

Teri Gardner 8-15-25

APPLICATION FOR WSATC RECOGNITION OF AN APPRENTICESHIP PREPARATION PROGRAM

Recognized Apprenticeship Preparation Programs are education and training programs which maintain formal articulation agreement(s) with one or more registered apprenticeship program sponsors. The purpose of the recognized preparation programs is to prepare participants for successful entry into registered apprenticeship programs. Preparatory programs are designed to increase the participation of underrepresented populations in registered apprenticeship. (WSATC Policy 2012-03 Sec. I B).

An apprenticeship preparation program may apply for recognition or continuing recognition from the WSATC. The WSATC may grant initial recognition for a period of up to 18 months, and continuing recognition for a period of up to three years. To apply for initial recognition, programs must have participants enrolled in training at the time of application, and provide individualized demographic data for the first/current cohort of participants. The cost to program participants may be considered as a factor when evaluating for recognition and continued recognition. (WSATC Policy 2012-03 Sec. III).

SECTION 1: CONTACT INFORMATION AND PROGRAM SUMMARY

Name of Apprenticeship Preparation Program:

Head Start to the Construction Trades Program

Name of parent organization/organization that will administer the program:

Inland Northwest Associated General Contractors Apprenticeship

Contact Information:**Individual Authorized to Represent the Program***Name: Mike Ankney**Organization: Inland Northwest Associated General Contractors Apprenticeship**Title: Executive Director**Phone: 509 534-0502**Email: mankney@nwagc.org**Mailing Address: PO Box 11901, Spokane Valley, WA 99211**Physical Address: 2110 N Fancher Road, Spokane, WA 99212***Point of Contact for Outreach and Enrollment**

Name: Georgina Mitchell

Organization: Inland Northwest Associated General Contractors Apprenticeship

Title: Program Administrator

Phone: 509 319-4143

Email: gmittchell@nwagc.org

Mailing Address PO Box 11901, Spokane Valley, WA 99211

Physical Address: 2110 N Fancher Road, Spokane, WA 99212

Primary User of Apprentice Registration and Tracking System (ARTS) Portal

Name: Georgina Mitchell

Organization: Inland Northwest Associated General Contractors Apprenticeship

Title: Program Administrator

Phone: 509 319-4143

Email: gmittchell@nwagc.org

Mailing Address PO Box 11901, Spokane Valley, WA 99211

Physical Address: 2110 N Fancher Road, Spokane, WA 99212

Summary of Preparatory Program

Please briefly summarize the following in three pages or less within Appendix A.

1. *Describe the organization that will be operating the preparatory training. If this is an existing organization, briefly describe its history and mission, and why apprenticeship preparation is a good fit.*
2. *Describe how the program will be funded. If the program's start-up is grant funded, describe your sustainability plan once the grant ends.*
3. *Describe the primary needs you have identified in your service area the program will address.*
4. *Describe the target populations and geographical area.*
5. *Describe the program. Please include the following:*
 - a. *The structure of preparatory program including the anticipated number of participants/cohorts per year, approximate duration of the program, and cost of the program to participants;*

- b. How the program will be staffed (i.e., instructors, administration, etc);*
 - c. Participant support/resources during program; and*
 - d. Apprenticeship navigation and articulation plan.*
- 6. Describe the program outcomes. Please include the following if applicable.*
 - a. Successful completion (required)*
 - b. Industry recognized certificate(s)/certification(s)*
 - c. Educational credit*
 - d. Target articulation rate (required)*
- 7. Please provide additional details, if any, you would like to share about your program (i.e. positives outcomes other than registered apprenticeship articulation, etc.)*

SECTION 2: PROGRAM PARTICIPANTS AND OUTCOMES - (WSATC Policy 2012-03 Sec. II B)

A minimum apprenticeship articulation goal, which shall be at least 15% of graduates. Articulation shall be measured at six months following the date program participants graduate, with the following exceptions:

- a. Programs serving actively enrolled K-12 participants may request articulation be measured at 12 months following the date of apprenticeship preparation program graduation; OR*
- b. Programs serving currently incarcerated individuals may request articulation be measured at 18 months following the date of apprenticeship preparation program graduation.*

The anticipated number of participants who will enroll in the preparatory program annually.

The specific requirements to complete the program (i.e., attendance, grades, test scores, skill demonstrations, certificate attainment, etc.).

The specific apprenticeship, industries and/or occupations program graduates will be prepared to enter.

Please respond in full to the questions below regarding your program's participants and outcomes.

- 1. Occupations Trained:** *Please describe the specific apprenticeship, industries and/or occupations program graduates will be prepared to enter:*

The Head Start to the Construction Trades (HCT) program is designed to prepare graduates for entry into the construction industry. Our comprehensive six-week construction pre-apprenticeship training program focuses on equipping individuals with the skills necessary for various construction trades, including carpentry, plumbing, electrical, masonry, and HVAC technology. Graduates are well-prepared to apply for paid apprenticeships and entry-level positions within these fields, ensuring they have the foundational knowledge and practical experience required to thrive in the industry.

