



STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES

Apprenticeship Section – (360) 902-5320
PO Box 44530, Olympia, Washington 98504-4530

DEPARTMENT TECHNICAL REVIEW

DATE: June 17, 2019
TO: Washington State Apprenticeship and Training Council
FROM: Chris Bowe, Assistant Director/Secretary of the Council

FOR NEW STANDARDS (PROVISIONAL REGISTRATION)

Department of Social & Health Services Trades Apprenticeship Program		
Maintenance Carpenter	47-2031.01	48 Months
Maintenance Painter	47-2141.00	36 Months
Maintenance Plumber	47-2152.02	60 Months

Department's technical review:
Meets criteria established by Chapter 49.04 RCW and Chapter 296-05 WAC.

Agenda Item No. 7

cc: Evan Hamilton, Apprenticeship Consultant





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By Evan Hamilton at 1:57 pm, May 16, 2019

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STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
FACILITIES, FINANCE AND ANALYTICS ADMINISTRATION
CONSOLIDATED MAINTENANCE & OPERATIONS
1115 SE Washington Street, MS 45848, Olympia, Washington 98504-5848

April 24, 2019

TO: Washington State Apprenticeship and Training Council (WSATC)

FROM: Kellett Sayre, Chair, Apprenticeship Committee
DSHS Trades Apprenticeship Program Committee

SUBJECT: Department of Social and Health Services's Trades Apprenticeship Program

The Consolidated Maintenance and Operations (CMO) is an organization within the Department of Social and Health Services (DSHS) tasked with fulfilling the physical plant needs for its client care facilities including Child Study and Treatment Center, Eastern State Hospital, Fircrest School, Lakeland Village, Rainier School, Western State Hospital, and Yakima Valley School. These facilities provide services to Washington State's most vulnerable people. DSHS-CMO's duty is to ensure the physical plant is in compliance with all applicable codes and regulations governing these facilities. This ensures we maintain the facilities to a standard conducive to the care and treatment of our clients.

Over the course of the next four years, one third of the DSHS-CMO workforce is eligible for retirement. This includes our certified trade's positions. The reality is DSHS-CMO will be hard pressed to meet its mission statement without the expertise of certified trades men and women. Ensuring DSHS has the workforce it needs to accomplish its mission is a fundamental priority. To answer this challenge we face as an organization DSHS-CMO has developed the DSHS Trades Apprenticeship Program.

The DSHS Trades Apprenticeship Program will enable DSHS-CMO to fill our future trade's vacancies with certified trade's personnel, train our own workforce to the standard of this council, supplement our labor needs, and provide opportunities to the residents of Washington State wishing to enter the trade's fields. In addition, this Apprenticeship Program is uniquely positioned to partner with other DSHS sections that cater to specific Washington citizens looking to enter the workforce. These other sections serve at risk youth, the foster system, and retraining programs.

This Apprenticeship has been developed in partnership with the Department of Labor and Industries, Washington Federation of State Employees and current Journey Level DSHS employees that make up the core of the Apprenticeship Committee.

Respectfully,
Kellett Sayre
Kellett Sayre
CMO Director



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By Evan Hamilton at 10:30 am, May 01, 2019

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STATE HEADQUARTERS OFFICE

1212 JEFFERSON ST. S.E., SUITE 300 • OLYMPIA, WA 98501-2332
(360) 352-7603 • 1-800-562-6002 • FAX: (360) 352-7608 • www.wfse.org

April 16, 2019

David D'Hondt, Chair
Washington State Apprenticeship and Training Council
Washington State Department of Labor and Industries
Post Office Box 44530
Olympia, Washington 98504

Dear Mr. D'Hondt:

The American Federation of State, County and Municipal Employees, Council 28 (AFSCME C28/WFSE) recognizes the importance to Washington State, the Washington Department of Social and Health Services (DSHS), and the skilled building trades of the promotion and support for apprenticeship programs in the skilled building trades. AFSCME C28/WFSE has worked with DSHS in collaboration to create the DSHS apprenticeship program and hereby appoints WFSE Field Supervisor, Kurt Spiegel, to the DSHS Apprenticeship Committee to represent the interest of the apprentices and the Union.

Sincerely,

Greg Devereux
Executive Director

C: Kellett Sayre, DSHS

OLYMPIA FIELD OFFICE

906 Columbia St. SW, Suite 500
Olympia, WA 98501
(360) 785-1303
1-800-624-0256
Fax: (360) 786-1338

SEATTLE FIELD OFFICE

6363 7th Ave. S., Suite 220
Seattle WA, 98108-3407
(206) 525-5363
1-800-924-5754
Fax: (206) 525-5366

