



APPRENTICESHIP PROGRAM STANDARDS
adopted by

ELECTRICAL MANAGEMENT GROUP OF WASHINGTON

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

INSIDE ELECTRICIAN

47-2111.00

8000 HOURS



APPROVED BY

Washington State Apprenticeship and Training Council

REGISTERED WITH

Apprenticeship Section of Fraud Prevention and Labor Standards

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

APPROVAL:

OCTOBER 15, 2020

Provisional Registration

JULY 15, 2021

Standards Last Amended

Permanent Registration

By: ED KOMMERS
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.

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

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Sponsor Introductory Statement (Required):

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

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009. The WSATC may consider the ability to deliver RSI, demonstrated work history, and history of adherence to electrical rules and laws in the proposed Geographic Area.

These standards will cover the following counties in Washington State:

Western Region: Clark, Cowlitz, Lewis, Pacific, and Wahkiakum Counties.

Eastern Region: Asotin, Benton, Columbia, Franklin, Garfield, Kittitas, and Walla Walla Counties.

II. MINIMUM QUALIFICATIONS:

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

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

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

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

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

Testing: **None**

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, 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. An application for the Eastern Region can be requested by sending an email to info@emgow.com . Paper applications are also available at EMG Southeast Training Center 791 County Haven Loop, Pasco, WA 99301 (“Eastern Training Center”).**

An application for the Western Region can be requested by sending an e-mail to info@emgow.com . Paper applications are also available at the EMGW Training Center located at 1006 NE 146th St., Vancouver, WA 98685 (“Western Training Center”).

Applicants residing in the defined Geographic Area may apply in-person or send their applications to the applicable Training Center at the address listed above.

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Completed applications are accepted in person on Tuesdays at Training Centers from 9 a.m. to 4 p.m., March thru November, as posted by the Committee. Applicants may mail completed applications to the appropriate regional Training Center where they are applying for admission.

All documentation is required at the time of application submittal. No additional information may be added after the application has been submitted. Applications and supporting documentation will be date stamped when received. All applications submitted from March thru May shall be reviewed in June. All applications submitted from June thru August shall be reviewed in September. Applications submitted from September thru November will be reviewed in December.

All applicants will be scored, ranked, and then notified in writing about their placement in the Apprenticeship Pool. Unsuccessful applicants will receive written notification of their ineligibility detailing the specific reasons that the application was rejected.

2. The Committee is responsible for reviewing applications and placing eligible applicants into an Apprentice Pool using a ranking system based on points. Points will be based only on written documentation (letters from employers on company letterhead, DD-214, affidavits of work as verified through the L&I Electrical section, school transcripts, etc.) supporting the application. The Ranking System is based on the following criteria:

High School Diploma

GPA of 3.5 and above 15 points

MAXIMUM 15 points

10 points maximum per class category:

Algebra I	Drafting	Blueprint Reading
Algebra II	National Electric Code	Electrical-related classes
Geometry	Electronics classes	Military-related (electrical)
Trigonometry I	Integer Math	

OSHA 10 (full course) NOT A CERTIFICATE
Safety (full course) NOT A CERTIFICATE

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

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Grade per high school semester

- A. 2.5 points
- B. 1.5 points
- C. 0.5 points
- P. 1.0 points

Grade per college semester

- A. 5.0 points
- B. 3.0 points
- C. 1.0 points
- P. 2.0 points

Military credit per electrical certificate 1 point P = Passing

MAXIMUM 55 points

High School Shop Classes: 10 points maximum

High School Construction Classes: 15 points maximum

MAXIMUM 55 points

Trade School

Electrical construction-related:

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

Construction-related:

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

MAXIMUM 50 points

Experience:

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

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

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

One month of experience is defined as 150 OJT hours

TOTAL MAXIMUM SCORE: 155

- 3. Apprentices accepted into the EMGW Apprenticeship Program and placed in the Apprenticeship Pool will be asked to complete a Regional Referral Availability form. The Form will list in order of preference the counties in which the apprentice is available for employment. The form may be updated at any time for future employment. An applicant's failure to complete the form**

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will result in the applicant committing to employment in any county within EMGW's Geographic Area.

