

Received 08/14/5-ER
L&I Apprenticeship Consultant

Teri Gardner 8-15-25

L&I Admin



Request for Approval of Proposed Standards

FROM: Barron Heating AC Electrical & Plumbing

☒ Committee

Plant

☐ OJT[illegible]

<input checked="" type="checkbox"/> Chair	Date	<input checked="" type="checkbox"/> Secretary	Date
<input type="checkbox"/> Authorized Signer	8/13/25		8/13/25
Print Name: Tim West		Print Name: Chris Crane	
Signature: 		Signature: 	

Date:



Received 08/25/2025-CA

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APPRENTICESHIP PROGRAM STANDARDS
adopted by

Teri Gardner 8-15-25

BARRON HEATING AC ELECTRICAL & PLUMBING

Teri Gardner 8-25-25

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

GENERAL ELECTRICIAN (01)

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 by the appropriate occupations outlined in these standards for each occupation. Minimum Guideline requirements have been ***emboldened, italicized*** and captured in bordering and may not be revised.

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Introductory Statement (Required):

Barron Heating AC Electrical & Plumbing focuses on electrical theory, code, safety, leadership development, and hands-on skills training and development. Our goal is to provide hands-on working skills, supported by professional quality classroom education that produces professional journey level electricians. Each graduate of the Barron Heating AC Electrical & Plumbing Apprenticeship program will be equipped with the tools, training, and education to successfully complete the 01 Journeyman certification. These standards are developed by the Committee and approved by the Washington State Apprentice and Training Council.

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009.

The area covered by these Standards shall be Whatcom, Skagit, Island, and San Juan Counties.

II. MINIMUM QUALIFICATIONS:

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

Age:	<i>18 Years Old</i>
Education:	<i><u>General Electrician (01)</u></i> <i>Must be a high school graduate from a school accredited by a State Education Agency; or have a GED; or have completed a High School Equivalency; or have completed an Associate degree or higher from a school accredited by a State Education Agency; and</i> <i>Show evidence of successful completion of 1 full year of high school algebra with a passing grade of “C” or better.</i> <i>Applicants who have not completed on full year of high school algebra with a passing grade of “C” or better, may qualify under one of the following:</i>

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	<ol style="list-style-type: none">1. <i>Equivalent post high school algebra course(s) with a grade of “C” or better.</i>2. <i>Current math placement results from a community college facility indicating a placement level beyond high school level algebra.</i>3. <i>Provide certificate of completion from a committee approved online tech math course.</i>
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Physical:	<i>Physically and mentally able to safely perform or learn to safely perform essential functions of the job with or without reasonable accommodations.</i>
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Testing: None

Other: *Applicant must be an employee of Sponsor.*

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:

Exempt per WAC 296-05-405(1)(a)

B. Equal Employment Opportunity Plan:

Exempt per WAC 296-05-405(1)(a)

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:

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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].

A. **General Electrician (01)**
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 an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

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

- A. The period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. The period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.
- C.

1. **General Electrician (01)**
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 on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for

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the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

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

1. General Electrician (01)

The employer is allowed a ratio of one (1) apprentice to one (1) journey-level worker per job site, unless one of the following conditions is met:

No more than two apprentices for every journey level Residential (02) or Limited Energy (06) specialty electrician when working in that electrician's specialty.

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 Labor and Industries Electrical Section. Such apprentices will not be counted for the purposes of a ratio calculation nor be allowed to supervise other apprentices.

Supervision and Ratio of apprentices registered in the above occupations shall follow requirements established under RCW 19.28.161.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

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submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.

