



**APPRENTICESHIP PROGRAM STANDARDS**  
**adopted by**

**WASHINGTON STATE UBC JATC**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
<b>BOAT BUILDER</b>	<b>47-2031.00</b>	<b>8000 HOURS</b>
<b>CABINET MAKER</b>	<b>51-7011.00</b>	<b>8000 HOURS</b>
<b>CARPENTER</b>	<b>47-2031.00</b>	<b>8000 HOURS</b>
<b>CARPENTER, SCAFFOLD ERECTOR</b>	<b>47-2031.00</b>	<b>8000 HOURS</b>
<b>DRYWALL FINISHER (TAPER)</b>	<b>47-2082.00</b>	<b>6000 HOURS</b>
<b>INSULATION APPLICATOR</b>	<b>47-2031.00</b>	<b>4000 HOURS</b>
<b>LATHING, ACOUSTICAL, DRYWALL SYSTEMS INSTALLER</b>	<b>47-2081.00</b>	<b>8000 HOURS</b>
<b>MAINTENANCE CARPENTER</b>	<b>47-2031.00</b>	<b>8000 HOURS</b>
<b>MILLWRIGHT</b>	<b>49-9044.00</b>	<b>8000 HOURS</b>
<b>PILEDRIIVER, BRIDGE CARPENTER, DOCK &amp; WHARF CARPENTER BUILDER</b>	<b>47-2031.00</b>	<b>8000 HOURS</b>
<b>RESIDENTIAL CARPENTER</b>	<b>47-2031.00</b>	<b>8000 HOURS</b>
<b>SHIPWRIGHT</b>	<b>47-2031.00</b>	<b>8000 HOURS</b>



**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:**

N/A

Provisional Registration

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Standards Last Amended

NOVEMBER 27, 1940

Permanent Registration

By: MARK RIKER  
Chair of Council

By: CELESTE MONAHAN  
Secretary of Council

# WASHINGTON STATE UBC JATC

## 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):

**The Washington State UBC JATC proudly presents these Standards of Apprenticeship for the occupations described within. The Washington State UBC JATC is recognized as the**

preeminent carpentry education institution in the Pacific Northwest. Our excellence in construction, leadership, and personal skills development assures our members a pathway to a fulfilling career, and provides our contractor employers with a competitive and productive workforce. These Standards describe our program for training apprentices in tradecraft and professionalism to exceed the expectations of our industry partners and meet the requirements of the Washington State Labor & Industries Apprenticeship Training Council.

**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 and the State of Idaho.**

**Applicants and apprentices please note that while the State of Washington and the Washington State Apprenticeship and Training Council have no responsibility or authority in the State of Idaho, the JATC will apply the same standards and guidelines to apprentices registered to the sponsor while working in the State of Idaho.**

**II. MINIMUM QUALIFICATIONS:**

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

**Age: Must be at least 18 years old.**

**Education: No requirement.**

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

**Able to climb and work from ladders and scaffolding of various heights.**

**Able to lift, carry, and maneuver up to 50 lbs. over moderate distance and up stairs.**

## WASHINGTON STATE UBC JATC

**Testing:**       None

**Other:**         Attend a Trade Orientation program.

**Any misstatement, omission of material fact, or falsification of any statements on any application by any applicant may be sufficient cause for rejection of the application, or dismissal of the applicant after registration into the program or employment.**

### **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).

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:**

**The Washington State UBC JATC has adopted the selection procedure outlined in WAC 296-05-417(1)(a) “Selection on basis of rank from pool of eligible applicants.”**

#### **1. Applications:**

- a. Application(s) will be provided to all interested individuals year-round. All applications will be identical in form and requirements. Applications are available at the following training center locations:**

<b>North Puget Sound Carpenters Training Center 1387 Pacific Dr., Ste. D Burlington, WA 98233 Phone: 360-428-2933</b>	<b>South Puget Sound Carpenters Training Center 2575 Williamson Pl. DuPont, WA 98237 Phone: 253-393-6275</b>
<b>Central Puget Sound Carpenters Training Center 3000 NE 4th St., Bldg. L Renton, WA 98056 Phone: 425-235-2352 x 2465</b>	<b>Kent Training Center 20424 - 72nd Ave. S Kent, WA 98032 Phone: 253-437-5235 Toll Free Phone: 866-295-8764</b>

## WASHINGTON STATE UBC JATC

<b>Columbia Basin Carpenters Training Center</b> <b>4208 W Clearwater Ave., Ste. D</b> <b>Kennewick, WA 99336</b> <b>Phone: 509-783-6215</b>	<b>Eastern WA/Northern ID Carpenters Training Center</b> <b>127 E Augusta</b> <b>Spokane, WA 99207</b> <b>Phone: 509-532-8833</b>
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- b. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the JATC.**
- 2. Qualified and Non-Qualified Applications:**
  - a. Applicants who DO NOT meet the minimum qualifications will be notified in writing: notification will include the reason for rejection, and the requirements for admission to the eligibility pool.**
  - b. Applicants who DO meet the minimum qualifications for entry into the program will be scored based on the application questions. Including applicable work experience, education and vocational training, safety/trade qualifications, military experience, and trade certifications/credentials. Applicants will be placed on the eligibility list based on their scores.**
- 3. Pool of Applicants, Selection & Placement:**
  - a. Based on need, the Washington State UBC JATC (JATC) will select applicants for entry into the program from the ranked order eligibility list.**
  - b. The ranked order eligibility list may fluctuate as new applicants are placed on the list. Applicants will remain on the list for a minimum of two years from the application date. Applicants can request to be removed at any time.**
  - c. Upon notification of an apprenticeship opportunity the applicants shall submit to and pass a controlled substance test with negative test results. The first drug test shall be paid for by the UBC JATC.**
    - 1) Applicants who fail the test must wait 90 days from the date of the failed test result to retake the test at the expense of the applicant. A positive result, refusal to test or substitution of specimen is considered a failed test. After two failed test results the application will be deactivated and the applicant will not be allowed to reapply for 180 days. A failed drug test in one apprentice occupation applies to all**

## WASHINGTON STATE UBC JATC

other apprentice occupations under the purview of the WA State UBC JATC umbrella.