Apprentices shall be referred to registered EMGW Training Agents based on the following criteria: (1) Ranking based on highest point score; (2) regional availability based on the apprentice's Regional Referral Availability form; (3) response to the Training Agent within 48 hours of contact; (4) EMGW's or the Training Agents' affirmative action and EEO policies and requirements.

EMGW Training Agents may request women and minority apprentices in order to meet their own contractual affirmative action requirements for public works projects or other projects with affirmative action requirements. EMGW's Training Agents may also incorporate their own employment practices and policies into the EMGW's Standards to the extent that they do not conflict with these Standards or law governing apprenticeship training programs. EMGW reserves the right to revise its selection process, ranking and order to meet EMGW affirmative action goals in order to remain in compliance with applicable Washington State Apprenticeship Training Council rules and regulations.

EXCEPTIONS:

All applicants seeking entry into the EMGW Apprenticeship Program and Apprenticeship Pool must meet the minimum qualifications detailed in these standards. Applicants who meet the minimum qualifications, and qualify under one or more of the following exceptions, will be granted direct entry and placed at the bottom of the Out of Work List.

1. **Newly Registered Training Agents** – Companies that become EMGW Registered Training Agents may select incumbent non-journey level employees who meet the criteria below within thirty (30) days following the Company's initial registration with EMGW. Thereafter, the Company must pull apprentices from the Apprenticeship Pool based on the required Ranking System detailed in Section III (3). The approved incumbent employees will be transferred into the program at their current step and hours.
 - a. The incumbent non-journey level employee must meet current minimum qualifications at time of placement into the Apprentice Pool under this exception;
 - b. The registered Training Agent must be able to maintain the required 1 to 1 apprentice-journey level ratio.

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2. **Experienced Electrical Apprentice Transfers** - Experienced apprentices who can show a minimum of 2000 OJT hours and 144 hours of related training experience in a Registered Apprenticeship Inside Electrician program may be permitted to enter EMGW's Apprenticeship Program at the same previous program level if the apprentice meets the criteria below. Individuals qualifying under this exception will be placed at the bottom of the Out of Work List.
 - a. Meet EMGW's minimum qualifications;
 - b. Were not terminated from a former apprenticeship program for cause;
 - c. Work-experience is based on previous 3 years from date of application;
 - d. Present L&I Electrical Section affidavits of work supporting the required work related hours.

3. **Pre-Apprenticeships** - Graduates that have successfully completed pre-apprenticeship programs jointly approved by the WSATC and the Committee during the preceding four years will be registered and placed at the bottom of the apprentice Out of Work List, providing that the applicant meets the current minimum qualifications for EMGW's Apprenticeship Program. The placement is granted without regard to race, color, religion, national origin, or sex.

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

5. **Veteran Preference** – Based on the criteria listed below, the Committee shall, at any time, consider an application for admission from a Veteran of the United States Armed Forces. Successful applicants will be placed at the bottom of the Out of Work list.
 - a. The applicant must meet the current minimum qualifications;
 - b. The applicant must have been a member of the Regular Service, discharged within the preceding 24 months, and possess a DD-214 indicating an Honorable Discharge;
 - c. Or, the applicant must have been a member of the Selected Reserve, or Individual Ready Reserve, discharged within the preceding 24 months and possess a DD-214 indicating an Honorable Discharge;
 - d. Or, the applicant must have been a member of the National Guard, discharged within the preceding 24 months and possess a DD-214 indicating an Honorable Discharge.

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6. **Scholarships** - In an effort to provide a transition from school to registered apprenticeship for highly qualified high school graduates, the Sponsor has developed a scholarship program. In conjunction with participating high schools, the committee will make up to one scholarship available in each county covered by its standard. Scholarships will be awarded based on the following:
 - a. The Sponsor will mail a summary of the scholarship program to all high schools in its geographical area in September of each year.
 - b. High schools wishing to participate must submit a letter indicating their desire to participate no later than October 31.
 - c. The Sponsor will provide each interested high school with scholarship applications and a summary of the scoring criteria.
 - d. Each high school student wishing to participate must submit a completed application no later than May 1 of the student's year of graduation.
 - e. In April of each year, the committee will poll its employers. Based on their willingness to participate, the committee will establish the number of scholarships to be awarded and the counties in which they will be awarded.
 - f. The committee will select no more than one employer from each county to sponsor a scholarship apprentice. If more than one employer maintaining its principal place of business in an individual county requests to sponsor a scholarship, the committee will establish selection criteria and select the most qualified employer.
 - g. In May of each year, the sponsor will evaluate the student applications. Scholarships will be awarded in June.
 - h. Upon graduation and reaching the age of 18, the selected student in each county will be registered and placed directly in employment with the sponsoring employer. The scholarship award will be applied to offset the apprentice's cost of any related training expenses thru the sponsor.

