</i>		

Received 12/31/19 Bellingham - GWP

Element/Course:	Base Metal Preparation	Year 3	Planned Hours:	10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study				
Provided by: Brinderson LLC.				
Description of element/course: <i>Describes how to clean and prepare all types of base metals for cutting or welding. Identifies and explains joint design and base metal preparation for all welding tasks.</i>				

Element/Course:	Concrete Finishing	Year 3	Planned Hours:	20
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study				
Provided by: Brinderson LLC.				
Description of element/course: <i>Describes basic finishing techniques for slabs and other horizontal structures. Explains proper use of floats, trowels, edgers, and groovers and demonstrates their uses. Discusses requirements for cutting joints using different types of saws. Provides hands-on practice for finishing concrete slabs.</i>				

Element/Course:	Specialty Carpentry	Year 3	Planned Hours:	10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study				
Provided by: Brinderson LLC.				
Description of element/course: <i>This course covers the techniques, methods, and tools for industrial carpentry work within a refinery. Such as temporary stairs and platforms, form work, welding, ramps, barricades, and tank ring walls.</i>				

Element/Course:	Brinderson Safety Orientation (Annual OSHA)	Year 4	Planned Hours:	10
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☒ Online ☐ Self-Study				
Provided by: Brinderson LLC.				
<i>Covers the following OSHA topics AES Values, Injury and Illness Prevention, GHS, Asbestos Awareness, Benzene Awareness, H2S, Hexavalent Chromium Awareness, Bloodborne Pathogens, Stop Work Authority, Fatigue Management, JHA, PPE, Hearing Conservation, Confined Space, Hot Work, Electrical Awareness, Excavation and Trenching, Fire Safety, Ladder Safety, LOTO, First Line Break and cutting and Portable Power Tools, Back Injury Prevention, Heat Related Illness, Hazard Communication Program, Respiratory Protection Program, Zero Accident Process, Scaffolding Awareness, Fall Prevention/Protection, Stretching Program, Oxy-Fuel Cutting</i>				

Element/Course:	Focus Four Safety Training	Year 4	Planned Hours:	2
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study				
Provided by: Brinderson LLC.				
<i>A safety initiative designed to improve safety culture by spotlighting four categories that have trending incident rates and generating an enhanced employee awareness through the integration of weekly and monthly safety briefs with employee involvement. These topics will vary on different industries topics related to OSHA safety topics.</i>				

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

Element/Course:	Welding Safety	Year 4	Planned Hours:	4
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Received 12/31/19 Bellingham - JWP

Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.
Description of element/course: <i>Covers safety equipment, protective clothing, and procedures applicable to the cutting and welding of metals.</i>

Element/Course: Oxy Fuel Cutting	Year 4	Planned Hours: 12
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☒ Online ☐ Self-Study Provided by: Brinderson LLC.		
Description of element/course: <i>Explains the safety requirements for oxyfuel cutting. Identifies oxyfuel cutting equipment and provides instructions for setting up, lighting, and using the equipment. Includes straight line cutting, piercing, beveling, washing, and gouging.</i>		

Element/Course: SMAW-Equipment and Setup	Year 4	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.		
Description of element/course: <i>This course describes SMAW welding and welding safety. Explains how to connect welding current and setup arc welding equipment. Identifies and explains using tools for cleaning welds.</i>		

Element/Course: FCAW-Equipment and Setup	Year 4	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.		
Description of element/course: <i>This course describes the general procedures for FCAW. Identifies FCAW equipment and explains the filler metals used to perform FCAW. Explains how to setup and FCAW equipment and how to clean FCAW welds.</i>		

Element/Course: Welding Basics	Year 4	Planned Hours: 22
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.		
Description of element/course: <i>In this module apprentices will learn the different welding and cutting processes and related equipment. Includes filler metals and their applications. Covers joint design and the codes that govern welding practices.</i>		

Element/Course: Construction Drawings Specs & Layout	Year 4	Planned Hours: 18
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.		
Description of element/course: <i>This course covers the techniques for reading and using construction drawings and specifications with an emphasis on drawings and information relevant to the carpentry trade. Apprentices will also be introduced to quality takeoffs.</i>		

Element/Course: Site Layout One-Different Leveling	Year 4	Planned Hours: 22
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Brinderson LLC.		
Description of element/course: <i>Covers the principles, equipment, and methods used to perform differential leveling. Also covers the layout responsibilities of surveyors, field engineers, and carpenters; interpretation and use of site/plot plan drawings; the use of laser instruments; and methods used for on-site communication.</i>		

Received 12/31/19 Bellingham - JWP

Element/Course:	Site Layout Two-Angular and Distance	Year 4	Planned Hours:	34
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study				
Provided by: Brinderson LLC.				
Description of element/course: <i>Covers the principles, equipment, and methods used to perform site layout tasks that require angular and distance measurements. Tasks include laying out building lines and determining elevations by trigonometric leveling. The use of transits, theodolites, electronic distance measurement, and total stations are covered. Reviews trade mathematics needed to perform calculations related to angular measurements.</i>				

Element/Course:	Fundamentals of Crew Leadership	Year 4	Planned Hours:	20
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study				
Provided by: Brinderson LLC.				
Description of element/course: <i>Describes leadership skills and styles, communication, delegating, and problem solving. Job-site safety and the crew leader's role are also discussed. Describes project planning, scheduling, and estimating.</i>				

Brinderson Health and Safety Facility Procedures Industrial Carpenter

I. Accidents

- a) All accidents resulting in injury or illness, no matter the severity, must be reported to the Apprenticeship Coordinator immediately and all proper notifications and paperwork must be completed.
- b) Apprentices are required to abide by Brinderson's OP-0124 Incidents, Injuries and Illnesses policy.

