Teri Gardner 8-28-19

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

REQUEST FOR APPROVAL OF PROPOSED STANDARDS

RECEIVED
8/27/2019 bk
L&I apprenticeship coordinator

TO: Washington State Apprenticeship & Training Council

FROM King County Metro Transit Joint Apprenticeship Committee
NAME OF PROGRAM STANDARDS

Check appropriate box:
☒ Committee ☐ Plant ☐ OJT

OCCUPATION(S):	HOURS:	SOC #:
Building Operating Engineer (HVAC)	8,000	49-9021.01
Rail Electrical Worker	8,000	49-2095.00

Authorized Signatures:

Chair:	Approved by: Washington State Apprenticeship & Training Council
Secretary	Secretary of Council
Date: 8/22/19	Date:

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APPRENTICESHIP PROGRAM STANDARDS
adopted by

KING COUNTY METRO TRANSIT JOINT APPRENTICESHIP COMMITTEE
(sponsor name)

Occupational Objective(s):	SOC#	Term [WAC 296-05-015]
BUILDING OPERATING ENGINEER (HVAC)	**49-9021.01**	**8,000 HOURS**
RAIL ELECTRICAL WORKER	**49-2095.00**	**8,000 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:

_____ _____
Provisional Registration Standards Last Amended

_____
Permanent Registration

By: _____ By: _____
Chair of Council Secretary of Council

INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

Sections of these standards identified as bold "**insert text**" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of these standards are boilerplate and may only be modified by the WSATC. See WAC 296-05-003 for the definitions necessary for use with these standards.

Sponsor Introductory Statement (Required):

The purpose of this program is to establish an apprenticeship program, which will lead to the status of certified journey-level building operating engineer and journey-level rail electrical worker.

I. GEOGRAPHIC AREA COVERED:

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

This program shall comprise the King County Metro Transit (KCMT) service area (general King County area).

II. MINIMUM QUALIFICATIONS:

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

Age:	**Must be at least 18 years of age at the time of hire.**
Education:	**Must be a high school graduate or the equivalency.**
Physical:	**Must be able to lift up to 50 pounds and be physically capable of performing the job requirements with or without accommodation.**
Testing:	**None**
Other:	**None**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedure (chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required

by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

Exempt per WAC 296-05-405(1)(b), per Civil Service Rules.

B. Equal Employment Opportunity Plan:

Exempt per WAC 296-05-405(1)(b), per Civil Service Rules.

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 the Building Operating Engineer apprenticeship will be 48 months or 8,000 hours. The term of the Rail Electrical Worker apprenticeship will be 8,000 hours.

V. INITIAL PROBATIONARY PERIOD:

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

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

A. the period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.

B. the period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.

C. The initial probationary period is the first six months or 1040 hours of the apprenticeship.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.

B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].

C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.

D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.

E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

1. **Building Operating Engineer**
   There will not be more than (1) apprentice to every two (2) journey-level workers employed in the Building Operating Engineer workgroup.

2. **Rail Electrical Worker**
   There shall not be more than one apprentice for each (3) journey persons employed in the Rail Electrical Worker Work Group. It shall be consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in the collective bargaining agreement.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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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

Building Operating Engineer

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	**0000 – 2000 hours or 0-12 months**	**70%**
2	**2001 – 4000 hours or 12-24 months**	**80%**
3	**4001 – 6000 hours or 24-36 months**	**90%**
4	**6001 – 8000 hours or 36-48 months**	**95%**

Rail Electrical Worker

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	**0 - 1,000 hours**	**67%**
2	**1,000 – 2,000 hours**	**71%**
3	**2,000 – 3,000 hours**	**77%**
4	**3,000 – 4,000 hours**	**79%**
5	**4,000 – 5,000 hours**	**83%**
6	**5,000 – 6,000 hours**	**87%**
7	**6,000 – 7,000 hours**	**91%**
8	**7,000 – 8,000 hours**	**95%**

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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.

A. Building Operating Engineer

Approximate Hours

1. **Monitoring Site Operations 800**
2. **Heating Equipment: Maintenance, Repair, Replacement 1690**
3. **Cooling Equipment: Maintenance, Repair, Replacement.....1160**
4. **Specialty Equipment: Maintenance, Repair, Replacement 520**
5. **Combined Heating and Cooling Equipment: Maintenance, Repair, Replacement 700**
6. **Hydronic Loops: Maintenance, Repair, Replacement 540**
7. **Direct Digital Controls: Maintenance, Repair, Replacement (including Inspection and Calibration).....720**
8. **HVAC Equipment Controls: Maintenance, Repair, Replacement 450**
9. **Miscellaneous Equipment: Maintenance, Repair, Replacement.....640**
10. **Motor Starters: Maintenance, Repair, Replacement 440**
11. **Safety: Personal, Site, etc. 180**
12. **Indoor Air Quality & Demand Ventilation: Maintenance, Repair, Replacement 160**

