

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



REQUEST FOR APPROVAL OF PROPOSED STANDARDS

RM 02/27/19
L&I apprenticeship
coordinator

TO: Washington State Apprenticeship & Training Council

Teri Gardner 2-27-19

FROM Electrical Management Group of Washington
NAME OF PROGRAM STANDARDS

Check appropriate box:

Committee Plant OJT

OCCUPATION(S):	HOURS:	SOC #:
Inside Electrician	8000	47-2111

Authorized Signatures:

Chair: *[Signature]*

Approved by:
Washington State Apprenticeship & Training Council

Secretary: *[Signature]*

Secretary of Council

Date: *2/27/19*

Date:

F100-049-000 request for approval of proposed standards 08-2011

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APPRENTICESHIP PROGRAM STANDARDS
adopted by

ELECTRICAL MANAGEMENT GROUP OF WASHINGTON

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
INSIDE ELECTRICIAN	47-2111.00	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

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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.

*All sponsor inserted language must meet or exceed minimum requirements as established in the Inside Wireman (01) Minimum Guideline Standard.

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Sponsor Introductory Statement (Required):

The Electrical Management Group of Washington was established for the purpose of developing and delivering a top-level education to electrical apprentices, contractors, and journey level workers within the Washington State Electrical community. Our focus is education and training as well as building habits for success that will offer any person attending the program the opportunity to become a productive, valued, highly paid, highly skilled member of the electrical industry.

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 WSATC may consider the ability to deliver RSI, demonstrated work history, and history of adherence to electrical rules and laws in the proposed Geographic Area.

The following counties will be covered by these standards: Clark, Cowlitz, Wahkiakum, Pacific, Skamania, Klickitat, Benton, Franklin, Walla Walla, Columbia, Garfield, Asotin

II. MINIMUM QUALIFICATIONS:

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

Age: **Must be at least 18 years old**

Education: **Must be a high school graduate from a school accredited by a State Education Agency; or Have a qualifying GED score of 2500 (minimum score of 250 if taken before 2002); or a High School Equivalency score of 600 or higher; or Have completed an Associate degree in Applied Science or higher from a school accredited by a State Education Agency; and must provide officially sealed transcripts. All transcripts are required to be officially sealed by the educational facility, stamped "official" and un-opened.**

Show evidence of successful completion of: 1 full year of high school Algebra with a passing grade of "C" or better. Or complete a class at the college level with a 2.0 GPA or better in Algebra I or above.

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Physical:
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Physically able to safely perform or learn to safely perform essential functions of the job, either with or without reasonable accommodations.

Testing: None

Other: None

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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:

The committee will select apprentices from a Ranked Pool of Eligibles according to the following procedure:

- 1) Applications are accepted March thru November as posted by the JATC.**
- 2) Paper applications are available at the Committee office: 1006 NE 146th St Vancouver, WA 98685.**
- 3) Applications can be emailed upon request by emailing: info@NWT-AT.com**
- 4) Completed applications are only accepted in person on Tuesday's from 9am - 4pm. Applicants may mail completed applications to the Committee office, with all supported documentation and official seals.**

All applications submitted between March thru May shall be reviewed in June. All applications submitted between June thru August shall be reviewed in September.

Applications submitted between September thru November shall be reviewed in December.

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All applicants will be scored and ranked and notified in writing as to their placement on the Ranked Pool of Eligibles or explanations of ineligibility.

5) All documentations are required at the time of application submittal. No additional information may be added after the application has been submitted.

6) Applications and supporting documentation will be date stamped when received.

7) Application Point System:

Qualifying applications will be reviewed and scored according to the following point system. Points will not be given unless the applicant provides written documentation (letters from employers on company letterhead, DD214, course certificates as verified thru the L&I Electrical section, school transcripts, etc.). Applicants will be ranked by highest score.

High School Diploma

GPA of 3.5 and above

15 points

MAXIMUM 15 Points

10 points maximum per class category:

Algebra I	Drafting	Blueprint Reading
Algebra II	National Electric Code	Electrical-related classes
Geometry	Electronics classes	Military-related (electrical)
Trigonometry I	Integer Math	
OSHA 10 (full course) NOT A CERTIFICATE		
Safety (full course) NOT A CERTIFICATE		

The best class term or semester for the above classes will be used; the same class cannot be counted twice.

