

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



REQUEST FOR APPROVAL OF PROPOSED STANDARDS

Karla Junte
L&I apprenticeship
coordinator

TO: Washington State Apprenticeship & Training Council

FROM P&G LANDSCAPING, INC.
NAME OF PROGRAM STANDARDS

Check appropriate box:

Committee Plant OJT

OCCUPATION(S):	HOURS:	SOC #:
LANDSCAPE CONSTRUCTION WORKER	4000	37-3011.00

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Authorized Signatures:

Chair: <i>Bill Hilts</i> Secretary	Bill Hilts	Approved by: Washington State Apprenticeship & Training Council Secretary of Council
<i>Victor Escalera</i> Date: <u>12/21/15</u>	Victor Escalera	Date:

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STANDARDS OF APPRENTICESHIP
adopted by

P&G LANDSCAPING, INC.

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
LANDSCAPE CONSTRUCTION WORKER	37-3011.00	4000 HOURS



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APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

Initial Approval

Committee Amended

Standards Amended (review)

Standards Amended (administrative)

By: _____
Chair of Council

By: _____
Secretary of Council

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INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

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 the standards are boilerplate and may only be modified by the WSATC.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

Sponsor Introductory Statement (Optional): **NONE**

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I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these standards shall be King, Snohomish, Skagit, Whatcom, and Island counties.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [see WAC 296-05-316(17)].

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Age: **At least 18 years of age.**

Education: **High School Diploma or High School Equivalent**

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Physical: **Must be able to meet physical requirements of the occupation.**

Testing: **None**

Other: **A. Must possess and provide proof of having a current valid Washington State Driver License.**

B. Must provide proof of eligibility to work in the United States.

C. Must test negative for all illegal substances as required on each individual project. Drug test will be administered by US Healthworks in Everett.

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 Procedures (see Part D of chapter 296-05 WAC and 29 CFR Part 30).

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The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected 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 (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

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A. Selection Procedures:

Exempt per WAC 296-05-405(1)(a) for sponsors with fewer than five apprentices.

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B. Equal Employment Opportunity Plan:

Exempt per WAC 296-05-405(1)(a) for sponsors with fewer than five apprentices.

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Discrimination Complaints.

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

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IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

The term of apprenticeship shall not be less than 4000 hours of reasonable continuous employment.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.

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Is the period that 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 of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these standards shall be subject to a probationary period of the first 800 hours of employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

The ratio of apprentices to journeypersons shall not exceed one apprentice to each journey person on a jobsite.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 – 1000 hours	75%
2	1001 – 2000 hours	80%
3	2001 – 3000 hours	85%
4	3001 – 4000 hours	95%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and 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.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

A. Landscape Construction Worker APPROXIMATE HOURS

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1. Analyze and read landscape blueprint.....200

2. Adjust design issues200
Layout plants for best balance and maintenance

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3. Constructing or maintaining lawns, yards, gardens, or other
landscape surfaces.....500

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4. Mixing and spreading mulches, ground cover, soil amendments,
decorative bark, or decorative rock450

5. Seeding, sodding, or hydroseeding200

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6. Applying chemicals or fertilizers200

7. Planting trees, shrubs or plants600

8. Installing, servicing, or repairing above ground lawn or
landscape sprinkler systems.....100

9. Installing, servicing, or repairing underground lawn or landscape
sprinkler systems to a maximum depth of three feet below finish
grade.....200

10. Constructing rock walls to a maximum height of four feet50

11. Land clearing and/or grubbing to a maximum depth of six inches
below finished grade300

12. Spreading top soil to a maximum depth of six inches below finish
grade.....450

13. Trenching to a maximum depth of three feet below finish grade.....100

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- 14. Installing French drains or other subsurface collection systems to a maximum depth of three feet below finish grade.....50
- 15. Hauling top soil, plants, or other landscaping materials in trucks with only one rear axle100
- 16. Maintain and repair tools.....100
- 17. Practice safe work habits.....100
- 18. Keep job records and write reports100

Total Hours: 4000

Note: All of the forgoing work processes herein noted are understood to mean as it pertains to the trade herein involved in these standards.

