

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



# REQUEST FOR APPROVAL OF PROPOSED STANDARDS

Rc'd 9/8/2022 CC  
 Rc'd 9/6/2022 CC  
 L&I apprenticeship  
 coordinator

TO: Washington State Apprenticeship & Training Council

*Teri Gardner 9-13-22*  
*Teri Gardner 9-6-22*

FROM Greater Spokane Electrical Training Apprenticeship  
NAME OF PROGRAM STANDARDS

Check appropriate box:

- Committee       Plant       OJT

OCCUPATION(S):	HOURS:	SOC #:
General Electrician	8000	47-2111.00

Authorized Signatures:

Chair: <i>[Signature]</i>	Approved by: Washington State Apprenticeship & Training Council
Secretary: <i>[Signature]</i>	Secretary of Council
Date: 3/2/2022	Date:



**APPRENTICESHIP PROGRAM STANDARDS**  
**adopted by**

**GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP**

(sponsor name)

Occupational Objective(s):  
**GENERAL ELECTRICIAN (01)**

SOC#  
**47-2111.00**

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

# GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP

## 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 by the appropriate occupations outlined in these standards for each occupation. Minimum Guideline requirements have been *emboldened, italicized* and captured in bordering and may not be revised.

# GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP

Sponsor Introductory Statement (Required):

**Greater Spokane Apprenticeship Training (GSAT), a Non-Profit Corporation, recognizes the continuous advancements in the Electrical Industry, and has set forth to establish the necessary training through Related Supplemental Instruction (RSI) and On-the-Job Training (OJT) in the form of Greater Spokane Electrical Training (GSET) that leads to the electrical apprentice being qualified to successfully obtain the Washington State Certified Journey Level General Electrician License (01). To this end, the graduated apprentice will be able to demonstrate all competencies of this trade that exemplify the highest standards 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 areas covered by this program shall be the following counties in the State of Washington: Spokane, Pend Oreille, Whitman, Asotin, Garfield, Columbia, Franklin, Adams, Lincoln, Stevens, and Ferry. In the State of Idaho, the following counties are included: Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and Shoshone.**

**Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Idaho, GSET will apply the same standards and guidelines to apprentices registered in the program while working in the State of Idaho.**

## **II. MINIMUM QUALIFICATIONS:**

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

Age:	<b><i>18 Years Old</i></b>
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Education:	<b><i><u>General Electrician (01)</u> Must be a high school graduate from a school accredited by a State Education Agency; or have a GED; or have completed a High School Equivalency; or have completed an Associate degree or higher from a school accredited by a State Education Agency; and</i></b>
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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.*

*Applicants who have not completed one full year of high school algebra with a passing grade of “C” or better, may qualify under one of the following:*

- 1. Equivalent post high school algebra course(s) with a grade of “C” or better.*
- 2. Current math placement results from a community college facility indicating a placement level beyond high school level algebra.*
- 3. Provide certificate of completion from a committee approved online tech math course.*

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

Testing: **None**

Other:

### **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. Applicants must first receive an offer of employment or be employed by an employer that is a Registered Training Agent for GSET and have satisfied the employment hiring process.**

## GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP

2. All Training agents will use the same application process to maintain fair and equitable hiring process. GSET will also verify that all applicants meet the minimum qualifications for the apprenticeship program.
3. Apprenticeship application information will be provided to the Applicant by emailing the contracted RSI provider at BrendaH.GSAT@gmail.com.
4. Upon completion of application to GSET, providing verification of employment offer with a GSET Registered Training Agent, and verification of the minimum qualifications, the applications will be reviewed by the GSET Committee.
5. Applicants who meet the minimum qualifications will be informed of their rights and responsibilities under the standards of apprenticeship established for the occupation and then required to sign an apprenticeship agreement.
6. Applicants who want to be considered for Advanced Standing must submit documentation of all RSI and OJT along with a written request to the Training Director before accepting and signing an apprenticeship agreement.

### B. Equal Employment Opportunity Plan:

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The applicant must meet the minimum age requirement. GSET will take affirmative action to provide equal opportunity in apprenticeship and operate this apprenticeship program as required under Title 29, Code of Federal Regulations, Part 30, as amended and other applicable law and lawful regulations.

All Training Agents will be made aware of the Apprenticeship EEO plan and will help and/or participate in the recruitment and outreach items listed below.

GSET has set forth the following EEO plan:

1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
2. Network and cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare the students for entrance into apprenticeship.
3. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's Sponsor(s).
4. Collaborate with programs designed to recruit, pre-qualify, and place minorities and women in apprenticeship.
5. Collaborate with recognized Pre-Apprenticeship programs to make completers aware of Apprenticeship opportunities available with this sponsor.

### C. Discrimination Complaints:

## GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP

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].

<p><b>A. <u>General Electrician (01)</u></b> <b><i>8000 Hours of reasonably continuous employment</i></b></p>
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### 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.

C.

<p><b>1. <u>General Electrician (01)</u></b> <b><i>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.</i></b></p>
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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 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 as noted above or otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

***1. General Electrician (01)***

***The employer is allowed a ratio of one (1) apprentice to one (1) journey-level worker per job site, unless one of the following conditions is met:***

***No more than two apprentices for every journey level Residential (02) or Limited Energy (06) specialty electrician when working in that electrician's specialty.***

***Apprentices with a minimum of 7,000 hours of OJT will be allowed to work without the direct supervision of a journey-level person provided that they have been issued a six- month, nonrenewable, unsupervised electrical training certificate by the Washington State Labor and 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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*Supervision and Ratio of apprentices registered in the above occupations shall follow requirements established under RCW 19.28.161.*

**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

***1. General Electrician (01)***

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0000-1000	40%
2	1001-2000	45%
3	2001-3000	50%
4	3001-4000	55%
5	4001-5000	65%
6	5001-6000	75%
7	6001-7000	80%
8	7001-8000	85%

*General Electrician (01) apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.*

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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.

<i><b>A. <u>General Electrician (01)</u></b></i>	<i><b><u>Approximate Hours/Competency Level</u></b></i>
<i><b>1. RESIDENTIAL-wiring of residences, duplexes, and small apartment buildings and necessary pre-fabrication and preparation.....</b></i>	<i><b>1000</b></i>
<i><b>2. COMMERCIAL-wiring of public commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary pre-fabrication and preparation.....</b></i>	<i><b>2500</b></i>
<i><b>3. INDUSTRIAL-wiring of all industrial buildings and equipment; the maintenance, repair, and alteration of the same; and necessary pre-fabrication and preparation.....</b></i>	<i><b>3000</b></i>
<i><b>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.....</b></i>	<i><b>1500</b></i>
<i><b>Total Hours/# of Competency Levels:</b></i>	<i><b>8000</b></i>

**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.

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

Hours spent in RSI are reported to L&I each quarter. Reports must show which hours are unpaid and supervised by a competent instructor versus all other hours (paid and/or unsupervised) for industrial insurance purposes.

For purposes of coverage under the Industrial Insurance Act, the WSATC is an employer and the apprentice is an employee when an unpaid, supervised apprentice is injured while under the direction of a competent instructor and participating in RSI activities.

If apprentices do not attend required RSI, they may be subject to disciplinary action by the sponsor.

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

Supervised field trips

Sponsor approved training seminars (specify):

**Shall include but not limited to:**

- OSHA 10
- First Aid/CPR

Sponsor approved online or distance learning courses (specify): **Online courses in excess of the required 180 hours per year in person classes will be provided using the CANVAS learning application.**

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **Additional classes as approved by the GSET Committee**

B. **(144)** 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: **(July)** through **(June)**.

Two-thousand hours of on the job training.

