

For L&I Staff Use Only

Rec'd 8.26.2022 EML R6a
L&I Apprenticeship Consultant

Teri Gardner 9-2-22
L&I Admin

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



Request for Approval of Proposed Standards

TO: Washington State Apprenticeship & Training Council
FROM: Cascade Veterinary Clinics Apprenticeship Program

Check the appropriate box:

Committee

Plant

OJT

Occupation(s)	SOC Code	Hours
Licensed Veterinary Technician	29-2056.00	6,000
Veterinary Assistant	31-9096.00	2,000

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

<input checked="" type="checkbox"/> Chair	Date May 23, 2022	<input checked="" type="checkbox"/> Secretary	Date May 23, 2022
<input type="checkbox"/> Authorized Signer			
Print Name: Zack Hambleton, DVM		Print Name: Whitney Crouch	
Signature: <i>[Signature]</i>		Signature: <i>[Signature]</i>	

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

RESET

Teri Gardner 9-2-22

Teri Gardner 9-13-22

Rec'd 9.2.22 EML R6a

Rec'd 9.13.22 EML R6a



APPRENTICESHIP PROGRAM STANDARDS
adopted by

CASCADE VETERINARY CLINICS APPRENTICESHIP PROGRAM

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
VETERINARY ASSISTANT	31-9096.00	2,000 HOURS
LICENSED VETERINARY TECHNICIAN	29-2056.00	6,000 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

CASCADE VETERINARY CLINICS APPRENTICESHIP PROGRAM

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.

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Sponsor Introductory Statement (Required):

Cascade Veterinary Clinics comprises three locally owned veterinary clinics located at 1201 Walla Walla Avenue, Wenatchee; 100 Valley Mall Parkway Suite #5, East Wenatchee; and 11777 US Highway 2, Leavenworth, Washington. Cascade Veterinary Clinics is focused on building the bond between pets and their owners by providing services such as wellness exams, orthopedic surgeries, holistic alternative medicine, emergency care, and urgent care.

One of our core values is teaching and learning. Our mantra of “Teach, Learn, and Improve” resonates at every level of the organization. Many people no longer view their pets as just pets, but treasured members of the family. There has been an increasing need through the years for Licensed Veterinary Technicians (LVTs) to help support the health and well-being of both the “fur family member” and the client.

Cascade Veterinary Clinics is positioned to recruit and train individuals who are dedicated to the health and patient care of our community’s pets. Due to our broad spectrum of services with 15 doctors and 46 veterinary clinical staff providing progressive healthcare services, we have a staff that embraces our value of teaching that exposes workers to complex and interesting cases that many clinics do not have the opportunity to see. Now more than ever with the economic uncertainty, a paid apprenticeship program allows people the opportunity to make a living without the significant hardship of student debt.

Cascade Veterinary Clinics actively recruits a culturally and economically diverse workforce that represents our region and the clients we serve. We need qualified Licensed Veterinary Technicians (LVT) to fill these roles. The Cascade Veterinary Clinics Apprenticeship Program would remove many barriers for potential apprentices by providing an exceptional education experience in both on the job and classroom activities, preparing apprentices to successfully undertake the required veterinary technician national examination and Washington state examination. The training and the passing of national and state examinations allows apprentices to advance into higher-paying careers and management positions, improving the individual’s quality of life and the communities in which they live.

The Cascade Veterinary Clinics Apprenticeship Program, (CVCAP) provides its Veterinary Assistants (VA) with an entry point into apprenticeship with an opportunity to receive career exploration, knowledge and application of skills in a real-world environment which provides family-wage careers and educational opportunities.

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

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agreement with a sponsor outside the area and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009.

The area covered by these standards shall be Chelan and Douglas Counties.

II. MINIMUM QUALIFICATIONS:

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

Veterinary Assistant:

- Age: **At least 16 years old.**
- Education: **Enrollment in, or completion of, a High School Diploma or General Equivalency. Documentation of enrollment or completion required.**
- Enrollment in, or completion of, High School Veterinary Assistant course. Documentation of enrollment or completion required.**
- Physical: **Able to perform the duties of the occupation with or without reasonable accommodations.**
- Testing: **None.**
- Other: **None.**

Licensed Veterinary Technician:

- Age: **At least 18 years old.**
- Education: **High School Diploma or a General Equivalency. Proof of completion is required. In lieu of a High School Diploma/Equivalency, proof of a two year Associate's Degree and accompanying transcripts will be accepted.**
- Physical: **Able to perform the duties of the occupation with or without reasonable accommodations.**
- Testing: **All applicants must complete the Essay Writeplacer portion of the Next Generation Accuplacer Test administered at Wenatchee Valley College at their own expense with a score of 5 – 8 or evaluation of high school or college transcripts by Wenatchee Valley College for placement into English 101. Applicant must provide testing results or**

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equivalent documentation required by Wenatchee Valley College with the completed application.

Other: **None.**

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

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedure (chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

Applicant Pool:

- 1. Employment with Cascade Veterinary Clinics is a pre-condition for qualifying for the apprenticeship program.**
- 2. The Cascade Veterinary Clinics Apprenticeship Committee recruits and registers Apprentices based on the needs of the company as indicated by the Apprenticeship Committee.**
- 3. As specified by the Committee and at a minimum of thirty (30) days in advance of receiving applications, an Apprenticeship Opportunity Announcement, (AOA), will be publicly distributed to open recruitment and application procedures to some or all of the following organizations: Washington State Apprenticeship Training Council, local high schools and community colleges, Employment Security and SkillSource employment services, Women’s Resource Center, Chelan/Douglas Community Action, and other local outreach programs.**
- 4. During the open 30 day recruitment and application period an application may be obtained electronically at <https://cascadevetclinics.com>, in person, or by mailing a written request to:**

Cascade Veterinary Clinics

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**1201 Walla Walla Avenue
Wenatchee, WA 98801
(509) 663-0793**

- 5. Every person requesting an application shall be recorded on the Applicant Log.**
- 6. Individuals receiving an application shall return the completed packet accompanied by copies of applicant's required minimum qualification documentation within the time period indicated in the AOA. Persons returning application packet outside of thirty (30) days are ineligible for consideration.**
- 7. Individuals meeting application requirements within 30 days are considered eligible for an interview by the Apprenticeship Committee. The committee will notify the applicant of the interview date, time, and location within thirty days of receiving the completed application packet.**

Interview:

- 1. Applicant interviews shall be conducted by two Apprenticeship Committee members, or their appointed representatives.**
- 2. The interview committee members shall have at hand for review: copies of each applicant's completed application and required minimum qualification documentation.**
- 3. Applicants with validated previous trade experience or related educational training may request to have previous hours applied toward their apprenticeship certification. In these instances, each new individual case would come before the Apprenticeship Committee for review and recommendation.**
- 4. After a brief introduction, the interview committee will ask questions of the applicant with the purpose of finding out as much as possible about him/her as an individual and about his/her capacity to participate in the apprenticeship program.**
- 5. Questions for the interview and for the purposes of evaluation will be on topics related to job performance such as work experience, mechanical abilities, motivation, willingness to accept direction, education, and an evaluation based on a standard of industry needs**

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6. All applicants will be asked identical questions. Answers will be recorded during the interview to produce a record for the applicant's file.
7. Each committee member will record the applicant's numeric score on a designated interview score sheet which will be kept on file. The applicant's total score will be recorded and each committee member will sign and date the score sheet. Apprentices will be selected in priority of rank order until the apprenticeship program enrollment limit is attained.
8. The Committee will determine when and how many apprentices may enter the apprenticeship program.
9. Apprentices approved by Cascade Veterinary Clinics and who meet minimum qualifications shall be informed of their obligations under the standards established for the trade. Applicants who are accepted by Cascade Veterinary Clinics shall be formally registered as a Cascade Veterinary Clinics apprentice within 30 days of their employment start date.
10. The Committee will evaluate in a non-discriminatory manner each applicant's validated prior experience and work history in order to place the applicant into the apprenticeship program at the proper wage progression step.

EXCEPTIONS:

1. Applicants with confirmed partial education requirements toward the Licensed Veterinary Technician occupation, working towards meeting appropriate education requirements, per [WAC 246-935-060](#), will have preferred entry.

B. Equal Employment Opportunity Plan:

Cascade Veterinary Clinics is committed to equal opportunities for all employees and applicants. Employees and applicants to the apprentice program will not be discriminated against by managers, supervisors, coworkers or third parties on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender identity, transgender, national origin, age, physical or mental disability, veteran status, sexual orientation, genetic information or other status protected by applicable federal, state or local laws or by corporate policy.

The Cascade Veterinary Clinics Apprenticeship Program will:

1. Promote the Cascade Veterinary Clinics Apprenticeship Program through the distribution of program information on the Cascade Veterinary Clinics'

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website at <https://cascadevetclinics.com>. Additionally, announcements will be publicly distributed to open recruitment and application procedures to some or all of the following organizations: Washington State Apprenticeship Training Council, local high schools and community colleges, Employment Security and SkillSource employment services, Women's Resource Center, Chelan/Douglas Community Action, and other local outreach programs that effectively reach minorities and women.

1. Deliver presentations designed to familiarize youth and other interested persons with apprenticeship opportunities.
2. Encourage women, minorities, veterans and persons with disabilities to meet apprenticeship minimum qualifications by connecting them with external training opportunities, classes, employers and agencies that provide support services.
3. Encourage minority and women (minority and non-minority) journey-level workers and apprentices to promote the program and serve as recruiters.
4. Participate in workshops conducted by employment service agencies, school districts, and community-based organizations to increase awareness of apprenticeship opportunities in support of general apprenticeship outreach.

C. Discrimination Complaints:

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

IV. TERM OF APPRENTICESHIP:

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

- A. The term of the Veterinary Assistant apprenticeship program will be 2,000 hours of reasonably continuous employment.
- B. The term of the Licensed Veterinary Technician apprenticeship program will be 6,000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps

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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.
 1. **The Initial Probationary Period for the Veterinary Assistant apprenticeship program is the first 400 hours of employment, or one year from registration date, whichever occurs first.**
 2. **The Initial Probationary Period for the Licensed Veterinary Technician apprenticeship program is the first 1,000 hours of employment, or one year from registration date, 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 otherwise allowed by the Revised Code of

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Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.

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

Veterinary Assistant: There shall be no more than one (1) apprentice to every one (1) journey-level worker on the same job site. Journey-level employee is defined as a Licensed Veterinary Technician (LVT) and/or Doctor of Veterinary Medicine (DVM).