Total Hours: 8,000

B. Rail Electrical Worker — **Approximate Hours**

1. **Fundamental Skills ..... 500 hours**
   a. **Safe use and maintenance of specialized equipment**
   b. **Apply basic electrical protocols to Traction Power Substation Maintenance**
   c. **Apply all Traction Power Safety Protocols**
   d. **Apply all Power Distribution Safety Protocols**

2. **Traction Power Substations ..... 4,500 hours**
   a. **Power Distribution and Control Systems (Inspection and Preventative Maintenance)**
   b. **Power Distribution and Control Systems (Troubleshooting, Adjustment, and Repair)**
   c. **Substations (Preventative Maintenance)**
   d. **Substations (Troubleshooting, Adjustment, and Repair)**
   e. **Perform Diagnosis of Incoming Service Power Sources**

3. **Overhead Contact Systems ..... 2,000 hours**
   a. **Overhead Contact Systems (Preventative Maintenance)**
   b. **Overhead Contact Systems (Troubleshooting, Adjustment, and Repair)**

4. **Miscellaneous Systems ..... 1,000 hours**
   a. **Lighting (Inspection, Maintenance, and Troubleshooting)**
   b. **Controls (Inspection, Maintenance, and Troubleshooting)**
   c. **Perform other training as necessary for job safety**

Total Hours: 8,000 hours

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

( ) Sponsor approved training seminars (specify)

( ) Sponsor approved online or distance learning courses (specify)

(X) State Community/Technical college

(X) Private Technical/Vocational college

( ) Sponsor Provided (lab/classroom)

(X) Other (specify)**: Classes approved by the King County Metro Transit Joint Apprenticeship Committee**

B. **Building Operating Engineer: 201** 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. **Rail Electrical Worker: 248** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

(**X**) Twelve-month period from date of registration.*
( ) Defined twelve-month school year: **(insert month)** through **(insert month)**.
( ) Two-thousand hours of on the job training.

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

D. Additional Information:

None

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

The sponsor may include in this section a summary and explanation of administrative actions performed at the request or on the behalf of the apprentice. Such actions may include but are not limited to:

1. Voluntary Suspension: A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.

2. Advanced Standing or Credit: The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).

3. Sponsor Procedures:

   a. **Apprentices will be governed by the Labor Agreements, King County Metro Transit's Policies and Procedures, KCMT's BOE Apprentice Program Manual, and KCMT's REW Apprentice Program Manual, and the State of Washington Apprenticeship and Training Council. The King County Metro Transit's Policies and Procedures shall be available from the apprentices' supervisor.**

      1) **Building Operating Engineer Apprentice**
         a) **Apprentices will work with the Chief, Lead Building Operating Engineer, and Apprenticeship Coordinator to ensure that apprentices**

are meeting their learning objectives outlined in these standards and in the Building Operating Engineer Apprenticeship Program Manual.

b) Apprentices will be required to take employer provided courses on all subjects as determined by the KCMT Facilities Apprenticeship Subcommittee.

c) Apprentices will be required to log on-the-job hours for each area of hands on work as outlined in the Building Operating Engineer Apprentice Program Manual. The Apprentice Program Manual and Hours Log shall be available from the Apprenticeship Coordinator.

d) Complaints shall be brought to any KCMT Facilities Apprenticeship Subcommittee member who will attempt to resolve the complaint immediately. However, the KCMT Apprenticeship Subcommittee member shall report all complaints to the KCMT Apprenticeship Subcommittee at the next meeting whether resolved or not.

2) Rail Electrical Worker Apprentice

a) Apprentices will work with the Traction Power Chief, Crew Chief, Lead Rail Electrical Worker, and Apprenticeship Coordinator to ensure that they are meeting their learning objectives outlined in these standards and in the Rail Electrical Worker Apprenticeship Program Manual.

b) Apprentices will be required to take employer provided courses on all subjects as determined by the KCMT Apprenticeship Committee.

c) Apprentices will be required to log on-the-job hours for each area of hands on work as outlined in the Rail Electrical Worker Apprentice Program Manual. The Apprentice Program Manual, Hours Log, and related documents shall be available from the Apprenticeship Coordinator.

d) Complaints shall be brought to any KCMT Rail Electrical Worker (REW) Apprenticeship Subcommittee member who will attempt to resolve the complaint immediately. However, the KCMT REW Apprenticeship Subcommittee member shall report all complaints to the KCMT REW Apprenticeship Subcommittee at the next meeting whether resolved or not.

B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:

b. 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.

c. 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.

d. 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.

e. The decision/action of the sponsor will become effective immediately.

2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:

   a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.

   b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.

   c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].

3. Sponsor Disciplinary Procedures:

   a. Building Operating Engineer Apprentice [ref. CBA and MOA between Metro Transit Department and ATU Local 587]

   1) Complaints shall be brought to any KCMT Facilities Apprenticeship Subcommittee member or Apprenticeship Coordinator who will attempt to resolve the complaint immediately. However, the KCMT Facilities Apprenticeship Committee member or Apprenticeship Coordinator shall report all complaints to the KCMT Facilities Apprenticeship Subcommittee at the next meeting whether resolved or not.

