

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



REQUEST FOR APPROVAL OF PROPOSED STANDARDS

Received 08/19/2020
By S. Patterson

L&I apprenticeship
coordinator

TO: Washington State Apprenticeship & Training Council

Teri Gardner 8-19-2020

FROM Piper Training & Apprenticeship Center

NAME OF PROGRAM STANDARDS

Check appropriate box:


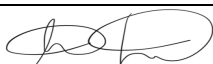
Committee

Plant

OJT

OCCUPATION(S):	HOURS:	SOC #:
HVAC INSTALLER	8000	49-9021.01

Authorized Signatures:

Chair: 	Approved by: Washington State Apprenticeship & Training Council
Secretary: 	Secretary of Council
Date: 8/13/2020	Date:



**APPRENTICESHIP PROGRAM STANDARDS
adopted by**

PIPER TRAINING AND APPRENTICESHIP CENTER

(sponsor name)

Occupational Objective(s):
HVAC INSTALLER

SOC#
49-9021.01

Term [WAC 296-05-015]
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:

Provisional Registration

Standards Last Amended

Permanent Registration

By: _____
Chair of Council

By: _____
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):

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These Standards of Apprenticeship, along with supplements describing the required work experience of the trade and a progressive wage scale, will define the program for the training of apprentices in this trade.

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 area covered by these standards is Clark, Cowlitz, Skamania and Lewis Counties in the state of Washington.

II. MINIMUM QUALIFICATIONS:

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

- Age: **Minimum of 18 years of age**
- Education: **High School Diploma or equivalent**
- Physical: **Must be able to perform the physical requirements of the occupation with or without reasonable accommodation and without endangering the safety or health of co-workers.**
- Testing: **None**
- Other: **Applicants shall submit proof of valid driver's license and education experience before their application will be considered complete.**

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,

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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. Each apprentice shall fill out an Apprenticeship Application and submit to Piper Training and Apprenticeship Center. Applications can be acquired online at pipermechanical.com or in the office at the address below. Applications will be accepted year-round at: 9321 NE 72nd Ave. BLDG B Vancouver, WA 98665 from Monday through Friday between the hours of 8am and 5pm.**
- 2. All applicants will need to sign into a logbook called- Record of Apprentice. Applicants will be assigned an Apprentice Applicant Number (AAN) that will correspond with all future documentation throughout their training.**
- 3. Interviews will be scheduled for applicants that pass the minimum qualifications, but not more than one time per month.**
- 4. The Committee will determine the number of openings prior to holding interviews.**
- 5. Applicants will be placed in a ranked pool based on interview scores.**
- 6. Interviews:**
 - a. The interviewers shall have in their possession for each applicant: Application form, relevant documentation of education, and proof of date of birth.**
 - b. Each applicant shall be interviewed individually.**
 - c. After a brief introduction, the interviewing committee will ask questions to find out as much as possible about their capacity to participate in apprenticeship.**
 - d. Questions will be for evaluation purposes focused on work experience, mechanical/technical abilities, motivation to complete the program.**
 - e. Evaluation must be based on industry standards needs and not by comparison with other applicants.**
 - f. Evaluation of interview will be based on scale of 0-5 with 0 being unacceptable and 5 being excellent on each topic. In the event of a tie, educational transcript GPA will be used to rank those tied.**

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- g. All applicants will be asked the same questions.
- 7. **Applicants: Successful applicants will be required to pass a standard DOT drug test at no cost to the applicant.**
- 8. **Exceptions:**
 - a. **When an employee of Piper Mechanical meets the above minimum qualifications and submits a completed apprenticeship application, they may receive direct entry into the program at the discretion of the committee.**

B. Equal Employment Opportunity Plan:

1. **Distributing information about the nature of apprenticeship programs, program admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.**
2. **Participating in workshops conducted by employment service agencies, school districts, and community-based organizations to increase apprenticeship program awareness of apprenticeship opportunities.**
3. **Target women and other minorities for employment opportunities at women's shelters, community centers, or other events to balance a well-rounded employment body.**

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].

Not less than 8000 hours of 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 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.

