



**STANDARDS OF APPRENTICESHIP**  
adopted by

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.  
APPRENTICESHIP COMMITTEE**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT and/or SOC</u>	<u>Term</u>
<b>LOW ENERGY/SOUND AND COMMUNICATION</b>		<b>49-2022.03</b>	<b>4800 HOURS</b>



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

**APPROVAL:**

OCTOBER 16, 1992  
Initial Approval

OCTOBER 16, 2009  
Committee Amended

OCTOBER 17, 2003  
Standards Amended (review)

APRIL 20, 2007  
Standards Amended (administrative)

By: DAVE D'HONDT  
Chair of Council

By: STEVE MCLAIN  
Secretary of Council

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and 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 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 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. Sponsors shall notify apprentices of changes as 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 (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

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

**The following Standards for the development of electrical apprentices have been prepared by the representatives of the National Electrical Contractors Association, and representatives of Local Unions I.B.E.W., assisted by the Apprenticeship and Training Division, State Department of Labor and Industries. When approved and registered with the Registration Agency, these Standards will govern the training of apprentices in this industry.**

**ADDENDUM:**

**The science of electricity is constantly changing and expanding. With this increasing knowledge, the electrical industry has expanded from nothing to the third largest industry in the United States in less than one century. This rapid expansion means that the electrical apprentice must be given a sound basic training in the knowledge of the trade, supplemented by sufficient instruction in the theories of electrical science.**

**The electrical trade is unique in that it is mechanical, technical, and professional. It must select people who have a natural aptitude for using tool's and at the same time, are gifted enough to master the intricacies of electrical science, who can and will keep**

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

up with the progress of the and master a knowledge of the thousands of installation and maintenance procedures.

The electrical industry, by its very nature, places a high degree of personal responsibility on the individual journey-level worker. While supervision is provided on many jobs, the electrician still finds himself/herself called upon constantly to make decisions regarding the best and safest method of installation to produce a given result.

Electrical installations today have become very complex and a faulty installation can prove extremely expensive and hazardous. Much of the important work is hidden from view when the job is completed, and a defect in this hidden work can cause property damage and endanger human life. The modern journey-level worker takes pride in the appearance of his/her work, as well as in the technical correctness and structural soundness.

The Apprenticeship Committee representing labor and management has dedicated its time to develop an efficient program of apprenticeship so that the apprentice of today, through a systematic program of schooling and on-the job training, can become the qualified all-around journey-level worker of tomorrow. The degree of success that the Apprenticeship Committee has in its operation will depend entirely upon the willingness of the various segments of the electrical industry in the area to cooperate in this type of joint activity.

All functions of the Committee shall be on the basis of non-profit endeavor for the good and welfare of apprenticeship and training for the industry and for the best interest of the apprentice, management, labor and the public.

**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(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

**The area, which these Standards cover, shall be as follows: Pacific, Lewis, Grays Harbor, Mason, Pierce, and Thurston counties.**

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

**II. MINIMUM QUALIFICATIONS:**

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

**A. Once interviewed, an applicant shall remain active in the Apprentice Application Record Book, subject to selection, for a period of two (2) calendar years from the date of interview. To be interviewed, applicants must meet the basic requirements listed below.**

**Age: Must be at least 18 years of age.**

**Education: Must be a high school graduate, or have a GED with a minimum of 250 points, or in lieu of a high school diploma or GED, have a two year Associates Degree or higher. Must have completed one full year of high school Algebra with a passing grade or one quarter of college Intermediate Algebra with a passing grade.**

**Physical: Applicants must be physically capable of performing the job requirements.**

**Testing: Applicants must take the NJATC aptitude test administered by a NJATC approved Test Administrator. Applicants must obtain a qualifying score to be interviewed.**

**Other: Applicants shall submit the following information to the Committee before their applications will be considered completed. This must be done within 60 days of date of application.**

- 1. Official transcript of high school courses and grades and official copy of GED (if applicable).**
- 2. Proof of one full year of high school Algebra with a passing grade or one quarter of college Intermediate Algebra with a passing grade.**
- 3. No person will be granted an interview who has not met the above requirements.**
- 4. Applicants must reside within the jurisdiction covered by these Standards.**
- 5. Applicants must complete an application form. (There is an application fee payable at the time of application.)**

**B. Individuals who have accumulated a minimum of twenty-four hundred (2400) hours of telecommunications work experience shall be qualified for oral interview. If selected, their previous work experience and training shall be evaluated by the JATC, or the subcommittee, using consistent, standard,**

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

nondiscriminatory means, and thereby awarded advanced standing in the apprenticeship program. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process--this is NOT a form of direct entry)

For such applicants to be considered:

