



**STANDARDS OF APPRENTICESHIP  
adopted by**

**OREGON SW WASHINGTON IUOE LOCAL 701 STATIONARY ENGINEER  
JATC**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
<b>STATIONARY ENGINEER</b>	<b>51-8021.00</b>	<b>8,000 HOURS</b>
<b>INDUSTRIAL MAINTENANCE ELECTRICIAN</b>	<b>47-2111.00</b>	<b>6,000 HOURS</b>



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

**APPROVAL:**

APRIL 18, 2013

Initial Approval

Committee Amended

Standards Amended (review)

Standards Amended (administrative)

By: LEE NEWGENT  
Chair of Council

By: ELIZABETH SMITH  
Secretary of Council

## OREGON SW WASHINGTON IUOE LOCAL 701 STATIONARY ENGINEER JATC

### INTRODUCTORY STATEMENT

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

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

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

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

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

Sponsor Introductory Statement (Optional): **The following Standards for the development of Stationary Operating Engineer apprentices have been prepared by Local 701 International Union of Operating Engineers and Industry representatives, assisted by the Apprenticeship Division, Department of Labor and Industries.**

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**I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

**Clark, Cowlitz, Klickitat, Skamania, Wahkiakum and Pacific Counties**

**II. MINIMUM QUALIFICATIONS:**

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

- Age: **Shall not be less than eighteen (18) years of age at time of application.**
- Education: **1. High School graduate or equivalent GED**  
**2. Successful completion with a ‘C’ – 70% or better of one year of high school math or equivalent post-high school course or placement test.**
- Physical: **Must be able to meet the needs of the trade**
- Testing: **None**
- Other: **Current employment with approved training agent.**

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

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

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship

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and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

1. **Training agents will select apprentices from employees who have been actively employed for at least 3 months, with a minimum of 500 hours on the job.**
2. **A training agent in good standing with the committee who is unable to fill apprenticeship openings from its existing workforce may accept applications from external applicants under the following conditions:**
  - a. **The training agent must submit documentation to the committee demonstrating its inability to fill the position(s) from its existing workforce prior to selecting external applicants; and**
  - b. **A public notice regarding the apprenticeship opportunity must be distributed at least 30 days prior to the first date of accepting external applicants and must include the following elements:**
    - (1) **Date of the notice**
    - (2) **Dates applications will be accepted (at least 2 weeks)**
    - (3) **Minimum qualifications and employment requirements (as listed in the standard)**
    - (4) **Application procedures, including locations(s) and submission timelines**
    - (5) **Selection process and timelines**
    - (6) **Information about the occupation and nature of apprenticeship**
    - (7) **Employer's equal opportunity pledge**
3. **Training agents will be responsible for maintaining records related to the recruitment and selection of apprentices for a 5-year period. Documentation is to include:**
  - a. **Apprenticeship opportunity postings**
  - b. **A list of employees who applied for each opening, including race/ethnicity and gender**
  - c. **A brief summary of the job-related selection factors and tools utilized (interview, supervisor recommendation, seniority, etc.) including the basis for evaluation, selection, and rejection of each applicant.**
4. **An applicant may be removed from the committee's eligibility lists and/or barred from future application for up to one year for documented acts of abuse, assault, battery, harassment, intimidation, stalking, or other threatening behavior toward an individual involved in the operation of an apprenticeship or training committee, including (but not limited to) committee members, staff to the committee, representatives of participating unions and training agents, and staff of classroom training facilities.**

B. Equal Employment Opportunity Plan:

1. **Disseminating information and concerns regarding equal opportunity policies of the program's sponsor.**
2. **Engaging in programs where available, designed to recruit, pre-qualify, and place minorities and women (minority and non-minority) in apprenticeship.**
3. **Granting credit for previous trade experience or trade-related courses for all applicants equally.**
4. **Periodically audit equal employment opportunity programs to see if goals are being met.**

Discrimination Complaints.

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

**IV. TERM OF APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

**The term of apprenticeship for Stationary Engineer shall be 8,000 hours of reasonably continuous employment.**

**The term of apprenticeship for Industrial Maintenance Electrician shall be 6,000 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.

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2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**The probationary period for Stationary Engineer shall be the first 1,600 OJT hours of employment and successful progression of related training after the current registration to this standard.**

**The probationary period for Industrial Maintenance Electrician shall be the first 1200 OJT hours of employment and successful progression of related training after the current registration to this standard.**

**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)].

**The ratio of apprentices to journey-level worker shall not be more than one (1) apprentice to the first one (1) journey-level worker on the jobsite. Additional apprentices are authorized at a ratio of one (1) apprentice for each additional two (2) journey-level worker(s).**

**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

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

**A. Stationary Engineer**

Step	Number of hours/months	Required Related Training Hours	% of the journey level rate
1	0000-1,000	78.5	65
2	1,001-2,000	157	70
3	2,001-3,000	237	75
4	3,001-4,000	317	80
5	4,001-5,000	397	85
6	5,001-6,000	477	90
7	6,001-7,000	557	95
8	7,001-8,000	637	98

