



**STANDARDS OF APPRENTICESHIP  
adopted by**

**FLOORMART, INC., CARPET, LINOLEUM AND SOFT TILE LAYER**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
<b>CARPET, LINOLEUM &amp; SOFT FLOOR LAYERS</b>	<b>47-2041.00</b>	<b>6500 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:**

APRIL 21, 2000  
Initial Approval

OCTOBER 18, 2012  
Committee Amended

JANUARY 17, 2013  
Standards Amended (review)

JULY 18, 2003  
Standards Amended (administrative)

By: LEE NEWGENT  
Chair of Council

By: JOSE RODRIGUEZ  
Secretary of Council

## FLOORMART, INC., CARPET, LINOLEUM AND SOFT TILE LAYER

### INTRODUCTORY STATEMENT

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

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

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

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of the standards are boilerplate and may only be modified by the WSATC.

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

Sponsor Introductory Statement (Optional):

**The following Standards for training of Carpet, Linoleum, and Soft Tile Layer have been prepared by the Floormart Inc., Apprenticeship Committee assisted by the Washington State Apprenticeship and Training Council Representative, to develop qualified, competent crafts people for the industry.**

## **FLOORMART, INC., CARPET, LINOLEUM AND SOFT TILE LAYER**

### **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 which these Standards cover shall be the following counties in the State of Washington: Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, and Yakima Counties**

### **II. MINIMUM QUALIFICATIONS:**

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

Age: **Applicants shall be and provide proof of at least 18 years of age.**

Education: **Applicant shall be a High School graduate or GED recipient and shall provide proof of High School diploma or GED completion certificate.**

Physical: **Applicants shall be able to physically perform the work of the Carpet, Linoleum, and Soft Floor Layer craft**

Testing: **None**

Other: **Applicant shall provide proof of current valid Washington State driver's license and dependable means of transportation to and from job sites in the geographical area covered by these standards. Applicants shall fill out an Application for Apprenticeship and submit proof of minimum qualifications to the Floormart Inc. apprenticeship program within 30 days of completing and submitting the initial Application of Apprenticeship form.**

**No person will be granted an interview who has not met the minimum qualification and requirements.**

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

## **FLOORMART, INC., CARPET, LINOLEUM AND SOFT TILE LAYER**

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

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

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

- 1. Applications will be made available on a year around basis, to all interested individuals at:**

**Floormart Inc.  
419 East Sprague Avenue  
Spokane, WA 99202**

- 2. Applicant shall submit a completed Apprenticeship Application to Mike Rhome at Floormart Inc.**
- 3. All supporting documentation shall be submitted by the specified deadline.**
- 4. Applicants who do not meet the minimum qualifications will be notified in writing. Notification will include the reason for rejection, the requirements for admission to the eligibility pool, and the appeal rights available to the applicant.**
- 5. All qualifying applicants shall be scheduled to appear for an interview before the Floormart Inc., Apprenticeship Committee.**
- 6. All qualifying applicants shall be scored and ranked using an objective interview system; all applicants shall be asked the same interview questions.**
- 7. Ranked applicants shall be placed in the eligibility pool, and shall be retained on list of eligibles subject to selection for a period of two years.**
- 8. Applicants will be offered employment based on order of their rank in the pool of eligibles.**

## **FLOORMART, INC., CARPET, LINOLEUM AND SOFT TILE LAYER**

9. **If the ranked individual fails to respond to an apprentice job assignment provided through the placement process, (individual shall receive notification of failure via certified mail with return receipt) the individual will be removed from the eligibility pool.**
10. **It shall be the responsibility of the applicant to notify the Floormart Inc. Apprenticeship Committee of any change of address and phone number for contact purposes.**

### **B. Equal Employment Opportunity Plan:**

**The Floormart Apprenticeship Committee has pledged that the recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, or sex. The sponsor will take affirmative 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 Regulations.**

1. **Dissemination of information concerning the nature of apprenticeship requirements for admission to apprenticeship, availability, sources of apprenticeship applications, and the equal opportunity policy of the sponsor on a semiannual basis. Such information shall be given to the council, local schools, employment service offices, women's centers, outreach programs, and community organizations that can effectively reach minorities and women in the general area in which the sponsor operates.**
2. **Granting advanced standing or credit on the basis of previously acquired experience, training, skills, and aptitude for all applicants equally.**
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.**
4. **Engage in any other appropriate action as to ensure that recruitment, selection as listed above to ensure that recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex.**

