



APPRENTICESHIP PROGRAM STANDARDS
adopted by

C-TRAN/MACHINIST LOCAL #1432 APPRENTICESHIP COMMITTEE

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

BODY REPAIRER, BUS

49-3021.00

8000 HOURS

COACH HEAVY DUTY DIESEL MECHANIC

49-3031.00

8000 HOURS

FACILITIES MAINTENANCE MECHANIC

49-9071.00

8000 HOURS



APPROVED BY

Washington State Apprenticeship and Training Council

REGISTERED WITH

Apprenticeship Section

Washington State Department Labor and Industries

Post Office Box 44530

Olympia, Washington 98504-4530

APPROVAL:

N/A

Provisional Registration

OCTOBER 16, 2025

Standards Last Amended

APRIL 16, 1999

Permanent Registration

By: SHELLEY WILSON

Chair of Council

By: CELESTE MONAHAN

Secretary of Council

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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.

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Sponsor Introductory Statement (Required):

Recognizing the continuous advancements in coach maintenance technologies and the challenge to increase customer satisfaction, this program establishes on the job training that leads the apprentice to the status of Journey Level Worker.

To this end, the graduated apprentice will be able to demonstrate all competencies of this trade that exemplify the highest standards of the transit industry.

The objectives of this program will be accomplished through the joint efforts of C-TRAN Administration, International Association of Machinist and Aerospace Workers Local #1432, and the Department of Labor and Industries.

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.

This program shall incorporate C-TRAN's area boundaries of its Public Transportation Benefit Area.

II. MINIMUM QUALIFICATIONS:

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

Age: **Applicants must be at least eighteen (18) years of age.**

Education: **High school graduate or GED equivalent.**

Physical: **Meet basic physical standards: pass employment physical examination and drug screen, with or without reasonable accommodations.**

Testing: **None**

Other: **None**

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:

1. Exempt per WAC 296-05-405(1)(b)

B. Equal Employment Opportunity Plan:

1. Exempt per WAC 296-05-405(1)(b)

2. C-TRAN, as a municipal entity, has on file at its headquarters, an Affirmative Action Plan.

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].

The term of apprenticeship for Body Repairer, Bus; Coach Heavy Duty Diesel Mechanic; and Facilities Maintenance Mechanic shall be 8000 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.

All apprentices employed in accordance with these standards shall be subject to a probationary period not to exceed the first 1040 hours of employment.

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 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.

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- 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. **Body Repairer, Bus:**
There will not be more than one (1) apprentice to every one (1) journey-level Coach technician in C-TRAN's Maintenance Facility.
 2. **Coach Heavy Duty Diesel Mechanic:**
There will not be more than one (1) apprentice to every three (3) journey-level mechanics in C-TRAN's Maintenance Facility.
 3. **Facilities Maintenance Mechanic:**
There will not be more than one (1) apprentice to every two (2) journey-level Facilities Maintenance Workers in C-TRAN's Maintenance Facility.

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.
- 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

All occupations have the same wage progression as indicated:

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 - 1000 hours	55%
2	1001 - 2000 hours	60%
3	2001 - 3000 hours	65%
4	3001 - 4000 hours	70%

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5	4001 - 5000 hours	75%
6	5001 - 6000 hours	80%
7	6001 - 7000 hours	85%
8	7001 - 8000 hours	95%

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.

Hours of work and instruction will be assigned by the Sponsor and may occur on any of the regularly scheduled work shifts.

A. Body Repairer, Bus: Approximate Hours/Competency Level

Covering all body, fender, floor, roof, and interior repair and replacement, glass replacement, vehicle painting, and all other work generally associated as herein contained.

- 1. Basic Paint and Preparation1200**
Stripping paint, sanding and scuffing (Understanding uses of and types of equipment), masking and surface preparation, paint finish care and maintenance (cleaning and polishing).
- 2. Advanced Preparation and Paint2000**
Body shop tool and equipment, familiarization and safety, prepare sheetmetal work for painting by cleaning, leveling, filling and surfacing, small body repairs, dents and parts replacement, primer and paint application, spot refinishing and blending colors (color matching), refinish entire vehicle in low VOC paints, applying decals and strips.
- 3. Component Removal and Replacement1000**
Remove, replace and align bolt on body panels, to include: fender, doors, grills, deck lids, etc., remove and replace doorlock assemblies, window regulators, upholstery, glass and various interior components.
- 4. Metal and Fiber Glass Repair2600**
Correcting damaged sheetmetal and fiberglass, roughing and straightening damaged parts, welding, fabricating various types of metals using MIG, oxy-acetylene and plasma cutters, sheetmetal

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break, shear, forming equipment, etc., shrinking damaged metal, application of various body filler and resin, and urethane bumper repair.