II. Driving

- a) All apprentices are required to have a valid state drivers license, per the state of Washington, to participate in the program and to operate equipment during training
- b) Apprentices are required to abide by Brinderson's OP-0261 Driver Safety policy.

III. Drugs/Controlled Substances/Alcohol

- a) The use, possession, concealment, or sale of drugs, controlled substances, or being under the influence of, look alike drugs, drug paraphernalia, alcoholic beverages, or firearms on the premises of the facility training center, its parking lots, or roads of entry or exit shall be strictly prohibited.
Apprentices are required to abide by Brinderson's OP-0302 Substance Abuse policy.

IV. Weapons

- a) Any apprentice possessing a dangerous weapon, firearms, or instrument intended or likely to produce great bodily harm, on school property, in his/her vehicle, may be subject to disciplinary action, up to and including termination/expulsion.
- b) Apprentices are required to abide by Brinderson's Code of Conduct policy.

V. Tobacco Use or Smoking

- a) NO SMOKING IN THE FACILITY (or) BUILDING. The use of tobacco and/or smoking is not allowed in classrooms or labs. Housekeeping in the smoking area will be the responsibility of the individuals who use them. Smokers must dispose of cigarette butts properly. Disposing of cigarette butts on the grounds of the facility is strictly prohibited.
- b) Apprenticeship program participants are required to abide by Brinderson's OP-0146 Site Control-Basic Code of Safe Practices policy.

VI. Labs

- a) All apprentices in the labs will be required to follow strict safety guidelines. This is everyone's responsibility.
- b) PPE will be required to be worn in all lab facilities. Review requirements prior to entering lab facility.
- c) First aid kits are located in all Training Center Facilities.

VII. Care and Use of Tools and Equipment

- a) Apprentices will be expected to use all tools, machinery, and supplies in a safe manner. Apprentices are personally responsible for any and all tools, supplies, and machinery that is supplied to them. Lost, damaged, or broken tools, supplies and machinery will be replaced

or repaired at the apprentice's expense. Apprentices will be expected to follow all checkout procedures very closely.

b) Apprentices are required to abide by Brinderson's OP-0243 Small Tools and Equipment policy.

VIII. Training Property

- a) Malicious defacing of the Training Center building or contents (i.e.) desk, chairs, tables, toilets, sinks, walls, etc. Will be enough reason for immediate termination from the program. Theft will not be tolerated and will be enough reason for immediate termination from the program.

Brinderson Classroom Policies and Procedures

Industrial Carpenter

I. Apprentice Responsibilities

- a. Apprentices will be responsible for completing the prescribed curriculum within the designated RSI schedule. All course exams are required to be completed with a 70% or better score.
- b. Apprentices who do not complete the required hours of RSI during a given segment will have the term of that segment extended until the required number of hours of training are accrued. The Apprentice and Training Coordinator will work together to establish a plan for making up incomplete courses.
- c. The recommended term of apprenticeship will include no less than 168 hours of related instruction for each year of the apprenticeship. Apprentices agree to take such courses as the Committee deems advisable. The Committee will secure the instructional aids and equipment it deems necessary to provide quality instruction.
- d. All apprentices are required to attend RSI as scheduled.
- e. It is the responsibility of the apprentice to keep an updated record of required safety training to work in the industry, example (TWIC card, Site Orientations, and High Hazard Training).
- f. Apprentices must be in the classroom with the required materials and ready for class by the scheduled start time of class.
- g. All Apprentices are required to sign-in at the front desk before the beginning of classroom instruction, printing legibly and using his/her full legal name.

II. Classroom Policies

I. Attendance

- a. Absenteeism and being late will or leaving early not be tolerated. All apprentices will work with the Training Coordinator or designee to make up any missing assignments or instruction. Class attendance and tardiness will be tracked and kept on record for each apprentice attending classroom instruction and subject to disciplinary action.

II. Cell Phones/Electronics

- a. The use of the Training Center office phone is prohibited without authorization from a facility staff member.
- b. Apprentices should not receive any personal phone calls at the facility office. Cell phones should be turned off during class time and out of sight. Cell phone calls can be made during break time.

III. Break Time

- a. There should be no talking or gathering in the Training Center halls while other classes are still in session.
- b. Apprentices must be considerate of others in class and give the students the courtesy of a quiet learning environment.
- c. No apprentice should be in the halls during class sessions except for coming from or going to the labs.
- d. One 15-minute break during the scheduled class session will be provided.

IV. Conduct and Behavior

- a. Your conduct is considered to be an expression of your character and willingness to learn. Acceptable conduct is also an expectation of performance.
- b. Apprentices are required to abide by Brinderson's Code of Conduct policy.
- c. You will be expected to conduct yourself in a manner so as not to disturb the education process or affect the safety and well-being of yourself or fellow students.
- d. Cheating or plagiarism – presenting someone else's work as your own – is a serious offense with serious consequences and may be subject to disciplinary action up to and including termination/expulsion from the program.

V. Dress Code

- a. Your manner of dress will be appropriate with the type of training being conducted. At minimum, all students must wear pants and a short or long-sleeved shirt and close-toed shoes for safety reasons.
- b. Anyone not dressed in an appropriate manner will not be allowed admission to the Training Facility. Students may not wear items such as thong shoes/flip flops, low cut neck line shirts and/or shorts. The Apprenticeship Coordinator has discretion to decide what is appropriate dress for the program.