



**APPRENTICESHIP PROGRAM STANDARDS
adopted by**

FRONTIER APPRENTICESHIP & TRAINING

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
INSIDE ELECTRICIAN(01)	47-2111.00	8000 HOURS
LOW VOLTAGE ELECTRICIAN(06)	49-2022.00	6000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention and Labor Standards
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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Permanent Registration

By: MARK RIKER
Chair of Council

By: CHRIS BOWE
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.

*All sponsor inserted language must meet or exceed minimum requirements as established in the Inside Wireman (01) Minimum Guideline Standard.

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Sponsor Introductory Statement (Required):

Frontier Apprenticeship & Training focuses on excellence in construction, leadership and personal skills development. These Standards assure that every apprentice is on the path to a successful career as a journey level electrician.

These Standards, created in partnership with Washington State Department of Labor & Industries, outline the program for training apprentices in the electrical trade; along with professionalism, safety, installation and service.

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 WSATC may consider the ability to deliver RSI, demonstrated work history, and history of adherence to electrical rules and laws in the proposed Geographic Area.

The area in which these Standards will cover shall be the state of Washington counties: Clark, Cowlitz, Skamania, Lewis.

II. MINIMUM QUALIFICATIONS:

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

Age: **Meet the minimum age requirement of 18 at the time of application. Proof of age required. Must provide evidence of minimum age respecting any applicable WA state laws or regulations.**

Education: **Must be a high school graduate from a school accredited by a State Education Agency, or one of the following:**

- **Have a qualifying GED score of 2500 (minimum score of 250 if taken before 2002)**
- **High School Equivalency score of 600 or higher if taken after January 1, of 2014.**
- **Have a two-year Associate Degree or higher from a school accredited by a State Education Agency**
And;
- **Show evidence of successful completion of: 1 full year of high school Algebra with a passing grade of “C” or better.**

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- Physical: **Applicants will be physically and mentally capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.**
- Testing: **NONE**
- Other: **A. Applicants shall submit all required application documentation within thirty (30) days of date of application. Applicants not completing documents within (30) days will be required to reapply.**
- B. Proof of WA State driver's 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. Applications are accepted at the Frontier Apprenticeship & Training facility year round, unless otherwise determined by the Committee.**
 - a. 7217 NE 99th Street
Vancouver WA 98662**
- 2. All applicants will need to sign into a logbook called- Record of Apprentice. Applicants will be assigned an Apprentice Applicant Number (AAN) that will correspond with all future documentation throughout their training.**
- 3. Interviews will be scheduled for applicants that pass the minimum qualifications, but not more than one time per month.**
- 4. The Committee will determine the number of openings prior to holding interviews.**

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5. Remaining applicants will be placed in a ranked pool and contacted to determine their continued eligibility and willingness to work.
 - a. The pool of remaining eligible applicants will be re-ranked every 6 months.

 6. **Interviews:**
 - a. The interviewers shall have in their possession for each applicant: Application form, relevant documentation of education, and proof of date of birth.
 - 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 their capacity to participate in apprenticeship.
 - d. Questions will be for evaluation purposes focused on work experience, mechanical/technical abilities, 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. In the event of a tie, educational transcript GPA will be used to rank those tied.
 - g. All applicants must be asked the same questions.

 7. **Exceptions:**
 - a. When an employee of Frontier Electric meets the above minimum qualifications and submits a completed apprenticeship application, they may receive direct entry into the program at the discretion of the committee.
- 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 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. Cooperating with local school districts, vocational education systems, and school employees to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.
 4. Increasing awareness of a sponsor's equal opportunity policy within the sponsor's organization. The goal of this increased awareness within the sponsor's organization is to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, employers, and members.

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This is to encourage the necessary active assistance in achieving the program's obligations required by these rules.

- 5. Encouraging the development and use of programs for apprenticeship preparation education or other work related experiences that prepare candidates for apprenticeship.**

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 inside electrician shall not be less than 8000 hours of reasonable continuous employment.

The term of apprenticeship for low voltage electrician shall not be less than 6000 hours of reasonable continuous employment.

V. INITIAL PROBATIONARY PERIOD:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During the 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.

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- 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.

During the initial probationary period, the Committee shall make a thorough review of the apprentice's ability and development.

Inside Electrician:

The first one thousand-six hundred (1,600) hours of employment shall constitute the initial probationary period or one year from date of registration, whichever occurs first.

Low Voltage Electrician:

The first one thousand (1000) hours of employment shall constitute the initial probationary period or one year from date of registration, whichever occurs first.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the scope of work being performed, to ensure safety and training in all phases of the work. Inside Wireman apprentices may be supervised by a certified master journey level electrician, journey level electrician, or master specialty electrician working in their specialty, or specialty electrician working in their specialty. In no case shall specialty electricians supervise more than 4000 hours of the 8000 hour term.