7. **Direct Entry** - Individual applicants who can verify through evidence acceptable to the Committee that they have worked a minimum of 4,000 hours as an electrician in the Inside Electrician trade will qualify for an interview and will not be required to meet the education and testing requirements. Evidence of Inside Electrical experience can be presented through evidence such as payroll records and certified statements from employers detailing specifically the work performed and the hours spent on the specific types of work performed. Individual applicants seeking direct entry through this exception will be evaluated by the Committee for their experience to determine whether they meet the required experience detailed by these Standards. If approved, the Committee will determine the extent that the applicant's prior Inside Electrical work experience will qualify for and satisfy the required apprenticeship work experience and training under

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these Standards. The Committee will then make a determination, based on that evaluation, and place the successful applicant in the training program at the appropriate level. Individual work experience does not automatically place an applicant into the apprenticeship program. Work experience only allows the applicant to by-pass the applicable education and testing requirements as determined by the Committee.

B. Equal Employment Opportunity Plan:

1. **Dissemination of information concerning the nature of apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship application, and the equal opportunity policy of the sponsor. Such information shall be disseminated at least 30 days in advance of the earliest date for application at each interval. Such information shall be given to Council, local schools, employment offices, women's centers, outreach programs and organizations that can effectively reach women and minorities, and shall be published in newspapers circulated in the minority community and among women, as well as the general areas in which the sponsor operates.**
2. **Participate in annual workshops to familiarize educators, career counselors, employment service representatives, and other appropriate personnel with apprenticeship in general as well as current opportunities.**
3. **Communicate the equal opportunity policy in a manner to foster understanding, acceptance and support among the committee's members, training agents, and apprentices and to encourage those people to take the action necessary to meet the committee's affirmative action commitments.**
4. **Engage in outreach programs for the positive recruitment and preparation of potential applicants for apprenticeship. The committee will identify other apprenticeship program sponsors and community organizations with whom they may collaborate. The Sponsor will seek out and support programs to prepare and encourage women to enter traditionally male occupations.**
5. **Take other appropriate action to ensure that decisions regarding recruitment, selection, employment, and training of apprentices are job-related and without illegal discrimination because of race, color, religion, national origin, disability, age, or sex.**

C. Discrimination Complaints:

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

IV. TERM OF APPRENTICESHIP:

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

The term of apprenticeship shall be 8000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During the initial probationary period an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

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

- A. The period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. The period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.
- C. **Either the first one thousand-six hundred (1,600) hours of employment shall constitute the initial probationary period or one year from date of registration, whichever occurs first.**

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VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

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

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

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

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

Apprentices with a minimum of 7,000 hours of OJT, and have been re-rated at their 8th step, will be allowed to work without the direct supervision of a journey-level worker provided that they have been issued a six-month, nonrenewable, unsupervised electrical training certificate by the Washington State Department of Labor & Industries Electrical Section. Such apprentices will not be counted for the purposes of a ratio calculation nor be allowed to supervise other apprentices.

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VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases.
- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

C. Inside Electrician

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000-1,000	40%
2	1,001-2,000	50%
3	2,001-3,000	55%
4	3,001-4,000	60%
5	4,001-5,000	65%
6	5,001-6,000	70%
7	6,001-7,000	75%
8	7,001-8,000	80%

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

*Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and work experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined. In no case shall work hours in commercial and industrial be less than 4000 cumulative hours for the term of apprenticeship.

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

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

B. **(See Below)** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

- Twelve-month period from date of registration.*
- Defined twelve-month school year: **(September)** through **(June)**.
- Two-thousand hours of on the job training.

