



*Teri Gardner 3-1-24*

Dear Washington State Apprenticeship & Training Council,

Since 2013, Harts Services has been dedicated to providing residential plumbing services to our community. Our operations extend throughout the Puget Sound area, where we serve over a thousand customers every month.

Our unwavering commitment to training has been a cornerstone of our approach. Commencing in March 2022, we officially started our Harts Academy program. Currently, the program consists of two classes with sixteen students actively engaged. Our third class is set to commence this October.

One of the most gratifying aspects of our residential services business is the opportunities it generates within our community. We take pride in our ability to create mentally, physically, and financially rewarding careers. As long as the student possesses the determination to excel, and has a great attitude, we have built a system that can teach them the essential technical skills required for a career in plumbing.

The establishment of our academy has had a transformative impact on our company, drawing a diverse group of individuals who share a common goal of serving our community through great customer service and a high level of plumbing expertise. Our program has attracted participants from various backgrounds, including two women and several veterans. These demographics hold particular significance for us, as we aspire to expand our program to embrace those who may not have previously considered trade professions.

We sincerely appreciate your consideration of Harts Services for this program. We are looking forward to evolving our program into a Registered Apprenticeship and providing that next level experience to our students.

To delve deeper into our offerings and the academy's initiatives, we invite you to explore our website at [www.hartsservices.com/academy-apprentice-program/](http://www.hartsservices.com/academy-apprentice-program/).

Sincerely,



Daniel Hartsough

Owner

Harts Services

11/22/23/ EH

12/11/23 EH

**RECEIVED**  
By Evan Hamilton at 12:25 pm, Mar 07, 2024



**APPRENTICESHIP PROGRAM STANDARDS  
adopted by**

*Teri Gardner 3-1-24*  
*Teri Gardner 3-7-24*

**HARTS ACADEMY APPRENTICESHIP COMMITTEE**

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

**RESIDENTIAL PLUMBER**

**47-2152.00**

**6,000 HOURS**



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

**APPROVAL:**

\_\_\_\_\_  
Provisional Registration

\_\_\_\_\_  
Standards Last Amended

\_\_\_\_\_  
Permanent Registration

By: \_\_\_\_\_  
Chair of Council

By: \_\_\_\_\_  
Secretary of Council

# HARTS ACADEMY APPRENTICESHIP COMMITTEE

## INTRODUCTION

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

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

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

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

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

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

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

Sponsor Introductory Statement (Required):

**Harts Academy is committed to the training and development of highly qualified Residential Plumbers with a passion for the craft, the education and developing the skills**

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necessary to have successful lifelong careers in the trades and elevate the industry for every generation.

These Standards, created in partnership with the Washington State Department of Labor and Industries, outline our program for training apprentices in the Residential Plumbing trade; along with developing their professionalism, safety habits, and quality of work.

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009.

**The area covered by these Standards shall be The State of Washington counties of Pierce, King, Kitsap, Thurston, and Snohomish.**

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

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [WAC 296-05-015(17)].

Age: **Minimum of 18 Years of Age**

Education: **High School Diploma or Equivalent**

Physical: **Ability to safely perform essential functions of the job with or without reasonable accommodations.**

**Ability to lift and carry up to 50 pounds and push and/or pull 50 pound loads at a time.**

Testing: **None**

Other: **Shall have a valid driver license.  
Must be a current employee of Harts Plumbing and Excavation, LLC or DBAs.**

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

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

## HARTS ACADEMY APPRENTICESHIP COMMITTEE

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, 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.

### A. Selection Procedures:

1. **Applicants shall be selected from pool of current employees of Harts Plumbing and Excavation, LLC or DBAs, as outlined in WAC 296-05-417(1)(c).**
2. **Information regarding apprenticeship openings shall be posted on company website, [www.hartsservices.com](http://www.hartsservices.com), and in person at Harts Service, 3510 S Pine Street Tacoma, WA 98409.**
  - a) **Applications are accepted year round.**
3. **Applicants that do not meet the minimum qualifications will be notified within 30 days of applying. Non-accepted applicants will be notified in writing of why the application was rejected, and how to reapply.**
4. **Applicants who meet the minimum qualifications will be notified in writing within 30 days that they have been placed on the applicant list based on the order the application was received per the sponsors established promotion policy.**
5. **The Harts Academy Apprenticeship Committee will determine the number of apprenticeship openings prior to holding interviews. The amount of openings is based on industry demand at the time.**
6. **Qualified applicants will be contacted for an interview in order of receipt of application. Those that no longer want to be interviewed can request to have their application removed from consideration. It is the responsibility of the applicant to make sure all contact information is up to date.**
7. **All applicants who meet the minimum qualifications will be entered into the interview process as follows:**
  - a) **Each applicant shall be interviewed individually.**
  - b) **Introductions and description of program shall be provided to each interviewee.**
  - c) **Applicants will all be asked the same set of questions.**
  - d) **Applicants will be evaluated on communication, attitude, dependability, and previous work experience.**

## HARTS ACADEMY APPRENTICESHIP COMMITTEE

- e) Applicants will be ranked at the conclusion of the interview process and will be offered registration as an apprentice in the ranked order until the pre-determined number of openings has been filled.
  - f) Applicant's documents will be placed in the applicant's files for record keeping purposes.
8. Employees not accepted into program will revert back to prior occupation until apprenticeship openings occur.
  9. All applicants will be notified accordingly in alignment with WAC 296-05-429 and kept on file for a minimum of 2 years.

### B. Equal Employment Opportunity Plan:

1. Cooperating with local school districts, vocational education systems, and school employees to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.
2. Participating in workshops conducted by employment service agencies, school districts, and community-based organizations to increase apprenticeship program awareness of apprenticeship opportunities.
3. Distribute information within HARTS ACADEMY to increase awareness of sponsor's equal opportunity policy within the sponsor's organization. The goal of this increased awareness within the sponsor's organization is to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, employers, and members. This is to encourage the necessary active assistance in achieving the program's obligations required by these rules.
4. Collaborate with recognized Pre-Apprenticeship programs to make completers aware of Apprenticeship opportunities available with this sponsor.

### C. Discrimination Complaints:

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

## IV. TERM OF APPRENTICESHIP:

## HARTS ACADEMY APPRENTICESHIP COMMITTEE

The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-015].

- 1. The term of Residential Plumber shall be 6,000 hours of reasonably continuous employment.**

### **V. INITIAL PROBATIONARY PERIOD:**

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

The initial probationary period is [WAC 296-05-015(22)]:

- A. The period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. The period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.
  - 1. The first one thousand (1000) hours of employment shall constitute the initial probationary period or 6 months from date of registration, whichever occurs first.**

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

Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of



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Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.

- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:
  - 1. **Residential Plumber Apprentice:**  
**Sponsor with one (1) journey-level worker continuously employed may employ two (2) apprentices per jobsite.**
  - 2. **Residential Plumbers Apprentices may work alone only if the following conditions are met:**
    - i. **Apprentice has more than 2500 hours of OJT.**
    - ii. **Apprentice is performing service work that they have satisfactorily performed in previous OJT with appropriate supervision.**
    - iii. **Service/maintenance work is between 6:00 a.m. – 10:00 p.m., Monday – Friday.**
    - iv. **Apprentices shall be able to contact a journey-level worker or supervisor for answers and advice at any time with no restrictions to communication, example; lack of cell service.**
    - v. **The journey-level worker or supervisor shall ensure that the apprentice is receiving their OJT and shall be responsible for their health and safety.**

### **VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

- A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.