Grade per high school semester

A	2.5 points
B	1.5 points
C	0.5 points
P	1.0 point

Grade per college semester

A	5.0 points
B	3.0 points
C	1.0 point
P	2.0 points

Military credit per electrical certificate 1 point

P = Passing

MAXIMUM 55 Points

High School Shop classes

10 points maximum

High school Construction classes

15 points maximum

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MAXIMUM 25 Points

Trade School

Electrical construction-related 10 points per semester credit or equivalent
(30 points maximum)

Construction-related 5 points per semester credit or equivalent
(20 points maximum)

MAXIMUM 50 Points

Experience

Electrical construction experience 3 points per month (40 points maximum)

Construction-related experience 1 point per month (25 points maximum)

Electrical supplier experience 1 point per month (15 points maximum)

One month of experience is defined as 150 OJT hours

MAXIMUM 10 Points

Letters of Reference

1 point each

MAXIMUM 10 Points

TOTAL MAXIMUM SCORE: 165 POINTS

EXCEPTIONS:

Exceptions applicants must meet minimum qualifications. Applicants who meet all criteria for exceptions will be granted direct entry and placed at the bottom of the Out of Work List.

1. Newly Registered Training Agents:

Newly registered Training Agents may select incumbent workers for the apprenticeship program, granted applicants meet the current minimum qualifications, and employer can maintain 1 to 1 apprenticeship ratio.

2. Experienced Electrical Apprentice Transfers:

Experienced apprentices who gained a minimum of 2000 OJT hours and 144 hours of related training experience in a Registered Apprenticeship Inside Electrician program, with hours verified with the Department of Labor & Industries Electrical Section, shall be permitted to enter this program and pick up their training where they left, off instead of entering as beginning apprentices provided they:

- a) Meet the current minimum qualifications
- b) Have not been terminated from an apprenticeship program for cause
- c) Gained their experience during the previous 3 years

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Individuals qualifying under this exception will be placed at the bottom of the out of work list.

3. Pre-Apprenticeships:

Graduates that have successfully completed pre-apprenticeship programs jointly approved by the WSATC and the committee during the preceding four years will be registered and placed at the bottom of the apprentice out of work list, providing that the applicant meets the current minimum qualifications. Such priority is granted without regard to race, color, religion, national origin, or sex.

4. Native American Preference:

Qualified Native American applicants referred and ranked by a Tribal Employment Rights or Human Services Office (TERO), and who otherwise meet the minimum qualifications of these Standards, may be selected for dispatch without regard to existing selection procedures if the work to be performed is in a geographic area on or near an existing Indian Reservation, Lands or Nation or has been funded by, or at the direction of, an Indian Tribe or Nation.

5. Veteran Preference:

Upon the following terms, the committee shall, at any time, consider an application for admission from a Veteran of the United States Armed Forces:

- a) The applicant must meet the current minimum qualifications of this program;
- b) The applicant must have been a member of the Regular Service, discharged within the preceding 24 months, and possess a DD-214 indicating an Honorable Discharge;
- c) Or, the applicant must have been a member of the Selected Reserve, or Individual Ready Reserve, discharged within the preceding 24 months and possess a DD-214 indicating an Honorable Discharge;
- d) Or, the applicant must have been a member of the National Guard, discharged within the preceding 24 months and possess a DD-214 indicating an Honorable Discharge.

Individuals qualifying under this exception may seek direct entry and, if registered, will be placed at the bottom of the out of work list.

6. Scholarships:

In an effort to provide a transition from school to registered apprenticeship for highly qualified high school graduates, the Sponsor has developed a scholarship program. In conjunction with participating high schools, the committee will make up to one scholarship available in each county covered by its standard. Scholarships will be awarded based on the following:

- a) The Sponsor will mail a summary of the scholarship program to all high schools in its geographical area in September of each year.
- b) High schools wishing to participate must submit a letter indicating their desire to participate no later than October 31.

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- c) The Sponsor will provide each interested high school with scholarship applications and a summary of the scoring criteria.
- d) Each high school student wishing to participate must submit a completed application no later than May 1 of the student's year of graduation.
- e) In April of each year, the committee will poll its employers. Based on their willingness to participate, the committee will establish the number of scholarships to be awarded and the counties in which they will be awarded.
- f) The committee will select no more than one employer from each county to sponsor a scholarship apprentice. If more than one employer maintaining its principal place of business in an individual county requests to sponsor a scholarship, the committee will establish selection criteria and select the most qualified employer.
- g) In May of each year, the sponsor will evaluate the student applications. Scholarships will be awarded in June.
- h) Upon graduation and reaching the age of 18, the selected student in each county will be registered and placed directly in employment with the sponsoring employer. The scholarship award will be applied to offset the apprentice's cost of any related training expenses thru the sponsor.