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

C. Additional Information:

1. The 144 hours identified above shall be 144 hours/year of competent instructor led classroom instruction (“must” include lab or hands-on instruction)

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- This requirement includes a minimum of 720 RSI hours over the term of apprenticeship under the same conditions.
 - On-line would not be excluded as a delivery method but could only be offered for hours over the 144 annual minimum/720 cumulative total.
2. RSI plans shall be updated by the sponsor every five years or as requested by the department to ensure compliance with these standards.
 3. Competent Instructor qualifications shall include the following:
 - Meets requirements of WAC 296-05-003, excluding the Journey Level Experience requirement
 - Meets requirements of WAC 296-46B-970, excluding the following:
 - Manufacturer/Vendor representative when not accompanied by Competent Instructor
 - Electrical Administrator with no Journey level trade qualification
 4. **Total Related Supplemental Instruction: 732 hours**
 - Year One: 190 hours**
 - Year Two: 186 hours**
 - Year Three: 180 hours**
 - Year Four: 176 hours**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

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

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

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- (2) Diligently and faithfully perform work assigned by your supervisor.
- (3) Develop and practice safe work habits.
- (4) Conduct yourself at all times in a neat and professional manner.
- (5) Attend and pay for all required related training classes, materials, and books.
- (6) Apprentices must maintain a 2.0 grade point average (70% or above) or better for every term of related training. Apprentices who drop below a 2.0 GPA in any term will remain at the current pay grade until obtaining the required 2.0 GPA.
- (7) Keep the Committee informed of your current address, phone number, and employer through the Committee web page and the administrative staff.
- (8) Work for approved Training Agents only.
- (9) Submit OJT/RSI hours monthly through the Committee online reporting system on or before the 10th of each month.
- (10) Inform the Committee, by phone or email, on a weekly basis if you are out of work.
- (11) Apprentices must maintain full time employment with a registered Training Agent with positive performance evaluations.

b. **Required OJT Hours** - Each apprentice is expected to accrue 800 OJT hours during each six-month time period. Apprentices who do not accrue these hours will not be considered for advancement. Apprentices lacking OJT hours may be cited to appear before the committee for "Failure to Progress". All apprentices will be evaluated on a case-by-case basis. The Committee will consider all relevant factors related to the Failure to Progress, including but not limited to economy, illness, excused absences, and military deployment. Apprentices lacking the minimum required OJT hours will be re-evaluated each month until they have obtained the necessary minimum OJT hours to advance.

c. **Related Supplemental Instruction:**

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

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

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Students who drop out or are removed from the EMGW Apprenticeship Program will be eligible for Tuition reimbursement as follows:

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

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

- d. **Request for Credit Based on Previous Experience** - Apprentices desiring credit for previous experience must submit a request to the Committee outlining their request. Requests for previous experience must occur no later than (1) year after the Apprentice registers with EMGW's Apprenticeship Program. The Committee will consider and make a determination to count prior experience towards the Apprentice's required minimum credits only after the Apprentice has successfully completed the probationary period. The Committee reserves the right to review and evaluate Apprentices on a case-by-case basis.

Request for Previous Experience Credit must be supported by appropriate documentation detailing the amount and specific type of work performed as well as adequate proof that the Apprentice satisfactorily performed the work leading to Previous Experience Credit. The burden is on the Apprentice to present adequate, verified supporting documentation to the Committee. The Committee will not consider experience obtained greater than five (5) years prior to the applicant's request date.

Appropriate supporting documentation for Previous Experience Credit includes but is not limited to verified letters from the former employer(s) on company letterhead signed by an authorized agent from the former employer(s). The letter should utilize the (Monthly Progress Report) MPR format. State certified affidavits are also accepted by the Committee to support a request for Previous Experience Credit.

All hours proposed as Previous Experience Credit hours must be verified through the L&I Electrical Licensing Section. The Committee retains sole discretion to approve any proposed hours, regardless of documentation submitted to support the Previous Experience Credit request. Applicants requesting Previous Experience Credit from a "like" Apprenticeship Program must have registered those OJT hours with their current committee in order for EMGW's Committee to consider the hours as part of the credit request.

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No more than 2,000 hours of previous experience without apprenticeship schooling verification will be granted.