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

### C. Additional Information:

#### **1. General Electrician (01)**

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

- *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 Schedule per year for GSET**

- **1<sup>st</sup> year: 180 hours in person 22 hours online for a total of 202 RSI hours.**
- **2<sup>nd</sup> year: 180 hours in person 23 hours online for a total of 203 RSI hours.**
- **3<sup>rd</sup> year: 180 hours in person 23 hours online for a total of 203 RSI hours.**
- **4<sup>th</sup> year: 180 hours in person 47 hours online for a total of 227 RSI hours.**

*RSI plans shall be updated by the sponsor every five years or as requested by the department to ensure compliance with these standards.*

*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*

## **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:

## **GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP**

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 the Training Director:**
    - 1) **The Training Director will act for and under the direction of the GSET Committee in carrying out the terms and conditions as established in the standards of the GSET Apprenticeship.**
    - 2) **The Training Director oversees the day-to-day operations of the program under the auspices of the GSET Apprenticeship Committee.**
    - 3) **The Training Director will report all administrative and disciplinary issues to the GSET Committee.**
    - 4) **The Training Director will investigate all Training Agent issues and Apprentice issues and report back to the Committee their findings. This will be done in a fair and equitable way to ensure apprentices are receiving quality education and employment.**
    - 5) **The Training Director will track employment of the apprentice and assist with continuous employment through the apprentice's time in the apprenticeship program.**
  - b) **Duties of the GSET Committee:**
    - 1) **The Committee will review and approve all policies and procedures related to GSET administration and governance.**
    - 2) **The Committee will review application of potential apprentices applying for GSET Registered Apprenticeship.**
    - 3) **The Committee will review and decide on all requests from apprentices with previous experience in the electrical trade.**
    - 4) **The Committee will consider all disciplinary actions and make decisions based on program standards.**
    - 5) **The Committee will review and approve the advancement of and the completion of each apprentice from the apprenticeship program.**
    - 6) **The Committee will review all candidates who want to be considered for Advanced Standing.**
  - c) **Duties of GSET Training Agents:**

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- 1) Training Agents will sign the “Authorized Training Agent” and “Understanding of EEO Requirements” forms as well as comply with the procedures described in these standards.**
- 2) Training Agents will interview and hire applicants according to state and federal employment rules.**
- 3) Training Agents will refer applicants and supply documentation of employment to GSET.**
- 4) Training Agents will release apprentices from OJT commitments to attend 100% of scheduled RSI.**
- 5) Training Agents will be included in the evaluation process through jobsite observations. Observations will be sent to the Training Director and reviewed by the GSET Committee.**
- 6) Training Agents will notify GSET of “Refuse to Work” Notices in a timely fashion.**
- 7) The Training Agents shall use only registered apprentices to perform work processes in accordance with approved program standards.**
- 8) Training Agents will check to see if there are any current registered apprentices laid off waiting for employment options; those apprentices will be offered employment first prior to bringing in new applicants.**
- 9) Training Agents will ensure apprentices are being fully trained in the scope of work for 01 electricians, if an apprentice is lacking hours in a work process Training Agents will allow rotation of apprentices to ensure they acquire the necessary hours and experience.**

### **d) Duties of GSET Apprentices:**

- 1) Apprentices will sign the Apprenticeship Agreement and comply with GSET policies and procedures described in these standards.**
- 2) Apprentices will attend 100% of scheduled RSI (see attendance policy in Section e. 6); pass with a grade of 70% or better; and receive satisfactory reports from the Training Agent. Not meeting this requirement will result in disciplinary procedures as outlined in this standard.**
- 3) Apprentices are responsible for the timely payment of tuition.**
- 4) Apprentices will be responsible for reporting their monthly OJT hours to GSET Training Director the 5<sup>th</sup> of the following month.**
- 5) Apprentices will know their rights to make a complaint to the GSET Committee for issues pertaining to either RSI and/or OJT. The apprentice must submit the complaint in writing to the GSET Training Director within 30 days of the occurrence. The apprentice shall have the right to appear in person before the GSET Committee.**
- 6) Apprentices must be able to get to and from work at job sites anywhere within the geographical area covered by these standards.**

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### **e) GSET Policy and Procedures:**

- 1) GSET Apprentice Code of Conduct does not allow for drug/alcohol use, violence, and/or abusive language on the jobsite or in the classroom. Any of these behaviors could result in probation or cancellation from the apprenticeship program.**
- 2) Physical/verbal abuse, harassment, or insubordination of any type towards GSET staff, instructors, journeyman, and/or fellow apprentices may result in probation or cancellation from the apprenticeship program.**
- 3) Safety first. The apprentice will comply with industry safety standards. All apprentices must wear required provided protective equipment when working with tools and/or materials in the lab. All tools/materials will be put back in their proper places and lab areas will be swept clean after each class use.**
- 4) All hand tools and power tools shall be maintained in a safe condition and used only for their intended purpose.**
- 5) Apprentices shall be in the classroom with the proper educational materials (books, calculator, pencil, paper, hand tools, etc.), homework completed and prepared to learn. Cell phones and electronics will need to be turned off in the classroom and lab.**
- 6) Attendance Policy: 100% attendance of scheduled classroom instruction is required by the apprentice. If the apprentice's absence is excused (may include but is not limited to: illness documented with a doctor's or hospital note, death in the immediate family, birth of the apprentice's child, or military obligation) make up hours will be arranged for the apprentice. If instruction is not made up by the apprentice within 30 days of the absence, he/she may be removed from the program or forced to repeat the program year due to hour deficiency. If the absence is unexcused the apprentice will be allowed to make up the hours. A second unexcused absence could result in removal from the program or repeating the program year due to RSI hour deficiency.**
- 7) In the case an apprentice is laid off due to lack of work, assistance will be provided to obtain employment with another GSET Training Agent. The apprentices will remain in the RSI portion of the apprenticeship. If employment is not secured at the end of the academic year, the apprentice will be suspended until the OJT portion of the apprenticeship can be satisfied.**
- 8) Advancement of the apprentice will be based on satisfactory completion of RSI with a 70% or better. OJT will be evaluated by the Training Agent and reported to GSET. Satisfactory performance in OJT and RSI will result in wage advancement per the guidelines set out in this standard. Any performance deemed unsatisfactory must come before the GSET Committee to be considered and decided upon.**

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## 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 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) **The GSET Committee may cancel the Apprenticeship Registration and remove the apprentice from the apprenticeship program for cause. Cause includes but is not limited to:**



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1. Missed OJT and/or RSI resulting in hour deficiency
2. Poor performance in OJT and/or RSI as defined in this standard
3. Illegal behavior
4. Substance abuse
5. Behavior dangerous to self or others
6. Refusal to comply with these standards

b) GSET Apprenticeship disciplinary actions may include but are not limited to:

1. A verbal warning
2. A written warning
3. Called before the GSET Committee to answer for warnings
4. Removal from class
5. Disciplinary Probation
6. Holds in RSI advancement of program year
7. Withhold periodic wage advancement
8. Cancellation of apprenticeship agreement with cause

c) Disciplinary issues may initially be addressed by the Training Director. If the Training Director deems appropriate, the matter may be referred to the GSET Committee for action. Matters after the initial probationary period as defined in these standards, can also be referred to the GSET Committee per the written request of the apprentice. The apprentice will request in writing to appear before the Committee within 30 days of the disciplinary action.

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

## **GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP**

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.

### **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)

## **GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP**

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 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 reports through assigned state apprenticeship consultant.

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

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
  - a. Apprenticeship Agreements – within first 30 days of employment
  - b. Authorization of Signature forms - as necessary
  - c. Approved Training Agent Agreements– within 30 days of sponsor action
  - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
  - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
  - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
  - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
    - 1st quarter: January through March, due by April 10
    - 2nd quarter: April through June, due by July 10
    - 3rd quarter: July through September, due by October 10
    - 4th quarter: October through December, due by January 10
  - h. On-the-Job Work Hours Reports (bi-annual)
    - 1st half: January through June, by July 30
    - 2nd half: July through December, by January 31
  
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section’s manager may administratively approve requests for revisions in the following areas of the standards:

## GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP

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

### C. Management of Apprentices:

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

## **GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP**

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

## GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP

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: **50% Plus one. A quorum must be present to carry on the regular business of the GSET Apprenticeship Committee.**

b. Program type administered by the committee: **Group Non-Joint**

c. The employer representatives shall be:

**Matt Anderson, Chair  
3505 N Stegner  
Spokane Valley, WA 99206**

**Charles Clugston  
1423 N Molter Road Suite 813  
Liberty Lake, WA 99019**

**Alternate:  
Matt Patching  
North Colton Street  
Spokane, WA 99218**

d. The employee representatives shall be:

**Gregg Pratt, Secretary  
4711 N. Conklin Rd  
Spokane Valley, WA 99216**

**Brian Wendt  
3505 N Stegner  
Spokane Valley, WA 99206**

**Alternate:  
Allen Smith  
1423 N Molter Road Suite 813  
Liberty Lake, WA 99019**

### 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.

## GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP

The designated administrator(s) for this program is/are as follows:

**None**

### **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:**

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.