- 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 exception to the rules and/or policies stated in this section must be approved by the WSATC.

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- 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:

Low Voltage Electrician-06:

Two (2) apprentices may be employed for each one (1) journeyman as is consistent with the Department of Labor & Industries Electrical Licensing Section. At no time shall the ratio exceed two (2) apprentices to one (1) journeyman on each jobsite.

Inside Electrician -01:

The employer is allowed a ratio of one (1) apprentice to one (1) journey-level worker per job site.

At no time shall the ratio of apprentices to journey-level workers exceed 1:1, unless the following condition is met;

Apprentices with a minimum of 7,000 hours of OJT will be allowed to work without the direct supervision of a journey-level person provided that they have been issued a six-month, nonrenewable, unsupervised electrical training certificate by the Washington State Labor and Industries Electrical Section. Such apprentices will not be counted for the purposes of a ratio calculation nor be allowed to supervise other apprentices.

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.
- 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:

Inside Electrician

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0-1000 hours	40%
2	1001-2000 hours	45%
3	2001-3000 hours	50%

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4	3001-4000 hours	56%
5	4001-5000 hours	62%
6	5001-6000 hours	69%
7	6001-7000 hours	76%
8	7001-8000 hours	86%

1. Inside Electrician apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.

*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.

Low Voltage Electrician

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0-1000 hours	45%
2	1001-2000 hours	50%
3	2001-3000 hours	56%
4	3001-4000 hours	65%
5	4001-5000 hours	70%
6	5001-6000 hours	80%

1. Limited Energy Electrician apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.

*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.

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

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process descriptions pertain to the occupation being defined. In no case shall work hours in commercial and industrial be less than 4000 cumulative hours for the term of apprenticeship.

A. INSIDE ELECTRICIAN	<u>Approximate Hours/Competency Level</u>
1. RESIDENTIAL- wiring of residences, duplexes, and small apartment buildings and necessary pre-fabrication and preparation	1500
2. COMMERCIAL- wiring of public commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary pre-fabrication and preparation	3000
3. INDUSTRIAL- wiring of all industrial buildings and equipment; the maintenance, repair and alteration of the same; and necessary pre-fabrication and preparation.....	2000
4. SPECIALIZED SYSTEMS- wiring of systems which include; sound data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television programmable controllers, and nurse call systems.	1500
Total Hours/# of Competency Levels:	8000

B. LOW VOLTAGE ELECTRICIAN	<u>Approximate Hours/Competency Level</u>
1. Limited energy installations, including: Cables and supports, wire pulling, splices, conduit, flex tray and duct, controls, wiring devices, removal and finish work, stock room and materials, overhead and underground.....	2750
2. Troubleshooting and maintenance	500
3. Occupation specific applications, including:	2750
a. Communications systems, including intercom, data telecommunication, paging, fire alarm, access control.	
b. Specialized control systems, including HVAC.	
Total Hours/# of Competency Levels:	6000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in RSI shall not be considered as hours of work and the apprentice is not required to be paid.

RSI must be provided in safe and healthy conditions as required by the Washington Industrial Safety and Health Act and applicable federal and state regulations.

Hours spent in RSI are reported to L&I each quarter. Reports must show which hours are unpaid and supervised by a competent instructor versus all other hours (paid and/or unsupervised) for industrial insurance purposes.

For purposes of coverage under the Industrial Insurance Act, the WSATC is an employer and the apprentice is an employee when an unpaid, supervised apprentice is injured while under the direction of a competent instructor and participating in RSI activities.

If apprentices do not attend required RSI, they may be subject to disciplinary action by the sponsor.

A. The methods of related/supplemental training must be indicated below (check those that apply):

Supervised field trips (only in excess of the required 144 minimum classroom hours)

Sponsor approved training seminars (must be supervised by competent instructor - specify):

- **Safety trainings.**
- **Subject Matter Expert presentations.**
- **Requests for seminars not already preapproved must be submitted in writing to the Committee 90 days prior to the seminar.**

Sponsor approved online or distance learning courses (only in excess of the required 144 minimum classroom hours-specify)

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

- **Frontier Apprenticeship & Training will provide classroom & lab facility:**

**7217 NE 99th Street
Vancouver WA 98662**

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(X) Other (specify):

- **Industry related video.**
- **Industry related material supplier training.**

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

- () Twelve-month period from date of registration.*
(X) Defined twelve-month school year: **September** through **June**.
() 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:

1. **Inside Wireman:** The 144 hours identified above shall be 144 hours/year of competent instructor led classroom instruction (“must” include lab or hands-on instruction)
 - a. This requirement includes a minimum of 720 RSI hours over the term of apprenticeship under the same conditions.
 - b. On-line would not be excluded as a delivery method but could only be offered for hours over the 144 annual minimum/720 cumulative total.
 - c. **RSI Annual Totals: Year 1 - 184; Year 2 – 180; Year 3 – 182; Year 4 – 188
TOTAL = 734**
2. **Low Voltage Electrician:** The 144 hours identified above shall be 144 hours/year of competent instructor led classroom instruction (“must” include lab or hands-on instruction)
 - a. This requirement includes a minimum of 432 RSI hours over the term of apprenticeship under the same conditions.
 - b. On-line would not be excluded as a delivery method but could only be offered for hours over the 144 annual minimum/432 cumulative total.
 - c. **RSI Annual Totals: Year 1 – 146; Year 2 – 146; Year 3- 145 TOTAL = 437**
3. RSI plans shall be updated by the sponsor every five years or as requested by the department to ensure compliance with these standards.
4. Competent Instructor qualifications shall include the following:
 - Meets requirements of WAC 296-05-003, excluding the Journey Level Experience requirement
 - Meets requirements of WAC 296-46B-970, excluding the following:
 - o Manufacturer/Vendor representative when not accompanied by Competent Instructor
 - o Electrical Administrator with no Journey level trade qualification

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Safety Instruction is included in every quarter's curriculum of this trade.

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. **Apprentice performance reviews will be done every mid-term of each year for progress alignment. Reviews will be done by Instructors, co-workers and employer supervisor.**
 - B. **Apprentice shall have no less than 85% attendance in RSI for each term year excluding extenuating circumstances as determined by the Sponsor.**
 - C. **It is the responsibility of the apprentice to have reliable transportation to attend class and scheduled labs.**
 - D. **Proof of WA State driver's license shall be maintained throughout the duration of the apprenticeship.**
 - E. **Apprentices must report their hours to the Sponsor no later than the 10th of each month for the previously worked month.**
 - F. **Requirements for advancement are:**
 - a. **Minimum 85% attendance for each term.**
 - b. **Minimum 70% average grade for classes and labs.**
 - c. **Minimum work experience hours per wage scale reported timely.**
 - d. **Minimum 'meets expectations' review from employer and journey level workers.**

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- G. Apprentices are required to take the State level examination within 30 days of being approved for examination by the Department and report results to the Sponsor. Any apprentice who fails the exam will be required to engage in additional study as determined by Sponsor and retake and pass exam within 120 days of completing their OJT and RSI requirements.**
- H. The Committee may, at any time, rotate an apprentice who is not receiving proper training or for any reason the Committee feels will benefit the apprentice.**

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.

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- 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:
Failure to maintain employment with Frontier Electric shall result in cancellation of the apprenticeship agreement.

Frontier Apprenticeship & Training- Facility & Student Code of Conduct

- A. **SAFETY**. Safe behavior is an absolute expectation. Unsafe behaviors that include words, actions, intent, or playing will not be tolerated.
 - B. **HONESTY**. All apprentices will be expected to be honest in their class work, labs, and working job sites. Honesty is a choice that will keep a SAFE working environment for all learning at every level. Dishonest work in any of these areas may lead to dismissal from Frontier Apprenticeship & Training.
 - C. **CLEANLINESS**. A safe job site is a clean job site. This includes learning areas for apprentices. All class rooms will be maintained and kept clean. All lab areas will be kept clean from hazards that may cause danger.
 - D. **RESPECTFUL**. Frontier Apprenticeship & Training facilities are non-smoking facilities. Physical/verbal abuse, harassment of any type toward Frontier Apprenticeship & Training staff, fellow classmates, or instructors will not be tolerated. Violation of this may result in disciplinary action by the apprenticeship committee.
- 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.

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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.
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 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.

Or;

Sponsors shall submit required forms/reports through the Apprentice Registration and Tracking System (ARTS), accessed through Secure Access Washington (SAW).

Paper forms as well as ARTS external access forms are available from the sponsor's assigned apprenticeship consultant or online at:

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp>.

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

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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 45 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:

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

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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.
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

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approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.

3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

E. Committee governance (if applicable): (see WAC 296-05-009)

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The sponsor must also provide the following information:
 - a. Quorum: **A quorum shall consist of four (4) members’ minimum with equal representation from employer and employee representatives.**
 - b. Program type administered by the committee: **Individual Non-Joint**
 - c. The employer representatives shall be:

Adrian Bryce, Chair
7217 NE 99th Street
Vancouver WA 98662

Larry Gibson
7217 NE 99th Street
Vancouver WA 98662

- d. The employee representatives shall be:

Tom Carver, Secretary
7217 NE 99th Street
Vancouver WA 98662

Steven Terry
7217 NE 99th Street
Vancouver WA 98662

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

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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.

**Adrian Bryce Training Director
Frontier Apprenticeship & Training
7217 NE 99th Street
Vancouver WA 98662**