SMOKEY POINT FIELD OFFICE

16710 Smokey Point Blvd., Suite 308
Arlington, WA 98223-8435
(360) 659-4333
1-800-967-3816
Fax: (360) 657-3336

SPOKANE FIELD OFFICE

222 W. Mission Ave., Suite 201
Spokane, WA 99201-2301
(509) 326-4422
1-800-442-8618
Fax: (509) 326-4424

TACOMA FIELD OFFICE

6003 Tacoma Mall Blvd.
Tacoma, WA 98409-6826
(253) 581-4402
1-800-924-5753
Fax: (253) 581-4404

VANCOUVER FIELD OFFICE

11818 SE Mill Plain Blvd., Suite 202
Vancouver, WA 98684-5090
(360) 735-1115
1-800-967-9356
Fax: (360) 735-1121

YAKIMA FIELD OFFICE

3804 Kern Road, Suite B
Yakima, WA 98902-7301
(509) 452-9855
1-800-439-9855
Fax: (509) 457-1939

Department of Labor & Industries
 Apprenticeship Section
 PO Box 44530
 Olympia WA 98504-4530



REQUEST FOR APPROVAL OF PROPOSED STANDARDS



TO: Washington State Apprenticeship & Training Council

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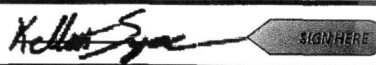
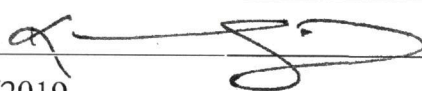
FROM Department of Social & Health Services Trades Apprenticeship Program
NAME OF PROGRAM STANDARDS

Check appropriate box:

Committee Plant OJT

OCCUPATION(S):	HOURS:	SOC #:
Maintenance Carpenter	48 Months	47-2031.01
Maintenance Painter	36 Months	47-2141.00
Maintenance Plumber	60 Months	47-2152.02

Authorized Signatures:

Chair: Kellett Sayre <i>Kellett Sayre</i> 	Approved by: Washington State Apprenticeship & Training Council
Secretary Kurt Spiegel <i>Kurt Spiegel</i> 	Secretary of Council
Date: 4/12/2019	Date:

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ESH 6/13/19

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APPRENTICESHIP PROGRAM STANDARDS
adopted by

DEPARTMENT OF SOCIAL & HEALTH SERVICES TRADES APPRENTICESHIP PROGRAM

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
MAINTENANCE CARPENTER	47-2031.01	48 MONTHS
MAINTENANCE PAINTER	47-2141.00	36 MONTHS
MAINTENANCE PLUMBER	47-2152.02	60 MONTHS



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:

Provisional Registration

Standards Last Amended

Permanent Registration

By: _____
Chair of Council

By: _____
Secretary of Council

DEPARTMENT OF SOCIAL & HEALTH SERVICES TRADES APPRENTICESHIP PROGRAM

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):

Recognizing the continuous advancements in maintenance technologies and the challenge to increase building maintenance efficiency, this program establishes the necessary training

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that leads the successful apprentice to the status of State Certified Journey Level worker in the specified occupations.

These Standards are developed in partnership with Department of Social & Health Services Trades Apprenticeship Program and the Department of Labor and Industries.

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009.

Department of Social & Health Service facilities located in Spokane County and Pierce County.

II. MINIMUM QUALIFICATIONS:

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

Age: **18 years of age**

Education: **High School diploma or 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.**

Testing: **None**

Other: **Must possess a valid Washington 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

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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:

Exempt by reason of selection through the State's Civil Service System WAC 296-05-405(1)(b)(iv)

B. Equal Employment Opportunity Plan:

Exempt by reason of selection through the State's Civil Service System WAC 296-05-405(1)(b)(iv)

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].

Maintenance Carpenter

The term of apprenticeship for Maintenance Carpenter apprenticeship shall be 48 months of reasonably continuous employment.

Maintenance Painter

The term of apprenticeship for Maintenance Painter apprenticeship shall be 36 months of reasonably continuous employment.

Maintenance Plumber

The term of apprenticeship for Maintenance Plumber apprenticeship shall be 60 months of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

WSATC10202016 – (Prog. #)

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(Last Amend Date)

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An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

The initial probationary period is [WAC 296-05-015(22)]:

- A. the period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. the period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.

The initial probation period for Maintenance Plumber is the first 6 months of the apprenticeship.

The initial probation period for Maintenance Carpenter is the first 6 months of the apprenticeship.

The initial probation period for Maintenance Painter is the first 6 months of the apprenticeship.

For all other probationary period regulations see ARTICLE 4.6 of the Collective Bargaining Agreement between WFSE and State of Washington.

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

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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:

There shall not be more than one (1) apprentice to one (1) journey-level workers in each apprentice occupation per jobsite.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington’s minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.
- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.
- C. Wage Progression Schedules

Maintenance Carpenter

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0-6 Months	80%

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2	6-12 Months	82.5%
3	12-18 Months	85%
4	18-24 Months	87.50%
5	24-30 Months	90%
6	30-36 Months	92.50%
7	36-42 Months	95%
8	42-48 Months	97.5%

Maintenance Painter

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0-12 Months	70%
2	12-24 Months	80%
3	24-36 Months	90%

Maintenance Plumber

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0-12 Months	70%
2	12-24 Months	80%
3	24-36 Months	90%
4	36-48 Months	95%
5	48-60 Months	100%

***Based on the General Service Salary Schedule in the Collective Bargaining Agreement between The State of Washington and Washington Federation Of State Employees. Current State Employees accepted into the apprenticeship may have a different wage scale; reference the most current CBA for scale. See Class Code: Plumber Apprentice 621D; Maintenance Painter 620E; Maintenance Carpenter 628E for Apprentice Scale.**

VIII. WORK PROCESSES:

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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.