**Brenda Hamilton  
Training Director/Coordinator  
Greater Spokane Electrical Training  
BrendaH.GSAT@gmail.com**

*\*Must be designated by the sponsor for electrical training programs*

*Teri Gardner 9-6-22*

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 Greater Spokane Electrical Training Apprenticeship  
(NAME OF STANDARDS)

Occupations	County(s)	Journey Level Wage Rate	Effective Date:
General Electrician	Spokane, Pend Oreille, Whitman, Asotin, Garfield, Columbia, Franklin, Adams, Lincoln, Stevens, Ferry, Benewah, Bonner, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and Shoshone.	\$36.23	7/2021



**For L&I Staff Use Only**

*Christina Chance 9/8/2022*  
*Christina Chance 9/6/2022*  
 L&I Apprenticeship Consultant

*Teri Gardner 9-13-22*  
*Teri Gardner 9-6-22*  
 L&I Admin

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



**Apprenticeship Committee  
 Representative Qualifications**

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program Greater Spokane Electrical Training Apprenticeship
-----------------------------------------------------------------------

Committee Representative Name Matthew Anderson	Committee Representative Signature <i>M. Anderson</i>
---------------------------------------------------	----------------------------------------------------------

Employer Representative     Employee Representative (*Does not have the authority to hire or fire*)

**Work Experience**

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
01 Admin	North West Electrical Solutions	08/2011	Present
01 Electrician	North West Electrical Solutions	08/2011	10/2021
01 Electrician	WA State DOT	5/2006	5/2012
01 Electrician	ARC Electric	5/2004	5/2006
01 Apprentice	IBEW Local 73	8/1999	5/2004

**Education History**

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Inland Empire Electrical Training Trust	5/2004	01 Electrical	Certificate

**Other Technical Certifications or Licenses Held**

Electrical Administrator
--------------------------

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<i>Christina Chance 9/8/2022</i>	<i>Teri Gardner 9-13-22</i>
<i>Christina Chance 9/6/2022</i>	<i>Teri Gardner 9-6-22</i>
L&I Apprenticeship Consultant	L&I Admin

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**Apprenticeship Committee  
 Representative Qualifications**

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program  
 Greater Spokane Electrical Training Apprenticeship

Committee Representative Name  
 Charles T. Clugston

Committee Representative Signature

Employer Representative     Employee Representative (Does not have the authority to hire or fire)

**Work Experience**

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
President	CTC Electrical Contracting	08/93	Present

**Education History**

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Central WA University	05/1998	Construction Management	Degree
MT School of Mines/MT College	5/1991	Electrical Engineering	BA

**Other Technical Certifications or Licenses Held**

national exam in fundamentals in engineering (EIT), national exam in Construction management (AIC)  
 Master Electrician in MT, WA & ID  
 Vice President MICA (Montana Independent Contractors Association) - from 2004 to 2008

Christina Chance 9/6/2022  
Christina Chance 9/9/2022  
Teri Gardner 9-13-22  
Teri Gardner 9-6-22



**APPRENTICESHIP PROGRAM STANDARDS**  
**adopted by**

**GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP**

(sponsor name)

Occupational Objective(s):  
**GENERAL ELECTRICIAN (01)**

SOC#  
**47-2111.00**

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

# GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP

## 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 by the appropriate occupations outlined in these standards for each occupation. Minimum Guideline requirements have been *emboldened, italicized* and captured in bordering and may not be revised.

# GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP

Sponsor Introductory Statement (Required):

**Greater Spokane Apprenticeship Training (GSAT), a Non-Profit Corporation, recognizes the continuous advancements in the Electrical Industry, and has set forth to establish the necessary training through Related Supplemental Instruction (RSI) and On-the-Job Training (OJT) in the form of Greater Spokane Electrical Training (GSET) that leads to the electrical apprentice being qualified to successfully obtain the Washington State Certified Journey Level General Electrician License (01). To this end, the graduated apprentice will be able to demonstrate all competencies of this trade that exemplify the highest standards 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 areas covered by this program shall be the following counties in the State of Washington: Spokane, Pend Oreille, Whitman, Asotin, Garfield, Columbia, Franklin, Adams, Lincoln, Stevens, and Ferry. In the State of Idaho, the following counties are included: Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce, and Shoshone.**

**Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Idaho, GSET will apply the same standards and guidelines to apprentices registered in the program while working in the State of Idaho.**

## **II. MINIMUM QUALIFICATIONS:**

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

Age:	<b><i>18 Years Old</i></b>
------	----------------------------

Education:	<b><i>General Electrician (01) Must be a high school graduate from a school accredited by a State Education Agency; or have a GED; or have completed a High School Equivalency; or have completed an Associate degree or higher from a school accredited by a State Education Agency; and</i></b>
------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP

*Show evidence of successful completion of: 1 full year of high school Algebra with a passing grade of “C” or better.*

*Applicants who have not completed one full year of high school algebra with a passing grade of “C” or better, may qualify under one of the following:*

- 1. Equivalent post high school algebra course(s) with a grade of “C” or better.*
- 2. Current math placement results from a community college facility indicating a placement level beyond high school level algebra.*
- 3. Provide certificate of completion from a committee approved online tech math course.*

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

Testing: **None**

Other:

### **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. Applicants must first receive an offer of employment or be employed by an employer that is a Registered Training Agent for GSET and have satisfied the employment hiring process.**

## GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP

2. All Training agents will use the same application process to maintain fair and equitable hiring process. GSET will also verify that all applicants meet the minimum qualifications for the apprenticeship program.
3. Apprenticeship application information will be provided to the Applicant by emailing the contracted RSI provider at BrendaH.GSAT@gmail.com.
4. Upon completion of application to GSET, providing verification of employment offer with a GSET Registered Training Agent, and verification of the minimum qualifications, the applications will be reviewed by the GSET Committee.
5. Applicants who meet the minimum qualifications will be informed of their rights and responsibilities under the standards of apprenticeship established for the occupation and then required to sign an apprenticeship agreement.
6. Applicants who want to be considered for Advanced Standing must submit documentation of all RSI and OJT along with a written request to the Training Director before accepting and signing an apprenticeship agreement.

### B. Equal Employment Opportunity Plan:

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex. The applicant must meet the minimum age requirement. GSET will take affirmative action to provide equal opportunity in apprenticeship and operate this apprenticeship program as required under Title 29, Code of Federal Regulations, Part 30, as amended and other applicable law and lawful regulations.

All Training Agents will be made aware of the Apprenticeship EEO plan and will help and/or participate in the recruitment and outreach items listed below.

GSET has set forth the following EEO plan:

1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
2. Network and cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare the students for entrance into apprenticeship.
3. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's Sponsor(s).
4. Collaborate with programs designed to recruit, pre-qualify, and place minorities and women in apprenticeship.
5. Collaborate with recognized Pre-Apprenticeship programs to make completers aware of Apprenticeship opportunities available with this sponsor.

### C. Discrimination Complaints:

## GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP

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].

***A. General Electrician (01)  
8000 Hours of reasonably continuous employment***

***Apprentices desiring certification of OJT hours for the purpose of qualifying to take the Oregon LEA Electrical examination, shall have an additional 1200 hours (4801-6000 hours) tracked and certified by the Program Sponsor. Upon completion of the additional hours, the Program Sponsor shall notify Oregon Bureau of Labor & Industries (BOLI), Apprenticeship and Training Division by letter. (only applicable to programs with 3-year RSI plan and established BOLI acceptance)***

### 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



## GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP

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.

***1. General Electrician (01)***

*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.*

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

***1. General Electrician (01)***

*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 will be allowed to work*

## GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP

*without the direct supervision of a journey-level person provided that they have been issued a six- month, nonrenewable, unsupervised electrical training certificate by the Washington State Labor and Industries Electrical Section. Such apprentices will not be counted for the purposes of a ratio calculation nor be allowed to supervise other apprentices.*

*Supervision of apprentices registered in the above occupations shall follow requirements established under RCW 19.28.161.*

### **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

#### **1. General Electrician (01)**

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0000-1000	40%
2	1001-2000	45%
3	2001-3000	50%
4	3001-4000	55%
5	4001-5000	65%
6	5001-6000	75%
7	6001-7000	80%
8	7001-8000	85%

**GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP**

***General Electrician (01) apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.***

**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.

<b><i>A. <u>General Electrician (01)</u></i></b>	<b><i><u>Approximate Hours/Competency Level</u></i></b>
<b><i>1. RESIDENTIAL-wiring of residences, duplexes, and small apartment buildings and necessary pre-fabrication and preparation.....</i></b>	<b><i>1000</i></b>
<b><i>2. COMMERCIAL-wiring of public commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary pre-fabrication and preparation.....</i></b>	<b><i>2500</i></b>
<b><i>3. INDUSTRIAL-wiring of all industrial buildings and equipment; the maintenance, repair, and alteration of the same; and necessary pre-fabrication and preparation..</i></b>	<b><i>3000</i></b>
<b><i>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.....</i></b>	<b><i>1500</i></b>
<b><i>Total Hours/# of Competency Levels:</i></b>	<b><i>8000</i></b>

## GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP

### IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

Hours spent in RSI are reported to L&I each quarter. Reports must show which hours are unpaid and supervised by a competent instructor versus all other hours (paid and/or unsupervised) for industrial insurance purposes.

For purposes of coverage under the Industrial Insurance Act, the WSATC is an employer and the apprentice is an employee when an unpaid, supervised apprentice is injured while under the direction of a competent instructor and participating in RSI activities.

If apprentices do not attend required RSI, they may be subject to disciplinary action by the sponsor.

