



APPRENTICESHIP PROGRAM STANDARDS
adopted by

WASHINGTON STATE CONTROLS SPECIALIST APPRENTICESHIP COMMITTEE
(sponsor name)

Occupational Objective(s):
ASSOCIATE CONTROLS SPECIALIST

SOC#
49-2094.00

Term [WAC 296-05-015]
8,000 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:

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Permanent Registration

By: MARK RIKER
Chair of Council

By: CHRIS BOWE
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.

Sponsor Introductory Statement (Required):

Programmable electronic controls are found in every industry sector, in the public and private sectors, in every region of our state, and across the country. While programmable

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electronic controls have been in use for many years, recent technological advancements that dramatically reduced costs and improved usability caused a proliferation of use over the past 15 years – even more so in the past 5.

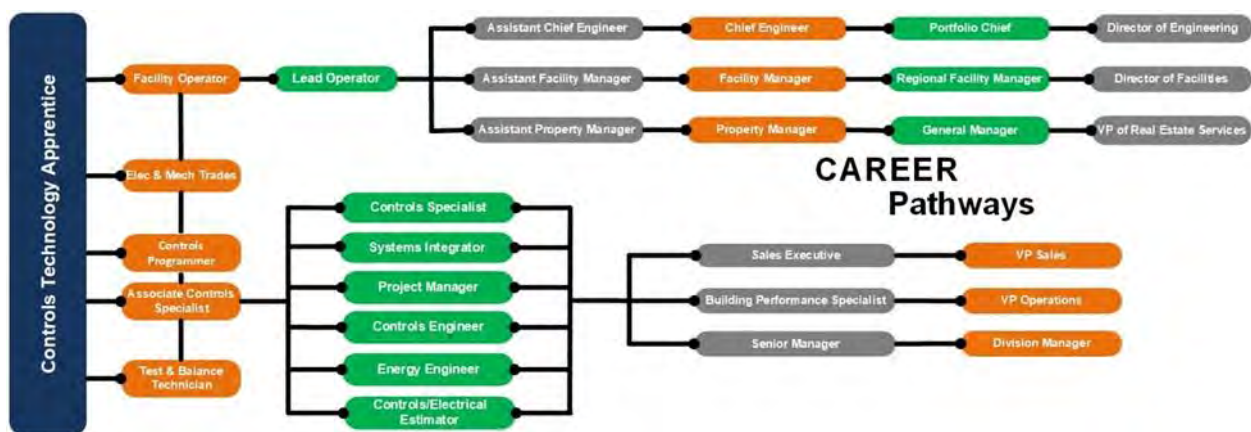
The advancement of the technology grew much more rapidly than the infrastructure to support it. There is no ready talent pipeline to perform the engineering, programming, commissioning and technical support of the programmable controllers required to efficiently operate building systems. Employers across a wide swath of industry sectors report a critical impact to their businesses and fear that they will not be able to meet the growing demand – slowing the pace of business development in all sectors and exasperating the risk profile tolerances in our most critical facilities such as hospitals, medical research, commercial real estate, schools, and defense.

In consideration of this sustained and intensifying talent development deficiency, individuals from industry and education organized the formation of the Washington State Controls Specialist Apprenticeship Committee as the administrative body for the Associate Controls Specialist apprenticeship. Each participating member has a vested interest in supporting the awareness, adoption, implementation, and long-term success of this apprenticeship program.

The apprenticeship standards are designed to equip apprentices with the skills they need to launch and advance their careers. To provide youth and adults with flexibility, the apprenticeship standards are designed so that the mastery of early competencies allow for transferable skills. Contributing subject matter experts consist of representatives from labor organizations, businesses, education, and agency groups.

Objectives of the apprenticeship program are:

- Develop an individual’s competencies through coursework and on-the-job training to satisfy the core requirements for multiple industries having various occupational titles as represented in the following illustration.



- Create a “talent river” that benefits all employers and organized trades that build, operate, maintain and/or optimize the built environment. The talent river includes

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our community populations facing barriers for entry into a job, our high school youth seeking a complementary way of earning their diploma through on-the-job experience, our adult workers seeking additional credentials or an alternative career path, and re-skilling of dislocated workers, to name a few.