1. The applicant must provide the JATC with proper documentation that defines their experience in the telecommunications industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements
  2. The JATC will examine all documentation submitted before qualification is acknowledged.
  3. An absolute minimum of two thousand four-hundred hours of **TELECOMMUNICATIONS WORK EXPERIENCE** must be proven to meet this qualification.
- C. A military veteran who completed military technical training school in a Military Occupational Specialty (MOS) applicable to the telecommunications trade (as determined by the JATC), and can document a minimum of two (2) years of military experience in that MOS, will qualify for an oral interview by the JATC to be considered along with other qualified applicants. Note: meeting this qualification allows the applicant to be interviewed during the normal selection process--this is NOT direct entry. If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience. All post selection requirements remain in force. To qualify under this provision, applicants must:
1. Complete an application form, accurately responding to all questions and items.
  2. Have previous military work experience in the identified MOS as stipulated above.
  3. Provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous military training and experience, in order to qualify for interview under this provision
- D. All applicants (including direct entry) must provide the documentation specified to complete their application. Regardless of how one qualifies for apprenticeship, following selection, but prior to registration, ALL individuals being offered an apprenticeship must complete.

**A drug screen test: Cost of the test is to be borne by the JATC.**

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

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

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified 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 and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

**The Committee shall adopt the procedure for selection of apprentices as written by the National Apprenticeship Committee as follows:**

- 1. Applications will be available to anyone who is interested regardless of any other consideration.**
- 2. The fact that applications are available shall be made known to the local apprenticeship representative of the State or Federal Registration Agency and other appropriate organizations.**
- 3. All application blanks will be serially numbered so that they can be accounted for.**
- 4. There will be set up a book in which each line carries a number corresponding to the serial number of an application. Columns will be provided to show the progress, by dates, and final disposition.**
- 5. Application will be provided to all interested individuals either through mail or by picking up at: Southwest Washington Electrical JATC, 3001 S 36th Street, Tacoma, WA 98049. Individual may apply in person or by downloading a request for application found online at [www.swwaejatc.org](http://www.swwaejatc.org) and mailing in. An application will be mailed out to the interested party upon receipt of their request form and fee.**
- 6. Interviews will be held periodically. All applications taken since the last series of interviews will be processed to final disposition before any individual is selected. Interviews will be granted to all who meet the basic**

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

requirements. The number of new apprentices to be accepted will be determined before starting interviews.

7. Those not interviewed because they lack basic qualifications will not be (further schooling, etc.) reconsidered until they correct any deficiencies they may have and reapply
8. **Step-by-step procedure for each applicant:**
  - a. Everyone expressing an interest will first be required to fill out an application. Be sure it is dated and signed.
  - b. Give the applicant a copy of the Standards to read. Explain the basic requirements for entrance into the program.
  - c. A transcript of his/her school record, and take an aptitude test before he/she can be processed further.
  - d. Explain the date of interviews will be set by the date of completion of the application (not the date he/she applied).
  - e. Fill in the appropriate columns in the book.
  - f. When the transcript is received in the office, date the proper column in the book.
  - g. When the results of the aptitude test are received, enter the date and the result in the proper column.
  - h. When all information is complete on this application, place the date the last item was received in the column marked "Application Completed".
  - i. Check the application for basic entrance requirements -- high school, age, aptitude, etc. (as set forth in the Standards).
  - j. If the applicant is deficient in any one of the basic requirements, make note in the column marked "Not Interviewed" to show he/she will not be interviewed.
  - k. When an applicant is notified that he/she will not be interviewed because of lack of basic entrance requirements, this will be noted in the column marked "Final Disposition" along with the date of the Committee meeting.
9. **Procedures for Interview:**

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

- a. All applicants meeting basic qualifications who have completed their application will be listed in the order of dates of completion of application (oldest date first). Where several complete their applications on the same date, these applicants will be listed on the basis of the serial number on the application.
- b. This list will be broken up into smaller groups for each interview session.
- c. The interview meetings will be scheduled to provide enough time to interview all applicants.
- d. Applicants will be notified to appear for interview, a reply will be required by a specific date. Notification will specify a time to appear. An appropriate number of applicants will be scheduled for each hour.
- e. Application rating forms with all pertinent data will be prepared for the Committee from information supplied by the applicant and others. Each Committee member will have a copy of the rating form for use during interview.