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B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

C. Wage Progression Schedules OR **Residential Plumber:**

Step	Hour Range or competency step	Percentage of journey-level wage rate
<b>1</b>	<b>0-1000</b>	<b>54%</b>
<b>2</b>	<b>1001-2000</b>	<b>65%</b>
<b>3</b>	<b>2001-4000</b>	<b>70%</b>
<b>4</b>	<b>4001-6000</b>	<b>85%</b>

**VIII. WORK PROCESSES:**

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

**A. Residential Plumber Approximate Hours/Competency Level**

- 1. Installation, Maintenance, and Repair of Water Heaters .....500 Hours**
  - a) Electric Water Heaters
  - b) Gas Water Heaters
  - c) Tankless Water Heaters
  
- 2. Installation, Maintenance, and Repair of Potable Water Piping and Backflow Prevention Devices ..... 1,800 Hours**
  
- 3. Installation, Maintenance, and Repair of Sanitary Waste and Vent Piping ..... 1,800 Hours**
  
- 4. Installation, Maintenance, and Repair of Bath, Toilet, Kitchen, Laundry Room Trim and Fixtures..... 1,300 Hours**
  
- 5. Installation, Maintenance, and Repair of Natural Gas Piping .....200 Hours**
  
- 6. Installation, Maintenance, and Repair of Water Filtration and Quality Devices..... 100 Hours**

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**7. Installation, Maintenance and Repair of Vacuum Cleaning, Pool, Hot Tub, Irrigation Piping .....200 Hours**

**8. Installation, Maintenance and Repair of Rainwater Drainage Piping .....100 Hours**

**Total Hours/# of Competency Levels:            6000 Hours**

**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

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

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

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

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

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

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

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify)

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

B. **(SEE BELOW)** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

## HARTS ACADEMY APPRENTICESHIP COMMITTEE

- (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.*

### C. Additional Information:

1. **YEAR 1 = 186 RSI hours**  
**YEAR 2 = 170 RSI hours**  
**YEAR 3 = 168 RSE hours**
2. **Registered apprentices are required to attend related training classes.**  
**Failure to attend classes will result in disciplinary action. (See Section X)**

## X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

### A. Administrative Procedures:

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

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. Advanced Standing or Credit: The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).
3. Sponsor Procedures:

#### A. **Related Supplemental Instruction (RSI):**

1. **It is the responsibility of each apprentice to be punctual, respectful, and attentive in class.**
2. **If an apprentice misses class, then he/she is responsible for making up that content at a time and method approved by the class instructor.**
3. **Apprentices must maintain a passing score of 80% or better on all coursework.**

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### **B. On-the-Job Training (OJT):**

- 1. All apprentices must show proof of a current and valid state-issued driver license and valid trainee card to receive a dispatch to work. Apprentices without current and a valid state-issued driver license and valid trainee card will not be dispatched to work. Apprentices must carry their trainee card and driver license with them on the job at all times.**
- 2. All apprentices must be available to work Monday through Friday between the hours of 7:00 a.m. and 6:00 p.m.**
- 3. All apprentices must be on-time.**
- 4. On standby days, apprentices must be available by phone to receive work assignments if they arise.**

### **C. Reporting Hours OJT/RSI:**

- 1. Apprentices must turn in all Manager/Supervisor signed RSI/OJT hours by the 5<sup>th</sup> of the following month to the Training Coordinator. If the 5<sup>th</sup> falls on a weekend, hours are due by the previous Friday COB.**

### **D. Advancement of Apprentices:**

- 1. The Committee shall examine the progress of the apprentice on the job and in related instruction on a regular basis. The Committee will also receive a monthly OJT training report showing the experience and training in the various work processes provided by the Training Coordinator.**
- 2. The Committee shall evaluate the apprentice's overall performance and accomplishments at the end of each step. Action must be taken on each apprentice at the end of each step.**

### **E. Additional Credit/Credit for Previous Experience:**

- 1. HARTS ACADEMY APPRENTICESHIP COMMITTEE does not grant credit for previous experience until after the completion of the initial probationary period.**
- 2. Apprentices requesting additional credit for OJT or RSI, or credit for previous experience, may request in writing their experience be evaluated by the Committee. Where such experience warrants it, the Committee will place the apprentice in the appropriate period, and credit shall be subject to review prior to his/her next advancement.**

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3. **All relevant supporting documentation shall be provided at the time of written request.**
4. **OJT Credit shall only be granted for verified OJT hours with Plumbing Licensing.**
5. **RSI Credit shall only be granted for verifiable RSI hours. Example: Class rosters, transcripts or certification of completions of HARTs RSI plan elements.**
6. **The Committee has the sole discretion on how to apply and grant additional credit.**

### B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
  - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
  - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
  - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
  - d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
  - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.

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- b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
  - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:
- A. **Drugs and Alcohol - Any apprentice who fails to pass a drug or alcohol test will be brought before the Committee for possible disciplinary action. Submitting a cold sample or in any way altering, diluting, or adulterating a sample will qualify as a failure to pass. Whether the apprentice passed the test will be determined based on the criteria used by the drug testing laboratory. Apprentices are subject to random drug screening as mandated in company policy.**
  - B. **Related Supplemental Instruction:**
    - 1. **Any absence not excused will be counted as an absence.**
    - 2. **No unexcused absences are allowed during the 8-week course. Missing class, leaving early, or being more than 10 minutes late, without advanced written approval are all unexcused absences and may result in disciplinary action.**
    - 3. **Apprentices are responsible for completing all classwork and homework, and submitting it on time, as instructed. Apprentices with missing, late or incomplete classwork or homework may be called before the committee for disciplinary action.**
    - 4. **Apprentices must maintain a passing score of 80% or better on all coursework. Apprentices are eligible to retake coursework to achieve a passing grade. If after 3 attempts a passing grade is not achieved, apprentices will be placed on a performance improvement plan.**
  - C. **On-The-Job Training**
    - 1. **Unexcused absences and/or tardiness will not be tolerated. Failure to comply will result in disciplinary action.**
    - 2. **All apprentices must be available for work, may not refuse a job or quit a job, unless he/she has permission from the Training Coordinator or a compelling reason for doing so. An apprentice who refuses a job or quits a job without permission or a compelling reason will be called before the Committee for disciplinary action.**

## HARTS ACADEMY APPRENTICESHIP COMMITTEE

3. **Apprentices must follow all written and implied safety guidelines as outlined in The Safety and Accident Prevention Program handbook. Apprentices witnessed engaging in unsafe field practices will be called before the Committee for disciplinary action.**
4. **It shall be the apprentice's responsibility to return an accurate and complete monthly progress report to the Harts Academy office by the 5th of each month. If it is received after the 5th of the month, it shall be considered late. For each month an apprentice fails to return an accurate and complete monthly progress report, the apprentice will be called before the Committee and the date of their next wage advancement will be extended by not less than 160 hours. Apprentices that fail to return progress reports will be called before the Committee for disciplinary action. The Committee may cancel an apprentice that fails to return three (3) or more progress reports on time during their apprenticeship.**
5. **It is the responsibility of each apprentice to be punctual, hardworking, respectful, safe, and dependable. Apprentices shall be called before the Committee for disciplinary action for poor work evaluations, problems with mechanical ability and/or work habits, poor attitude, safety issues, and/or failure to perform the job in a satisfactory manner.**

### C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.



## HARTS ACADEMY APPRENTICESHIP COMMITTEE

6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

### D. Apprentice Complaint Review/Appeals Procedures:

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

## XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

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

### A. Committee Operations (WAC 296-05-009): (Not applicable for Plant Programs)

## HARTS ACADEMY APPRENTICESHIP COMMITTEE

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

### B. Program Operations

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon request. Records required by WAC 296-05-100 will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant. Forms may be obtained through the programs assigned apprenticeship consultant.

Sponsors shall submit required reports through the Apprentice Registration and Tracking System (ARTS).