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

C. Wage Progression Schedules

1. General Electrician (01)

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0000 – 1000 Hours	50%
2	1001 – 2000 Hours	55%
3	2001 – 3000 Hours	60%
4	3001 – 4000 Hours	65%
5	4001 – 5000 Hours	70%
6	5001 – 6000 Hours	75%
7	6001 – 7000 Hours	80%
8	7001 – 8000 Hours	85%

VIII. **WORK PROCESSES:**

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

A. **General Electrician (01)**

In no case shall:

1. The term of apprenticeship be less than 8000 hours, or
2. Work hours in electrical specialty occupations, such as the residential (02) or limited energy (06) specialties, be more than 4000 cumulative hours for the term of apprenticeship, or
3. Commercial and industrial work hours be less than 4000 cumulative hours to the term of apprenticeship, or

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4. Department credited work experience in electrical specialties with less than 4000-hour experience requirements be credited towards apprenticeship completion. Per WAC 296-46B-945 Table 945-1 Note 6.

<u>General Electrician (01)</u>	<u>Approximate Hours/Competency Level</u>
<p>1. COMMERCIAL – wiring of commercial installations including all phases and all types of electrical installations as referenced in WAC 296-46b, and repair of all equipment therein, and necessary pre-fabrication and preparation.</p> <p>INDUSTRIAL – wiring of all industrial buildings and equipment; the maintenance, repair, and alteration of the same; and necessary pre-fabrication and preparation.</p>	<p><i>*No less than 4000 hours*</i></p>
<p>2. RESIDENTIAL – wiring of residences, duplexes, and small apartment buildings and necessary pre-fabrication and preparation.</p> <p>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.</p>	<p><i>*No more than 4000 hours*</i></p>
Total Hours/# of Competency Levels:	8000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

☒ Supervised field trips

☒ Sponsor approved training seminars (specify)

Shall include but not be limited to:

- OSHA 10
- First Aid/CPR

☐ Sponsor approved online or distance learning courses (specify)

☐ State Community/Technical college

☐ Private Technical/Vocational college

☒ Sponsor Provided (lab/classroom)

☒ Other (specify):

Additional classes as approved by the Committee to promote safe work practices and graduation of an experienced, well-rounded apprentice.

B. **(200)** 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:

☐ Two-thousand hours of on the job training.

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

C. Additional Information:

1. General Electrician (01)

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.*
- *Online would not be excluded as a delivery method but could only be offered for hours over the 144 annual minimum/720 cumulative total.*

RSI plans shall be updated by the sponsor every five years or as requested by the department to ensure compliance with these standards.

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.*

- a. **The Committee may allow individuals with previous education and training to test out of or transfer related courses. It has developed a nondiscriminatory policy adopting uniform written and proficiency-based examinations that will be used to determine whether or not to award credit and waive specific course(s), or area(s) of training.**
- b. **Immediately following class reviews of completed tests, the instructor shall collect and submit all tests and materials to the Training Coordinator for proper filing. No completed tests or test materials will be left in the hands of the apprentices.**
- c. **RSI will take place at the Barron Heating AC Electrical & Plumbing – WholeHome Academy, 5100 Pacific Highway, Ferndale, WA 98248.**
- d. **All books will be provided by Barron Heating AC Electrical & Plumbing.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

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

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. Advanced Standing or Credit: The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).
3. Sponsor Procedures:
 - a. **Apprentice performance reviews will be done at a minimum of quarterly for progress alignment. These reviews will be conducted by Instructors, Journey level and/or employer supervisors.**
 - b. **All Apprentices must be released from "on-the-job" commitments to attend scheduled related instruction.**
 - c. **It is the responsibility of the Apprentices to have reliable transportation to attend work, classes, and scheduled labs.**
 - d. **Proof of WA State driver license shall be maintained throughout the duration of the apprenticeship.**
 - e. **Apprentices must record and report their OJT and RSI hours on the Apprentice work log record, sent to the Sponsor Barron Heating AC Electrical & Plumbing by email to E01training@barronheating.com no later than the 5th day of each month for the previously worked month.**
 - f. **Requirements for advancement are:**
 1. **Attend RSI classes and labs.**
 2. **Maintain 70% average grade for classes and labs.**
 3. **Report OJT hours.**
 4. **Receive satisfactory or better performance reviews.**
 - g. **During work hours apprentices shall carry on their person a current Electrical Trainee Certificate and their registered Apprenticeship Credentials. It is the responsibility of the Apprentices to provide Barron Heating AC Electrical & Plumbing with a copy of their current Trainee/Apprentice Credentials upon request.**