**10. The Interview Session:**

- a. Applicants will be provided a place to wait for their interview.
- b. The application will be read to the Committee so that the members of the Committee can have any information not previously listed on their rating form.
- c. The applicant will be called before the Committee and put at ease by brief general conversation. (Remember this is an important step and the applicant might well be under considerable strain and nervous tension).
- d. Committee members will ask questions of the applicant with the purpose in mind of finding out as much as possible about him/her as an individual and about his/her capacity to become an apprentice and a journey-level worker, including questions in the following areas:
  - (1) Is the applicant really interested in the trade or just looking for a job?
  - (2) What is the applicant's attitude toward hard work; has he/she ever done any?
  - (3) Does the applicant indicate a sense of responsibility for performance, materials, safety and the like?

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

- (4) Can the applicant work under supervision? Can he/she take orders?
  - (5) Would the applicant learn to work as part of a crew?
  - (6) How does the applicant feel toward school? Does he/she see it as an opportunity or a requirement?
  - (7) Does the applicant understand what will be expected of him/her if he/she is accepted?
  - (8) Many other categories may be covered in the questions and answers to the above.
- e. When the interview is completed, the applicant should be excused and told that he/she will be notified by letter of the decision of the Committee.
- f. Each Committee member will rate the applicant as to whether he/she is the type of individual who is likely to complete his/her apprenticeship successfully.
- g. **Ratings should take into account:**
- (1) Education (from the transcript)
    - (a) Additional math, two years of algebra, trig, etc., should receive additional consideration.
    - (b) General science courses should receive additional consideration. Physics is the preferred science course.
    - (c) Academic subject grades should be examined as an indication of reading comprehension.
    - (c) Department grades can indicate possible trouble in class discipline.
  - (2) Transportation - is it available?
  - (3) Physical condition and handicaps:  
Consider his/her overall physical condition in relation to the labor required by the work of the trade, including common risk factors such as eye injuries.
  - (4) Those factors which are brought out in the interview:
    - (a) Interest
    - (b) Character
    - (c) Cooperativeness
    - (d) Judgment
    - (e) Similar factors
  - (5) Rating must be against a standard of what the industry needs, not a comparison to the other applicants.

**11. Selection from Committee Ratings:**

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

- a. The number of new apprentices to be accepted will be determined before starting interviews. This will be based upon the needs of the industry as projected from reliable information.
- b. Selection of individuals from the list of interviewed applicants will not be done until all interview sessions are complete, each applicant has been rated and all applicants are ranked.
- c. The actual selection of individuals will be made by accepting from the top of the list by Committee rating the number of persons previously decided upon.
- d. All those interviewed will be notified. Those not selected by the specified date may renew their application for the next selection process if they so desire.
- e. Once interviewed, an applicant shall remain active in the Apprentice Application Record Book, subject to selection, for a period of two (2) calendar years from the date of interview.
- f. Those applicants placed into the pool of eligibles, before being registered and placed on the job, will be required to take and pass a pre-employment urinalysis drug screening test. Expense of the drug test will be paid by the JATC.

**12. Apprentice Applicant Appeals Procedure:**

- a. An Appeals Committee is hereby established, composed of one member appointed by labor, one member appointed by management and a public member appointed by both these members.
- b. Where an Appeals Committee exists under an established referral procedure and it is of this type, it shall be used for this purpose.
- c. Management and labor shall mutually agree to and select the public member of this Committee.
- d. The authority of Appeals Committee shall be limited to the rendering of decision on cases involving unjust treatment of applicants for the apprentice program in the matter of selection.
- e. Any appeal must be filed in writing within fifteen (15) days of the date of notification of the applicant as to the decision of the Apprenticeship Committee regarding his/her application.

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

- f. A copy of the appeal shall be filed with the Apprenticeship Committee.
- g. The Apprenticeship Committee must file a written answer to the appeal within thirty (30) days of receipt of the copy of the appeal.
- h. The Appeals Committee shall consider the written evidence and shall on request grant a hearing.
- i. A final decision shall be rendered within thirty (30) days of the date of filing of the Committee answer to the appeal or from the date of a hearing.
- j. Decisions of the Appeals Committee shall be final and binding upon the Apprenticeship Committee and the applicant.

**13. EXCEPTIONS:**

- a. An employee of a non-signatory employer not qualifying as a journey-level worker when the employer becomes signatory, shall be evaluated by the JATC, using consistent, standard, non-discriminatory means and registered at the appropriate period of apprenticeship based on work experience and related training. (Note: this is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived.) For such applicants to be considered, they must:
  - (1) Complete an application form.
  - (2) Provide an official transcript for high school and post high school education and training.
  - (3) Provide the JATC with reliable documentation and see adequate verification to substantiate previous employment and experience.
  - (4) Be deserving of advanced standing, based upon evaluation by the JATC.
  - (5) Provide official documentation to show that they were an employee performing electrical work prior to the employer becoming signatory.
- b. An individual who signs an authorization card during an organizing effort - wherein 50% or more of the employees have signed authorization cards, whether or not the employer becomes signatory - and is an employee of the non-signatory employer and does not qualify as a journey-level worker, shall be evaluated by the JATC, using consistent, standard, non-discriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. (Note: this is a method of direct

