



APPRENTICESHIP PROGRAM STANDARDS
adopted by

PACIFIC POWER & LU 125 JATC

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

ESTIMATOR

17-2071.00

6000 HOURS

LINEMAN

49-9051.00

6000 HOURS

METER TECHNICIAN

49-9012.01

6000 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

APRIL 17, 2025

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Permanent Registration

By: MARK RIKER

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.

Sponsor Introductory Statement (Required):

The following Standards of Apprenticeship have been prepared by representatives of the Pacific Power & LU 125 Joint Apprenticeship and Training Committee, assisted by the

**Department of Labor and Industries Apprenticeship Consultant, Apprenticeship Section.
When approved and registered with the Washington State Apprenticeship and Training Council, these standards will govern the training of all apprentices in this company.**

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 geographical area covered by these Standards will be the service territory covered by the Walla Walla, Sunnyside, and Yakima districts of Pacific Power and Light.

II. MINIMUM QUALIFICATIONS:

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

Age: **Applicants for apprenticeship must be 18 years of age or older.**

Education: **High school graduates or High School Equivalent.**

Physical: **Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations and without endangering the safety or health of co-workers throughout the term of the apprenticeship agreement.**

**Lineman- Ability to lift in excess of 75 pounds with both hands, and pushing and pulling in excess of 100 pounds of exertion and force.
Physical assessment conducted by committee appointed evaluator.**

Testing: **For the occupation Lineman only: Achieve a passing score of 5 on the National Joint Apprenticeship Training Committee Electrical Aptitude Test.**

For the occupation Estimators only: Achieve a passing score of 6 on the National Joint Apprenticeship Training Committee Electrical Aptitude Test.

For the occupation Meter Technician only: Achieve a passing score of 7 on the National Joint Apprenticeship Training Committee Electrical Aptitude Test.

Other: **For the occupation Lineman only: They shall have served a minimum of 6 months but not more than 2 years in the Apprentice Qualified position. Have a valid CDL Class A drivers license and maintain a satisfactory driving/accident record.**

For the occupation Meter Technician only: Must have a valid driver license.

For the occupation Estimators only: They shall have served a minimum of 6 months but not more than 2 years in the Apprentice Qualified position. Must have a valid driver license.

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. Apprenticeship openings will be posted online on the Career Page as they become available at <https://careers.pacificcorp.com> and on the bulletin boards in common areas at PacifiCorp.**
- 2. Applications are available online at <https://www.pacificpower.net/about/careers.html>
Applications must be completed and submitted online.**
- 3. The committee shall select the apprentices from those employees within PacifiCorp who answer the posting. If no internal employees apply then**

external applications may be considered for the open apprenticeship position.

4. **Applicant must achieve a passing score on NJATC Aptitude Test as follows:**
 - **Lineman occupation minimum passing score of 5**
 - **Estimator occupation minimum passing score of 6**
 - **Meter Technician occupation minimum passing score of 7**
5. **Interviews will be scheduled for applicants that meet the minimum qualifications for the apprentice occupation.**
6. **Interviews:**
 - a. **The interviewers shall have in their possession for each applicant: Application form, relevant documentation of education, and the applicant's NJATC test score.**
 - b. **Each applicant shall be interviewed individually.**
 - c. **After a brief introduction, the interviewing committee will ask questions to find out as much as possible about the applicant's capacity to participate in apprenticeship.**
 - d. **Questions will be for evaluation purposes focused on work experience, mechanical/technical abilities, and motivation to complete the program.**
 - e. **Evaluation must be based on industry standards needs and not by comparison with other applicants.**
 - f. **Evaluation of interview will be based on scale of 0-5 with 0 being unacceptable and 5 being excellent on each topic.**
 - g. **All applicants will be asked the same questions. On a case by case basis, different follow-up questions may be asked.**
7. **The Committee will determine the number of openings prior to holding interviews.**
8. **Remaining applicants will be placed in a ranked pool and retained for two years based on interview scores, physical assessment scores if applicable (Lineman occupation only) and NJATC examination scores. The pool of remaining eligible applicants will be re-ranked upon completion of each interview cycle.**

B. Equal Employment Opportunity Plan:

1. **Distributing information about the nature of apprenticeship programs, program admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal employment opportunity policy of the sponsor.**
2. **Participating in workshops conducted by employment service agencies, school districts, and community-based organizations to increase apprenticeship program awareness of apprenticeship opportunities.**
3. **To develop and maintain positive relations with state employment centers and community organizations representing minorities, women, disabled persons, and veterans.**

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 shall be three (3) years or 6000 hours of reasonably continuous employment. Two thousand hours of work per year will be minimum amount considered as 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].

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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.
- C. **The first six months or 1000 hours of work of the term of apprenticeship shall be considered probationary. During this period the continued employment as an apprentice shall be entirely at the option of the JATC.**

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.
- 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 the occupation of Lineman only:

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

The ratio of apprentices to journey-level worker shall not be more than one (1) apprentice to one (1) journey-level workers on the jobsite or shop for Step 3 through Step 6. An apprentice shall work under the supervision of a journey-level worker as per the bargaining agreement and past practice.