Maintenance Carpenter

Approximate Hours/Competency Level

1. Framing Layout12 Months
 - a. Floor and Sill Framing
 - b. Wall partition Framing
 - c. Roof Framing
 - d. Joists and laminations
 - e. Lines and levels
 - f. Light Horizontal Framing
 - g. Structural Timber Construction
 - h. Decking and Sheathing
 - i. Trusses
 - j. Sub-flooring
 - k. Backing and cutting
 - l. Estimating lumber quantities

2. Exterior Finishes6.25 Months
 - a. Wall Covering and Trim
 - b. Weather Stripping and Caulking
 - c. Door and Window Frames
 - d. Frame setting and sash framing
 - e. Stair building and layout
 - f. Fit and sand doors and windows
 - g. Gutter
 - h. Shakes

3. Interior finish12 Months
 - a. Drywall
 - b. Cabinet, Fixture Installation and Shelving
 - c. Frame machining, assembly
 - d. Application of door and window trim
 - e. Fit and sand doors and windows
 - f. Application of baseboards and moldings
 - g. Construction and setting cases, wardrobes stair work
flooring
 - h. Paneling Systems, Furring, Soffit and Ceiling
 - i. Floor laying and preparation
 - j. Incidental machine work, saw, jointer and router

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- 4. Forms Work12 Months
 - a. Site Preparation and Layout
 - b. Introduction to Forming and Reinforcing Steel
 - c. Estimating
 - d. Footing
 - e. Wall Forms
 - f. Edge Forms on Grade
 - g. On-Grade Curb Forms
 - h. Vertical Piers and Columns
 - i. Horizontal Beam forms
 - j. Above-Grade Floor Slab Forms
 - k. Slab-on-Grade/Edge Forms
 - l. Fireproof Encasement Forms
 - m. Stair Forms
 - n. Bridge Deck Forms
 - o. Tilt-Up and Pre-Cast Construction
 - p. Scaffolding
 - q. Cutting and Burning
 - r. Installations, assembly, adjustment, door, lock repair
replace/installation

- 5. Tile board, color tile, insulation board, plaster board1.25 Months

- 6. Window and plexy glass replacement1.25 Months

- 7. Blue Print Understanding2 Months

- 8. Miscellaneous.....1.25 Months

Safety, scaffolding, walkways, shoring, sheds, protection, and Roof repairs etc.

- TOTAL:48 Months

Maintenance Painter

Approximate Hours/Competency Level

- 1. Preparation of surfaces (architectural).....5 Months
- 2. Operation and care of tools and equipment3.75 Months
- 3. Materials used in painting and decorating (architectural)2.5 Months

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- 4. Application (architectural).....10 Months
- 5. Wall covering preparation and application.....0.5 Months
- 6. Color matching and mixing.....1 Months
- 7. Taping and Texturing.....1 Months
- 8. Special decorative.....0.5 Months
- 9. Rigging (ladders scaffolding, Boom truck or Scissor lift)1 Months
- 10. Metal preparation (pressure blast, grinding).....1 Months
- 11. Striping parking lots.....5 Months
- 12. Spray painting, airless and spray booth4 Months
- 13. Miscellaneous.....0.75 Months

TOTAL: 36 Months

Maintenance Plumber

Approximate Hours/Competency Level

- 1. Maintenance and repair..... 21 Months
 - a. Domestic hot water systems
 - b. Domestic cold water systems
 - c. Soil and waste systems
 - d. Gas piping and equipment
 - e. Sewage disposal system
 - f. Plumbing fixtures
 - g. Water services and meters
 - h. Backflow assemblies
 - i. Sewer mains, grease traps/interceptors
 - j. Storm water drainage
 - k. Firestop Protection

- 2. Installation..... 21 Months
 - a. Domestic hot water systems
 - b. Domestic cold water systems
 - c. Soil and waste systems
 - d. Gas piping and equipment
 - e. Sewage disposal systems
 - f. Plumbing fixtures

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- g. Water services and meters
 - h. Backflow assemblies
 - i. Sewer mains, grease traps/ interceptors
 - j. Storm water drainage
 - k. Firestop Protection
 - l. The installation and repair of the following types of piping including all joining methods, configurations, and sizes thereof:
 - (1) All plastics including fiberglass and epoxies
 - (2) Fibrous pipe
 - (3) Copper and brass
 - (4) Cast iron and steel
3. Use of tools and materials 6 Months
- a. Testing equipment
 - b. Use and maintenance of tools and equipment
 - c. Job orders, plans and blueprints
 - d. Safety measures and first-aid
 - e. Knowledge and use of materials
 - f. Size and capacity of pipe
4. Operational skills.....12 Months
- a. Lead fabrication
 - b. Welding connected with the trade (soldering, brazing, ect)
 - c. The installation of all piping, equipment and materials commonly used in connection with the trade and under its jurisdiction.
 - d. The above items are suggested only and are not to be construed as mandatory.
- TOTAL 60 Months

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.