- 2) A negative dilute result is invalid and the test must be retaken at the expense of the applicant. After two negative dilute test results the application is deactivated and the applicant will not be allowed to reapply for 180 days. Applicants who have their application deactivated will be notified via USPS.
- d. Lathing, Acoustical, Drywall Systems Installer applicants shall take and pass the physical agility test. The fee for the testing will be paid for by the applicant. The test is pass/fail with all applicants having the testing requirements. The location of the test will be provided at time of offer.
- e. Upon notification of an apprenticeship opportunity the applicant will be contacted either in person, by phone, or written notification, including email regarding selection into the program. Selected applicants must respond to the notice of selection within eight (8) business hours of notice.
  - 1) Selected applicants will be scheduled to attend a 2-day orientation before reporting to the jobsite, failure to attend or pass the orientation will result in being dropped from the applicant list and you must reapply.
  - 2) Notice of job opportunity will be mailed by certified mail. It is the responsibility of the applicant to keep their information current, mailing/email address and telephone/cell number. If no response is received in fifteen (15) working days from the written notice, the applicants name will be removed from the list. Only two notifications will be sent.
4. Direct Entry (Exceptions): Will be based on industry needs.
  - a. MILITARY: An honorably discharged military veteran may qualify to waive the selection process of these standards.
    - 1) Complete the Application process (See Section 3.A.1.)
    - 2) Enroll in Helmets to Hardhats.
    - 3) Applicant must apply within 5 years from honorable discharge.
    - 4) All relevant supporting documentation, DD-214, shall be provided at the time of application.
    - 5) Upon approval by appointed Sub-Committee, the applicant shall be registered as Direct Entry and dispatched to work.
      - i. In the event that there is no available OJT, apprentice will be placed on the out of work list and progress with RSI as applicable.

## WASHINGTON STATE UBC JATC

- b. **TERO:** A registered Native American who has secured employment with an approved Training Agent of the JATC through a TERO referral for a Tribal Project may qualify to waive the selection process of these standards.
  - 1) Complete the Application process (See Section 3.A.1.).
  - 2) All relevant supporting documentation shall be provided at the time of application.
  - 3) Upon approval by appointed Sub-Committee, the applicant shall be registered as Direct Entry and dispatched to work.
- c. **UBC JOB CORPS:** Applicants who have successfully completed a UBC Job Corps program may qualify to waive the selection process of these standards.
  - 1) Complete the Application process (See Section 3.A.1.).
  - 2) All relevant supporting documentation shall be provided at the time of application.
  - 3) Upon approval by appointed Sub-Committee, the applicant shall be registered as Direct Entry and dispatched to work.
    - i. In the event that there is no available OJT, apprentice will be placed on the out of work list and progress with RSI as applicable.
- d. **PRE-APPRENTICESHIP:**
  - 1) Applicants that have successfully completed a Recognized Pre-Apprenticeship with an articulation agreement with the UBC JATC may qualify to waive the selection process of these standards.
    - a) Complete the Application process (See Section 3.A.1.).
    - b) Applicants are required to attend the Trade Orientation.
    - c) All relevant supporting documentation shall be provided at the time of application.
    - d) Upon approval by appointed Sub-Committee, the applicant shall be registered as Direct Entry and dispatched to work.
      - i. In the event that there is no available OJT, apprentice will be placed on the out of work list and progress with RSI as applicable.
- e. **PREVIOUS EXPERIENCE:**
  - 1) Applicants that can verify (by providing undisputable documenting evidence) that they have worked a minimum of four-thousand hours (4,000) in the occupation that they are applying for may qualify to waive the selection process of these standards.
    - a) Complete the Application process (See Section 3.A.1.).
    - b) All relevant supporting documentation shall be provided at the time of application.

## WASHINGTON STATE UBC JATC

- c) Upon approval by appointed Sub-Committee, the applicant shall be registered as Direct Entry and dispatched to work.
    - i. In the event that there is no available OJT, apprentice will be placed on the out of work list and progress with RSI as applicable.
- 2) **Re-Occupation.** An applicant considered to have attained journey level status in one of the occupations covered by these standards may request placement into any other occupation covered by these standards. Such applicants may qualify to waive the selection process of these standards.
  - a) Applicant must be active and in good standing with the UBC.
  - b) Complete the Application process (See Section 3.A.1.).
  - c) All relevant supporting documentation shall be provided at the time of application.
  - d) Upon approval by appointed Sub-Committee, the applicant shall be registered as Direct Entry and dispatched to work.
    - i. In the event that there is no available OJT, apprentice will be placed on the out of work list and progress with RSI as applicable.
- 3) **Out of State UBC members** may qualify to waive the selection process of these standards.
  - a) Applicant must be active and in good standing with UBC and applicants previous Apprenticeship Committee.
  - b) Complete the Application process (See Section 3.A.1.).
  - c) All relevant supporting documentation shall be provided at the time of application.
  - d) Upon approval by appointed Sub-Committee, the applicant shall be registered as Direct Entry and dispatched to work.
    - i. In the event that there is no available OJT, apprentice will be placed on the out of work list and progress with RSI as applicable.
- f. **TRAINING AGENT REFFERAL:** Applicants that are currently working for an approved Training Agent of the Washington State UBC JATC may qualify to waive the selection process of these standards.
  - 1) Complete the Application process (See Section 3.A.1.).
  - 2) Meet the minimum qualifications **ONLY** for Age and Physical in Section II.
  - 3) All relevant supporting documentation shall be provided at the time of application.
  - 4) Upon approval by appointed Sub-Committee, the applicant shall be registered as Direct Entry and dispatched to work.



## WASHINGTON STATE UBC JATC

- i. In the event that there is no available OJT, apprentice will be placed on the out of work list and progress with RSI as applicable.
  - g. **CAREER CONNECTIONS:** Any applicant that has completed the Career Connections curriculum from an organization with an active articulation agreement with the UBC may qualify to waive the selection process of these standards.
    - 1) Complete the Application process (See Section 3.A.1.)
    - 2) Must attend a Trade Orientation
    - 3) All relevant supporting documentation shall be provided at the time of application.
    - 4) Upon approval by appointed Sub-Committee, the applicant shall be registered as Direct Entry and dispatched to work.
      - i. In the event that there is no available OJT, apprentice will be placed on the out of work list and progress with RSI as applicable.
5. **Transfers:** Transfers are approved/denied at the discretion of the Washington State UBC JATC. To apply for a Transfer:
- a. Complete the Application process (See Section 3.A.1.) and meet Minimum Qualifications.
  - b. Provide a detailed written request addressed to the Washington State UBC JATC & current Registered Apprenticeship Program.
  - c. All relevant supporting documentation shall be provided at the time of application.
  - d. All accepted transfers shall be evaluated by the JATC or Sub-Committee, using standard means of evaluation, and registered at the appropriate period of apprenticeship based on verified previous work experience and related training.
6. **Non Signatory:**
- a. Employees of an employer who has not signed a collective bargaining agreement and wishes to participate in the apprenticeship program, not qualifying as a journey level worker shall be evaluated by the sponsor using consistent, standard, non - discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training provided:
    - 1) The employer must sign a Contribution Agreement with the Carpenters - Employers Apprenticeship & Training Trust Fund of Washington - Idaho, as a condition of becoming a training agent.
    - 2) All employers requesting "approved training agent" status shall sign a Training Agent Agreement obligating the employer to comply with all apprenticeship rules and the standards of apprenticeship.