- 2. Target Articulation Rate:** *Approximately what percentage of program graduates do you expect to enter into a registered apprenticeship following completion of your program?*

We anticipate that at least 15% of our program graduates will enter into registered apprenticeships following the completion of our program. This target reflects our ongoing

efforts to provide participants with direct pathways to further their careers within the construction sector.

3. Target Participant Population and Successful Articulation Timeframe: Please select the option which best characterizes your program participant successful articulation timeframe. Please describe.

☒ **6 Months**

☐ **12 Months** (program serving actively enrolled K-12 participants)

☐ **18 Months** (program serving currently incarcerated individuals)

We chose the 6-month timeframe because our program is open to the general public.

4. How many participants do you anticipate enrolling in each cohort and how many cohorts per year?

We anticipate enrolling approximately 10 to 15 participants in each cohort, with seven classes throughout the year. This schedule allows us to maintain a manageable class size, providing personalized attention and support to each participant while maximizing the number of individuals we can serve annually.

5. Please describe the requirements to complete the program (i.e., attendance, grades, test scores, skill demonstrations, certificate attainment, etc.).

To successfully complete the program, participants must meet various requirements, including: Maintaining a minimum attendance rate of 90%, engage actively in class discussions, demonstrate satisfactory progress in both hands-on and classroom components, complete all assigned projects and practical exercises to a satisfactory standard, and successfully obtaining certifications in areas such as Flagging, OSHA 10, Forklift operation, and First Aid/CPR/AED. These requirements ensure that graduates are not only technically competent but also ready to integrate effectively into the workforce.

SECTION 3: ARTICULATIONS AND PARTNERSHIPS - (WSATC Policy 2012-03 Sec. II E, Sec. I E)

Apprenticeship preparation programs training participants for a specific occupation must provide at least one articulation agreement at the time of application. Preparatory programs training individuals in multiple occupations must provide a minimum of two articulation agreements at the time of application. Articulation agreements must contain the following components:

The names of the organizations entering into the agreement (Apprenticeship Preparation Program and Registered Apprenticeship Program).

The specific apprenticeship program and occupation(s) that the apprenticeship prep program graduates will be prepared to enter.

One or more of the following considerations for graduates of the prep program:

- a. A preferred entry clause;*
- b. An advanced standing or credit clause;*
- c. Additional point(s) awarded in the application/interview process; or*
- d. Guaranteed interview with registered apprenticeship program.*

Be executed or renewed no more than three months prior to the date of application.

Please select the option which best characterizes your program.

☐ **Registered Apprenticeship Program specific apprenticeship preparation** (*goal is preparation of apprentices for one specific registered apprenticeship*)

☒ **General apprenticeship preparation program** (*goal is preparation and support to succeed in a variety of apprenticeships*)

Please complete the chart below with the requested information for each registered apprenticeship with which your program has a formal articulation agreement. A copy of each articulation agreement must be attached to this application. A Memorandum of Agreement/Understanding, a formal contract, or a signed letter of commitment are acceptable forms of articulation agreements.

Apprentice- ship Program Name	Articulating Occupation(s)	Articulation Type (select all that apply)			
		Preferred Entry	Advanced Standing or Credit	Additional Points on Application/Interview	Guaranteed Interview

Associated General Contractors Carpenter Apprenticeship #559	Carpentry	X	X		
Associated General Contractors Laborer Apprenticeship #1967	Laborers	X	X		
Associated General Contractors Heavy Equipment Operator Apprenticeship #560	Heavy Equipment Operator	X	X		

Please list any other organizations, if any, which have endorsed your program or otherwise partnered with you to develop or administer this program.

Program or Organization Name	Role(s) <i>(eg: training provider, Advisory Board member, industry consultant, supportive services provider, etc.)</i>
Evergreen Safety Council	Training provider
Inland Northwest Associated General Contractors Apprenticeship	Industry consultant
The Way to Justice	Supportive services provider
Trinity Transitional Services	Supportive services provider
Next Generation Zone	Supportive services provider

SECTION 4: CURRICULUM - (WSATC Policy 2012-03 Sec. II C)

Curriculum should be developed in consultation with apprenticeship partners and subject matter experts to ensure it aligns with current industry standards and prepares graduates to meet or exceed the minimum qualifications for entry into an apprenticeship. To ensure recognized Apprenticeship Preparation Programs are adequately preparing participants to enter Registered Apprenticeship and be successful apprentices, preparatory training curriculum must meet the following requirements:

- a. Be a minimum of 80 hours in duration;*
- b. Employability skill development shall not exceed 50% of curriculum hours. Employability skill development shall be defined as general employment skills (communication, professionalism, work ethic, etc.);*
- c. Industry/trade specific skills and knowledge shall constitute at least 50% of curriculum hours. Industry/trade specific skills and knowledge shall be defined as hands-on training to develop manual, mechanical, or technical skills relevant to the occupation(s) the preparatory participant(s) are training to successfully enter, and which does not displace paid employees; and*
- d. Industry/occupation specific safety training and education.*

In one to two paragraphs, please provide a brief summary of the programs curriculum describing the total number of hours, topics covered, method of delivery, etc.

