



**STANDARDS OF APPRENTICESHIP
adopted by**

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

(sponsor name)

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



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

APPROVAL:

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Standards Amended (administrative)

By: LEE NEWGENT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

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):

Realizing the great and growing need for qualified trained mechanics in the Sprinkler Industry in order that proper facilities for fire protection may be provided and correctly and scientifically installed both now and in the future, the National Fire Sprinkler Association, Inc. and Road Local Union No. 669 of the United Association believe we

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

should institute a systematic vocational training of apprentices to the end that the needs of the industry for capable mechanics will be met and a proper balance steadily maintained.

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

II. MINIMUM QUALIFICATIONS:

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

Age: **Must be the age of 18 or over.**

Education: **Must be a high school graduate, have a G.E.D., or the equivalent. Copy of such to be submitted with the Hiring Package.**

Physical: **Must be physically fit to do the work of the trade. (Applicants after being selected by an Employer to be registered as apprentices but before being employed shall at the cost of the training agent undergo a medical examination to establish physical fitness).**

Testing: **N/A**

Other: **Must have military discharge under other than dishonorable conditions, if applicable. Copy of Military Discharge (Form DD-214) to be submitted with the Hiring Package.**

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

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

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. Every Approved Training Agent within the State of Washington participating in the JATC's program of training and education shall utilize open enrollment as their exclusive means of selecting apprentices.**
- 2. Every Approved Training Agent shall maintain an applicant log, copies of which shall be sent on a regular basis to the Director of Compliance.**
- 3. Every person requesting an application shall be recorded on the applicant log, and shall be furnished a Hiring application package, which will include**
 - (a) Apprenticeship Agreement**
 - (b) Apprenticeship Application**
 - (c) Medical Form**
 - (d) Information relating to work in the trade as an apprentice**

The returned package will include copies of the applicant's proof of age, high school diploma/G.E.D. or equivalent, and Military Discharge (Form DD-2 14) if applicable.

Any individual who fails to return the completed package within sixty (60) days, shall be noted on the applicant log as being ineligible for consideration at this time and will have to re-apply.

- 4. Hiring Packages (completed) shall be filed in duplicate with the Joint Apprenticeship and Training Committee.**
- 5. A candidate for Apprenticeship with previous experience in or related to, the trade can request that such experience be evaluated by the Committee. This request should be made at the time of application. Where such experience warrants it, the Committee will place the Apprentice in the**

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

appropriate wage period, and such advanced credit shall be subject to review prior to the Apprentice's next advancement.

6. **Individuals not interviewed because they lack a basic qualification will not be reconsidered until they correct any deficiencies that exist and re-apply.**
7. **Interviews shall be conducted at the discretion of the Approved Training Agent; however, no interview shall be conducted with less than seven days notice to all applicants.**
8. **Notices shall also be sent to applicants who have previously been interviewed and ranked, advising them of the opportunity to re-interview, provided they can demonstrate tangible evidence of activities which have enhanced their qualifications for the job.**
9. **In the event any applicant fails to respond to said notices, they shall be removed from the pool of applicants and notation of such shall be made on their progress report. They will have to re-apply.**
10. **A committee consisting of at least two individuals shall conduct interviews.**
11. **Each interview session shall be scheduled to provide time to adequately cover each interview grading area.**
12. **The interview committee shall have in its possession for review with regard to each applicant: application form, apprenticeship agreement, high school diploma/G.E.D./or equivalent Certificate, Military Discharge (Form 2 14) if applicable, and proof of date of birth**
13. **After a brief introduction, the committee will ask questions of the applicant with the purpose of finding out as much as possible about the applicant as an individual and about the applicant's capacity to participate in apprenticeship.**
14. **Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: work experience, school record, mechanical abilities, and motivation.**
15. **Evaluation must be based on a standard of industry needs, and not by a comparison with other applicants.**
16. **Answers to questions must be recorded during the interview to produce a record for the applicant's file.**
17. **All applicants must be asked the same questions.**