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

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

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

Supervised field trips

Sponsor approved training seminars (specify)

Would include, but are not limited to:

- **OSHA 10**
- **CPR/First Aid**
- **CITC Plumbing Continuing Education courses as approved by the Plumbing Licensing Department of L&I**

Sponsor approved online or distance learning courses (specify)

State Community/Technical College

Private Technical/Vocational College

Sponsor provided (lab/classroom)

Other (specify): **CITC**

B. **(See Below)** Minimum RSI hours per year defined per the following [see WAC 296-05-316(6)]:

Twelve-month period from date of registration.*

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

Two-thousand hours of on the job training.

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

C. Additional Information:

Maintenance Painter: 160 Minimum RS hours per year.

Maintenance Carpenter: 160 Minimum RS hours per year.

Maintenance Plumber: 216 Minimum RS hours per year.

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Safety: The Apprenticeship Committee shall provide a four (4) hour CPR and a four (4) hour First Aid class in every year of the apprenticeship.

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:

All Committee members shall be actively participating in the industry as an employer, supervisor, or employee.

During the initial probationary period the Committee shall make a thorough review of the apprentice's ability and development prior to the end of the first 6 months of employment for all occupations listed on these standards.

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.

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- 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:

The employer will not discipline any permanent employee without just cause. Discipline includes oral and written reprimands, reductions in pay, suspensions, demotions, and discharges. Oral reprimands will be identified as such. When discipline and employee, the employer will make a reasonable effort to protect the privacy of the employee. For all other discipline regulations see ARTICLE 27 of the Collective Bargaining Agreement between WFSE and the State of Washington.

All other disciplinary action procedures are as follows:

- 1st infraction:* A written warning.
- 2nd infraction:* Appearance before the Apprenticeship Committee by his/her apprenticeship agreement should not be canceled or whatever other action is being contemplated by the Apprenticeship Committee.
- 3rd infraction:* Cause for cancellation of the apprenticeship agreement.

Two (2) tardies to class is equal to one (1) absence.

Excused absences may be allowed for:
Illness of apprentice

DEPARTMENT OF SOCIAL & HEALTH SERVICES TRADES APPRENTICESHIP PROGRAM

Trips and/or vacations. (By prior approval of the Apprenticeship Committee)

Death in immediate family

Any other absence previously approved by the direct supervisor.

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.

DEPARTMENT OF SOCIAL & HEALTH SERVICES TRADES APPRENTICESHIP PROGRAM

3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

The following is an overview of the requirements associated with administering an apprenticeship program. These provisions are to be used with the corresponding RCW and/or WAC. The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. The sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-009): (Not applicable for Plant Programs)

Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

B. Program Operations

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon request. Records required by WAC 296-05-100 will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant.

Or;

DEPARTMENT OF SOCIAL & HEALTH SERVICES TRADES APPRENTICESHIP PROGRAM

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
 - 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

DEPARTMENT OF SOCIAL & HEALTH SERVICES TRADES APPRENTICESHIP PROGRAM

3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.
2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
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.

DEPARTMENT OF SOCIAL & HEALTH SERVICES TRADES APPRENTICESHIP PROGRAM

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 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: **50% plus 1 of the members of the Apprenticeship Committee must be present to establish a quorum.**

DEPARTMENT OF SOCIAL & HEALTH SERVICES TRADES APPRENTICESHIP PROGRAM

b. Program type administered by the committee: **INDIVIDUAL JOINT**

c. The employer representatives shall be:

**Kellett Sayre, Chair
P.O Box 45848
Olympia WA 98504**

**Scott Duran
PO Box 45848
Olympia WA 98504**

**Calvin Green,
Program Consultant,
ESA, 712 Pear St SE
Olympia, WA 98504-
5470**

**Maria Rogers,
1115 Washington St
SE, Olympia, WA
98504-5811**

**Steve Hardy, Alternate
Facility Manager,
Fircrest S. 15230 15th
Ave NE, Shoreline, WA
98155**

d. The employee representatives shall be:

**Kurt Spiegel, WFSE,
Secretary
1212 Jefferson St SE #
300, Olympia, WA 98501**

**Casey Olson
Electrician, RS
2120 Ryan Rd
Buckley, WA 98321**

**Jared Atwood,
Carpenter Sup
751 S Pine St
PO Box 500
Medical Lake WA
99022-0500**

**Emmy Woods, Painter
Sup
751 S Pine St
PO Box 500
Medical Lake WA 99022-
0500**

F. Plant programs

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

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

N/A

ESH 5/30/2019 ESH 6/13/2019

DEPARTMENT OF SOCIAL & HEALTH SERVICES TRADES APPRENTICESHIP PROGRAM

Teri Gardner 5-30-19

Teri Gardner 6-13-19

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.