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
  - a. Apprenticeship Agreements – within first 30 days of employment
  - b. Authorization of Signature forms - as necessary
  - c. Approved Training Agent Agreements– within 30 days of sponsor action
  - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
  - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
  - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
  - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
    - 1st quarter: January through March, due by April 10
    - 2nd quarter: April through June, due by July 10
    - 3rd quarter: July through September, due by October 10
    - 4th quarter: October through December, due by January 10
  - h. On-the-Job Work Hours Reports (bi-annual)
    - 1st half: January through June, by July 30
    - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries,

## HARTS ACADEMY APPRENTICESHIP COMMITTEE

Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:

- a. Program name
  - b. Sponsor's introductory statement
  - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
  - d. Section VII: Apprentice Wages and Wage Progression
  - e. Section IX: Related/Supplemental Instruction
  - f. Section XI: Sponsor – Responsibilities and Governing Structure
  - g. Section XII: Subcommittees
  - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

### C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.
2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
  - a) Certificate of completion
  - b) Additional credit
  - c) Suspension (i.e. military service or other)
  - d) Reinstatement
  - e) Cancellation
  - f) Corrections
  - g) Step Upgrades
  - h) Probation Completion date
  - i) Other (i.e., name changes, address)
  - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement

## HARTS ACADEMY APPRENTICESHIP COMMITTEE

will be the record of the apprentice's progress on the job and during related/supplemental instruction.

5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

### D. Training Agent Management:

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

**HARTS ACADEMY APPRENTICESHIP COMMITTEE**

from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

E. Committee governance (if applicable): (see WAC 296-05-009)

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

a. Quorum: **Chair & Secretary**

b. Program type administered by the committee: **Individual Non-Joint**

c. The employer representatives shall be:

**Brianna Gillespie, Chair  
Human Resources Manager  
3510 S Pine Street  
Tacoma, WA 98409**

**Daniel Hartsough  
Owner  
3510 S Pine Street  
Tacoma, WA 98409**

d. The employee representatives shall be:

**Jason Mitchell  
Plumbing Install Lead  
3510 S Pine Street  
Tacoma, WA 98409**

**Anthony Greer, Secretary  
Plumbing Install Expert  
3510 S Pine Street  
Tacoma, WA 98409**

F. Plant programs

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

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

**None**

**None**

**XII. SUBCOMMITTEE:**

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

## HARTS ACADEMY APPRENTICESHIP COMMITTEE

committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

**None**

**None**

**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.

**Brianna Gillespie  
Human Resources Manager  
3510 S Pine Street  
Tacoma, WA 98409**

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RECEIVED

By Evan Hamilton at 11:37 am, Sep 05, 2023

L&I Apprenticeship Consultant

Teri Gardner 3-1-24

L&I Admin

Department of Labor and Industries  
Apprenticeship Section  
PO Box 44530  
Olympia WA 98504-4530



# Journey Level Wage Rate

From which apprentices' wage rates are computed

TO: Washington State Apprenticeship & Training Council

FROM: Harts Academy Apprenticeship Committee

Occupation:	County(ies):	Journey Level Wage Rate:	Effective Date:
Residential Plumber	Pierce, King, Kitsap, Thurston, and Snohomish.	\$ 35	Upon Registration
		\$	
		\$	
		\$	

Sponsors must submit the journey-level wage at least annually or whenever changed to the Department.

**Form must be signed by Committee Chair and Secretary or Program's Authorized Signer**

<input checked="" type="checkbox"/> Chair	Date	<input checked="" type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	08/30/2023		8/30/23
Print Name: Brianna Gillespie		Print Name: Anthony Greer	
Signature: <i>Brianna Gillespie</i>		Signature: <i>Anthony Greer</i>	

For L&I Staff Use Only

RECEIVED

By Evan Hamilton at 1:53 pm, Mar 01, 2024

L&I Apprenticeship Consultant

*Teri Gardner 3-1-24*

L&I Admin

Department of Labor and Industries  
Apprenticeship Section  
PO Box 44530  
Olympia WA 98504-4530



## Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Name <b>Harts Academy Apprenticeship Committee</b>	
Occupation <b>Residential Plumber</b>	
Term/OJT Hours <b>6000</b>	Total RSI Hours <b>524</b>
Training Provider <b>Harts Academy Apprenticeship Committee</b>	

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprentice and assures that:

1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliances with WISHA and applicable federal and state regulations.
4. The RSI Plan is maintained, updated and submitted to the Department a minimum of once every 5 years (WSATC Policy 2015-01; rev, 10-21-21).
5. The RSI will be conducted by instructors who meet the qualification of the "competent instructor" as described in WAC 296-05-003:
  - a. Has demonstrated a satisfactory employment performance in her/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
  - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
  - c. 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 the related technical instruction.
6. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, instruction shall be clearly defined.

### Signatures on next page



**Form must be signed by Committee Chair and Secretary or Program's Authorized Signer**

<input checked="" type="checkbox"/> Chair	Date	<input checked="" type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	11-20-23		11-20-23
Print Name: Brianna Gillespie		Print Name: Anthony Greer	
Signature: <i>Brianna Gillespie</i>		Signature: <i>Anthony Greer</i>	

**Training Provider Signature**

Approved By (Print Name): Tom Merriott	Title: Nexstar Director of Training
Signature of the Training Provider: <i>Tom Merriott</i>	
Date: 11/18/23	

If additional training providers are needed, go to page 4.

**SBCTC**

Print Name:	Title:
Signature of the Program Administrator:	
Date:	
<input type="checkbox"/> SBCTC recommends approval	<input type="checkbox"/> SBCTC recommends return to sponsor

Program Name	Occupational Objective
Harts Academy Apprenticeship Committee	Residential Plumber

**Note:** The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of Element/Course" field.

**Describe minimum hours of study per year in terms of (check one):**

- 12-month period from date of registration.
- Defined 12-month school year.
- 2,000 hours of on-the-job training.

Element/Course: Orientation (Year 1)	Planned Hours: 4
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Harts Academy Apprenticeship Committee	
Description of element/course: <b>Orientation:</b> Review of apprenticeship program and work process, apprentice responsibilities, class workflow, training requirements, create logins, anti-harassment training, HR Compliance training etc.	

Element/Course: Intro to Plumbing Basics (Year 1)	Planned Hours: 36
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Harts Academy Apprenticeship Committee	
Description of element/course: <b>Safety, Professionalism, Tools &amp; Materials, Plumbing Systems, Measurements &amp; Calculations:</b> Introduction to procedures and protocols, professional development, safety, plumbing basics, common hand and power tools, plumbing systems, and general trade basics. Courses include, but not limited to: Personal Protective Equipment (PPE) Plumbing Safety Back Safety and Injury Prevention Preventing Slips, Trips and Falls Electrical Safety Hand and Power Tool Safety Code of Ethics Time Management The Power of Attitude Working on a Team Maintaining a Professional Image Basic Plumbing Tools Hand Tools for Plumbing Work Power Tools for Plumbing Work How Does Plumbing Work? Water Treatment and Well Systems Trades Math Practical Geometry for Plumbing Mathematics Used in Tech Field  The courses are done using an online curriculum in a classroom environment led by an instructor (27 hours) while remaining 13 hours are allocated to lab time  Lab: Overview of plumbing materials and tools, identify components of plumbing system, practical exercises on measurements and calculations.  Evaluation: Written Skill Tests	