This occupational training program is intended to work and train within Washington State Prevailing Wage Landscape Construction scope of work (WAC 296-127-01346)

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

In case of failure on the part of any apprentice to fulfill the obligation to attend RSI, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

- Supervised field trips
- Approved training seminars (specify)
Rain Bird Academy (Irrigation), Evergreen Safety Council (Traffic Control), American Red Cross (1st Aid/CPR), Washington Association of Landscape Professionals, Washington State Nursery Landscape Association
- A combination of home study and approved correspondence courses (specify)
P&G Landscaping, Inc. Safety Plan, Lawnmower Man (Small Engine Repair),
- State Community/Technical college
Edmonds Community College, Lake Washington Technical College
- Private Technical/Vocational college

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- () Training trust
- () Other (specify):

144 Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

- () twelve-month period from date of registration.*
- () defined twelve-month school year: (insert month) through (insert month).
- (X) 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.*

Additional Information:

The apprentice must maintain CPR and First Aid Certifications. The apprentice will receive the training for new certification or the renewal of their certification as part of their related supplemental instruction.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

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Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program 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 completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

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Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

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Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

A. General Procedures

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1. **Should it become necessary to lay off an apprentice, he/she shall be offered reemployment before a new apprentice may be hired.**
2. **Apprentices must possess a valid Washington State Driver License at all times during their apprenticeship. Once certified, apprentices are to maintain valid CPR and First Aid certification. Failure to maintain such requirements could result in disciplinary action, suspension, or cancellation of the apprenticeship program.**
3. **Failure to maintain employment with P&G Landscaping, Inc. apprenticeship will result in cancellation of the apprenticeship agreement.**

B. Local Apprenticeship Committee Policies

None

C. Complaint and Appeal Procedures:

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All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

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Prior to: 20 calendar days of intention of disciplinary action by a sponsor

- Sponsors must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action must be sent to the apprentice

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

Within: 30 calendar days of apprentice's request for reconsideration

- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 calendar days of final action

- Apprentice must submit the complaint in writing to the Department
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local sponsor

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Within: 30 business days for supervisor to complete investigation

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- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or sponsor disputes supervisor decision:

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Within: 30 calendar days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 calendar days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or 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. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):
 - 1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on request.

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Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at <http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

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- Apprenticeship Agreements – within first 30 days of employment
- Authorization of Signature forms - as necessary
- Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
- Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
- Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
- Journey Level Wage Rate – annually, or whenever changed
- Request for Revision of Standards - as necessary
- Request for Revision of Committee - as necessary
- Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
- On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31

3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:

- Program name
- Sponsor's introductory statement (if applicable)
- Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
- Section VII: Apprentice Wages and Wage Progression
- Section IX: Related/Supplemental Instruction
- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

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- The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

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- 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 the related/supplemental instruction 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.

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The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)
- Reinstatement
- Cancellation and/or
- Corrections

- Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
- 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.
- The sponsor has the obligation and responsibility to provide, insofar as possible, 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 sponsor 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 sponsor or 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.

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- 5. 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.

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- 6. Hear and adjust all complaints of violations of apprenticeship agreements.

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- 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

- 1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
- 2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
- 3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

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E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or

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vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

Quorum: Shall consist of at least 1 employer and 1 employee representative.

Program type administered by the committee: **Individual Non-Joint**

The employer representatives shall be:

Bill Hilts, Chairman
12270 Maple Crest Drive
Burlington, WA 98223

Tara Rogers
15912 73rd Ave. SE, #B
Snohomish, WA 98296

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The employee representatives shall be:

Victor Escalera, Secretary
14115 Admiralty Way, #A
Lynnwood, WA 98087

Jose Escalera
17221 51st Ave SE
Bothell, WA 98012

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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 approved by the main committee.

None

XIII. TRAINING DIRECTOR/COORDINATOR:

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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.

**Tara Rogers, President
P&G Landscaping, Inc.
15912 73rd Ave SE, #B
Snohomish, WA 98296**

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Journey Level Wage Rate

From which apprentices' wages rates are computed

TO: Washington State Apprenticeship & Training Council

From P&G Landscaping, Inc.

