

**For L&I Staff Use Only**

Rec 12/12/2022 by SP/Vanc

*Teri Gardner 12-12-22*

Rec 11/21/2022 by SP/VANC

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L&I Apprenticeship Consultant

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Apprenticeship Section  
PO Box 44530  
Olympia WA 98504-4530



# Request for Revision of Standards

TO: Washington State Apprenticeship & Training Council

FROM: Electrical Management Group of Washington #2214

Please update our Standards of Apprenticeship to reflect the following changes:

- Additions shall be underlined (underlined).
- Deletions shall be struck through (~~struck through~~).
- See attached.

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

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	11/21/2022		
Print Name: Jenn Tumlinson		Print Name:	
Signature: <i>Jenn Tumlinson</i>		Signature:	

Approved By: <b>Washington State Apprenticeship &amp; Training Council</b>
Signature of Secretary of the WSATC:
Date:

Attach additional sheets if necessary

## INTRODUCTION

The Electrical Management Group of Washington, also known as EMGW throughout these standards, 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:

~~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.~~

These standards will cover the state of Washington broken out into regions.

For the purpose of these standards, regions I through VI will contain the following counties:

Region I: Whatcom, Skagit, Snohomish, San Juan, Island

Region II: King

Region III: Clallam, Jefferson, Kitsap, Pierce

Region IV: Grays Harbor, Mason, Thurston, Pacific, Lewis, Wahkiakum, Cowlitz, Clark, Skamania, Klickitat

Region V: Okanogan, Chelan, Douglas, Kittitas, Grant, Adams, Franklin, Walla Walla, Columbia, Benton, Yakima

Region VI: Ferry, Stevens, Pend Oreille, Lincoln, Spokane, Whitman, Garfield, Asotin

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

A. Selection Procedures:

- ~~1. An application for the Eastern Region can be requested by sending an email to [info@emgow.com](mailto: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](mailto:info@emgow.com). Paper applications are also available at the EMGW Training Center located at 1006 NE 146<sup>th</sup> 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.~~

~~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.~~

1. Applications may be obtained online at [www.emgow.com](http://www.emgow.com) for all regions. Paper applications may be requested by emailing [info@emgow.com](mailto:info@emgow.com) or calling toll free 855-592-1611.

Completed applications are accepted March thru November, as posted by the Committee. Applicants may mail completed applications to PO Box 871477 Vancouver, WA 98687 or submit applications by email to [info@emgow.com](mailto:info@emgow.com).

2.

Grade per high school semester

A- = 2.5 points

B- = 1.5 points

C- = 0.5 points

Pass- = 1.0 points

Grade per college semester

A- = 5.0 points

B- = 3.0 points

C- = 1.0 points

Pass- = 2.0 points

Military credit per electrical certificate 1 point P = Passing

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~~ regions 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 will result in the applicant committing to employment in any ~~county~~ region within EMGW’s Geographic Area.

~~Apprentices~~ Applicants 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.~~

**4. EXCEPTIONS:**

**[Please reformat this section to correct Number/Letter/Number format]**

**~~7. g. Direct Entry Prior Experience-~~ 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~~ electrical work experience will qualify for and satisfy the required apprenticeship work experience and training under 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.**

**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

- ( ) Sponsor approved online or distance learning courses (specify): ~~Web based online learning, Electrical Management Group of Washington~~**

**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

A. Administrative Procedures:

3. Sponsor Procedures:

a. Duties of an Apprentice:

- (1) An apprentice shall read, sign and abide by these standards.
- (2) Diligently and faithfully perform work assigned by ~~you're~~ their supervisor.
- (3) Develop and practice safe work habits.
- (4) Conduct ~~yourself~~ themselves 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~~ EMGW apprentice reporting portal ~~and or through~~ the administrative staff.
- (8) Work for approved EMGW Training Agents only.
- (9) Submit OJT/~~RSI~~ hours monthly through the ~~Committee online~~ EMGW apprentice reporting system portal on or before the 10<sup>th</sup> of each month.
- (10) Inform the Committee, by phone or email, on a weekly basis if ~~you~~ they are out of work.
- (11) Apprentices must maintain full time employment with a registered EMGW Training Agent with positive performance evaluations.

c. Related Supplemental Instruction:

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~~ EMGW 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~~ cancellation.

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

g. Travel policy for Apprentices: If an apprentice is required to travel more than 50 miles for training, they will be accommodated as follows:

- 1) Lodging will be arranged and paid for by the program at a local hotel. Apprentices may be required to share rooms, maximum of 2 apprentices per room. Occupants must be of the same gender.
- 2) Food – Apprentices required to travel will be given a food per diem of \$35 a day.
- 3) Mileage will be reimbursed at the current Federal allowed rate.
- 4) All apprentices will be released from “on the job” commitments to attend scheduled instruction.

h. 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.

## B. Disciplinary Procedures

### 3. Sponsor Disciplinary Procedures:

- c. Employment Termination - It is the responsibility of the apprentice to maintain consistent employment with an approved EMGW Training Agent. If the Apprentice voluntarily terminates ~~his/her~~ their employment, the Apprentice must submit within ten days of the separation an e-notification to the ~~Sponsor~~ Committee through the EMGW webpage apprentice reporting portal, in the “~~Choose Training Agent~~” section, unselecting the former Training Agent or through the administrative staff.

e. Travel policy for Apprentices: If an apprentice is required to travel more than 50 miles for disciplinary procedures, they will be accommodated as follows:

- 1) Lodging will be arranged and paid for by the program at a local hotel. Apprentices may be required to share rooms, maximum of 2 apprentices per room. Occupants must be of the same gender.

2) Food – Apprentices required to travel will be given a food per diem of \$35 a day.

3) Mileage will be reimbursed at the current Federal allowed rate.

4) All apprentices will be released from “on the job” commitments to attend Disciplinary hearings.

**XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE**

E. Committee governance (if applicable): (see WAC 296-05-009)

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.~~