The Head Start to the Construction Trades Program (HCT) is designed to prepare participants for a successful career in the construction industry. Over five and a half weeks, students engage in 160 hours of intensive training, with daily classes lasting six hours. The program uses the nationally recognized and supported NCCER Curriculum, ensuring industry-standard education. Key curriculum topics include basic safety, construction math, and introductions to hand and power tools, as well as material handling. With more than 80 hours of hands-on experience, students learn essential skills like flooring installation, framing, drywall work, demolition, and concrete work. Additionally, participants receive two days of heavy equipment training and earn certifications in OSHA 10, First Aid/CPR/AED, and flagging. Beyond practical training, participants benefit from tours of local apprenticeship centers and construction worksites to round out their training, students receive instruction in vital employability skills, such as communication and financial literacy, preparing them for a well-rounded entry into the trades.

Please respond in full to the questions below.

- 1. Please describe your program's working relationship with one or more registered apprenticeship programs in the development of elements such as curriculum, class activities, evaluation methods, and teaching techniques.*

The HCT Program is a separate program that is operated by the Inland NW AGC Apprenticeship Programs. The three Apprenticeship Program Committees, along with Apprenticeship Program Staff, oversee the development of the curriculum, class

activities, and teaching techniques to ensure that the class content is current, relevant, and up to industry standards. The content of the class is reviewed annually.

2. *Please identify the program's instructor(s) and provide a brief summary of their qualifications.*

COREY COOKE- Lead Instructor- Corey is a Laborer Journeyman. He has over 10 years of experience in the trades. BERT ROHRBACH- Instructor-Bert is a Journey Level Operator and an apprenticeship instructor. He has over 40 years of construction experience. MATTHEW COTTAM-Instructor- Matthew is a Journey Level Carpenter and an apprenticeship instructor. He has over 25 years of construction experience. NATHAN RHODES- Instructor- Nathan is a Journey Level Laborer and an apprenticeship instructor. He has over 20 years of construction experience.

3. *What, if any, post-secondary credit do program participants receive?*

n/a

Please complete Appendix B – Curriculum Outline.

SECTION 5: PARTICIPANT RECRUITMENT AND RETENTION - (WSATC Policy 2012-03 Sec. II D)

Preparatory program recruitment and retention plans must contain the following elements:

The target demographics of the population their enrollees will be drawn from;

The specific tools and activities used to recruit and retain participants, with an emphasis on recruitment of underrepresented populations; and

The cost of the program to participants.

Please respond to the following questions regarding your programs recruiting and retention plans.

- 1. Please describe the general demographics of the intended program participants (i.e., age, gender, race/ethnicity, geographic area, etc.). Is the program limited to a specific population (i.e., students at a particular high school, veterans, WIOA-eligible, etc.)? If so, explain:*

The Head Start to the Construction Trades (HCT) program targets individuals in the greater Spokane area, focusing on low-income individuals, BIPOC communities, women, and those with justice system involvement. This includes individuals from men and women's work release programs, homeless shelters and halfway houses.

- 2. Please describe the tools and activities which will be utilized to recruit students, and describe how underrepresented populations will be encouraged to enroll in the program.*

The program utilizes strategic partnerships with community organizations, outreach at cultural events, engagement with men and women's work release programs, homeless shelters, and halfway houses to recruit participants. Efforts to encourage underrepresented populations include targeted outreach and collaboration with local nonprofits to remove participation barriers. We also work with local community correctional officers to recruit justice involved individuals.

- 3. Please describe the tools, processes, and resources your program will utilize to retain participants through graduation.*

Participants fill out a "Barriers to Employment" form where they identify potential obstacles they face in securing employment. This form lists common barriers including needing a driver's license, transportation difficulty, housing instability,

childcare issues, overdue child support payments, needing clothing, boots, tools, and transportation issues. It also has a place where the student can list any barrier not listed. After reviewing the completed forms, the program administrator meets individually with each student to develop a personalized plan aimed at addressing these barriers. The personalized plans will include material assistance and coordinated support through our community partners. Material assistance may include paying for driver licensing and testing, transportation subsidies, a small stipend, etc. to support their journey. Support programs available through our partners may include "The Way to Justice's" driver re-licensing program to assist students facing holds on their licenses, "Trinity Transitional Housing's" rental assistance or recovery housing programs, and DSHS's Alternative Solutions program to help with past due child support issues. In addition, we provide career counseling directly to each trainee.