No more than 1600 hours of employment

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

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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:

The ratio shall be no more than (1) apprentice to (1) journey-level worker per job site.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0-1000 hours	50%
2	1001-2000 hours	55%
3	2001-3000 hours	65%

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4	3001-4000 hours	70%
5	4001-5000 hours	75%
6	5001-6000 hours	80%
7	6001-7000 hours	85%
8	7001-8000 hours	90%

VIII. WORK PROCESSES:

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

A. HVAC Installer

Approximate Hours

- 1. Installation of heat and A/C systems.....2000 hours**
- 2. Installation of air distribution systems2000 hours**
- 3. Installation of hydronic systems1000 hours**
- 4. Installation of HVAC controls1500 hours**
- 5. Operation of hand and power tools.....500 hours**
- 6. Brazing, soldering and welding500 hours**
- 7. Air balancing500 hours**

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

Sponsor approved training seminars (specify)
Vendor seminars on applicable equipment

Sponsor approved online or distance learning courses (specify)
Online training provided by PTAC

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

B. **(160 hours)** 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: (insert month) through (insert month).

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. Tablets with cellular data will be available for checkout by apprentices.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

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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. **Apprentice performance reviews will be done every 6 months for progress alignment. Reviews will be done by Instructors, co-workers and employer supervisor. Apprentices will be reviewed based on the following criteria:**
 1. **Safety**
 2. **Speed and accuracy of work**
 3. **Attendance**
- b. **Apprentice shall have no less than 85% attendance in RSI for each 6-month period excluding extenuating circumstances as determined by the Sponsor.**
- c. **It is the responsibility of the apprentice to have reliable transportation to attend class and scheduled labs.**
- d. **Proof of WA State driver's license and electrical trainee card shall be presented to the committee annually. Both cards are to be on the person of the apprentice at all times when participating in OJT.**
- e. **Requirements for advancement are:**
 1. **Minimum 85% attendance in RSI for the previous 6-month period.**
 2. **Minimum 70% average grade for classes and labs.**
 3. **Satisfactory apprentice performance review results.**
- f. **Apprentices will be provided with PPE, including safety glasses, hearing protection, a high-visibility vest and cut-resistant gloves. Apprentices are responsible for obtaining their own work boots.**
- g. **All tools will be provided by PTAC**
- h. **Apprentices are responsible for obtaining an Electrical Trainee Certificate upon registration in the program and prior to commencing OJT.**

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- i. **Apprentices are required to test for the EPA section 608 refrigerant handling license within 90 days of completing year 3 of RSI.**
- j. **Apprentices are required to take the State level HVAC/Refrigeration system (EL06A) specialty electrical license examination within 30 days of being approved for state examination 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. If test is not passed, the apprentice will be required to continue RSI classes until the test is passed.**

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.
 - 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

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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. **Failure to maintain employment with Piper Mechanical will result in cancellation of the apprenticeship agreement.**
 - b. **PTAC is committed to providing an environment in which discrimination or harassment is not permitted. Harassment or discrimination based on sex, race, national origin, religion, age, sexual orientation, or mental or physical disability is strictly prohibited. Apprentices who violate this policy may receive discipline accordingly. Apprentices are held accountable to conduct themselves in a professional and responsible manner. Unacceptable behaviors such as, but not limited to, dishonesty, fighting, threats, theft, falsification of documents, harassment, and the willful destruction of property must appear in front of committee for disciplinary action that may result in cancellation of apprenticeship.**

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.

Or;

Sponsors shall submit required forms/reports through the Apprentice Registration and Tracking System (ARTS), accessed through Secure Access Washington (SAW).

Paper forms as well as ARTS external access forms are available from the sponsor's assigned apprenticeship consultant or online at:

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp>.

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

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prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:

- a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

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

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will be the record of the apprentice's progress on the job and during related/supplemental instruction.

5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
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

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from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

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

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The sponsor must also provide the following information:

- a. Quorum: **At least (1) employer representative and (1) employee representatives**
- b. Program type administered by the committee: **INDIVIDUAL NON-JOINT**
- c. The employer representatives shall be:

Alex Kemppainen - Chair
9321 NE 72nd Ave, B6
Vancouver, WA 98665

Marty Stewart
9321 NE 72nd Ave, B6
Vancouver, WA 98665

- d. The employee representatives shall be:

Steffan Wirtanen – Secretary
9321 NE 72nd Ave, B6
Vancouver, WA 98665

Michael Hawn
9321 NE 72nd Ave, B6
Vancouver, WA 98665

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

PIPER TRAINING AND APPRENTICESHIP CENTER

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:

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.

