



APPRENTICESHIP PROGRAM STANDARDS
adopted by

SWINERTON BUILDERS APPRENTICESHIP PROGRAM
(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
CARPENTER	47-2031.00	8000



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

SWINERTON BUILDERS APPRENTICESHIP PROGRAM

INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

Sections of these standards identified as bold “**Insert Text**” fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of these standards are boilerplate and may only be modified by the WSATC. See WAC 296-05-003 for the definitions necessary for use with these standards.

Sponsor Introductory Statement (Required):

The following Standards for Apprenticeship have been developed by Swinerton Builders and describe in detail our Apprenticeship Program for the carpentry trade including wage

SWINERTON BUILDERS APPRENTICESHIP PROGRAM

progression, on the job training, and related supplemental instruction (RSI). These standards will govern our registered training program and meet the requirements of the Washington State Apprenticeship 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.

Counties of Whatcom, Skagit, San Juan, Snohomish, Kitsap, King, Pierce, Thurston, Mason, Jefferson, Clallam, Lewis, Cowlitz, Clark.

II. MINIMUM QUALIFICATIONS:

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

Age: **Must be 18 or older.**

Education: **None**

Physical: **Must be able to perform the work of the trade with or without reasonable accommodation. Includes but not limited to lift and/or pull up to 50 pounds, climb ladders, maintain standing position for extended time, fully squat, bend or kneel.**

Testing: **Pass a basic math comprehension test (70% grade is considered passing).**

Other: **None**

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

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

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information,

SWINERTON BUILDERS APPRENTICESHIP PROGRAM

disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

1. **Selection will be from a pool of current employees.**
2. **Applications for apprenticeship shall be available throughout the year to all qualified Swinerton Builders Employees.**
3. **Applicants will be given a basic math test to determine the applicant's math comprehension. The test will cover whole numbers, fractions, decimals, percentages, measuring, and basic geometry. Tests that answer 70% or more of the questions correctly will be considered passing.**
4. **Applicants that do not pass the math test will be given the opportunity to enroll in a Swinerton Builders provided math class until they gain the necessary skills to pass the math test. Once they pass the math class they will be able to enroll in the apprenticeship program.**
5. **New-hire employees that have less than 4 years of documented carpenter experience but have not had formal education in an apprenticeship will be given a knowledge test to determine their level of knowledge and experience in the carpenter trade. Candidates will be given a Level Test for each of the four levels of Carpentry. A passing grade of 70% is required to pass each level test. Candidates will be placed in the apprenticeship program at the appropriate level based on the test results. The test results will be reviewed by the Apprenticeship Committee.**

Direct Entry

6. **Applicants with formal apprenticeship or pre-apprenticeship training may be able to bypass the Assessment process in paragraph 4 of this section by providing supporting documentation of their training for review by the Apprenticeship Committee. The Apprenticeship Committee will determine if the individual can be placed at the same level of the program in accordance with their prior training and experience.**
7. **TERO: A registered Native American with a referral from a Tribal Employment Rights Office (TERO) for a Tribal Project may qualify to bypass the selection process and enter directly into the program. Candidates shall complete the application and provide supporting documentation. The Apprenticeship Committee shall evaluate the**

SWINERTON BUILDERS APPRENTICESHIP PROGRAM

application and pertinent documents and determine if the applicant is a candidate for directly entering the program.

B. Equal Employment Opportunity Plan:

- 1. It is the policy of Swinerton Builders that we will recruit, hire, train, and promote persons in all job titles, and ensure that all other personnel actions are administered, without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability or other legally protected status, and we will ensure that all employment decisions (including admittance to apprenticeship and other training programs) are based only on valid job requirements.**
- 2. Swinerton Builders will participate in and support programs at local High Schools, Non-Profit Pre-Apprentice Trade Schools, and other Pre-Apprenticeship Programs in an effort to provide equal opportunities to all candidates to embark on a construction career without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability, or other legally protected status.**

C. Discrimination Complaints:

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

IV. TERM OF APPRENTICESHIP:

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

The term of apprenticeship for carpenter shall not be less than 8,000 hours or reasonably continuous employment including the probationary period.