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

entry into the apprenticeship program. When registered, individuals entering through this method must be employed by participating employers.) For such applicants to be considered, they must:

- (1) Be employed in the JATC's jurisdiction when the authorization card was signed.
- (2) All employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated.
- (3) Complete an application form.
- (4) Provide an official transcript for high school and post high school education and training.
- (5) Provide official documentation to show that they were an employee performing electrical work prior to signing the authorization card.
- (6) Be deserving of advanced standing based upon evaluation by the JATC.

The JATC will require reliable documentation and seek adequate verification to substantiate previous employment and experience.

- c. **Transfer of Apprenticeship - Direct Entry.** In order to transfer an apprenticeship agreement between two local IBEW/NECA JATC's having a registered Low Voltage/Telecommunications apprenticeship program, the following requirements must be met:

- (1) The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.
- (2) The apprentice's sponsoring JATC must agree to the transfer.
- (3) The receiving JATC must agree to accept the transfer.
- (4) The parent organizations of both JATC's (the two NECA Chapters and the two IBEW Local Unions) must agree to the transfer.
- (5) The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.
- (6) The transferring apprentice must:
  - (a) Complete an application form.
  - (b) Provide to the JATC, documentation pertaining to their participation in the apprenticeship program that they are transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the apprenticeship agreement - properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

transfer. All such records shall become a part of the receiving JATC's permanent files and shall be maintained in the same manner as other records are.

- (c) Must take the same aptitude test required of all other applicants (if they have not already done so).
- (d) Upon being accepted by the receiving JATC, the apprentice's existing apprenticeship agreement shall be terminated.
- (e) Registration proceedings shall be initiated with the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.

Those accepted for transfer will be given full credit for on-the-job training experience and related instruction successfully completed while registered in an IBEW/NECA Low Voltage/Telecommunications apprenticeship program.

- d. IBEW Low Voltage/Telecommunications Techs., Classifications 1, 2, and 3, classified prior to July 1, 1999, will be evaluated by the JATC, using consistent, standard, non-discriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. The JATC will examine all documentation submitted to ensure that the individual meets the necessary qualifications. (Note: this is a method of direct entry into the apprenticeship, whereby all minimum qualifications are waived.) For such applicants to be considered, they must:
  - (1) Complete an application form.
  - (2) Provide an official transcript for high school and post high school education and training.
  - (3) Provide reliable documentation and adequate verification to substantiate previous employment and experience.
  - (4) Provide official documentation to show that they were active in the Technician classification prior to July 1, 1999.

B. Equal Employment Opportunity Plan:

- 1. The Apprenticeship Committee has pledged that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, age or sex. In order to promote equality of opportunity, the Apprenticeship Committee hereby pledges to take affirmative action to encourage minorities and women to complete the apprenticeship application and enter into the eligibility pool.

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

2. The following activities shall constitute the affirmative action plan of the Apprenticeship Committee. While the Apprenticeship Committee need not necessarily pursue all these activities (given the differing sizes and resources of programs), it is expected to make a good faith effort to participate in those activities, which are likely to accomplish the goals of affirmative action.
- a. Notification of apprenticeship opportunities shall be made at least 30 days prior to the earliest date of application. If a program accepts applications throughout the year notification shall be made at least semi-annually. Such notification shall contain information including (1) the nature of the apprenticeship (e.g. apprentice lineman, apprentice inside wireman), (2) the requirements for admission to apprenticeship, (3) the source and times for apprenticeship applications, and (4) the equal opportunity pledge of the sponsor.

Notification shall be made to:

- (1) The BAT or SAC representative serving the program.
  - (2) In a SAC state, the state supervisor of the BAT.
  - (3) The local superintendent of schools.
  - (4) State employment offices in the training area.
- b. Newspaper, radio or television advertisements may be made if needed and feasible, given the limitations of Apprenticeship Committee finances and personnel.
- c. Participate in annual workshops conducted by employment service agencies and/or local school boards and/or community colleges and/or vocational schools.
- d. The selection of apprentices shall be by means of a selection procedure consistent with the provisions of Title 29 CFR Part 30, Section 30.5 (b)(4).
- e. The Apprenticeship Committee shall make an annual study of the participation of minorities and women in its apprenticeship program in order to compare its utilization of these groups with the rates of their participation in the labor force as a whole. The ratios identified below shall be used for this study. The numbers to be inserted in the ratios represent actual numbers of worker sin the wage area in which the apprenticeship operates, as defined in the local collective bargaining agreement (figures from the Department of Labor) and numbers of apprentices in the apprenticeship program (figures from Apprenticeship Committee records); the resulting quotients are participation of women and minorities in apprenticeship which is less

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

than their respective participation rate in the labor force as a whole signified a utilization deficiency to be corrected through affirmative action.