- **Build for scalability and adaptability.**

Associate Controls Specialist will come from all walks of life. Most notably are incumbent workers, individuals transitioning from the military, youth workers transitioning from high school, and populations facing barriers that have demonstrated an aptitude of employability.

The Washington State Controls Specialist Apprenticeship Committee will leverage every resource available to ensure individuals pursuing this occupation have what they need to succeed.

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 geographic areas covered by the Associate Controls Specialist apprenticeship are the Counties of Clallam, Grays Harbor, Island, Jefferson, King, Kitsap, Mason, Pierce, Snohomish, and Thurston.

II. MINIMUM QUALIFICATIONS:

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

Age: Associate Controls Specialist applicants will be at least 18 years of age.

Education: Associate Controls Specialist applicants must have a high school diploma or equivalent or enrolled in an equivalent credit recovery program.

Physical: Must be able to meet the requirements of the occupation, with or without reasonable accommodations.

Testing: Not applicable.

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Other: **Not applicable.**

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

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

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

A. Selection Procedures:

The procedures for application and selection to a registered Associate Controls Specialist apprenticeship are as follows:

- 1. Individuals must first be employed by an employer that is a registered Training Agent under Washington State Controls Specialist Apprenticeship Committee (the “Committee”). The applicants are to be selected by the individual employers in accordance with customary and established policies.**
- 2. The Committee does not serve as a referral agency or Training Agent for apprenticeship applicants; however, may assist employers in finding potential apprentices for their pool of applicants. The Committee encourages Training Agents to hire females and minorities.**
- 3. Persons selected as apprentices by a Training Agent and who provide verification of the minimum qualifications can apply to the Committee to participate in the apprenticeship program.**
- 4. Applicants will be informed of their rights and responsibilities under the standards of apprenticeship established for the occupation and then required to sign an apprenticeship agreement and associated documents.**

B. Equal Employment Opportunity Plan:

The Committee expects that all employers training apprentices shall train without discrimination. The Committee is committed to Equal Employment Opportunity (EEO) to all people regardless of race, color, national origin, sex, religion, sexual

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orientation, disability, age, marital status, gender expression, genetic information, military or veteran status, or as otherwise specified by law.

The Committee will take the following affirmative actions:

1. **Work with primary, secondary and post-secondary schools and governing agencies concerning the needs of the industry and how work-based experience can earn credits toward a high school diploma and college degrees.**
2. **Deliver presentations designed to familiarize youth and adults with apprenticeship opportunities.**
3. **Promote the apprenticeship opportunities through distribution of program literature, industry events and on apprenticeship websites.**
4. **Encourage employers to support women, people of color, and people coming from poverty or other life-challenges to enter apprenticeships by asking employers to engage in outreach efforts with the Committee, the State's Workforce Development Board, and community-based organizations of their preference.**

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 the Associate Controls Specialist shall be 8,000 hours of reasonable 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

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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.

- 1. The initial probationary period for the Associate Controls Specialist is 1,600 hours.**

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

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

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

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To provide adequate supervision of all apprentices the following ratio will be observed and applied at the department, job site or team level: one (1) apprentice to one (1) journey-level worker per shift. At no time shall the ratio exceed one (1) apprentice to one (1) journey-level worker.

Associate Controls Specialist apprentices, ages 18 and older, shall be allowed to work alone under the following conditions:

1. Apprentice has successfully completed a minimum of 1,600 hours of on-the-job training (OJT).
2. A written communication from the Training Agent requesting the apprentice be allowed to work alone during OJT, and that the apprentice has demonstrated sufficient skill and ability to work alone successfully.
3. Apprentice will only be given tasks they have previously completed with a journey-level worker when working alone.
4. A journey-level worker or supervisor must be available for the apprentice to contact via phone or electronic communication for answers or advice and is responsible for the quality of work performed by the apprentice.

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

Associate Controls Specialist

Associate Controls Specialist shall be paid according to the following percentages of the journey-level worker wage rate plus benefits.

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Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000-2000 hours	65%
2	2001-4000 hours	75%
3	4001-6000 hours	85%
4	6001-8000 hours	95%

VIII. WORK PROCESSES:

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

Workers in this occupation must have an understanding of the underlying mechanical systems, controls systems, low-voltage electrical circuits, motors, and pumps, including an understanding of the proper installation, design and operations of these systems. This apprenticeship program will not involve apprentices installing, replacing, or repairing any of the underlying mechanical systems, control systems, low-voltage electrical circuits, motors or pumps.