5. Major Pulling and Structure Repair1000
Removal and replacing of weld-on panels, squaring and aligning completed body assembly.
6. Estimation and Documentation200
Estimation of damage, repairs, parts and labor costs, fleet management documentation, fleet information systems, shop procedures and safety, material use and cost, material purchasing.

TOTAL HOURS: 8000

B. Coach Heavy Duty Diesel Mechanic: Approximate Hours/Competency Level

1. Familiarization500
Shop routine, preventative maintenance program introduction, general vehicle orientation of all C-TRAN equipment.
2. Brakes and Air Systems800
Adjusting, repair air and hydraulic operated brake systems, repair of various air operated components, S-Cam Brakes, Disc Brakes, ABS systems air dryer, air compressor, air governor, air reservoirs.
3. Steering and Suspension400
Steering units, shock absorbers, power steering system, air bag suspension.
4. Electrical Systems880
Alternators and regulators, wire and light systems, electric motors, batteries, gauges, multiplex systems, Hybrid control system
5. Engines.....900
Cummins engines, tune-up, failure analysis, fuel systems, cooling systems, air systems, lube systems, computerized engine controls.
6. Transmissions and Drive Train500
Computer controls, driveline and u-joints, transmission replacement, general transmission maintenance, traction motor, differential repair and replacement, axles

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7. HVAC.....	400
Heating and Air conditioning units, auxiliary heaters, refrigerant recovery/recycling, preventive maintenance, E.P.A. certifications #609, climate control systems, general repairs to HVAC components.	
8. Wheelchair lifts	500
Preventative maintenance, repair, replacement.	
9. Emerging Technologies	1000
Maintain, repair and diagnose high voltage energy components and systems to include battery electric systems, advanced EV vehicle diagnostics.	
10. Cutaway Systems	1000
Brakes, steering, suspension, climate control, lighting, electrical, engine, transmission.	
11. Staff Support Vehicles.....	540
Staff cars, Forklifts, Facilities vehicles, Trailers, Genset, Shop truck, Paratransit vans	
12. Miscellaneous	580
Exhaust systems, welding, shop operations, review	
TOTAL HOURS:	
8000	

<u>C. Facilities Maintenance Mechanic:</u>	<u>Approximate Hours/Competency Level</u>
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1. Orientation	200
a. Terminology	
b. Maintenance Procedures	
Preventative Maintenance Sheets, general policies and procedures	
c. Safety procedures/fire safety	
Annual fire sprinkler systems, fire alarm systems, annual elevator testing, safe work practices	
d. Building Codes	
Annual back flow water testing, all building codes covered	
2. Tool Usage and Care	1100
a. Hand Tools	
Knowledge, care and proper use of all hand tools required for the job (i.e. wrenches, hammers, DVOM, taps, etc.)	
b. Power Tools	
Knowledge, safety and proper use of all power tools required for the job (i.e. drills, saws, lathes, etc.)	

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- c. Electronic controls/computer equipment
Troubleshooting and servicing electronic and computer equipment/PC knowledge and use.
- 3. Preventive Maintenance.....700
 - a. Record keeping (work orders)
Work order process and data entry on repair orders.
 - b. Inventory systems
Inventory policies and procedures. Purchase requisitions, ordering parts.
 - c. Quality control procedures
Testing and verify correct operation of equipment serviced (HVAC units, bus wash, shop air compressors, lifting equipment, shop equipment, AFS - Automatic Fuel System.
- 4. Facility3000
 - a. Interior structure
Plumbing, industrial wiring, structure repair/replacement, HVAC servicing and troubleshooting, cleaning, lighting, painting and prepping, and exhaust ventilation.
 - b. Exterior structure
Plumbing, outside wiring, landscape, painting and prepping, parking lot maintenance (striping), bus shelter installation and handling, repair, cleaning and pad installation.
- 5. Repair and Maintenance.....3000
Equipment /Machinery
Operate truck and trailer, 1-ton truck with sander/plow. Boom truck operation. Flagger certification, scissor lift and forklift certification, fabricating various types of metal using MIG, and stick welders, oxy-acetylene and plasma cutters, sheet metal break, shear, forming equipment, etc. Operate and service landscaping equipment, lawn mowers, snow blower, weed eater, machine shop equipment, paint sprayer, etc.

