



# WASHINGTON STATE APPRENTICESHIP AND TRAINING COUNCIL

## ADMINISTRATIVE POLICY

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**TITLE:** Apprenticeship Preparation Program Recognition

**NUMBER:** 2012-03

**ISSUED:** April 19, 2012

**REVISED:** August 7, 2023

**CHAPTER:** [49.04.160 RCW](#)

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### ADMINISTRATIVE POLICY DISCLAIMER

This policy is designed to provide general information in regard to the current opinions of the Department of Labor & Industries on the subject matter covered. This policy is intended as a guide in the interpretation and application of the relevant statutes, regulations, and policies, and may not be applicable to all situations. This policy does not replace applicable RCW or WAC standards. If additional clarification is required, the Program Manager for Apprenticeship should be consulted.

This document is effective as of the date of print and supersedes all previous interpretations and guidelines. Changes may occur after the date of print due to subsequent legislation, administrative rule, or judicial proceedings. The user is encouraged to notify the Program Manager to provide or receive updated information. This document will remain in effect until rescinded, modified, or withdrawn by the Washington State Apprenticeship and Training Council.

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This policy establishes the process through which education-based apprenticeship preparation programs may seek and obtain formal recognition from the Washington State Apprenticeship and Training Council (WSATC) for their efforts to link participants to registered apprenticeship opportunities in accordance with chapter 49.04.160 RCW. The WSATC believes registered apprenticeship produces highly skilled workers and contributes to the economic vitality of the state. This policy seeks to ensure all who are interested have access to information about recognized pathways to registered apprenticeship programs, and equal opportunity to participate.

### **I. Definitions:**

- A. *Registered apprenticeships*** provide training and education to apprentices through a combination of on-the-job training (OJT) and related supplemental instruction (RSI), under the supervision of a journey-level craft person or trade professional in which workers learn the practical and theoretical aspects of a skilled occupation. Registered apprenticeship programs are regulated by the WSATC.

*\*See WAC 296-05 for full definition of registered apprenticeship.*

- B. *Recognized Apprenticeship Preparation Programs*** are education and training programs which maintain formal articulation agreement(s) with one or more registered apprenticeship program sponsors. The purpose of the recognized preparation programs is to prepare participants for successful entry into registered apprenticeship programs. Preparatory programs are designed to increase the participation of underrepresented populations in registered apprenticeship.
- C. *Preferred-entry*** is special consideration given to those completing an Apprenticeship Preparation Program when applying to a Registered Apprenticeship Program. Preferred entry clauses must provide a tangible and specific benefit to the applicant. Examples of benefits include but are not limited to:
  1. Additional points awarded in the application and/ or interview scoring process
  2. A guaranteed interview with the Registered Apprenticeship Program (for Registered Apprenticeship programs which select their apprentices and have an interview as part of their selection procedures).
  3. A guaranteed interview with a Training Agent (for Registered Apprenticeship programs which allow Training Agents to select apprentices).
- D. *Advanced Standing or Credit*** consists of RSI credit, OJT credit, and/or Apprentice Wage Step increases which may be granted upon entry into the Registered Apprenticeship Program as a result of an applicant's completion of the Apprenticeship Preparation Program.
- E. *Apprenticeship Articulation Agreements*** are mutually agreed arrangements which define the commitment between Recognized Apprenticeship Preparation Programs and Registered Apprenticeship Programs. Articulation Agreements provide a defined pathway to registered apprenticeship and shall include provisions for preferred entry and/or advanced standing or credit.

**II. WSATC Review Criteria:**

The WSATC in cooperation with the Washington State Apprenticeship Coordinator's Association, Washington State Department of Labor and Industries (L&I), Office of the Superintendent of Public Instruction, the State Board for Community and Technical Colleges, the Work Force Training and Education Coordinating Board, and other interested stakeholders recognize industry knowledge, expertise and formal connections are the core of successful apprenticeship preparation programs.

The following list contains the minimum requirements for Apprenticeship Preparation programs seeking WSATC recognition. L&I staff may require additional information to evaluate applicants for WSATC recognition, or in consideration of the variation between industries and program models. Applicants shall clearly identify the name of program, and consistently utilize the program name throughout the application documents.

- A. *Commitment to meeting administrative requirements*** – Apprenticeship preparation programs shall commit to reporting the following information to L&I via the

Apprenticeship Registration Tracking System (ARTS) system on a semi-annual basis, unless granted an exception\* by the WSATC:

1. New participant demographics
  - a) First and Last Names
  - b) Birth Date
  - c) Gender
  - d) Race/ Ethnicity
  - e) Veteran Status
  - f) Social Security Number\*
2. Outcome measures (Individual-level Information)
  - a) Participant graduation(s)/ completions
  - b) Participant withdrawals
  - c) Graduates who have entered into Registered Apprenticeship

**B. *Program Outcomes*** – Apprenticeship Preparation programs must include the following in applications to the WSATC:

1. A minimum apprenticeship articulation goal, which shall be at least 15% of graduates. Articulation shall be measured at six months following the date program participants graduate, with the following exceptions:
  - a) Programs serving actively enrolled K-12 participants may request articulation be measured at 12 months following the date of apprenticeship preparation program graduation OR
  - b) Programs serving currently incarcerated individuals may request articulation be measured at 18 months following the date of apprenticeship preparation program graduation
2. The anticipated number of participants who will enroll in the preparatory program annually
3. The specific requirements to complete the program (e.g., attendance, grades, test scores, skill demonstrations, certificate attainment, etc.)
4. The specific apprenticeship, industries and/or occupations program graduates will be prepared to enter.