- e. **Addressing the Committee** - Any apprentice can appear before the Committee by providing advance notice to the committee at least ten (10) days prior to the next scheduled committee meeting. The notice must be submitted to the Committee at Info@EMGOW.com. The notice must specify with reasonable particularity the reason(s) that the Apprentice is requesting to appear before the Committee. Notice given less than ten (10) days prior to the meeting may be scheduled on the agenda or scheduled on the subsequent regularly scheduled Committee meeting agenda at the discretion of EMGW.
- f. **Electrical Licensing Exam** - Apprentices who have successfully completed the program and have been referred to exam, have 12 months from the date of referral to successfully pass exam. Apprentices who do not meet this requirement will be completed without the benefit of a journey-person license.

B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
 - 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:
 - a. **Late Monthly Progress Reports (MPRs)**:
 - 1) **First Occurrence** – A written notice to apprentice with a copy of the notice placed in the apprentice file.
 - 2) **Second Occurrence** – A written notice to apprentice with a copy of the notice placed in the apprentice file and a 30-day hold on the next step increase.
 - 3) **Third Occurrence** – A written notice to the apprentice with a copy of the notice placed in the apprentice file and a 60-day hold on the next step increase. Four or more late MPRs in a 12 month period may result in the issuance of a notice to appear before the committee and face possible disciplinary action.
 - b. Absenteeism Policy
 - 1) **Apprentices must attend all related training classes as required by the Committee and these Standards. Three or more unexcused absences in the given school year will result in appropriate disciplinary action by the Committee.**
 - 2) **Arriving more than 15 minutes late to class without contacting EMGW staff with a specific reason causing the late arrival will be considered an unexcused absence and the apprentice will be refused entry to the class. The classroom instructor reserves the right to refuse a late arrival entry into the class if the late arrival will result in disruption to the classroom activity on that day. Excessive or chronic late arrivals even with advance notice to EMGW staff will result in the apprentice being cited to appear before the Committee for appropriate disciplinary action.**
 - 3) **The Committee will consider any reason for an Apprentice's absence. As a guideline, the reasons detailed in 3 (i)-(vi) will be considered an excused basis for an apprentice to be absent either as a result of missing**

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a class or as a result of arriving late to class and being refused entry by the instructor. Apprentices must also understand that regardless of the number of excused absences, an Apprentice must still meet the minimum hour's requirement set by these Standards. The Committee has no authority to waive that requirement.

- (i) Personal Day – One four hour class per school year. Apprentices may use their personal day to miss a training class.**
- (ii) Death of the apprentice's immediate family member defined as siblings, parents, grandparents, children, spouse or common law partner. EMGW reserves the right to require proof of the death as necessary.**
- (iii) Illness accompanied with a doctor's note OR employer's signature indicating that the apprentice missed work due to illness on the school date.**
- (iv) Accident accompanied by evidence of the date and circumstances severe enough to cause the apprentice to miss school on the date of the accident.**
- (v) Car trouble resulting in a tow or mechanical assistance that impairs the apprentice's ability to attend school. Apprentice must provide supporting documentation evidencing the car trouble and significance such that the car trouble affected the apprentice's ability to attend class.**
- (vi) Attending apprentice's own wedding.**

But for extraordinary circumstances, the following reasons generally are NOT excused reasons for an absence:

- (vii) Working late the night before the missed class;**
 - (viii) Working out of town the night before the class if the work location is within a region identified on the Apprentice's Regional Referral Availability form.**
 - (ix) Arrival to class more than 15 minutes late without contacting EMGW and without a valid reason(s) for the late arrival.**
 - (x) Failure to sign the class attendance roster. Employees are required to record their attendance on the classroom attendance roster.**
 - (xi) Illness, an accident or car trouble without the supporting documentation.**
- 4) Apprentices who are absent or deemed absent due to a late arrival to class must report WITHIN TEN (10) DAYS OF THE ABSENCE to the Committee using the following process:**
- (i) Send an electronic message to the Committee through the EMGW web page tab "Respond to an Absence". Detail the reason for the**