Alex Kemppainen
9321 NE 72nd Ave, B6
Vancouver, WA 98665

Teri Gardner 8-19-2020

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



Journey Level Wage Rate

From which apprentices' wages rates are computed

TO: Washington State Apprenticeship & Training Council

From Piper Training & Apprenticeship Center

(NAME OF STANDARDS)

Occupations	County(s)	Journey Level Wage Rate	Effective Date:
HVAC Installer	All WA counties	\$31.50	8/13/2020

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



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Piper Training & Apprenticeship Center	<i>Teri Gardner 8-19-2020</i>
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Committee Representative Name: Alex Kempainen

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
HVAC Foreman/Manager	Piper Mechanical, Inc	9/2013	Present
President	AMK Enterprises, LLC	1/2011	9/2013
Carpenter/PM/Estimator	Wolf Industries, Inc.	6/2008	12/2010

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
Battle Ground High School	9/2006	06/2010	General Education	High School Diploma
Clark College	9/2008	3/2013	Business	Associate of Arts, Business Transfer
NW College of Construction	9/2016	6/2017	Sheet Metal	Level 2 Sheet Metal

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
EPA Section 608 Refrigerant Handling License
WA 01-General Electrical Administrator License
Boom/Platform/Aerial Lift/Forklift Certification
First Aid/CPR Certification

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Sponsors may attach additional pages if necessary.

Teri Gardner 8-19-2020

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



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Piper Training & Apprenticeship Center
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Committee Representative Name: Steffan Wirtanen

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
HVAC Install Foreman	Piper Mechanical	02/2015	Present
Equipment Operator	Levanen, Inc	01/2013	02/2015
Equipment Operator	Wirtanen Logging	09/2010	01/2013

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
NW College of Construction	09/2015	06/2017	Sheet Metal	
Battle Ground High School	09/2006	06/2010	General Studies	High School Diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
ORACCA Brazing Certification
Boom/Platform/Aerial Lift Certification
CPR Certified

Sponsors may attach additional pages if necessary.

Teri Gardner 8-19-2020

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PO Box 44530
Olympia WA 98504-4530



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Piper Training & Apprenticeship Center
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Committee Representative Name: Michael Hawn

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Journeyman HVAC Installer	Piper Mechanical	9/2013	Present
Service tech/HVAC Installer	Hendrickson HVAC	10/2012	7/2013
Service tech/HVAC Installer	Columbia Home Comfort	5/2007	10/2012
HVAC Installer	Advanced Air Systems	8/2003	2/2007
Service tech/HVAC Installer	Pacific Heating	9/1989	7/2003
Mechanic	Basler Oil Company	4/1987	9/1989

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
Elgin High School	8/1980	5/1984	General	High School Diploma
North Dakota State College of Science	9/1984	5/1986	Technology of machine tooling	Certificate of completion
Renton Technical College	3/1991	5/1991	Basic HVAC & Refrigeration electrical & schematics	Certificate of Award

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
WA EL06A electrical license
EPA 608 universal refrigerant handling license
Bryant gas heating equipment factory certification
Bryant Corp HVAC mechanical pro troubleshooting certification

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Sponsors may attach additional pages if necessary.

Teri Gardner 9-8-2020

Apprenticeship Committee Representative Qualification Information Experience & Education History

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



NAME OF PROGRAM/SPONSOR:	Piper Training & Apprenticeship Center
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Committee Representative Name: Marty Stewart
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WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Journeyman Electrician	ADK Electric, Inc	8/11	Present
Hendrickson HVAC	HVAC Installer	2/07	8/11
Columbia Home Comfort	HVAC Installer	2/06	2/07
Piper Mechanical, Inc	HVAC Installer	5/05	2/06
Levanen Plumbing, Inc	Plumber Trainee	6/02	5/05

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
Moorcroft High School	8/01	5/05	General Studies	High School Diploma
NW Institute of Electrical Technology - Area 1 Inside JATC	9/11	6/16	Electrical Apprenticeship	Journeyman Certificate

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
WA 01 General Journeyman Electrical License #STEWAMA854RB
OR 01 General Journeyman Electrical License #26868J
OSHA 10
First Aid/CPR Certification
Mobile Equipment Operator Certification

Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Sponsor Piper Training and Apprenticeship Center (PTAC)		<i>Teri Gardner 9-8-2020</i>
Skilled Occupational Objective HVAC Installer		
Term/OJT Hours 8000	Total RSI Hours 640	
Training Provider PTAC		

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprenticeship and assures that:

1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliance with WISHA and applicable federal and state regulations.