4. *Please describe the services that will be provided to graduates and current participants to assist in their successful application and articulation into registered apprenticeship programs.*

Head Start to the Construction Trades requires each participant to apply to at least one apprenticeship program. The instructor assists each participant. Participants also receive an updated resume. Once admitted to an apprenticeship, participants receive trade specific tools, work clothing and boots. We also pay apprenticeship fees and union initiation fees.

5. *Please describe the cost of the program to participants and describe how the program helps mitigate the cost to participants (i.e., scholarships, grants, financial aid, etc.), if applicable.*

Head Start to the Construction Trades is free of charge for participants, ensuring no financial barriers to enrollment.

SECTION 6: ADMINISTRATIVE REQUIREMENTS - (WSATC Policy 2012-03 Sec. II A)

Recognized Apprenticeship preparation programs shall commit to reporting the following information to L&I via the Apprenticeship Registration Tracking System (ARTS) system on a semi-annual basis, unless granted an exception by the WSATC:*

New participant demographics

- a. First and Last Names*
- b. Birth Date*
- c. Gender*
- d. Race/ Ethnicity*
- e. Veteran Status*
- f. Social Security Number**

Outcome measures (Individual-level Information)

- a. Participant graduation(s)/ completions*
- b. Participant withdrawals*
- c. Graduates who have entered into Registered Apprenticeship*

Please describe the tools and processes your program will utilize to successfully meet the administrative requirements listed above.

Head Start to the Construction Trades uses the Apprenticeship Registration Tracking System.

Please complete Appendix C – Administrative Requirements Spreadsheet.

SECTION 7: APPENDICES

Please complete and submit appendices with the application packet as separate files.
Appendices include the following:

Appendix A – Program Summary

Appendix B – Curriculum Outline

Appendix C – Administrative Requirements Spreadsheet

Appendix D – Articulation Agreement(s)

**Submitted by program as individual documents*

SUBMISSION INSTRUCTIONS

Applications are due no later than 60 days prior to the scheduled quarterly meeting of the Washington State Apprenticeship and Training Council. It is strongly recommended that you submit your application 2 weeks prior to the deadline for pre-review, to ensure that your application is complete. Contact Rio Frame for questions or assistance.

Please submit your completed application via email to:

*Rio Brunsch, Management Analyst
Dept. of Labor & Industries, Apprenticeship Section
FRAV235@LNI.WA.GOV
509-426-0985*

Teri Gardner 8-15-25

APPENDIX A – PROGRAM SUMMARY

Please briefly summarize the preparatory program according to the requirements listed in Section 1 “Summary of Preparatory Program” in three pages or less.

The Inland Northwest Associated General Contractors (AGC) has been the region’s leading advocate for commercial contractors since 1921. As the only organization representing the entire industry, the AGC is uniquely positioned to offer the highest quality services and programs - including safety, training, workforce development and more. The Inland Northwest AGC is a membership organization dedicated to furthering the ever-changing agenda of commercial construction contractors.

AGC members construct commercial and public buildings, airports, shopping centers, factories and industrial plants, schools, dams and flood control facilities, highways, roads and bridges, ports, public transit, underground facilities, water and wastewater treatment facilities, multifamily housing projects, military and defense related facilities, rail and transit facilities, tunnels, housing developments and mining operations.

Founded in 1921, the Inland Northwest chapter is the region’s largest full-service commercial construction trade association and is one of 89 chapters of the Associated General Contractors of America. Representing over 370 companies throughout our region, the AGC has been the organization of choice for those associated with the construction industry for more than 100 years and continues to serve as the voice of the construction industry.

The AGC's mission is to support the evolving needs of commercial construction contractors across various projects. Apprenticeship preparation is a good fit because it aligns with AGC's commitment to workforce development, ensuring a skilled and ready workforce for diverse construction projects.

The Head Start to the Construction Trades Program (HCT) is initially grant-funded, with support expected from Spokane County, the City of Spokane, among other organizations. We are also funded by the Inland Northwest Associated General Contractors and the Inland Northwest Associated General Contractors Apprenticeship. HCT plans to explore additional funding opportunities through grants and partnerships with local philanthropic organizations.

In Spokane County, significant needs include unemployment and the shortage of skilled workers, particularly among low-income individuals and those with a history of incarceration or homelessness. Head Start to the Construction Trades Program (HCT) addresses these needs by providing training that enables participants to secure stable, well-paying jobs in the construction industry, thereby breaking cycles of poverty and disadvantage.

According to the Employment Security Department Washington State the construction industry in Spokane County is projected to expand by 7.3% between 2023 and 2033. This growth underscores the importance of developing a skilled workforce to meet increasing demands. Programs like HCT are crucial in preparing individuals to fill these roles, ensuring they possess the necessary knowledge and certifications to thrive in a competitive job market. HCT’s

commitment to inclusivity and hands-on training serves as a significant asset for participants and the broader industry.