Licensed Veterinary Technician: There shall be no more than one (1) apprentice to every one (1) journey-level worker on the same job site. Journey-level employee is defined as a Licensed Veterinary Technician (LVT) and/or Doctor of Veterinary Medicine (DVM).

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

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Veterinary Assistant

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1.	0 – 1,000 hours	90%
2.	1,001 – 2,000 hours	95%

Licensed Veterinary Technician

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1.	0 – 1,600 hours	80%
2.	1,601 – 3,200 hours	85%
3.	3,201 – 4,800 hours	90%
4.	4,801 – 6,000 hours	95%

No apprentice shall be paid less than minimum wage.

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.

1. All minors are prohibited from performing any and all work in active construction zones and construction sites as defined in [WAC 296-155-012](#).
2. Minors apprentices can qualify for an exemption to work in [occupations prohibited by WAC 296-125-030](#). However, employers need to apply for the exemption as laid out in the [Student Learner Exemption for Worksite Learning and Apprenticeships in Certain Hazardous Work \(ES.C.11\)](#) Limited variances may be allowed for hazardous activities including but not limited to:
 - Power-driven woodworking machines/tools
 - Power-driven metal-forming, punching and shearing machines
 - Slaughtering, meat packing, processing, or rendering
 - Power-driven paper-product machines
 - Power-driven circular saws, band saws, and guillotine shears
 - All roofing work
 - Excavations
 - Occupations involving firefighting and fire suppression duties

See [WAC 296-125-030](#) for complete rules.

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There are additional work activities restricted under separate Washington State law that also need to be included on the variance form, if applicable:

- Work that may require use of hearing protection under the DOSH Hearing Conservation Standard (i.e. at or above 85 dBA), [WAC 296-125-030\(22\)](#)
- Work that may involve exposure to bloodborne pathogens under the DOSH Bloodborne Pathogens standard, [WAC 296-125-030\(24\)](#)
- Work that may involve exposure to hazardous chemicals or substances under the DOSH Hazard Communication Standard, [WAC 296-125-030\(25\)](#)

When minors are employed as apprentices, the following rules will apply:

1. The requirement of direct and close supervision for hazardous and otherwise prohibited work is met when there is one journey-level worker working with the first apprentice/student learner on-site and at least three journeymen or experienced adults working alongside each additional apprentice/student learner.
2. [The sponsor and training agent will obtain and maintain all necessary documents, permits, variances and licenses required when employing minors.](#)
3. The sponsor and training agent will coordinate with L&I's Teen Safety Department to develop an Employer Facility Safety Checklist prior to apprentice placement.
4. Safety Training applicable to the industry/occupation will be provided to minors prior to employment placement. It shall include industry/employer approved or required safety training, and shall meet or exceed WISHA standards.
5. Personal Protective Equipment (PPE) required within the industry/occupation for tasks being performed shall be provided by the employer at no cost to the apprentice.

Veterinary Assistant

Approximate Hours/Competency Level

1. Office & Hospital Procedures, Client Relations & Communication:
Communication 70
 - a) Demonstrate an understanding of interpersonal skills and team dynamics
 - b) Demonstrate telephone etiquette (e.g. through role playing, educational resources, etc.)
 - c) Utilize appropriate interpersonal and public relations skills
 - d) Develop and provide client education in a clear and accurate manner at a level the client understands (i.e., oral and written form, including educational handouts)
2. Office & Hospital Procedures, Client Relations & Communication: Law and Ethics 70
 - a) Interact professionally with clients and fellow staff members
 - b) Demonstrate a commitment to high quality patient care
 - c) Respect and protect the confidentiality of client and patient information

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3. Office & Hospital Procedures, Client Relations & Communication:
4. Management 70
 - a) Create and maintain individual client records, vaccination certificates, and other appropriate forms
 - b) Perform basic filing of medical records, radiographs, lab reports, etc.
 - c) Manage inventory control
 - d) Maintain appropriate disposal protocols for hazardous materials
 - e) Create and maintain all appropriate facility records and logs in compliance with regulatory guidelines (e.g., radiography, surgery, anesthesia, laboratory, controlled substance)
 - f) Establish and maintain appropriate sanitation and infection control protocols for a veterinary facility, including patient and laboratory area
 - g) Schedule appointments, admit, discharge and triage according to client, patient and facility needs through phone and in-person contact
 - h) Handle daily client-based financial transactions
 - i) Recognize and respond to veterinary medical emergencies
5. Pharmacy & Pharmacology: Administration 120
 - a) Obtain Veterinary Medication Clerk license, per [WAC 246-397-030](#)
 - b) Recognize the safe and effective manner in which vaccines must be administered; recognize and explain common side effects
 - c) Demonstrate the ability to accurately record medical information
 - d) Demonstrate the ability to monitor therapeutic responses
6. Pharmacy & Pharmacology: Dispensing 120
 - a) Given a drug order, properly prepare medications for dispensing, including performing accurate calculations
 - b) Relay drug information to clients (e.g., handling, storage, administration, side-effects, drug interactions, safety, reasons for use of drug)
 - c) Demonstrate compliance with all federal and state regulatory guidelines for drug purchase, storage, administration, withdrawal, dispensing, disposal, and inventory control (e.g., biologics and therapeutic agents, pesticides, and hazardous wastes)
7. Nursing: Patient Assessment..... 120
 - a) Recognize common domestic animal species and breeds
 - b) Describe and use common animal identification methods
 - c) Recognize and assess body language and behaviors (including pain assessment scales) for various animal species
 - d) Demonstrate effective and appropriate humane restraint techniques to include efforts to reduce stress during handling for various animal species
 - e) Obtain a thorough patient history
 - f) Demonstrate the ability to obtain objective patient data
 - g) Prepare diagnostic specimens for shipment
 - h) Properly collect (where allowable per [WAC 246-935-050](#)) diagnostic specimens for analysis (ex: urine, blood, feces, specimens for cytology)

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8. **Nursing: Patient Care**..... 260
 - a) **Environmental conditions: implement sanitation procedures for animal holding and housing areas**
 - b) **Grooming**
 - c) **Perform microchip scanning and implantation**
 - d) **Administer enteral medications**
 - e) **Administer topical medications**
 - f) **Demonstrate understanding of nursing care of newborns**
 - g) **Administer enemas**
 - h) **Fluid therapy**
 - i) **Develop understanding of wound management and abscess care**
 - j) **Perform physical therapy**
 - k) **Apply established emergency protocols (simulation acceptable)**
 - l) **Perform dental cleanings (no extractions)**
 - m) **Understand client education regarding home care**

9. **Anesthesia: Equipment /Facility Management** 20
 - a) **Maintain and operate anesthetic delivery and monitoring equipment**

10. **Anesthesia: Patient Management** 200
 - a) **Record and maintain anesthesia records**
 - b) **Calculate dosages of appropriate anesthetic-related drugs**
 - c) **Utilize clinical signs and appropriate equipment to monitor patient status during anesthetic procedures (e.g., esophageal stethoscope, blood pressure monitor, capnometer, electrocardiogram, pulse oximeter)**
 - d) **Evaluate patient and implement pain management protocols as directed**
 - e) **Recognize and respond appropriately to patients in compromised states**
 - f) **Perform basic CPR**

11. **Surgical Nursing: Patient Management** 180
 - a) **Properly identify patients and surgical procedures**
 - b) **Patient assessment**
 - c) **Palpate the urinary bladder and express it if needed**
 - d) **Prepare surgical site using appropriate aseptic techniques**
 - e) **Position patient for common procedures**
 - f) **Provide surgical assistance**
 - g) **Coordinate pain management with the anesthesia/surgical team**
 - h) **Provide post-operative care**

12. **Surgical Nursing: Procedural Management**..... 140
 - a) **Prepare surgical instruments and supplies**
 - b) **Prepare gowns, masks, gloves, and drapes**
 - c) **Operate and maintain autoclaves**
 - d) **Sterilize instruments and supplies using appropriate methods**
 - e) **Perform pre-surgical set-up**

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- f) Identify and know proper use for instruments
 - g) Identify common suture materials, types, and sizes
 - h) Provide operating room sanitation and care
 - i) Maintain proper operating room conduct and asepsis
 - j) Perform post-surgical clean-up (e.g., equipment, instruments, room, proper disposal of hazardous medical waste)
13. Surgical Nursing: Surgical Nursing 180
- a) Participate in surgeries in these categories: ovariohysterectomy - dog, cat; orchietomy - dog, cat and other common species
14. Laboratory Procedures: Specimen Management 140
- a) Select and maintain laboratory equipment
 - b) Implement quality control measures
 - c) Understand how to ensure safety of patients, clients, and staff in the collection and handling of samples
 - d) Prepare, label, package, and store specimens for laboratory analysis
15. Imaging 180
- a) Appropriately label, file, and store images
 - b) Implement and observe recommended radiation safety measures
 - c) Implement radiographic quality control measures
 - d) Properly utilize radiographic technique charts
 - e) Position live animals and produce diagnostic radiographic images (dogs, cats, horses/ponies/donkeys/mules, and birds)
 - f) Position live animals or intubated non-preserved specimens, and utilize dental radiographic equipment to produce diagnostic intra-oral full mouth dental radiographic images (dog or cat)
 - g) Perform radiographic contrast studies — GI series
 - h) Perform on a sedated canine radiographic techniques utilized in screening for canine hip dysplasia
 - i) Demonstrate proper maintenance of radiographic equipment, including recognition of faulty equipment operation
 - j) Use and care of ultrasonography equipment
 - k) Use and care of endoscopic equipment
16. Avian, Exotic & Small Mammal Procedures 130
- e) Recognize, understand, and perform restraint techniques of birds, reptiles, amphibians, and ferrets
 - f) Demonstrate the ability to perform a physical exam and accurately record results: birds, reptiles, amphibians, and ferrets
 - g) Perform nail trim (bird, exotic, small mammal)
 - h) Perform injections using appropriate sites
 - i) Perform oral dosing
 - j) Administer drugs or medicaments using appropriate sites and routes
 - k) Understand appropriate sites for intravenous catheter placement

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- l) Understand tube feeding in birds**
- m) Perform laboratory procedures**
- n) Anesthetize birds and exotic animals**
- o) Recognize normal and abnormal behavior patterns**
- p) Explain inadvisability of keeping wildlife as pets**
- q) Collect blood samples**