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

18. Applicant Selection

- a. The Approved Training Agent shall notify all individuals interviewed of the results of the interview, including their score and ranking.**
- b. From the individuals interviewed, the Approved Training Agent shall select in numerical order the applicants sufficient to meet its employment needs.**
- c. Applicants not selected shall remain on the ranked list for a period of two years, unless removed in accordance with Section IV, number 9 of this plan.**
- d. An applicant selected by the Approved Training Agent for entry into the Apprenticeship Program, shall, after the interview be scheduled for and must pass:**
 - (1) Examination and completion of the Medical Form at the Approved Training Agent expense**
 - (2) Drug test with negative results**
- e. Final approval or rejection of an application submitted by an Approved Training Agent will be made by the Joint Apprenticeship and Training Committee which will review the contractor's eligibility for assignment of an apprentice, the applicant's eligibility for entry into the Program and the availability of Journey-level and/or apprentice sprinkler fitters in the applicant's geographic area. If the applicant is accepted for entry into the Program, an Apprenticeship Card will be issued for the new apprentice in care of the Approved Training Agent. If the application is rejected, the Approved Training Agent and applicant will be notified of the rejection and the reason therefore by certified mail and a return receipt, requested by the Joint Apprenticeship and Training Committee.**

19. Direct Entry:

- a. The JATC provides direct entry into its program for military veterans through its participation in the Veterans in Piping (“VIP”) program. The VIP program trains active duty personnel or reservists in skills associated with becoming a qualified sprinkler fitter journey person, particularly in the area of welding. Participants complete a multi week program training them to become certified welders. When active duty personnel leave military service, they are placed into a United Association apprenticeship program, such as the JATC, and given the appropriate credit for their completion of the VIP program.**

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

The JATC's participation in the VIP program impacts recruitment of qualified minority candidates, in that the percentage of minority members of the military exceeds the general population's minority percentage. Therefore assistance to and recruitment of veterans by the JATC can assist in boosting our outreach to and recruitment of minority candidates.

B. Equal Employment Opportunity Plan:

1. Recruitment and Outreach

a. Every six months, the Director of Compliance will send to community outreach organizations and facilities which can assist in securing qualified minority and female applicants, throughout area covered by the Apprenticeship Standards between the Union and the National Fire Sprinkler Association announcements of apprenticeship opportunities and information concerning Approved Training Agent operating within the outreach organizations geographical area.

b. In addition to the notifications to minority group and female referral organizations referenced above, the Director of Compliance will semi-annually notify the following:

(1) The U.S. Department of Labor's Office of Apprenticeship and the Washington State Department of Labor and Industries Apprenticeship Section.

(2) State Employment Service Offices.

(3) Minority Owned Newspapers.

2. The Director of Compliance, contractors, and the Union may take additional affirmative actions such as participation in workshops for school and employment service counselors, and cooperating and consulting with secondary and vocational administrators on the transition of students from school to apprenticeship openings. The Director of Compliance is to receive written notification of such efforts made by Approved Training Agent and the union.

3. Internal communication of the sponsor's equal opportunity policy in such a manner as to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid the sponsor in meeting its obligations under these rules.

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

- 4. Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.**

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 reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

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

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
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 1000 hours or 6 months of reasonably continuous 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

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

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 employing apprentices under the terms and conditions of these standards shall be allowed one (1) apprentice for the first journey-level worker and one (1) apprentice to each journey-level worker thereafter as defined by each contractor's workforce.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

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

Step	Number of hours/months	Percentage of journey-level rate
1	0000-0500 hours (0-3 months)	45%
2	0501-1500 hours (3-9 months)	50%
3	1500-2500 hours (9 months)	55%
4	2501-3500 hours (1 year, 3 months)	60%
5	3501-4500 hours (1 year, 9 months)	65%
6	4501-5500 hours (2 years, 3 months)	70%
7	5501-6500 hours (2 years, 9 months)	75%
8	6501-7500 hours (3 years, 3 months)	80%
9	7501-8500 hours (3 years, 9 months)	85%
10	8501-10000 hours (4 years, 3 months)	90%

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

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)]

The Apprentice shall also be given experience on all new equipment, materials and substitutes that may be installed on the job and also training in safety practices to avoid personal injuries and property damage.