- 3) An individual who signs an authorization card during an organizing effort wherein fifty percent (50%) plus one of the employees have signed the authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journey worker, shall be evaluated by the JATC, using consistent, standards, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training.

B. Equal Employment Opportunity Plan:

**EEO Pledge**

**Diversity is an important part of the culture of the Southwest Carpenters Training Fund (SWCTF). Diversity encompasses race, gender, ethnic group, age, personality, religion, sexual orientation, education, background and more. Our organization embraces differences and welcomes all. We achieve this by partnering with regional pre-apprenticeship programs, as well as, organization that work with diverse communities. Networking, mentoring and socializing with a variety of group will increase engagement by demonstrating to individuals from all backgrounds that they can achieve success in our industry and that we are willing to help them succeed. Our programs are bias free, and to all applicants, apprentices, and members we make the following non-discrimination pledge. (See below)**

**The (SWCTF) will not discriminate against apprenticeship applicants, apprentices or journey persons based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or individuals having a disability, or persons 40 years old or older. The (SWCTF) will take affirmative action to provide equal opportunity in apprenticeship and training for all qualified members and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.**

1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
2. Cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare students for entrance into apprenticeship.
3. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program's sponsor(s).
4. To encourage pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.

**5. Grant credit for previous trade experience or trade-related courses for all applicants equally.**

**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:**

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].

**A. Boat Builder, Cabinet Maker, Carpenter, Piledriver, Bridge Carpenter, Dock & Wharf Carpenter Builder, Carpenter/Scaffold Erector, Lathing, Acoustical and Drywall Systems Installers, Maintenance Carpenter, Millwright, Residential Carpenter and Shipwright.**

**The standard term of apprenticeship for the trade stated shall be 8,000 hours. All of these trades shall have eight (8) periods of reasonably continuous employment including the initial probationary period.**

**B. Drywall Finisher (Taper). The standard term of apprenticeship for the trade stated shall be 6,000 hours. This trade shall have six (6) periods of reasonably continuous employment including the initial probationary period.**

**C. Insulation Applicator: The standard term of apprenticeship for this trade shall be 4,000 hours. This trade shall have four (4) periods of reasonably continuous employment including the initial probationary period.**

**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].

## WASHINGTON STATE UBC JATC

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 during their initial probationary period.
- C. **All apprentices employed in accordance with these Standards shall be subject to a probationary period not exceeding the following:**

Occupation	
<b>Boat Builder</b>	<b>1,300 hours</b>
<b>Cabinet Maker</b>	<b>1,300 hours</b>
<b>Carpenter</b>	<b>1,300 hours</b>
<b>Piledriver, Bridge Carpenter, Dock &amp; Wharf Carpenter Builder</b>	<b>1,300 hours</b>
<b>Carpenter, Scaffold Erector</b>	<b>1,300 hours</b>
<b>Drywall Finisher (Taper)</b>	<b>650 hours</b>
<b>Insulation Applicator</b>	<b>650 hours</b>
<b>Lathing, Acoustical and Drywall Systems Installer</b>	<b>1,300 hours</b>
<b>Maintenance Carpenter</b>	<b>1,300 hours</b>
<b>Millwright</b>	<b>1,300 hours</b>
<b>Residential Carpenter</b>	<b>1,300 hours</b>
<b>Shipwright</b>	<b>1,300 hours</b>

### **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.

## WASHINGTON STATE UBC JATC

- 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 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. For all occupations except as noted in Section 2 below:**

- a. Each employer **MAY** employ one (1) apprentice for each one (1) journey-level working in their employment.
- b. Each employer **MUST** employ one (1) apprentice when the employer has three (3) journey-level workers in their employment. Thereafter, the employer **MUST** employ one (1) additional apprentice per each four (4) additional journey-level workers employed.
- c. The above ratio shall not be exceeded unless agreed to per a Collective Bargaining Agreement.
- d. At **NO TIME** shall the ratio of workers exceed (1) apprentice per (1) journey-level worker on a job site.

(Numerical description provided upon request)

### **2. For the occupations Maintenance Carpenter and Residential Carpenter**

**An employer may have one (1) apprentice for every one (1) journey-level worker employed as or per applicable labor agreement per job site.**

## **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

## WASHINGTON STATE UBC JATC

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.

- 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

### **Cabinet Makers**

Step	Hour Range or competency step	Percentage of journey-level wage rate
<b>1</b>	<b>0000 - 0650 Hours</b>	<b>67%</b>
<b>2</b>	<b>0651 - 1300 Hours</b>	<b>69%</b>
<b>3</b>	<b>1301 - 1950 Hours</b>	<b>72%</b>
<b>4</b>	<b>1951 - 2600 Hours</b>	<b>75%</b>
<b>5</b>	<b>2601 - 3250 Hours</b>	<b>79%</b>
<b>6</b>	<b>3251 - 3900 Hours</b>	<b>85%</b>
<b>7</b>	<b>3901 - 4550 Hours</b>	<b>90%</b>
<b>8</b>	<b>4551 - 8000 Hours</b>	<b>95%</b>

**Boat Builder, Carpenter, Piledriver, Bridge Carpenter, Dock & Wharf Carpenter Builder, Carpenter/Scaffold Erector, Lathing, Acoustical and Drywall Systems Installers, Maintenance Carpenter, Millwright, Residential Carpenter and Shipwright.**