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

Supervised field trips

Sponsor approved training seminars (specify):

**Shall include but not limited to:**

- **OSHA 10**
- **First Aid/CPR**

Sponsor approved online or distance learning courses (specify): **Online courses in excess of the required 180 hours per year in person classes will be provided using the CANVAS learning application.**

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **Additional classes as approved by the GSET Committee**

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

## GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP

- ( ) Twelve-month period from date of registration.\*
- (X) Defined twelve-month school year: **(July)** 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. General Electrician (01)**

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

- *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 Schedule per year for GSET**

- **1<sup>st</sup> year: 180 hours in person 22 hours online for a total of 202 RSI hours.**
- **2<sup>nd</sup> year: 180 hours in person 23 hours online for a total of 203 RSI hours.**
- **3<sup>rd</sup> year: 180 hours in person 23 hours online for a total of 203 RSI hours.**
- **4<sup>th</sup> year: 180 hours in person 47 hours online for a total of 227 RSI hours.**

*RSI plans shall be updated by the sponsor every five years or as requested by the department to ensure compliance with these standards.*

*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*

## **X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

### A. Administrative Procedures:

## GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP

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 the Training Director:
    - 1) **The Training Director will act for and under the direction of the GSET Committee in carrying out the terms and conditions as established in the standards of the GSET Apprenticeship.**
    - 2) **The Training Director oversees the day-to-day operations of the program under the auspices of the GSET Apprenticeship Committee.**
    - 3) **The Training Director will report all administrative and disciplinary issues to the GSET Committee.**
    - 4) **The Training Director will investigate all Training Agent issues and Apprentice issues and report back to the Committee their findings. This will be done in a fair and equitable way to ensure apprentices are receiving quality education and employment.**
    - 5) **The Training Director will track employment of the apprentice and assist with continuous employment through the apprentice's time in the apprenticeship program.**
  - b) Duties of the GSET Committee:
    - 1) **The Committee will review and approve all policies and procedures related to GSET administration and governance.**
    - 2) **The Committee will review application of potential apprentices applying for GSET Registered Apprenticeship.**
    - 3) **The Committee will review and decide on all requests from apprentices with previous experience in the electrical trade.**
    - 4) **The Committee will consider all disciplinary actions and make decisions based on program standards.**
    - 5) **The Committee will review and approve the advancement of and the completion of each apprentice from the apprenticeship program.**
    - 6) **The Committee will review all candidates who want to be considered for Advanced Standing.**

## **GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP**

### **c) Duties of GSET Training Agents:**

- 1) Training Agents will sign the “Authorized Training Agent” and “Understanding of EEO Requirements” forms as well as comply with the procedures described in these standards.**
- 2) Training Agents will interview and hire applicants according to state and federal employment rules.**
- 3) Training Agents will refer applicants and supply documentation of employment to GSET.**
- 4) Training Agents will release apprentices from OJT commitments to attend 100% of scheduled RSI.**
- 5) Training Agents will be included in the evaluation process through jobsite observations. Observations will be sent to the Training Director and reviewed by the GSET Committee.**
- 6) Training Agents will notify GSET of “Refuse to Work” Notices in a timely fashion.**
- 7) The Training Agents shall use only registered apprentices to perform work processes in accordance with approved program standards.**
- 8) Training Agents will check to see if there are any current registered apprentices laid off waiting for employment options; those apprentices will be offered employment first prior to bringing in new applicants.**
- 9) Training Agents will ensure apprentices are being fully trained in the scope of work for 01 electricians, if an apprentice is lacking hours in a work process Training Agents will allow rotation of apprentices to ensure they acquire the necessary hours and experience.**

### **d) Duties of GSET Apprentices:**

- 1) Apprentices will sign the Apprenticeship Agreement and comply with GSET policies and procedures described in these standards.**
- 2) Apprentices will attend 100% of scheduled RSI (see attendance policy in Section e. 6); pass with a grade of 70% or better; and receive satisfactory reports from the Training Agent. Not meeting this requirement will result in disciplinary procedures as outlined in this standard.**
- 3) Apprentices are responsible for the timely payment of tuition.**
- 4) Apprentices will be responsible for reporting their monthly OJT hours to GSET Training Director the 5<sup>th</sup> of the following month.**
- 5) Apprentices will know their rights to make a complaint to the GSET Committee for issues pertaining to either RSI and/or OJT. The apprentice must submit the complaint in writing to the GSET Training Director within 30 days of the occurrence. The apprentice shall have the right to appear in person before the GSET Committee.**
- 6) Apprentices must be able to get to and from work at job sites anywhere within the geographical area covered by these standards.**

## **GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP**

### **e) GSET Policy and Procedures:**

- 1) GSET Apprentice Code of Conduct does not allow for drug/alcohol use, violence, and/or abusive language on the jobsite or in the classroom. Any of these behaviors could result in probation or cancellation from the apprenticeship program.**
- 2) Physical/verbal abuse, harassment, or insubordination of any type towards GSET staff, instructors, journeyman, and/or fellow apprentices may result in probation or cancellation from the apprenticeship program.**
- 3) Safety first. The apprentice will comply with industry safety standards. All apprentices must wear required provided protective equipment when working with tools and/or materials in the lab. All tools/materials will be put back in their proper places and lab areas will be swept clean after each class use.**
- 4) All hand tools and power tools shall be maintained in a safe condition and used only for their intended purpose.**
- 5) Apprentices shall be in the classroom with the proper educational materials (books, calculator, pencil, paper, hand tools, etc.), homework completed and prepared to learn. Cell phones and electronics will need to be turned off in the classroom and lab.**
- 6) Attendance Policy: 100% attendance of scheduled classroom instruction is required by the apprentice. If the apprentice's absence is excused (may include but is not limited to: illness documented with a doctor's or hospital note, death in the immediate family, birth of the apprentice's child, or military obligation) make up hours will be arranged for the apprentice. If instruction is not made up by the apprentice within 30 days of the absence, he/she may be removed from the program or forced to repeat the program year due to hour deficiency. If the absence is unexcused the apprentice will be allowed to make up the hours. A second unexcused absence could result in removal from the program or repeating the program year due to RSI hour deficiency.**
- 7) In the case an apprentice is laid off due to lack of work, assistance will be provided to obtain employment with another GSET Training Agent. The apprentices will remain in the RSI portion of the apprenticeship. If employment is not secured at the end of the academic year, the apprentice will be suspended until the OJT portion of the apprenticeship can be satisfied.**
- 8) Advancement of the apprentice will be based on satisfactory completion of RSI with a 70% or better. OJT will be evaluated by the Training Agent and reported to GSET. Satisfactory performance in OJT and RSI will result in wage advancement per the guidelines set**



## GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP

**out in this standard. Any performance deemed unsatisfactory must come before the GSET Committee to be considered and decided upon.**

### 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 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:

## **GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP**

**a) The GSET Committee may cancel the Apprenticeship Registration and remove the apprentice from the apprenticeship program for cause. Cause includes but is not limited to:**

- 1. Missed OJT and/or RSI resulting in hour deficiency**
- 2. Poor performance in OJT and/or RSI as defined in this standard**
- 3. Illegal behavior**
- 4. Substance abuse**
- 5. Behavior dangerous to self or others**
- 6. Refusal to comply with these standards**

**b) GSET Apprenticeship disciplinary actions may include but are not limited to:**

- 1. A verbal warning**
- 2. A written warning**
- 3. Called before the GSET Committee to answer for warnings**
- 4. Removal from class**
- 5. Disciplinary Probation**
- 6. Holds in RSI advancement of program year**
- 7. Withhold periodic wage advancement**
- 8. Cancellation of apprenticeship agreement with cause**

**c) Disciplinary issues may initially be addressed by the Training Director. If the Training Director deems appropriate, the matter may be referred to the GSET Committee for action. Matters after the initial probationary period as defined in these standards, can also be referred to the GSET Committee per the written request of the apprentice. The apprentice will request in writing to appear before the Committee within 30 days of the disciplinary action.**

### **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.

## **GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP**

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.

### **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:

## GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP

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 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 reports through assigned state apprenticeship consultant.

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

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
  - a. Apprenticeship Agreements – within first 30 days of employment
  - b. Authorization of Signature forms - as necessary
  - c. Approved Training Agent Agreements– within 30 days of sponsor action
  - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
  - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
  - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
  - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
    - 1st quarter: January through March, due by April 10
    - 2nd quarter: April through June, due by July 10
    - 3rd quarter: July through September, due by October 10
    - 4th quarter: October through December, due by January 10
  - h. On-the-Job Work Hours Reports (bi-annual)
    - 1st half: January through June, by July 30
    - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries,

## **GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP**

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

## **GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP**

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.

## GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP

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.

### 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 one. A quorum must be present to carry on the regular business of the GSET Apprenticeship Committee.**
- b. Program type administered by the committee: **Group Non-Joint**
- c. The employer representatives shall be:

**Matt Anderson, Chair**  
3505 N Stegner  
Spokane Valley, WA 99206

**Charles Clugston**  
1423 N Molter Road Suite 813  
Liberty Lake, WA 99019

**Alternate:**  
**Matt Patching**  
North Colton Street  
Spokane, WA 99218

- d. The employee representatives shall be:

**Gregg Pratt, Secretary**  
4711 N. Conklin Rd  
Spokane Valley, WA 99216

**Brian Wendt**  
3505 N Stegner  
Spokane Valley, WA 99206

**Alternate:**  
**Allen Smith**  
1423 N Molter Road Suite 813  
Liberty Lake, WA 99019

### 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

## **GREATER SPOKANE ELECTRICAL TRAINING APPRENTICESHIP**

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:

**None**

### **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:**

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.