**Utilization of Minorities:**

**Minority labor force= %**  
**total labor force**

**Minority apprentices=%**  
**total apprentices**

**Utilization of Women:**

**Female labor force= %**  
**total labor force**

**Female apprentices=%**  
**total apprentices**

**Discrimination Complaints.**

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

**IV. TERM OF APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

**The term of apprenticeship shall be not less than 4,800 hours of employment and may require more than three (3) years to complete in view of possible employment lapses.**

**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:

- Is the period following the apprentice's acceptance 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 unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- 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

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

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.

**4,800 hour programs: The first 960 hours of employment after the signing of the Agreement shall be a probationary period.**

**Before the end of the probationary period, the Committee shall make a thorough review of the apprentice's ability and development. Action must be taken on each probationary apprentice to end his/her probation or cancel his/her registration. All interested parties shall be notified of such action.**

**VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

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

**An employer shall employ only registered apprentices secured from the Committee. The Committee shall allow each qualified employer a ratio of two (2) apprentices to three (3) journey-level workers, but only when registered apprentices are available. Such ratio shall not be exceeded on any job. (This does not prevent one (1) apprentice from working on a job when there are less than the maximum ratio of journey-level workers on the job).**

**The overall ratio is two (2) apprentices for every three (3) journey-level workers or fraction thereof. This ratio can be used on each job, contract or shop:**

<b><u>JOURNEY-LEVEL WORKER</u></b>	<b><u>APPRENTICES</u></b>
1	1
2	2
3	2
4	3
4	4
5	4
6	4
7	5
7	6

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

8	6
9	6
10	7
10	8
11	8
12	8
13	9
13	10
14	10
15	10
16	11
16	12
17	12
18	12
19	13
19	14
20	14
21	14
22	15
22	16
23	16
24	16
25	17
25	18
26	18
27	18
28	19
28	20
29	20
30	20

**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. 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

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

- A. The JATC shall see that each apprentice completes a minimum of 4,800 hours of reasonably continuous supervised employment (OJT). The JATC shall attempt to provide for participation in all of the work processes as outlined in Section 8 of these standards.**

**The apprentice shall participate in a minimum of 160 hours of related classroom training per year, outside the normal work hours. The JATC shall require each apprentice to satisfactorily complete the NJATC Three-Year Telecommunications Installer-Technician Apprenticeship Course Material.**

- B. This JATC has established six (6) periods of apprenticeship as stipulated below.**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 0800 hours</b>	<b>55%</b>
<b>2</b>	<b>0801 - 1600 hours</b>	<b>60%</b>
<b>3</b>	<b>1601 - 2400 hours</b>	<b>65%</b>
<b>4</b>	<b>2401 - 3200 hours</b>	<b>70%</b>
<b>5</b>	<b>3201 - 4000 hours</b>	<b>80%</b>
<b>6</b>	<b>4001 - 4800 hours</b>	<b>85%</b>

**To be advanced, the apprentice must have completed the required OJT hours and maintain satisfactory progress in Related Classroom Training.**

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

**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 296-05-003 - Definitions)

<b><u>A. Low Energy/Sound and Communication</u></b>	<b><u>Approximate Hours</u></b>
<b>1. RESIDENTIAL: Wiring of residences, duplexes and small apartment buildings and necessary shop work and preparation .....</b>	<b>400</b>
<b>2. COMMERCIAL: Wiring of public, commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary shop work and preparation .....</b>	<b>2000</b>
<b>3. INDUSTRIAL: Wiring of all industrial buildings and equipment; the maintenance, repair and alteration of the same; and the necessary shop work and preparation.....</b>	<b>1000</b>
<b>4. SPECIALIZED: Wiring of systems which include sound data transmission, telephone, LAN, fiber optics, closed circuit television, fire alarm systems, energy management systems, security systems, and the servicing and troubleshooting of telecommunications systems .....</b>	<b>1400</b>
<b>TOTAL HOURS:</b>	<b>4800</b>

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/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.

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

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 L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, 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.