B. Equal Employment Opportunity Plan:

1. Dissemination of information concerning the nature of apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship application, and the equal opportunity policy of the sponsor. For programs accepting applications only at specified intervals, such information shall be disseminated at least 30 days in advance of the earliest date for application at each interval. For programs customarily receiving applications throughout the year, such information shall be regularly disseminated but not less than semiannually. Such information shall be given to Council, local schools, employment offices, women's centers, outreach programs and organizations that can effectively reach women and minorities, and shall be published in newspapers circulated in the minority community and among women, as well as the general areas in which the sponsor operates.
2. Participate in annual workshops to familiarize educators, career counselors, employment service representatives, and other appropriate personnel with apprenticeship in general as well as current opportunities.
3. Communicate the equal opportunity policy in a manner to foster understanding, acceptance and support among the committee's members, training agents, and apprentices and to encourage those people to take the action necessary to meet the committee's affirmative action commitments.

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4. Engage in outreach programs for the positive recruitment and preparation of potential applicants for apprenticeship. The committee will identify other apprenticeship program sponsors and community organizations with whom they may collaborate. The Sponsor will seek out and support programs to prepare and encourage women to enter traditionally male occupations.

5. Take other appropriate action to ensure that decisions regarding recruitment, selection, employment, and training of apprentices are job-related and without illegal discrimination because of race, color, religion, national origin, disability, age, or sex.

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 8000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During the 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.

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- B. The period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.
- C. **Either the first one thousand-six hundred (1,600) hours of employment shall constitute the initial probationary period or one year from date of registration, whichever occurs first.**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the scope of work being performed, to ensure safety and training in all phases of the work. Inside Wireman apprentices may be supervised by a certified master journey level electrician, journey level electrician, or master specialty electrician working in their specialty, or specialty electrician working in their specialty. In no case shall specialty electricians supervise more than 4000 hours of the 8000 hour term.

- 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 exception 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 employer is allowed a ratio of one (1) apprentice to one (1) journey-level worker per job site.

At no time shall the ratio of apprentices to journey-level workers exceed 1:1, unless the following condition is met;

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Apprentices with a minimum of 7,000 hours of OJT will be allowed to work without the direct supervision of a journey-level person provided that they have been issued a six-month, nonrenewable, unsupervised electrical training certificate by the Washington State Department of Labor & Industries Electrical Section. Such apprentices will not be counted for the purposes of a ratio calculation nor be allowed to supervise other apprentices.

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.
- 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. Inside Electrician

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0-1,000	40%
2	1,001-2,000	50%
3	2,001-3,000	55%
4	3,001-4,000	60%
5	4,001-5,000	65%
6	5,001-6,000	70%
7	6,001-7,000	75%
8	7,001-8,000	80%

1. Inside Electrician apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.

*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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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. In no case shall work hours in commercial and industrial be less than 4000 cumulative hours for the term of apprenticeship.

<u>A. Inside Wireman:</u>	<u>Approximate Hours</u>
1. RESIDENTIAL-wiring of residences, duplexes, and small apartment buildings and necessary pre-fabrication and preparation.....	500
2. COMMERCIAL-wiring of public commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary pre-fabrication and preparation..	3,500
3. INDUSTRIAL-wiring of all industrial buildings and equipment; the maintenance, repair, and alteration of the same; and necessary pre-fabrication and preparation.....	3,000
4. SPECIALIZED SYSTEMS-wiring of systems which include; sound, data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television programmable controllers, and nurse call systems.....	1,000
TOTAL HOURS:	8000

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.

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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.

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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 (only in excess of the required 144 minimum classroom hours)
- Sponsor approved training seminars (must be supervised by competent instructor – specify)
- Sponsor approved online or distance learning courses (only in excess of the required 144 minimum classroom hours- **Web based online learning, Electrical Management Group of Washington**)
- State Community/Technical college
- Private Technical/Vocational college
- Sponsor Provided (lab/classroom)
- Other (specify)

B. (176) 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: **(September)** through **(June)**.
- Two-thousand hours of on the job training.

