



APPRENTICESHIP PROGRAM STANDARDS
adopted by

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE
(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-315]

SPRINKLER FITTER

47-2152.01

10,000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention and Labor Standards
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

N/A
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By: DAVE D'HONDT
Chair of Council

By: ELIZABETH SMITH
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SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of these standards are boilerplate and may only be modified by the WSATC. See WAC 296-05-003 for the definitions necessary for use with these Standards.

Sponsor Introductory Statement (Required):

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

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

Sprinkler Association and the Seattle, Washington Sprinkler Fitters' Local Union #699 of the United Association.

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these Standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-303(4)(g).

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 [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.

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

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedure (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.

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 available year round by an appointment with the Training Director at: Phone (206) 764-0395.**
- 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.**

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

- 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.

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

- 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.**

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

B. Equal Employment Opportunity Plan:

1. Part I, Purpose

- 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.**
- 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.

C. Discrimination Complaints:

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

IV. TERM OF APPRENTICESHIP:

The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-315].

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:

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

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

The initial probationary period is [WAC 296-05-316(22)]:

- A. The period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. The period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices during their initial probationary period.
- C. **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 on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-316(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

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:

- A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.
- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

C. Sprinkler Fitter

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

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and work experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined.

A. Sprinkler Fitter: Approximate Hours

- 1. Overhead piping installations4000**
 - 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
- 3. **Underground piping1500**
 - 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

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

- 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

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify)

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

Classroom and Shop Instruction

B. **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: **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.*

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

C. 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:

A. Administrative Procedures:

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

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. Advanced Standing or Credit: The sponsor may provide advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-316 (11).
3. Sponsor 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.**

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

- 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.

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.

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

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

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or Sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:

None

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint. 296-05-316(22)
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-009). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.
3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.

5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

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

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

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

B. Program Operations (Chapter 296-05 WAC - Part C & D):

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon request. Records required by WAC 296-05-400 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. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

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

Or;

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

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

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

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

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

2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:
 - a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator

3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.
2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

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

D. Training Agent Management:

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

E. Committee governance (if applicable): (see WAC 296-05-313)

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The sponsor must also provide the following information:
 - a. Quorum: **See above**

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

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

**Evan Boulanger, Alternate
2707 70th Avenue East
Tacoma, WA 98424**

**Bryant Hammond, Alternate
PO Box 428
Preston, WA 98050**

- d. The employee representatives shall be:

**Stanton Bonnell, Secretary
2800 - First Avenue Room 3
Seattle, WA 98121**

**Stetson Cale
2800 - First Avenue Room 3
Seattle, WA 98121**

**William C. Hunt
2800 1st Avenue, Room 3
Seattle, WA 98121**

**Kevin Johnston
UA Local 699 Sprinkler Fitters
2800 First Ave Room 3
Seattle, WA 98121**

**Steven Tjelde, Alternate
2800 1st Avenue, Room 3
Seattle, WA 98121**

**Colin Fowler, Alternate
2800 1st Avenue, Room 3
Seattle, WA 98121**

F. Plant programs

For plant programs the WSATC or the Department designee will act as the apprentice representative. Plant programs shall designate an administrator(s) knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards.

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

None

SEATTLE AND VICINITY SPRINKLER FITTERS APPRENTICESHIP COMMITTEE

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these standards, and are subject to the main committee. All actions of the subcommittee(s) must be reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

None

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/ training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

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