



**STANDARDS OF APPRENTICESHIP  
adopted by**

**SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
<b>SPRINKLER FITTER</b>	<b>47-2152.01</b>	<b>10,000 HOURS</b>



**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:**

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JANUARY 21, 2016  
Committee Amended

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Standards Amended (administrative)

By: LEE NEWGENT  
Chair of Council

By: ELIZABETH SMITH  
Secretary of Council

# SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

## 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)

**The following Standards for the development of apprentices in the Seattle and Vicinity Sprinkler Fitting Industry have been prepared by representatives of the National Fire Sprinkler Association and the Seattle, Washington Sprinkler Fitters' Local Union #699 of the United Association.**

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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 Island, King, Kitsap, Pierce, Skagit, Snohomish and Thurston Counties in the State of Washington.**

**II. MINIMUM QUALIFICATIONS:**

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

Age: **Applicants for apprenticeship must be at least eighteen (18) years of age.**

Education: **a. Applicants for apprenticeship must be a high school graduate or equivalent.**

- Applicants who graduated high school must provide a copy of their diploma and official sealed transcripts.**
- Applicants who passed a high school equivalency test must provide a copy of the test scores.**

Physical: **Must be physically capable of performing the work of this trade.**

Testing: **None**

Other: **a. Applicants must possess a Washington State driver's license, and provide a copy at the time of application.**

**b. Applicants must provide a copy of their military records (DD-214), if applicable.**

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### **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).

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.

#### **A. Selection Procedures:**

- 1. Applications will be available to anyone who is interested. Applications may be obtained at 6737 Corson Ave South, Seattle Washington 98108; and other places designated by the Committee.**
- 2. Applications will be accepted each Tuesday between 10:00 AM and 2:00 PM year round or by arrangement with the Training Coordinator.**
- 3. Completed applications along with the following shall be submitted to the Apprenticeship Committee or Training Coordinator at the address above. Applicants shall provide documentation verifying all minimum qualifications have been met. In lieu of a high school diploma, sealed transcript verifying status as "graduated" will be accepted.**
- 4. Only applications, including all documents listed in the apprenticeship standards, will be considered complete. Requests for advanced standing based on military experience or previous work experience in the trade must be made at the time of application. Applicants with previous experience or training in the trade may be given an advance rating after a review of the merits of each individual case by the Apprenticeship Committee.**
- 5. Interviews will be held at intervals designated by the Apprenticeship Committee. Interviews will be granted to all who meet the minimum qualifications. Applicants who do not meet the minimum qualifications will be sent written notice.**
- 6. Applicants will be notified to appear for interview by certificated mail. Notification will specify time and place to appear.**

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7. **The interview session:**
  - a. **Each applicant will be interviewed by members or designated representatives of the Apprenticeship Committee.**
  - b. **Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: work experience, school records, mechanical abilities and motivation.**
  - c. **All applicants must be asked the same questions.**
8. **Interview scores will become the applicants ranking score. The Apprenticeship Committee will select applicants in descending order of ranking.**
9. **Selected applicants must complete a substance abuse test as a condition of employment with negative test results. Failure to meet this requirement will result in the applicant having to repeat the application process. Selected applicants must be able to meet the requirements of the trade.**
10. **Exceptions (Direct Entry):**

**All those who enter by one of the following methods will be required to complete a substance abuse test, as a condition of employment, and pass with negative results. Any applicant who tests positive or who does not take their test within forty-eight (48) hours will not be registered and are not eligible to reapply for admission into the Seattle and Vicinity Sprinkler Fitters apprenticeship program for twelve (12) months. Those that provide proof of completion of the recommended treatment plan by an Employee Assistance Program (EAP) or an accredited substance abuse professional may reapply in six (6) months.**

- a. **An individual who signs an authorization card during an organizing effort wherein fifty percent (50%) or more of the employees have signed, whether or not the employer becomes signatory, an individual not qualifying as a journey-level worker shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training. All Education qualifications shall be waived.**

**For such applicants to be considered they must provide reliable documentation to the Apprenticeship Committee to show they were an employee performing sprinkler fitting work prior to signing the authorization card.**

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- b. An employee of a non-signatory employer not qualifying as a journey-level worker who makes application as the result of organizing efforts, whether or not the employer becomes signatory, shall be evaluated by the Apprenticeship Committee using constant, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training. All Education qualifications shall be waived.**
- c. U.S. Military Veterans, those serving in the Military Reserves or National Guard and participants in V.I.P. (Veterans In Piping) or Helmets to Hardhats may be granted direct entry into the apprenticeship program. All Education qualifications shall be waived.**