SWINERTON BUILDERS APPRENTICESHIP PROGRAM

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. During the probationary period apprentices will be given full credit for RSI and on-the-job hours worked toward completion of apprenticeship. Apprentices transferring from another program are not subject to additional initial probationary periods.**
- D. The Initial Probationary Period for apprentices employed in the Swinerton Builders Apprenticeship Program in accordance with these standards is 1400 hours. Prior to the 1400 hours the Apprenticeship Committee will evaluate the progress of the apprentice and determine whether to cancel the registration of the apprentice or end their probationary period. Apprentices shall be notified in writing of the determination.**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

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

SWINERTON BUILDERS APPRENTICESHIP PROGRAM

- 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. **Swinerton Builders MAY employ one (1) apprentice for each one (1) journey-level worker in their employment.**
 - 2. **At NO TIME shall the ratio of workers exceed one (1) apprentice per (1) journey-level worker on a job site**

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.
- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.
- C. Wage Progression Schedules

SWINERTON BUILDERS APPRENTICESHIP PROGRAM

Carpenter

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0000-1000	50%
2	1001-2000	57%
3	2001-3000	64%
4	3001-4000	71%
5	4001-5000	78%
6	5001-6000	85%
7	6001-7000	90%
8	7001-8000	95%

VIII. WORK PROCESSES:

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

A. Carpenter

Approximate Hours/Competency Level

- 1. Core Instruction1000**
 - a) Orientation to the Trade
 - b) Basic Safety
 - c) Construction Math
 - d) Hand Tools
 - e) Power Tools
 - f) Material Handling
 - g) Building Materials, Fasteners & Adhesives
 - h) Blueprint Reading

- 2. Framing.....3000**
 - a) Exterior Metal Stud Framing – Track, Studs, Clips, Attachments to Structural Components
 - b) Welding
 - c) Layout – Interior walls, soffits, and other components
 - d) Interior Metal Stud Framing – Top & Bottom Track, Studs,

SWINERTON BUILDERS APPRENTICESHIP PROGRAM

- Box Headers, Shaft Walls, Fire Rated Assemblies,
Bracing, Stiffeners**
- e) Soffit Framing**
- f) Hard Lid Framing**
- g) Furring of Walls and Ceilings**
- h) Backing and Blocking (Wood and Metal)**

- 3. Exterior Finish500**
 - a) Exterior Sheathing and Taping**
 - b) Window and Door Flashing**
 - c) Doors and Windows**

- 4. Interior Finish2500**
 - a) Drywall walls, Ceilings and Soffits (Gypsum and
Fiberglass Wall Panels), Temporary Partitions**
 - b) GFRG Panels**
 - c) Insulation, Vapor Barrier, Sound Insulation and Caulking**
 - d) Drywall Trim, L-Metal, J-Metal, Corner Trim**
 - e) Drywall Finishing**
 - f) Acoustical Ceilings**
 - g) Doors and Hardware**
 - h) Specialties and Accessories**
 - i) Fire Caulking / Fire Stopping**
 - j) Millwork, Countertops, Trim & Shelving**
 - k) Plastic Laminates**
 - l) Interior Trim**
 - m) Paneling, Reglets, Architectural Trim**
 - n) Building Stairs and Railings**

- 5. Other1000**
 - a) Layout – Building Control & Differential Leveling**
 - b) Scaffold Erection**
 - c) Safety**
 - d) Safety Railing, Shoring, Walkways, Opening Protection**
 - e) Weather Protection and Temporary Building Dry-In**
 - f) Temporary Protection – Partitions, Air Barriers, Flooring and
Adjacent Surface Protection**
 - g) Drilling and Fastening to Concrete, Steel and Other Structures**

SWINERTON BUILDERS APPRENTICESHIP PROGRAM

Total Hours/# of Competency Levels: 8000

SWINERTON BUILDERS APPRENTICESHIP PROGRAM

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify)