Step	Hour Range or competency step	Percentage of journey-level wage rate
<b>1</b>	<b>0000 – 0650 Hours</b>	<b>60%</b>
<b>2</b>	<b>0651 – 1300 Hours</b>	<b>65%</b>
<b>3</b>	<b>1301 – 1950 Hours</b>	<b>70%</b>
<b>4</b>	<b>1951 – 2600 Hours</b>	<b>75%</b>
<b>5</b>	<b>2601 – 3250 Hours</b>	<b>80%</b>
<b>6</b>	<b>3251 – 3900 Hours</b>	<b>85%</b>
<b>7</b>	<b>3901 – 4550 Hours</b>	<b>90%</b>
<b>8</b>	<b>4551 – 8000 Hours</b>	<b>95%</b>

# WASHINGTON STATE UBC JATC

## Drywall Finisher (Taper)

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0000 – 1000 Hours	50%
2	1001 – 2000 Hours	60%
3	2001 – 3000 Hours	68%
4	3001 – 4000 Hours	76%
5	4001 – 5000 Hours	84%
6	5001 – 6000 Hours	92%

## Insulation Applicator

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 – 0650 Hours	50%
2	0651 – 1300 Hours	60%
3	1301 – 1950 Hours	75%
4	1951 – 4000 Hours	90%

## 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.

**It is understood that stocking and scrapping, and clean-up of materials and component parts necessary or related to work in connection with all of the occupations listed herein may be performed by apprentices in the same occupation, as it is essential to provide for a safe work environment.**

### A. Boat Builder

### Approximate Hours

1. Millwork.....1600
  - a. Operate bandsaw, circular saw
  - b. Operate joiner, thickness planer
  - c. General millwork
  - d. Lumber storage and stockroom
2. Hull Construction .....3000

## WASHINGTON STATE UBC JATC

a.	Make and assemble main timbers	
b.	Put on planking and ceiling	
c.	Make and install superstructures	
d.	Lay decking and flooring	
e.	Lofting	
f.	Glass work	
3.	Preparation for installation of engines & equipment preparation: bore shaft log, install stuffing boxes, steady bearings, pumps, fuel tanks, engine controls, capstan, winches and gears .....	400
4.	Spars and rigging .....	400
a.	Make masts, booms and bowsprits	
b.	Fit and secure fittings on spars	
c.	Apply protective coatings on spars	
d.	Install and rig masts and booms	
5.	Launching .....	200
a.	Make repairs on hulls	
b.	Staging	
6.	Repair .....	1800
a.	Make repairs on hulls	
b.	Make repairs on spars and rigging	
7.	Miscellaneous safety, etc. ....	600
	<b>Total Hours:</b>	<b>8000</b>

**ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS  
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<b>B. <u>Cabinet Maker</u></b>	<b><u>Approximate Hours</u></b>
1.	Sharpen and use of hand tools .....500
2.	Work from stock bills and drawings .....450
3.	Use of power equipment, cutoff saws, table saws, jointers, routers, planers, shapers, sanders, etc.....1400
4.	Grinding knives and filing saws .....450
5.	Laying, matching and cutting veneers .....300



WASHINGTON STATE UBC JATC

6.	Dressing and preparing material for assembly .....	450
7.	Gluing stock.....	200
8.	Layout work for milling and general trim-saw work from stock bills and details .....	940
9.	Sand moldings, glue flat work and squares, clean for finish .....	200
10.	Assemble doors, drawers, skeleton frames, fit and hand doors and drawers, fit and apply moldings, match veneers .....	760
11.	Assemble and install cabinets, built-ins, paneling, etc. ....	1400
12.	Independent layout, machining and assembly of cabinets and built-ins.....	450
13.	Miscellaneous - safety, etc. ....	500
Total Hours:		8000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS  
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C. <u>Carpenter</u>	<u>Approximate Hours</u>
1.	Care and use of tools and woodworking machinery .....500
2.	Form building.....1200 Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns
3.	Rough framing .....1200 Floor, wall, roof, stair, scaffolding, etc. on both house and heavy construction. Roof covering
4.	Layout.....500 Batterboards, partitions, doors and windows, box-out in concrete walls
5.	Outside Finishing .....800

WASHINGTON STATE UBC JATC

Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim.

6. Inside Finishing .....1500  
Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stairwork. Flooring Application of hardware and fittings to exterior and interior of building, doors and windows
7. Welding .....500
8. Rigging and installation of Wall and Floor Panels (Load Bearing and Non-Load Bearing) .....300
9. Acoustics and drywall .....1000
  - a. Ceilings:  
Layout, cutting, assembly and installation of all materials and component parts.
    - (1) Hangers, channels, furring and backing boards
    - (2) Bars: main tees, cross tees, splines
    - (3) Stiffeners and braces
    - (4) Ceiling angles or moldings
    - (5) Finish ceiling materials
    - (6) Items of local practices
  - b. Walls and partitions:  
Layout, cutting, assembly, erection and/or application of all materials and component parts
    - (1) Floor and ceiling runners
    - (2) Studs, stiffeners, bracing, fireblocking
    - (3) Resilient and furring channels
    - (4) Layout, framing enclosing and trimming of door frames, window frames, vents, light wells, and other openings
    - (5) Wall angles and moldings
    - (6) Studless and laminated installations
    - (7) Thermal and sound insulation
    - (8) Installation of backing and finish materials
    - (9) Fireproofing of columns, beams and chases
    - (10) Items of local practices
10. Miscellaneous .....400  
Safety, scaffolding, walkways, shoring, sheds, protection, plastic and resilients, etc.

WASHINGTON STATE UBC JATC

11. Asbestos abatement and other hazardous material handling  
and disposal .....100

Total Hours: 8000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS  
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D. Piledriver, Bridge Carpenter, Dock & Wharf Carpenter Builder

Approximate Hours

1. Tools and Materials.....200
2. Layout.....300
3. Piledriving equipment - hammers, leads, rigging, motors and  
pumps .....500
4. Rigging and signaling.....400
5. Driving of piles - wood, concrete, steel, etc .....1000
6. Cofferdams and caissons .....300
7. Bridge, dock and wharf construction .....800
8. Heavy timber construction.....400
9. Care and maintenance of tools & equipment.....400
10. Form building.....1100
11. Rough framing .....1100
12. Welding .....500
13. Diving and diver tending .....500
14. Miscellaneous - safety, scaffolding, shoring, etc .....500