Total Hours/# of Competency Levels:2000

Licensed Veterinary Technician Approximate Hours/Competency Level

- 1. Office & Hospital Procedures, Client Relations & Communication:**
 - Communication 180**
 - a) Demonstrate an understanding of interpersonal skills and team dynamics**
 - b) Demonstrate telephone etiquette (e.g. through role playing, educational resources, etc.)**
 - c) Utilize appropriate interpersonal and public relations skills**
 - d) Develop and provide client education in a clear and accurate manner at a level the client understands (i.e., oral and written form, including educational handouts)**
 - e) Apply crisis intervention/grief management skills with clients**

- 2. Office & Hospital Procedures, Client Relations & Communication: Law and Ethics 180**
 - a) Interact professionally with clients and fellow staff members**
 - b) Demonstrate a commitment to high quality patient care**
 - c) Respect and protect the confidentiality of client and patient information**

- 3. Office & Hospital Procedures, Client Relations & Communication: Management180**
 - a) Create and maintain individual client records, vaccination certificates, and other appropriate forms**
 - b) Perform basic filing of medical records, radiographs, lab reports, etc.**
 - c) Manage inventory control**
 - d) Maintain appropriate disposal protocols for hazardous materials**
 - e) Create and maintain all appropriate facility records and logs in compliance with regulatory guidelines (e.g., radiography, surgery, anesthesia, laboratory, controlled substance)**
 - f) Establish and maintain appropriate sanitation and infection control protocols for a veterinary facility, including patient and laboratory area**
 - g) Schedule appointments, admit, discharge and triage according to client, patient and facility needs through phone and in-person contact**
 - h) Handle daily client-based financial transactions**
 - i) Recognize and respond to veterinary medical emergencies**

- 4. Pharmacy & Pharmacology: Administration 280**
 - a) Read and follow veterinarian's pharmacy orders**

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- b) **Recognize the safe and effective manner in which vaccines must be administered; recognize and explain common side effects**
 - c) **Demonstrate the ability to accurately record medical information**
 - d) **Demonstrate the ability to monitor therapeutic responses**
 - e) **Safely and effectively administer drugs by common parenteral and enteral routes; explain appropriate routes and methods and when used**
5. **Pharmacy & Pharmacology: Dispensing** 360
- a) **Given a drug order, properly prepare medications for dispensing, including performing accurate calculations**
 - b) **Relay drug information to clients (e.g., handling, storage, administration, side-effects, drug interactions, safety, reasons for use of drug)**
 - c) **Demonstrate compliance with all federal and state regulatory guidelines for drug purchase, storage, administration, withdrawal, dispensing, disposal, and inventory control (e.g., biologics and therapeutic agents, pesticides, and hazardous wastes)**
6. **Nursing: Patient Assessment**..... 380
- a) **Recognize common domestic animal species and breeds**
 - b) **Describe and use common animal identification methods**
 - c) **Recognize and assess body language and behaviors (including pain assessment scales) for various animal species**
 - d) **Demonstrate effective and appropriate humane restraint techniques to include efforts to reduce stress during handling for various animal species**
 - e) **Obtain a thorough patient history**
 - f) **Demonstrate the ability to obtain objective patient data**
 - g) **Prepare diagnostic specimens for shipment**
 - h) **Properly collect diagnostic specimens for analysis (ex: urine, blood, feces, specimens for cytology)**
7. **Nursing: Patient Care**..... 380
- a) **Environmental conditions: implement sanitation procedures for animal holding and housing areas**
 - b) **Grooming**
 - c) **Perform microchip scanning and implantation**
 - d) **Administer parenteral medications**
 - e) **Administer enteral medications**
 - f) **Administer topical medications (including ophthalmic)**
 - g) **Demonstrate understanding of nursing care of newborns**
 - h) **Administer enemas**
 - i) **Collect/evaluate skin scrapings**
 - j) **Fluid therapy**
 - k) **Develop understanding of wound management and abscess care**
 - l) **Perform physical therapy**
 - m) **Perform ocular diagnostic tests (including tonometry, fluorescein staining and Schirmer tear test)**
 - n) **Gastric intubation (dog or cat)**

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- o) Apply and remove bandages and splints
 - p) Remove casts
 - q) Perform critical care
 - r) Apply established emergency protocols (simulation acceptable)
 - s) Perform Comprehensive Oral Health Assessment and Treatment (COHAT) (scaling and polishing) (manual and machine)
 - t) Understand client education regarding home care
8. Anesthesia: Equipment /Facility Management 360
- a) Maintain and operate anesthetic delivery and monitoring equipment
9. Anesthesia: Patient Management 600
- a) Record and maintain anesthesia records
 - b) Calculate dosages of appropriate anesthetic-related drugs
 - c) Administer anesthetic-related drugs (injection, endotracheal tube, mask)
 - d) Place endotracheal tubes in patients
 - e) Utilize clinical signs and appropriate equipment to monitor patient status during anesthetic procedures (e.g., esophageal stethoscope, blood pressure monitor, capnometer, electrocardiogram, pulse oximeter)
 - f) Evaluate patient and implement pain management protocols as directed
 - g) Recognize and respond appropriately to patients in compromised states
 - h) Perform appropriate resuscitation procedures as needed (e.g., calculate and administer appropriate anesthetic antagonists and emergency drugs as directed)
 - i) Complete controlled substance log (does not need to be official controlled substance log; mock logs may be utilized)
10. Surgical Nursing: Patient Management 480
- a) Properly identify patients and surgical procedures
 - b) Patient assessment
 - c) Palpate the urinary bladder and express it if needed
 - d) Prepare surgical site using appropriate aseptic techniques
 - e) Position patient for common procedures
 - f) Provide surgical assistance
 - g) Coordinate pain management with the anesthesia/surgical team
 - h) Provide post-operative care
11. Surgical Nursing: Procedural Management..... 380
- a) Prepare surgical instruments and supplies
 - b) Prepare gowns, masks, gloves, and drapes
 - c) Operate and maintain autoclaves
 - d) Sterilize instruments and supplies using appropriate methods
 - e) Perform pre-surgical set-up
 - f) Identify and know proper use for instruments
 - g) Identify common suture materials, types, and sizes
 - h) Provide operating room sanitation and care
 - i) Maintain proper operating room conduct and asepsis

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- j) Perform post-surgical clean-up (e.g., equipment, instruments, room, proper disposal of hazardous medical waste)
12. Surgical Nursing: Surgical Nursing 480
- a) Participate in surgeries in these categories: ovariohysterectomy - dog, cat; orchiectomy - dog, cat and other common species
13. Laboratory Procedures: Specimen Analysis 480
- a) Perform urinalysis
 - b) Perform CBC to include hemoglobin; packed cell volume; total protein; white cell count; red cell count
 - c) Perform blood chemistry tests (BUN, glucose, common enzymes)
 - d) Perform serologic test (ELISA, slide/card agglutinations)
 - e) Perform parasitologic procedures for external parasites and identify: mites; lice; ticks; fleas; flies
 - f) Perform diagnostics procedures for parasites
 - g) Identify common parasitic forms
 - h) Perform cytologic evaluation
 - i) Perform microscopic exam of blood film
 - j) Calculate hematologic indices
 - k) Perform coagulation tests
 - l) Identify blood parasites
 - m) Perform necropsy procedures
14. Laboratory Procedures: Specimen Management 400
- e) Select and maintain laboratory equipment
 - f) Implement quality control measures
 - g) Understand how to ensure safety of patients, clients, and staff in the collection and handling of samples
 - h) Prepare, label, package, and store specimens for laboratory analysis
15. Imaging 480
- l) Appropriately label, file, and store images
 - m) Implement and observe recommended radiation safety measures
 - n) Implement radiographic quality control measures
 - o) Properly utilize radiographic technique charts
 - p) Position live animals and produce diagnostic radiographic images (dogs, cats, horses/ponies/donkeys/mules, and birds)
 - q) Position live animals or intubated non-preserved specimens, and utilize dental radiographic equipment to produce diagnostic intra-oral full mouth dental radiographic images (dog or cat)
 - r) Perform radiographic contrast studies — GI series
 - s) Perform on a sedated canine radiographic techniques utilized in screening for canine hip dysplasia
 - t) Demonstrate proper maintenance of radiographic equipment, including recognition of faulty equipment operation

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- u) Use and care of ultrasonography equipment
- v) Use and care of endoscopic equipment

16. Avian, Exotic & Small Mammal Procedures 400
- a) Recognize, understand, and perform restraint techniques of birds, reptiles, amphibians, and ferrets
 - b) Demonstrate the ability to perform a physical exam and accurately record results: birds, reptiles, amphibians, and ferrets
 - c) Perform nail trim (bird, exotic, small mammal)
 - d) Perform injections using appropriate sites
 - e) Perform oral dosing
 - f) Administer drugs or medicaments using appropriate sites and routes
 - g) Understand appropriate sites for intravenous catheter placement
 - h) Understand tube feeding in birds
 - i) Perform laboratory procedures
 - j) Anesthetize birds and exotic animals
 - k) Recognize normal and abnormal behavior patterns
 - l) Explain inadvisability of keeping wildlife as pets
 - m) Collect blood samples

Total Hours/# of Competency Levels: 6000

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

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Sponsor approved training seminars as approved by the Committee (specify)

Sponsor approved online or distance learning courses: (specify) as approved by the Committee:

Veterinary Assistant: Cascade Veterinary Clinics Apprenticeship Program web-based curriculum pursuant to [WAC 246-935-050](#) Animal Health Care Tasks.

Licensed Veterinary Technician: Cascade Veterinary Clinics Apprenticeship Program web-based curriculum pursuant to American Veterinary Medical Association Veterinary Technology Student Essential and Recommended Skills List (Appendix H) and pursuant to [WAC 246-935-050](#) Animal Health Care Tasks.

State Community/Technical college – **Wenatchee Valley College**

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Veterinary Assistant: Cascade Veterinary Clinics Apprenticeship Program lab- and classroom-based curriculum pursuant to [WAC 246-935-050](#) Animal Health Care Tasks.

Licensed Veterinary Technician: Cascade Veterinary Clinics Apprenticeship Program lab- and classroom-based curriculum pursuant to American Veterinary Medical Association Veterinary Technology Student Essential and Recommended Skills List (Appendix H) and pursuant to [WAC 246-935-050](#) Animal Health Care Tasks.

Other (specify):

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: (insert month) through (insert month).

Two-thousand hours of on the job training.