**C. *Curriculum*** – Curriculum should be developed in consultation with apprenticeship partners and subject matter experts to ensure it aligns with current industry standards and prepares graduates to meet or exceed the minimum qualifications for entry into an apprenticeship. To ensure recognized Apprenticeship Preparation Programs are adequately preparing participants to enter Registered Apprenticeship and be successful apprentices, preparatory training curriculum must meet the following requirements:

1. Be a minimum of 80 hours in duration;
2. Employability skill development shall not exceed 50% of curriculum hours. Employability skill development shall be defined as general employment skills (communication, professionalism, work ethic, etc.);

Industry/trade specific skills and knowledge shall constitute at least 50% of curriculum hours. Industry/trade specific skills and knowledge shall be defined as hands-on training to develop manual, mechanical, or technical skills relevant to the occupation(s) the preparatory participant(s) are training to successfully enter, and which does not displace paid employees; and Industry/occupation specific safety training and education.

**D. *Recruitment and Retention Plan*** – Must contain the following elements:

1. The target demographics of the population their enrollees will be drawn from
2. The specific tools and activities used to recruit and retain participants, with an emphasis on recruitment of underrepresented populations

**E. *Articulation Agreement(s) with Registered Apprenticeship Program(s)*** -

Apprenticeship preparation programs training participants for specific occupation(s) must provide at least one articulation agreement at the time of application.

Preparatory programs training individuals in multiple occupations must provide a minimum of two articulation agreements at the time of application. Articulation agreements must contain the following components:

1. The names of the organizations entering into the agreement (Apprenticeship Preparation Program and Registered Apprenticeship Program)
2. The specific apprenticeship program and occupation(s) that the apprenticeship prep program graduates will be prepared to enter; and
3. One or both of the following considerations for graduates of the prep program:
  - a) A ***Preferred Entry*** clause \*
    - i Articulation Agreements with Registered Apprenticeship Programs which allow Training Agents to select apprentices and the preferred entry benefit is a guaranteed interview, must explicitly state that the interview(s) shall be for a vacant Registered Apprenticeship position(s).
  - b) An ***Advanced Standing or Credit*** clause
4. Be executed or renewed no more than three months prior to the date of application \*  
*An articulation agreement may take the form of a Memorandum of Understanding (MOU), a letter of commitment, or the like.*

**III. Recognition and Continuing Recognition Request Procedures:**

An apprenticeship preparation program may apply for recognition or continuing recognition from the WSATC. The WSATC may grant initial recognition for a period of up to 18 months, and continuing recognition for a period of up to three years. To apply for initial recognition, programs must have participants enrolled in training at the time of application, and provide individualized demographic data for the first/ current cohort of participants.

Applications for recognition and continuing recognition may be obtained from Labor and Industries staff, or from the Labor and Industries website. Applications for recognition and continued recognition must be submitted in the format approved and provided by the L&I Apprenticeship Section. Applications which do not meet the requirements of this

policy, or are otherwise considered incomplete by the Department's review process may be returned to the entity seeking recognition or continuing recognition without receiving consideration by the WSATC, until such time the application is found to be complete and consistent with the requirements contained herein.

The Washington State Department of Labor & Industries Apprenticeship Section will designate an Apprenticeship Preparation Consultant to assist preparatory programs in completing the initial and continuing recognition processes. The Apprenticeship Preparation Consultant's information shall be listed on the L&I apprenticeship program's website.

The WSATC meets quarterly on the third Thursday of January, April, July and October. Applications for recognition and continuing recognition must be received at least 45 calendar days prior to a scheduled WSATC meeting. The completed application and attached documents must be emailed to L&I (apprentice@lni.wa.gov) by no later than 5:00 pm on the submission deadline.

L&I staff will review requests and supporting documentation, place the complete and timely request on the quarterly agenda and provide a technical review to the WSATC.

The WSATC will:

- A. Recognize the preparatory program for a period of up to 18 months for initial recognition and up to three years and publish the results for public review; or
- B. Deny the request for recognition and provide the reasons therefore; or
- C. Require additional information for reconsideration of the request at the next regularly scheduled meeting.

#### **IV. Recognition Continuance:**

L&I may administratively grant continued recognition to programs which have submitted an application for continuing recognition meeting the WSATC review criteria, met or exceeded the minimum articulation goal of 15%, AND have met the administrative requirements during their previous period of recognition.

- A. If a recognized apprenticeship preparation program wishes to continue recognition through the WSATC, program administrators must reapply for continued recognition prior to the end of the recognition period. Failure to apply for continued WSATC Recognition prior to the end of the recognition period shall result in the program having to re-apply as a new program. An application for continued recognition can be downloaded from the L&I Apprenticeship Preparation website.
- B. The process to apply for continued recognition shall follow the same procedures and timelines as the initial application, as outlined in Section III of this policy, and include the following in the application for continued recognition:
  - 1. Updates on any changes or updates to each of the areas outlined in Section II of this policy
  - 2. Updated articulation agreements executed/ renewed within three months of the date of application
  - 3. Program demographics to include, but not limited to the following:
    - a) Number of total participants who participated in the program,

- b) Number of participants successfully completing the preparatory program,
- c) Number of program completers registered as apprentices during the time period,
- d) Program participant demographic characteristics. Please include information on recruitment and retention of underrepresented populations

**V. Administration**

The WSATC reserves the right to discontinue formal recognition at the request of the preparatory program or if valid evidence is presented demonstrating a preparatory program is not operating in a fashion consistent with its' application for initial recognition or continuing recognition.

While a program is recognized, the WSATC, in cooperation with staff at L&I will promote the preparatory program. Apprenticeship section staff will be available to provide technical assistance and consultation, as well as assist preparatory programs in connecting with additional registered apprenticeship programs.