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Rec 20220824 by SP/Vanc
L&I Apprenticeship Consultant

Teri Gardner 8-24-22
L&I Admin

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



Request for Revision of Standards

TO: Washington State Apprenticeship & Training Council

FROM: Frontier Apprenticeship & Training # 2168

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	08/22/2022		
Print Name: Jessica Persitz	Print Name:		
Signature: 	Signature:		

Approved By: Washington State Apprenticeship & Training Council
Signature of Secretary of the WSATC:
Date:

Attach additional sheets if necessary



APPRENTICESHIP PROGRAM STANDARDS
adopted by

FRONTIER ELECTRIC APPRENTICESHIP & TRAINING

INTRODUCTION

Sponsor Introductory Statement (Required):

~~Frontier Apprenticeship & Training focuses on excellence in construction, leadership and personal skills development. These Standards assure that every apprentice is on the path to a successful career as a journey level electrician.~~

~~These Standards, created in partnership with Washington State Department of Labor & Industries, outline the program for training apprentices in the electrical trade; along with professionalism, safety, installation and service.~~

Frontier Electric Apprenticeship & Training (hereafter known as FEAT) is a trade school for electrician apprentices in Southwest Washington. FEAT is focused on providing quality instruction in construction, safety, leadership, and personal growth that will guide apprentices towards a successful career as a journey-level electrician.

These standards have been created in partnership with the Washington State Department of Labor and Industries. They outline the four-year apprenticeship, including the individual and collective responsibilities of the apprentice and the sponsor that will ensure the success of passing the journey-level exam.

I. GEOGRAPHIC AREA COVERED:

The area in which these Standards will cover shall be the state of Washington counties: Clark, Cowlitz, Skamania, Lewis, and the state of Oregon counties: Multnomah, Clackamas, Washington, Marion and Yamhill.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Oregon, FEAT will apply the same standards and guidelines to apprentices registered in the program while working in the Oregon counties of Multnomah, Clackamas, Washington, Marion and Yamhill.

FROM: Frontier Apprenticeship & Training # 2168*Teri Gardner 9-9-22***II. MINIMUM QUALIFICATIONS:**

Must be a high school graduate from a school accredited by a State Education Agency, or one of the following:

- Have a qualifying GED score of 2500 (minimum score of 250 if taken before 2002)
 - High School Equivalency score of 600 or higher if taken after January 1, of 2014.
 - Have a two-year Associate Degree or higher from a school accredited by a State Education Agency
- And;
- ~~Show evidence of successful completion of: 1 full year of high school Algebra with a passing grade of "C" or better.~~

Other: A. Applicants shall submit all required application documentation within thirty (30) days of date of application. Applicants not completing documents within (30) days will be required to reapply.

B. ~~Proof of WA State~~ Valid driver license.

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

A. Selection Procedures:

1. Applications are available and accepted at the Frontier Electric Apprenticeship & Training facility year round, unless otherwise determined by the Committee.

a. 7217 NE 99th Street
Vancouver WA 98662

3. Interviews will be scheduled for applicants that pass the minimum qualifications, ~~but not more than one time per month.~~

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

Sponsor Provided (lab/classroom)

**Frontier Electric Apprenticeship & Training will provide classroom & lab facility:
7217 NE 99th Street
Vancouver WA 98662**

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~~ August through **June**.

Two-thousand hours of on the job training.

C. Additional Information:

Inside Wireman:

~~• RSI Annual Totals: Year 1 184; Year 2 180; Year 3 182; Year 4 188 TOTAL = 734~~

• **RSI Annual Totals:**

Year 1- 192 hours

Year 2- 192 hours

Year 3- 192 hours

Year 4- 192 hours

TOTAL: 768 hours

Low Voltage Electrician:

~~• RSI Annual Totals: Year 1 146; Year 2 146; Year 3 145 TOTAL = 437~~

• **RSI Annual Totals:**

Year 1- 146 hours

Year 2- 146 hours

Year 3- 145 hours

TOTAL: 437 hours

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

3. Sponsor Procedures:

- a. ~~Apprentice performance reviews will be done~~ completed every mid-term of each year quarter by the committee for progress alignment. Reviews will be done by Instructors, co-workers and employer supervisor.
- b. ~~Apprentice shall have no less than 85% attendance in RSI for each term year excluding extenuating circumstances as determined by the Sponsor.~~ Apprentices will have no less than 95% attendance in RSI for each term, except for extenuating circumstances as decided by the Sponsor. Extenuating circumstances include those that are not foreseen, serious illness, unexpected loss, and out of ordinary scenarios as determined by the committee.

Make up classes will be scheduled each term to meet the required RSI hours for apprentices who do not meet the 95% attendance policy.