Buckley Location:

Employer

Scott Ward, Facility Manager,
Rainier School
2120 Ryan Rd
Buckley, WA 98321

Steve Hardy
Facility Manager,
Fircrest S. 15230 15th Ave NE
Shoreline, WA 98155

Employee

Casey Olson, Electrician, RS
2120 Ryan Rd
Buckley, WA 98321

Mark Wanjongkhum, MM2
2120 Ryan Rd
Buckley, WA 98321

Medical Lake Location

Employer

Greg Hafer, Facility
Manager, CSS
751 S Pine St, PO Box
500, Medical Lake WA
99022-0500

John Thompson,
Maintenance Manager
751 S Pine St
PO Box 500
Medical Lake WA
99022-0500

Jeff Filion, Safety
Officer 751 S Pine St
PO Box 500, Medical
Lake WA 9022-0500

Employee

Emmy Woods, Painter Sup
751 S Pine St, PO Box 500
Medical Lake WA 99022-0500

Ryan Wellhausen, Plumber
751 S Pine St, PO Box 500
Medical Lake WA 99022-0500

Jared Atwood, Carpenter Sup
751 S Pine St, PO Box 500
Medical Lake WA 99022-0500

DEPARTMENT OF SOCIAL & HEALTH SERVICES TRADES APPRENTICESHIP PROGRAM

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.

**Esmeralda Crosson, CMO Continuous
Improvement Analyst**

Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Sponsor Department of Social & Health Services Trades Apprenticeship Program		<i>Teri Gardner 5-30-19</i>
Skilled Occupational Objective Maintenance Carpenter		
Term/OJT Hours 48 months	Total RSI Hours 640	
Training Provider Construction Industry Training Council of Washington		

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprenticeship and assures that:

1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliance with WISHA and applicable federal and state regulations.

Kellett Sayre, Director
Printed Name of Program Sponsor

Kellett Sayre
Signature of Program Sponsor

By the signature placed below, the **training provider** assures that:

1. The RSI will be conducted by instructors who meet the qualifications of "competent instructor" as described in WAC 296-05-003.
 - a. Has demonstrated a satisfactory employment performance in his/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. 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 the related technical instruction.
2. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, such instruction is clearly defined.

Halene Sigmund

Print Name Training Provider

Halene Sigmund
Signature of Training Provider

President

Title of Training Provider

CITC of WA

Organization of Training Provider

If there are additional training providers, please provide information and signatures on the next page.

Additional Resources: [Apprenticeship Related Supplemental Instruction \(RSI\) Plan Review Glossary of Term \(F100-519-000\)](#) and [Apprenticeship Related Supplemental Instruction \(RSI\) Plan Review Criteria \(F100-521-000\)](#).

SBCTC Program Administrator has reviewed RSI plan and recommendations of the Trade Committee.

Click or tap here to enter text.

Print Name of SBCTC Program Administrator

Signature of SBCTC Program Administrator

Date

SBCTC recommends approval

SBCTC recommends return to sponsor

Additional Training Providers (if necessary)

Click or tap here to enter text.

Print Name Training Provider

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Title of Training Provider

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Organization of Training Provider

Program Sponsor: Department of Social & Health Services Trades Apprenticeship Program	Skilled Occupational Objective: Maintenance Carpenter
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Note: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of element/course" field.

Describe minimum hours of study per year in terms of (check one):

- 12-month period from date of registration.
 Defined 12-month school year.
 2,000 hours of on-the-job training.

Element/Course: Carpentry Level I	Planned Hours: 160
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: CITC of WA	
Description of element/course: Students will thoroughly review construction site and shop safety; trade mathematics; safe use of basic hand and power tools; blueprint reading; rigging; and an overview of carpentry careers. They will learn to read plans and elevations, then safely use hand and power tools to practice building floor systems, and wall and ceiling framing. All students will be taught to safely use carpentry hand and power tools to practice roof, window and exterior door; and stair framing. This level includes OSHA 10 training.	

Element/Course: Carpentry Level II	Planned Hours: 160
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: CITC of WA	
Description of element/course: Students will learn to read commercial drawings then practice roofing with various materials, and install thermal and moisture protection. In this level students will practice exterior finishing; steel framing; drywall installation and finishing, and will review green building practices. They will practice installing doors and hardware; suspended ceilings; window, door, floor and ceiling trim; and cabinet fabrication and installation.	

Element/Course: Carpentry Level III	Planned Hours: 160
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: CITC of WA	
Description of element/course: Students will begin learning about properties of concrete, followed by a review of rigging equipment and rigging practices and then learn about trenching and excavating. They will be taught to safely and properly reinforce concrete; perform layout for various foundations and slab-on-grade; and various forms of vertical work. In this level students will learn to do horizontal formwork; handle and place concrete; and tilt-up wall panels.	

Element/Course: Carpentry Level IV	Planned Hours: 160
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: CITC of WA	
Description of element/course: Students will learn site layout including differential leveling; and angular and distance measurement. They will learn to do advanced roofing systems; advanced wall systems; advanced stair systems; and review uses of light equipment. At this level students will practice commercial finish work; review <i>site</i> preparation; and complete the <i>Fundamentals of Crew Leadership</i> course.	

Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Sponsor Department of Social & Health Services Trades Apprenticeship Program		<i>Teri Gardner 5-30-19</i>
Skilled Occupational Objective Maintenance Painter		
Term/OJT Hours 36 months	Total RSI Hours 480	
Training Provider Construction Industry Training Council of Washington		

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprenticeship and assures that:

1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliance with WISHA and applicable federal and state regulations.