**For such applicants to be considered they must:**

- (1) Have a minimum of forty-four (44) months of active duty with an honorable discharge. If the applicant was a member of the Military Reserves or National Guard, additional deployment documentation will be required.**
- (2) Apply within four (4) years from their discharge date.**
- (3) Provide photocopy of DD-214**

**The Apprenticeship Committee shall evaluate the military training received and on-the-job learning experience received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate.**

**Entry of military veterans shall be done without regard to race, color, religion, national origin or sex.**

- d. Registered Native Americans who have secured work under a TERO project may receive direct entry into the apprenticeship program as an apprentice provided that the Employer is an approved training agent of the sponsor.**
- e. An apprentice who is registered and in good standing with the United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada may request a transfer into the program and may receive direct entry into the apprenticeship program.**

**B. Equal Employment Opportunity Plan:**

**1. Part 1, Purpose**

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- a. Recognizing the need of local Apprenticeship Committees for assistance from the national level in complying with revised Congressional Federal Register Order 29-30, the three national joint committees, plumbing, steamfitter-pipefitter and sprinkler fitter, have prepared a Joint Affirmative Action Program for adoption at the local level.
  - b. An analysis of female and minority participation in existing pipe trades apprenticeship programs indicates that:
    - (1) Some, but not enough females and minorities apply.
    - (2) Still fewer females and minorities complete the application and meet the minimum requirements.
    - (3) On average, those who are eligible do well in the selection process.
    - (4) The solution to the problem lies in better notification to female and minority groups, closer liaison with responsible groups interested in the same endeavor, personal contacts, application follow-up and other affirmative procedures.
2. Part II, Scope:
- a. The program herein outlined consists of the following affirmative acts and may be altered and supplemented at a later date as experience indicates and as personnel and funds permit. Any change made by the local Apprenticeship Committee shall become part of the written program adopted at the local level.
  - b. Recognizing that it would be a disservice to develop second-rate journey level workers, the local Apprenticeship Committee will maintain its standards of producing high quality journey level workers and will provide extra training when necessary to the extent that cost and personnel permit.
3. Part III, Elements of Recruitment Program:
- a. Participate with existing outreach programs whose focus is the recruitment and preparation of minority and female apprenticeship applicants.
  - b. Cooperate with school boards, community and technical colleges to develop programs, which prepare students for entrance into apprenticeship.
  - c. Participate in job fairs, career fairs, and other similar events designed to increase awareness of apprenticeship opportunities and the qualifications necessary to entrance into this apprenticeship program.

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- d. **Use minority and/or women (minority and/or non-minority) journey level workers and/or apprentices to promote the affirmative action program.**
  - e. **Select from list of qualified applicants for apprenticeship, on other than ranking, so as to reach women (minority and non-minority) or minorities to meet goals and timetables.**
4. **Part IV, Nondiscrimination:**

**The commitments contained in the Affirmative Action Program are not intended and shall not be used to discriminate against any qualified applicant or apprentice on the basis of race, color, religion, national origin or sex. The sponsor shall take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under applicable law and lawful regulations issued thereunder.**

Discrimination Complaints.

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

**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 be 10,000 hours in not less than five (5) years of reasonable continuous employment. Any extension or reduction of this period of apprenticeship will be granted by the Apprenticeship Committee only upon adequate proof that an apprentice is entitled to such consideration**

**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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2. 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.

**The initial probationary period for all apprentices will be 2000 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)].

**Employers may employ one (1) apprentice for each two (2) journey-level workers continuously employed. Apprentices shall not be assigned to jobs in excess of the ratio of apprentices to journeymen as set forth in this paragraph.**

**When circumstances warrant, the Apprenticeship Committee may approve the employment and training of additional apprentices over and above this ratio, with a maximum of one (1) apprentice for each journey-level worker continuously employed.**

### **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.

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Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 – 1000 hours (0 - 6 months)</b>	<b>40% (No pension contributions)</b>
<b>2</b>	<b>1001 – 2000 hours (7 – 12 months)</b>	<b>42% (No pension contributions)</b>
<b>3</b>	<b>2001 – 3000 hours (13 – 18 months)</b>	<b>44% (No pension contributions)</b>
<b>4</b>	<b>3001 – 4000 hours (19 – 24 months)</b>	<b>47% (No pension contributions)</b>
<b>5</b>	<b>4001 – 5000 hours (25 – 30 months)</b>	<b>52% (National pension and \$0.25 per hour Supplemental)</b>
<b>6</b>	<b>5001 – 6000 hours (31 – 36 months)</b>	<b>57% (National pension and \$0.25 per hour Supplemental)</b>
<b>7</b>	<b>6001 – 7000 hours (37 – 42 months)</b>	<b>62% (National pension and \$0.50 per hour Supplemental)</b>
<b>8</b>	<b>7001 – 8000 hours (43 – 48 months)</b>	<b>65% (National pension and \$0.50 per hour Supplemental)</b>
<b>9</b>	<b>8001 – 9000 hours (49 – 54 months)</b>	<b>75% (National pension and \$1.00 per hour Supplemental)</b>
<b>10</b>	<b>9001 – 10000 hours (55 – 60 months)</b>	<b>80% (National pension and \$1.00 per hour Supplemental)</b>