The methods of related/supplemental training must consist of one or more of the following:

- Supervised field trips
- Approved training seminars
- A combination of home study and approved correspondence courses
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify):

**160** Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

- A. Each Apprentice shall be required to take related instruction away from the job, for a minimum of 160 hours for each year of the training period. The time spent in this related classroom instruction shall be in addition to the required three (3) years of "on-the-job" training.**
- B. The instructors shall give periodic examination and report the results to the Committee so that the apprentices' progress may be checked and corrective measures applied where necessary.**
- C. The Apprenticeship Committee shall recommend competent instructors whose knowledge, experience and ability to teach shall be carefully examined.**
- D. Failure of an apprentice to maintain a 75% grade average throughout each year or receiving a failing grade on any three (3) tests during any one year (75% is a passing score) in related training shall be considered as just cause for cancellation of the Apprenticeship Agreement.**
- E. Each Apprentice will receive safety training on the job and in the classroom to ensure that the Electrician will be a safe worker in all respects.**

**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 committee'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 Apprenticeship Committee 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 296-05-009).

**A. General Procedures**

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

1. The groups cooperating in these Standards shall refer all problems pertaining to apprenticeship to the Committee for action and disposal before action is reported to the sponsoring organizations.
2. In the event the employer and employee representatives cannot mutually agree on the administration of the program, any matter in dispute shall be referred to the sponsoring parties for settlement.
3. All funds for the operation of the apprenticeship and training program shall be held in a trust fund. The Committee shall initiate and certify all expenditures to the trustees of the trust fund.
4. The Committee shall make an annual report to the respective employer employee organizations covering its work for the preceding year.
5. The Committee shall prepare a written policy statement, which sets forth the current rules and regulations for the conduct of the local program. Such policy statement shall be subject to revision by the Committee.
6.
  - a. Candidates with previous experience in the electrical trade can ask for and have such experience evaluated by the Committee at the time they make application or before they sign an agreement. Where such experience warrants it, the Committee will place the apprentice in the appropriate period, and such advanced credit shall be subject to review prior to his/her next advancement.
  - b. After an apprentice has signed the Apprenticeship Agreement and has been employed, he/she cannot request an evaluation of past experience.
7. **Advancement of Apprentices:**  

At the end of each period of advancement, the committee shall examine the progress of the apprentice on the job and in related instruction. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel his/her registration.
8. **Adjustment of Differences: Cancellation of Registration:**
  - a. The Committee may cancel the Apprenticeship Registration and remove the apprentice from the apprenticeship program for cause. Such removal by the Committee shall cancel his/her classification of apprentice and his/her opportunity to complete his/her training.
  - b. Any apprentice shall have the right to appear before the Committee.

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

- c. The Apprenticeship Registration may also be canceled by mutual consent of all parties of the registration.
- d. The Washington State Apprenticeship and Training Council shall be notified of all such cancellations.

**9. Certificate of Completion:**

- a. At completion of the term of apprenticeship, the Committee shall interview and examine the apprentice. If satisfactory in all phases of his/her training, the Committee will so certify to the sponsoring parties. If not satisfactory, the term of apprenticeship may be extended.
- b. The Committee will present the apprentices with Certificates of Completion. These certificates shall be approved and signed by the officers of the Committee.

**10. Safety and Health Training:**

Each apprentice shall receive first aid and safety training both in related instruction and on the job to ensure that he/she becomes a safe and competent journey-level worker.

**11. Statement of Policy:**

The training director will act for and under the direction, of the Committee in carrying out the terms of and conditions as established in the Standards and published policies of the Apprenticeship Committee.

**12. Apprentice Job Assignment:**

A preference list shall be established for the Olympia, Centralia, Shelton, Aberdeen and Tacoma areas. Apprentices will be placed in their requested areas so far as practical.

- a. Employers shall advise the training director in writing of the number of apprentices needed. The referral of apprentices to fill such vacancies shall be made by the referral office upon receipt of an assignment by the training director.
- b. When an apprentice becomes unemployed for any reason, he/she shall report to the training director.
- c. In conformity with the Standards, it is the Policy of the Local Union #76/NECA Apprenticeship Committee to rotate Apprentices from

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

shop to shop for different phases of electrical work and the experience of working for various types of electrical contractors. To that end, every effort will be made to have the Apprentice work for at least (3) three different shops, which will be approved by the Committee as suitable places for training.