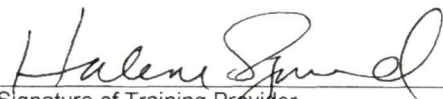
Kellett Sayre, Director
Printed Name of Program Sponsor


Signature of Program Sponsor

By the signature placed below, the **training provider** assures that:

1. The RSI will be conducted by instructors who meet the qualifications of "competent instructor" as described in WAC 296-05-003.
 - a. Has demonstrated a satisfactory employment performance in his/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. 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 the related technical instruction.
2. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, such instruction is clearly defined.

Halene Sigmund
Print Name Training Provider


Signature of Training Provider

President
Title of Training Provider

CITC of WA
Organization of Training Provider

If there are additional training providers, please provide information and signatures on the next page.

Additional Resources: [Apprenticeship Related Supplemental Instruction \(RSI\) Plan Review Glossary of Term \(F100-519-000\)](#) and [Apprenticeship Related Supplemental Instruction \(RSI\) Plan Review Criteria \(F100-521-000\)](#).

SBCTC Program Administrator has reviewed RSI plan and recommendations of the Trade Committee.

Click or tap here to enter text.

Print Name of SBCTC Program Administrator	Signature of SBCTC Program Administrator	Date

- SBCTC recommends approval SBCTC recommends return to sponsor

Additional Training Providers (if necessary)

Click or tap here to enter text.

Print Name Training Provider

Signature of Training Provider

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Title of Training Provider

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Organization of Training Provider

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Organization of Training Provider

Program Sponsor: Department of Social & Health Services Trades Apprenticeship Program	Skilled Occupational Objective: Maintenance Painter
---	--

Note: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of element/course" field.

Describe minimum hours of study per year in terms of (check one):

- 12-month period from date of registration.
- Defined 12-month school year.
- 2,000 hours of on-the-job training.

Element/Course: Painter Level I	Planned Hours: 160
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Students will thoroughly review construction site and shop safety; trade mathematics; safe use of basic hand and power tools; blueprint reading; rigging; and an overview of careers in painting. Students will learn about painting safety; ladders, scaffolds, lifts and fall protection; identifying surface/substrate materials and conditions; protecting adjacent surfaces; and basic surface preparation. Students will learn about repair using sealants and fillers; be introduced to paints and coatings; and practice brushing and rolling paints and coatings. Includes OSHA 10 training.	

Element/Course: Painter Level II	Planned Hours: 160
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Students will learn about painting failures and remedies; job planning and completion; chemical cleaning and stripping; low pressure water cleaning; and abrasive blasting. Students will learn about drywall finishing and patching; stains; clear finishes; wood finishing; and will review green building practices. Students will learn about high performance coatings; conventional, airless and HVLP spray painting.	

Element/Course: Painter Level III	Planned Hours: 160
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Students will learn about painting failures and remedies; job supervision, planning and control; and coatings, color and tinting. Schedule for lab dates will be handed out the first night of class each quarter. Students will learn about decorative (faux) finishes and wall-coverings. Students will learn about graphics, texturing and spraying with special devices.	

Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Sponsor Department of Social & Health Services Trades Apprenticeship Program		<i>Teri Gardner 5-30-19</i>
Skilled Occupational Objective Maintenance Plumber		
Term/OJT Hours 60 months	Total RSI Hours 1080	
Training Provider Construction Industry Training Council of Washington		

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprenticeship and assures that:

1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliance with WISHA and applicable federal and state regulations.

Kellett Sayre, Director
Printed Name of Program Sponsor

Kellett Sayre
Signature of Program Sponsor

By the signature placed below, the **training provider** assures that:

1. The RSI will be conducted by instructors who meet the qualifications of "competent instructor" as described in WAC 296-05-003.
 - a. Has demonstrated a satisfactory employment performance in his/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. 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 the related technical instruction.
2. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, such instruction is clearly defined.

Halene Sigmund
Print Name Training Provider

Halene Sigmund
Signature of Training Provider

President
Title of Training Provider

CITC of WA
Organization of Training Provider

If there are additional training providers, please provide information and signatures on the next page.

Additional Resources: [Apprenticeship Related Supplemental Instruction \(RSI\) Plan Review Glossary of Term \(F100-519-000\)](#) and [Apprenticeship Related Supplemental Instruction \(RSI\) Plan Review Criteria \(F100-521-000\)](#).

SBCTC Program Administrator has reviewed RSI plan and recommendations of the Trade Committee.

Click or tap here to enter text.

Print Name of SBCTC Program Administrator

Signature of SBCTC Program Administrator

Date

SBCTC recommends approval

SBCTC recommends return to sponsor

Additional Training Providers (if necessary)

Click or tap here to enter text.

Print Name Training Provider

Signature of Training Provider

Click or tap here to enter text.

Title of Training Provider

Click or tap here to enter text.

Organization of Training Provider

Click or tap here to enter text.

Print Name Training Provider

Signature of Training Provider

Click or tap here to enter text.

Title of Training Provider

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Organization of Training Provider

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Organization of Training Provider

Click or tap here to enter text.

Print Name Training Provider

Signature of Training Provider

Click or tap here to enter text.

Title of Training Provider

Click or tap here to enter text.