<b>Element/Course:</b> Plumbing Installation Techniques (Year 1)	<b>Planned Hours:</b> 40
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> Harts Academy Apprenticeship Committee	
<b>Description of element/course:</b> <b>Piping Materials &amp; Drains, Gas Piping, Plumbing Fixtures, Field, Drainage and Venting Systems, Water Distribution:</b> Introductions to piping materials and application, gas piping, residential systems, plumbing trim and fixtures, toilet repair and installation, caulking, drainage, venting, water distribution, etc. Courses include, but not limited to: Plumbing Materials Overview Intro to Natural Gas and Liquid Propane Gas Piping Systems Hangers and Supports Drains Plumbing Fixtures Installation Tubular Fixture Trim Caulking and Sealing Toilet Shims Closet Flange and Toilet Installation Toilet Trouble Shooting Replacing w/Assessment Simulation Introduction to DWV Systems System Sizing Principles of Backflow Plumbing Code Overview Kitchen Sink Installation  The courses are done using an online curriculum in a classroom environment led by an instructor (20 hours) while remaining 20 hours are allocated to lab time  <b>Lab:</b> Practical comparisons of pipe materials, overview of fixtures, installing and connecting fixtures, drainage systems installation and code, installation of venting systems and testing.  <b>Evaluation:</b> Written Skill Tests	

<b>Element/Course:</b> Advanced Installation & Troubleshooting (Year 1)	<b>Planned Hours:</b> 40
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> Harts Academy Apprenticeship Committee	
<b>Description of element/course:</b> <b>Pipe Cutting, Joining, and Repair, Water Heaters, Plumbing Fittings:</b> Introduction to cutting and joining techniques, water heaters and installation, demolition process and job preparation, plumbing fittings,. Courses include, but not limited to: Plastic Joining Methods Plastic Repair Procedures Pipe Repair Cast Iron Cast Iron Pipe Joining Methods Lab Pipe Repair Metallic Steel Pipe Joining Methods Lab Copper Pipe Joining Methods Lab PVC/CPVC Pipe Joining Methods Lab PEX Pipe Joining Methods Lab Intro to Water Heaters Electric Water Heater Operation How to use a Multimeter Gas Water Heater Operation Tankless Retrofit	

<b>Fittings and Valves</b> Plumbing: Testing & Inspection Plumbing: Layout Plumbing: Excavation & Installation Lab: Practical exercises on pipe cutting and joining, water heater installation, cutting drywall, measurements and calculations.  The courses are done using an online curriculum in a classroom environment led by an instructor (20 hours) while remaining 20 hours are allocated to lab time  Evaluation: Written Skill Tests
---

<b>Element/Course:</b> Practical Application & Review (Year 1)	<b>Planned Hours:</b> 40
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Harts Academy Apprenticeship Committee	
Description of element/course: Drywall, Setup and Demolition, Appliance Installation, Crawl Spaces, Inspection, Quality Control, Vehicle Inventory, Reviews and Exams: Introduction to demolition process, confined spaces, appliances, inspections and quality control, water protection, practical plumbing tasks, job readiness, vehicle inventory, etc. Courses include, but not limited to: Dishwasher Overview Intro to Washers and Dryers Confined Space Awareness  The courses are done using an online curriculum in a classroom environment led by an instructor (18.5 hours) while remaining 21.5 hours are allocated to lab time  Lab: Practical exercises for plumbing tasks and projects, crawl space exercise, and quality control inspection.  Evaluations: Welcome Skills Assessment, Toilet Assessment, Final Quiz, Written Test, Lab Reviews	

<b>Element/Course:</b> Install Processes (Year 1)	<b>Planned Hours:</b> 26
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Harts Academy Apprenticeship Committee	
Description of element/course: Topics such as, but not limited to, install processes, customer service, safety, OSHA, code, product training, IT training, etc.  Weekly classroom trainings with instructor (30-minutes each week)	

<b>Element/Course:</b> Service Systems (Year 2)	<b>Planned Hours:</b> 24
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Nexstar	
Description of element/course: Overview of six steps of the Service System, introduction to resources and implementation strategies. Courses include, but not limited to: Nexstar Service Systems	

<b>Element/Course:</b> Professional Development and Safety (Year 2)	<b>Planned Hours:</b> 24
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Harts Academy Apprenticeship Committee	
Description of element/course:	

Developing quality customer service skills such as, difficult customers, service calls, maintaining professionalism and image, team development, anti-harassment, cleaning, hazardous awareness and safety. Courses include, but not limited to:

- Effective Communication in the Workplace
- Avoiding Callbacks
- Dealing with Difficult Customers
- Managing a Successful Team
- Job Site Supervision
- Cleaning Basics
- Cleaning Chemicals and Safety
- Asbestos Awareness
- Mold Awareness

General safety awareness and driving safety. Courses include, but not limited to:

- Distracted Driving
- Controlling Your Speed
- Hazardous Driving Conditions
- Aggressive Driving
- Vehicle Backing Safety
- Towing a Trailer
- Pre-trip Vehicle Inspection
- Vehicle Incident Response
- Intro to Fire Safety and Portable Fire Extinguishers
- Ladder Safety

The courses are done using an online curriculum in a classroom environment led by an instructor

Element/Course: <b>Plumbing Code (Year 2)</b>	Planned Hours: <b>40</b>
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: <b>Harts Academy Apprenticeship Committee</b>	
Description of element/course: <b>Review of Washington State Plumbing Code &amp; Test Prep          2021 Uniform Plumbing Code (Washington State Building Code Council)          Amendments and/or Updates</b>	
Classroom training/review led by an instructor	

Element/Course: <b>Residential System Maintenance (Year 2)</b>	Planned Hours: <b>40</b>
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: <b>Harts Academy Apprenticeship Committee</b>	
Description of element/course: <b>Explore Home System Checks and Diagnostics, Residential Plumbing Fixtures and Condition, Water Quality Test, Water Heater Flushing. Diagnose and Repair Common Problems, Water Heaters, Water Filtration Systems, Toilets, Tubs, Showers, Sinks, Garbage Disposals, Dishwashers, Laundry, Pipe Spot Repair, and Angle Stops. Courses include, but not limited to:</b>	
<ul style="list-style-type: none"> <li>Plumbing Maintenance</li> <li>Residential Plumbing Introduction</li> <li>Water Heater Maintenance</li> <li>Tankless Water Heater Maintenance</li> <li>Garbage Disposal Troubleshooting</li> <li>Dishwasher Troubleshooting</li> <li>Washer Diagnostics</li> <li>Dishwashers Overview</li> <li>Kitchen Sink Troubleshooting</li> </ul>	

The courses are done using an online curriculum in a classroom environment led by an instructor (24 hours) while remaining (16 hours) are allocated to lab time

<b>Element/Course:</b> Residential System Maintenance Lab (Year 2)	<b>Planned Hours:</b> 16
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> Harts Academy Apprenticeship Committee	
Description of element/course: Identify, diagnose, and repair common plumbing issues.	
Lab: Practical exercise to diagnose and repair common residential systems.	

<b>Element/Course:</b> Sales and Service (Year 2)	<b>Planned Hours:</b> 26
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> Harts Academy Apprenticeship Committee	
Description of element/course: Topics such as, but not limited to, updates to sales process, pricing and products, customer service, safety, product training, IT training, gas, water heaters, etc.	
Weekly classroom trainings with instructor (30-minutes each week)	

<b>Element/Course:</b> Plumbing Code Review (Year 3)	<b>Planned Hours:</b> 52
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> Harts Academy Apprenticeship Committee	
Description of element/course: Review of Washington State Plumbing Code & Test Prep 2021 Uniform Plumbing Code (Washington State Building Code Council) Amendments	
Classroom training/review led by an instructor.	
Evaluations: Test Prep	

<b>Element/Course:</b> Residential Service Work (Year 3)	<b>Planned Hours:</b> 32
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> Harts Academy Apprenticeship Committee	
Description of element/course: Evaluations of residential plumbing systems, Diagnose and Repair Common Problems. Courses include, but not limited to: Electric Water Heater Troubleshooting Gas Water Heater Troubleshooting Tankless Water Heater Troubleshooting Drain Cleaning Procedures Drain Cleaning Introduction and Equipment Types Drain Cleaning Overview The courses are done using an online curriculum in a classroom environment led by an instructor (18 hours) while remaining (14 hours) are allocated to lab time	