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h. Travel Policies for Apprentices:

The apprenticeship program will make every effort to offer its training programs outside of normal working hours. If an Apprentice is required to travel more than one hundred-twenty (120) miles for training or disciplinary procedures, they will be accommodated as follows:

- 1) Lodging will be arranged and paid for by the program at a local hotel. Apprentices may be required to share rooms. Maximum of two (2) apprentices per room. Occupants must be of the same gender.**
 - 2) Per Diem for meals is provided for apprentices required to travel fifty (50) miles or more for training or disciplinary procedures.**
 - 3) Mileage will be reimbursed at the current federal allowed rate.**
- i. Within 30 days of completing the OJT and RSI requirements of their program, General Electrician (01) apprentices are required to make application to the Electrical Section to take the appropriate certificate of competency examination. Apprentices are required to take the examination within 30 days of being approved for examination by the Electrical Section and to immediately furnish the Committee with the results of their examination. Any apprentice who fails the examination will be required to engage in additional study as determined by the Committee and to retake and pass the examination within 180 days of completing their OJT and RSI Requirements.**

B. Disciplinary Procedures

- 1. The obligations of the sponsor when taking disciplinary action are as follows:**
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.**
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.**
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.**
 - d. The decision/action of the sponsor will become effective immediately.**

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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:
 - a. **Failure to maintain employment with Barron Heating and Air Conditioning, Inc. may result in cancellation of the Apprenticeship Agreement.**
 - b. **Apprentices caught in the act of plagiarism or cheating will be called before the Committee and face disciplinary action up to and including cancellation of the Apprenticeship Agreement.**
 - c. **Apprentices are required to attend their scheduled classes. Apprentices absent or tardy (unexcused) more than two (2) scheduled classes will be called before the Committee and face disciplinary action up to and including cancellation of the Apprenticeship Agreement.**

An excused absence must meet one of the following conditions:

- 1) Military service**
- 2) Medical restriction**
- 3) Funeral for immediate family member**
- 4) ER visit for self or an immediate family member**
- 5) Jury duty**
- 6) Anything covered/protected under the WA Family Leave Act**
- 7) Any other reason protected under state or federal law**

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Apprentices who miss related instruction will not advance to the next step until the deficiencies have been met at the convenience of the instructor. All courses will be completed prior to the next term of classes or Apprentices will face disciplinary action up to and including cancellation of the Apprenticeship Agreement.

- d. Apprentices shall be required to always maintain an average overall GPA of 2.0 (70%). Failure to do so will result in disciplinary action up to and including cancellation of the Apprenticeship Agreement.**
- e. Apprentices that receive an unsatisfactory report on their performance review may be called before the Committee and face disciplinary action up to and including cancellation of the Apprenticeship Agreement.**
- f. The Committee will not tolerate harassment defined as follows: unwelcome or unsolicited verbal, physical or sexual conduct which creates an intimidating, offensive, or hostile environment. The Committee will adopt a written antiharassment policy which will be made available to all apprentices and Program staff. The Committee will promptly investigate and act upon all charges of harassment while maintaining confidentiality of the report and person(s) involved to the extent practicable.**
- g. Apprentices who are required to appear before the Committee for possible disciplinary action will be so notified in writing at least twenty (20) days prior to their requested appearance.**
- h. If an Apprentice fails to respond and/or appear before the Committee after due notice, disciplinary action, up to and including cancellation of the Apprenticeship Agreement, may be invoked in the Apprentice's absence.**

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**

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days from the date the apprentice received written notice of action by the program sponsor.

5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.
3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

The following is an overview of the requirements associated with administering an apprenticeship program. These provisions are to be used with the corresponding RCW and/or WAC. The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. The sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable

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in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, sponsors must develop procedures for:

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

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

B. Program Operations

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

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant. Forms may be obtained through the programs assigned apprenticeship consultant.

Sponsors shall submit required reports through the Apprentice Registration and Tracking System (ARTS).