The Head Start to the Construction Program (HCT) serves individuals in the greater Spokane area, focusing on low-income individuals, BIPOC communities, women, and those with justice system involvement. The program actively recruits from men's and women's work release programs, homeless shelters, and cultural events to ensure a diverse and inclusive participant base.

The six-week program is free of charge and includes hands-on training, classroom instruction, job placement assistance and employability skills development. HCT aims to serve between 100 to 130 individuals annually, with seven new classes each year.

The Head Start to the Construction Trades Program (HCT) is staffed by an experienced lead instructor, three experienced guest instructors, one full time program administrator, and one part time executive director. The lead instructor is a laborer journeyman.

Participants fill out a "Barriers to Employment" form where they identify potential obstacles they face in securing employment. This form lists common barriers including needing a driver's license, transportation difficulty, housing instability, childcare issues, overdue child support payments, needing clothing, boots, tools, and transportation issues. It also has a place where the student can list any barrier not listed. After reviewing the completed forms, the program administrator meets individually with each student to develop a personalized plan aimed at addressing these barriers. The personalized plans will include material assistance and coordinated support through our community partners. Material assistance may include paying for driver licensing and testing, transportation subsidies, a small stipend, etc. to support their journey. Support programs available through our partners may include "The Way to Justice's" driver re-licensing program to assist students facing holds on their licenses, "Trinity Transitional Housing's" rental assistance and recovery housing programs, and DSHS's Alternative Solutions program to help with past due child support issues.

The Head Start to the Construction Trades Program (HCT) maintains partnerships with local apprenticeship programs. Construction Industry Training Council of Washington provides HCT graduates with direct entry into any of their 12 apprenticeship programs and the Inland Northwest Associated General Contractors Apprenticeship gives 20 additional points on applications to their three apprenticeship programs. During class time, participants must fill out at least one application to an apprenticeship. The instructor is present to provide assistance with the applications.

To successfully complete the Head Start to the Construction Trades Program (HCT), participants are required to: attend a minimum of 90% of the classes, engage actively in class discussions, demonstrate improvement in their construction knowledge, and complete all assigned projects and practical exercises. By meeting these requirements, participants will not only gain

confidence in their abilities but also ensure they are well-prepared for the challenges of a construction apprenticeship. This comprehensive approach to training guarantees that graduates are ready to contribute effectively from day one in their new roles, benefiting both themselves and their future employers.

Head Start to the Construction Trades Program participants earn industry recognized certifications in Flagging, OSHA 10, and First Aid/CPR/AED. They also earn a forklift awareness certificate.

Our target articulation rate is 15%.

Additional goals of the Head Start to the Construction Trades Program are to promote equity, overcome barriers, and foster personal, growth and community belonging. To promote equity and overcome barriers, it is essential to address systemic obstacles related to race, gender, socioeconomic status, and prior incarceration. Collaborating with community partners to resolve legal and financial issues is crucial in ensuring equitable access to employment opportunities. Equally important is fostering personal growth and community belonging by building confidence and resilience in participants, encouraging both personal and professional development. Instilling a sense of belonging in a supportive community that believes in their potential further enhances this growth.

APPENDIX B – CURRICULUM OUTLINE

Curriculum should be developed in consultation with apprenticeship partners and subject matter experts to ensure it aligns with current industry standards and prepares graduates to meet or exceed the minimum qualifications for entry into an apprenticeship. To ensure recognized Apprenticeship Preparation Programs are adequately preparing participants to enter Registered Apprenticeship and be successful apprentices, preparatory training curriculum must meet the following requirements:

- a. Be a minimum of 80 hours in duration;*
- b. Employability skill development shall not exceed 50% of curriculum hours. Employability skill development shall be defined as general employment skills (communication, professionalism, work ethic, etc.);*
- c. Industry/trade specific skills and knowledge shall constitute at least 50% of curriculum hours. Industry/trade specific skills and knowledge shall be defined as hands-on training to develop manual, mechanical, or technical skills relevant to the occupation(s) the preparatory participant(s) are training to successfully enter, and which does not displace paid employees; and*
- d. Industry/occupation specific safety training and education. (WSATC Policy 2012-03 Sec. II C)*

Please use the format below for the program's curriculum outline. Identify all curriculum elements and provide primary learning objectives that apply to each course.

Please copy and paste the format below to add additional course sections and/or primary learning objectives as needed.

1. Basic Safety (Construction Site Safety Orientation) - 6 hours

Curriculum Elements:

- ☒ Industry/occupation specific safety training and education
- ☐ Employability skill development
- ☐ Industry/trade specific skills and knowledge

- a. Training aims to equip trainees with the knowledge and skills necessary to maintain a safe and compliant work environment.
- b. Training includes instructions on how to report accidents and near misses promptly and accurately to facilitate a safer workplace environment, instilling a safety-first mindset.