Where the term “troubleshoot” is used it is limited to work on the building automation system and will not involve installation, replacement or repair work on any of the underlying mechanical systems, low-voltage electrical circuits, motors, and pumps.

A. Associate Controls Specialist Approximate Hours/Competency Level

- 1. Networks and Computers.....920**
 - a. Application of industry standard programming languages such as Python and Java Script.**
 - b. Practical use of Microsoft Office Applications (Excel, Outlook, Visio, Word, and PowerPoint)**
 - c. Set-up, testing and commissioning of control system networks.**
 - d. Installation, configuration and commissioning of operating systems.**
 - e. Database design and population.**
 - f. Application of data security protocols and procedures.**
 - g. Development and deployment of graphical user interfaces.**
 - h. Troubleshooting of system network and peripheral device issues.**

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- 2. Programming Logic2,520**
 - a. Device programming, check-out and development of commissioning tasks lists for:**
 - 1) Variable Air Volume (VAV) Terminals**
 - 2) Unitary Systems**
 - 3) Miscellaneous Supply & Exhaust Fan Control**
 - 4) Air Handling Systems**
 - 5) Variable Frequency Drive (VFD) Programming & Startup**
 - 6) Kitchen Ventilation Systems**
 - 7) Building Pressurization Control**
 - 8) Humidification & Dehumidification Control**
 - 9) Variable Refrigerant Flow (VRF) Systems**
 - 10) Boiler and Chiller Control**
 - 11) Central Heating & Cooling Plant Control**
 - 12) Other systems as identified.**
 - b. Use system testing and diagnostic tools to troubleshoot device performance and operational issues.**
 - c. Demonstrate safe and appropriate use of software applications, commissioning devices and documented processes, and testing and diagnostic tools.**
- 3. Electrical Systems4,000**
 - a. Identify electrical system components from plans and specifications and project sites.**
 - b. Perform engineering and as-built documentation tasks using digital tools such as AutoCAD, Visio, Revit, Bluebeam, and other software tools.**
 - c. Apply Kirchhoff's circuit laws and nodal analysis techniques.**
 - d. Engineer, test, and commission control system networks.**
 - e. Troubleshoot control system networks by reading wiring diagrams and applying diagnostic tools to resolve issues.**
 - f. Checkout and troubleshoot low-voltage electrical circuits, motors and variable frequency drives.**
 - g. Commission and troubleshoot serial networks.**
 - h. Apply understanding of electrical codes to calculate sizing of circuits and wiring, as well as identifying proper installation procedures of low-voltage wiring.**
 - i. Receive supervised training on the proper methods for inspecting:**
 - 1) Conduit installation of all types.**
 - 2) Wire pulling (limited to low-voltage controls).**
 - 3) Sizing, installing, and testing low-voltage control system transformers.**
 - 4) Termination of low-voltage wiring on control devices.**
 - 5) Design and wiring of low-voltage control panels.**
 - j. Demonstrate safe use, care, and maintenance of workplace tools, equipment, and procedures.**

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- 4. HVAC Systems560**
 - a. Understand and apply principles of thermodynamics, fluid dynamics, heat transfer, and fan and pump laws to verify proper equipment and device sizing.**
 - b. Identify HVAC system components from plans and specifications and project sites to demonstrate understanding.**
 - c. Perform engineering and as-built documentation tasks using digital tools such as AutoCAD, Visio, Revit, Bluebeam, Microsoft Office applications, and other software tools.**
 - d. Confirm the sizing and selection of appropriate airside and waterside control devices such as dampers, valves, and associated actuators.**
 - e. Develop written sequences of operation.**
 - f. Translate written sequences of operation to programming code.**
 - g. Program, check-out, troubleshoot and commission control systems from end-to-end.**
 - h. Use system testing and diagnostic tools to troubleshoot system performance and operational issues.**
 - i. Demonstrate safe use, care, and maintenance of workplace tools, equipment and procedures.**

Total Hours/# of Competency Levels: 8,000 hours

The above schedules of practical work experience are designed as a guide. Apprentice shall be instructed and trained in all operations and methods customarily used in this occupation. Each Training Agent will adhere to this as closely as the work conditions permit and as approved by the Committee.