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

C. Additional Information:

1. Total required RSI for the Veterinary Assistant apprenticeship program is 150 hours as follows:

- **Wenatchee Valley College - 100 hours**

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- Cascade Veterinary Clinics provided classroom/online self-study – 50 hours.
2. Total required RSI for the Licensed Veterinary Technician apprenticeship program is 766 hours as follows:
 - Wenatchee Valley College - 200 hours
 - Cascade Veterinary Clinics lab – 200 hours
 - Cascade Veterinary Clinics provided classroom/online self-study – 366 hours.
 3. Instructors will be qualified as a Licensed Veterinary Technician (LVT) and/or Doctor of Veterinary Medicine (DVM).
 4. Apprentices that are granted credit for prior learning or experience may be excused from attending specific portions of RSI training at the discretion of the Committee. Apprentices seeking credit for prior learning must demonstrate the same knowledge, skill and abilities as apprentices who have completed the portion(s) of RSI for which credit is requested by Committee evaluation of high school and college transcripts.
 5. In the event an apprentice has completed all of their required RSI, but has less than the required OJT, the apprentice will not be required to attend further classes unless directed by the Committee.
 6. Licensed Veterinary Technician apprenticeship completion will require successful completion of the Veterinary Technician National Examination as required by the Washington State Veterinary Board of Governors per [WAC 246-935-070](#).

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

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

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

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3. Sponsor Procedures:

- a. **The Training Coordinator oversees the day-to-day operations of the program under the auspices of Cascade Veterinary Clinics.**
- b. **All apprentices must be released from “on-the-job” commitments to attend scheduled Related Supplemental Instruction (RSI).**
- c. **Apprentices may submit a written request for administrative suspension, (voluntary leave), with the approval of the Committee.**
- d. **If Cascade Veterinary Clinics terminates the employment of an apprentice due to acquisition, ceasing operations, layoff or other valid circumstance through no fault of the apprentice, Cascade Veterinary Clinics will make every reasonable effort to assist the apprentice seeking employment with another veterinary clinic.**
- e. **The Committee will review all apprentices in suspended status on at least a semi-annual basis. Apprentices who have been in a suspended status for at least six (6) months, and have not requested a return to active status, or been in communication with Training Coordinator or apprenticeship staff, will be called before the Committee, which may result in an extension of the suspension or cancellation of the apprenticeship agreement.**
- f. **Apprentices who have been cancelled in the past by the Committee are eligible to re-apply after a period of at least 12 months.**
- g. **Apprentices are expected to average forty (40) hours per week, excluding holidays, personal time off, and unpaid leave. RSI may be held during work hours but will not count as OJT hours.**
- h. **It is the apprentice’s responsibility to keep his or her current address and contact information on file with Cascade Veterinary Clinics.**
- i. **Credit for Previous Experience (OJT Only): The intent of granting credit is to align the apprentice’s status with the level at which they are performing:**
 - i. **An apprentice who has previous industry-related work experience may request credit for previous experience.**
 - ii. **An apprentice must accrue a minimum of 1,000 OJT hours within the first 6 months of the apprenticeship before the validated credit can be credited.**
 - iii. **The Committee may grant credit for successful completion of the skills requirements of OJT hours. Requests for credit shall state that the apprentice’s performance exceeds their experience level (mastery**

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- of skill) and Cascade Veterinary Clinics agrees to pay the apprentice at the corresponding step and wage progression.
- iv. **The decision of whether to grant the apprentice Credit for Previous Experience, and at what step, will be made in a fair and equitable manner by the Committee.**
- j. **Credit for Previous Education/Challenge of Curriculum (RSI Only):**
- i. **An apprentice who has previous industry-related education may request credit for previous education and/or challenge RSI curriculum.**
 - ii. **Apprentices are responsible for any associated fees for credit granted for previous education to include tuition fees for credit. Apprentices are responsible for any associated fees for challenging RSI curriculum to include but not limited to cost to proctor exam and associated tuition fees. Cascade Veterinary Clinics, at its sole discretion and consistent with its tuition reimbursement policy, may reimburse apprentices for any associated fees for credit granted for previous education to include tuition fees for credit. Cascade Veterinary Clinics may provide resources for support services.**
 - iii. **To be considered for credit for previous education, apprentices must have successfully completed post-secondary level class(es) in the related subject within the previous five (5) years and have a passing grade of 80% or higher.**
 - iv. **Only scores 85% or higher on the challenge RSI exam will be considered for program credit.**
 - v. **The decision of whether to grant the apprentice credit for previous education will be made in a fair and equitable manner by the Committee.**
- k. **Related/Supplemental Instruction:**
- i. **Apprentices who violate any Cascade Veterinary Clinics or school safety and health policies, engage in behavior that disrupts related instruction, or use of alcohol or drugs during RSI, may be removed from class and will be reported as soon as possible to the Training Coordinator or designee. The Training Coordinator or designee will attempt to either resolve the issue immediately or refer the issue to the Committee.**
 - ii. **Apprentices may request an excused absence by contacting both the Training Coordinator and their instructor in advance. Excused absences require the approval of the Training Coordinator.**
 - iii. **Excused absences require class time to be made up at a rate of one (1) hour for every one (1) hour missed plus one of the following:**
 1. **A note from the apprentice's physician indicating that an illness/injury is preventing them from attending school.**
 2. **Proof of death of immediate family member.**

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- 3. Special circumstances will be reviewed by the Training Coordinator and referred to the Committee at the discretion of the Training Coordinator.**
- iv. Unexcused absences, Tardiness and Failure of classes covered in Section X.B.3 Disciplinary Procedures.**

I. Hours Reporting:

- i. The apprentice must track and keep record of on the job work progress hours as outlined in these Standards of Apprenticeship. Access to work progress reports will be made available to each apprentice by Cascade Veterinary Clinics at the start of their apprenticeship.**
- ii. The apprentice is responsible for ensuring their assigned journey level mentor, or direct supervisor signs the monthly evaluation of progress and verifies the work progress report.**
- iii. The apprentice shall submit the monthly work progress record to the Training Coordinator prior to the tenth (10th) day of the following month by:**
 - 1. An online hours tracking system,**
 - 2. Emailing a copy of the signed work progress record, or**
 - 3. Delivering by mail or in person a copy directly to the Training Coordinator.**
- iv. Vacation hours do not count toward hours required to complete the program.**
- v. Apprentice must maintain employment with Cascade Veterinary Clinics to remain active in the apprenticeship program.**
- vi. Apprentices, who have been separated from Cascade Veterinary Clinics, may complete the RSI quarter they are currently enrolled in and receive credit towards completion of that portion of the RSI, provided they pass the class.**
- vii. An Apprentice must pay for and obtain and provide Cascade Veterinary Clinics a copy of the Department of Health license or certification before he/she will be issued the Washington State Journey level Certification of Completion, per [WAC 246-935-070](#).**

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.

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- 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. **Disciplinary concerns may first be resolved by the Training Coordinator. The Training Coordinator must refer unresolved disciplinary problems to the Committee for action.**
 - b. **Satisfactory progress must be maintained in related training classes. An apprentice may be disciplined, suspended, or cancelled for the following:**
 - i. **Not maintaining a 75% grade.**
 - ii. **Missing more than eight (8) hours of class per quarter (excused, if time is not made up, or unexcused).**
 - iii. **Being more than one (1) month tardy in turning in work progress records.**
 - c. **Unexcused Absences:**
 - i. **The apprentice must notify the Coordinator about all absences.**
 - ii. **Absences require class time to be made up at the rate of (1) hour for every one (1) hour missed.**
 - iii. **A Licensed Veterinary Technician apprentice may have no more than eight hours of unexcused absences in an academic year. A Veterinary Assistant may have no more than five hours of unexcused absences in**

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an academic year). The Apprentice must make up unexcused absences per academic year.

- d. For tardiness, or leaving early a grace period of up to one (1) hour per course will be allowed with a maximum accumulation of three (3) hours per academic year, to be made up hour for hour. Time missed beyond the three (3) hours per academic year will treated as an unexcused absence.
- e. Failure of Classes:
 - i. Apprentices must pass each class with a grade equivalent to at least 75%.
 - ii. Apprentice who fail to receive the minimum score in any quarter must arrange, within one (1) week of receiving the failing grade, to meet with the Training Coordinator or designee to plan for a makeup class. The plan will establish the conditions whereby the apprentice will make up the failed classes within a predetermined period of time, not to exceed one year.
- f. Behavior problems while participating in RSI will be dealt with in a three-step process. First a documented verbal warning, then a written warning, and finally a mandatory appearance before the Committee. An apprentice may be called before the Committee to be disciplined, suspended, or canceled for inappropriate behavior or refusing to correct behavior problem in class. This may include, but is not limited to, being suspended from participating in RSI.
- g. The apprentice must follow the behavioral standards of the educational institution where they are registered to take RSI classes. The apprentice may be subject to the disciplinary procedures of the educational institution for violating the institution's behavior rules and standards.
- h. Cascade Veterinary Clinics has a zero tolerance drug policy. If an apprentice is found to be using, distributing or possessing controlled substances or alcohol on campus, they will be immediately removed from class and will be required to appear before the Committee for possible disciplinary action which may include suspension or cancelation of the apprenticeship agreement. Apprentices shall comply with applicable Federal, State, and Local regulations with respect to drugs, alcohol and intoxicants during their work and training. Violations or violators of applicable regulations or the Drug Policy will be required to appear before the Committee for possible disciplinary action which may include suspension or cancelation of the apprenticeship agreement.
- i. Apprentice notification to appear before the Committee will be sent at least twenty (20) days prior to the hearing and will contain the alleged charges and

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Standards section(s) violated, and a range of penalties, which may be imposed.