Where it is found impossible for one Employer to provide the diversity of experience necessary to give the Apprentice all-around training in the trade, the Joint Apprenticeship and Training 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.

SPRINKLER FITTER

SKILL AREA**	Rec Hrs.	Rec.%
A. Installation Overhead Piping	5,000	50.0
B. Installation system controlling valves, Controlling devices & alarms	1,250	12.5
C. Installation Underground Piping	1,000	10.0
D. Installation System Supply	875	8.75
E. Repair & remolding work	<u>1,875</u>	<u>18.75</u>
	10,000	100.00

****To insure a well rounded journey-level worker, an Apprentice is restricted to a maximum of 2,500 hours welding. Welding experience may be either in the field or in a fabrication shop.**

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

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): **Other classes/courses as approved by the Committee.**

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

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

- (X) twelve-month period from date of registration.*
- () defined twelve-month school year: **(insert month)** through **(insert month)**.
- () two-thousand hours of on the job training.

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

Additional Information:

Each apprentice shall be required to participate in the correspondence study program devoted to subjects related to the trade which has been developed by the JATC. Hours of related supplemental training shall be no less than 144 hours per year up to a maximum of 720 hours over the term of the apprenticeship. The JATC reserves the right to direct the apprentice to do more than the maximum of 720 hours of RSI.

Apprentices will be provided with broad general knowledge. The training of Apprentices will be concentrated on the specific skills required of the sprinkler trade mechanic.

Apprentices will not be paid for time devoted to related instruction.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

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

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)].

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

A. General Procedures

- 1. Employers being entitled to and desiring an Apprentice shall make application for said Apprentice to the Joint Committee. The Employer shall agree that the Apprentice will be worked under such conditions as will result in normal advancement and that the Employer will cooperate in seeing that the apprentice does the requisite amount of study and manual training as prescribed by the Joint Committee. 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 and, further, the parties agree to maintain their existing procedures and rules, as determined by the JATC, with respect to administration of the Apprenticeship Program. In the event there are apprentices available who have had their employment terminated by some other member Employer, such apprentice will be placed before new Apprentices are hired.**

No new apprentice may be hired when unemployment exceeds two (2) journey-level workers or Apprentices, within 100 miles of the applicant's home residence, or six percent (6%) of the total of journey-level workers and Apprentices, within 100 miles of the applicant's home residence (whichever is greater). For the purposes of determining the actual availability of qualified journey-level workers and Apprentices in a given area, the Union will maintain a list of unemployed journey-level workers and Apprentices. Said list shall be updated on a weekly basis. Said list will be made available to the Joint Apprenticeship and Training Committee upon request, but shall not be used for any purpose other than the foregoing. The Chairman and Secretary of the committee will approve or reject applications for new Apprentices based upon the above-referenced list.

The Director of Apprenticeship will provide a list of Apprentice applications for approval on Friday of each week (if applicable) to the Chairman and Secretary of the JATC. The union will respond to the list received on Friday, the following Monday.

- 2. Before the end of the initial probationary period, the Joint Apprenticeship and Training Committee shall make a thorough review of the apprentice's ability, attitude and development. Any apprentice found to be unsatisfactory shall be retained on disciplinary probation an additional sixty (60) days and re-evaluated. An apprentice found to be inadequate on re-evaluation shall be dropped from the program. An Apprentice who satisfactorily completes the initial probationary period will be initiated into Local Union No. 669 as a Building Trades Apprentice.**
- 3. The committee shall undertake to keep the apprentice at work at the trade continuously, except in case of strike, lockout, sickness or other**

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

unavoidable causes, unsatisfactory completion or related training courses, or by action of the Joint Committee. When an employer discharges an apprentice, the employer shall immediately notify the Joint committee in writing, giving the name of the apprentice and the reason for discharge. Disposition of such an apprentice shall be made by the Joint Committee within sixty (60) days of receipt of notice of discharge. In case of dissatisfaction between the employer and the apprentice, either party has the right and privilege of appeal to the Joint Apprenticeship and Training Committee for such action and adjustment of such matters as come within the standards.