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.

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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 training seminars may include but are not limited to:

- American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
- Association of Energy Engineers (AEE)
- Mechanical Contractors Association Training Programs (www.mcaa.org)
- Building Operators and Managers Association (www.boma.org)
- Building Operators Certification (www.theboc.info)
- Smart Buildings Center Educational Program (www.smartbuildingscenter.org)
- BEST Center (www.bestctr.org)

Sponsor approved online or distance learning courses (specify):

Sponsor approved online or distance learning courses may include but are not limited to:

- American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
- Association of Energy Engineers (AEE)
- Mechanical Contractors Association Training Programs (www.mcaa.org)
- Building Operators and Managers Association (www.boma.org)
- Building Operators Certification (www.theboc.info)
- Smart Buildings Center Educational Program (www.smartbuildingscenter.org)
- BEST Center (www.bestctr.org)

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

B. **One Hundred Forty-Four (144)** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

Twelve-month period from date of registration **for Associate Controls Specialist.** *

Defined twelve-month school year: (insert month) through (insert month).

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. **Each apprentice shall enroll in and attend related instruction classes at a Committee approved school, community college or vocational and technical institute for 144 hours per year during the term of apprenticeship for which the apprentice will not be paid.**
2. **The Committee strives for continued improvement of the work processes and related supplemental instruction. As such, the Committee will review on a scheduled basis and revise the curriculum and learning experiences for the educators and apprentices to keep the program relevant for employers.**
3. **Apprentices that are granted credit for prior learning or experience may be excused from attending specific portions of RSI training at the discretion of the Committee. Apprentices seeking credit for prior learning must demonstrate the same knowledge, skills, and abilities as apprentices who have completed the portion(s) of RSI for which credit is requested.**

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:

The Committee acknowledges the Administrative Procedures as articulated and attest to the Committee's intention to abide. An apprentice can petition the Committee to request a Voluntary Suspension, an Advanced Standing or Credit,

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and any workplace issues not sufficiently addressed to their satisfaction by their Training Agent/employer.

Petitions will be acted upon by the Committee as outlined below.

- a. Petitions shall be received by the Committee Secretary no less than fifteen (15) working days prior to the scheduled Committee meeting.
- b. In situations involving workplace issues, the Committee will first and always attempt to resolve problems informally by meeting with all parties concerned.
- c. Following the hearing, the Committee will make its decision based solely upon the most creditable evidence submitted at the hearing and reduced to writing.
- d. Apprentice and Training Agent shall be notified of the Committee's decision in writing.
- e. A Training Agent shall not terminate an apprentice without first contacting the Committee, as continued employment is required to maintain status as an apprentice.
- f. In the event the apprentice is terminated from employment, they will be called before the Committee for disciplinary action in accordance with Section X.B.1., which may include suspension or cancellation of the apprenticeship agreement.
- g. Apprentices with experience may test-in to the demonstrated level of achievement and accrue the corresponding hours towards their journey-level status.
- h. Not require an employer to sign a collective bargaining agreement as a condition of participation.
- i. The Committee will review all the apprentices in suspended status on at least a semi-annual basis. Apprentices who have been in suspended status for at least six (6) months and have not requested a return to active status or been in communication with program staff may be cancelled in accordance with Section X.B.
- j. Apprentices will be subject to random urinalysis drug screen testing by the Training Agent's drug screen provider.
- k. Apprentices employed under these standards are required to apply themselves with diligence to various assigned tasks. They are to protect the property and interest of their employer and their coworkers. They are to conduct themselves at all times in a creditable manner, realizing that time,

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money, and effort are expended in affording them opportunity to become a skilled craftsman.

- l. Apprentices must obtain a valid driver's license within 90 days of acceptance into the apprenticeship.**
- m. Apprentices must agree to:**
 - 1) Successfully complete the Training Agent's safety training program.**
 - 2) Wear all required Personal Protective Equipment (PPE) while working. The Training Agent will provide the required PPE.**
 - 3) Only use tools and perform tasks that they have been trained, certified, or licensed.**
- n. The Committee will work with Training Agents to use this apprenticeship program to upskill incumbent workers and backfill with first-year apprentices.**

B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.