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the timeframes 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)

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1st half: January through June, by July 30

2nd half: July through December, by January 31

2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 60 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 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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3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

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

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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: **A quorum shall consist of 50% plus 1.**
- b. Program type administered by the committee: **Individual Non-Joint**
- c. The employer representatives shall be:

Tim West, Chair
5100 Pacific Hwy Unit 103
Ferndale, WA 98248

Alex Bergsma
5100 Pacific Hwy Unit 103
Ferndale, WA 98248

Rob Takemura, Alternate
5100 Pacific Hwy Unit 103
Ferndale, WA 98248

- d. The employee representatives shall be:

Chris Crane, Secretary
5100 Pacific Hwy Unit 103
Ferndale, WA 98248

Josh Burns
5100 Pacific Hwy Unit 103
Ferndale, WA 98248

F. Plant programs

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

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

N/A

XII. SUBCOMMITTEE:

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

N/A

XIII. TRAINING DIRECTOR/COORDINATOR:

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

Kortney Grattic, Training Coordinator
5100 Pacific Hwy Unit 103
Ferndale, WA 98248

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

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Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Journey Level Wage Rate

From which apprentices' wage
rates are computed

TO: Washington State Apprenticeship & Training Council

FROM: Barron Heating AC Electrical & Plumbing

Occupation:	County(ies):	Journey Level Wage Rate:	Effective Date:
General Electrician (01)	Whatcom, Skagit, Island, and San Juan Counties.	\$45	8/13/25
		\$	
		\$	
		\$	

Sponsors must submit the journey-level wage at least annually or whenever changed to the Department.

Form must be signed by Committee Chair and Secretary or Program's Authorized Signer

<input checked="" type="checkbox"/> Chair	Date 8/13/25	<input checked="" type="checkbox"/> Secretary	Date 8/13/25
<input type="checkbox"/> Authorized Signer			
Print Name: Tim West		Print Name: Chris Crane	
Signature:		Signature:	

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Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Name Barron Heating AC Electrical & Plumbing	
Occupation General Electrician 01	
Term/OJT Hours 8000	Total RSI Hours 800
Training Provider Barron Heating AC Electrical & Plumbing – Using Mike Holts Understanding the NEC chapters 1-4, 5-8 books and power points, Mike Holt's Electrical Theory book & powerpoint, Mike Holt's Current Code Change book & powerpoints, Labor and Industries RCW/WAC and course material from approved CEU class from Milestone Electrical Training. Conduit Bending course from previously approved CEU Class from Milestone Electrical Training. The CPR class is approved by L&I for Journey Level electricians and is an existing course for employees using the company's Certified CPR Trainer.	

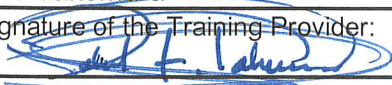
By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprentice and assures that:

1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliances with WISHA and applicable federal and state regulations.
4. The RSI Plan is maintained, updated and submitted to the Department a minimum of once every 5 years (WSATC Policy 2015-01; rev, 10-21-21).
5. The RSI will be conducted by instructors who meet the qualification of the "competent instructor" as described in WAC 296-05-003:
 - a. Has demonstrated a satisfactory employment performance in her/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
6. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, instruction shall be clearly defined.

Form must be signed by Committee Chair and Secretary or Program's Authorized Signer

<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Authorized Signer	Date 8/13/25	<input checked="" type="checkbox"/> Secretary	Date 8/13/25
Print Name: Tim West		Print Name: Chris Crane	
Signature: 		Signature: 	

Training Provider Signature

Approved By (Print Name): Rob Takemura	Title: Director of People Operations
Signature of the Training Provider: 	
Date: 8/13/25	

If additional training providers are needed, go to page 4.

SBCTC

Print Name:	Title:
Signature of the Program Administrator:	
Date:	
<input type="checkbox"/> SBCTC recommends approval <input type="checkbox"/> SBCTC recommends return to sponsor	

Program Name Barron Heating AC Electrical & Plumbing	Occupational Objective General Electrician (01)
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Note: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of Element/Course" field.