4. Definitions:

In addition, the following definitions shall apply to the Administration of standards:

ASSOCIATION: The National Fire Sprinkler Association, Inc.

UNION: The Road Local Union No. 669 of the United Association.

EMPLOYER (Approved Training Agent): The firm by whom the Apprentice is employed.

DIRECTOR OF APPRENTICESHIP: The agent of the Joint Apprenticeship and Training Committee or designated person to perform the duties stated in the Standards of Apprenticeship.

DIRECTOR OF COMPLIANCE: The national coordinator of the JATC's outreach and record keeping responsibilities.

MONTHLY APPLICANT REPORT: A monthly report submitted to the Director of Compliance describing or breaking down the name, date and disposition of applications for apprenticeship positions.

MONTHLY ACTIVITY REPORT: A monthly report submitted to the Director of Apprenticeship describing the on the job work activities of each apprentice.

APPLICANT: Any individual who has submitted an Apprenticeship Agreement, an apprentice application and Medical form, parts A and C.

APPLICANT LOG: A daily log reflecting the name, date and disposition of applications for apprenticeship positions furnished by or submitted to each contractor.

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

CONTRACTOR (Approved Training Agent): Any employing unit which is a contractor member of the National Fire Sprinkler Association or any other employing unit signatory to a collective bargaining agreement between United Association Road Sprinkler Fitters Local 669 and the National Fire Sprinkler Association required thereby to make periodic payments to the Education Fund.

OPEN ENROLLMENT: An application process whereby Approved Training Agents will accept applications five days a week, except holidays, fifty-two weeks a year, between the hours of 9:00 and 11:30 A.M. and 1:30 and 3:00 P.M. Completed applications received will be kept on file until the contractor determines the need to create a ranked applicant pool for future apprenticeship opportunities.

5 Qualifications and Responsibilities of Employers

All Employers of Apprentices must satisfy the JATC that they can meet the following minimum qualifications.

- a. Be financially responsible and current in Fringe Benefit Payments.
- b. Have the necessary facilities to assure effective training.
- c. Employ Local 669 journey-level workers in accordance with the existing journey-level worker-apprentice ratio.
- d. Agree to adhere to the program as set up by the JATC.
- e. Be signatory to the Local 669 Joint Apprenticeship Program Affirmative Action Plan.
- f. Each Employer who employs Apprentices in accordance with these Standards shall, with the advice and assistance of the Joint Committee, be responsible for their work experience on the job and the recording of same on the record form adopted for this purpose. It shall be the Employer's duty to see that this form is complete in every detail and forwarded to the Joint Committee at the proper time for their information and record.
- g. Where it is found impossible for one employer to provide the diversity of experience necessary to give the apprentice all-around training in the trade, the Joint Apprenticeship and Training 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

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

case shall an apprentice be transferred to a shop where there is a labor dispute.

6. Duties of the Joint Apprenticeship and Training Committee

- a. To place Apprentices under written Apprenticeship Agreements.**
- b. To maintain a record of each Apprentice, for at least five (5) years, after completion/cancellation, showing education, experience and progress in learning the trade.**
- c. To notify the Supervisor of Apprenticeship and Training of all Completions/terminations/cancellations of Agreements and other actions taken in regards to apprentices.**
- d. To ensure that training resources are expended so that they may help to serve the need for skilled labor of employers supporting this program and to ensure continued financial support for this program by, among other things, requiring reimbursement of all costs incurred by the JATC and/or the National Automatic Sprinkler Local No. 669, U.A. Education fund for or on behalf of individual Apprentices who choose to work in employment not covered by a collective bargaining agreement requiring payments in support of this or a similar program.**
- e. During the entire term of Apprenticeship, the Apprentices shall be under the jurisdiction and control of the Joint Apprenticeship and Training Committee, and the Committee shall have the authority to protect their welfare and also to instruct, direct and discipline at all times.**

7. Expenses Incurred in Administration of Standards

Expenses incurred by the Apprenticeship Committee in carrying out the provisions of these Apprenticeship Standards shall be paid by the National Automatic Sprinkler Local No. 669, U.A. Educational Fund.