- c. ~~It is the responsibility of the apprentice to have reliable transportation to attend class and scheduled labs.~~ Apprentices are responsible for their transportation to and from RSI classes and scheduled labs.
- d. ~~Proof of valid WA Washington State driver's license shall~~ must be maintained throughout the duration of the apprenticeship.
- e. ~~Apprentices must report their hours to the Sponsor no later than the 10th of each month for the previously worked month.~~ Apprentices must report their RSI hours and categorized OJT hours by work process to the Training Director no later than the 5th of each month for the previous month.
- f. Requirements for advancement are:
 - 1) ~~Minimum 85% attendance for each term.~~
 - 2) ~~Minimum 70% average grade for classes and labs.~~
 - 3) ~~Minimum work experience hours per wage scale reported timely.~~
 - 4) ~~Minimum 'meets expectations' review from employer and journey level workers.~~
 - 1) Satisfactory attendance for each term.
 - 2) Timely reports of RSI and OJT hours.
 - 3) Minimum 'meets expectations' review from the committee.
 - 4) Minimum passing grade of 70% for RSI classes and scheduled labs.

- g. ~~Apprentices are required to take the State level examination within 30 days of being approved for examination by the Department and report results to the Sponsor. Any apprentice who fails the exam will be required to engage in additional study as determined by Sponsor and retake and pass exam within 120 days of completing their OJT and RSI requirements.~~

Apprentices are required by the sponsor to take the state level exam within 30 days of being approved to test. Results must be reported to the sponsor. Any apprentice who fails the exam on the third attempt will be required to repeat the fourth year of RSI until they pass the Journey Level exam. Apprentices have one year after completing the program to pass the exam,

- i. 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.

- j. Laid off Apprentices:

- 1) Apprentices will be allowed to continue their RSI training while laid off for up to one (1) quarter. Status of apprentice will be reviewed by committee after quarter passes.
- 2) Apprentices will remain registered in the program while attending RSI training.
- 3) The Sponsor may give priority to out of work apprentices once hiring resumes.
- 4) If at the end of the quarter the apprentice is still out of work, the committee will evaluate whether or not the apprentice should be cancelled. If the apprentice is cancelled, the Sponsor will provide resources to assist the apprentice with transferring to another approved program.

B. Disciplinary Procedures

3. Sponsor Disciplinary Procedures:

a. Failure to maintain employment with Frontier Electric shall result in cancellation of the apprenticeship agreement.

Frontier Apprenticeship & Training- Facility & Student Code of Conduct

b. Frontier Electric Apprenticeship & Training- Facility & Student Code of Conduct

a. SAFETY. Safe behavior is an absolute expectation. Unsafe behaviors that include words, actions, intent, or playing will not be tolerated.

b. HONESTY. All apprentices will be expected to be honest in their class work, labs, and working job sites. Honesty is a choice that will keep a SAFE working environment for all learning at every level. Dishonest work in any of these areas may lead to dismissal from Frontier Apprenticeship & Training.

e. CLEANLINESS. A safe job site is a clean job site. This includes learning areas for apprentices. All class rooms will be maintained and kept clean. All lab areas will be kept clean from hazards that may cause danger.

d. RESPECTFUL. Frontier Apprenticeship & Training facilities are non-smoking facilities. Physical/verbal abuse, harassment of any type toward Frontier Apprenticeship & Training staff, fellow classmates, or instructors will not be tolerated. Violation of this may result in disciplinary action by the apprenticeship committee.

1) Safety is the top priority in every area of the FEAT apprenticeship. Individuals who display unsafe behaviors through recklessness, irresponsibility, harassment, threats, and disarray will not be tolerated.

2) Honesty and integrity are valued at FEAT and Frontier Electric. To be honest with coworkers and supervisors allows for trust to build and teamwork to happen.

3) FEAT apprentices are responsible for the maintenance and storage of their equipment, their behavior when associating with other professionals, and ownership of their mistakes. All these things and more reflect our program and services.

4) Respect is valued at FEAT. This includes respect for our facilities by not smoking indoors and respect in all interactions with anyone working with and for FEAT. Physical and verbal abuse, as well as harassment of any type towards staff, apprentices, and colleagues will not be tolerated. Violation of this will result in disciplinary action by the apprenticeship committee.

5) Failure to comply with the FEAT – Facility & Student Code of Conduct may result in disciplinary action up to and including cancellation of the apprenticeship agreement.

c. Apprentices who do not pass the state level exam within one year of being approved to test will be completed without the benefit of a journey-person license.

d. Travel policies for Apprentices for Disciplinary Procedures – If an apprentice is required to travel more than 50 miles for disciplinary procedures, they will be accommodated as follows:

1) Lodging – If an overnight stay is required, 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 more than 50 miles to attend a disciplinary hearing 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.

XIII. TRAINING DIRECTOR/COORDINATOR:

**Larry Gibson, Annie Gibson, Training Director
Frontier Electric Apprenticeship & Training
7217 NE 99th Street
Vancouver, WA 98662**