**B. Industrial Maintenance Electrician**

Step	Number of hours/months	Required Related Training Hours	% of the journey level rate
1	0000-1,000	72	65
2	1,001-2,000	144	75
3	2,001-3,000	216	85
4	3,001-4,000	288	95
5	4,000-5,000	360	97
6	5,000-6,000	432	98

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**VIII. WORK PROCESSES:**

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

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

<b><u>A. Industrial Maintenance Electrician</u></b>	<b><u>APPROXIMATE HOURS</u></b>
<b>1. Motors and generators .....</b>	<b>500</b>
<b>a. Assembly and testing</b>	
<b>b. Repair and maintenance</b>	
<b>c. Internal and external connections to change direction of rotation and speed, and for a change of supply of voltage</b>	
<b>d. Motor setting, drives, pulleys, gears, coupling devices</b>	
<b>e. Related mechanical equipment: Traction units, cranes, winches, hoists</b>	
<b>f. In place motor cleaning (100 hours maximum)</b>	
<b>2. Controls .....</b>	<b>1,000</b>
<b>Manual and automatic, including magnetic and solid state, programmable logic controls and direct digital controls</b>	
<b>3. Electrical Troubleshooting.....</b>	<b>1,000</b>
<b>4. Power Distribution.....</b>	<b>500</b>
<b>Inside and outside, high and low voltage distribution systems, maintenance and replacement</b>	
<b>5. Lighting.....</b>	<b>500</b>
<b>6. Electrical Oriented drawings.....</b>	<b>100</b>
<b>7. The remaining time necessary to complete the (07) Non-Residential Maintenance Electrical License training shall be applied according to the apprentice's training needs by the apprenticeship committee and the employer .....</b>	<b>400</b>
<b>8. Preventative Maintenance.....</b>	<b>1,500</b>
<b>Perform scheduled mechanical and electrical maintenance on all plant equipment</b>	

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9.	Troubleshooting/Analysis/Mechanical Repair .....	420
a.	Water analysis	
b.	Boiler/furnace stack gases	
c.	Ambient air conditions	
d.	Process wastewater	
e.	Resource recovery/energy management	
10.	Plant Safety.....	80
	<b>TOTAL</b>	<b>6,000</b>

**HAZARDOUS WORK**

1. Safety training on the specific hazards shall precede work assignments in hazardous areas or on energized equipment. Work shall not be performed on or near energized equipment if such service or equipment can be disconnected.

Temporary safety grounds shall be installed during such work and disconnecting devices shall be identified by safety tags. Work on signal systems, control systems, or other equipment energized at 50 volts or less shall not be considered hazardous under normal conditions

2. Where work must be done on energized lines or equipment, an apprentice may work with a journeyman as follows: After the first 1,000 hours on power supply voltage up to 125 volts; after 3,000 hours up to 250 volts.
3. Work on supply voltage between 250 and 600 volts after 4,000 hours, or receipt of journeyman license.
5. Electronic maintenance may be done by apprentices after 1,000 hours on equipment with in-put of 100 watts or less; after 3,000 hours up to 2500 watts in-put power.

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<b><u>B. Stationary Engineer</u></b>	<b><u>APPROXIMATE HOURS</u></b>
1. Motors and generators .....	500
a. Assembly and testing	
b. Repair and maintenance	
c. Internal and external connections to change direction of rotation and speed, and for a change of supply of voltage	
d. Motor setting, drives, pulleys, gears, coupling devices	
e. Related mechanical equipment: Traction units, cranes, winches, hoists	
f. In place motor cleaning (100 hours maximum)	
2. Controls.....	1,000
Manual and automatic, including magnetic and solid state, programmable logic controls and direct digital controls	
3. Troubleshooting .....	1,000
4. Power Distribution.....	500
Inside and outside, high and low voltage distribution systems, maintenance and replacement	
5. Lighting.....	500
6. Electrical Oriented drawings.....	100
7. The remaining time necessary to complete the (07) Electrical training shall be applied according to the apprentice's training needs by the apprenticeship committee and the employer .....	400
(07) Electrical sub-total .....	4,000
8. Plant Operation/Monitoring .....	1,500
a. Air Compressors	
b. Air conditioners	
c. Air dryers	
d. Boilers	
e. Chillers	
f. Controls	
g. Cooling Towers	
h. Fan Units	
i. Heat pumps and exchangers	
j. Humidifiers	

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- k. Motors and motor starters
- l. Production equipment
- m. Pumps
- n. Refrigeration equipment
- o. Resource recovery, energy management and AC/DC power generation/conversion
- p. Waste management

9. Troubleshooting/Analysis/Mechanical Repair .....720

- a. Water analysis
- b. Boiler/furnace stack gases
- c. Ambient air conditions
- d. Process wastewater
- e. Resource recovery/energy management
- f. Electrical

10. Preventative Maintenance.....1,500  
Perform scheduled mechanical and electrical maintenance on all plant equipment

11. Plant Safety .....80

- a. Lockout and tagout
- b. Hazardous materials/MSDS
- c. Emergency procedures
- d. OSHA/WA-OSHA/EPA required procedures (add DEQ?)
- e. General electrical/mechanical safety
- f. Industrial accidents/reporting

12. Welding and Fabrication.....200

- a. Welding and use of oxy-acetylene equipment
- b. Metal cutting power machine
- c. Shop and bench work
- d. Job planning and layout

TOTAL.....8,000

**This is a licensed occupation and requires that all required hours of instruction and supervised OJT be completed prior to the apprentice being referred to the electrical licensure examination.**

**HAZARDOUS WORK**

1. Safety training on the specific hazards shall precede work assignments in hazardous areas or on energized equipment. Work shall not be performed on or near energized equipment if such service or equipment can be disconnected.