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

C. Additional Information:

1. The 144 hours identified above shall be 144 hours/year of competent instructor led classroom instruction (“must” include lab or hands-on instruction)
 - This requirement includes a minimum of 720 RSI hours over the term of apprenticeship under the same conditions.
 - On-line would not be excluded as a delivery method but could only be offered for hours over the 144 annual minimum/720 cumulative total.

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2. RSI plans shall be updated by the sponsor every five years or as requested by the department to ensure compliance with these standards.
3. Competent Instructor qualifications shall include the following:
 - Meets requirements of WAC 296-05-003, excluding the Journey Level Experience requirement
 - Meets requirements of WAC 296-46B-970, excluding the following:
 - Manufacturer/Vendor representative when not accompanied by Competent Instructor
 - Electrical Administrator with no Journey level trade qualification

Total Related Supplemental Instruction: 732 hours

Year One: 190 hours

Year Two: 186 hours

Year Three: 180 hours

Year Four: 176 hours

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. Duties of an Apprentice:

- a. An apprentice shall read, sign and abide by these standards.
- b. Diligently and faithfully perform work assigned by your supervisor.
- c. Develop and practice safe work habits.
- d. Conduct yourself at all times in a neat and professional manner.
- e. Attend and pay for all required related training classes, materials, and books.
- f. Apprentices must keep a 2.0 GPA.

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- g. Keep the Committee informed of your current address, phone number, and employer through the Committee web page and the administrative staff.
- h. Work for approved Training Agents only.
- i. Submit OJT/RSI hours monthly through the Committee online reporting system on or before the 10th of each month.
- j. Inform the Committee, by phone or email, on a weekly basis if you are out of work.
- k. Apprentices must maintain full time employment with the registered Training Agent with positive performance evaluations.

The committee reserves the right to review and evaluate apprentices on a case-by-case basis.

2. Addressing the Committee

Any apprentice wanting to address the committee will need to be placed on the agenda for the next committee meeting. This can be accomplished by submitting a message through the Committee web page (NWTech.com) in the "Request Committee Meeting" section, by e-mailing the Training Director or by contacting the office. Those apprentices who give 10 days written notice to appear shall be placed on the agenda. Those apprentices who give less than 10 days written notice may be placed on the agenda, or will be placed on the next scheduled meetings agenda.

3. Related Supplemental Instruction:

a. Schedule:

Each apprentice will attend the required classroom instruction, including any lab classes.

b. Tuition:

Apprentices are required to register for related training and pay the required tuition each term. Your tuition will be payable to the Electrical Education Trust on or before the end of the first week of any new school term. Failure to pay tuition in the timeline directed by the Committee may be cause for late fees, removal from class resulting in an unexcused absence and possible termination.

c. Books:

It is the responsibility of the apprentice to purchase the required books for the class he/she will be attending. Information regarding book purchases will be made available before the start of school each year.

d. Absentee Policy:

It is required that each apprentice attends all related training classes as mandated by the committee. Failure of an apprentice to sign the nightly class roster will be assumed as an absence and recorded as such. Instructors cannot repeal this absence

If an absence should occur, the apprentice is required to submit within ten days of the absence an e-message to the staff through the Sponsors

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web page (NWTech.com) in the "Respond to an Absence" section.

Excusable school absences are as follows:

- a. Personal day (one 4 hour class per school year)
- b. Death in the immediate family (parents, grandparents, children, spouse)
- c. Illness (must attach a doctor's note OR attach a signature from your employer that you missed work on the school day)
- d. Accident (must attach a doctor's note OR attach a signature from your employer that you missed work on the school day above and must have a date of absence on it)
- e. Car trouble (must attach tow bill, parts bill or repair date)
- f. Wedding - Your own
- g. Birth of your child

e. Grades:

Apprentices must maintain a solid 2.0-grade point average (70% or above) for every term of related training. Should the apprentice not pass any term of related training with a GPA of 2.0 or better, that apprentice shall be held at his or her current pay period until the failed class is made up and passed with a GPA of 2.0 or better.

f. Tuition Reimbursement:

- On or before the end of the 2nd week of classes: 80%
On or before the end of the 3rd week of classes: 40%
On or before the end of the 4th week of classes: 25%
After the end of the 4th week of classes: NONE

Either for termination or drop out for any reason. Special allowances will be made for military deployments

4. On-the-Job Training:

Each apprentice is expected to accrue 800 OJT hours during each six-month time period. Apprentices who do not accrue these hours will not be considered for advancement. Apprentices lacking OJT hours may be cited to appear before the committee for "Failure to Progress". All apprentices will be evaluated on a case-by-case basis, all elements will be looked at including but not limited to: economy, illness, excused absences, military deployment, etc.). Apprentices lacking minimum OJT hours will be re-evaluated on a monthly basis until they have obtained required minimum OJT hours to advance.