2. Introduction to Hand Tools – 6 hours

Curriculum Elements:

- ☐ Industry/occupation specific safety training and education
- ☐ Employability skill development
- ☒ Industry/trade specific skills and knowledge

- a. Care and Safe Usage of Hand Tools, Do's and Don'ts, Proper usage and instruction on what to be on the lookout for when using Hand Tools.
- b. What makes a hand tool unsafe and when to take the tool out-of-service.

3. Introduction to Power Tools -6 hours

Curriculum Elements:

- ☐ Industry/occupation specific safety training and education
- ☐ Employability skill development
- ☒ Industry/trade specific skills and knowledge

- a. Care and Safe Usage of Power Tools, Do's and Don'ts, Proper usage and instruction on what to be on the lookout for when using Power Tools.
- b. What makes a power tool unsafe and when to take the tool out-of-service.

4. Introduction to Construction Drawings - 10 hours

Curriculum Elements:

- ☐ Industry/occupation specific safety training and education
- ☐ Employability skill development
- ☒ Industry/trade specific skills and knowledge

- a. A basic knowledge of how to interpret a construction drawing.
- b. How to read specifications and understand the different definitions and notations on a drawing.

5. Introduction to Material Handling – 5 hours

Curriculum Elements:

- ☐ Industry/occupation specific safety training and education
- ☐ Employability skill development
- ☒ Industry/trade specific skills and knowledge

- a. Trainees will learn the basic principles and practices of material handling, including the different types of equipment and their uses.
- b. Proper material storage and what PPE must be utilized for certain materials.

6. OSHA 10 – 12 hours

Curriculum Elements:

- ☒ Industry/occupation specific safety training and education
- ☐ Employability skill development
- ☐ Industry/trade specific skills and knowledge

- a. Participants will receive an OSHA 10-hour Construction Card/Credential. This is a general overview of Job Site Safety that includes Proper PPE, History of OSHA, the Focus Four Safety Elements.
- b. How to report a job site accident or safety concern.

7. Flagging – 6 hours

Curriculum Elements:

- ☐ Industry/occupation specific safety training and education
- ☐ Employability skill development
- ☒ Industry/trade specific skills and knowledge

- a. To equip trainees with the knowledge and skills to safely manage traffic in work zones
- b. Understand state and federal regulations, proper setup and operation of work zones

8. First Aid/CPR/AED- 12 hours

Curriculum Elements:

- ☒ Industry/occupation specific safety training and education
- ☐ Employability skill development
- ☐ Industry/trade specific skills and knowledge

- a. Equip individuals with the knowledge and skills to respond effectively to medical emergencies
- b. To equip trainees to recognize emergencies, administer immediate care, and ensure a safe transition to professional medical help.

9. Heavy Equipment Operation – 12 hours

Curriculum Elements:

- ☐ Industry/occupation specific safety training and education
- ☐ Employability skill development
- ☒ Industry/trade specific skills and knowledge

- a. A basic introduction to Heavy Equipment Operation. Hands-on instruction in the operation of skid steers, backhoes, small excavators, forklift, and roller is included.
- b. Instruction on safe operation and basic operating techniques are covered.

10. Basic Communication Skills – 6 hours

Curriculum Elements:

- ☐ Industry/occupation specific safety training and education
- ☒ Employability skill development
- ☐ Industry/trade specific skills and knowledge

- a. Equip trainees to effectively convey information and ideas to others.
- b. Instruct trainees on the significance of actively listening to the speaker, both through verbal and nonverbal cues, to ensure understanding of their message.

11. Financial Literacy – 6 hours

Curriculum Elements:

- ☐ Industry/occupation specific safety training and education
- ☒ Employability skill development
- ☐ Industry/trade specific skills and knowledge

- a. To empower trainees to make informed and effective decisions about their money and financial resources
- b. Basic Money Management Skills, the proper use of credit, building an emergency fund, budgeting, saving, and spending techniques are discussed.

12. Basic Employability Skills – 6 hours

Curriculum Elements:

- ☐ Industry/occupation specific safety training and education
- ☒ Employability skill development
- ☐ Industry/trade specific skills and knowledge

- a. To equip trainees with the fundamental skills, personal qualities, and work habits needed to succeed in the workplace
- b. Provide training and practical experience in teamwork for trainees.

13. Physical Fitness for the trades and a healthy lifestyle - 10 hours

Curriculum Elements:

- ☐ Industry/occupation specific safety training and education
- ☒ Employability skill development
- ☐ Industry/trade specific skills and knowledge

- a. Topics discussed are proper lifting techniques, stretch and flex programs, the need to stay hydrated, healthy eating, and proper rest.
- b. Introduce techniques to help participants manage stress and improve mental clarity and focus.