- **NCCER Connect**
- **Additional courses approved by the Apprenticeship Committee**

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

B. **(166)** 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.

SWINERTON BUILDERS APPRENTICESHIP PROGRAM

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

C. Additional Information:

- 1. Apprentices that have previous training or experience may be able to advance and/or test out through parts of the program. This is based on evaluation and approval from the Apprenticeship Committee.**
- 2. Apprentices that do not pass the RSI may receive additional hours of RSI and may be held back prior to advancing to the next level. Evaluations of apprentices will be reported to the Apprenticeship Committee**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

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

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

1. Administrative Procedures:

- a. The Apprenticeship Program Manager is responsible for the operation of the apprenticeship program and works under the endorsement and guidance of the Apprenticeship Committee.**
- b. All committee members shall be employees of Swinerton Builders and actively participating in the industry as an employee or manager.**

SWINERTON BUILDERS APPRENTICESHIP PROGRAM

- c. The Program Manager will be responsible for maintaining all records related to the program including but not limited to documents, apprentice evaluations, attendance, scoring reports, instructor evaluations and any other documents required by the Apprentice Committee or the WSATC.**
 - d. All apprentices shall be given a handbook explaining the apprenticeship program including admission, wage progression, work process, apprentice responsibilities, standards of conduct, safety requirements, penalties for cheating or violating program guidelines, rights of the apprentice, complaint guidelines, and other pertinent information about the program.**
 - e. Apprentices that have successfully completed a pre-apprenticeship program can be granted credit hours if approved by the Apprenticeship Committee.**
 - f. Periodic evaluations of the apprentice shall be done by supervisors, Apprenticeship Committee members, or instructors. Apprenticeship Committee shall review all evaluations to determine progress of apprentice.**
- 2. Instructor Responsibilities:**
- a. Instructors must be approved by the Program Manager**
 - b. Instructor qualifications must be at least one of the following:**
 - 1. Has demonstrated satisfactory performance in the occupation for a minimum of three years beyond the customary learning period for that occupation, AND**
 - 2. Meets the requirements of the state board of community and technical colleges for vocational-technical instructor: OR**
 - 3. Is recognized within an industry as having expertise in a specific occupation and is a subject matter expert; AND**
 - 4. Has training in teaching techniques and adult learning styles. The training may be acquired before, or within one year after, the**

SWINERTON BUILDERS APPRENTICESHIP PROGRAM

competent instructor begins to provide related/supplemental instruction.

- c. Instructors are required to track attendance hours and submit them to the Program Manager.**
- d. Instructors are responsible to ensure there is no cheating on module exams.**
- e. Instructors are responsible for the safety of the lab activities for their class.**
- f. Instructors are responsible for following the guidelines of the program.**

3. Apprentice Responsibilities:

- a. Follow all Safety Requirements and instructions from Instructor.**
- b. Wear appropriate PPE for all shop/lab activities.**
- c. Comply with all policies and procedures of the Apprenticeship Program.**
- d. Abide by the Standards of Conduct.**
- e. Submit work reports regularly and on time.**
- f. Complete and pass all class and work assignments.**
- g. Regularly attend classes and arrive on time.**

B. Disciplinary Procedures

- 1. The obligations of the sponsor when taking disciplinary action are as follows:
 - b. 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.
 - c. 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)

SWINERTON BUILDERS APPRENTICESHIP PROGRAM

supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.

- d. 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.
 - e. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
- a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:
- a. **Apprentices having more than four (4) unexcused absences a semester may be required to appear before the Program Manager or the Apprenticeship Committee. The Committee may take disciplinary action that may result in delaying the apprentice's advancement in the program and wage increases associated with advancement. It may also include other forms of discipline up to cancelation of the apprenticeship agreement.**
 - b. **An unexcused absence is defined as failing to notify the instructor prior to class that the apprentice will not be attending. Repeated "last minute" calls notifying the instructor may be considered an unexcused absence.**
 - c. **Apprentices with excessive unexcused tardiness may be required to appear before the Program Manager or the Apprenticeship Committee.**

SWINERTON BUILDERS APPRENTICESHIP PROGRAM

Excessive tardiness is defined as being more than ten minutes late four (4) or more times a semester.