5. Credit for Previous Experience:

- a. Request for previous experience credit

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1. Apprentices desiring credit for previous experience must submit a request to the Committee outlining their request.
2. Requests for previous experience must be facilitated within one (1) year of the apprentice signing his/her registration and approved previous experience will be granted after the probationary period has been satisfied. It is the responsibility of the apprentice to provide any documentation that he/she would like the committee to review.
3. Approval for previous experience is determined in the following manner: A letter from the former employer(s) on company letterhead bearing the owner or authorized signing official for the company's signature. This letter must document the amount of legal time worked for the employer and detail the type of work done including the amount of time spent in each work category as per the MPR format. State certified affidavits are accepted by the Committee for previous experience consideration.
4. All hours to be credited must be verified through the L&I Electrical Licensing Section.

b. Credit Allowed

Previous experience hours credited and allowed will be at the discretion of the Committee. No time will be considered for credit if it is obtained prior to five years from the indenture date. This applies to new applicants not re-entries to the apprenticeship program. No hours will be granted that cannot be verified as "Legal Experience" Any persons requesting prior experience from a "like" program must have registered those OJT hours with their current committee for those hours to count as previous experience. No more than 2,000 hours of previous experience without apprenticeship schooling verification will be granted.

6. Electrical Licensing Exam:

Apprentices who have successfully completed the program and have been referred to exam, have 12 months from the date of referral to successfully pass exam. Apprentices who do not meet this requirement will be completed without the benefit of a journey-person license.

B. Disciplinary Procedures

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

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- 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:

1. Late Monthly Progress Reports' (MPR's):

- a. **First Occurrence** – A written notice to apprentice with a copy of the notice placed in the apprentice file.
- b. **Second Occurrence** – A written notice to apprentice with a copy of the notice placed in the apprentice file and a 30-day hold on the next step increase.
- c. **Third Occurrence** – A written notice to the apprentice with a copy of the notice placed in the apprentice file and a 60-day hold on the next step increase. Four or more late MPR's in a 12 month period

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may result in a citation to appear notice to address the issue with the
Committee.

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2. Voluntary Employment Termination:

It is the responsibility of the apprentice to maintain consistent employment with an approved Training Agent. If the apprentice voluntarily terminates his/her employment, the apprentice must submit within ten days of the separation an e-notification to the Sponsor through the webpage, in the "Choose Training Agent" section, unselecting the former Training Agent.

3. Side Work in the Trade:

"Moonlighting" or "Working on the side" as an electrician is in direct violation of the licensing law and is cause for immediate cancellation.

4. Violation of the Licensing Laws:

Any Apprentice found working in violation of the licensing law(s) will be subject to disciplinary action by the Committee, up to and including termination from the program. The Apprentice will be cited to appear and show cause as to why the apprenticeship agreement should not be cancelled. Disciplinary action for violations of the licensing law will be considered on a case-by-case basis.

5. Unexcused absences/tardies from Related Supplemental Instruction (RSI) classes:

Unexcused absences from related training classes will result in the following disciplinary action, based upon the violation:

- a. Every apprentice is allowed one "Free Day" per academic school year. An absence reported but judged unexcused will first be identified as the allowed "Free Day". If the free day has been used, the absence will be judged as unexcused, and a 30-day hold on the next step advancement will be assessed.
- b. Absences not reported by the apprentice and discovered in the instructors nightly report will be assessed as an unexcused absence.
- c. Any unexcused absence will be assessed as follows:
 1. Any absence reported by the apprentice but determined to be unexcused will have a 30-day hold on the next step increase advancement.
 2. Any absence not reported by the apprentice will have a 60-day hold on the next step increase advancement.
- d. Any Apprentice with three or more absences in a single term will fail

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the term. They will be cited before the Committee at the next regularly scheduled meeting and will be required to repeat the failed RSI term, in addition to progressing to the next RSI term.