Total Hours: 8000

WASHINGTON STATE UBC JATC

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

<b><u>E. Carpenter, Scaffold Erector</u></b>	<b><u>Approximate Hours</u></b>
1. Work experience in the use of hand tools and power tools .....	200
2. Layout..... Squaring, plumbing and leveling.	200
3. Work experience with Frame Scaffolding and Shoring .....	2000
4. Work experience with Tube and Clamp Scaffolding.....	1600
5. Work experience with System Scaffolding .....	2400
6. Work experience with Wood Framing, Formwork, and Scaffolding .....	800
7. Miscellaneous, safety, and rigging .....	600
8. Asbestos abatement and other hazardous materials..... Scaffold erection in and around sites containing hazardous materials.	200
<b>Total Hours:</b>	<b>8000</b>

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

<b><u>F. Drywall Finisher (Taper)</u></b>	<b><u>Approximate Hours</u></b>
1. Taping.....	200
2. Taping – Machine .....	400
3. Install Drywall Trim .....	300
4. Finishing/Hand.....	1700
5. Finishing/Machine .....	1200
6. Nail/Screw Spotting .....	200
7. Sanding & Touch up .....	800

WASHINGTON STATE UBC JATC

- 8. Texturing.....600
- 9. Miscellaneous, safety .....600

Total Hours: 6000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

G. Insulation Applicator Approximate Hours

- 1. Batt Insulation.....400
- 2. Blown Insulation .....200
- 3. Sprayed urethane.....300
- 4. Styrofoam--pin method, glue on, and mortar .....900
- 5. Cooler installations .....1300
- 6. Poured insulation.....200
- 7. Metal building applications.....100
- 8. Items of local practice .....300
- 9. Miscellaneous - safety, etc .....300

Total Hours: 4000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

H. Lathing, Acoustical and Drywall Systems Installer: Approximate Hours

- 1. Framing & gypsum Board Installation
  - a. Light & Heavy gauge framing systems .....950
  - b. Nail on, screw on, Interior/Exterior Gypsum board .....950
  - c. Drywall trims & accessories .....150
  - d. Suspended Drywall Grid systems .....200
  - e. Doors, Frames, and Hardware .....250

WASHINGTON STATE UBC JATC

f.	Demountable Wall Systems .....	200
g.	Sound Control / Firestop.....	200
h.	Blueprint reading & Layout .....	250
2.	Acoustic Ceiling Installation	
a.	Ceiling Grid.....	950
b.	Acoustic tile .....	950
c.	Wire installation .....	650
d.	Integrated ceiling systems .....	200
e.	Sound Panels .....	200
f.	Insulation .....	200
g.	Elevated Floor Systems .....	100
h.	Scaffolding .....	100
3.	Lathing Systems	
a.	Screw on/nail on/tie on Metal Lath .....	250
b.	Metal Trims.....	250
c.	Weather barrier installation.....	250
d.	Welding .....	250
4.	Miscellaneous .....	500

Total Hours: 8000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

<u>I. Maintenance Carpenter</u>	<u>Approximate Hours</u>
1. Care and use of tools and woodworking machinery .....	500
2. Form building.....	1200
Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns	
3. Rough framing .....	1200
Floor, wall, roof, stair, scaffolding, etc., on both house and heavy construction. Roof covering	
4. Layout.....	500
Batterboards, partitions, doors and windows box-out in concrete walls	
5. Outside Finishing .....	800

WASHINGTON STATE UBC JATC

Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim.

6. Inside Finishing .....1500  
Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stairwork  
Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows.
7. Welding .....500
8. Plastics and resilients .....300
9. Acoustics and drywall .....1000
  - a. Ceilings  
Layout, cutting, assembly and installation of all materials and component parts
    - (1) Hangers, channels, furring and backing boards
    - (2) Bars: main tees, cross tees, splines
    - (3) Stiffeners and braces
    - (4) Ceiling angles and moldings
    - (5) Finish ceiling materials
    - (6) Items of local practices
  - b. Walls and partitions  
Layout, cutting, assembly, erection and/or application of all materials and component parts
    - (1) Floor and ceiling runners
    - (2) Studs, stiffeners, bracing, fireblocking
    - (3) Resilient and furring channels
    - (4) Layout, framing, enclosing, and trimming of door frames, window frames, vents, light wells and other openings
    - (5) Wall angles and moldings
    - (6) Studless and laminated installations
    - (7) Thermal and sound installations
    - (8) Installation of backing and finish materials
    - (9) Fireproofing of columns, beams and chases
    - (10) Items of local practices
10. Miscellaneous .....400  
Safety, scaffolding, walkways, shoring, sheds, protection, etc.
11. Asbestos abatement and other hazardous material .....100

WASHINGTON STATE UBC JATC

Material handling and disposal

Total Hours: 8000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

<b>J. <u>Millwright</u></b>	<b><u>Approximate Hours</u></b>
1. Work experience in the use of tools (hand power, bench and machine) .....	1375
2. Work experience in machine installation .....	1875
3. Work experience in use of equipment (rigging welding, precision, etc.) .....	1375
4. Work experience in the use of optical instruments and laser .....	1375
5. Work experience in blueprint reading .....	700
6. Work experience in welding (arc, MIG, oxy-acetylene, TIG, plastics) .....	800
7. Miscellaneous, safety, etc. ....	500
Total Hours:	8000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED IN THESE STANDARDS

<b>K. <u>Residential Carpenter</u></b>	<b><u>Approximate Hours</u></b>
1. Care and use of tools and woodworking machinery .....	500
2. Form building .....	1200
Build and place straight concrete forms, irregular concrete forms, concrete forms for stairways and floors, walls and columns	
3. Rough framing .....	1200
Floor, wall, roof, stair, scaffolding, etc., on both house and heavy construction Roof covering	