(NAME OF STANDARDS)

Occupations	County(s)	Journey Level Wage Rate	Effective Date:
Landscape Construction	Island County	\$16.60	9/2/2015
Landscape Construction	King County	\$17.87	9/2/2015
Landscape Construction	Skagit County	\$14.18	9/2/2015
Landscape Construction	Snohomish County	\$14.13	9/2/2015
Landscape Construction	Whatcom County	\$13.00	9/2/2015
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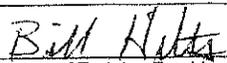
Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Sponsor: P&G Landscaping, Inc.	
Skilled Occupational Objective:	Landscape Construction Worker
Term/OJT Hours: 4000	Total RSI Hours: 288
Training Provider:	Training will be provided by Edmonds Community College, Lake Washington Technical College, Irrigation Association, Rain Bird Academy, Lawnmower Man, American Red Cross, and Evergreen Safety Council; Seminars provided by trade associations such as the Washington Association of Landscape Professionals and the Washington State Nursery and Landscape Association; Field trips to various vendors.

- By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprentice and assures that:
 - The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
 - The RSI is coordinated with the on-the-job work experience.
 - The RSI is provided in safe and healthful work practices in compliance with WISHA and applicable federal and state regulations.

	Tara Rogers
Signature of Program Sponsor	Print Name

- By the signature placed below, the **training provider** assures that:
 - The RSI will be conducted by instructors who meet the qualifications of "competent instructor" as described in WAC 296-05-003.
 - Has demonstrated a satisfactory employment performance in his/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - 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
 - 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.
 - If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, such instruction is clearly defined.

	Bill Hilts
Signature of Training Provider	Print Name
Project Manager	P&G Landscaping, Inc.
Title	Organization

(If additional training providers, please provide information and signatures on next page.)

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

Signature of SBCTC Program Administrator	Print Name	Date
--	------------	------

SBCTC recommends approval SBCTC recommends return to sponsor

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F110-519-000 RSI - Apprenticeship Related Supplemental Instruction (RSI) Plan Review Glossary of Term
F100-521-000 Apprenticeship Related Supplemental Instruction (RSI) Plan Review Criteria

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Additional training provider (if necessary)

Signature of Training Provider	Print Name
Title	Organization

Additional training provider (if necessary)

Signature of Training Provider	Print Name
Title	Organization

Additional training provider (if necessary)

Signature of Training Provider	Print Name
Title	Organization

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Program Sponsor:	P&G Landscaping, Inc.
Skilled Occupational Objective:	Landscape Construction Worker

NOTE: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and review committee.

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:	Plant Identification	Planned Hours:	75 - 125
Mode of Instruction (please check all that apply):			
<input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> On-line <input checked="" type="checkbox"/> Self-study			
Provided by: Listed in description			
Description of element/course: Apprentice will study the identification of deciduous and evergreen trees, shrubs, vines and ground covers used in landscapes throughout the Pacific Northwest as well as the ecology and culture of native plants of western Washington. Key identification characteristics, culture, landscape and restoration usage is emphasized. Apprentice will learn the basics of arboriculture and tree management, including tree physiology, selection, maintenance and common landscape problems. International Society of Arboriculture (ISA) standards will be discussed.			
Principle concepts:			
<ul style="list-style-type: none"> • Identify plants common to Pacific Northwest landscapes • Describe the unique characteristics and points of interest of each plant studied • Given the situation, select proper landscape usage of plants • Note specific plant tendencies towards disease, insects, or their problems • Know how to prune plants to enhance natural habitat • Find and evaluate different online and print resources available to identify plants and information about their culture and use • Evaluate tree condition, to assess tree risk and to appraise tree value based on current International Society of Arboriculture accepted practices and procedures. • Acquire and apply information about tree problem diagnosis and management methods. • Communicate information about tree conditions and care practices. • Demonstrate skills and knowledge of appropriate sustainable practices for tree selection, installation, establishment, pruning and maintenance. • Identify and describe the major eco-regions in Washington State and explain the ecological factors responsible for determining eco-regions. • Identify and define the major ecosystem types in the Puget Sound region and the major plant communities found in those ecosystems. • List the uses and culture of a variety of woody and herbaceous native plant species in both garden and restoration settings. 			
Supplemental instruction for this element may consist of one or more of the following classes:			
<ul style="list-style-type: none"> • Edmonds Community College - Horticulture class - HORT 242 - Introduction to Arboriculture (5 credits/125 hours) • Edmonds Community College - Horticulture class - HORT 207 - Native Plants in the Landscape (3 credits/75 hours) • Lake Washington Technical College - Environmental Horticulture Plant ID Course (4 credits/100 hours) 			
Additional supplemental instruction will also be provided by the following:			
<ul style="list-style-type: none"> • Field trips to regional nurseries such as Urban Forest Nursery and Banksavers Nursery • Seminars conducted by Washington Association of Landscape Professionals and Washington State Nursery Landscape Association. 			