2. For the occupations Meter Technician and Estimator only:

The ratio of apprentices to journey-level worker shall not be more than one (1) apprentice to the first one (1) journey-level worker on the jobsite or shop. Additional apprentices are authorized at a ratio of one (1) apprentice for each additional two (2) journey-level worker(s). An apprentice shall work under the supervision of a journey-level worker as per the bargaining agreement and past practice.

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. Estimator, Lineman and Meter Technician

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 – 1000 hours (0 – 6 months)	73%
2	1001 – 2000 hours (7 – 12 months)	76%

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3	2001 – 3000 hours (13 – 18 months)	80%
4	3001 – 4000 hours (19 – 24 months)	84%
5	4001 – 5000 hours (25 – 30 months)	87%
6	5001 – 6000 hours (31 – 36 months)	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.

<u>A. Estimator:</u>	<u>Approximate Hours</u>
1. OJT study of specifications and procedures for construction of overhead and underground transmission, distribution systems and substations.....	900
2. Prepare estimates that include labor, materials, transportation, and overheads.....	1500
3. Make sketches and maps as directed and perform joint use work in the office and in the field	1350
4. Perform field surveys and prepare rights of way and crossing permits.....	940
5. Prepare contracts and agreements for line extension charges. Follow up with the customers	670
6. Crew Time will work side by side with other linemen apprentices following their processes. Crew Time will not include any hot time	640
	Total Hours: 6000

<u>B. Lineman:</u>	<u>Approximate Hours</u>
<u>OVERHEAD</u>	
1. Poles, structures, arms, guys, and anchors	1200
2. Conductors and insulators	500

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3. Switches and cutouts	200
4. Transformers, capacitors, regulators, and reclosures	800
5. Servicedrops, laterals, and lighting.....	450
6. Other linework-related processes, which may be deemed necessary by the committee	650
This category may include safety, cross training, equipment and tool training.	
7. Hot work.....	750
Hot work shall be approximately 24% of the first four (4) categories.	

UNDERGROUND

1. Conduits, ducts, and vaults	50
2. Conductors, terminators, stress cones, elbow, splices, switches and cutouts, transformers, and street lights	525
This category includes the pulling and terminating of both primary and secondary cables.	
3. Fault identification, location, and repair	275
This shall include both primary and secondary.	
4. Other linework related processes that may be deemed the committee.....	600
This may include underground locating, mapping, switching and cable identification	

Total Hours: 6000

C. Meter Technician:

Approximate Hours

1. Repair, test and install single-phase and polyphase watt-hour Meter	2000
2. Repair, test and install demand registers and demand meters	1000
3. Meter shop work and record keeping	400
4. Repair, test and install recording meters, instruments, Pulse-transmitting and pulse receiving devices	500

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5. Test and install instrument transformers and associate
Metering700
6. Test connections to watt-hour metering, reactive metering and
to instrument transformers with ratio verification100
7. KVAR, DVA, KQ phase angle and other special tests.....300
8. Other meterman related work processes as may be deemed
necessary by the employer.....1000

Total Hours: 6000

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):

(X) Supervised field trips

(X) Sponsor approved training seminars (specify): **as approved by the Committee**

(X) Sponsor approved online or distance learning courses (specify): **as approved by the Committee**

(X) State Community/Technical college

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☐ Private Technical/Vocational college

☐ Sponsor Provided (lab/classroom)

☒ Other (specify):

**Camp Rilea Apprentice Lineman's School, Company
Technical Training Center. Other classes/course as approved by the
Committee.**

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:

None

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. An apprentice may feel free to discuss questions, suggestions, or complaints relating to apprenticeship with the Apprenticeship Coordinator, or any member of the Joint Apprenticeship Committee. The apprentice may appear before the Committee on any matter relating to his or her apprenticeship.
- b. The Committee will discuss progress or lack of it with the apprentice as needed. In case of failure of the apprentice to fulfill the obligations of safety-related instruction or on-the-job performance, the Committee shall have the authority to suspend or revoke the apprentice's agreement or withhold the apprentice's advancement. The Company and Union agree to carry out the instruction of the Committee in these cases. The apprentice agrees to abide by the determination of the Committee.
- c. The Committee will certify to the Union for examination all apprentices who satisfactorily complete the apprenticeship program.
- d. The Committee will certify to the Registration Agency and request completion certificates for all that complete the program satisfactorily.
- e. The Committee will consider questions concerning the registration, cancellation and de-registration of the program. Such action will only be taken with a two-thirds vote of the Committee. Modifications or amendments in the program will be submitted promptly to the agency and the Washington Department of Labor and Industries, Apprenticeship Section.
- f. The Committee will supply the Company, the Union, and the Washington Department of Labor and Industries, Apprenticeship Section with copies of minutes and other appropriate reports and correspondence as needed.

g. CREDIT FOR EXPERIENCE/ADVANCED STANDING

1. REQUIREMENTS:

Experience: Have previous applicable vocational, trade and similar kinds of formal technical training and/or previous employment experience directly related to the apprenticeship. Apprentices must submit documentation certifying the content and successful completions or performance in the program or work experience.