**Brenda Hamilton  
Training Director/Coordinator  
Greater Spokane Electrical Training  
BrendaH.GSAT@gmail.com**

***\*Must be designated by the sponsor for electrical training programs***



**For L&I Staff Use Only**

*Christina Chance 9/8/2022*  
*Christina Chance 9/6/2022*  
 L&I Apprenticeship Consultant

*Teri Gardner 9-13-22*  
*Teri Gardner 9-6-22*  
 L&I Admin

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



**Apprenticeship Committee  
 Representative Qualifications**

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program Greater Spokane Electrical Training Apprenticeship
-----------------------------------------------------------------------

Committee Representative Name Matthew Anderson	Committee Representative Signature <i>M. Anderson</i>
---------------------------------------------------	----------------------------------------------------------

Employer Representative     Employee Representative (*Does not have the authority to hire or fire*)

**Work Experience**

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
01 Admin	North West Electrical Solutions	08/2011	Present
01 Electrician	North West Electrical Solutions	08/2011	10/2021
01 Electrician	WA State DOT	5/2006	5/2012
01 Electrician	ARC Electric	5/2004	5/2006
01 Apprentice	IBEW Local 73	8/1999	5/2004

**Education History**

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Inland Empire Electrical Training Trust	5/2004	01 Electrical	Certificate

**Other Technical Certifications or Licenses Held**

Electrical Administrator
--------------------------

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<i>Christina Chance 9/8/2022</i>	<i>Teri Gardner 9-13-22</i>
<i>Christina Chance 9/6/2022</i>	<i>Teri Gardner 9-6-22</i>
L&I Apprenticeship Consultant	L&I Admin

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



**Apprenticeship Committee  
 Representative Qualifications**

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program  
 Greater Spokane Electrical Training Apprenticeship

Committee Representative Name Charles T. Clugston	Committee Representative Signature <i>Charles T. Clugston</i>
------------------------------------------------------	------------------------------------------------------------------

Employer Representative     Employee Representative (Does not have the authority to hire or fire)

**Work Experience**

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
President	CTC Electrical Contracting	08/93	Present

**Education History**

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Central WA University	05/1998	Construction Management	Degree
MT School of Mines/MT College	5/1991	Electrical Engineering	BA

**Other Technical Certifications or Licenses Held**

national exam in fundamentals in engineering (EIT), national exam in Construction management (AIC)  
 Master Electrician in MT, WA & ID  
 Vice President MICA (Montana Independent Contractors Association) - from 2004 to 2008

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*Christina Chance 9/8/2022*  
*Christina Chance 9/6/2022*  
 L&I Apprenticeship Consultant

*Teri Gardner 9-13-22*  
*Teri Gardner 9-6-22*  
 L&I Admin

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



**Apprenticeship Committee  
 Representative Qualifications**

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program Greater Spokane Electrical Training Apprenticeship
-----------------------------------------------------------------------

Committee Representative Name Brian Wendt	Committee Representative Signature <i>Brian Wendt</i>
----------------------------------------------	----------------------------------------------------------

Employer Representative     Employee Representative (Does not have the authority to hire or fire)

**Work Experience**

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
01 Electrician	North West Electrical Solutions	02/2021	Present
02 Electrician	North West Electrical Solutions	02/2017	02/2021
02 Electrician	Thorton and Sons	2/2015	2/2017
Lead Installer	ADT	2/2013	2/2017

**Education History**

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
On the Job Training	2/2021	Electrical	01/02 Lic

**Other Technical Certifications or Licenses Held**

Electrical Administrator
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<i>Christina Chance 9/8/2022</i>	<i>Teri Gardner 9-6-22</i>
L&I Apprenticeship Consultant	L&I Admin

Department of Labor and Industries  
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## Apprenticeship Committee Representative Qualifications

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Name of Program Greater Spokane Electrical Training Apprenticeship
-----------------------------------------------------------------------

Committee Representative Name Matthew Patching	Committee Representative Signature <i>Matthew Patching</i>
<input checked="" type="checkbox"/> Employer Representative <input type="checkbox"/> Employee Representative (Does not have the authority to hire or fire)	

### Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Owner	20/20 Electrical Enterprises	02/2020	Present
Journeyman	NWES	01/2018	10/2021

### Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
NIC Workforce Training Center	6/2017	01 Electrical	Certificate

### Other Technical Certifications or Licenses Held

01 Journeyman Electrician in Washington
-----------------------------------------

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<i>Christina Chance 9/6/2022</i>	<i>Teri Gardner 9-6-22</i>
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Name of Program Greater Spokane Electrical Training Apprenticeship
-----------------------------------------------------------------------

Committee Representative Name Greg A. Pratt	Committee Representative Signature <i>G. Pratt</i>
------------------------------------------------	-------------------------------------------------------

Employer Representative     Employee Representative (*Does not have the authority to hire or fire*)

### Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Master Elec.	ALL Commercial Electric	07/2014	Present

### Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
NIC Workforce Training Center	2010	01 Electrical	Certificate

### Other Technical Certifications or Licenses Held

01 Journeyman Electrician in Washington and Idaho
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<i>Christina Chance 9/6/2022</i>	<i>Teri Gardner 9-6-22</i>
<b>L&amp;I Apprenticeship Consultant</b>	<b>L&amp;I Admin</b>

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## Apprenticeship Committee Representative Qualifications

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Name of Program Greater Spokane Electrical Training Apprenticeship
-----------------------------------------------------------------------

Committee Representative Name Allen C Smith	Committee Representative Signature <i>Allen C Smith</i>
<input type="checkbox"/> Employer Representative <input checked="" type="checkbox"/> Employee Representative <i>(Does not have the authority to hire or fire)</i>	

### Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Electrician	CTC Electrical Contracting	08/22	Present

### Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
CITC	6/2021	Electrical	Certificate
NIC Workforce Training Center	6/2019	Electrical	Certificate

### Other Technical Certifications or Licenses Held

01 Journeyman Electrician in Washington and Idaho
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Name of Program Greater Spokane Electrical Training Apprenticeship
-----------------------------------------------------------------------

Committee Representative Name Brian Wendt	Committee Representative Signature <i>Brian Wendt</i>
----------------------------------------------	----------------------------------------------------------

Employer Representative     Employee Representative (Does not have the authority to hire or fire)

### Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
01 Electrician	North West Electrical Solutions	02/2021	Present
02 Electrician	North West Electrical Solutions	02/2017	02/2021
02 Electrician	Thorton and Sons	2/2015	2/2017
Lead Installer	ADT	2/2013	2/2017

### Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
On the Job Training	2/2021	Electrical	01/02 Lic

### Other Technical Certifications or Licenses Held

Electrical Administrator
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<i>Christina Chance 9/6/2022</i>	<i>Teri Gardner 9-6-22</i>
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## Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Name <b>Greater Spokane Electrical Training Apprenticeship</b>	
Occupation <b>General Electrician</b>	
Term/OJT Hours <b>8,000</b>	Total RSI Hours <b>835</b>
Training Provider <b>North Idaho College Workforce Training</b>	


By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprentice 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 compliances with WISHA and applicable federal and state regulations.
4. The RSI Plan is maintained, updated and submitted to the Department a minimum of once every 5 years (WSATC Policy 2015-01; rev, 10-21-21).
5. The RSI will be conducted by instructors who meet the qualification of the "competent instructor" as described in WAC 296-05-003:
  - a. Has demonstrated a satisfactory employment performance in her/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.
6. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, instruction shall be clearly defined.

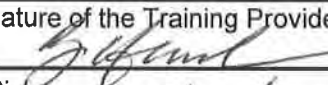
**Signatures on next page**



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

<input type="checkbox"/> Chair	Date: 9/7/2022	<input type="checkbox"/> Secretary	Date:
<input checked="" type="checkbox"/> Authorized Signer			
Print Name: Brenda Hamilton	Print Name:		
Signature: 	Signature:		

**Training Provider Signature**

Approved By (Print Name): Brenda Hamilton	Title: Apprenticeship Coordinator
Signature of the Training Provider: 	
Date: 9/7/2022	

If additional training providers are needed, go to page 4.

**SBCTC**

Print Name:	Title:
Signature of the Program Administrator:	
Date:	
<input type="checkbox"/> SBCTC recommends approval	<input type="checkbox"/> SBCTC recommends return to sponsor

Program Sponsor: Greater Spokane Electrical Training Apprenticeship	Skilled Occupational Objective: General Electrician
------------------------------------------------------------------------	--------------------------------------------------------

**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: Introduction to Electrical Trade and Safety- Year 1	Planned Hours: 28
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: NIC WFT	
Description of element/course: Instruction in safety at the workplace and lab setting. Apprentices will learn safe work practices and procedures as well as how to properly inspect and use safety equipment. Apprentices will learn safety procedures, rules, and regulations specific to the electrical trade. Orientation to the different aspects of the electrical trade and types of work available to electricians in various fields. 5 hours of instruction will be online.	