WASHINGTON STATE UBC JATC

4. **Layout.....500**  
Batterboards, partitions, doors and windows, box-out in concrete walls
5. **Outside Finishing .....800**  
Application of door and window trim. Fit and sand doors and windows. Application of all exterior finishes and related trim.
6. **Inside Finishing .....1500**  
Application of door and window trim. Fit and sand doors and windows. Application of baseboards and moldings. Construction and setting cases, wardrobes, stairwork. Flooring. Application of hardware and fittings to exterior and interior of building, doors and windows
7. **Welding .....500**
8. **Plastics and resilients .....300**
9. **Acoustics and drywall .....1000**
  - a. **Ceilings:**  
Layout, cutting assembly and installation of all materials and component parts.
    - (1) Hangers, channels, furring and backing boards
    - (2) Bars: main tees, cross tees, splines
    - (3) Stiffeners and braces
    - (4) Ceiling angles or moldings
    - (5) Finish ceiling materials
    - (6) Items of local practices
  - b. **Walls and partitions:**  
Layout, cutting, assembly, erection and/or application of all materials and component parts.
    - (1) Floor and ceiling runners
    - (2) Studs, stiffeners, bracing, fireblocking
    - (3) Resilient and furring channels
    - (4) Layout, framing enclosing and trimming of door frames, window frames, vents, light wells, and other openings
    - (5) Wall angles and moldings
    - (6) Studless and laminated installations
    - (7) Thermal and sound insulation
    - (8) Installation of backing and finish materials
    - (9) Fireproofing of columns, beams and chases

WASHINGTON STATE UBC JATC

(10) Items of local practices

10. Miscellaneous .....400  
Safety, scaffolding, walkways, shoring, sheds, protection, etc.
11. Asbestos abatement and other hazardous material. Handling  
and disposal .....100

Total Hours: 8000

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS  
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L. Shipwright

Approximate Hours

1. Hull Construction .....3200  
a. Mold Loft  
b. Running Lines  
c. Setting Bulkheads, Section, Decks, etc.  
d. Launching  
e. Staging  
f. Installation of Foundations of Navigation  
g. Equipment
2. Ship Repair .....2800  
a. Small boats  
b. Decking Renewal  
c. Blocking and Shoring  
d. Staging  
e. Stern Bearing Re-wooding  
f. Reffer Boxes  
g. Joiner Work, Paneling, Bunks, etc.
3. Millwork.....1000  
a. Joiner Shop  
b. Carpenter Shop
4. Yard Maintenance .....500  
a. Building  
b. Piers  
c. Drydocks
5. Miscellaneous, safety, etc .....500

Total Hours: 8000

**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) **Washington State UBC J.A.T.C and UBC International Training approved courses.**

☒ State Community/Technical college

☐ Private Technical/Vocational college

☒ Sponsor Provided (lab/classroom)

☐ Other (specify):

- B. **160** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

☐ Twelve-month period from date of registration.\*

☒ Defined twelve-month school year: **September** through **August**.

☐ 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.*

## WASHINGTON STATE UBC JATC

### C. Additional Information:

1. **The JATC may accelerate or extend, through the evaluation process, the advancement or demotion of an apprentice in each and every pay period.**
2. **Employers, as registered training agents, are responsible for on-the-job training of all apprentices by affording the apprentice opportunities to work with skilled journey-level workers in the performance of as wide of activities as possible within the scope of work processes for the craft. Employers must release apprentices from on-the-job commitments to attend RSI according to the schedule and policy as outlined by the JATC. The employer shall participate in the evaluation process through jobsite observation and reporting according to the JATC process. Observations will be forwarded to the JATC Training Center Office for review and appropriate action.**
3. **Effective 1/1/2023: apprentices within their first two (2) years in their respective occupation, may prioritize RSI courses that correlate to current on-the-job training. Apprentices are limited to available RSI courses offered for their registered occupation.**

## 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 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. **JATC Administrative Procedures:**

- 1) **The UBC JATC provides to all apprentices a Student Handbook that contains all the rules and important information for apprentices to**

## WASHINGTON STATE UBC JATC

be successful in this program. All apprentices are responsible of reading, understanding, and complying with the specifications of the Handbook. Failure to abide by the Student Handbook may result in disciplinary action. In addition, the following general procedures apply.

- 2) Complaints regarding job site performances will be investigated by the Coordinator, who will review the circumstances and outline corrective steps and/or the Coordinator may cite the apprentice to appear before the JATC Sub-Committee where disciplinary action, including cancelation, may be taken.
- 3) The Training Center Coordinators oversees the day-to-day operations of the program at their assigned Training Center under the auspices of the JATC Executive Director.
- 4) The Washington State UBC JATC delegates administrative and disciplinary responsibilities to the Subcommittees and or the Executive Director with assurance that the Washington State UBC JATC will review all actions that are required by the Washington State Apprenticeship and Training Council to be reported to the Department of Labor and Industries
  - a) Each Subcommittee shall operate with a quorum defined as not less than one employer and one employee representative.
  - b) In matters before each Subcommittee a unit vote shall apply to employers and employees.

### b. Apprentice Responsibilities:

- 1) It shall be the apprentices responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such monthly progress records (MPR) shall be entered on-line at NWCI.org, or forwarded to the JATC Training Center Office (monthly), no later than the 5th of following month. The above records shall contain the apprentices (a) name, (b) classification, (c) employer, (d) months and year of report, as well as hours of work performed. MPR's must be turned in even if no work has occurred.
- 2) No apprentice shall act as or be a contractor or employer or serve in any other supervisory capacity.
- 3) All apprentices must be progressing with OJT at an acceptable pace.
- 4) All apprentices shall have a current first aid certification in order to journey out.

## WASHINGTON STATE UBC JATC

- 5) It is the apprentices responsibility to keep his or her current address on file with JATC Training Center Office.

### c. Apprentice Advancement:

- 1) To receive an upgrade, each apprentice must complete the following:
  - a) Have completed the required RSI since the last upgrade and possess a current First Aid/CPR card after the second period. The apprentice must not be negative in RSI hours for any advancement.
  - b) Have accrued necessary OJT hours for each advancement step.
  - c) Have all hand tools required for the advancement.
  - d) All work reports (since registration) must be up-to-date.
- 2) The determination by the JATC Sub-Committee of an apprentices progress and fitness for the trade shall be based in part on the proficiency shown in subjects covered in the RSI as well as on-the-job.

### d. Related Supplemental Instruction:

- 1) No alcohol, weapons, or drugs will be allowed on any Training site.
- 2) Classroom instructors shall keep an attendance record of apprentices actual class hours. All records shall note tardiness and early departures and shall be forwarded to the Training Center Office for disposition.
- 3) All apprentices must be signed in by the start time. Each Training Center has a schedule of class times.
- 4) It is the apprentices responsibility to provide their own hand tools necessary to complete their RSI projects. No apprentice will be granted journey-level status without the required hand tools.
- 5) Each apprentice shall be required to perform in a safe and healthful manner all assigned tasks in the classroom in accordance to WISHA and OSHA standards as if on a work site.
- 6) Apprentice may be excused from RSI for a verifiable medical excuse or employers notifying in advance of a regular class to reschedule.