14. Tours of Apprenticeship Training Centers – 12 Hours

Curriculum Elements:

- ☐ Industry/occupation specific safety training and education
- ☒ Employability skill development
- ☐ Industry/trade specific skills and knowledge

- a. Offer a comprehensive understanding of the training environment, available resources, and potential career paths.
- b. Offer opportunities for trainees to ask questions and seek advice from experienced professionals

15. Hands on Construction Training – 45 Hours

Curriculum Elements:

- ☐ Industry/occupation specific safety training and education
- ☐ Employability skill development
- ☒ Industry/trade specific skills and knowledge

- a. Trainees will gain experience with using a variety of construction tools safely and effectively, including power tools like drills, saws, and nail guns.

- b. Trainees will encounter and resolve construction challenges in controlled settings to develop their problem-solving skills.

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Teri Gardner 8-15-25

Preparatory Program Name:	Head Start to the Construction Trades	Total Number of Participants:	209
		Total Participant Graduates:	209
Reporting Period, Earliest Date:	10/3/2022	Total Withdrawals/Incomplete:	0
Reporting Period, Latest Date:	7/30/2025	Total Grad's Articulated into Reg' Apprenticeship:	40



*Please refer to the instructions tab for information on how to properly complete this document.

Participant Information - Total of Cohorts										Registered Apprenticeship Articulation Information			
Last Name	First Name	Birth Date	Gender	Race	Ethnicity	Veteran	Cohort Start Date	Current Status	Graduation Date	Registered Apprenticeship Name	Occupation	Date of Registration	Apprentice ID Number
209	209	0	209	209	0	0	209	209	209	40	40	40	40

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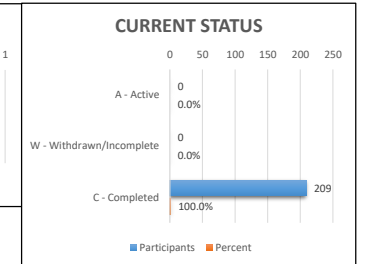
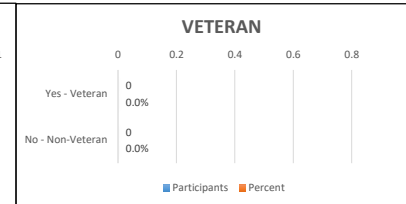
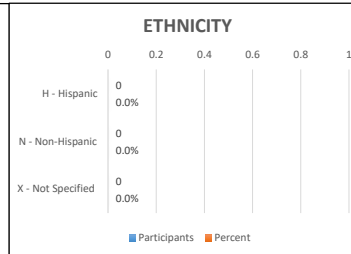
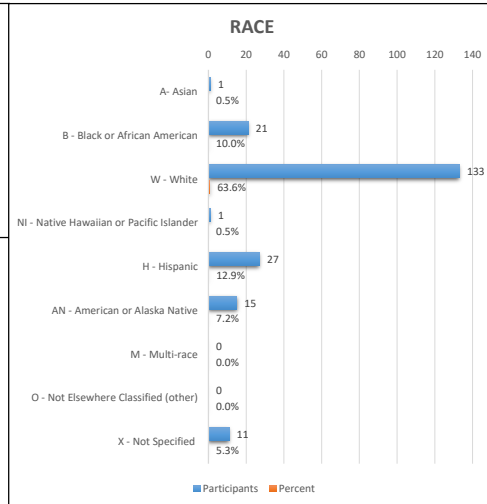
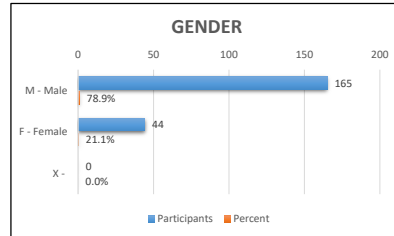
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Articulation Rate

19.14%



AGC Apprenticeship Center

Carpenters, Heavy Equipment Operators, & Laborers

Teri Gardner 8-15-25

Memorandum of Understanding
Head Start to the Construction and Inland NW AGC Carpenters Apprenticeship Program

This memorandum of understanding (MOU) is between the Head Start to the Construction Trades (HCT) Pre-Apprenticeship program and the Inland NW Associated General Contractors Carpenters Apprenticeship Program (INWAGC). The HCT program meets the Pre-Apprenticeship training requirements that the INWAGC seeks for applicants in order for participants to be considered "Program and Apprenticeship Ready".

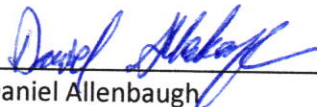
Since July of 2015, HCT and the INWAGC have actively worked together in partnership to recruit and train candidates in order to give potential applicants basic skills and certifications that will enhance the applicants potential of gaining an apprenticeship opportunity with the INWAGC program. Graduates of the HCT program who are registered into the INWAGC Carpenter Apprenticeship receive 80 RSI credit hours for completion of the HCT program. Graduates are also considered for Direct Entry into the program.