- i. If an apprentice fails to appear before the Committee when notified, the Committee may discipline the apprentice in their absence, which may include suspension or cancellation of the apprenticeship agreement.**
- ii. During disciplinary probation or suspension, the following sanctions may include but are not limited to:**
 - 1. Hours worked may not apply towards the term of apprenticeship, and/or**
 - 2. Step advancement may be withheld until the period of disciplinary probation or suspension is complete.**

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

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

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- the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.
 3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
 4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
 5. The WSATC will conduct an informal hearing to consider the request for review.
 6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

The following is an overview of the requirements associated with administering an apprenticeship program. These provisions are to be used with the corresponding RCW and/or WAC. The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. The sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-009): (Not applicable for Plant Programs)

Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

B. Program Operations

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon 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:

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

Or;

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

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

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

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

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- 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.
 4. **The program sponsor will adhere to the Washington State Veterinary Board of Governor's determination to support Registered Apprenticeship approval in accordance with [WAC 246-935-060](#).**

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.
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

CASCADE VETERINARY CLINICS APPRENTICESHIP PROGRAM

program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

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

CASCADE VETERINARY CLINICS APPRENTICESHIP PROGRAM

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: **51%**
- b. Program type administered by the committee: **Individual Non Joint**
- c. The employer representatives shall be:

**Zack Hambleton, DVM &
Chairman
Cascade Veterinary Clinics
1201 Walla Walla Avenue
Wenatchee, WA 98801**

**Colin Bonnett, DVM
Cascade Veterinary Clinics
1201 Walla Walla Avenue
Wenatchee, WA 98801**

**Stephen Hines, DVM, PhD,
DACVP, Professor Emeritus
Washington State University
College of Veterinary Medicine
406 Sand Rd
Pullman, WA 99163**

**Karly Murray
Apprenticeship Program
Coordinator
1201 Walla Walla Avenue
Wenatchee, WA 98801**

- d. The employee representatives shall be:

**Whitney Crouch, LVT &
Secretary
Cascade Veterinary Clinics
1201 Walla Walla Avenue
Wenatchee, WA 98801**

**Dakota Elric, Veterinary
Assistant
Cascade Veterinary Clinics
1202 Walla Walla Avenue
Wenatchee, WA 98801**

**Cassie Toll-Harris, Veterinary
Assistant
Cascade Veterinary Clinics
1201 Walla Walla Avenue
Wenatchee, WA 98801**

**Shiann Kane, LVT
Cascade Veterinary Clinics
1201 Walla Walla Avenue
Wenatchee, WA 98801**

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.

CASCADE VETERINARY CLINICS APPRENTICESHIP PROGRAM

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.

Karly Murray
Apprenticeship Program Coordinator
Cascade Veterinary Clinics
1201 Walla Walla Ave
Wenatchee, WA 98801

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L&I Apprenticeship Consultant

Teri Gardner 9-2-22
L&I Admin

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



Journey Level Wage Rate
From which apprentices' wage rates are computed

TO: Washington State Apprenticeship & Training Council

FROM: Cascade Veterinary Clinics Apprenticeship Program

Occupation:	County(ies):	Journey Level Wage Rate:	Effective Date:
Licensed Veterinary Technician	Chelan County Douglas County	\$ 25.00	August 1st, 2022
Veterinary Assistant	Chelan County Douglas County	\$ 19.50	August 1st, 2022
		\$	
		\$	

Sponsors must submit the journey-level wage at least annually or whenever changed to the Department.

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

<input checked="" type="checkbox"/> Chair	Date <u>8/23/2022</u>	<input checked="" type="checkbox"/> Secretary	Date <u>8/17/2022</u>
<input type="checkbox"/> Authorized Signer			
Print Name: Zack Hambleton, DVM	Print Name: Whitney Crouch		
Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i>		

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L&I Apprenticeship Consultant

Teri Gardner 9-2-22

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
Cascade Veterinary Clinics Apprenticeship Program

Committee Representative Name
Colin Bonnett

Committee Representative Signature
Colin Bonnett

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)
Owner / Veterinarian	Cascade Veterinary Clinics	05/11	Present

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification Awarded
Washington State University	05/09	Veterinary Medicine	DVM
Montana State University	05/05	Immunology	MS
Montana State University	05/99	Science	BS

Other Technical Certifications or Licenses Held

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Teri Gardner 9-2-22
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Department of Labor and Industries
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Apprenticeship Committee Representative Qualifications

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Name of Program
Cascade Veterinary Clinics Apprenticeship Program

Committee Representative Name
Whitney Crouch

Committee Representative Signature
Whitney Crouch

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)
Licensed Veterinary Technician	Cascade Veterinary Clinics	07/17	Present
Licensed Veterinary Technician	Knight Veterinary Clinic	10/14	06/17
Licensed Veterinary Technician	Reber Ranch Veterinary Clinic	9/13	9/14
Licensed Veterinary Technician	Value Pet Clinic	09/12	9/13

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification Awarded
Yakima Valley College	06/12	Veterinary Technology	AAS Vet. Technology
Wenatchee Valley College	06/10		AA

Other Technical Certifications or Licenses Held

AT60285249 Veterinary Technician License

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Teri Gardner 9-2-22
L&I Admin

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Apprenticeship Committee Representative Qualifications

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Name of Program Cascade Veterinary Clinics Apprenticeship Program
--

Committee Representative Name Dakota Elric	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)
Doctors Aide	Cascade Veterinary Clinics	02/2017	Present
Assistant	Countryside Veterinary Clinic	06/2014	02/2017

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Wenatchee High School	06/2014		

Other Technical Certifications or Licenses Held

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Apprenticeship Committee Representative Qualifications

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Name of Program
Cascade Veterinary Clinics Apprenticeship Program

Committee Representative Name
Zachary Hambleton

Committee Representative Signature
Z Hambleton

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)
Owner / Veterinarian	Cascade Veterinary Clinics	06/09	Present

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification Awarded
Washington State University	05/09	Veterinary Medicine	DVM
Western Washington University	06/04	Zoology	BS

Other Technical Certifications or Licenses Held

RESET

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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
Cascade Veterinary Clinics Apprenticeship Program (CVCAP)

Committee Representative Name
Steve Hines, DVM, PhD *Stephen Hines* Committee Representative Signature
[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)
Professor Emeritus	Washington State University (WSU)	08/21	present
Professor, Assoc. Prof., Asst. Prof	WSU College of Veterinary Medicine	10/89	8/21
Berger Keatts Distinguished Prof.	WSU College of Veterinary Medicine	01/06	08/21
Assoc. Dean Teaching & Learning	WSU College of Veterinary Medicine	07/10	9/18
Founding Director	WSU CVM Teaching Academy	07/10	8/21

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification Awarded
Univ. Florida, College of Medicine	07/89	Immunology & Infect. Dis.	PhD
Residency, UF Col. Vet. Med.	8/85	Veterinary Pathology	Diplomate, ACVP
Ohio State University	06/81	Veterinary Medicine	DVM
Miami University, Ohio	05/77	Zoology & Chemistry	BA

Other Technical Certifications or Licenses Held

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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
Cascade Veterinary Clinics Apprenticeship Program

Committee Representative Name
Shiann Kane

Committee Representative Signature
Shiann Kane

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)
Licensed Veterinary Technician	Cascade Veterinary Clinics	06/2019	Present

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Yakima Valley College	06/2019	Veterinary Technology	AAS, LVT

Other Technical Certifications or Licenses Held

AT60952006 Veterinary Technician License

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Teri Gardner 9-2-22
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
Cascade Veterinary Clinics Apprenticeship Program

Committee Representative Name: Karly Murray
Committee Representative Signature: *[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)
Apprenticeship Program Coordinator	Cascade Veterinary Clinics	06/22	Present
Program Support Supervisor	Washington State University	07/20	06/21
Veterinary Assistant	Alpine Animal Hospital	04/19	07/20

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Purdue University Global	11/22	Industrial Organizational Psychology	Master's of Science
Gonzaga University	05/18	Psychology	Bachelor's of Arts

Other Technical Certifications or Licenses Held

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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
Cascade Veterinary Clinics Apprenticeship Program

Committee Representative Name
Cassie Toll-Harris

Committee Representative Signature
Cassie Toll-Harris

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)
Doctor ' s Aide	Cascade Veterinary Clinics	06/19	Present
Veterinary Assistant	Paws and Claws	11/16	11/19
Veterinary Assistant	Eastmont Animal Clinic	09/15	10/16

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification Awarded
Wenatchee Valley College	06/01	Science	AAS

Other Technical Certifications or Licenses Held

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Apprenticeship Related/Supplemental Instruction (RSI) Plan Review


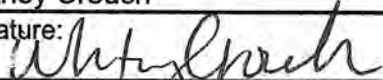
Program Name Cascade Veterinary Clinics Apprenticeship Program	
Occupation Licensed Veterinary Technician (LVT)	
Term/OJT Hours 6,000 hours	Total RSI Hours 766
Training Provider Wenatchee Valley College, Cascade Veterinary Clinics	

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 checked="" type="checkbox"/> Chair <input type="checkbox"/> Authorized Signer	Date: 8/29/22	<input checked="" type="checkbox"/> Secretary	Date: 8/29/22
Print Name: Zack Hambleton, DVM		Print Name: Whitney Crouch	
Signature: 		Signature: 	

Training Provider Signature

Approved By (Print Name): Julie M Helligso	Title: Executive Director, ^{Cascade} Veterinary Clinics
Signature of the Training Provider: 	
Date: Aug 29, 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 Name Cascade Veterinary Clinics Apprenticeship Program	Occupational Objective Licensed Veterinary Technician
---	--

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: English 101 (Year 1)	Planned Hours: 50
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: Wenatchee Valley College	
Description of element/course: Develops college-level reading, writing and critical thinking abilities. Develops writing skills by focusing on strategies and techniques to develop, organize and articulate ideas effectively, including the use of documented source material. Emphasizes writing process. Students must earn a minimum grade of "C" (2.0) or better in this course to progress to a 200-level composition course. Prerequisites: appropriate assessment scores in language usage and reading or a grade of "C" or higher in ENGL 097 or a grade of "B-" or higher in ABE 019 or a grade of "B" or higher in the Bridge-to-College English Language Arts course or a grade of "3" or higher on the Smarter Balanced exam. Keyboard/word-processing skills recommended.	

Element/Course: Biology 100 (Year 1)	Planned Hours: 50
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: Wenatchee Valley College	
Description of element/course: Covers the basic biological principles and processes for the non-science major. Includes a basic survey of cell biology, inheritance, reproduction, genetics, classification, evolution, ecology and principles of living systems. Includes laboratory.	

Element/Course: Introduction to Veterinary Technology (Year 1)	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This course will review the responsibilities and activities of Veterinary Technicians in the areas of animal health, medical ethics, legal boundaries of veterinary team members, communication with clients, and effective membership in the veterinary medical team.	

Element/Course: Veterinary Anatomy and Physiology (Year 1)	Planned Hours: 30
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: Cascade Veterinary Clinics	
Description of element/course: This course is a systems approach to animal anatomy and physiology, with emphasis on practical function and application. Comparative anatomy and physiology of common species will be presented.	

Element/Course: Veterinary Medical Terminology (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 checked="" type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This course will provide a systems approach to understanding the basic foundation of the language of veterinary medicine. Students will learn to recognize, understand, and use common components of terms, allowing dissection of words for comprehension and structuring of words for use.	