### **Discrimination Complaints.**

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

## **FLOORMART, INC., CARPET, LINOLEUM AND SOFT TILE LAYER**

### **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 for carpet, linoleum, and soft tile layer apprenticeship shall be 6500 hours 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 shall be the first 1,200 hours of reasonably continuous employment, or one year from the date of registration, whichever is shorter.**

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

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

## **FLOORMART, INC., CARPET, LINOLEUM AND SOFT TILE LAYER**

**The ratio of apprentices shall be one (1) apprentice to one (1) journey-level worker per job site.**

### **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
<b>1</b>	<b>0000 - 1100 hours</b>	<b>50%</b>
<b>2</b>	<b>1101 - 2200 hours</b>	<b>55%</b>
<b>3</b>	<b>2201 - 3300 hours</b>	<b>60%</b>
<b>4</b>	<b>3301 - 4400 hours</b>	<b>70%</b>
<b>5</b>	<b>4401 - 5500 hours</b>	<b>80%</b>
<b>6</b>	<b>5501 - 6500 hours</b>	<b>90%</b>
	<b>Thereafter</b>	<b>100%</b>

**FLOORMART, INC., CARPET, LINOLEUM AND SOFT TILE LAYER**

**VIII. WORK PROCESSES:**

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

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

**A. Carpet, Linoleum, and Soft Tile Layer: Approximate Hours**

- 1. Floor coverings**
  - a. Sheet Goods .....1800**
    - (1) inlaid
    - (2) application and installations
    - (3) preparation of existing sub-surfaces
    - (4) measuring, cutting, fitting and layout of materials
    - (5) flatlay, cove work
    - (6) metals and trim
    - (7) special tools
    - (8) proper application and selection of adhesives
    - (9) underlayment, treatments
    - (10) pattern matching
  - b. Tile.....600**
    - (1) vinyl composition tile
    - (2) solid vinyl tile
    - (3) radial tile
    - (4) rubber tile
    - (5) asphalt tile
    - (6) lino tile
    - (7) cork tile
    - (8) wall tile non-ceramic
    - (9) stair treads (vinyl and rubber)
    - (10) application and installation
    - (11) prep work, layout, cutting and fitting
    - (12) rubber and vinyl base
- 3. Carpets .....1600**
  - (1) carpet tiles
  - (2) rolled goods
  - (3) glue down (proper adhesives and seam treatments)
  - (4) power stretching
  - (5) tackless, special tools, and trims
  - (6) circular stairs, dog let, straight, floating, capping

**FLOORMART, INC., CARPET, LINOLEUM AND SOFT TILE LAYER**

- (7) hand sewn seams, glued seams, hot melt seams method
- (8) hand machine
- (9) power machine
  
- 2. Drainboards.....700
  - a. plastic laminate (safety with adhesives)
  - b. linoleum
  - c. vinyl sheet goods
  - d. rubber sheet goods
  - e. metals and trims
  - f. applications and installations
  - g. cutting, fitting, layout
  
- 3. Resilient.....800
  - a. vinyl
  - b. V.C. tile
  - c. linoleum
  - d. asphalt
  - e. rubber wall coverings
  - f. resilient seamless
  - g. plastic and metal wall tile
  - h. plastic laminate and wallboard (marlite type)
  
- 4. Decorative seamless coatings .....1000
  - a. preparation
  - b. flat floors and covered floors
  - c. walls and ceilings
  - d. stairs
  - e. drainboards
  - f. window sills

**TOTAL HOURS: 6500**

**FLOORMART, INC., CARPET, LINOLEUM AND SOFT TILE LAYER**

**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):

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

## **FLOORMART, INC., CARPET, LINOLEUM AND SOFT TILE LAYER**

- (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:

- A. It is mandatory that each apprentice shall enroll and attend classes in related supplemental instruction as prescribed by the Floormart Inc. Apprenticeship Committee.**
- B. Apprentices shall be required to take their related supplemental instruction on their own time without compensation on a schedule that does not conflict with their regular work shift.**
- C. Failure on the apprentice to show regular attendance at related supplemental instruction will be sufficient cause for the apprentice of the Floormart Inc. Apprenticeship Committee to cancel the apprentice from the apprenticeship program, specifically two (2) unexcused absences, either successive or separate, from related supplemental instruction shall cause the termination of the absent apprentice from the apprenticeship program.**

