



# WASHINGTON STATE APPRENTICESHIP AND TRAINING COUNCIL

## ADMINISTRATIVE POLICY

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**TITLE:** Apprenticeship Preparation Program Recognition

**NUMBER:** 2012-03

**ISSUED:** April 19, 2012

**CHAPTER:** [49.04.160 RCW](#)

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### ADMINISTRATIVE POLICY DISCLAIMER

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

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 This document will remain in effect until rescinded, modified, or withdrawn by the Washington State Apprenticeship and Training Council.

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This policy establishes the process through which education-based preparatory programs can seek and obtain formal recognition from the Washington State Apprenticeship and Training Council (WSATC) for their efforts to link students to registered apprenticeship opportunities in accordance with chapter 49.04.160 RCW. Furthermore, the WSATC believes apprenticeship produces highly skilled workers and contributes to the economic vitality of the state. This effort attempts to ensure that all who are interested have access to information about recognized pathways to registered apprenticeship programs and equal opportunity to participate in them.

### **Definitions:**

*Registered apprenticeships* are a combination of on-the-job training (OJT) and related supplemental instruction (RSI) under the supervision of a journey-level craft person or trade professional in which workers learn the practical and theoretical aspects of a skilled occupation. Registered apprenticeship programs are regulated by the WSATC.

*Apprenticeship preparation programs* are education-based programs endorsed by one or more registered apprenticeship sponsors and focus on educating and training students to meet or exceed minimum qualifications for entry into apprenticeship programs upon graduation.

*Direct-entry* is an option under registered standards of apprenticeship whereby sponsors as defined in Chapter 296-05-003 can enter into agreements with preparatory program(s) to allow for a student, upon successful completion, to be accepted and registered as an apprentice. Direct entry options are intended to ensure a diverse pool of qualified applicants entering registered apprenticeship programs.

*Education based* preparatory programs are school based, pre-employment training programs preparing individuals to successfully compete for registered apprenticeship openings. These programs may also connect individuals to entry level work in an industry while they await apprenticeship openings.

*Apprenticeship Articulation Agreements* are agreements that spell out the commitment between preparatory and local apprenticeship programs toward providing a defined pathway to registered apprenticeship up to and including direct entry options. Many articulation agreements result in preparatory program completers receiving "preferred consideration" in the apprenticeship program application process.

### **WSATC Review Criteria:**

The Washington State Apprenticeship and Training Council in cooperation with the Washington State Apprenticeship Coordinator's Association, Office of the Superintendent of Public Instruction (OSPI), the State Board for Community and Technical Colleges, the Work Force Training and Education Coordinating Board, and other interested stakeholders recognize industry knowledge, expertise and formal connections are the core of a good apprenticeship preparation program.

Therefore the following criteria shall be used to review requests for apprenticeship preparation program recognition (note: the following list is presented as a guide and should not be construed as all inclusive or minimally required, understanding there is great variability among programs):

- *Evidence of a communication plan* demonstrating the program's working relationship with one or more registered apprenticeship programs in the development of elements such as curriculum, class activities, evaluation methods, and teaching techniques.
- *The program incorporates safety training.* Safety training on all aspects of the job – from tool use, to hazard recognition, fall protection and personal protective equipment – is critical both in the preparatory program and on a jobsite. Most students will need to learn more specific skills once they enter an apprenticeship, but they should be taught the basics of workplace safety and health.
- *Focus on employability* - Incorporate basic workplace skills such as showing up on time, wearing the right clothes, bringing a lunch, working on a team and being responsive to a supervisor. Show evidence of communication with the registered apprenticeship program(s) about expectations and practices on the job site or within a given occupation, and how these practices are incorporated into the preparatory program.
- *Physical fitness* - Incorporate into the preparatory program physical work that will be done in the apprenticeship career path, so students will be physically prepared. May include stretching, strength, flexibility and cardiovascular conditioning to the extent necessary for the trade or occupation the student is pursuing.