Describe minimum hours of study per year in terms of (check one):

- ☒ 12-month period from date of registration.
☐ Defined 12-month school year.
☐ 2,000 hours of on-the-job training.

Element/Course: Year 1 OSHA 10 Safety	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: OSHA 10 Online Course – OSHA Education Center Online 10 hours	

Element/Course: Year 1 CPR, First Aid Training	Planned Hours: 5
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: CPR and First Aid Training to Enhance Safety Preparedness and Emergency Response Skills Classroom 5 hours	

Element/Course: Sexual Harassment Prevention Training / Policy Review	Planned Hours: 4
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: Sexual Harassment Prevention / Healthy Workplace Environment – Using company policy Classroom 4 hours	

Element/Course: Year 1 Electrical Theory	Planned Hours: 81
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: Atomic Structure, Electron Theory, Chemical Bonding, Electrical Circuits and Power Sources, The Electrical System, Uses & Dangers of Electricity, Static Electricity, Electromagnetism and Magnetism With R, Series / Parallel Circuits, Inductance, Capacitance, True Power, Power Factor, Apparent Power, Voltage Drop. 41 Hours Classroom, 40 Hours Lab Electrical Safety in the workplace, Single Pole Switches, 3-Way/4-Way Switching, DC Circuits & Fundamentals, AC Circuits & Fundamentals, Ohms Law, Wiring Practices, Multiwire Branch Circuits, Transformer Connections	

Element/Course: Year 1 Digital Multimeter Principles	Planned Hours: 12
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: Safety, Voltage, Amps, Ohms, Diodes, Proper Use, Measuring Units, Metric System – Micro and Milli, (Farads), Peak vs RMS vs Average Values	

6 Hours Classroom, 6 Hours Lab
 Digital Multimeter Practice, including Mega ohm (megger), Specialty Electrician Tools Ground Fault Locator

Element/Course: Year 1 RCW/WAC	Planned Hours: 8
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: Revised Code of Washington & Washington Administrative Code Arrangement, Titles, Definitions, and Enforcement. Electrical Contractor Rules / Assigning and Administrator / Master Electrician, Licensing Requirements, Renewals, and Examinations. Current NEC Adoption, WAC 296-46B 100-800 NEC requirements for Washington State. Classroom 8 hours	

Element/Course: Year 1 NEC	Planned Hours: 80
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: Navigating the NEC, Article 90 Introduction, 100 Definitions, 110 Requirements for Electrical Installations, Requirements for Electrical Installations, Terminal Temperature Ratings, Grounded Conductors NEC 200, Branch Circuits NEC 210, NEC 250 Grounding & Bonding Introduction. Includes review of all updates, revisions and changes. 40 Hours Classroom, 40 Hours Lab Conductor Ampacity and Selection, Grounding Electrodes, Grounded Conductor, Panel Makeup, Conduit Bending	

Element/Course: Year 2 Safety & Tools	Planned Hours: 12
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: OSHA Construction Safety – PPE, Falls, Ladders & Stairs, Scaffolds, Proper Tool Usage, Electrical Safety and PPE, Confined Space, Emergency Response, and Lockout/Tagout, Tool Safety 6 Hours Classroom, 6 Hours Lab	

Element/Course: Year 2 NEC Chapter 2	Planned Hours: 78
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: Feeders NEC 215, Services NEC 230, Overcurrent Protection NEC 240, Fuses / Circuit Breakers, SPDs NEC 242 43 Hours Classroom, 35 Hours Lab Conduit Bending, Power Tools, Ground Fault Protection Systems, Arc Fault Protection, MC & AC Cables, Multi-Wire Branch Circuits, Blaine city Light / PSE Course, Conductor Terminations, Panel Makeups, Power Monitoring Equipment, PVC Heating, Specialty Electrician Tools, AFCI/GFCI Devices	

Element/Course: Year 2 NEC Grounding and Bonding	Planned Hours: 40
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course:	