Organization of Training Provider

Program Sponsor: Department of Social & Health Services Trades Apprenticeship Program	Skilled Occupational Objective: Maintenance Plumber
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Note: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of element/course" field.

Describe minimum hours of study per year in terms of (check one):

- 12-month period from date of registration.
- Defined 12-month school year.
- 2,000 hours of on-the-job training.

Element/Course: Plumbing Level I	Planned Hours: 216
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Students will thoroughly review construction site and shop safety; trade mathematics; safe use of basic hand and power tools; blueprint reading; rigging; and an overview of plumbing careers, plumbing safety and plumbing math. Students are introduced to plumbing drawings and will learn about plastic pipe and fittings; copper pipe and fittings; cast iron pipe and fittings; and related 2015 plumbing code and Washington State Amendments. Includes OSHA 10 training. They will also learn about carbon steel pipe and fittings; plumbing fixtures; are introduced to drain, waste and venting (DWV) systems; and are introduced to water distribution systems and related 2015 plumbing code and Washington State Amendments.	

Element/Course: Plumbing Level II	Planned Hours: 216
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Students will learn advanced plumbing math; reading commercial drawings; structural penetrations, insulation and fire stopping; installing and testing of DWV piping and related 2015 plumbing code and Washington State Amendments. Students will continue learning about installing and testing DWV piping; installing roof, floor and area drains; installing and testing water supply piping; types of valves; related 2015 plumbing code and Washington State Amendments; and will review green building practices. Students will learn about installing fixtures and valves; installing water heaters; basic electricity for plumbing; fuel gas and fuel oil systems; and related 2015 plumbing code and Washington State Amendments.	

Element/Course: Plumbing Level III	Planned Hours: 216
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: In this course students will learn applied plumbing math; sizing and protecting water supply piping; potable water treatment; and related 2015 plumbing code and Washington State Amendments. Students will learn types of venting; sizing DWV and storm systems; sewage pumps and sump pumps; and related 2015 plumbing code and Washington State Amendments. Students will learn about corrosive-resistant waste piping; compressed air systems; service plumbing; and related 2015 plumbing code and Washington State Amendments.	

Element/Course: Plumbing Level IV	Planned Hours: 216
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Students will learn about business principles; skills for crew leaders; water pressure booster and recirculation systems and related 2015 plumbing code and Washington state amendments. Students will learn about indirect and special waste installation procedures; hydronic and solar heating systems; various local, state and international codes; servicing piping systems, fixtures and appliances; and related 2015 plumbing code and Washington State Amendments. Students will learn about private water supply well systems; private waste disposal systems; swimming pools and hot tubs; plumbing for mobile homes and mobile home parks; and related 2015 plumbing code and Washington State Amendments. At this level students will also be required to complete the <i>Fundamentals of Crew Leadership</i> course.	

Element/Course: Plumbing Level V	Planned Hours: 216
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Fifth year apprentices will take the journey level exam prep course to prepare for the Washington State Licensing Exam; a backflow assembly course, a MedGas certification course, a project supervision course, as well as, a series of plumbing continuing education classes that have been approved by the plumbing section of L&I. These classes are required electives that the apprentice can select and take either online or in class.	

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	DSHS Trades Apprenticeship Program	<i>Teri Gardner 5-30-19</i>
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Committee Representative Name: Kellett Sayre

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
CMO Administrator	DSHS	2015	Current
Safety Officer 3	DSHS	2014	2015
United State Army Reserve	US Army Resere	2012	Current
United States Army - Infantry/Special Operations	Army	2001	2012

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
George WA University		2015	Master of Professional Suties in Security & Safety Leadership	Masters
University of WA		2013	Criminal Justice	Bachelor
Pierce College		2012	Criminal Justice	Associate Degree
Grapine High School		1990	Diploma	

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
OSHA Approved
OSHA Certificate 2015
OSHA Occupationa Hygiene Certificate 2015
Cerfiticate First Aid/CPR/AED Instructor 2015
Nationally Crtifed Emergency Medical Technician 2016

Department of Labor and Industries
 Apprenticeship Section
 PO Box 44530
 Olympia WA 98504-4530



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	(DSHS) Trades Apprenticeship Program
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Committee Representative Name: Kurt Spiegel
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WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Field Supervisor	WFSE/AFSCME COUNCIL 28	Oct 2010	Present
Primary Staff for WFSE Skilled Labor & Trades Committee	WFSE/AFSCME COUNCIL 28	Oct 2011	Present
Labor Advocate	WFSE/AFSCME COUNCIL 28	March 2009	Oct 2010
Senior Field Representative	WFSE/AFSCME COUNCIL 28	June 2002	Mar 2009
WDFW Technician 2	Wash. Dept. of Fish & Wildlife	May 1994	June 2002

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
Harvard University	2012	2013	Trade Union Program	Certificate
National Labor College	2009	2013	Labor Studies	Bachelor of Arts
National Labor College	2008	2009	Union Administration	Certificate
Mount Hood College	1994	1996	Fisheries Science	AAS

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Sponsors may attach additional pages if necessary.