HCT and the INWAGC continue to work together to develop and provide a quality construction skill-based curriculum that provides graduates of the HCT program the necessary training, skills, and safety awareness to enter an apprenticeship program of the graduates choice.

HCT and INWAGC staff will continue to work together in the recruitment of participants to ensure a diverse population is offered the opportunity to experience the benefits of pre-apprenticeship.

All successful HCT graduates will receive a Certificate of Completion which will confirm their competency level. Copies of these certificates must be provided to INWAGC during the application process. INWAGC agrees to give RSI credit for these Certificates and offer graduates who apply to the INWAGC program a potential direct entry opportunity.

The term of this MOU will be September 1, 2025 – August 31, 2028 with an annual review to take place in June.


Daniel Allenbaugh
Chairman
Inland NW AGC Carpenter Apprenticeship


Mike Ankney
Director
Head Start to the Construction Trades



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AGC Apprenticeship Center

Carpenters, Heavy Equipment Operators, & Laborers

Teri Gardner 8-15-25

Memorandum of Understanding

Head Start to the Construction and Inland NW AGC Laborers Apprenticeship Program

This memorandum of understanding (MOU) is between the Head Start to the Construction Trades (HCT) Pre-Apprenticeship program and the Inland NW Associated General Contractors Laborers Apprenticeship Program (INWAGC). The HCT program meets the Pre-Apprenticeship training requirements that the INWAGC seeks for applicants in order for participants to be considered "Program and Apprenticeship Ready".


Since July of 2015, HCT and the INWAGC have actively worked together in partnership to recruit and train candidates in order to give potential applicants basic skills and certifications that will enhance the applicants potential of gaining an apprenticeship opportunity with the INWAGC program. Graduates of the HCT program who are registered into the INWAGC Carpenter Apprenticeship receive 80 RSI credit hours for completion of the HCT program. Graduates are also considered for Direct Entry into the program.


HCT and the INWAGC continue to work together to develop and provide a quality construction skill-based curriculum that provides graduates of the HCT program the necessary training, skills, and safety awareness to enter an apprenticeship program of the graduates choice.

HCT and INWAGC staff will continue to work together in the recruitment of participants to ensure a diverse population is offered the opportunity to experience the benefits of pre-apprenticeship.

All successful HCT graduates will receive a Certificate of Completion which will confirm their competency level. Copies of these certificates must be provided to INWAGC during the application process. INWAGC agrees to give RSI credit for these Certificates and offer graduates who apply to the INWAGC program a potential direct entry opportunity.

The term of this MOU will be September 1, 2025 – August 31, 2028, with an annual review to take place in June.


Jordan Olsen
Chairman
Inland NW AGC Laborer Apprenticeship


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Head Start to the Construction Trades



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Carpenters, Heavy Equipment Operators, & Laborers

Teri Gardner 8-15-25

Memorandum of Understanding

Head Start to the Construction and Inland NW AGC Operators Apprenticeship Program

This memorandum of understanding (MOU) is between the Head Start to the Construction Trades (HCT) Pre-Apprenticeship program and the Inland NW Associated General Contractors Operators Apprenticeship Program (INWAGC). The HCT program meets the Pre-Apprenticeship training requirements that the INWAGC seeks for applicants in order for participants to be considered "Program and Apprenticeship Ready".

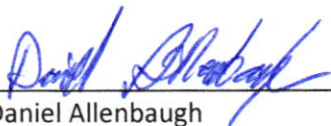
Since July of 2015, HCT and the INWAGC have actively worked together in partnership to recruit and train candidates in order to give potential applicants basic skills and certifications that will enhance the applicants potential of gaining an apprenticeship opportunity with the INWAGC program. Graduates of the HCT program who are registered into the INWAGC Carpenter Apprenticeship receive 80 RSI credit hours for completion of the HCT program. Graduates are also considered for Direct Entry into the program.

HCT and the INWAGC continue to work together to develop and provide a quality construction skill-based curriculum that provides graduates of the HCT program the necessary training, skills, and safety awareness to enter an apprenticeship program of the graduates choice.

HCT and INWAGC staff will continue to work together in the recruitment of participants to ensure a diverse population is offered the opportunity to experience the benefits of pre-apprenticeship.

All successful HCT graduates will receive a Certificate of Completion which will confirm their competency level. Copies of these certificates must be provided to INWAGC during the application process. INWAGC agrees to give RSI credit for these Certificates and offer graduates who apply to the INWAGC program a potential direct entry opportunity.


The term of this MOU will be September 1, 2025 – August 31, 2028, with an annual review to take place in June.



Daniel Allenbaugh

Chairman

Inland NW AGC Operator Apprenticeship



Mike Ankney

Director

Head Start to the Construction Trades



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