<b>Element/Course:</b> Advanced Plumbing and Review (Year 3)	<b>Planned Hours:</b> 32
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> Harts Academy Apprenticeship Committee	
Description of element/course: Review additional topics surrounding the plumbing field such as Flushometers, Hydronics, Boilers, Electrical, and Backflow, and sizing. Courses include, but not limited to:	

<p>Fundamental Electrical Concepts  Residential Hydronic Heating Systems Introduction  Piping Systems for Hydronic Heating  Getting Started with Category 1 Boilers  Getting Started with Flushometers  Automatic Flushometer Troubleshooting (Diaphragm)  Automatic Flushometer Retrofit (Diaphragm)  Introduction to Arc Welding  Principles of Backflow  Practical Measurement for the Trades  Basic Construction for Trades  Smart Thermostats Introduction</p> <p>Evaluations: Proper sizing techniques and application.</p> <p>The courses are done using an online curriculum in a classroom environment led by an instructor (21 hours) while remaining (11 hours) are allocated to lab time</p>
--

Element/Course: Professional Development and Safety (Year 3)	Planned Hours: 26
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Harts Academy Apprenticeship Committee	
Description of element/course: Fundamental Electrical Concepts Lockout/Tagout Grounding and Bonding Electrical Safety - NFPA70-E Bloodborne Pathogens Awareness Heat Stress Recognition and Prevention Hazard Communications Lockout/Tagout Awareness Hot Work Emergency Response Fatigue Management Cold Stress Recognition and Prevention Rooftop Safety OSHA 10 Sexual Harassment Prevention in the Workplace Discrimination and Harassment in the Workplace	
The courses are done using an online curriculum in a classroom environment led by an instructor	

Element/Course: Sales and Service (Year 3)	Planned Hours: 26
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Harts Academy Apprenticeship Committee	
Description of element/course: Topics such as, but not limited to, updates to sales process, pricing and products, customer service, safety, product training, IT training, gas, water heaters, etc.	
Weekly classroom trainings with instructor (30-minutes each week)	

## Additional Training Providers (if necessary)

Dona Thompson

Print Name Training Provider

Apprenticeship Program Manager

Title of Training Provider

Click or tap here to enter text.

Print Name Training Provider

Click or tap here to enter text.

Title of Training Provider

Click or tap here to enter text.

Print Name Training Provider

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Title of Training Provider

Click or tap here to enter text.

Print Name Training Provider

Click or tap here to enter text.

Title of Training Provider

DocuSigned by:  


Signature of Training Provider

Interplay Learning

Organization of Training Provider

Signature of Training Provider

Click or tap here to enter text.

Organization of Training Provider

Signature of Training Provider

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Organization of Training Provider



# Harts Academy Apprenticeship Committee RSI Plan

## supplemental Document *Teri Gardner 3-1-24*

The following is a draft outline of the Harts Academy RSI content and delivery schedule. Exact schedule may vary and content may be added to facilitate learning.

### Mode of Instruction Clarifications

**Classroom:** Custom training content and/or review sessions administered in a classroom setting by an instructor.

**Online:** Training content provided on a digital platform and overseen by an instructor in a classroom setting. Students may be asked to complete the content individually on provided computers, or as a group via forward projection. Instructor will then recap and review material learned in digital format with the class.

**Lab:** Skills training administered in a hands-on lab environment, by an instructor.

### Program Clarifications

- All materials, tools, IT equipment, and code books needed for this program are provided to students at no-cost.
- All quizzes, tests, and knowledge checks are required to be completed individually, close booked, under instructor proctoring.

### RSI Schedule Overview

#### Year 1

Students will begin with 4 weeks of full-time instruction, split between classroom (85.5 hours) and lab (74.5 hours) settings.

Year 1 also includes 30-60 minute training sessions, once a week at 7am before leaving for their first job site of the day (26 hours). These are administered in a classroom setting, covering various training topics related to the work process hours they are completing in the field.

#### Year 2

Students will begin with 8 days of full-time instruction, split between classroom (32) and lab (32) settings.

For code, Year 2 includes monthly code review and testing sessions for 90 minutes before leaving for their first job site of the day months 1-10 (15 hours), weekly sessions months 11-12 (13 hours), and likely 2 half/full days sessions on a Saturday (12 hours).

For safety and harassment, additional classroom sessions will be held for students to complete their safety training (16 hours).

In Year 2, students will also attend a 3-day onsite Nexstar Service Systems training (24 hours). This class is held during normal working hours and is scheduled for a date that works best for all involved.

Year 2 also includes 30-60 minute training sessions, once a week at 7am before leaving for their first job site of the day (26 hours). These are administered in a classroom setting, covering various training topics related to the work process hours they are completing in the field.

### **Year 3**

Students will begin with 8 days of full-time instruction, split between classroom (39) and lab (25) settings.

For code, Year 2 includes monthly code review and testing sessions for 90 minutes before leaving for their first job site of the day months 1-10 (15 hours), weekly sessions months 11-12 (13 hours), and likely 3 sessions on a Saturday (24 hours).

For safety and harassment, additional classroom sessions will be held for students to complete their safety training scheduled (26 hours).

Year 2 also includes 30-60 minute training sessions, once a week at 7am before leaving for their first job site of the day (26 hours). These are administered in a classroom setting, covering various training topics related to the work process hours they are completing in the field.

# YEAR 1 : TRAINING PLAN

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1:</b> Intro to Plumbing Basics	<b>Focus: Orientation, Team Intro, Safety</b>	<b>Focus: Safety, Nexstar Intro, Professionalism</b>	<b>Focus: Tools &amp; Materials</b>	<b>Focus: Plumbing Systems</b>	<b>Focus: Measurements &amp; Calcs</b>
	Morning (3-4 hours) Classroom: Welcome and orientation to the program. Class workflow, Interplay Introduction, device and system logins. Harassment and HR Compliance training	Morning (4 hours) Classroom: Interplay: <i>Electrical Safety</i> . (any safety videos that were not completed on day 1). Group training exercise on DiSC (to help apprentices understand and work together as a team)	Morning (5 hours) Classroom: Introduction to common plumbing tools and their uses. Interplay courses: <i>Hand and Power Tool Safety</i> , <i>Hand Tools for Plumbing Work</i> , <i>Basic Plumbing Tools</i> , and <i>Power Tools for Plumbing Work</i>	Morning (2 hours) Classroom: Understanding various plumbing systems (potable water, drainage, venting). <i>How Does Plumbing Work? And Water Treatment and Well systems</i>  Morning (3 hours) Lab: Water Sample testing	Morning (4 hours) Classroom: Nextech Videos Mathematics Used in tech Field Interplay: <i>Trades Math</i> , <i>Practical Geometry for Plumbing</i> , and <i>Mathematics Used in Tech Field</i> (an overview on measurements and calcs) Written assessment
	Afternoon (4-5 hours) Classroom: Review the safety handbook. <u>Interplay</u> : Safety procedures and protocols. <i>Personal Protective Equipment (PPE)</i> , <i>Plumbing Safety</i> , <i>Back Safety and Injury Prevention</i> <i>Preventing Slips, Trips, and Falls</i>	Afternoon (4 hours) Classroom: <i>Working on a Team and Maintaining a Professional Image</i> . Nexstar Intro and videos: Code of Ethics, Time Management, and The Power of Attitude	Afternoon (3 hours) Lab: Overview of plumbing material and tools	Afternoon (3 hours) Lab: Hands-on activity - Identifying and labeling components of a plumbing system.	Afternoon (4 hours) Lab: Practical exercises on taking measurements, reading a measuring tape and performing basic calculations.
<b>Week 2:</b> Plumbing Installation Techniques	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>Focus: Piping Materials &amp; Gas Piping</b>	<b>Focus: Plumbing Fixtures</b>	<b>Focus: Toilet Installation</b>	<b>Focus: Drainage Systems and Venting Systems</b>	<b>Focus: Water Distribution</b>
	Morning (4 hours) Classroom: In-depth study of various piping materials and their applications. Interplay: <i>Plumbing Materials Overview</i> , <i>Intro to Natural Gas and Liquid Propane Gas Piping Systems and Hangers and Supports</i>	Morning (4 hours) Classroom: Introduction to plumbing fixtures (sinks, toilets, showers, etc.). Interplay: <i>Plumbing Fixtures Overview</i> , <i>Plumbing Fixtures Installation</i> , <i>Tubular Fixture Trim</i> , <i>Kitchen Sink Installation</i>	Morning (4 hours) Classroom: Interplay: <i>Toilet Troubleshooting Replacement w/Assessment simulation</i> , <i>Closet Flange and Toilet Installation</i> , <i>Caulking and Sealing</i> , and <i>Toilet Shims</i>	Morning (4 hours) Classroom: Overview of drainage systems and codes Interplay: <i>Plumbing Code Overview</i> , <i>Introduction to DWV Systems</i> , and <i>Drains</i>	Morning (4 hours) Classroom: Understanding water distribution. Interplay: <i>Principles of Backflow</i> , <i>Plumbing Code Overview</i>
Afternoon (4 hours) Lab: Practical comparisons of different pipe materials. Hands on practice with hangers and supports. Gas Piping Introduction	Afternoon (4 hours) Lab: Installing and connecting fixtures in a lab setting	Afternoon (4 hours) Lab: Practice installing and caulking toilets	Afternoon (4 hours) Lab: Hands-on activities related to drainage system installation/code. Installation and testing of venting systems.	Afternoon (4 hours) Lab: Removing and Installing Water Piping, understanding fixture count	