- d. Apprentices are required to keep records of their work experience. They must turn in their work experience forms by the 5th of each month for the previous month. Apprentices who are two months behind may not be eligible for advancement and corresponding wage progression until they are caught up. Apprentices who are 90 days behind may be required to appear before the Program Manager or the Apprenticeship committee. Discipline for being 90 days behind may include cancelation of the apprenticeship agreement.**
- e. Safety infractions committed while in the apprenticeship program will result in a safety write up that will be placed in the apprentice's file. A second violation (or a single serious violation) will result in mandatory appearance before the Program Manager and/or the Apprenticeship Committee.**
- f. Any disciplinary action imposed by the Program Manager or the Apprenticeship Committee will be provided in writing to the apprentice explaining the infraction, the discipline and the impact it has on the apprentices status in the program as well as their rights to appeal the decision of the Program Manager or the Apprenticeship Committee.**

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The

SWINERTON BUILDERS APPRENTICESHIP PROGRAM

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 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:

SWINERTON BUILDERS APPRENTICESHIP PROGRAM

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 time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - f. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - g. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - h. 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
 - i. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests

SWINERTON BUILDERS APPRENTICESHIP PROGRAM

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 Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

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

SWINERTON BUILDERS APPRENTICESHIP PROGRAM

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 approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.

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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 three (3) members.**
- b. Program type administered by the committee: **Individual Non-Joint**
- c. The employer representatives shall be:

Travis Porto
170 120th Ave NE
Suite 100
Bellevue, WA 98005

Brian Fenton(Chair)
170 120th Ave NE
Suite 100
Bellevue, WA 98005

- d. The employee representatives shall be:

Alfredo Martinez(Secretary)
170 120th Ave NE
Suite 100
Bellevue, WA 98005

Michael Martinez
170 120th Ave NE
Suite 100
Bellevue, WA 98005

F. Plant programs

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

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

N/A

SWINERTON BUILDERS APPRENTICESHIP PROGRAM

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.

**Steve Olsen
Program Manager
Swinerton Builders
170 120th Ave NE
Suite 100
Bellevue WA 98005**

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REC. 8/26/2025 TLC

Teri Gardner 8-27-25

REC. 08/15/2025 TLC

Teri Gardner 8-18-25

L&I Apprenticeship Consultant

L&I Admin

Department of Labor and Industries
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: Swinerton Builders Apprenticeship Program

Occupation:	County(ies):	Journey Level Wage Rate:	Effective Date:
Carpenter	Whatcom, Skagit, San Juan, Snohomish, Kitsap, King, Pierce, Thurston, Mason, Jefferson, Clallam, Lewis, Cowlitz, Clark.	\$ 51.98	07/01/2025
		\$	
		\$	
		\$	

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	<input checked="" type="checkbox"/> Secretary	Date
<input type="checkbox"/> Authorized Signer	08/25/2025		08/25/2025
Print Name: Brian Fenton	Print Name: Alfredo Martinez		
Signature:	Signature:		

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



Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

For L&I Staff Use Only	
Rec 08/18/2025 TLC	
L&I Apprenticeship Consultant	<i>Teri Gardner 8-18-25</i> <hr style="width: 80%; margin: 0 auto;"/> L&I Admin


Program Name Swinerton Builders Apprenticeship Program	
Occupation Carpenter	
Term/OJT Hours 8,000	Total RSI Hours 664
Training Provider Swinerton Builders	

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.