**Temporary safety grounds shall be installed during such work and disconnecting devices shall be identified by safety tags. Work on signal systems, control systems, or other equipment energized at 50 volts or less shall not be considered hazardous under normal conditions**

- 2. Where work must be done on energized lines or equipment, an apprentice may work with a journeyman as follows: After the first 1,000 hours on power supply voltage up to 125 volts; after 3,000 hours up to 250 volts.**
- 3. Work on supply voltage between 250 and 600 volts after 4,000 hours, or receipt of journeyman license.**
- 4. Electronic maintenance may be done by apprentices after 1,000 hours on equipment with in-put of 100 watts or less; after 3,000 hours up to 2500 watts in-put power.**

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**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

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

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

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

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

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

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

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

- (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 minimum of 157 hours of related training shall be required during the first year the apprentice is registered in the program with a minimum of 637 hours over the term of apprenticeship for Stationary Engineers.**

**A minimum of 144 hours of related training shall be required during the first year the apprentice is registered in the program with a minimum of 432 hours over the term of apprenticeship for Industrial Maintenance Electrician.**

**Related training must be completed with a grade of 'C' – 70% or better for graded classes or 'Pass' for non-graded classes. Apprentices must maintain a 2.5 GPA or higher.**

**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.

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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. **Credit for prior experience**  
The committee may grant credit for previous experience on a case by case basis in a fair and equitable manner consistent with the standards of apprenticeship and Chapter 296-05 WAC.
2. **OJT requirements (hours, work processes, rotation/partial rotation, monthly progress reports, timelines, applicable penalties). The apprentice must work for approved training agents as assigned by the committee and must record and submit work hours.**
3. **Related training requirements (attendance, grades)**  
The apprentice must attend and satisfactorily complete classroom instruction as directed by the committee.
4. **Complaint procedures**  
The committee will promptly and fairly resolve any complaints brought to its attention.
5. **Process for the review and evaluation of apprentice progress**  
The committee will regularly review and evaluate the progress of each apprentice as to job performance and related instruction.
6. **Advancement requirements (re-rates, completions)**  
The committee will advance the apprentice to the next level in the wage progression when the apprentice demonstrates the required knowledge, skills and abilities.
7. **Disciplinary process (appearances, holds, cancellations)**  
The committee may take corrective action for any failure to satisfy program requirements.
8. **Training agent requirements (approval, discipline, removal)**  
The committee will recognize an employer as an approved training agent when (and as long as) the employer demonstrates that it meets all qualifications established by the committee.
9. **Traveling training policy**  
As training agents are fixed site facilities, employers from other jurisdictions will not be approved.
10. **Initial employment policy**

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**Training agents will select apprentices from employees who have been actively employed for at least 3 months, with a minimum of 500 hours on the job.**

- 11. Placement procedures for out-of-work apprentices**  
**Unemployed apprentices in good standing with an individual training agent will be given the opportunity to be reemployed by that training agent as soon as possible and prior to the training agent indenturing new apprentices.**
- 12. License requirements, including exam referral and completion requirements (for licensed trades only)**  
**The committee will ensure that all apprentice training satisfies the requirements of the appropriate license.**

**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

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- Apprentice must also provide this information to the local sponsor

Within: 30 business days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or sponsor disputes supervisor decision:

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

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 calendar days after hearing

- WSATC to issue written decision

### **XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

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

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

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members.

Conference call meetings may be conducted in lieu of regular meetings but must not 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.

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Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
  - Authorization of Signature forms - as necessary
  - Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
  - Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
  - Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
  - Journey Level Wage Rate – annually, or whenever changed
  - Request for Revision of Standards - as necessary
  - Request for Revision of Committee - as necessary
  - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
  - On-the-Job Work Hours Reports (bi-annual)
    - 1st half: January through June, by July 30
    - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
    - Program name
    - Sponsor’s introductory statement (if applicable)
    - 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

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- Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

### **C. Management of Apprentices:**

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with the Department before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another 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.

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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)

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

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vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

Quorum: **See Above**

Program type administered by the committee: **Group Joint**

The employer representatives shall be:

**Leonard Eric Rinearson, Chair**  
**500 NE Multnomah**  
**Portland, OR 97232**

**Scott Sisson**  
**One Center Ct., Ste 200**  
**Portland, OR 97227**

The employee representatives shall be:

**Boe Ellis, Secretary**  
**555 E First St**  
**Gladstone, OR 97027**

**Michael Whitson**  
**555 E First St**  
**Gladstone, OR 97027**

**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.

**Loraine Draper**  
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