Element/Course: Introduction to Construction Math- Year 1	Planned Hours: 8
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: NIC WFT	
Description of element/course: Introduction to the mathematical concepts commonly used in construction and the electrical trade. Apprentices will learn to apply these concepts within the electrical trade. 2 hours online instruction.	

Element/Course: Electrical Theory and Electrical Circuits- Year 1	Planned Hours: 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: NIC WFT	
Description of element/course: Introduction to electrical theory including instruction related to electrical qualities, Ohm's law, static electricity, and magnetism. Apprentices will be instructed in electrical circuits including series, parallel, and combination circuits. Covers resistive circuits; Kirchhoff's voltage and current laws; and circuit analysis.	

Element/Course: Introduction to Hand and Power Tools Safety. - Year 1	Planned Hours: 12
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: NIC WFT	
Description of element/course: Introduction to hand and power tools commonly used in the electrical field as well as basic care, safety, and maintenance of tools and equipment.	

Element/Course: Introduction to Electrical Tools and Materials- Year 1	Planned Hours: 16
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: NIC WFT	
Description of element/course: Apprentices will be instructed in the use of Electrical Testing Equipment and the bending of conduit. Introduction to tools and materials used in the electrical trade and the proper handling/safety of those tools and materials. This will include recognizing hazards and following material handling safety procedures.	

<b>Element/Course:</b> Orientation to the Electrical Trade- Year 1	<b>Planned Hours:</b> 4
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: Apprentices will be introduced to the different sectors in the electrical trade as well as the types of work electricians could find in the field. Opportunities in the electrical trade and job skills needed will be discussed.	

<b>Element/Course:</b> Introduction to Construction Drawings and Basic Electrical Construction Drawings- Year 1	<b>Planned Hours:</b> 20
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 <b>Provided by:</b> NIC WFT	
Description of element/course: This course work will introduce the Apprentice to construction drawing terms, components and symbols. Apprentices will learn how to interpret construction drawings, recognize classifications of drawings, and use drawing dimensions. Apprentices will be introduced to the content of basic electrical construction drawings. 5 hours online instruction.	

<b>Element/Course:</b> Basic Communication and Employability skills- Year 1	<b>Planned Hours:</b> 16
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: Review of basic communication skills both written and verbal. Apprentices will apply skills effectively to maximize job efficiency. Review of employability skills will include soft job skill as well as awareness of workplace issues such as sexual harassment and substance abuse.	

<b>Element/Course:</b> Introduction to the National Electrical Code (NEC)- Year 1	<b>Planned Hours:</b> 40
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: Apprentices will be introduced to the NEC and how it began along with its purpose and how changes to the code evolve. NEC articles 90, 100, and 110. Boxes and Enclosures- NEC Articles 312, 314, and other appropriate NEC Sections. Cables- NEC Articles 320-340 and other appropriate NEC sections. Raceways and Conductors- NEC 11.14, 240.4, 300.19; NEC Articles 310, 342- 378; Chapter 9 Tables; Annex C and other appropriate NEC sections. Provisions for One-Family dwellings- NEC Articles 210,220,240,315,402,406,410,422, and other appropriate NEC Sections. Specific Provisions for One-Family Dwellings- NEC Articles 210,410,422, and other appropriate NEC Sections. Load Calculations for One-Family Dwellings- NEC Articles 210,220,230,250,310, and other appropriate NEC Sections. Services and Electrical Equipment for One-Family Dwellings- NEC Articles 110, 225, 230, 240, 250, 300,310, and other appropriate NEC Sections. Comprehensive Provisions for Multi-Family Dwellings NEC Articles 210, 230, 230, 250, 250, 310, Chapter 9 Tables 8 and 9, and other appropriate NEC Sections. General Provisions for Commercial Locations- NEC Articles 210, 220, 310, 410, 430, 440, 600, and other appropriate NEC Sections.	

Provision for Services, Feeders, and Provisions for Commercial Locations- NEC Articles 110, 215, 230, 250, 368, 408, and other appropriate NEC sections.

Element/Course: Residential Electrical Services -Year 1	Planned Hours: 16
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: NIC WFT	
Description of element/course: Introduction to various types of devices and wiring techniques used in residential wiring. Includes calculations and NEC requirements.	

Element/Course: First Aid and CPR- Year 1	Planned Hours: 8
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: NIC WFT	
Description of element/course: Basic first aid and CPR certification	

Element/Course: OSHA 10- Year 1	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: NIC WFT	
Description of element/course: Construction OSHA 10 certification. 10 hours of online instruction.	

Element/Course: Electrical Test Equipment- Year 1	Planned Hours: 4
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: NIC WFT	
Description of element/course: Introduces apprentices to electrical test equipment including basic safety and category ratings. Equipment will include voltmeters, ohmmeters, clamp-on ammeters, multimeters, megohmmeters, and motor and phase rotation testers.	

Element/Course:	Planned Hours: Hours
Description of element/course: Click or tap here to enter text.	

<b>Element/Course:</b> Electrical Safety Review- Year 2	<b>Planned Hours:</b> 1
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: <b>Review of safety policy and procedures in the workplace and lab environment.</b>	

<b>Element/Course:</b> Alternating Current- Year 2	<b>Planned Hours:</b> 8
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: <b>Introduces the principles of alternating current and the application of Ohm's law to AC circuits.</b>	

<b>Element/Course:</b> Motors: Theory and Application-Year2	<b>Planned Hours:</b> 8
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: <b>Instruction on AC and DC motors, including components, circuits, and connections.</b>	

<b>Element/Course:</b> Electric Lighting-Year 2	<b>Planned Hours:</b> 12
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: <b>Introduces the methods and procedures used in the handling and installation of different types of lamps and lighting fixtures.</b>	

<b>Element/Course:</b> Pull and Junction Boxes- Year 2	<b>Planned Hours:</b> 6
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: <b>Introduction to the methods and procedures used in the selection and installation of pull and junction boxes.</b>	

<b>Element/Course:</b> Conductor Installations- Year 2	<b>Planned Hours:</b> 12
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: <b>Covers the transportation, storage, and setup of cable reels; methods of rigging; and procedures for complete pulls in raceways and cable trays.</b>	

<b>Element/Course:</b> Conductor Terminations and Splices- Year2	<b>Planned Hours:</b> 8
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: <b>Introduces the method and procedures used when making conductor terminations and splices.</b>	

<b>Element/Course:</b> Grounding and Bonding- Year 2	<b>Planned Hours:</b> 24
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 <b>Provided by:</b> NIC WFT	
Description of element/course: Introduction to the NEC requirements and procedures for proper grounding and bonding electrical systems. 5 hours online instruction.	

<b>Element/Course:</b> Circuit Breakers and Fuses- Year 2	<b>Planned Hours:</b> 8
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: Introduces the methods and procedures used in the sizing and installation of circuit breakers and fuses.	

<b>Element/Course:</b> Control Systems and Fundamental Concepts- Year 2	<b>Planned Hours:</b> 8
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: Introduces the NEC requirements and procedures used in the selection and installation of contactors and relays.	

<b>Element/Course:</b> Load Calculations-Branch and Feeder Circuits -Year 2	<b>Planned Hours:</b> 12
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: Explains how to calculate branch circuit and feeder loads for residential applications.	

<b>Element/Course:</b> Conductor Selection and Calculations- Year 2	<b>Planned Hours:</b> 12
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: Covers the factors involved in conductor selection, including insulation types, current-carrying capacity, temperature ratings, and voltage drop.	

<b>Element/Course:</b> Overcurrent Protection- Year 2	<b>Planned Hours:</b> 8
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: Explains how to size and select circuit breakers and fuses for various applications. Also covers short circuit calculations and troubleshooting.	

<b>Element/Course:</b> Distribution Equipment- Year 2	<b>Planned Hours:</b> 8
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: Discusses switchboards and switchgear, including installation, grounding, and maintenance requirements. Reading blueprints and construction drawings included.	

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<b>Element/Course:</b> Voice, Data, and Video- Year 2	<b>Planned Hours:</b> 8
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: NIC WFT	
Description of element/course: Covers the procedures used when selecting, installing, testing, and maintaining cable systems for voice, data, and video.	

<b>Element/Course:</b> Load Calculations- Feeders and Services- Year 2	<b>Planned Hours:</b> 24
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: NIC WFT	
Description of element/course: Describes basic calculation procedures for residential applications. 8 hours of online instruction.	

<b>Element/Course:</b> Standby Emergency Systems- Year 2	<b>Planned Hours:</b> 8
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: NIC WFT	
Description of element/course: Explains the NEC installation requirements for electric generators and storage batteries.	