Signatures on next page

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

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	8/18/2025		
Print Name: Steve Olsen		Print Name:	
Signature: 		Signature:	

Training Provider Signature

Approved By (Print Name): Steve Olsen	Title: Program Manager
Signature of the Training Provider: 	
Date: 8/18/2025	

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 Swinerton Builders Apprenticeship Program	Occupational Objective Carpenter
---	-------------------------------------

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: Carpentry First Year – Level One	Hours Class/Lab 133.5/32.5
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: Program Manager Steve Olsen	
Description of element/course: Basic Safety/OSHA 10 (10/2), Intro to Hand Tools (7/3), Intro to Power Tools (7/3), Intro to Construction Drawings (10/0), Intro to Construction Math (10/0), Basic Communication Skills (5/0), Basic Employability Skills(5/0), Introduction to Materials Handling (3.5/1.5), Orientation to the Trade (2/0), Building Materials, Fasteners, & Adhesives (12/3), Hand & Power Tools (5/3), Intro to Construction Drawings, Specifications, & Layout (17/3) Floor Systems (18/4), Wall Systems (6/4) Intro to Building Envelope Systems (8/2), Basic Stair Layout (8/4)	

Element/Course: Carpentry Second Year – Level Two	Hours Class/ Lab 122 44
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: Program Manager Steve Olsen	
Description of element/course: Ceiling Joist & Roof Framing (32/8), Commercial Drawings (22/0), Cold-Formed Steel Framing (12/5), Thermal & Moisture Protection (6/2), Doors & Door Hardware (12/8), Drywall Installation (14/8), Drywall Finishing (14/8), Suspended Ceilings (10/5),	

Element/Course: Carpentry Third Year - Level Three	Hours: Class/ Lab 119 47
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: Program Manager Steve Olsen	
Description of element/course: Window, Door, Floor, & Ceiling Trim (15/8), Cabinet Installation (6/4, Properties of Concrete (6/2), Rigging Equipment (6/2), Rigging Practices (8/4), Trenching & Excavating (12/0), Reinforcing Concrete (9/3), Foundations & Slabs On Grade (12/6), Vertical Formwork (14/6), Horizontal Formwork (8/4), Handling & Placing Concrete (12/4), Tilt-Up Wall Systems (11/4).	

Element/Course: Carpentry Fourth Year - Level Four	Hours: Class Lab 123 43
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: Program Manager Steve Olsen	
Description of element/course:	

Site Layout One – Differential Leveling (15/6), Site Layout Two – Angular & Distance Measurement (25/12), Advanced Roof Systems (14/6), Advanced Wall Systems (120/8), Advanced Stair Systems (16/11), Intro to Construction Equipment (8/0), Site Preparation (5/0), Fundamentals of Crew Leadership (20/0)

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

[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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Title of Training Provider

Signature of Training Provider

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Organization of Training Provider

Signature of Training Provider

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Organization of Training Provider

Signature of Training Provider

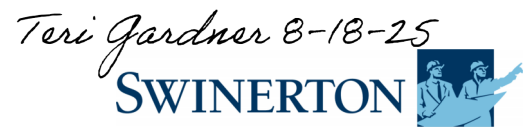
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Organization of Training Provider

Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider



170 120th Avenue NE, Suite 100
Bellevue, WA 98005
425.283.5290

swinerton.com

August 15, 2025

Subject: Employee Representative Committee Selection Process

Swinerton Builders has recently concluded the election process for employee representatives to the Swinerton Builders Apprenticeship Committee.

A memorandum was sent to all craft employees in the Seattle Division requesting nominations for employee representatives. The memorandum specified that candidates must have Journeyman-level experience in carpentry and be capable of representing the interests of all carpenter apprentices.

Sixteen qualified people were nominated. The five candidates who had the most votes were all asked if they were willing to go forward with the voting process and agreed. The top 5 candidates included in the nomination process were Alfredo Martinez, Jared Whitish, Joe Serrine, Michael Martinez, and Shane Francis.

The two candidates who received the most votes in the election were Alfredo Martinez and Michael Martinez. The election was conducted in an online Swinerton format. The results of the election are available for all craft employees to see.