Part 1 General Performance Requirements, Part 2 System Grounding, Part 3 Grounding Electrode System and Conductor, Part 4 Enclosure, Raceway, and Service Cable Connections, Part 5 Bonding, Part 6 Equipment Grounding and Conductors, Part 7 Methods of Equipment Grounding Conductor Connections.
20 Hours Classroom, 20 Hours Lab
Methods of Grounding & Bonding, Ballast & Low Voltage Transformers, Controlled Atmosphere Control Systems, Fire Alarm Systems, Panel Install, 3-Wire Start/Stop Scenarios, Level Controls, Relay Logic Scenarios

Element/Course: Year 2 Chapter 3	Planned Hours: 70
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: Chapter 3 Wiring Methods and Materials Article 300 & 310, Meter Socket Enclosures, Cutout Boxes, Cabinets, Pull Boxes, Cable Types, EMT, Cable Trays. Table 310.16 conductor sizing, Informative Annex C. 35 Hours Classroom, 35 Hours Lab Voltage-Drop Calculations, Raceway Sizing	

Element/Course: Year 3 Safety & Tools	Planned Hours: 12
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: OSHA Construction Safety – Electrical Safety, PPE, Excavation, Motor Vehicles, Tool Safety, Safety of Grounding & Bonding, Basic Fire Protection – Fire extinguishers. 6 Hours Classroom, 6 Hours Lab	

Element/Course: Year 3 NEC Chapter 3	Planned Hours: 74
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: Chapter 3 NEC AC, MC, MI, NM, SE, USE, UF, Cables, Raceway Types IMC, RMC, FMC, LFMC, PVC, LFNC, EMT, ENT, Metal Wireways, 39 Hours Classroom, 35 Hours Lab	

Element/Course: Year 3 Chapter 4	Planned Hours: 70
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: Chapter 4 NEC Flexible Cords, Cables, Fixture Wires, Switches, Receptacles, Panelboards, Luminaires, Low-Voltage Lighting, Appliances, Fixed Electric Space Heating 35 Hours Classroom, 35 Hours Lab	

Element/Course: Year 3 NEC 445 Generators	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: The NEC Requirements for Generators, ATS Transfer Switches, Bonding 5 Hours Classroom, 5 Hours Lab	

Element/Course: Year 3 NEC 550, 551	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	

Provided by: Barron Heating AC Electrical & Plumbing
Description of element/course: NEC Requirements for Hazardous Classified Locations, Mobile & Manufactured Homes 5 Hours Classroom, 5 Hours Lab

Element/Course: Year 3 NEC Chapter 6 – Special Systems	Planned Hours: 24
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: Article 625 Electric Vehicle Power Transfer, Article 630 Electric Welders, Article 680 Spas / Hot Tubs, 690 Solar Photovoltaic (PV) Systems 12 Hours Classroom, 12 Hours Lab	

Element/Course: Year 4 Safety & Tools	Planned Hours: 12
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: OSHA Construction Safety – Electrical Safety and PPE, Hazard Communication, Jobsite Exposures, Work Zone Safety, OSHA Construction Handbook Review 6 Hours Classroom, 6 Hours Lab	

Element/Course: Year 4 Construction Administrative Skills	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: Electrical Estimating, Labor Units, Leadership Training, Project Management 25 Hours Classroom, 25 Hours Lab Blueprint Takeoff, Solar Design	

Element/Course: Year 4 Motor and Air Conditioning Calculations	Planned Hours: 24
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: NEC Requirements for Motors, Feeder Conductors, Overload Protection, Branch Circuit, Short-Circuit and Ground Fault Protection, Overcurrent Protection, AC Wiring Sizing and Maximum Overcurrent Protection 24 Hours Classroom	

Element/Course: Year 4 NEC	Planned Hours: 70
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: Review Current Code & Current Code Changes, Load Calculations 35 Hours Classroom, 35 Hours Lab Low Voltage Terminations, Variable Frequency Drives, Insulation Resistance Testing of Motors, Septic Controls, Programmable Logic Controls	

Element/Course: Year 4 NEC Exam Prep & Theory	Planned Hours: 36
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: Washington State Exam Prep NEC Overview, Key Word Search Practice, Theory Refresher. Mock NEC 60 Question Timed Exam 36 Hours Classroom	

Element/Course: Year 4 RCW/WAC Exam Prep / Review	Planned Hours: 8
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Barron Heating AC Electrical & Plumbing	
Description of element/course: Review of RCW/WAC Rules / Laws for the WA State Exam with Timed 17 Question Mock Exam 8 Hours Classroom	

Additional Training Providers (if necessary)

Click or tap here to enter text.