No extraordinary expenses shall be incurred by the Joint Apprenticeship and Training Committee without prior approval of the National Fire Sprinkler Association, Inc., and the Union.

8. Responsibilities of Apprentices

The Apprentice shall:

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

- a. **Perform diligently and faithfully the work of the trade, and perform such other pertinent duties as may be assigned in accordance with the provisions of the registered Standards.**
- b. **Respect the property of the Contractor and abide by the working rules and regulations of the Contractor, the Local Union, and the JATC.**
- c. **Complete satisfactorily the required instruction in subjects related to the trade, as provided under these registered Standards.**
- d. **Maintain such records of on-the-job training and related instruction as may be required by the JATC.**
- e. **Develop safe working habits, and work in such manner as to assure their safety and that of other workers.**
- f. **Conduct themselves at all times in a credible, ethical, and moral manner.**

9. Previous Credit

A candidate for Apprenticeship with previous experience in or related to, the trade can request that such experience be evaluated by the Committee. This request should be made at the time of application. Where such experience warrants it, the Committee will place the Apprentice in the appropriate wage period, and such advanced credit shall be subject to review prior to the Apprentice's next advancement.

10. Hours of Work

The hours of work for Apprentices and conditions associated therewith shall be in accordance with the present and subsequent labor agreement in effect.

11. Ratio

Employers employing Apprentices under the terms and conditions of these Standards shall be allowed one (1) Apprentice for each journey-level worker as defined by each contractor's workforce.

An Apprentice may not be elevated to the position of Temporary journey-level worker unless such action is approved by the Joint Apprenticeship and Training Committee.

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

Each Employer shall report semi-annually on January 1 and July 1 to the Joint Apprenticeship and Training Committee the number of journey-level workers and Apprentices working for them.

It is agreed that on February 1 of each year the ratio of Apprentices to Fitters shall be examined and determined for the following year based on the average employment of journey-level workers for the previous year and the anticipated business for the forthcoming year.

12. Periodic Examinations

It will be the duty of the Employer and the instructor to make periodic reports on the progress of each Apprentice. The Joint Apprenticeship and Training Committee shall keep a record of the progress of each Apprentice, and reports from the Employer as well as the instructor shall be scrutinized semi-annually. If the Joint Apprenticeship and Training Committee is satisfied with the progress being made by the Apprentice, a notice will be forwarded to the Employer which will advance the Apprentice to the next period. In the event of unsatisfactory performance, apprentices may be held at their current rank and pay until evidence of satisfactory progress is demonstrated. In cases of failure on the part of the Apprentice to fulfill obligations as to schooling, diligence or application to the work, or conduct, the Apprenticeship Agreement may be suspended or revoked and the Employer hereby agrees to carry out the instructions of the Joint Committee in this regard. The Apprentice hereby agrees to abide by any such determination of the Joint Committee. Upon the successful completion of the terms of Apprenticeship under these Standards, the Apprentice shall be issued a Certificate of Completion of Apprenticeship signed by the officers of the Apprenticeship and Training and shall be a journey-level worker.

13. Identification and Work Card

Upon acceptance of application and assignment of employment, the Apprentice will be registered in accordance with these Standards of Apprenticeship and shall be issued a Probationary Card by the JATC which will identify the Apprentice on jobs and indicate the Employer to whom assigned. This card will be signed by the Director of Apprenticeship for the Chair and the Secretary of the Joint Apprenticeship and Training Committee.

14. Apprenticeship Registration

The apprentice shall sign an Apprenticeship Agreement with the Joint Apprenticeship and Training Committee. This Agreement shall be registered with the Supervisor of Apprenticeship and Training. Every

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

Apprenticeship Agreement entered into under these standards shall contain the provision making terms and conditions of the Standards as part of the apprenticeship agreement. The following shall receive copies of the Apprenticeship Agreement:

- a. **The Employer**
 - b. **The Joint Apprenticeship and Training Committee**
 - c. **Supervisor of Apprenticeship and Training**
 - d. **The Apprentice**
15. **After the initial probationary period, the apprenticeship agreement may be canceled at the request of the apprentice or may be suspended, canceled, or terminated by JATC for good cause. Such removal by the JATC shall cancel the classification of the apprentice and the opportunity to complete the training. The registration agency shall be notified of such cancellations.**
 16. **The JATC may also discipline apprentice by postponing advancement from one period of training to the next or by temporarily removing the apprentice from the job, causing loss of employment.**
 17. **Before invoking any disciplinary action, the JATC must notify the apprentice by certified mail. If the apprentice fails to show satisfactory cause for on-the-job actions or fails to correct related Training Program delinquencies within the specified time, disciplinary action may be invoked.**
 18. **When an apprentice is temporarily laid off because of business conditions, the apprentice shall be reinstated before any additional apprentices are employed. It is agreed that any apprentice, who is laid off due to military or naval service has priority rights, and shall be given the first opportunity availability in any shop to complete the apprenticeship. An apprenticeship, suspended for any reason, when reinstated shall complete the work set up in the training schedule before the work of the next period may be started.**
 19. **When an apprentice is laid off due to lack of work the Approved Training Agent shall give as much advance notice of said layoff as possible to the Director of Apprenticeship.**
 20. **When an apprentice is terminated from employment the apprentice shall immediately notify the Director of Apprenticeship.**
 21. **The Joint Apprenticeship and Training Committee shall be composed of eight (8) members of equal representation from the National Fire Sprinkler Association, Inc. and Road Sprinkler fitters Local Union 669 of the United Association.**

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

- a. **From this committee shall be chosen a chairman and secretary. When the chairman represents the association, the secretary shall be from the union and /or vice versa. The length of the term of office shall be one (1) year.**
- b. **The voting strength of the committee shall be equally divided between the association and the union representatives. The division of the vote among such groups shall be determined by the number of members of each group.**
- c. **The chairman and the secretary shall retain the right of voice and vote on all matters coming before the committee.**
- d. **The Joint Committee shall meet at least three (3) times per year. The date, time and place of the meeting shall be determined by the committee. The chairman or any four (4) members of the committee have the authority to call and establish the date of special meetings.**
- e. **The Joint Apprenticeship and Training Committee shall establish such additional rules and regulations governing its administrative procedures as are required.**

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

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

- 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
- 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

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

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
 - 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)

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

- 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 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

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

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 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)

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

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: Four (4) members of the committee shall be deemed necessary to establish a quorum for an official meeting of the committee, two (2) representing each group. No meeting of the committee shall be considered official unless both groups are represented.

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

The employer representatives shall be:

**James Lynch, Secretary
40 Jon Barrett Drive
PO Box 1000
Patterson, NY 12563**

**DJ Deluca
PO Box 5429
Albany, NY 12205**

**Tony Ferrell
1815 Worthington Drive
Fort Wayne, IN 46845**

**Joe Depriest
501 Sunshine Road
Kansas City, KS 66115**

The President of the National Fire Sprinkler Association, Inc. shall be a member ex-officio of the Joint Apprenticeship and Training Committee.

The employee representatives shall be:

**Brian Dunn, Chair
7050 Oakland Mills Road #200
Columbia, MD 21046**

**Tim Skinner
7050 Oakland Mills Road
Columbia, MD 21046**

**Rita Neiderheiser
PO Box 40393
Denver, CO 80204**

**Scott Maloney
PO Box 150
Rockport, MO 65279**

The Business Manager of Local Union No. 669 shall be a member ex-officio of the Joint Apprenticeship and Training Committee.

SPRINKLER FITTERS APPRENTICESHIP STANDARDS

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.

The employer representatives shall be:

Dave Hermann
10005 East Montgomery
Spokane, WA 99206

Pat Watson
Western States
14690 NE 95th Street Ste. 101
Redmond, WA 98052-1014

The employee representatives shall be:

Steve Purdy
PO Box 1290
Silverton, OR 97381

Stuart Smith
2525 E 29th Ave., Ste. 10 B
Box 365
Spokane, WA 99223

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.

Charles W. Ketner, Training Director
7050 Oakland Mills Road, Suite 100
Columbia, MD 21046