<b>Week 3:</b> Advanced Installation & Troubleshooting	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	<b>Focus: Pipe Cutting, Joining, &amp; Repair</b>	<b>Focus: Pipe Cutting, Joining, &amp; Repair</b>	<b>Focus: Water Heaters</b>	<b>Focus: Water Heaters</b>	<b>Focus: Plumbing Fittings</b>
	Morning (5 hours) Classroom: Techniques for cutting and joining pipes. Interplay: <i>Plastic Joining Methods, Pex Pipe Joining Methods Lab, and Pipe Repair Procedures - Plastic Piping</i>	Morning/Afternoon (6 hours) Classroom: Techniques for cutting and joining pipes. Interplay: <i>Pipe Repair Cast Iron, Cast Iron Pipe Joining Methods Lab, Steel Pipe Joining Methods Lab, and Pipe Repair Metallic</i>	Morning (4 hours) Classroom: Types of water heaters and their installation. Interplay: <i>Intro to Water Heaters, Electric Water Heater Operation, and How to use a Multimeter</i>	Morning (4 hours) Classroom: Types of water heaters and their installation. Interplay: <i>Gas Water Heater Operation, and Tankless Retrofit</i>	Morning (1 hour) Classroom: <i>Interplay: Fittings and Valves</i>  Morning (3 hours) Lab: Field Trip to identify parts
	Afternoon (3 hours) Lab: Hands-on practice in pipe cutting and joining. PVC/CPVC and pex pipe joining methods	Afternoon (2 hours) Lab: Hands-on practice in pipe cutting and joining. Steel, cooper, cast iron, metallic pipe joining methods.	Afternoon (4 hours) Lab: Hands-on practice with water heater installations.	Afternoon (4 hours) Lab: Hands-on practice with water heater installations.	Afternoon (4 hours) Lab: going over plumbing fittings
<b>Week 4:</b> Practical Application & Review	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	<b>Focus: Appliances</b>	<b>Focus: Drywall, Setup &amp; Demolition &amp; Crawl Spaces</b>	<b>Focus: Inspection/QC &amp; Vehicle Inventory</b>	<b>Focus: Recap and Review</b>	<b>Focus: Final Checkout/Exams</b>
	Morning (3 hours) Classroom: Interplay: Dishwasher Overview and Intro to Washers and Dryers,	Morning (1.5 hours) Classroom: Interplay: <i>Plumbing Demolition</i> and discuss job setup and demo process - Morning (2.5 hours) Lab: Practice drywall	Morning (3 hours) Classroom: <i>Welcome Assessment</i> via Interplay (this will give us insight on knowledge gaps for the next two-day focus). Importance of inspections and quality control in plumbing including water protection. Follow with practical inspection exercises and Quality Control	Morning (1 hour) Classroom: Take Final Quiz  Remainder of day (7 hours) Lab: Hands-on experience in a simulated plumbing work environment, working on practical plumbing tasks and projects under supervision. Reviewing all lessons as necessary.	Morning (1 Hour) Classroom: Written Test  Morning (3 hours) Classroom: Device training w/IT
	Afternoon (5 hours) Lab: Installing and repairing appliances	Afternoon (1 hour) Classroom: Interplay: <i>Confined Space Awareness</i>  Afternoon (3 hour) Lab: Field trip with hands-on experience in a controlled crawl space (not a job site)	Afternoon (5 hours) Lab: Vehicle Inventory Overview and Practice. Establishing common plumbing parts that need to be stocked.		Afternoon (4 hours) Classroom: Take written exams/practice and redo any Interplay courses that the Welcome Assessment recommends

# YEAR 1 : Course Guide

## Week 1

Platform	Course ID	Content Description
Interplay	SAF215	Personal Protective Equipment (PPE)
Interplay	PLMB118	Plumbing Safety
Interplay	SAF220	Back Safety and Injury Prevention
Interplay	SAF217	Preventing Slips Trips and Falls
Interplay	ELEC103	Electrical Safety
Interplay	PROFDEV105	Working on a Team
Interplay	PROFDEV102	Maintaining a Professional Image
Nextech	Nextech	Code of Ethics
Nextech	Nextech	Time Management
Nextech	Nextech	The Power of Attitude
Interplay	SAF221	Hand and Power Tool Safety
Interplay	PLMB101	Basic Plumbing Tools
Interplay	PLMB127	Power Tools for Plumbing Work
Interplay	PLMB121	Hand Tools for Plumbing Work
Interplay	PLMB100	How Does Plumbing Work?
Interplay	PLMB117	Water Treatment and Well Systems
Nextech	Nextech	Mathematics Used in Tech Field
Interplay	HVAC054	Trades Math
Interplay	PLMB052	Practical Geometry for Plumbing
Interplay	COMPL100	Sexual Harassment Prevention in the Workplace
Interplay	COMPL101	Discrimination and Harassment in the Workplace

## Week 2

Platform	Course ID	Content Description
Interplay	PLMB102	Plumbing Materials Overview
Interplay	PLMB123	Introduction to Natural Gas and Liquid Propane Gas Piping Systems
Interplay	PLMB114	Hangers and Supports
Interplay	PLMB116	Drains
Interplay	PLMB105	Plumbing Fixtures Installation
Interplay	PLMB115	Tubular and Fixture Trim
Interplay	PLMB203	Kitchen Sink Troubleshooting
Interplay	PLMB106	Caulking and Sealing
Interplay	PLMB143	Toilet Shims
Interplay	PLMB202	Toilet Troubleshooting and Replacement
Interplay	PLMB202-ASSMT	Toilet Troubleshooting and Replacement Assessment Simulation
Interplay	PLMB130	Closet Flange and Toilet Installation
Nextech	Nextech	Bathroom Lavatory Installation
Interplay	PLMB113	Fittings and Valves