Element/course: Landscape Irrigation	Planned Hours: 125
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> On-line <input checked="" type="checkbox"/> Self-study Provided by: Listed in description	
Description of element/course: Apprentice receive training on landscape irrigation design, installation and maintenance.	
Principle concepts:	
<ul style="list-style-type: none"> • Understand and be able to use sprinkler terminology. • Understand sprinkler components and their functions. • Use tables and charts for design work. • Read and understand sprinkler blueprints. • Lay out sprinkler heads. • Select correct sprinkler head, nozzles, valves, and backflow preventors. • Figure pressure losses and pipe sizes. • Draw blueprint of sprinkler system with keys and enlarged diagrams. • Figure water needs and how to program for these needs. • Lay out and install a sprinkler system. 	
Supplemental instruction for this element will consist of the following class:	
<ul style="list-style-type: none"> • Edmonds Community College - Horticulture class - HORT 284 - Irrigation Design (5 credits/125 hours) 	
Additional supplemental instruction will also be provided by the Irrigation Association (on-line courses) and the Rain Bird Academy (classroom/lab)	

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Element/course: Landscape Construction & Maintenance Techniques	Planned Hours: 75
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> On-line <input checked="" type="checkbox"/> Self-study Provided by: Listed in Description	
Description of element/course: Apprentice will study the selection, use and sizing of materials and plants for landscaping and nursery use as well as estimating quantities of materials for typical horticultural applications. Basic landscape installation and maintenance practices, balling and burlapping, lawn and bed maintenance; proper planting techniques; shrub/tree planting, staking, turf aeration/thatching, mowing, edging, fertilizing, etc. Safe and efficient operation of equipment is stressed.	
Principle concepts:	
<ul style="list-style-type: none"> • Locate, evaluate and apply information in order to select materials for a variety of landscape and nursery applications. • Analyze landscape plans and specifications to determine materials and quantities required for landscape installation and maintenance. • Exchange or present information on common materials used in the landscape and nursery industry. • Demonstrate safe practices in selection, lifting, transport, handling and cleanup of tools. • Demonstrate and describe proper tree and shrub installation. • Describe Fall Weed Control methods and techniques. • Describe Fall bulb planting techniques. • Demonstrate and describe proper landscape planting techniques of groundcovers and herbaceous plants. • Demonstrate and describe soil preparation and lay sod. • Describe lawn maintenance techniques. 	
Supplemental instruction for this element may consist of one or more of the following classes:	
<ul style="list-style-type: none"> • Edmonds Community College - Horticulture class - HORT 174 – Landscape materials (3 credits/75 hours) • Edmonds Community College - Horticulture class - HORT 170 – Landscape Studies/Fall (3 credits/75 hours) • Edmonds Community College - Horticulture class - HORT 172 – Landscape Studies/Spring (3 credits/75 hours) 	

Additional supplemental instruction will also be provided by the following:

- Field trips to regional nurseries such as Urban Forest Nursery and Banksavers Nursery, and to a local turf farm.
- Seminars conducted by Washington Association of Landscape Professionals and Washington State Nursery Landscape Association.