- e. Any apprentice who shows up for class 15 minutes late will be turned away from class by the instructor and the tardiness then becomes an absence. Any apprentice found to be abusing this 15 minute guideline will be cited before the Committee to address the issue of timely participation.
- f. Any apprentice with three absences in a school year will be placed on probation by the Committee and will be required to participate in an 8-hour Saturday class to make up for the missed required seat time. This class will be held at the Training Center in mid-June of each year and attendance is mandatory to remain in the apprenticeship program. The financial cost of this class is the responsibility of the apprentice. All scheduled step increases are held until the mandated Saturday class has been attended. Missing the required make up class is terms for immediate due process termination from the apprenticeship program.
- g. Any apprentice missing five or more related training classes in a school year will fail for the year and will be cited to appear before the Committee at the next regularly scheduled meeting. The apprentice will be required to repeat the entire year. All scheduled step increases will be held until the entire academic year in question has been completed.

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.

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- 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.

- 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:

- 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.
- 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.
- If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
- 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.
- The WSATC will conduct an informal hearing to consider the request for review.
- 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:

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

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

B. Program Operations

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

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

Or;

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

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

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

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

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

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2nd half: July through December, by January 31

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

- a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The Sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the Sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.
2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation

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5. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an

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

David Parkin, Chair
Parkin Electric
14001 Fir St.
Oregon City, OR 97045

Jason Jacobucci
Current Electrical
15272 S Kimberly Court
Oregon City, ,OR 97045

Richard Urban
Prairie Electric
6000 NE 88th St.
Vancouver, WA 98665

- d. The employee representatives shall be:

Matt Parkin, Secretary
1006 NE 146th St
Vancouver, WA 98685

Rick Romero
1006 NE 146th St
Vancouver, WA 98685

Charles (C.J.) Bonfield
1006 NE 146th St
Vancouver, WA 98685

- F. Plant programs

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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 49.05 WAC and these standards.

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

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.

Irene Weber
1006 NE 146th St
Vancouver, WA 98685
503-459-4056
info@NWT-AT.com

***Must be designated by the sponsor for electrical training programs**

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Teri Gardner 2-27-19

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Apprenticeship Section
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Olympia WA 98504-4530



Journey Level Wage Rate

From which apprentices' wages rates are computed

TO: Washington State Apprenticeship & Training Council

From Electrical Management Group of Washington

(NAME OF STANDARDS)

Occupations	County(s)	Journey Level Wage Rate	Effective Date:
Inside Electrician	Clark, Cowlitz, Wahkiakum, Pacific, Skamania, Klickitat, Benton, Franklin, Walla Walla, Columbia, Garfield, Asotin	38.38	01-01-2019

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Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Electrical Management Group of Washington
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Committee Representative Name: Dave Parkin

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
President	Parkin Electric, Inc.	1992	Present
Journeyman	Parkin Electric, Inc.	1986	1992
Apprentice	Parkin Electric, Inc.	1986	1990
Owner	Portland Property Maintenance	1984	1986
Production Manager	Miller & Sun	1981	1984
Electrical Draftsman/Designer	Sandwell International	1978	1981

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
Beaverton HS	1971	1972	HS	
Sherwood HS	1972	1975	HS	
Portland Community Col	1978	1979	General Studies	
JATC	1986	1990	Electrical Apprenticeship	GJ

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD	
Oregon Supervising Electrician	RECEIVED Department of Labor & Industries
Washington State Master Electrician	RECEIVED Department of Labor & Industries
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Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Electrical Management Group of Washington
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Committee Representative Name: Jason Jacobucci

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Owner/Supervisor	Current Electrical Construction Company	6/2002	current

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
Area 1 JATC	11/98	6/2002		

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD	
oregon supervisor 5232S	
Washington administrator	RECEIVED Department of Labor & Industries MAR 13 2019 <i>JAM</i>
Washington Journeyman Electrician	RECEIVED Department of Labor & Industries FEB 27 2019 REGION 4S APPRENTICESHIP TUMWATER <i>W</i>

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Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Electrical Management Group of Washington
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Committee Representative Name: Richard Urban

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Director of Controls Division	Prairie Electric	4/1/2005	Current
Director	ISSPRO	1985	4/1/2005
Electrician	Mill Plain Electric	1978	1980
Electrician	Best Electric	1980	1981
Electrician	ECM Electric	1981	1984