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L&I Apprenticeship Consultant

Teri Gardner 8-18-25

L&I Admin

Department of Labor and Industries
Apprenticeship Section
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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 Swinerton Builders Apprentice Program
--

Committee Representative Name Brian Fenton	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)
Operations PX	Swinerton	02/01/24	Present
FeildTalent Part	Swinerton	02/01/19	02/01/24
Superintendent	Swinerton, Northway, EM Presition	2010	02/01/19
Journyman	KH&S	2008	2010
Journyman	EM Presition	2006	2008
Journyman	Fenton Construction	2002	2006

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Mountain view high school	1992	High school	Deploma

Other Technical Certifications or Licenses Held

Board of Certified Safety Professionals OSHA 30 NCCER Certified Trainer/Program Manager	Saftey Trained Supervisor
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L&I Apprenticeship Consultant

Teri Gardner 8-18-25
L&I Admin

Department of Labor and Industries
Apprenticeship Section
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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 Swinerton Builders Apprenticeship Program
--

Committee Representative Name Travis Porto	Committee Representative Signature <i>Travis Porto</i>
---	---

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)
GN Super	Swinerton	01/01/25	Present
SR Super	Swinerton	04/16/21	01/01/25
Superintendent	Swinerton, Performance Systems Incorporated, LarKor Construction	4/08	04/16/21
Foreman	LarKor Construction	4/06	4/08
Carpenter	Elitie Builders Inc	08/03	03/06
Carpenter	Classic Homes	08/01	07/03

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification

Other Technical Certifications or Licenses Held

Board of Certified Safety Professionals OSHA 30	Safety Trained Supervisor
--	---------------------------

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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 Swinerton Builders Program

Committee Representative Name Alfredo Martinez	Committee Representative Signature <i>Alfredo Martinez</i>
<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)
Foreman	Swinerton	01/20	Present
Assistant Sup	KH S&S	11/08	01/20
Foreman	JCV Construction	2001	2007
Foreman	West Wall	1994	2001
Journeyman	West Wall	1992	1994

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification

Other Technical Certifications or Licenses Held

NCCER Certified Trainer OSHA 30

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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 Swinerton Builders Apprenticeship Program
--

Committee Representative Name Micheal Martinez	Committee Representative Signature
<input type="checkbox"/> Employer Representative <input checked="" 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)
Foreman	Swinerton	01/20	Present
Journeyman	KH & SS	07/15	01/20
Carpenter	Blackman Mooring	04/13	11/14

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification

Other Technical Certifications or Licenses Held

OSHA 30 NCCER Certified Instructor



Swinerton Builders Apprenticeship Program

Plan for Sustainability of the Swinerton Builders Apprenticeship Program

- a. Apprenticeship Program Funding
 - i. The Swinerton Builders Apprenticeship Program will be funded by Swinerton's operating expense budget
 - ii. Swinerton will rely on the Swinerton Builders Apprenticeship Program to provide qualified and trained apprentices that will be the future carpenters for our construction business.

- b. How the operational and administrative functions of the Swinerton Builders Apprenticeship Program will be maintained.
 - i. Administrative duties and overall management of the program will be funded by Swinerton. The Apprenticeship Committee is made up of Swinerton Builders employees
 - ii. The Program Manager, charged with the administration of the program is a paid employee of Swinerton.
 - iii. Curriculum: Books and other learning materials will be paid for by Swinerton
 - iv. Instructors will primarily be paid Swinerton employees. In the event any outside consultants are utilized for specific classes those consultants will be paid by Swinerton.
 - v. Class will be held at Swinerton's warehouse and training center in Auburn Washington or at Swinerton's Division office in Bellevue Washington. All shop classes will be conducted at the Auburn training center.
 - vi. All tools, materials and equipment needed for the program will be provided by Swinerton. Apprentices will be required to obtain some hand tools in accordance with the Swinerton Builders Apprenticeship Agreement.

- c. Additional Resources
 - i. Any additional resources required over time to support the apprenticeship program will be included in the Swinerton operating budget.

REC. 08/18/2025 TLC

SWINERTON



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