### **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.

## **FLOORMART, INC., CARPET, LINOLEUM AND SOFT TILE LAYER**

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

### **A. General Procedures**

- 1. The employer shall instruct the apprentice in safe and healthful work practices and shall ensure the apprentice is trained in facilities and other environments are in compliance with either the Occupational Safety and Health Act standards promulgated by the Secretary of Labor and under Public Law 91-596, dated December 20, 1970 as amended by Public Law 101-552 dated November 5, 1990, or State or local standards that have been found to be at least as effective as the Federal standards.**
- 2. An apprentice is to be under the supervision of a journey-level worker at all times.**
- 3. It shall be the apprentice's responsibility to maintain a record of his/her on the job work experience progress report. Such a record shall be forwarded to the Floormart Inc. Apprenticeship Committee on the 10th of every month reflecting the previous month's hour of on the job work experience performed by the apprentice. Each monthly report shall be signed by the journey-level worker overseeing the apprentices work experience.**
- 4. The Floormart Inc. Apprenticeship Committee shall examine the progress of the apprentice on a regular basis.**
- 5. Before each period of advancement, the Floormart Inc. Apprenticeship Committee shall review for commendation, the progress that each apprentice has made in related supplemental instruction and on the job work.**
- 6. Committee action must be taken on each apprentice to approve advancement, extend present rating for a specified period, or cancel the apprenticeship agreement, with due notice to the apprentice and a reasonable opportunity for correction action. Proper documentation shall be maintained of all actions taken by the Floormart Inc. Apprenticeship Committee.**
- 7. The Floormart Inc. Apprenticeship Committee may cancel an Apprenticeship Agreement and remove an apprentice from the apprenticeship program for just cause.**
- 8. Should the Floormart Inc. Apprenticeship Committee find reason to suspend or cancel an apprenticeship agreement, the apprentice shall be notified in writing, specifying the reason for suspension, cancellation, or any disciplinary action. The apprentice will be notified in 20 days in**

## FLOORMART, INC., CARPET, LINOLEUM AND SOFT TILE LAYER

**advance of the meeting of the Floormart Inc. Apprenticeship Committee for the purpose of disciplinary action, suspension, or cancellation.**

- 9. Any controversy or difference that cannot be resolved to the satisfaction of the parties by the Floormart Inc. Apprenticeship Committee or other organization administering the agreement may be submitted to the apprenticeship division for resolution.**

### B. Local Apprenticeship Committee Policies

NONE

### C. Complaint and Appeal Procedures:

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

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

- Prior to: 20 calendar days of intention of disciplinary action by a sponsor
- Sponsors must notify the apprentice in writing of action to be taken
  - Must specify the reason(s) for discipline, suspension, or cancellation
  - Decision will become effective immediately
  - Written reason(s) for such action must be sent to the apprentice

- Within: 30 calendar days request for reconsideration from the sponsor
- Apprentice to request sponsor to reconsider their action

- Within: 30 calendar days of apprentice's request for reconsideration
- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

- Within: 30 calendar days of final action
- Apprentice must submit the complaint in writing to the Department
  - Must describe the controversy and provide any backup information
  - Apprentice must also provide this information to the local sponsor

- Within: 30 business days for supervisor to complete investigation
- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

## **FLOORMART, INC., CARPET, LINOLEUM AND SOFT TILE LAYER**

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 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:

## **FLOORMART, INC., CARPET, LINOLEUM AND SOFT TILE LAYER**

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)
  - 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.

## **FLOORMART, INC., CARPET, LINOLEUM AND SOFT TILE LAYER**

### **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 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.

## **FLOORMART, INC., CARPET, LINOLEUM AND SOFT TILE LAYER**

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)

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.

**FLOORMART, INC., CARPET, LINOLEUM AND SOFT TILE LAYER**

Quorum: **A quorum shall be present to carry on the regular business of the Floormart Inc. Apprenticeship Committee. A quorum shall consist of three members.**

Program type administered by the committee: **INDIVIDUAL NON-JOINT**

The employer representatives shall be:

**Mike Rohme, Chairman  
E 415 Sprague  
Spokane, WA 99202**

**Teresa Rohme  
E 415 Sprague  
Spokane, WA 99202**

The employee representatives shall be:

**Rick Smith, Secretary  
E 415 Sprague  
Spokane, WA 99202**

**Mike Fish  
E 415 Sprague  
Spokane, WA 99202**

**XII. SUBCOMMITTEE:**

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

**NONE**

**XIII. TRAINING DIRECTOR/COORDINATOR:**

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

**NONE**