Interplay	PLMB219	Introduction to DWV Systems
Nextech	Nextech	Private Waste Disposal System
Nextech	Nextech	System Sizing
Interplay	PLMB107	Plumbing Code Overview
Nextech	Nextech	Kitchen Sink Installation

### Week 3

Platform	Course ID	Content Description
Interplay	PLMB120	Plastic Joining Methods
Interplay	PLMB206	Pipe Repair Procedures - Plastic Piping
Interplay	PLMB208	Pipe Repair Procedures - Cast Iron
Interplay	PLMB134	Cast Iron Pipe Joining Methods Lab
Interplay	PLMB207	Pipe Repair Procedures - Metallic Piping
Interplay	PLMB135	Steel Pipe Joining Methods Lab
Interplay	PLMB133	Copper Pipe Joining Methods Lab
Interplay	Q1	Residential PVC/ABS Pipe Joining Methods Lab
Interplay	PLMB136	PEX Pipe Joining Methods Lab
Interplay	ELEC113	How to Use a Multimeter
Interplay	PLMB108	Introduction to Water Heaters
Interplay	PLMB109	Electric Water Heater Operation
Interplay	PLMB110	Gas Water Heater Operation
Interplay	PLMB371	Tankless Retrofit

### Week 4

Platform	Course ID	Content Description
Interplay	APPL104	Dishwashers Overview
Interplay	APPL107	Intro to Washers and Dryers
Interplay	PLMB104	Plumbing Demolition
Interplay	SAF227	Confined Space Awareness
		Plumbing Welcome Assessment

## YEAR 2 : TRAINING PLAN

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1:</b> Residential System Maintenance	<b>Focus: Plumbing Systems &amp; Maintenance</b>	<b>Focus: Water Heaters</b>	<b>Focus: Kitchen Sinks &amp; Garbage Disposals</b>	<b>Focus: Dishwashers</b>	<b>Focus: Kitchen Sinks &amp; Garbage Disposals</b>
	Morning (4 hours) Classroom: Interplay: <i>Residential Plumbing Introduction and Plumbing Maintenance</i>	Morning (4 hours) Classroom: Interplay: <i>Water Heater Maintenance and Tankless Water Heater Maintenance</i>	Morning (4 hours) Classroom: Interplay: <i>Kitchen Sink Troubleshooting and Garbage Disposal Troubleshooting</i>	Morning (4 hours) Classroom: Interplay: <i>Dishwasher Overview, Dishwasher Troubleshooting and Dishwasher Troubleshooting Assessment Simulation</i>	(8 hours Classroom): Interplay: Washer Diagnostics
	Afternoon (4 hours) Lab: Identify potable and non-potable water, identify key features of private and public sewer systems. Water Quality testing	Afternoon (4 hours) Lab: Troubleshooting water heaters including water heater flush	Afternoon(4 hours) Lab: Troubleshooting and repairing kitchen sinks and dishwashers	Afternoon (4 hours) Lab: Troubleshooting and repairing dishwashers	

	Monday	Tuesday	Wednesday
<b>Week 2:</b> Residential System Maintenance	<b>Focus: Plumbing Systems &amp; Maintenance</b>	<b>Focus: Lab Day</b>	<b>Focus: Lab Day</b>
	Morning (4 hours) Classroom: <u>Interplay</u> : <i>Effective Communication in the Workplace and Managing a Successful Team</i>	Lab Day going over plumbing systems and troubleshooting	Lab Day going over plumbing systems and troubleshooting
	Afternoon (4 hours) Classroom: Interplay: <i>Job Site Supervision, Avoiding Callbacks and Dealing with Difficult Customers.</i> DiSC Activity		

## YEAR 2 : Course Guide

Platform	Course ID	Content Description
Interplay	PLMB112	Plumbing Maintenance
Interplay	PLMB050	Residential Plumbing Introduction
Interplay	PLMB111	Water Heater Maintenance
Interplay	PLMB213	Tankless Water Heater Maintenance
Interplay	PLMB214	Garbage Disposal Troubleshooting
Interplay	APPL202	Dishwasher Troubleshooting
Interplay	APPL203	Washer Diagnostics
Interplay	APPL104	Dishwashers Overview
Interplay	PLMB203	Kitchen Sink Troubleshooting
Interplay	PROFDEV100	Effective Communication in the Workplace
Interplay	PROFDEV104	Managing a Successful Team
Interplay	PROFDEV101	Avoiding Callbacks
Interplay	PROFDEV103	Dealing with Difficult Customers
Nextech	Nextech	Job Site Supervision
Interplay	COMPL100	Sexual Harassment Prevention in the Workplace
Interplay	COMPL101	Discrimination and Harassment in the Workplace
Interplay	SAF120	Distracted Driving
Interplay	SAF121	Controlling Your Speed
Interplay	SAF123	Hazardous Driving Conditions
Interplay	SAF124	Aggressive Driving
Interplay	SAF125	Vehicle Backing Safety
Interplay	SAF126	Towing a Trailer
Interplay	SAF128	Pre-trip Vehicle Inspection
Interplay	SAF129	Vehicle Incident Response
Interplay	SAF218	Intro to Fire Safety and Portable Fire Extinguishers
Interplay	SAF219	Ladder Safety
Interplay	MFAM050	Cleaning Basics
Interplay	MFAM051	Cleaning Chemicals and Safety
Interplay	SAF225	Asbestos Awareness
Interplay	SAF226	Mold Awareness



## YEAR 3 : TRAINING PLAN

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1:</b> Residential Service Work	<b>Focus: Water Heaters</b>	<b>Focus: Water Heaters and Boilers</b>	<b>Focus: Flushometers</b>	<b>Focus: Welding and Backflow</b>	<b>Focus: Drains</b>
	Morning (5 hours) Classroom: Interplay: <i>Gas Water Heating Troubleshooting</i>	Morning (2 hours) Classroom: Interplay: <i>Electric Water Heater Troubleshooting</i>  Morning (2 hours) Lab: Water Heater Repair and Troubleshooting	Afternoon (4 hours) Classroom: Interplay: <i>Getting Started with Category 1 Boilers, Residential Hydronic Heating Systems Introduction, and Piping for Hrdronic Heating</i>	Morning (4 hours) Classroom: Interplay: <i>Getting started with flushometers, Automatic Flushometer Retrofit</i>	Morning (4 hours Classroom): Interplay: <i>Drain Cleaning Overview and Drain Cleaning Introduction and Equipment Types</i>
	Afternoon (3 hours) Classroom: Interplay: <i>Tankless Water Heater Troubleshooting</i>	Afternoon (4 hours) Lab: Water Heater Repair and Troubleshooting	Morning (4 hours) Classroom: Interplay: Arc Welding	Afternoon (3 hours) Classroom: Interplay: <i>Automatic Flushometer Troubleshooting</i>  Afternoon (1 hour) Lab: Interplay: Flushometer troubleshooting	Afternoon (4 hours) Classroom: Interplay: <i>Drain Cleaning Procedures</i>

	Monday	Tuesday	Wednesday
<b>Week 2:</b> Advanced Plumbing & Review	<b>Focus: Principles of Backflow</b>	<b>Focus: Measurements</b>	<b>Focus: Lab Day</b>
	Morning (2 hours) Classroom: Interplay: <i>Principles of Backflow</i>  Morning (2 hours) Lab: proper sizing techniques and application	Morning (4 hours) Classroom: Interplay: <i>Practical Measurements for the trades</i>	Lab Day going over plumbing systems and troubleshooting
	Afternoon (4 hours) Lab proper sizing techniques and application	Afternoon (4 hours) Lab: Practical exercises on taking measurements, reading a measuring tape and performing basic calculations. Including a written test.	