- *Math skills* - Evidence of applied mathematical concepts relevant to the level of math the student will need to meet or exceed minimum qualifications and be a successful candidate in the apprenticeship program. Applied math concepts should identify common scenarios involving math for the trade or occupation to use in the classroom.
- *Program participant population* - detailed description of the tools and activities used to recruit and retain students, and how underrepresented populations are encouraged to enroll in the program.
- *Formal agreement with Registered Apprenticeship Program(s)* - Also referred to as an Articulation Agreement. Such an agreement, between the authorized preparatory program representative and one or more local apprenticeship sponsors, is required as part of this application. The agreement details how the student will be prepared to meet/exceed minimum qualifications and compete for or receive direct entry into the registered apprenticeship program.

**Recognition Request Procedures:**

1. All requests for recognition must be received 45 calendar days prior to the next regularly scheduled Washington State Apprenticeship and Training Council quarterly meeting. Mail or email requests to:
  - a. Washington State Apprenticeship & Training Council  
Attn: Program Manager, Apprenticeship Section  
PO Box 44530  
Olympia, WA 98504-4530; or, Email: [apprentice@lni.wa.gov](mailto:apprentice@lni.wa.gov)
  - b. A letter of endorsement from a Registered Apprenticeship Program(s) must accompany the request. This endorsement should indicate the preparatory program is designed to provide quality instruction and related work preparation experience resulting in graduates meeting or exceeding the minimum qualification standards of the apprenticeship program(s).
2. A program packet addressing the WSATC review criteria as listed above and includes the following information:
  - a. *Request Letter* identifying the need for the pre-apprenticeship program and the target population. Include an overview, clearly describing the program and the organization operating the preparatory training.
  - b. *Program Outcomes* - Provide a description of the desired outcomes or what program participants will accomplish through successful completion of the program.
  - c. *Course/Curriculum Outline* - This is an overview of the academic and manipulative portions of the program. Individual course descriptions, class hours and measurement tool(s) used to determine successful completion of classes should be provided in this section.

- d. *Participant Population* - What are the demographics of the intended program participants? What are the tools and activities used to recruit students, and how are underrepresented populations encouraged to enroll in the program?
3. Department of Labor and Industries staff will review the request and supporting documentation, place the timely request on the quarterly agenda and make a recommendation to the WSATC for their consideration. The WSATC will:
  - (a) Recognize the preparatory program for a period of three (3) years and publish the results for public review;
  - (b) Deny the request for recognition and provide the reasons therefore; or
  - (c) Require additional information for reconsideration of the request at the next regularly scheduled meeting.

**Recognition Continuance:**

1. The Washington State Apprenticeship & Training Council will recognize approved preparatory programs for a period of three (3) years.
  - (a) During this time the WSATC in cooperation with staff at the Department of Labor and Industries will promote the preparatory program.
  - (b) Apprenticeship section staff will be available to assist with registered apprenticeship program connections with the goal to expand apprenticeship opportunities for preparatory program students.
2. If a preparatory program wishes to continue recognition through the WSATC, program administrators must reapply for continued recognition prior to the end of the three year period. Include the following in the application for continued recognition:
  - (a) Program demographics to include but not limited to the following:
    - i. Number of students successfully completing the preparatory program.
    - ii. Number of program completers registered as apprentices during the time period.
    - iii. Program participant demographic characteristics. Please include information on recruitment and retention of underrepresented populations.
  - (b) Program and curriculum updates - include relevant information regarding continuous improvement measures.
  - (c) A letter of continued endorsement from a Registered Apprenticeship Program(s). This endorsement should indicate the preparatory program continues to provide quality instruction and related work preparation experience producing qualified applicants for registered apprenticeship who meet or exceed minimum qualifications.
3. The WSATC reserves the right to discontinue formal recognition at the request of the preparatory program or if valid evidence is presented demonstrating the preparatory program in question is not operating in a fashion consistent with its' application for recognition.