Element/Course: Animal Care Lab I (Year 1)	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This is the first Veterinary Technology lab course in animal care, including restraint, feeding and physical examination of animals, and cleanliness of the kennel facility. Protocols follow guidelines and requirements specified by veterinarians and regulatory agencies.	

Element/Course: Veterinary Clinical Practices (Year 1)	Planned Hours: 10
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: Cascade Veterinary Clinics	
Description of element/course: This course is the initial theoretical course for veterinary technician nursing skills. The course includes basic animal behavior and restraint, physical examination techniques, basic and therapeutic grooming, bandaging and wound care, and guidelines for medical records.	

Element/Course: Veterinary Safety and OSHA (Year 1)	Planned Hours: 10
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: Cascade Veterinary Clinics	
Description of element/course: The components of an effective safety management program will be explored in accordance with state and federal employee safety regulations relating to veterinary medicine.	

Element/Course: Small Animal Nutrition I (Year 1)	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This course is an introductory course for students accepted in the Veterinary Technology program providing identification and function of nutrients, understanding pet food labels, and applications for wellness and life stage for dogs and cats.	

Element/Course: Veterinary Hematology (Year 1)	Planned Hours: 30
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: Cascade Veterinary Clinics	
Description of element/course: This clinical laboratory theory course focuses on veterinary hematology. Topics include functions of blood, types of blood cells, the coagulation system, and species differences in hematology. Blood transfusion and blood parasites are also included.	

Element/Course: Laboratory Principles (Year 1)	Planned Hours: 20
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: Cascade Veterinary Clinics	
Description of element/course: Students will gain an understanding of a variety of laboratory tests commonly used in veterinary practice. Principles of cytologic identification will be discussed.	

Element/Course: Chemistry 121 (Year 2)	Planned Hours: 50
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: Wenatchee Valley College	
Description of element/course: Inorganic chemistry for allied health students or for individuals needing a general science transfer credit. Includes laboratory. Prerequisites: MATH 097 or MATH 099 or MATH 100A or equivalent or appropriate assessment score.	

Element/Course: Communications 101 (Year 2)	Planned Hours: 50
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: Wenatchee Valley College	
Description of element/course: Introduction to the history, theory and practice of human communication. Development of effective communication skills for use in a variety of contexts, including, but not limited to: intrapersonal, interpersonal, intercultural, small group, relationships, workplace/organizational settings and new technology.	

Element/Course: Veterinary Medical Dosages (Year 2)	Planned Hours: 15
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: Application of practical math needed to learn dosage and calculation of medicines used in veterinary medicine. Students will be exposed to prescription abbreviations, routes of drug administration, the metric system, drug labels, types of drug preparations, and the equipment used to measure doses.	

Element/Course: Veterinary Surgical Nursing (Year 2)	Planned Hours: 20
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: Development of veterinary surgical assistant skills will be covered including surgical preparations and assisting, aseptic technique, care and use of surgical instrumentation and equipment, plus maintenance of the surgical suite.	

Element/Course: Animal Care Lab II (Year 2)	Planned Hours: 5
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This is the second Veterinary Technology lab course in animal care and is a continuation of Animal Care I. Activities include restraint, feeding and physical examination of animals and cleanliness of the kennel facility. Protocols follow guidelines and requirements specified by veterinarians and regulatory agencies.	

Element/Course: Parasitology and Clinical Pathology (Year 2)	Planned Hours: 30
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: Cascade Veterinary Clinics	
Description of element/course: This is the first clinical laboratory theoretical course. The main focus of the course is animal parasites, but introductory urinalysis topics are also included.	

Element/Course: Clinical Practices II (Year 2)	Planned Hours: 30
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: Cascade Veterinary Clinics	
Description of element/course: This is the second theoretical course in veterinary technician nursing skills including injections, intravenous catheter (IVC) placement, blood collection, advanced enteral techniques, urinary catheter placement and cystocentesis. Fluid therapy, care of recumbent and geriatric patients, physical rehabilitation and neonatal care are also discussed.	

Element/Course: Radiology (Year 2)	Planned Hours: 20
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: Cascade Veterinary Clinics	
Description of element/course: This course provides theoretical application of veterinary radiographic imaging to include image production, radiation protection, film processing, radiographic analysis, quality assurance, patient positioning, contrast media studies, and alternative methods of imaging.	

Element/Course: Anesthesia (Year 2)	Planned Hours: 20
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: Cascade Veterinary Clinics	
Description of element/course: Students will receive training in the use and monitoring of general and local anesthesia. Pain management techniques, anesthetic agents, and variations between animal species will be included.	

Element/Course: Dental Procedures (Year 2)	Planned Hours: 15
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: Cascade Veterinary Clinics	
Description of element/course: This course will teach the students how to record and chart dentals, dental anatomy, Prophy's, common dental procedures, dental blocks, and dental extractions.	

Element/Course: Exotic Animal Medicine and Handling (Year 3)	Planned Hours: 30
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: Cascade Veterinary Clinics	
Description of element/course: This course will provide students with handling techniques as well as basic medical treatment and care of exotic animal species. It will be focused on proper husbandry, nutrition, restraint and handling of exotic animals.	

Element/Course: Large Animal and Equine Medical (Year 3)	Planned Hours: 30
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: Cascade Veterinary Clinics	
Description of element/course: This is the theoretical course for livestock and equine nursing skills, including humane and safe restraint techniques. Evaluation of the animal's physical status and therapeutic techniques will be discussed, including administering medication orally and parenterally, venipuncture, bandaging and prepping for various procedures.	

Element/Course: Small Animal Nutrition II (Year 3)	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: Cascade Veterinary Clinics	
Description of element/course: This course is a continuation of the introductory course of animal nutrition, for students accepted into the Veterinary Technology program. The course will provide applications of nutrition in disease management in dogs and cats.	

Element/Course: Animal Care Lab III (Year 3)	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This is the third Veterinary Technology lab course in animal care and is a continuation of Animal Care II. Activities include restraint, feeding and physical examination of animals, and cleanliness of the kennel facility. Protocols follow guidelines and requirements specified by veterinarians and regulatory agencies.	

Element/Course: Public Health (Year 3)	Planned Hours: 30
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: Cascade Veterinary Clinics	
Description of element/course: This course will cover potential risks of zoonotic disease exposure and transmission from animals, and principles and procedures to minimize the risks. Also included will be the technician's role in the One Health Initiative, recognition and prevention of endemic, emerging, and shared zoonotic diseases and occupational health hazards, with an emphasis on client education.	

Element/Course: Animal Diseases & Microbiology (Year 3)	Planned Hours: 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 Provided by: Cascade Veterinary Clinics	
Description of element/course: This course is an overview of animal diseases and microbiology including concepts of pathology. Common diseases of multiple animal species will be discussed including dental diseases. Technician assessments and interventions using the Veterinary Technician Practice Model will be incorporated.	

Element/Course: Pharmacology for Veterinary Technicians (Year 3)	Planned Hours: 30
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: Cascade Veterinary Clinics	
Description of element/course: Summary of general types and groups of drugs as well as the proper preparation of medication and vaccines. Students will be able to explain drug medications and to differentiate between normal and abnormal responses of animals to medications. Students will calculate dosages for common medications of large and small animals.	

Element/Course: Special Topics Seminar (Year 3)	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: Cascade Veterinary Clinics	
Description of element/course: This course is a review of current literature and topics important to the practice of veterinary medicine including clinical communications skills. Students will provide formal presentations followed by interactive discussions. Clinical communication skills will be developed utilizing small groups with simulated clients and veterinarian and technician coaches.	
Element/Course: Surgery Lab (Year 3)	Planned Hours: 5
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: Students will learn and perform anesthesia and monitoring of such during surgery and other medical procedures. Anesthesia and monitoring equipment use and maintenance will be included.	
Element/Course: Sterile Techniques (Year 3)	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This laboratory course provides opportunities to develop skills as a sterile surgical assistant in the veterinary surgical setting. Topics include surgical assisting, patient preparations, aseptic technique, plus care and use of patient monitors.	
Element/Course: VTNE Prep Course (Year 3)	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This course is designed to help apprentices prepare and study for the Veterinary Technician National Examination (VTNE). Students will review practice materials and address specific topics of concern.	
Element/Course: Apprentice Anti-Harassment Training, an annual requirement (Years 1, 2 & 3)	Planned Hours: 6
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: Cascade Veterinary Clinics and/or in cooperation with USDOL Apprenticeship	
Description of element/course: The Anti-Harassment Training Program(s) are designed to help Registered Apprenticeship program sponsors meet the requirements for anti-harassment training in the apprenticeship Equal Employment Opportunity (EEO) regulations at 29 CFR part 30 and WAC 296-04-403. Under the regulations Registered Apprenticeship programs must provide anti-harassment training to all apprentices and to all other individuals connected with the administration and operation of the apprenticeship program, including Journey-level workers, who regularly work with the apprentices. Upon completion the apprentice will be able to identify their rights related to unlawful harassment, and who to contact, and file an EEO complaint if an apprentice or an applicant experiences or witnesses unlawful harassment in the program.	

Additional Training Providers (if necessary)

Yuritzi Lozano

Print Name Training Provider

Dean, Allied Health & Professional Technical Programs

Title of Training Provider

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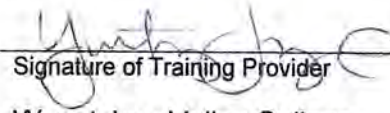
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Signature of Training Provider

Wenatchee Valley College

Organization of Training Provider

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For L&I Staff Use Only

Rec'd 8.29.2022 EML R6a

L&I Apprenticeship Consultant

Teri Gardner 9-2-22
L&I Admin

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



Apprenticeship Related/Supplemental Instruction (RSI) Plan Review


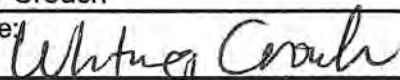
Program Name Cascade Veterinary Clinics Apprenticeship Program	
Occupation Veterinary Assistant	
Term/OJT Hours 2,000 hours	Total RSI Hours 150
Training Provider Wenatchee Valley College, Cascade Veterinary Clinics	

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

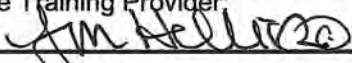
1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliances with WISHA 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 checked="" type="checkbox"/> Chair <input type="checkbox"/> Authorized Signer	Date: 8/29/22	<input checked="" type="checkbox"/> Secretary	Date: 8/29/22
Print Name: Zack Hambleton, DVM		Print Name: Whitney Crouch	
Signature: 		Signature: 	

Training Provider Signature

Approved By (Print Name): Julie M. Helligs	Title: Executive Director, Cascade Veterinary Clinics
Signature of the Training Provider: 	
Date: Aug 29, 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 Name Cascade Veterinary Clinics Apprenticeship Program	Occupational Objective Veterinary Assistant
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Note: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of Element/Course" field.