Alex Kemppainen

Printed Name of Program Sponsor



Signature of Program Sponsor

By the signature placed below, the **training provider** assures that:

1. The RSI will be conducted by instructors who meet the qualifications of "competent instructor" as described in WAC 296-05-003.
 - a. Has demonstrated a satisfactory employment performance in his/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
2. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, such instruction is clearly defined.

Alex Kemppainen

Print Name Training Provider



Signature of Training Provider

Training Director

Title of Training Provider

PTAC

Organization of Training Provider

If there are additional training providers, please provide information and signatures on the next page.

Additional Resources: [Apprenticeship Related Supplemental Instruction \(RSI\) Plan Review Glossary of Term \(F100-519-000\)](#) and [Apprenticeship Related Supplemental Instruction \(RSI\) Plan Review Criteria \(F100-521-000\)](#).

SBCTC Program Administrator has reviewed RSI plan and recommendations of the Trade Committee.

Click or tap here to enter text.

Print Name of SBCTC Program Administrator

Signature of SBCTC Program Administrator

Date

SBCTC recommends approval

SBCTC recommends return to sponsor

Additional Training Providers (if necessary)

Click or tap here to enter text.

Print Name Training Provider

Click or tap here to enter text.

Title of Training Provider

Click or tap here to enter text.

Print Name Training Provider

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Title of Training Provider

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Organization of Training Provider

Program Sponsor: Piper Training and Apprenticeship Center (PTAC)	Skilled Occupational Objective: HVAC Installer
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Note: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of element/course" field.

Describe minimum hours of study per year in terms of (check one):

- 12-month period from date of registration.
- Defined 12-month school year.
- 2,000 hours of on-the-job training.

Element/Course: HVAC Installer Year 1	Planned Hours: 160
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: PTAC	
Description of element/course: Students will begin their instruction by learning construction basics. This will include safety practices, communications skills, and employability skills. Students will be introduced to construction math, safe operation of hand tools and power tools, construction drawings, and safe rigging practices. Students will then be introduced to the HVAC trade, trade specific math, basic electricity, heating, cooling and air distribution systems. Student will be taught basic copper and plastic piping practices as well as basic carbon steel piping practices. Students will also learn soldering and brazing.	

Element/Course: HVAC Installer Year 2	Planned Hours: 160
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: PTAC	
Description of element/course: Students will learn about alternating current electricity and electrical safety practices, HVAC compressors, metering devices, heat pumps, chimneys, vents, flues, sheet metal duct systems, fiberglass and fabric duct systems, commercial airside systems, air quality equipment, and hydronic systems. Students will learn to perform basic maintenance on HVAC systems and the process of leak detection, evacuation, recovery and charging refrigerant systems. Students will learn about the safe handling of refrigerants and oils and be prepared to take the EPA section 608 refrigerant handling license exam. Students will also learn to operate and be certified in the safe operation of forklifts and aerial lifts.	

Element/Course: HVAC Installer Year 3	Planned Hours: 160
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: PTAC	
Description of element/course: Students will learn about fasteners, hardware, and wiring terminations and learn in-depth the principles, operation of, and safe practices when working with zoning systems, ductless systems, VRF systems, commercial hydronic systems, steam systems, and retail refrigerant systems. Students will learn to troubleshoot control circuits, motors, cooling systems, heat pumps, gas heating systems, oil heating systems, and HVAC system accessories.	

Element/Course: HVAC Installer Year 4	Planned Hours: 160
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: PTAC	
Description of element/course: Students will learn about HVAC water treatment, indoor air quality, energy conservation equipment, building management systems, construction drawings and specifications, heating and cooling system design, commercial/industrial refrigeration, and alternative and specialized heating and	

cooling systems. Students will learn to safely perform system air balancing and system startups and shutdowns. Students will complete the course by learning the fundamentals of crew safety and leadership.