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	DSHS Trades Apprenticeship Program
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Committee Representative Name: Emmy Woods
--

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Painter Supervisor	Consolidated Support Services	8/2006	Present
Painter	Consolidated Support Services	5/1996	8/2006
Painter/Owner	Woods Home Painting	4/1986	5/1996
Painter / Road Striper	Pacemaker Industries	6/1979	1/1983

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
Joel E Ferris	8/1974	8/1979	High School	HS Graduate

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Sponsors may attach additional pages if necessary.



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	DSHS Trades Apprenticeship Program
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Committee Representative Name: Scott Duran

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
CMO Operations Manager	State of Washington - DSHS - CMO	9/1/2017	Present
CMO Project Manager	State of Washington - DSHS - CMO	11/1/2016	9/1/2017
Project Manager	State of Washington - DES	12/15/2014	6/20/2016
Insurance Adjuster	Self Employed - NFIP flood adjuster	10/1/2011	Present
HVAC Technician	State of Washington - Military Department	3/1/2006	10/1/2011

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
South Puget Sound CC	7/1992	6/1993	Drafting	NA
North Thurston High School	9/1988	6/1991		Diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
EPA Universal Refrigeration
Asbestos Supervisor
Project Management Certificate

Sponsors may attach additional pages if necessary.



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	DSHS Trades Apprenticeship Program
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Committee Representative Name: Casey Olson

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Electrician	DSHS Rainier School	08-2016	current
Contractor Services Supervisor	Home Depot	02-2012	08-2016
Electrician/traffic Signal Tech 2	City of Lacey	12-2004	06-2010
Road Division Manager/Journeymen Electrician	Tarus Electric	12-2001	12-2004
Electrical Journeymen/Foremen	Signal Electric	04-1999	12-2001

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
CITC	1997	2000	electrical theroy	Journey Card

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
01 License #olsonck823BB

Sponsors may attach additional pages if necessary.



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	DSHS Trades Apprenticeship Program
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Committee Representative Name: Calvin Greer
--

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Statewide Program Coordinator Employment Pipeline	DSHS	2014	Current
Workfirst Program Specialist	DSHS	1997	2014
Governor's Office	Governor's Office Capital Building	1990	1997

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
University of Washington	1988	1990	Communications/Psychology	
Spokane Falls Community College	1987	1988	Advertising	
FT. Steilacoom Community College	1986	1987	General Studies	

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Sponsors may attach additional pages if necessary.



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	DSHS Trades Apprenticeship Program
---------------------------------	------------------------------------

Committee Representative Name: Ryan Wellhausen

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Plumber/pipefitter/steamfitter	Consolidated Support Services	4/2004	current
pipefitter/plumber	Plumbers/Pipefitters Union Local #44	7/1994	4/2004

EDUCATION HISTORY			
Name and Location of Training and/or School	Month/Year Attended	Program of Study	Type of Certificate or Degree Awarded, if any
	From	To	
Local #44 Spokane Wa /	7-1994	6-1999	plumbing code, fitter theory, gas code.
			journeyman Plumber (PLO1), gas license

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
Backflow certification(B5074)
Water Distribution Manager 2 certification (014166)
Cross Connection Specialist (014166)
PLO1 License



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	DSHS Trades Apprenticeship Program
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Committee Representative Name: Maria Rgoers
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WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Contract Consultant	DSHS	2/16	present
Contract Specialist	DSHS/CA	1/15	2/16
Public Disclosure Manater	DSHS/CA	10/12	1/15
Forms and Records Analyst	DSHS/CA	10/06	1012
Loan Offier	WSECU	5/10	10/6

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
Washington State University	1987	1992	Apparel Merchandising Human Development and Business Minor	BA

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
Lean Green Belt
Mediator through Dispute Resolution



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Department of Social & Health Services (DSHS)
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Committee Representative Name: STEVE HARDY
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WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Facility Mgmt.	DSHS	9/2013	PRESENT
CARPENTER.	DSHS	7/2011	9/2013.
LOCKSMITH.	DSHS	9/2006	7/2011
TRADES HELPER.	DSHS	1/2005.	9/2006.
LEAD CARPENTER.	ACE CONSTRUCTION; ENGINEER.	9/2002.	6/2015.
CARPENTER.	LOCAL 30 UNION HALL.	6/1993	4/1995.

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
SILASIT VALLEY COLLEGE	1989	1993.	CARPENTRY	CERTIFICATE

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
APPRENTICESHIP ELECTRICIAN.
AHERA Bldg INSPECTOR.
LOCKSMITHING

Sponsors may attach additional pages if necessary.

Teri Gardner 5-30-19

RECEIVED
By Evan Hamilton at 10:31 am, May 01, 2019

Department of Labor & Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Journey Level Wage Rate

From which apprentices' wages rates are computed

TO: Washington State Apprenticeship & Training Council

From DEPARTMENT OF SOCIAL & HEALTH SERVICES TRADES APPRENTICESHIP PROGRAM
(NAME OF STANDARDS)

Occupations	County(s)	Journey Level Wage Rate	Effective Date:
Maintenance Carpenter	Spokane	\$20.55	July 2019
Maintenance Painter	Pierce County	\$20.55	July 2019
Maintenance Plumber		\$22.69	July 2019