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

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

Element/Course: Biology 100	Planned Hours: 50
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: Wenatchee Valley College	
Description of element/course: Covers the basic biological principles and processes for the non-science major. Includes a basic survey of cell biology, inheritance, reproduction, genetics, classification, evolution, ecology and principles of living systems. Includes laboratory.	

Element/Course: Communications 101	Planned Hours: 50
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: Wenatchee Valley College	
Description of element/course: Introduction to the history, theory and practice of human communication. Development of effective communication skills for use in a variety of contexts, including, but not limited to: intrapersonal, interpersonal, intercultural, small group, relationships, workplace/organizational settings and new technology.	

Element/Course: Introduction to Veterinary Technology	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This course will review the responsibilities and activities of Veterinary Assistants in the areas of animal health, medical ethics, legal boundaries of veterinary team members, communication with clients, and effective membership in the veterinary medical team. The course will also include two hours of Anti-Harassment Training Program(s) designed to help Registered Apprenticeship program sponsors meet the requirements for anti-harassment training in the apprenticeship Equal Employment Opportunity (EEO) regulations at 29 CFR part 30 and WAC 296-04-403. Under the regulations Registered Apprenticeship programs must provide anti-harassment training to all apprentices and to all other individuals connected with the administration and operation of the apprenticeship program, including Journey-level workers, who regularly work with the apprentices. Upon completion the apprentice will be able to identify their rights related to unlawful harassment, and who to contact, and file an EEO complaint if an apprentice or an applicant experiences or witnesses unlawful harassment in the program.	

Element/Course: Veterinary Medical Terminology	Planned Hours: 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Cascade Veterinary Clinics	
Description of element/course: This course will provide a systems approach to understanding the basic foundation of the language of veterinary medicine. Students will learn to recognize, understand, and use common components of terms, allowing dissection of words for comprehension and structuring of words for use.	

Additional Training Providers (if necessary)

Yuritzi Lozano

Print Name Training Provider

Dean, Allied Health & Professional Technical Programs

Title of Training Provider

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Rec'd 5.13.2022 EML R6a

Teri Gardner 9-2-22

STATE OF WASHINGTON
DEPARTMENT OF HEALTH
HEALTH SYSTEMS QUALITY ASSURANCE
PO Box 47850 • Olympia, Washington 98504-7850

May 13, 2022

Chairman Ed Kommers
Washington State Department of Labor & Industries
Apprenticeship Section
PO Box 44530
Olympia, WA 98504-4530

Re: Support of Proposed Registered Apprenticeship Program for Licensed Veterinary Technicians

Dear Chairman Ed Kommers and members of the Washington State Apprenticeship and Training Council (WSATC):

The Veterinary Board of Governors (Board) would like to express its support for the Veterinary Technician Registered Apprenticeship Program developed by the SkillSource/North Central Workforce Development Board (NCWDB), a Wenatchee organization that plans and administers employment and training activities, and the Cascade Veterinary Clinic (CVC), a veterinary medical practice in the Wenatchee Valley. Starting in March of 2020, the Board received presentations and program materials from the NCWDB and CVC about the proposed apprenticeship program. The presentations outlined the need for an apprenticeship pathway to licensure and provided details of the required supplemental instruction and on-the-job training.

Over the course of many months, working extensively with stakeholders for input, the Board asked NCWDB and CVC to adopt several changes to strengthen the program. NCWDB and CVC made continual improvements and presented updated program materials to the Board for discussion during the Board's open, public meetings. Please see a summary of the Board's meeting outcomes enclosed below.

The current proposal outlines a 6,760-hour program that would allow apprentices to acquire the knowledge, skills, and training to become licensed veterinary technicians through apprenticeship. It would expand opportunity in apprenticeship to a non-traditional occupation in a rural part of Washington.

Chairman Ed Komers

May 13, 2022

Page 2

The Board has thoroughly reviewed the final proposed program standards and believes it includes a comprehensive structure and a robust set of minimum requirements. At its May 5th, 2022 Special Meeting, a majority of Board members voted to support the program's approval.

If approved by the WSATC at its July 21, 2022 meeting, the Board intends to undertake rulemaking to clarify that completion of a registered apprenticeship program makes a person eligible to take the required licensing examination. If you have questions, or need further information, please contact [Loralei Walker](#), Program Manager for the Board.

Sincerely,



Kim Morgan, LVT, Chairperson, Veterinary Board of Governors

Enclosures (1)

cc: Susan Adams, Managing Director, NCWDC/SkillSource

Summary of apprenticeship proposal work between the Veterinary Board of Governors (board) and the SkillSource/North Central Workforce Development Board (NCWDB) and Cascade Veterinary Clinic (CVC):

May 2022 Special Meeting – The board was not able to address final evaluation of the proposal at its March business meeting due to staff constraints. This special meeting was set in order to meet the Washington State Apprenticeship and Training Council (WSATC) deadline. The board reiterated background information about apprenticeship program in Washington and clarified that the board’s vote at this meeting is whether to support the NCWDB/CVC request to send the proposed apprenticeship program standard to the WSATC for its approval at its quarterly open public meeting in July.

The board allowed for 20 minutes of comment from proponents and stakeholders* of the proposal. The board asked comments to be limited to new information that the board has not previously addressed. The board then deliberated, asking questions and getting additional input from stakeholders and proponents of the proposal. After discussion, a motion was made to oppose the program. That motion did not pass. A motion was made to support the program. That motion passed by a vote of 5-2.

**Stakeholders, as used in this summary include, but are not limited to:*

- *The Washington State Association of Veterinary Technicians (WSAVT)*
- *The Washington State Veterinary Medical Association (WSVMA)*
- *Program Directors of CVTEA-accredited veterinary technology programs in Washington*
- *The American Veterinary Medical Association (AVMA), including staff from the AVMA Committee on Veterinary Technician Education and Accreditation (CVTEA)*
- *The National Association of Veterinary Technicians of America (NAVTA)*

October 2021 Special Meeting – The chair summarized what was shared at the September 13th meeting, then opened the floor to stakeholders. Several stakeholders spoke about issues with the program proposal related to appropriate oversight and accountability, teachers who are veterinarians and not also credentialed educators, and variety of other concerns that a program of this nature is not able to demonstrate it meets national standards. The outstanding concern is that without going through the AVMA’s CVTEA accreditation, which accredits veterinary technology programs to ensure the quality of education experience and the assessment of student knowledge and skills, the program cannot show that it has all the program components in place to ensure the program produces competent and successful licensed veterinary technicians (LVTs).

A couple of attendees spoke in support of apprenticeship programs and provided information about oversight, other health professions going this route, and that this is a proven methodology for producing competent workers in some demanding and challenging professions with robust and difficult curriculum. Supporters spoke of increased opportunities in rural areas and for students who could not otherwise afford the education.

Program proponents summarized their efforts over the past several years to develop an apprenticeship program for the Cascade Veterinary Clinics. They believe apprenticeships are a proven training and educational model that can be highly successful in the veterinary setting. As a private clinic group, they are not eligible to apply for AVMA accreditation, and don't believe that accreditation is necessary for them to develop a successful program. They feel they have developed a very robust and thorough program that represents an innovative solution to the critical shortage of LVTs in the state. They are open to a cost-effect approach to partner with an accredited institution to make the program work.

The board asked the proponents some clarifying questions and there was discussion about how the LVT apprenticeship program works in Colorado. The program partners with the community college and has AVMA accreditation. The program proposal is still about 6 months out from its revised program documents, so the board is going to put a hold on this agenda item until there is more information for the board to review, discuss and understand. The subcommittee will meet as needed, and once the subcommittee has updates, it will bring this topic to the next available public board meeting.

September 2021 Business Meeting – Information was shared about background of the proposal and why the board has taken its current position of endorsing further development of the program so that it meets national educational standards. The chair recapped major areas of concern that the board has heard previously, and the board's response and thoughts on those concerns that has led them to supporting continued development.

June 2021 Business Meeting – Program proponents provided an update that they are in the process of revising the on-the-job training (OJT) and related supplemental instruction (RSI) to align with CVTEA standards. The program is still 9-12 months from being in final draft form. Stakeholders reiterated some of their concerns, such as missing educational resources to support the program, and the ability to fund and sustain the program. Stakeholders would like to see the program go through AVMA's CVTEA accreditation process. The board approved a motion to schedule a special meeting in October, and to involve Labor & Industries and the AVMA in the discussion.

May 2021 Special Meeting – The apprenticeship program provided a presentation about the program, standards, and supplemental instruction. Board members asked questions, then opened to public comment. There was a lengthy discussion between the board, program proponents, and concerned members of the veterinary community. The board approved an action to “endorse further development of the program” for the WSATC to consider review of program documents. The board will compile information about the WSATC process, the board's legal authorities to approval an apprenticeship program, a crosswalk between CVTEA and apprenticeship program standards, summary of board actions to date, addressed concerns, and outstanding concerns.

March 2021 Business Meeting – The board reviewed an additional letter of concern from NAVTA, as well as a draft letter of support from the board to the WSATC that was written after the board reviewed updated program materials and before additional stakeholder outreach. The volume of comments that were raised discussion prompted the board to plan a special meeting on this topic prior to the June business meeting.

December 2020 Business Meeting – The board reviewed letters of concern from LVT program directors, WSAVT (an organization which represents the LVTs, Veterinary Assistants, and Veterinary Technician Students in Washington State), and WSVMA (an organization of Washington State Veterinarians) and discussed themes of the concerns. Apprenticeship program staff expressed ongoing willingness to adjust curriculum to meet concerns about standards. The board determined that more in-depth discussion would be needed at the March meeting. The board will hold off on a rulemaking proposal until concerns are discussed in more detail.

September 2020 meeting – The subcommittee provided the board an update based on the August 2020 meeting. The board also review information about the requirements of the WSATC, which is the accrediting board for the program. The program exceeds WSATC requirements. The board expressed support for the program and the desire to send a letter of support to the WSATC and consider rulemaking to add the option for apprenticeship educational programs. Before taking up rulemaking to allow apprenticeships as a qualifying educational pathway, the board asked LVT board member Kim Morgan to reach out to community college program directors.