EDUCATION HISTORY			
Name and Location of Training and/or School	Month/Year Attended	Program of Study	Type of Certificate or Degree Awarded, if any
	From To		

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
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Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Electrical Management Group of Washington
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Committee Representative Name: Matt Parkin

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Electrical Foreman	Bear Electric	03/17/17	Present
Project Manager	Steele Electric	08/18/2015	2/23/17
Journeyman Electrician	Parkin Electric	4/1/2011	08/17/2015

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
JATC AREA 1	2007	2011	Electrical Apprenticeship	Journeyman Card

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
Oregon & Washigton Electrical Journeyman Card
Washigton Supervisor Card
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Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Electrical Management Group of Washington
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Committee Representative Name: Charles Bonfield

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Project Manager	Bergelectric	Dec 2018	Present
Superintendent	Bergelectric	Oct 2013	Dec 2018
Foreman	Bergelectric	2006	Oct 2013
Journeyman Wireman	Bergelectric	Aug 2003	2006

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year From	Year To	Program of Study	Type of Certificate or Degree Awarded, if any
Clackamas Community College	Sept 1999	June 2003	Gen studies 9/99-6/00 Electrical AP classes 9/00-6/03	OR JW license 2003 AAS electrical tech 2014
Oregon State University	Dec 1998	June 1999	Electrical Engineering	

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
Bergelectric signing supervisor OR since June 2017, Washington Administrator since July 2017
OSHA 30
Bergelectric NFPA 70E train the trainer cert

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[Signature]

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Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Electrical Management Group of Washington
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Committee Representative Name: *Rick Romero*

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
<i>JD Electric Inc</i>			
<i>Foreman -</i>	<i>JD Electric</i>	<i>4/18</i>	<i>12/18</i>
<i>Foreman</i>	<i>New Tec - JES Elect.</i>	<i>3/07</i>	<i>6/16</i>
<i>Foreman</i>	<i>Baillodier Elect</i>	<i>11/81</i>	<i>3/07</i>

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
<i>Clinton Oak H.S</i>	<i>9/70</i>	<i>9/74</i>	<i>General</i>	<i>Diploma</i>

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD	
<i>General Contractor Calif. 243250</i>	<i>1970-11/81</i>
<i>General Journeyman OR. 61785</i>	
<i>General Journeyman WA. (E101) Romero</i>	

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All original committee members for the Electrical Management Group of Washington are all current and active committee members on the Oregon program.

All individuals seeking to be representatives of the apprenticeship program must be employed by or the owner/management of training agent registered with EMG of WA. Descriptions of committee members are as follows:

- 1.) Employer member is deemed to be the company owner or any other individual within the contractor organization who has the ability to hire or fire field employees and or has fiduciary responsibilities within the company
- 2.) Employee member is defined as an individual who is licensed at the journey level and has no responsibilities, financial or of management capacities within the electrical company of which they are employed
- 3.) A public member is defined as an individual who may or may not be employed with an electrical contractor but their expertise may be of assistance to the committee and their day to day decisions. This position could be an accountant, lawyer, veteran, etc. A public member has a voice with the apprenticeship board but does not have a vote in any actions.

Once the determination has been made as to what capacity you are categorized in, the Apprenticeship Board requires that you attend three (3) consecutive monthly apprenticeship meetings as an observer. You will be allowed to ask questions and make inquiries but you will not have a vote in any matters before the committee.

Once you have attended the three consecutive meetings showing a true commitment to the process, your request for membership on the committee will be handed over to the committee. Depending on what you are deemed as an employee or employer member candidate the matter now becomes a vote majority vote with current employer members voting for new employer members and current employee members voting for employee members.

In the event, all positions are filled, newly voted members will be assigned as an alternate to one of the primary members and will have the ability to fill in for the designated member in the event they are unable to attend a monthly meeting. Alternate members have a voice but are not allowed a vote unless the primary member is not in attendance.

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2/27/2019 JK

New Program Contact Information for ARTS

Electrical Management Group of Washington

1. Mailing address of the program: 1006 NE 146th St. Ste. A Vancouver, WA 98685

2: Physical address of the program: 1006 NE 146th St. Ste. A Vancouver, WA 98685

3. Program contact:

a. Name: Irene Weber

b. Phone: 503-459-4056

c. Fax: 503-459-4059

d. Email: info@NWTech.com

4. Any additional physical locations with phone numbers:

6931 N RD 76 Pasco, WA 99301, 503-459-4056

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