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- absence or the late arrival to class.
- (ii) **Include supporting documentation (e.g. doctor's or employer's note) with the reason for the absence or late arrival.**
- 5) **Apprentices who incur three or more unexcused absences will be cited to appear before the Committee at its next regularly scheduled meeting. The Committee will consider the information provided by the apprentice and the EMGW staff related to any absence. The Committee's determination whether the absence is excused or unexcused is final.**
- 6) **Three or more unexcused absences may result in the following disciplinary action by the Committee:**
- i. **Any apprentice with three or more unexcused absences will be placed on disciplinary probation by the Committee through the Training Director. The apprentice will be required to participate in an 8-hour Saturday make-up class at their Regional Training Center.**
 - ii. **Scheduled step increases may be held until the mandated 8-hour Saturday make-up class has been attended. Missing the 8-hour Saturday make-up class may result in cancellation from the apprenticeship program.**
- 7) **Any apprentices with three or more unexcused absences in a school year will be cited to appear before the Committee at its next regularly scheduled meeting. The Committee is authorized to require the apprentice to repeat the entire year. All scheduled re-rates will be held until the missed classroom requirements are completed. Under appropriate circumstances, the Committee may cancel the apprentice from the apprenticeship program.**
- c. **Employment Termination - It is the responsibility of the apprentice to maintain consistent employment with an approved Training Agent. If the Apprentice voluntarily terminates his/her employment, the Apprentice must submit within ten days of the separation an e-notification to the Sponsor through the EMGW webpage, in the "Choose Training Agent" section, unselecting the former Training Agent.**
- d. **Licensing Violations - Any Apprentice found working in violation of applicable Washington State Electrical Licensing law(s) will be subject to disciplinary action by the Committee, up to and including cancellation from**

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the program. Violations include but are not limited to "Moonlighting" or "Working on the side" as an electrician. Moonlighting or accepting side jobs as an electrician while enrolled in EMGW's Apprenticeship Program is in direct violation of Washington State Electrical Licensing laws and regulations and shall be cause for cancellation from the Apprenticeship Program.

In the event that an Apprentice is deemed to have violated any applicable law or regulation governing the Inside Electrical trade, the Apprentice will be cited to appear before the Committee to show cause why the Apprentice should not be cancelled from the Apprenticeship Program. The Committee will exercise its discretion on a case- by-case basis considering all facts and circumstances presented by EMGW and the Apprentice. EMGW will present evidence of a licensing violation. The Apprentice then has the burden to show cause why the apprentice should not be cancelled from the Apprenticeship Program.

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.
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.

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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 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

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request. Records required by WAC 296-05-100 will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

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

Or;

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

Paper forms as well as ARTS external access forms are available from the sponsor's assigned apprenticeship consultant.

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:
 - a. Program name
 - b. Sponsor's introductory statement

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- 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: **50% plus 1**
- b. Program type administered by the committee: **Group Non-Joint**

EMGW's Committee consists of Employer, Employee, and non-voting Student-Apprentice representatives from each training class. The Pool of eligible Employers and Journey-Level Employees is pulled from Registered Washington State Training Agents and Journey-level Employees. They will employ and supervise apprentices in EMGW's Geographic Regions. A pool of Washington State Employers elects the qualified Employer Representatives generally pulled from the Geographic Region where EMGW will train. A collection of Journey-level employees elects the qualified Employee Representatives generally pulled from the Geographic Region in which EMGW will train. Peers elect the Student-Apprentice representatives from their class. EMGW does not intend to register Training Agents in either geographic region that will employ apprentices in the State of Oregon or Idaho. However, to the extent that an apprentice is used in either state by a Registered Washington State Training Agent, the Training Agent and EMGW's Committee will apply these Standards and guidelines to the Apprentice while working in the other state.

- c. The employer representatives shall be:

**Jenn Tumlinson, Chair
1006 NE 146th St.
Vancouver, WA 98685**

**Jim Rosenlund
1006 NE 146th St.
Vancouver, WA 98685**

**Matt Halberg
1006 NE 146th St.
Vancouver, WA 98685**

- d. The employee representatives shall be:

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Chad Mehner, Secretary
1006 NE 146th St.
Vancouver, WA 98685

Marty Stewart
1006 NE 146th St.
Vancouver, WA 98685

Kathryn Benson
1006 NE 146th St.
Vancouver, WA 98685

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

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.

None

XIII. TRAINING DIRECTOR/COORDINATOR:

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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.

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Vancouver, WA 98685
503-459-4056
Irene@EMGOW.com

*Must be designated by the sponsor for electrical training programs