Print Name Training Provider

Click or tap here to enter text.

Title of Training Provider

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Organization of Training Provider

August 25, 2025

Barron Heating AC Electrical & Plumbing Apprenticeship

Committee Formation Summary

The following is a narrative summary of how the Barron Heating AC Electrical & Plumbing Apprenticeship Committee was formed. Currently, Barron Heating AC Electrical & Plumbing, Inc. employees four 01 Journey level Electricians. Of the four electricians, two are working in the field and two are working in the office. Chris Crane and Josh Burns are working in the field and Alex Bergsma and Tim West are working in the office. Each of the four were asked if they would serve on the committee to oversee the Barron Heating AC Electrical & Plumbing Apprenticeship program and each agreed to serve on the Committee.

In an organizational meeting held on August 12, 2025, a motion was made by Josh Burns that Alex Bergsma, Tim West, Chris Crane, and Josh Burns be accepted as the Barron Heating AC Electrical & Plumbing Apprenticeship Committee, and the Committee accepts Tim West as the Chair and Chris Crane as the Secretary. Chris Crane provided the 2nd. The motion was voted on and passed unanimously.

Respectfully submitted,

Rob Takemura

Director of People Operations & Culture

360-676-1131 x139 • Cell 360-296-5673 • robt@barronheating.com

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L&I Apprenticeship ConsultantTeri Gardner 8-15-25
L&I Admin

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



Apprenticeship Committee Representative Qualifications

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program
Barron Heating AC Electrical & Plumbing

Committee Representative Name
Alex Bergsma

Committee Representative Signature

☒ Employer Representative ☐ Employee Representative (Does not have the authority to hire or fire)

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Trainer / ME01	Barron Heating AC Electrical & Plumbing	06/25	Present
Instructor	Milestone Electrical Training	11/12	Present
Foreman	Matrix Service Inc.	11/07	05/25
Owner	Coppercity Electric LLC	06/12	07/21
02 Electrician	Express Electric	08/04	11/07

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Bellingham Technical College	05/04	Electrician	AAS
Mount Vernon High School	06/99	General Study	Diploma

Other Technical Certifications or Licenses Held

ME01 Master Electrician BERGSAJ765RM
Former L&I Electrician Licenses: 01, 02, 07, and 01 Administrator
Transportation Worker Identification Credential
Electrical Contractor - COPPEEL884CP

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L&I Apprenticeship Consultant

Teri Gardner 8-15-25

L&I Admin

Department of Labor and Industries
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Apprenticeship Committee Representative Qualifications

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program
Barron Heating AC Electrical & Plumbing

Committee Representative Name
Chris Crane

Committee Representative Signature

☐ Employer Representative ☒ Employee Representative (Does not have the authority to hire or fire)

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
01 Electrician	Barron Heating AC Electrical & Plumbing	05/22	08/25
01 Electrician	LNS Electric	01/21	05/22
01 Electrician	Rhema Electric	08/16	01/21
01 Electrician	Express Electric	03/11	04/16

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Enphase Solar Academy	07/23	Solar Installation	Certification
Blaine High School	06/04	General Studies	Diploma

Other Technical Certifications or Licenses Held

(01) Journey Level Electrician #CRANECM888RE

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L&I Admin

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Apprenticeship Committee Representative Qualifications

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program Barron Heating AC Electrical & Plumbing
--

Committee Representative Name Josh Burns	Committee Representative Signature
<input type="checkbox"/> Employer Representative <input checked="" type="checkbox"/> Employee Representative (Does not have the authority to hire or fire)	