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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. Sprinkler Fitter: Approximate hours**

**1. Overhead piping installations .....4000**

- a. Wet pipe system (light, ordinary and extra hazard)
  - (1) Exposed piping
  - (2) Concealed piping
  - (3) Hydrostatic test
- b. Dry pipe system piping (light, ordinary and extra hazard)
  - (1) Exposed piping
  - (2) Concealed piping
  - (3) Air or hydrostatic test
- c. Spray, CO-2 and foam system
- d. Special piping installations
  - (1) Window, cornice and water curtain systems
  - (2) Anti-freeze systems
- e. Standpipe and hose equipment

**2. Control devices, training, alarm installations and drains .....3000**

- a. Alarm valves or water flow devices
  - (1) Water meter alarm gongs
  - (2) Electric alarms, circuit openers or closer
- b. Dry pipe valves, exhausters or accelerators
  - (1) Air supplies (manual or automatic
  - (2) Supervisory equipment
  - (3) Water motor alarm -gongs
  - (4) Electric alarm circuit openers or closer
- c. Preaction and deluge valves
- d. Heat responsive devices, tubing, and conduit
  - (1) Air bulb type
  - (2) Metal expansion type
  - (3) Auxiliary device operations

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- 3. Underground piping .....1500**
  - a. Cast iron bell and spigot pipe and fitting installations**
    - (1) Post indicator valves**
    - (2) Hydrants**
    - (3) Valve pit connections, hydrant houses and equipment**
    - (4) Hydrostatic test and flushing**
  - b. Special types of underground typing**
    - (1) Universal or mechanical joint pipe**
    - (2) Transite or other special type pipe**
  
- 4. Water supplies.....800**
  - a. City connections**
    - (1) Wet connections under pressure**
    - (2) Dry cut-ins**
  - b. Tank connections**
    - (1) Gravity tanks (discharge, fill, heating and overflow)**
    - (2) Pressure tanks (discharge, fill and air)**
  - c. Fire pumps-manual or automatic**
    - (1) Suction and discharge**
    - (2) By-pass**
    - (3) Hose connections and relief**
  - d. Fire Department siamese connections**
  
- 5. Care and maintenance of sprinkler systems.....500**
  - a. Repair work on overhead or underground piping**
    - (1) Piping and valves**
    - (2) Devices and alarms**
    - (3) Flushing**
  - b. Insurance inspection and reports**
  - c. Owner's instruction on care and maintenance**
  
- 6. Miscellaneous.....200**
  - a. Scaffolds and ladders**
    - (1) Construction and use**
    - (2) Safe operating practices**
  - b. Care and use of tools**
  - c. Receiving, distributing and shipping of material**

**Total Hours: 10000**

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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)
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify): **classroom and shop instruction**

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

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

- 1. The Apprenticeship Committee recommends that the courses for the apprentices be limited to those who are actually apprentices to the trade in accordance with these Standards.**
- 2. Text books and materials shall be signed for by the apprentice and the apprentice shall be responsible for said equipment and materials. If not returned, the full price of the equipment and/or material shall be billed to the apprentice.**
- 3. In the event an apprentice has completed all their required RSI, but has less than the required OJT, the apprentice will not be required to attend further classes unless otherwise directed by the Apprenticeship Committee.**

### **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.

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).

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.

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)].

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## A. General Procedures

1. **During the entire term of apprenticeship, the apprentice shall be under the jurisdiction and control of the Apprenticeship Committee, and the Committee shall have the authority to protect the apprentice's welfare and also to instruct, direct, and discipline at all times. Each employer who employs apprentices in accordance with these standards with the advice and assistance of the Apprenticeship Committee shall be responsible for the apprentice's work experience on-the-job and the recording of same on their record form adopted for this purpose.**
  - a. **It shall be the employer's duty to see that this form is complete in every detail and forwarded to the Apprenticeship Committee or Training Director by the 7th of the following month.**
2. **Hiring of Apprentices: Employers being entitled to and desiring application for said apprentice to the Apprentice employer, however, shall have the option to accept or reject, for just cause, any and all apprentices offered said Committee.**

The employer shall agree that the apprentice will be worked under such conditions as will result in normal advancement. The employer shall also agree that the apprentice will not be employed in a manner that may be considered as unfair to either party to these Standards. All apprentices shall be released from "on-the-job" commitments to attend scheduled related instruction classes.