### B. Disciplinary Procedures

## WASHINGTON STATE UBC JATC

1. The obligations of the Sponsor when taking disciplinary action are as follows:
  1. 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.
  2. 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.
  3. 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.
  4. 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.
  - 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. **Related Supplemental Instruction**:
    - 1) **Failure to show regular attendance at RSI may be deemed sufficient cause for the JATC Sub-Committee to cancel the apprentice from the entire training program. If a class is missed, apprentices may be cited to appear before the JATC Sub-Committee.**

## WASHINGTON STATE UBC JATC

- 2) Apprentices arriving up to 15 minutes late will be admitted after signing a late notice. Apprentices who arrive more than 15 minutes late will receive a late notice and will be credited with a failing grade. They will be rescheduled to repeat the class. Apprentices may be excused for being late if they have notified the training center prior to start of class and provide acceptable documentation of lateness to the training coordinator. Apprentices who receive three late notices in a 12-month period will be cited to appear before their UBC JATC subcommittee.
- 3) No alcohol, weapons, or drugs will be allowed on any Training site. Anyone violating this rule will be immediately removed from class, with no credit for the day and will be cited to appear before the JATC Sub-Committee.
- 4) Apprentices failing to bring the necessary hand tools to RSI may receive a failing grade for the class.
- 5) A rescheduled class cannot be rescheduled a third time. If a rescheduled class is missed the apprentice will automatically be cited to appear before the JATC Sub-Committee.

### **b. Apprentice Responsibilities:**

- 1) Failure to progress with OJT at an acceptable rate will initiate an interview by the Coordinator who will analyze the problem and provide guidance leading to an acceptable pace. Apprentices who fail to progress at an acceptable pace may be cited to appear before the JATC Sub-Committee for disciplinary action.
- 2) Failure to complete a First Aid/CPR class before being advanced to 3rd period may result in disciplinary action.
  - a) Failure to maintain a current First Aid/CPR card for the duration of the term past the 3 period may result in disciplinary action.
- 3) Any apprentice found to be in violation of ANY safety rules will be required to sign a safety infraction sheet. Refusal to sign will result in the apprentice not being allowed to remain in class and will not be allowed to return until he/she has appeared before the JATC Sub-Committee.
  - a) The 2nd violation in a 12-month period will result in an automatic citation to appear before the JATC Sub-Committee and the apprentice will not be allowed to stay in class.
  - b) A single serious violation will result in an automatic citation to appear before the JATC Sub-Committee and removal from class.



## WASHINGTON STATE UBC JATC

- 4) An apprentice may be discharged from a contractor's employ for substandard performance, improper conduct, indifference to the rules and regulations, safety concerns, failure to show up for work, failure to attend school, or insubordination.**
- 5) An apprentice who fails to sign the out of work list when unemployed, including when in classes, will be interviewed by the coordinator who will review the circumstances and outline corrective steps leading to successful employment. Failure to sign the out of work list may result in a citation to appear before the JATC Sub-Committee for disciplinary action.**
- 6) An apprentice who accepts a dispatch and then fails to show up for work may be cited to appear before the JATC Sub-Committee for disciplinary action. Any apprentice who quits a job without approval by a service representative of the local union may be cited to appear before the JATC Sub-Committee.**
- 7) Failure to timely report hours may result in disciplinary action.**

### 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.
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

## WASHINGTON STATE UBC JATC

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)

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.

## WASHINGTON STATE UBC JATC

### 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 60 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, 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

## WASHINGTON STATE UBC JATC

- 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.

## WASHINGTON STATE UBC JATC

4. The Sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
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 any requested documentation 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

## WASHINGTON STATE UBC JATC

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 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: **A quorum shall consist of one (1) member from the employers and one (1) from the employees. In matter before the JATC a unit vote shall apply to employers and employees.**
- b. Program type administered by the committee: **Group Joint**
- c. The employer representatives shall be:

**Marty Barth, Secretary  
Lydig Construction  
11001 E. Montgomery Dr.  
Spokane, WA 99206**

**Brian Peterson  
Mehrer Drywall Inc.  
2657 20<sup>th</sup> Ave. W.  
Seattle, WA 98199**

**Jeff Pittman  
M.A. Mortenson Co.  
10230 NE. Points Dr.  
Kirkland, WA 98033**

**Tony Vranich  
Expert Drywall, Inc.  
19926-A Broadway Ave., Ste. 100  
Snohomish, WA 98296**

**Bret Porter  
Absher Construction Company  
1001 Shaw Rd.  
Puyallup, WA 98372**

**Vincent Phillips  
Skanska U.S.A.  
221 Yale Ave. N. #400  
Seattle, WA 98109**

- d. The employee representatives shall be:

**Antonio Acosta, Chair**

**John Lehman**

## WASHINGTON STATE UBC JATC

F.	<b>Western States Regional Council of Carpenters 25120 Pacific Highway S., Ste. 200 Kent, WA 98032</b>	<b>Western States Regional Council of Carpenters 1387 Pacific Drive, Ste. D Burlington, WA 98233</b>
	<b>Ryan Hyke Western States Regional Council of Carpenters 25120 Pacific Highway S., Ste. 200 Kent, WA 98032</b>	<b>Eitel Braunschweig Western States Regional Council of Carpenters 25120 Pacific Highway S., Ste. 200 Kent, WA 98032</b>
	<b>Jesse Scott-Kandoll Western States Regional Council of Carpenters 25120 Pacific Highway S., Ste. 200 Kent, WA 98032</b>	<b>Chris McCleave Performance Contracting, Inc. 16220 Redmond-Woodinville Road NE. Woodinville, WA 98072</b>

### 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**

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

### **Columbia Basin Carpenter Sub-Committee:**

The employer representatives shall be:

**Matt Fredrickson, Secretary  
DGR Grant Construction Inc.  
1333 Gillespie St. Ste. A  
Richland, WA 99354**

**Jeff Durfee  
Fowler General Construction Inc.  
2161 Henderson Loop  
Richland, WA 99354**

**WASHINGTON STATE UBC JATC**

**Jack Grigsby, Jr.  
Drywall Interiors  
424 Wellhouse Loop  
Richland, WA 99352**

The employee representatives shall be:

**Antonio Acosta, Chair  
Pacific Northwest Regional Council of  
Carpenters  
515 N. Neel St. B-101  
Kennewick, WA 99336**