- d. To the extent possible, the Apprentice will be rotated once during the first year of training; and once during the second year. Thereafter, he/she will be rotated when necessary to gain the proper diversity of training in the required phases of electrical work; or when deemed suitable by the Committee.
- e. When directed to rotate an Apprentice by the Committee, the Training Director will make every effort to give two (2) weeks written advance notice of transfer to the employer, consistent with information of the Training Director is able to obtain as to work opportunities and possible reductions of work force.
- f. Consistent with the employment opportunities, it is our desire to supply as close to the number of approximate hours in the major classifications as outlined by the current Standards as is possible.
- g. When an Apprentice becomes unemployed for any reason, he/she shall report to the Training Director no later than the next working day after termination.
- h. The Committee shall have full authority, as provided in the Standards of Apprenticeship Training and as agreed to by Labor and Management, to transfer or rotate an Apprentice from one employer to another to provide diversity or training or work opportunity. The arrangements for these transfers shall be made by the Training Director in cooperation with all parties concerned, including the Business Manager of Local #76 I.B.E.W.
- i. No Apprentice will have the right to refuse a job referral within the geographical area covered by these Standards. Each apprentice shall maintain regular on-the-job attendance. Absences and/or tardiness will not be tolerated. Failure to comply with the above could be cause for the apprentice to be dropped from the program. No apprentice shall quit a job nor shall an employer fire an apprentice without either party first notifying the training director and giving the training director the opportunity to work out the problem. Failure to do so could be cause for the apprentice to be dropped from the program or the employer to be certified as a place of training.

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

- j. The Committee will endeavor to have all newly selected apprentices registered and employed on or before September 1st in any one year.

**13. Periodic Advancement of Apprentices:**

- a. Prior to each advancement the training director will check the apprentice's progress on the job by contacting the proper supervisory personnel.
- b. **Requirement for Advancement:**
  - (1) Full attendance at school. There will be no excused late arrivals, absences or early dismissals from class. Advancement will be held until all required hours are completed with satisfactory grades.
  - (2) Satisfactory grades in school (75% average minimum grade).
  - (3) Satisfactory reports from both employer and journey-level workers.
  - (4) Work experience reports turned in properly and on time.
- c. Each of the requirements will be checked prior to each advancement by the director.
- d. Deficiency of any one or more of these requirements shall be cause for deferment of advancement.
- e. Future advancements will be calculated from the new date unless acted upon by the Committee.
- f. No advancement will be processed until the apprentice's work experience reports are up to date and in the director's office.
- g. At the regular meeting of the Committee in the month that the apprentice has completed his/her period of advancement, the training director shall provide the Committee with three things:
  - (1) Number of hours worked during period.
  - (2) Average school grades for the period of work experience.
  - (3) Work reports from employers and journey-level workers.

Satisfactory completion of all three requirements is reason for advancement to the next period of progression. Employers will be notified to increase the apprentice's wages for the first working day of the following month.

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

- h. The average number of hours of employment of all apprentices will be reviewed every six (6) months.**
  - (1) A low average employment is sufficient reason to rotate apprentices for more equal employment opportunity.**
  - (2) A low average employment could allow the Committee to set a maximum number of hours of credit which could be granted an apprentice if all other requirements were satisfactory.**

**14. Completion of Apprentices:**

- a. All apprentices shall work at the apprenticeship classification until they have satisfactorily completed a minimum of 144 hours per year of related instruction and having maintained a 75% grade average for each year of registration and a minimum of 4800 hours of on-the-job training.**
- b. All apprentices shall have and maintain a current First Aid Cart throughout their apprenticeship.**
- c. When "a" and "b" are met, the employers and the local unions will be notified that the apprentice is to be classified as a journey-level worker and receive the journey-level worker's rate of pay.**

**15. Apprenticeship School:**

- a. Disciplinary problems shall first be handled by the training director. Whenever the director fails to produce the desired results, the training director shall refer the matter to the Committee for action.**
- b. If an instructor removes an apprentice from class for a just cause, the apprentice will not be readmitted until he/she has been before the Committee. The apprentice will have to make up the time missed during this suspended period.**
- c. All classes start and terminate at times set forth by the Committee.**
- d. Any apprentice who comes to class or returns from break, having used alcohol or drugs, will be removed from class with just cause.**
- e. Books and lesson material for the apprentice:**
  - (1) Apprentices will purchase all required school textbooks and materials from the JATC, which will be sold at cost.**
  - (2) The Committee will supply all text books and material required for each instructor at no charge.**

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

- f. **Apprentices shall not work overtime to the extent that they would be absent or tardy from school. Working overtime will not be an excuse for being absent.**

**16. Work Experience Report:**

- a. **Each apprentice is required to fill out a work experience report card monthly. This report shall be in the Committee office no later than the 10th of the following month.**
- b. **Each apprentice who is late in returning his/her work experience report will have the following penalties imposed: First offense: Up to 30 days actual work delay in his/her next advancement. Second offense: Up to 60 days actual work delay in his/her next advancement. Third offense penalty: Cause for cancellation of registration.**

**17. Leave of Absence:**

- a. **During the probationary period, leave of absence or vacations are not vested with each apprentice.**
- b. **Leaves of absence or vacations may be requested at any time after the probationary period. The Committee shall act on each request in a fair and equitable manner.**
- c. **Violations of the above shall be just cause for cancellation of the Apprenticeship Agreement.**