3. **Obligation of Apprentices: The applicant, before assignment to employer, will copy the following obligation in their own handwriting and file it with the Apprenticeship Committee.**

"I", the undersigned, have made application to be enrolled as an apprentice with the Apprenticeship Committee, and having read the rules formulated by said Committee providing for the training of apprentices, and understanding same and all conditions therein contained, do hereby agree to serve such time and perform such training and study such subjects as the Committee may deem necessary.

4. **Continuity of Employment: When an apprentice is temporarily laid off because of business conditions, the apprentice shall be reinstated before any additional apprentices are employed.**

An apprentice suspended for any reason, when reinstated shall complete the work setup in their training schedule before the work of the next period may be started.

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5. When an employer discharges an apprentice, he/she shall immediately notify the Apprenticeship Committee, in writing, giving the name of the apprentice and the reason for said discharge.
6. Where it is found impossible for one employer to provide the diversity of experience necessary to give the apprentice all-round training in the trade, the Apprenticeship Committee may transfer the apprentice temporarily or permanently to another employer, in which case the employer to whom the apprentice is assigned will assume all obligations of the original employer, but in no case shall an apprentice be transferred to a shop where there is a labor dispute.
7. Periodic testing procedures for each apprentice shall be given by the Apprenticeship Committee (or instructor) to determine rate of progress and the apprentice is to maintain a passing grade on these tests.
8. Absentee Policy - It is the intent of this Committee to ensure quality training for each apprentice. Full attendance at related training classes is therefore expected. The following provisions address issues consequent to missed classes.
  - a. An apprentice will be allowed one (1) class or four (4) hours absence from related school training per school year.
  - b. Two additional absences, two (2) classes or eight (8) hours in any one school year will be cause for an apprentice to be called before the Committee for disciplinary action, disciplinary action may include delay of wage advancement, cancellation from the program or other action the committee deems appropriate.
  - c. All absences described in paragraph b. above will be made up during a make-up class within the same school year.
  - d. It will be the employers responsibility to ensure that apprentices are allotted the required time to attend related training classes, apprentices shall not miss related training classes due to conflict with work.
9. Satisfactory progress must be maintained in related training classes.
10. The apprentice may be brought before the Apprenticeship Committee for disciplinary action due to attendance, failure to attend a scheduled make-up class, punctuality, work habits, mechanical ability, attitude relating to the job or classroom and failure to pass any drug test. Disciplinary action may include delay of wage advancement, cancellation from the program, or other action the Apprenticeship Committee deems appropriate.

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**11. The apprentice will maintain and possess a valid driver's license at all times.**

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

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)

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

Within: 30 business days for supervisor to complete investigation

- 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:

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

- Request must be in writing
- Must specify reasons supporting the request

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- 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.

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.

- Apprenticeship Agreements – within first 30 days of employment
- Authorization of Signature forms - as necessary

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- 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
4. 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:

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 the related/supplemental

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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.

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
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. 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.
  4. 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.
  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.
  6. Hear and adjust all complaints of violations of apprenticeship agreements.
  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

## SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

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.

### 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 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: **SEE ABOVE**

Program type administered by the committee: **GROUP JOINT**

**SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE**

The employer representatives shall be:

**James Boulanger, Chairman  
Patriot Fire Protection  
2707 70th Avenue East  
Tacoma, WA 98424**

**Barry Gooding  
Smith Fire Systems  
1106 54th Avenue East  
Tacoma, WA 98424**

**Nancy Hammond  
Reliance Fire Protection Inc  
PO Box 428  
Preston, WA 98050**

**Pat Watson  
Western States Fire Protection  
14690 NE 95th St., Unit 101  
Redmond, WA 98052**

The employee representatives shall be:

**Stanton Bonnell, Secretary  
2800 - First Avenue Room 111  
Seattle, WA 98121**

**Stetson Cale  
2800 - First Avenue Room 111  
Seattle, WA 98121**

**Steven Tjelde  
UA Local 699 Sprinkler Fitters  
2800 - First Avenue Room 111  
Seattle, WA 98121**

**Kevin Johnston  
UA Local 699 Sprinkler Fitters  
2800 First Ave Room 111  
Seattle, WA 98121**

**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:**

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.

**Stephen M. Miller, Training Director/Coordinator  
Sprinkler Fitters Training Facility  
6737 Corson Ave. South, Bldg. B  
Seattle, Washington 98108**