



WASHINGTON STATE APPRENTICESHIP AND TRAINING COUNCIL

ADMINISTRATIVE POLICY

TITLE: Transfer Policy

NUMBER: 2019-01

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CHAPTER: [Chapter 296.05 WAC](#)

ADMINISTRATIVE POLICY DISCLAIMER

This policy is designed to provide general information in regard to the current position of the Department of Labor & Industries on the subject matter covered. This policy is intended as a guide in the interpretation and application of the relevant statutes, regulations, and policies, and may not be applicable to all situations. This policy does not replace applicable RCW or WAC standards. If additional clarification is required, the Program Manager for Apprenticeship should be consulted.

This document is effective as of the date of print and supersedes all previous interpretations and guidelines. Changes may occur after the date of print due to subsequent legislation, administrative rule, or judicial proceedings. The user is encouraged to notify the Program Manager to provide or receive updated information. This document will remain in effect until rescinded, modified, or withdrawn by the Washington State Apprenticeship and Training Council.

Effective July 18, 2019:

The purpose of this document is to define and clarify the Washington State Apprenticeship and Training Council's (WSATC) policy for transferring an apprentice agreement between program sponsors and occupations within a program. The Apprentice Registration and Tracking System (ARTS) 2.0 system is being designed to align with the rules and laws of registered apprenticeship in regards to transferring an apprentice agreement.

- In an effort to ensure the health, safety, and education of registered apprentices, and to ensure continuity of apprenticeship training, programs accepting a transfer apprentice shall be required to credit the apprentice with all previously accumulated hours towards the term of apprenticeship (exceptions may apply for occupational licensure requirements).
- In a review of current practices, the Department has determined that the typical transfer process utilized does not meet requirements established in CFR 29.29, and does not actively support the health, safety, and continuity of training for apprentices.
- Program Sponsors who are unwilling/unable to execute a transfer of an individual apprentice under these guidelines, shall be required to execute a new apprenticeship agreement, either through normal selection procedures or by way of exceptions to selection procedures as identified in a sponsor's standards of Apprenticeship.