<b>Element/Course:</b> Fire Alarm Systems- Year 2	<b>Planned Hours:</b> 8
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: NIC WFT	
Description of element/course: Covers fire alarm control units, Digital Alarm Communicator Systems (DACS), installation wiring for alarm initiating and notification devices, and alarm systems maintenance. Including NFPA codes and standards.	

<b>Element/Course:</b> Fundamentals of Crew Leadership- Year 2	<b>Planned Hours:</b> 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: NIC WFT	
Description of element/course: Introduces the principles of leadership. Included are gender and minority issues, communication, problem solving, decision making, team building, and safety. 10 hours of online instruction.	

<b>Element/Course:</b> Element/Course	<b>Planned Hours:</b> Hours
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Click or tap here to enter text.	
Description of element/course: Click or tap here to enter text.	

<b>Element/Course:</b> Electrical Safety Review- Year 3	<b>Planned Hours:</b> 1
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: Review of safety policy and procedures in the workplace and lab environment	

<b>Element/Course:</b> Green Environment and Solar PV – Year 3	<b>Planned Hours:</b> 24
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 <b>Provided by:</b> NIC WFT	
Description of element/course: The following topics will be covered: Green environment, green construction practices, green building ratings, and the basic concepts of Solar PV systems. 6 hours of online instruction.	

<b>Element/Course:</b> Advanced Load Calculations- Year 3	<b>Planned Hours:</b> 16
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 <b>Provided by:</b> NIC WFT	
Description of element/course: Topics of instruction include: single family dwelling unit calculations; multifamily dwelling calculations; and commercial calculations. 5 hours of online instruction.	

<b>Element/Course:</b> Advanced Conductor Selection and Calculations- Year 3	<b>Planned Hours:</b> 12
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: Instruction will include raceway and box calculations; conductor sizing and protection calculations; voltage drop calculations; Motors: Article 430 NEC; and transformers NEC Article 450.	

<b>Element/Course:</b> Motor Controls- Year 3	<b>Planned Hours:</b> 24
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 <b>Provided by:</b> NIC WFT	
Description of element/course: Instruction will include basic principles of motor control; components of magnetic control circuits; overcurrent protection for control circuits; indicator lights, illuminated pushbuttons, and selector switch truth tables; reversing motor controls; sequencing control and master stop function; and industrial control systems. 8 hours of online instruction.	

<b>Element/Course:</b> Practical Applications of Lighting- Year 3	<b>Planned Hours:</b> 12
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: Describes specific types of incandescent, fluorescent, and HID lamps, as well as ballasts. This course work also covers troubleshooting and various types of lighting controls.	



<b>Element/Course:</b> Hazardous Locations- Year 3	<b>Planned Hours:</b> 12
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: <b>Instructs of the NEC requirements for equipment installed in hazardous locations. NEC safety procedures and protocol will be included.</b>	

<b>Element/Course:</b> Advanced Overcurrent Protection- Year 3	<b>Planned Hours:</b> 18
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: <b>Explains how to size and select circuit breakers and fuses for various applications. Also covers short circuit calculations and troubleshooting.</b>	

<b>Element/Course:</b> Distribution Equipment- Year 3	<b>Planned Hours:</b> 18
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: <b>Discusses switchboards and switchgear, including installation, grounding, and maintenance requirements. Includes a set of drawings.</b>	

<b>Element/Course:</b> Transformers- Year 3	<b>Planned Hours:</b> 18
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: <b>Discusses transformer types, construction connections, protection, and grounding.</b>	

<b>Element/Course:</b> Commercial Electrical Services- Year 3	<b>Planned Hours:</b> 12
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: <b>Covers the components, installation considerations, and NEC requirements for commercial services.</b>	

<b>Element/Course:</b> Motor Calculations- Year 3	<b>Planned Hours:</b> 24
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 <b>Provided by:</b> NIC WFT	
Description of element/course: <b>Content covers calculations required to size conductors and overcurrent protection for motor applications. 4 hours of online instruction</b>	

<b>Element/Course:</b> Voice, Data, and Video- Year 3	<b>Planned Hours:</b> 12
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> NIC WFT	
Description of element/course: <b>Instruction covers installation, termination and testing of voice, data, and video cabling systems.</b>	

<b>Element/Course:</b> Element/Course	<b>Planned Hours:</b> Hours
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Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Click or tap here to enter text. Description of element/course:
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<b>Element/Course:</b> Electrical Safety Review and NFPA 70 E - Year 4	<b>Planned Hours:</b> 25
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: NIC WFT Description of element/course: Review of safety policy and procedures in the workplace and lab setting. NFPA 70E. 12 hours online instruction.	

<b>Element/Course:</b> Load Calculations- Feeders and Services- Year 4	<b>Planned Hours:</b> 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: NIC WFT Description of element/course: Topics include basic calculation procedures for commercial and residential applications. 3 hours online instruction.	

<b>Element/Course:</b> Health Care Facilities- Year 4	<b>Planned Hours:</b> 8
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: NIC WFT Description of element/course: Topics of instruction include: the installation of electric circuits in health care facilities, including the requirements for life safety and critical circuits.	

<b>Element/Course:</b> Advanced Standby and Emergency Systems- Year 4	<b>Planned Hours:</b> 8
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: NIC WFT Description of element/course: Instruction related to: NEC requirements for electric generators and storage batteries.	

<b>Element/Course:</b> Basic Electronic Theory- Year 4	<b>Planned Hours:</b> 8
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: NIC WFT Description of element/course: Topics included: The function and operation of basic electronic devices, including semiconductors, diodes, rectifiers, and transistors.	

<b>Element/Course:</b> Special Occupancies/Locations- Year 4	<b>Planned Hours:</b> 24
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: NIC WFT Description of element/course: Instruction will include but not limited too: hazardous locations NEC articles 500- 504; health care facilities NEC Article 517; assembly occupancies, carnivals, fairs, and similar events NEC Articles 518- 525; agricultural buildings NEC Article 547; marinas and boatyards NEC Article 555;	

temporary installations NEC Article 590; and swimming pools, spas, hot tubs, fountains, and similar locations NEC Articles 6

Element/Course: Advanced Fire Alarm Systems- Year 4	Planned Hours: 8
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: NIC WFT	
Description of element/course: Topics will include: fire alarm control units, Digital Alarm Communicator Systems (DACS), wiring for alarm initiating and notification devices, and alarm system maintenance. Includes NFPA codes and standards	

Element/Course: Specialty Transformers -Year 4	Planned Hours: 14
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: NIC WFT	
Description of element/course: Instruction will cover: various types of transformers and their application. Also provides information on selecting, sizing, and installing these devices.	

Element/Course: Advanced Controls- Year 4	Planned Hours: 24
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: NIC WFT	
Description of element/course: Instruction will include: applications and operating principles of solid-state controls, reduced-voltage starters, and adjustable frequency drives along with basic troubleshooting procedures.	

Element/Course: HVAC Controls- Year 4	Planned Hours: 16
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: NIC WFT	
Description of element/course: Instruction provides a basic overview of HVAC systems and their controls as well as covering electrical troubleshooting and NEC requirements.	

Element/Course: Heat Tracing and Freeze Protection- Year 4	Planned Hours: 4
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: NIC WFT	
Description of element/course: Instruction covers heat tracing systems along with their applications and installation requirements.	

Element/Course: Motor Operations and Maintenance- Year 4	Planned Hours: 12
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: NIC WFT	
Description of element/course: Instruction will include motor cleaning, testing, and preventive maintenance as well as describing basic troubleshooting procedures.	

Element/Course: Medium- Voltage Termination/Splices- Year 4	Planned Hours: 8
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: NIC WFT	

Description of element/course:  
Instruction includes an overview of the NEC and cable manufactures' requirements for medium-voltage terminations and splices.

Element/Course: **Advanced Fundamentals of Crew Leadership- Year 4** Planned Hours: **16**

Mode of Instruction (check all that apply)  
 Classroom  Lab  Online  Self-Study  
Provided by: NIC WFT

Description of element/course:  
Instruction will discuss the principles of leadership. Included are gender and minority issues, communication, problem solving, decision making, team building, and safety.

Element/Course: **Journeyman Exam Preparation- Year 4** Planned Hours: **32**

Mode of Instruction (check all that apply)  
 Classroom  Lab  Online  Self-Study  
Provided by: NIC WFT

Description of element/course:  
Instruction will prepare apprentice to successfully take the Washington State Journeyman Exam. This will include intensive review of the current NEC and the WAC. 32 hours online instruction.