**18. Performing electrical work for other than your referred employer unless it has been specifically approved by the sponsoring parties shall be cause for removal from the job with no future referral unless acted upon by the Committee at their next regular meeting.**

- a. **Upon notification, apprentices shall attend special called meetings.**
- b. **Change of address and/or phone number must be reported at once to the JATC office.**
- c. **Apprentices shall have the required tools and work clothes to perform the work of the trade.**
- d. **Apprentices shall be neat and presentable both on the job and in school.**

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

20. **Suggestions for improvement of the program or grievance of individuals are always welcomed by the Committee.**

**Please put them in writing addressed to the training director and it should be in this office no later than the 1st of the month in which they are to be considered. Please state whether you wish to appear in person at the meeting.**

21. **Disciplinary Action:**

**Disciplinary action, which may include cancellation of the Apprenticeship Agreement, will be taken by the Committee for infractions of the following rules:**

- a. **Failure to perform the work on the job.**
- b. **Failure to attend school regularly as required.**
- c. **Failure to maintain satisfactory grades as required.**
- d. **Failure to appear in response to notification.**
- e. **Failure to notify the Apprenticeship Committee of change of address or phone.**
- f. **Quitting an employer without cause (after investigation by the Committee).**
- g. **Failure to attend special called meetings.**

22. **Authority for the above policy statement is given to the Committee in the Standards of apprenticeship and training, as approved by the Washington State Apprenticeship and Training Council.**

- B. Local Apprenticeship Committee Policies

**NONE**

- C. Complaint and Appeal Procedures:

All approved 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(21)

- Prior to: 20 days of intention of disciplinary action by a committee/organization
- Committee/organization must notify the apprentice in writing of action to be taken
  - Must specify the reason(s) for discipline, suspension, or cancellation

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

**If apprentice chooses to pursue the complaint further:**

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 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 local committee/organization disputes supervisor decision:**

Within: 30 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 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.

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)  
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

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

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative 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 L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary
- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
- Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed
- Revision of Standards and/or Committee Composition - as necessary
- RSI (Quarterly) Reports:  
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

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
  - Program name
  - 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

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 L&I 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 L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee 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

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

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)

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

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: Two (2) members of the Committee or subcommittees, one (1) from each of the sponsoring parties shall be a quorum for the transaction of business, but each party shall have the right to cast the full vote of its membership and it shall be conducted as though all were present and voting.**

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

- 1. Any officer or Apprenticeship Committee member may be removed by the sponsoring organization upon recommendation by majority vote of the Apprenticeship Committee, for dereliction of duty or misconduct in office. Such a recommendation shall be forwarded in writing to the proper sponsoring organization for action.**
- 2. Consultants may be invited to attend meetings of the Apprenticeship Committee but shall have no official voice or vote.**
- 3. The Apprenticeship Committee may establish or authorize a Joint Subcommittee, to be similarly constituted and selected for training other than apprenticeship.**

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

The employer representatives shall be:

**Mike Doyle, Chairman**  
**4832 Pacific Avenue**  
**Tacoma, WA 98408**

**Dan Newton**  
**1929 Tacoma Avenue South**  
**Tacoma, WA 98402**

**Ken Kaivo**  
**PO Box 107**  
**Aberdeen, WA 98520**

**Chris Kinsey**  
**PO Box 98686**  
**Lakewood, WA 98498**

**Mike Glasman**  
**3308 S. Union Ave.**  
**Tacoma, WA 98409**

**Klaas DeBoer, Jr., Alternate**  
**10828 Gravelly Road Dr SW #209**  
**Lakewood, WA 98499**

The employee representatives shall be:

**Greg Elder, Secretary**  
**169 Deer Meadow Dr**  
**Chehalis, WA 98532**

**Dennis Callies**  
**3109 161st St. E**  
**Tacoma, WA 98446**

**David Furstenwerth**  
**966 N Jeffries**  
**Aberdeen, WA 98520**

**Ray Lince**  
**4911 Fir Tree Road SE**  
**Olympia, WA 98501**

**Angela Fenn**  
**428 E McBride**  
**Montesano, WA 98563**

**Gary Younghans, Alternate**  
**3049 S 36th St #101**  
**Tacoma, WA 98409**

**XII. SUBCOMMITTEE:**

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

**NONE**

**IBEW LOCAL UNION #76/SOUTHWEST WASHINGTON CHAPTER N.E.C.A.**  
**APPRENTICESHIP COMMITTEE**

**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.

**Anthony (Tony) Lewis**  
**3001 South 36th Street**  
**Tacoma, WA 98409**