**Tony Edwards  
Pacific NW Regional Council of  
Carpenters  
127 E. Augusta Ave. Ste. 103  
Spokane, WA 99207**

**Kevin Hitchcock  
United Builders of Washington  
415 W. Washington Blvd.  
Yakima, WA 98902**

**Eastern Washington/Northern Idaho Sub-Committee:**

The employer representatives shall be:

**Marty Barth, Chair  
11001 E. Montgomery Dr.  
Spokane, WA 99206**

**Brad Mickelson  
P.O. Box 13660  
Spokane, WA 99213**

**James Welsh  
4114 E. Broadway  
Spokane, WA 99213**

**Brad DePew, Alternate  
6621 E. Mission  
Spokane, WA 99202**

**Tim Mennealy, Alternate  
Western Partitions Inc.  
26055 SW. Canyon Creek Rd.  
Wilsonville, OR 97070**

The employee representatives shall be:

**Sheldon Bennett, Secretary  
127 E. Augusta Ave, Ste. 103  
Spokane, WA 99207**

**Anthony Edwards  
127 E. Augusta Ave, Ste. 103  
Spokane, WA 99207**

**Antonio Acosta  
515 N. Neel St., Ste. B101  
Kennewick, WA 99336**

**North Puget Sound Sub-Committee:**

The employer representatives shall be:



**WASHINGTON STATE UBC JATC**

**Curtis Cook, Chair  
Safway, Inc.  
P.O. Box 1366  
Ferndale, WA 98248**

**Glenn “Ole” Olson  
Kiewit Infrastructure West Co.  
Kiewit Bridge & Marine  
33455 6<sup>th</sup> Ave S.  
Federal Way, WA 98003**

**Jeremy Johnson  
Siemens Energy  
810 SW. 34<sup>th</sup> St.  
Renton, WA 98057**

The employee representatives shall be:

**Anders Black, Secretary  
Western States Regional Council of  
Carpenters  
1387 Pacific Dr., Ste. D  
Burlington, WA 98233  
Chad Canoy  
Western States Regional Council of  
Carpenters  
1387 Pacific Dr., Ste. D  
Burlington, WA 98233**

**Zach McCown  
Western States Regional Council of  
Carpenters  
1387 Pacific Dr., Ste. D  
Burlington, WA 98233  
Ryan Hyke, Alternate  
Western States Regional Council of  
Carpenters  
25120 Pacific Highway S., Ste. 200  
Kent, WA 98032**

**Central Puget Sound Sub-Committee:**

The employer representatives shall be:

**Marty Cope, Chair  
Western Partitions, Inc.  
14407 32<sup>nd</sup> St. E., Ste. 100  
Sumner, WA 98390**

**Tony Vranich  
Expert Drywall, Inc.  
19926-A Broadway Ave., Ste. 100  
Snohomish, WA 98296**

**Gary Rothfus  
Northwest Partitions Inc.  
6507 S. 208<sup>th</sup> St.  
Kent, WA 98032**

**Greg Knutson  
GK Knutson Inc.  
2232 Pacific St.  
Bellingham, WA 98229**

**James Thompson  
American National Insulation  
2505 Frank Albert Rd. E. #100  
Fife, WA 98424**

**Rich Thorpe, Alternate  
Mehrer Drywall  
2657 20<sup>th</sup> Ave. W.  
Seattle, WA 98199**

The employee representatives shall be:

**Jesse Cervantes, Secretary**

**Lisandro Vela**

**WASHINGTON STATE UBC JATC**

**Western States Regional Council of  
Carpenters  
25120 Pacific Highway S., Ste. 200  
Kent, WA 98032**

**Antonio Acosta  
Western States Regional Council of  
Carpenters  
25120 Pacific Highway S., Ste. 200  
Kent, WA 98032**

**Joshua Douglass  
Western States Regional Council of  
Carpenters  
25120 Pacific Highway S., Ste. 200  
Kent, WA 98032**

**Western States Regional Council of  
Carpenters  
25120 Pacific Highway S., Ste. 200  
Kent, WA 98032**

**Eitel Braunschweig  
Western States Regional Council of  
Carpenters  
1387 Pacific Dr., Ste. D  
Burlington, WA 98233**

**Matt Kurvink, Alternate  
Western States Regional Council of  
Carpenters  
25120 Pacific Highway S., Ste. 200  
Kent, WA 98032**

**South Puget Sound Sub-Committee:**

The employer representatives shall be:

**Andy Moore, Chair  
Absher Construction  
1001 Shaw Rd.  
Puyallup, WA 98372**

**Josh Ness  
Wilcox Construction  
234 5<sup>th</sup> Ave. S.  
Edmonds, WA 98020**

**Andrew Ledbetter  
A.G.C. of Washington Inc.  
1200 Westlake Ave. N., Ste. 301  
Seattle, WA 98109**

**Matt Bridgewater  
Lydig Construction Inc.  
3180 139<sup>th</sup> Ave. SE., Ste. 110  
Bellevue, WA 98005**

**Joe Morgan  
Korsmo Construction  
Foss Landing  
1940 E. D St., Ste. 300  
Tacoma, WA 98421**

The employee representatives shall be:

**Aleksey Gergalo, Secretary  
Western States Regional Council of  
Carpenters  
1222 Carpenter Rd. SE., Ste. A-1  
Lacey, WA 98503**

**Mike Brown**

**Moana Hoa Wohlwend  
Western States Regional Council of  
Carpenters  
25120 Pacific Highway S., Ste. 200  
Kent, WA 98032**

**John Lehman**

## WASHINGTON STATE UBC JATC

**Western States Regional Council of  
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25120 Pacific Highway S., Ste. 200  
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**Western States Regional Council of  
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1387 Pacific Dr., Ste. D  
Burlington, WA 98233**

**Eitel Braunschweig  
Western States Regional Council of  
Carpenters  
1387 Pacific Dr., Ste. D  
Burlington, WA 98233**

**Fidencio Velasco, Alternate  
Western States Regional Council of  
Carpenters  
1387 Pacific Dr., Ste. D  
Burlington, WA 98233**

### **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.

**Louis A Ontiveros, Executive Director  
3250 E. Shelby St., Suite 210  
Ontario, CA 91764**

**Paula Resa, Assistant Director  
20424 72<sup>nd</sup> Ave. S.  
Kent, WA 98032**