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
EL01 Electrician	Barron Heating AC Electrical & Plumbing	06/25	Present
Electrician	Current Installations	09/18	06/25
Supervisor	Camp Chilnualna	03/17	09/18
Sous Chef	Cliffhouse Restaurant	11/16	03/17

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
IEC Rocky Mountain Apprenticeship	12/21	Electrical	Graduate
Cuesta College	05/11	Business Administration	AA
Cuesta College	05/11	Human Psychology	AA
Cuesta College	05/11	General Studies	AA

Other Technical Certifications or Licenses Held

(01) General Journey Level Electrician BURNSJD752JQ Colorado Journeyman License #3005574 Colorado Residential Wireman #3000798
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L&I Apprenticeship Consultant

Teri Gardner 8-15-25
L&I Admin

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



Apprenticeship Committee Representative Qualifications

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program Barron Heating AC Electrical & Plumbing
--

Committee Representative Name Robert Takemura	Committee Representative Signature
<input checked="" type="checkbox"/> Employer Representative <input type="checkbox"/> Employee Representative (Does not have the authority to hire or fire)	

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Director	Barron Heating AC Electrical & Plumbing	3/2021	Present
COO	OASYS	04/2019	03/2021
Operations Mgr	Bellair Charter / Airporter Shuttle	11/2012	04/2019
Operations Mgr	Security Solutions	1/2012	10/2012
General Mgr	Applied Digital Imaging	4/1994	5/2011
VP Marketing	Milestone Information Solutions	1991	1994

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Connectwise	2020	NIST - Cybersecurity Framework	Certificate
Eureka Ranch International (WA SBA)	2011	Wkshp - Innovation Engineering	Certificate
Objective Design of Experiments	2011	Wkshp - How to conduct an Exp.	Certificate
Western Washington University	1986	English Literature	BA

Other Technical Certifications or Licenses Held

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Name of Program Barron Heating AC Electrical & Plumbing
--

Committee Representative Name Timothy West	Committee Representative Signature
<input checked="" type="checkbox"/> Employer Representative <input type="checkbox"/> Employee Representative (<i>Does not have the authority to hire or fire</i>)	

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Solar Sales	Barron Heating, Electrical & Plumbing	04/24	Current
Electrical Mana	Barron Heating, Electrical & Plumbing	08/18	3/24
Electrician	Ecotech Solar	01/10	07/18

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Whatcom Community College	07/2002	General Studies	AA

Other Technical Certifications or Licenses Held

Washington State EL01 - WEST*TJ925D8

Our sustainability plan for Barron Heating AC Electrical & Plumbing:

a. Program Funding

- i. The Apprenticeship program for Barron Heating AC Electrical & Plumbing is a line item in Barron Heating AC Electrical & Plumbing operating expense budget.
- ii. Barron Heating AC Electrical & Plumbing started in 1972 and relies on the Barron Electrical and Training Program to train our future electricians and will continue to be funded.

b. Operating & Administrative Maintenance by Program Funding

- i. Administrative duties will be funded and performed by the ownership and office staff of Barron Heating AC Electrical & Plumbing.
- ii. Staffing: The Training Provider is the Designated Master Electrician and Training Supervisor and earns a salary at Barron Heating AC Electrical & Plumbing in addition to providing WA State approved Continuing Education Classes for Barron Heating AC Electrical & Plumbing employees through Milestone Electrical Training.
- iii. Curriculum: All books and materials will be paid for by Barron Heating AC Electrical & Plumbing. Additionally, any other one-time fees or miscellaneous fees will be paid for by Barron Heating AC Electrical & Plumbing.
- iv. Our classroom and lab space will be at Whole Home Academy Training room at the Ferndale Campus, currently an in-use space for HVAC NATE Certification and EPA Certification Training with Whole Home Academy.
- v. Barron Heating AC Electrical & Plumbing will provide all necessary equipment.
- vi. Barron Heating AC Electrical & Plumbing's liability insurance will cover any insurance needs required.

c. Resources to Maintain Delivery of RSI Hours

- i. Any additional resources needed for RSI hours are a part of Barron Heating AC Electrical & Plumbing's operating expense budget.