AND/OR

Performance: Have demonstrated unusual (advanced) performance evidenced by task progress reports, interpersonal skills reports, and solicited letters from the foreman, chiefs, senior and/or journey level workers who have worked directly with the apprentice. Any other relevant information presented to the Committee may also be considered.

2. ASSESMENT/AWARD

Assessment may be made at any time during the apprenticeship if applicable experience and/or performance have been acquired or shown. Directly related non-company experiences or credit for performance may be considered. The Committee will assess the value of the previous training and/or experience and award the amount of advanced standing it judges appropriate. Awards will be made in three (3) month increments.

Enroll apprentices with credit or advanced standing as determined in the preceding paragraphs into the program of related training in as practical a way as possible, considering all factors such as the development of the apprentice and the facilities reasonably available. An apprentice enrolled in any step shall be required to complete a minimum of 144 hours of related instruction in any year.

h. THE COMPANY SHALL:

- 1. Appoint 3 representatives to the Joint Apprenticeship Committee.**
- 2. Supply assistance to the Committee in the development of programs of instruction for apprentices.**
- 3. Instruct the apprentice in safe and healthful work practices, both on the job and in related instruction, and shall insure that the apprentice is trained in facilities and other environments that are in compliance with either the occupational safety and health standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970, or State standards that have been found to be at least as effective as the Federal standards.**
- 4. Provide the apprentice with such on-the-job supervision, experience, and instruction as is reasonably necessary to develop skillful, practical, competent craftworkers. The schedules of work for the venous trades listed in item 8 "Work Processes" shall be the basic guide for assignment of work to apprentices.**

5. Pay all apprentices according to the wage scale established by the current Union agreement.

i. **THE UNION SHALL:**

1. Appoint 3 representatives to the Joint Apprenticeship Committee.
2. Conduct its efficiency examinations promptly after certification by the Joint Apprenticeship Committee.
3. Notify the Company of the results of the examination so that the apprentice's record may be complete.

j. **RECORDS:**

Each apprentice shall maintain a monthly time report. The apprentice shall list daily, the number of hours worked on each work process. Where there is no free time to complete this record on Company time, it will be done on the apprentice's own time without compensation. The time reports shall be verified by the apprentice's supervisor and shall be submitted to the Apprenticeship Coordinators office at the end of each month. The journey level worker, foremen, instructors and supervisors responsible for the apprentice, shall submit periodic written progress reports and evaluations as required by the Committee. The Apprentice Coordinators office shall maintain a cumulative record for each apprentice, showing the progress in acquiring knowledge of the various skills involved in the training, together with such other information as may be necessary to provide an adequate apprenticeship record. Apprenticeship records shall be maintained for no less than five years.

B. **Disciplinary Procedures**

1. The obligations of the Sponsor when taking disciplinary action are as follows:
 - a. The Sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The Sponsor will inform all apprentices of their rights and responsibilities per these Standards.
 - b. The Sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The Sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the Sponsor will become effective immediately.

2. The Sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The Sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the Sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - 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:

None

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

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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.
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:

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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 on 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 completed forms 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 Apprenticeship 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

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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 (if applicable)
 - 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 and/or
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation

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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.
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.

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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:

The Joint Apprenticeship Committee shall be comprised of 4 (four) PacifiCorp employer and 4 (four) employee members of I.B.E.W. LU 125 to represent the training program.

- a. Quorum: **See above**
- b. Program type administered by the committee: **Individual Joint**
- c. The employer representatives shall be:

**Randy Swearingin, Chair
650 E. Douglas
Walla Walla, WA 99362**

**John Hodkinson
500 N. Keys Road
Yakima, WA 98901**

**Shane Sisson
500 N. Keys Road
Yakima, WA 98901**

**Kyle Layman
500 N. Keys Road
Yakima, WA 98901**

**Tyler Andreatta, Alternate
500 N. Keys Road
Yakima, WA 98901**

- d. The employee representatives shall be:

**Randy Key, Secretary
650 E. Douglas
Walla Walla, WA 99362**

**Sterling McLavey
500 N. Keys Road
Yakima, WA 98901**

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**Norman Lee Cole
500 N. Keys Road
Yakima, WA 98901**

**Allison Barlow
500 N. Keys Road
Yakima, WA 98901**

**Christoffer Gorman, Alternate
500 N. Keys Road
Yakima, WA 98901**

**Eric Breza, Alternate
650 E. Douglas
Walla Walla, WA 98362**

F. Plant programs

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

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

None

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.

**Paxton Hickey, Apprenticeship Program Manager
63820 Clausen Drive
Bend, OR 97703**