August 2020 Subcommittee Meeting – The subcommittee reviewed and supported the updated standards and curriculum. Veterinary technician requirements for exam eligibility were reviewed to see if existing rules permit the board to approve this program, or if the board would need to do rulemaking to add an additional qualifying pathway to licensure. It is feasible that the board could approve it through existing rules but doing rulemaking for clarity and transparency would be a good option.

June 2020 Business Meeting – Apprenticeship program staff presented its education and training program proposal with the board at its June 2020 meeting. The board formed a subcommittee to continue work with apprenticeship program staff. The subcommittee met and asked apprenticeship program staff to adjust program standards and curriculum to be more robust.

March 2020 Business Meeting – Apprenticeship program staff first connected with the board about the shortage of veterinary technicians in January 2020 and discussed this issue with the board at its March 2020 meeting.



Rec'd 8.26.2022 EML R6a

Teri Gardner 9-2-22

August 1, 2022

Chairman Ed Kommers
Washington State Department of Labor & Industries
Apprenticeship Section
PO Box 44530
Olympia, WA 98504-4530

Re: Cascade Veterinary Clinics Apprenticeship Program

Dear Chairman Ed Kommers and members of the Washington State Apprenticeship and Training Council (WSATC):

Cascade Veterinary Clinics operates three clinics in Wenatchee, East Wenatchee, and Leavenworth, employing 15 doctors, plus aides and administrative staff – approximately 70 employees total.

Several years ago, in light of chronic skill shortages that were negatively affecting our service delivery, we embarked on a training program to advance the skills of our veterinary technicians and assistants. We researched options and decided to seek approval to develop and launch a registered Licensed Veterinary Technician apprenticeship program.

We did not make this decision lightly, realizing the investment of time, staffing and resources that this would require of our small, growing business. Yet our decision aligned perfectly with a core mission of Cascade Veterinary Clinics: Training. Our business strives to find novel solutions to difficult problems that deliver the best possible medical, personnel and client outcomes. Our commitment is to build an experienced, skilled workforce that meets our exceptional service delivery, ranging from preventive care to highly specialized surgical procedures.

Over the past several years we have worked closely with the North Central Workforce Board/SkillSource in Wenatchee to develop the registered apprenticeship program for Licensed Veterinary Technicians and a companion Veterinary Assistant program. Along with our investment of time and resources, we applied for and were awarded grant funding under Career Connect Washington to develop the proposed Cascade Veterinary Clinics Apprenticeship Program. It is our intent to launch this program upon approval by the Washington State Apprenticeship & Training Council.

Registered apprenticeship is a proven training model that we wholeheartedly endorse and builds on our training philosophy. Some stakeholders have expressed concern that we have fully addressed, in particular alignment with the national American Veterinary Medical Association (AVMA) curriculum standards and oversight to ensure that the program best prepares our veterinary technicians to become fully licensed. We are confident that the proposed apprenticeship program standards meet these requirements.

A common misconception is that we should become AVMA-accredited. We are a private veterinary service provider and cannot seek educational institution accreditation. The Washington State

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Apprenticeship and Training Council is the governing body for structured, rigorous registered apprenticeship programs delivered by training sponsors like Cascade Veterinary Clinics.

Competency-based on the job training (OJT) coupled with mentorship and rigorous, graded coursework are foundational to our proposed apprenticeship. Our proposed Licensed Veterinary Technician (LVT) registered apprenticeship program provides 6,000 hours of OJT and 766 hours of related supplemental instruction (RSI). A companion Veterinary Assistant registered apprenticeship program provides 2,000 hours of OJT and 150 hours of RSI and is designed as a pathway for high school graduates, young adults, and working learners to enter the field of veterinary care. The RSI for both apprenticeship programs includes courses delivered by Wenatchee Valley College, with continued educational partnership development a priority.

Stakeholders have argued that the current AVMA-accredited programs can meet the demand for LVTs with additional enrollments. Unfortunately this is not true; by our estimates **Licensed Veterinary Technician graduates from the AVMA-accredited Washington state programs meet only 26 percent of the statewide occupational demand.** Simply, the skill shortage statewide and nationally far exceeds the training slots available in the foreseeable future, especially for rural clinics like ours that lack access to in-person programs. And again, in our experience, educational programs without the essential OJT and mentorship we can provide through registered apprenticeship is not sufficient.

As you have heard in the media, LVT and veterinary medical staff are working harder than ever to do their job. Unfortunately, many do not have the luxury to take time off to attend veterinary programs offered in person at the four community and technical and private colleges with LVT programs in Washington state. The closest program to the Wenatchee Valley is a two hour drive. We are here to give voice to Washington's underserved veterinary clients and overworked unlicensed assistants who need a more realistic, proven option: Registered Apprenticeship. Letters of support from two of our veterinary staff, Dakota Elric and Ariaiah Ells, speak powerfully to the need.

We understood from the outset of this journey that there would be concerns that the proposed registered apprenticeship program may not provide a valid licensing pathway. Recognizing this, we have worked closely with the Washington State Department of Health Veterinary Board of Governors (VBOG) in seeking their formal approval to proceed with our application to the WSATC. As you know, the VBOG is Washington state's regulatory licensing authority overseeing Licensed Veterinary Technicians.

In a letter to Chairman Ed Kommers dated May 13, 2022, VBOG Chairperson Kim Morgan stated:

The Board has thoroughly reviewed the final proposed program standards and believes it includes a comprehensive structure and a robust set of minimum requirements. At its May 5th, 2022 Special Meeting, a majority of Board members voted to support the program's approval.

If approved by the WSATC at its July 21, 2022 meeting, the Board intends to undertake rulemaking to clarify that completion of a registered apprenticeship program makes a person eligible to take the required licensing examination.

We believe that our proposed apprenticeship program not only ensures that our apprentices will pass national and state licensing requirements, but most importantly, will best prepare our employees to be successful as Licensed Veterinary Technicians and Veterinary Assistants at Cascade Veterinary Clinics and throughout their careers.

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The veterinary staffing crisis demands bold, innovative solutions. We ask the Washington State Apprenticeship and Training Council to support us in this effort and approve the Cascade Veterinary Clinics Apprenticeship Program.

Thank you.



Zack Hambleton, DVM



Colin Bonnett, DVM



Ty Johnson, DVM

Attachments (2)

-LVT APPRENTICESHIP PROGRAM-

This LVT apprenticeship program is something that communities all around **NEED**, and a program that our staff **DESERVES**. These are extremely difficult times for everyone, and creating another avenue for licensure is an absolute **NECESSITY** for everyone involved, animals and humans alike.

Having such a valuable program in place will be **IMPERITIVE** in the growth of ourselves as individuals and a group, as well as elevating patient care to a much-needed degree. Above all else, Cascade Veterinary Clinics has always been about patient care. Second to that is our belief that everyone should have the opportunity to better themselves, as well as elevate their knowledge of patient care, both preventative and supportive.

In the last six years, we've seen our number of LVT's dwindle and dwindle further. We've seen so many promising people **FULL** of fiery potential that would have gone on to do great things for so many animals, only to leave due to the cost of living alone. Tragically, we've even lost one of our brightest to COVID in the last year...

THIS IS TRULY A CATASTROPHIC SHORTAGE OF LVTs, AND NEEDS A REMEDY.

Even if **only** a **THIRD** of the people interested in this program actually become LVT's, it would make a world of difference. Everything from making an LVT's day to day operations better, to making sure more surgeries are done more effectively/efficiently, as well as elevating our hospitalized patient care. Having more LVTs in the building means more people capable of dispensing controlled medications, more people able to place NG tubes, more people to intubate for surgery, and fewer of the same LVT's doing the same legwork that the rest of us cannot do. We would be elevating our own staff to a higher level, as well as relieving the current LVT's of the burden they all share. Did I even mention being on call? More people available to be on call is an instant relief to all of those involved in more than one way; Physical help to take some of the on-call shifts away, as well as emotional help. One extra person to take that HBC euthanasia can make all the difference from being emotionally overwhelmed. That alone makes for a better world for everyone involved, animals included.

Finally, for a lot of us as individuals, getting our license is one of our end goals for our careers. Having an avenue to do that inside of our busy lives is what we're looking for, but unable to achieve currently. Having on the job training, and college accredited coursework is exactly what we need, and deserve as compassionate, hardworking people who love what we do. I've included a list of all of our staff that is in support of this program, I hope it will help tell our story, thank you.

Cascade Veterinary Clinic's Apprenticeship Program Letter of Support

Cascade Veterinary Clinic's pending apprenticeship program will be a valuable addition to the ways in which a student/ person interested in this profession can attain licensure to become an LVT. As we all know, Licensed Veterinary Technicians are at an all-time shortage across the nation and are an absolute necessity in a veterinary clinic setting. The goal of this program is to train students who may not have access or the funds to go to a college.

Having a program like this one in place is taking a huge step forward by giving options in attaining licensure. Cascade Veterinary Clinic is a fast-paced, family-oriented clinic who has been serving the Wenatchee Valley for over 50 years and would be the perfect clinic to run a program such as this. As a clinic, I can proudly say that we put patient care above all else and will always go above and beyond for our patients, clients, and staff. Becoming an LVT is arduous work, but we whole-heartedly believe in the opportunity for ANYONE to improve their skills and education in a convenient way for them. This program is appropriate in many ways, by having on-the-job training alongside our skilled LVT's and DVM's who have spent years already training Veterinary Assistants to become trusted Doctor's Aides who assist Technicians with patient care.

This program will benefit not only our clinic, but also any clinic our future students move on to. Cascade Veterinary Clinics is a trusted practice among thousands of people in the community and is even sought out for certain surgical procedures and care. Having a program to train LVT's in a setting that is so loved by the people whose animals we care for is a powerful addition to any avenue of licensure for this profession.

Personally, I know multiple of my coworkers, me included, cannot afford to take time off work to move to a place where there is access to a college for an LVT program. This is an immensely helpful way to our staff whose end goal and dream is to become a Licensed Veterinary Technician recognized by Washington State by NOT having to pick up everything they know and have established already in this valley by moving to an already recognized college.

In conclusion, I fully support the Apprenticeship Program that Cascade Veterinary Clinics wants to be able to offer to this region of Washington State. It is a perfect location, being directly in the middle of the state, in an ever-growing city and community full of animals who need the care a LICENSED VETERINARY TECHNICIAN can offer.

- Anah Gus

- Ariah Ellis