Element/course: Small Engine Repair	Planned Hours: 10
Mode of Instruction (please check all that apply): <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> On-line <input checked="" type="checkbox"/> Self-study	
Provided by: Listed in description	
Description of element/course: Apprentice will learn the uses and applications of a variety of small power equipment as applicable to the landscape industry.	
Principle concepts:	
<ul style="list-style-type: none"> • Troubleshoot • Tune-Ups on several engines • Learn to Change Oil on different models • Properly clean and replace Air Filters • Change and Gap Spark Plugs • Clean and Rebuild different types of Carburetors • Sharpen & Balance Blades • How to extend the life of your small engines • Repair Recoils, Pull or Starter Ropes • Starter Clutch assembly • Replace Flywheel Keys • Replace Coils • Straighten bent handles on push equipment • Clean and maintain Self-propelled drives • De-carbonize Heads • Throttle cable replacement 	
This supplemental instruction will be provided by Lawnmower Man DVD Series.	

Element/course: Jobsite Safety, First Aid & CPR	Planned Hours: 40
Mode of Instruction (please check all that apply): <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> On-line <input checked="" type="checkbox"/> Self-study	
Provided by: Listed in description	
Description of element/course: Apprentice will learn about safe work practices, will complete training to become a certified Washington State Traffic Control Flagger, and will complete the requirements to become First Aid and CPR certified.	
Principles of safe work practices include, but are not limited to:	
<ul style="list-style-type: none"> • Proper clothing • Fire prevention • Equipment safety • Chemical safety • Material handling • Housekeeping • Vehicle safety • Hand/portable power tool safety 	

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- Welding safety
- Shop safety

This supplemental instruction will be provided through P&G Landscaping, Inc.'s company Safety Plan and monthly safety meetings. This element be approximately 24 hours.

Traffic Control Flagger training will include:

- Identify and implement safe passage for traffic through work areas.
- Identify proper equipment needed for flagging.
- Demonstrate stop/slow paddle and flag skills.
- Discuss major safety issues of flagging.
- Design a safety zone plan.

This supplemental instruction will be conducted by the Evergreen Safety Council. This course is approximately 8 hours.

First Aid/CPR certification will include:

The Adult First Aid/CPR/AED course incorporates the latest science and teaches students to recognize and care for a variety of first aid emergencies such as burns, cuts, scrapes, sudden illnesses, head, neck, back injuries, heat and cold emergencies and how to respond to breathing and cardiac emergencies for victims about 12 years and older.

This supplemental instruction will be conducted by the American Red Cross. This course is approximately 8 hours.

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Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	P&G Landscaping, Inc.
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Committee Representative Name: Bill Hilts
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WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Owner, Vice President, Head Estimator, Field Operations Manager, Project Manager, Site Superintendent	P&G Landscaping, Inc.	1989	Current
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EDUCATION HISTORY			
Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study Type of Certificate or Degree Awarded, if any

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD	
Commercial Pesticide Applicator License	DEPT OF L&I MOUNT VERNON WA
Private Pesticide Applicator License	RECEIVED
Certified Erosion and Sediment Control Lead	DEC 01 2015
Certified Traffic Control Supervisor	DEPT OF L&I MOUNT VERNON WA



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	P&G Landscaping, Inc.
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Committee Representative Name: Jose Escalera

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Landscape Laborer	P&G Landscaping, Inc.	9/2010	Current
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E-MAIL RECEIVED BY CENTRAL OFFICE: <u>12-11-15 JK</u>	E-MAIL RECEIVED BY CENTRAL OFFICE: <u>12-18-15 PJ</u>		

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD	RECEIVED
Certified Washington State Traffic Control Flagger	DEC 18 2015 DEPT OF L&I MOUNT VERNON WA
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Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	P&G Landscaping, Inc.
--------------------------	-----------------------

Committee Representative Name: Tara Rogers

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Owner, President, Bookkeeper	P&G Landscaping, Inc.	1992	Current
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EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
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Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	P&G Landscaping, Inc.
--------------------------	-----------------------

Committee Representative Name: Victor Escalera

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Landscape Labor	P&G Landscaping, Inc.	2/2009	Current
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EDUCATION HISTORY			
Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study Type of Certificate or Degree Awarded, if any

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD	
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