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- 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:

The Committee acknowledges the Administrative Procedures as articulated and attest to the Committee's intention to abide. When violations of these standards by apprentices and/or employers occur, they will be acted upon by the Committee as outlined below.

- a. **Committee members will first and always attempt to resolve problems informally by meeting with all parties concerned.**
- b. **Violations requiring disciplinary action will be investigated thoroughly and will include a disciplinary hearing in accordance with Section X.B.1.**
- c. **Apprentice will be notified of the Committee's decision.**
- d. **Apprentice will provide a record of school attendance (in hours) by the 5th of the following month to the office of the appropriate Training Coordinator. This must be provided even if the hours equal zero for any given month. In addition, upon request, apprentice shall submit copies of school transcripts and/or verification of course completion to the appropriate Training Coordinator.**
- e. **Apprentices will provide record of on-the-job training hours by the 5th of the following month to the office of the appropriate Training Coordinator.**
- f. **Employment with an approved Training Agent must be maintained to participate in this registered apprenticeship program. Termination from employment may result in suspension or cancellation of the apprenticeship agreement. The apprentices will be sent notice to appear at the next regularly scheduled Committee meeting to show-cause why the agreement should not be cancelled.**
- g. **Workplace issues requiring disciplinary action will be investigated thoroughly by the appropriate Training Coordinator and will include a disciplinary hearing by the Committee, which may include suspension or cancelation of the Apprenticeship Agreement.**

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- h. Satisfactory progress must be maintained in related supplemental instruction and on-the-job. An apprentice will be called before the Committee and may be disciplined, suspended, or canceled for the following:**

 - 1) Failing to progress in the apprenticeship as defined by the competencies within the Work Processes.**
 - 2) Not reporting to school or work in a timely manner with no more than two (2) unexcused absences per year.**
 - 3) Being more than three months tardy in turning in work progress records.**
 - 4) Not working for more than six months.**

 - i. Excused absences include:**

 - 1) A note from the apprentice's physician indicating that an illness/injury is preventing them from attending school or work.**
 - 2) A note from a supervisor stating that the apprentice is needed at work. Related/Supplemental Instruction is a valuable component of the apprenticeship. Training Agents will make every effort to ensure apprentice work hours do not interfere with related classroom instruction.**
 - 3) Proof of death of immediate family member.**
 - 4) Special circumstances will be reviewed by the appropriate Training Coordinator and elevated to the Committee at the Training Coordinator's discretion.**
- 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 program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.

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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:

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

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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)
 - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section’s manager may administratively approve requests for revisions in the following areas of the standards:

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- 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.
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.

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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.
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.

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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: **Fifty percent plus one (50% + 1)**
- b. Program type administered by the committee: **Group Non-Joint**
- c. The employer representatives shall be:

**Perry England, Chair
MacDonald-Miller
7717 Detroit Avenue SW
Seattle, WA 98106**

**Adam Klett
MacDonald-Miller
7707 Detroit Avenue SW
Seattle, WA 98106**

**Robert Andrade
Siemens Corporation
15900 SE Eastgate Way
Suite 200
Bellevue, WA 98008**

**Austin Marriage
Siemens Corporation
5013 Pacific Highway East
Suite 16
Fife, WA 98424**

**Melanie Danuser
Smart Buildings Center
1200 12th Avenue South
Suite 110
Seattle, WA 98144**

**Robert Blakey
Kaiser Permanente Washington
6005 89th Street Court East
Puyallup, WA 98371**

- d. The employee representatives shall be:

**Dr. Kareen Borders, Secretary
West Sound STEM Network
2689 Hoover Drive SE
Port Orchard, WA 98366**

**David Gehman
MacDonald-Miller
7717 Detroit Avenue SW
Seattle, WA 98106**

**Sara Hatfield
South Kitsap School District
2689 Hoover Avenue SE
Port Orchard, WA 98366**

**Stephen Zellner
MacDonald-Miller
7707 Detroit Avenue SW
Seattle, WA 98106**

WASHINGTON STATE CONTROLS SPECIALIST APPRENTICESHIP COMMITTEE

Robert Regular
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5013 Pacific Highway East
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Robert Vanderpool, PE
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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:

Not applicable.

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.

Not applicable.

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.

Associate Controls Specialist:
Melanie Danuser, Program Manager
Smart Buildings Center Education
Program
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Seattle, WA 98144