## YEAR 3 : Course Guide

Platform	Course ID	Content Description
Interplay	PLMB201	Electric Water Heater Troubleshooting
Interplay	PLMB204	Gas Water Heater Troubleshooting
Interplay	PLMB212	Tankless Water Heater Troubleshooting
Interplay	PLMB128	Residential Hydronic Heating Systems Introduction
Interplay	PLMB129	Piping Systems for Hydronic Heating
Interplay	PLMB142	Getting Started with Category 1 Boilers
Interplay	PLMB131	Getting Started with Flushometers
Interplay	PLMB210	Automatic Flushometer Troubleshooting (Diaphragm)
Interplay	PLMB211	Automatic Flushometer Retrofit (Diaphragm)
Interplay	PLMB141	Introduction to Arc Welding
Interplay	PLMB205	Drain Cleaning Procedures
Interplay	PLMB138	Drain Cleaning Introduction and Equipment Types
Interplay	PLMB119	Drain Cleaning Overview
Interplay	PLMB122	Principles of Backflow
Nextech	Nextech	Practical Measurement for the Trades
Nextech	Nextech	Basic Construction for Trades
Interplay	STI1001	Smart Thermostats Introduction
Interplay	ELEC101	Fundamental Electrical Concepts
Interplay	ELEC112	Lockout/Tagout
Interplay	ELEC125	Grounding and Bonding
Interplay	ELEC251	Electrical Safety - NFPA70-E
Interplay	SAF210	Bloodborne Pathogens Awareness
Interplay	SAF211	Heat Stress Recognition and Prevention
Interplay	SAF212	Hazard Communications
Interplay	SAF213	Lockout/Tagout Awareness
Interplay	SAF214	Hot Work
Interplay	SAF216	Emergency Response
Interplay	SAF223	Fatigue Management
Interplay	SAF224	Cold Stress Recognition and Prevention
Interplay	SAF228	Rooftop Safety
Interplay	OSHA 10	OSHA 10
Interplay	COMPL100	Sexual Harassment Prevention in the Workplace
Interplay	COMPL101	Discrimination and Harassment in the Workplace

*Teri Gardner 3-1-24*

Subject: Apprenticeship Committee Selection Process for Employee Representative

Dear Washington State Apprenticeship & Training Council,

On December 7th, 2022, during our company-wide meeting, we formally introduced our initiative to initiate the process of establishing a registered apprenticeship program, outlining its significance within the organizational framework. Subsequently, a number of dedicated team members expressed their willingness to assume roles as employee representatives, prepared to contribute to the endeavor.

In light of the remarkable response from our workforce, necessitating the formation of a selection process, we launched a survey for all non management employees. This survey, effectively administered through the Paycom platform, was distributed to all non management employees within the Harts organization. Its primary objective was to afford every non management team member the opportunity to cast their vote, selecting the colleague whom they deemed most suitable to represent their interests on the committee.

Following the diligent evaluation of the survey responses, we identified the top two candidates who garnered a substantial majority of votes from their peers. Consequently, we are pleased to announce the appointment of Jason Mitchell and Anthony Greer as the final candidates who have been duly elected to serve on the committee, effectively representing the collective voice of our dedicated employees.

Sincerely,

*Brianna Gillespie*

Brianna Gillespie

Human Resources Manager

Harts Services

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By Evan Hamilton at 10:38 am, Dec 08, 2023

L&I Apprenticeship Consultant

Teri Gardner 3-1-24

L&I Admin

Department of Labor and Industries  
Apprenticeship Section  
PO Box 44530  
Olympia WA 98504-4530



## Apprenticeship Committee Representative Qualifications

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program  
Harts Academy Apprenticeship Committee

Committee Representative Name  
Jason Mitchell

Committee Representative Signature  
*[Signature]*

Employer Representative  Employee Representative *(Does not have the authority to hire or fire)*

### Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Plumbing Super-intendant	Herdman Plumbing	10/17	10/22
Plumber	Plumbers Group	8/06	10/17
Plumber	Plumbing Solutions	2/2000	8/06
Plumber	Minette Plumbing	6/95	2/2000

### Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Del Norte High	6/95	BASIC	NA

### Other Technical Certifications or Licenses Held

PH02 MITCHJS857CZ  
PL01 MITCHJS818RD

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 By Evan Hamilton at 10:38 am, Dec 08, 2023  
 L&I Apprenticeship Consultant

*Teri Gardner 3-1-24*  
 L&I Admin

Department of Labor and Industries  
 Apprenticeship Section  
 PO Box 44530  
 Olympia WA 98504-4530



**Apprenticeship Committee  
 Representative Qualifications**

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Name of Program  
 Harts Academy *Apprenticeship Committee*

Committee Representative Name  
 Daniel Hartsough

Committee Representative Signature

Employer Representative     Employee Representative (*Does not have the authority to hire or fire*)

**Work Experience**

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
<i>OWNER</i>	<i>HARTS SERVICES</i>	<i>12/13</i>	<i>CURRENT</i>

**Education History**

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
<i>AIRFORCE Academy</i>	<i>06/01</i>	<i>GED</i>	<i>GED</i>

**Other Technical Certifications or Licenses Held**

*PL02 - Journeyman Plumber*    HARTSDA824PE

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Name of Program  
Harts Academy Apprenticeship committee

Committee Representative Name  
Anthony Greer

Committee Representative Signature  
*[Signature]*

Employer Representative  Employee Representative (Does not have the authority to hire or fire)

### Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Install	Harts services	04/22	current
rough-in	Best Plumbing	09/16	02/22
rough-in	Priority Plumbing	08/14	9/16
rough-in	Peltram Plumbing	04/04	08/14

### Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Highschool Diploma	06/94		Diploma

### Other Technical Certifications or Licenses Held

PL-02 Journeyman Plumber GREERA\*923M2



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By Evan Hamilton at 2:07 pm, Sep 01, 2023

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*Teri Gardner 3-1-24*

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Department of Labor and Industries  
 Apprenticeship Section  
 PO Box 44530  
 Olympia WA 98504-4530



**Apprenticeship Committee  
 Representative Qualifications**

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program  
**Harts Academy Apprenticeship Committee**

Committee Representative Name <b>Brianna Gillespie</b>	Committee Representative Signature <i>Brianna Gillespie</i>
---	--

Employer Representative     Employee Representative (*Does not have the authority to hire or fire*)

**Work Experience**

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
HR Manager	Harts Services	08/21	Current
SR HR Coord.	Investco, LLC	05/16	08/21
HR Admin	Menzies Aviation	11/15	05/16

**Education History**

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Green River College	06/18	HR Generalist	HR Generalis

**Other Technical Certifications or Licenses Held**

SHRM-CP

11/1/2023

*Teri Gardner 3-1-24*

## Harts Academy Apprenticeship Committee Sustainability Plan

Harts Academy Apprenticeship Committee is comprised of representatives that are committed to the implementation and growth of providing apprenticeship opportunities. The committee consists of dedicated individuals who are invested in ensuring the program's overall success and will research and apply for additional funding streams such as, employer donations, workforce development board funding grants or other public funding. Harts Services is committed to fully funding the program when other funding streams may not be available, ensuring the program will be fully funded regardless of supplemental or short term funding availability. The creating of the program, including start up costs are covered by Harts Services. Program costs are built into annual budgets each year. The committee has structured administrative and operational responsibilities into existing positions to ensure program needs are met and sustainable. Harts Service is committed to adding additional staff if capacity is reached and program needs exceed current manpower. Program has structures in place for ensuring apprentices meet all training requirements and wage increases, such as, scheduled related instruction each year and mentor reviews to ensure proper resources are available, such as, instructors, related instruction materials, lab time, and job shadowing. Apprentices will complete apprenticeship agreements during their first week of the program, as outlined in **WAC 296-05-103** and will follow all company policies and procedures.