Element/Course: **Element/Course** Planned Hours: **Hours**

Mode of Instruction (check all that apply)  
 Classroom  Lab  Online  Self-Study  
Provided by: **Click or tap here to enter text.**

Description of element/course:  
**Click or tap here to enter text.**



Washington State Department of  
**Labor & Industries**

Apprenticeship  
PO Box 44530  
Olympia WA 98504-4530

*Christina Chance 9/8/2022*  
*Christina Chance 9/6/2022*

## Authorized Training Agent

*Teri Gardner 9-13-22*  
*Teri Gardner 9-6-22*

Effective Date 2/1/2022	Termination Date	L&I Apprenticeship Consultant Christina Chance
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Employer Name Carlton Electric, LLC DBA Wireworks Electric		
Address PO Box 9552		
City Moscow	State Idaho	Zip Code 83843
Contact Person Name Jesse Landis	Contact Phone Number 509-592-7283	
Contact Email <a href="mailto:jesse@wireworks.bz">jesse@wireworks.bz</a>	Contact Fax Number	
Contractor ID Number (if applicable) CARLTEL869N7	UBI Number 603256316	
Name of Registered Apprenticeship Program Greater Spokane Electrical Training Apprenticeship		
Occupation(s) General Electrician		

The Employer understands and agrees that participation is voluntary. Failure to adhere to the requirements for apprenticeship established under RCW 49.04, Chapter 296-05 WAC, and 29 CFT Parts 29 and 30 could result in the cancelation of the employer's agreement and its ability to participate in the apprentice program.

### For the Employer

Signature 
Printed Name Jesse Landis
Title Managing Member
Date 2/1/2022

### For the Apprenticeship Program

Signature 
Printed Name Brenda Hamilton
Title TRAINING DIRECTOR
Date 2/1/2022

### For L&I Apprenticeship Use Only



# Authorized Training Agent

Teri Gardner 9-13-22  
Teri Gardner 9-6-22

Apprenticeship  
PO Box 44530  
Olympia WA 98504-4530

Effective Date 05/01/2022	Termination Date	L&I Apprenticeship Consultant Christina Chance
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Employer Name Live Wire Electric Inc		
Address 7022 N Five Mile Rd		
City Spokane	State WA	Zip Code 99208
Contact Person Name Jason Belyea	Contact Phone Number 509-979-8379	
Contact Email livewireelectric@hotmail.com	Contact Fax Number	
Contractor ID Number (if applicable) LIVEWWE881JT	UBI Number 603-195-227	
Name of Registered Apprenticeship Program Greater Spokane Electrical Traiing Apprenticeship		
Occupation(s) General Electrical		

The Employer understands and agrees that participation is voluntary. Failure to adhere to the requirements for apprenticeship established under RCW 49.04, Chapter 296-05 WAC, and 29 CFT Parts 29 and 30 could result in the cancelation of the employer's agreement and its ability to participate in the apprentice program.

### For the Employer

Signature 
Printed Name Jason Belyea
Title President
Date 5/1/2022

### For the Apprenticeship Program

Signature 
Printed Name Brenda Hamilton
Title Training Director
Date 5/1/2022

### For L&I Apprenticeship Use Only

ARTS Assigned Employer ID #	Date Entered in ARTS
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Washington State Department of  
**Labor & Industries**

Apprenticeship  
PO Box 44530  
Olympia WA 98504-4530

## Authorized Training Agent

*Re'd 9/7/2022 CC  
Christina Chance 9/6/2022*

*Teri Gardner 9-13-22  
Teri Gardner 9-6-22*

Effective Date 12/15/2021	Termination Date	L&I Apprenticeship Consultant Christina Chance
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Employer Name North West Electrical Solutions LLC		
Address 3505 N. Stenger		
City Spokane Valley	State WA	Zip Code 99206
Contact Person Name Matt Anderson	Contact Phone Number 509-828-8112	
Contact Email Matt@NWESSPOKANE.com	Contact Fax Number	
Contractor ID Number (if applicable) NWELEES894LL	UBI Number 603-119-824	
Name of Registered Apprenticeship Program Greater Spokane Electrical Training Apprenticeship		
Occupation(s) General Electrician (01)		

The Employer understands and agrees that participation is voluntary. Failure to adhere to the requirements for apprenticeship established under RCW 49.04, Chapter 296-05 WAC, and 29 CFT Parts 29 and 30 could result in the cancelation of the employer's agreement and its ability to participate in the apprentice program.

### For the Employer

Signature	<i>[Signature]</i>
Printed Name	MATT P. ANDERSON
Title	owner
Date	3/14/2022

### For the Apprenticeship Program

Signature	<i>[Signature]</i>
Printed Name	Brenda Hamilton
Title	TRAINING DIRECTOR
Date	3/14/2022

### For L&I Apprenticeship Use Only

ARTS Assigned Employer ID # \_\_\_\_\_ Date Entered in ARTS \_\_\_\_\_



Apprenticeship  
 PO Box 44530  
 Olympia WA 98504-4530

Rec'd 9/7/2022 CC  
 Christina Chance 9/6/2022  
**Authorized Training Agent**

Teri Gardner 9-13-22  
 Teri Gardner 9-6-22

Effective Date 07/22/2021	Termination Date	L&I Apprenticeship Consultant Christina Chance
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Employer Name CTC Electrical Contracting, Inc.		
Address 1423 N Molter Road, Suite 813		
City Liberty Lake	State WA	Zip Code 99019
Contact Person Name Charles T Clugston	Contact Phone Number (509)630-6266	
Contact Email Charles@CTCElectricalContracting.com	Contact Fax Number Please Email	
Contractor ID Number (if applicable) WA CTCELECC852C5, ID 029022	UBI Number 603479300	
Name of Registered Apprenticeship Program Greater Spokane Electrical Training Apprenticeship		
Occupation(s) General Electrical		

The Employer understands and agrees that participation is voluntary. Failure to adhere to the requirements for apprenticeship established under RCW 49.04, Chapter 296-05 WAC, and 29 CFT Parts 29 and 30 could result in the cancelation of the employer's agreement and its ability to participate in the apprentice program.

**For the Employer**

Signature 
Printed Name Charles T. Clugston
Title President
Date 07/22/2021

**For the Apprenticeship Program**

Signature 
Printed Name Brenda Hamerow
Title TRAINING DIRECTOR
Date 07/22/2021

**For L&I Apprenticeship Use Only**

ARTS Assigned Employer ID #	Date Entered in ARTS
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# Authorized Training Agent

Teri Gardner 9-6-22  
Teri Gardner 9-13-22

Apprenticeship  
PO Box 44530  
Olympia WA 98504-4530

Effective Date 02/25/2022	Termination Date	L&I Apprenticeship Consultant Christina Chance
Employer Name All Commercial Electric LLC		
Address 15381 N Hwy 41 STE E		
City Rathdrum	State ID	Zip Code 83854
Contact Person Name Curtis Hoyt	Contact Phone Number 208-277-4270	
Contact Email	Contact Fax Number	
Contractor ID Number (if applicable) ALLCOCE872NB	UBI Number 603120894	
Name of Registered Apprenticeship Program Greater Spokane Electrical Training Apprenticeship		
Occupation(s) General Electrician		

The Employer understands and agrees that participation is voluntary. Failure to adhere to the requirements for apprenticeship established under RCW 49.04, Chapter 296-05 WAC, and 29 CFT Parts 29 and 30 could result in the cancelation of the employer's agreement and its ability to participate in the apprentice program.

**For the Employer**

Signature <i>Gregg Pratt</i>
Printed Name Gregg Pratt
Title Designated administrator
Date 02/25/2022

**For the Apprenticeship Program**

Signature <i>Brenda Hamilton</i>
Printed Name Brenda Hamilton
Title Training Director
Date 02/25/2022

**For L&I Apprenticeship Use Only**

ARTS Assigned Employer ID #	Date Entered in ARTS
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# Authorized Training Agent

Teri Gardner 9-13-22

Teri Gardner 9-6-22

Apprenticeship  
 PO Box 44530  
 Olympia WA 98504-4530

Effective Date 09/23/2021	Termination Date	L&I Apprenticeship Consultant Christina Chance
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Employer Name 20/20 Electrical Enterprises LLC		
Address 8715A N. Colton St.		
City Spokane	State WA	Zip Code 99218
Contact Person Name Matthew Patching	Contact Phone Number (509)221-0324	
Contact Email mrpatching@yahoo.com	Contact Fax Number NA	
Contractor ID Number (if applicable) 2020EEE804C6	UBI Number 604-582-520	
Name of Registered Apprenticeship Program Greater Spokane Electrical Training Apprenticeship		
Occupation(s) Electrician- general (01)		

The Employer understands and agrees that participation is voluntary. Failure to adhere to the requirements for apprenticeship established under RCW 49.04, Chapter 296-05 WAC, and 29 CFT Parts 29 and 30 could result in the cancelation of the employer's agreement and its ability to participate in the apprentice program.

### For the Employer

Signature <i>Matthew Patching</i>
Printed Name Matthew Patching
Title Owner
Date 09/23/2021

### For the Apprenticeship Program

Signature <i>Brenda Hamilton</i>
Printed Name Brenda Hamilton
Title Training Director
Date 09/23/21