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.

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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 online college as approved by the Committee**

☒ State Community/Technical college

☐ Private Technical/Vocational college

☐ Sponsor Provided (lab/classroom)

☒ Other (specify): **In-house training classes conducted at C-TRAN under the maintenance training program.**

B. **144** 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: (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:

The 144 hours of minimum related supplemental instructions may be provided through any or all of the sources identified.

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. **Apprentices will be required to complete and pass all shop and required course assignments prior to advancement.**
 - b. **Supervision, Oversight and Training:**
 - 1) **Body Repair, Bus Apprentices will be supervised by the Facility Maintenance Manager, overseen by the Maintenance Training Supervisor, and trained by a journey-level Facilities Maintenance Worker.**
 - 2) **Coach Heavy Duty Diesel Mechanic Apprentices will be supervised by the Maintenance Floor Supervisor, overseen by the Maintenance Training Supervisor, and trained by a journey-level Coach Diesel Mechanic.**
 - 3) **Facilities Maintenance Mechanic Apprentices will be supervised by the Facility Maintenance Manager, overseen by the Maintenance Training Supervisor, and trained by a journey-level Facilities Maintenance Worker.**
 - c. **Apprentices will submit monthly progress reports between the fifth (5th) and the tenth (10th) of each month to the Maintenance Training Supervisor or designee for evaluation and sign off. The Maintenance Training Supervisor or designee will submit them for review by the Apprenticeship Committee. Necessary actions, if needed, to improve progress will be taken at that time.**
 - d. **The apprentice must possess the minimum tools listed in the current C-TRAN/IAMAW Labor agreement as required for their respective skilled occupation objective.**

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- e. Management and Labor will abide by the Apprenticeship Committee's decisions.
- f. In the event an apprentice, promoted from within C-TRAN, is unsuccessful in the program, the Employer will make every effort to reassign that employee to his/her prior position. In any event, the Employer will not terminate an employee who cannot successfully complete a promotional probation period, provided, however, nothing in this section shall restrict the rights of the Employer under article 29.1. (C-TRAN/IAMAW Labor agreement 12.2)
- g. Within 6 months of selection, the apprentice must have a valid Washington State Commercial Driver License, Class B with a passenger endorsement and the air brake restriction removed.

Local Apprenticeship Committee Policies

Minimum Tool List as indicated in Section X.A.4.

a. Body Repairer, Bus:

SCHEDULE D - 2	Allowance:
	Effective February 1, 2019: \$632 per year Effective February 1, 2020: \$664 per year Effective February 1, 2021: \$697 per year Effective February 1, 2022: \$732 per year Effective February 1, 2023: \$768 per year
3/8" Drive Socket Set	Crescent Wrench (two)
9 sockets 3/8" to 7/8"	Hammers
9 deep sockets 3/8" to 7/8"	8 oz and 16 oz ball peen
Reversible ratchet	Soft face
2" Drive Socket Set	Two body hammers
10 sockets 3/8" to 15/16"	Two-Piece Body Drolley Set
6 deep sockets 9/16 to 7/8"	Gasket Scraper
Reversible ratchet	Wire brush
Breaker bar	Allen Wrench Set
Combination wrench set 1/4" to 1-1/4" (17 pc.)	3/8" Drive Metric Socket Set 10mm to 18mm (9 pc.)
Phillips Screwdriver Set (3 pc.)	Metric Combination Wrench Set 7mm to 17 (11pc)
Standard Screwdriver Set (3 pc.)	5 Punches
Pliers:	3 Chisels

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Channel Locks	Screw Extractor Set
Vise grips	Tool Storage Unit on Rollers
Needle nose	
Slip Joint	
Wire Strippers	
Side Cutters	

b. Coach Heavy Duty Diesel Mechanic:

SCHEDULE D - 1	Allowance:
	Effective February 1, 2019: \$252 per year
	Effective February 1, 2020: \$265 per year
	Effective February 1, 2021: \$278 per year
	Effective February 1, 2022: \$292 per year
	Effective February 1, 2023: \$307 per year
1/4" Drive Socket Set	Screw extractor set
9 sockets 3/16" to 2"	8 oz and 16 oz ball peen hammers
7 sockets 7mm to 10mm	Soft face hammer
Reversible ratchet	Metal cutting shears
3/8" Drive Socket Set	Prybar
9 sockets 3/8" to 7/8"	Pliers
9 deep sockets 3/8" to 7/8"	Channel locks 6" and 10"
9 sockets 10mm to 18mm	Needle nose
8 impact sockets 5/16" to 3/4"	Slip joint pliers
5/8" and 13/16" spark plug sockets	Side cutters
Reversible ratchet	Vise grips (2 pc.)
Air impact wrench	Snap ring pliers -internal and external
1/2" Drive Socket Set	Wire stripper/crimpers
14 sockets 1/2" -1 1/4"	Battery Tools
14 deep sockets 1/2"-1 1/4"	Terminal and cable brush
DVOM (digital Volt OHM Meter)	Test light
Breaker bar	Inspection mirror (extension type)
Torque wrench 0-150 lb/ft	Magnetic pickup tool
Reversible ratchet	Flashlight
Air impact wrench	12' tape measure
Combination wrench set 1/4" to 1-1/4" (17 pc.)	Feeler gauge set - .0015" to .035"

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Combination wrench set 7mm to 19, 21, 22, 24, and 27mm	Blow gun (rubber tipped)
Allen wrench set	Gasket scraper
Flare nut wrench set 3/8" to 7/8"	Wire brush
Crescent Wrench set 6", 10", and 15"	File set (5 pc.)
10" pipe wrench	Punch set (5 pc.)
Screwdrivers:	Chisel set (4 pc.)
Phillips set (5 pc.)	Tool Storage Unit on Rollers
Standard set (5 pc.)	

c. Facilities Maintenance Mechanic:

SCHEDULE D - 4	Allowance: Effective February 1, 2019: \$252 per year Effective February 1, 2020: \$276 per year Effective February 1, 2021: \$290 per year Effective February 1, 2022: \$305 per year Effective February 1, 2023: \$320 per year
6" and 10" Crescent Wrench	Side Cutters
16 oz Claw Hammer	Utility Knife
Combination Wrench Set 3/8" to 3/4 "	25' x 1" Tape Measure
Slip Joint Pliers	Vise Grips
Standard Screwdrivers (3 pc)	Pocket Knife
Phillip Screwdrivers (3 pc)	Leatherman Tool
Channel Locks	Plastic Tool Box

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.

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- 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.
 - 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. **The Sponsor shall use a system of progressive discipline including, but not limited to, use of verbal warnings, written warnings, suspension or cancellation. It is, however, recognized that the Sponsor is not required to use progressive discipline if an apprentice is convicted of a felony or commits a serious infraction such as theft, dishonesty, insubordination, fighting, assault on supervisory personnel, violations of the drug and alcohol policy, and other violations of a similar nature. Apprentices shall be given an opportunity to read, sign and answer all letters of warning or performance evaluations before placement of such material into their personnel file. The apprentice will be required to sign letters of discipline or performance evaluations. Signature thereon shall not be construed as admission of guilt or agreement, but rather an indication that the apprentice has seen and received a copy of the letter or document and understands the nature of the action. Copies shall be given to the apprentice at the time action is taken or shortly thereafter.**
 - b. **Apprentices must comply with all rules and regulations outlined in the Collective Bargaining Agreement.**

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- c. At no time shall disciplinary action taken by the Committee be in violation of the Collective Bargaining Agreement.**
- d. Failure to maintain employment with C-Tran shall result in cancellation of the apprenticeship agreement.**

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 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.

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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.

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).

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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
 - 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:

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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 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.

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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 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 consists of 1 employer and 1 employee representative.**
 - b. Program type administered by the committee: **INDIVIDUAL JOINT**
 - c. The employer representatives shall be:

Dakota Anderson, Chair
2425 NE. 65th Ave.
Vancouver, WA 98668-2529

Tim Shellenberger
2425 NE. 65th Ave.
Vancouver, WA 98668-2529

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Marcus Goncalves
2425 NE 65th Ave.
Vancouver, WA 98668-2529

John Orsetti
2425 NE. 65th Ave.
Vancouver, WA 98668-2529

d. The employee representatives shall be:

Brad Matthiesen, Secretary
2425 NE. 65th Ave.
Vancouver, WA 98668-2529

Pesi Tyler
2425 NE. 65th Ave.
Vancouver, WA 98668-2529

John Peters
2425 NE. 65th Ave.
Vancouver, WA 98668-2529

Jerry Storie
2425 NE. 65th Ave.
Vancouver, WA 98668-2529

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:

N/A

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.

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.

Dakota Anderson
2425 NE 65th Avenue
Vancouver, WA 98668
(360) 773-7382 Dakota.Anderson@c-tran.org