2) **Failing any quarter of the related training classes will be deemed as sufficient cause for the KCMT JAC disciplinary action which may include but not be limited to the cancellation of their apprenticeship agreement.**
3) **Employer and Union agree to carry out the instruction and disciplinary action of the Facilities Apprenticeship Subcommittee and KCMT JAC in respect to an Apprentice's academic and OJT performances.**
4) **The KCMT JAC has the authority and responsibility to review the recommendations of the Facilities Apprenticeship Subcommittee and take action, which may include, but not limited to, requiring the apprentice to adhere to an Individual Training Plan (ITP), withholding wage progression, suspension, and/or cancellation of the apprenticeship agreement.**
5) **No apprentice may begin the next school year until they have successfully completed all the requirements of their Related Supplemental Instruction (RSI) for the previous year. Apprentices having failed to successfully complete their RSI before the start of the next academic year may be required to repeat the failed RSI course or year of their apprenticeship, or may be canceled from the program. This matter will be handled by the KCMT JAC with recommendation from the Subcommittee.**

b. **Rail Electrical Worker Apprentice [ref. CBA and MOA between Metro Transit Department and IBEW 77]**
   1) **Failing any quarter of the related training classes will be deemed as sufficient cause for the REW Apprenticeship Subcommittee and KCMT JAC disciplinary action which may include but not be limited to the cancellation of their apprenticeship agreement.**
   2) **If the apprentice fails the semi-annual test the second time they take it, the following actions will be taken.**
      i. **The apprentice will be given additional training during a 25-day period immediately following the date of the second failed test. The apprentice will be allowed to re-take the exam on the 26th day.**
      ii. **The apprentice's wage advancement date will be extended by an additional 25 days or a total of 28 days including the 3 days from the first failure.**
   3) **If the apprentice fails the test a third time, the matter will be referred to the REW Apprenticeship Subcommittee and JAC, which may recommend termination from the program.**
   4) **If an apprentice misses more than two (2) school classes in any quarter without prior approval by the apprenticeship subcommittee, the apprentice may be summarily dropped from the program and discharged.**
   5) **Employer and Union agree to carry out the instruction and disciplinary action of the REW Apprenticeship Subcommittee and JAC in respect to an Apprentice's academic and OJT performances.**

6) **Failure of an apprentice to maintain a 75% grade average throughout each year or receiving a failing grade on any three (3) tests during any one year (75% is a passing score) in related training shall be considered as just cause for cancellation of the Apprenticeship Agreement.**
7) **Should an apprentice fall below an 84% G.P.A., the REW Apprenticeship Subcommittee may require attendance at special tutoring classes.**
8) **The REW Apprenticeship Subcommittee and KCMT JAC have the authority and responsibility to review the recommendations of the subcommittee and take action, which may include, but not limited to, requiring the apprentice to adhere to an Individual Training Plan (ITP), withholding wage progression, suspension, and/or cancellation of the apprenticeship agreement.**
9) **No apprentice may begin the next school year until they have successfully completed all the requirements of their Related Supplemental Instruction (RSI) for the previous year. Apprentices having failed to successfully complete their RSI before the start of the next academic year may be required to repeat the failed RSI course or year of their apprenticeship. Or may be canceled from the program. This matter will be handled by the KCMT JAC with recommendation from the REW Apprenticeship Subcommittee.**

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.

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;

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)
   f. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
   g. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
   h. 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
   i. 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

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.

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: **A Quorum shall consist of two members present from Management and two from the Union.**

   b. Program type administered by the committee: **Individual Joint**

   c. The employer representatives shall be:

Steven Bose
Way, Power, and Signals Superintendent
3407 Airport Way S.
Seattle, WA 98134

Jose Reyna, Chair
Facilities Superintendent
901 5th Avenue
Seattle, WA 98104

Pam Price, Alternate
Traction Power Chief
3407 Airport Way S.
Seattle, WA 98134

Matt Rawson, Alternate
Facilities Chief
11911 E Marginal Way S Bldg C
Seattle, WA 98168

Troy Jaeger, Alternate
Facilities Chief
11911 E Marginal Way S Bldg C
Seattle, WA 98168

   d. The employee representatives shall be

Lisa Carter, Secretary
ATU 587 Facilities Representative
2815 Second Ave Suite 203
Seattle, WA 98121

Raul Rico
IBEW 77 Representative
3407 Airport Way S.
Seattle, WA 98134

Garet Dungan, Alternate
ATU 587 BOE Representative
11911 E Marginal Way S Bldg. C
Seattle, WA 98168

Marie Roberts, Alternate
IBEW 77 Representative
3407 Airport Way S.
Seattle, WA 98134

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:

(Plant Program Administrator) **(Plant Program Administrator)**

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.

Facilities Apprenticeship Subcommittee

e. The employer representatives shall be:

Matt Rawson, Chair
Facilities Chief
11911 E Marginal Way S Bldg. C
Seattle, WA 98168

Don Brewer
Facilities Superintendent
11911 E Marginal Way S Bldg. C
Seattle, WA 98168

Troy Jaeger, Alternate
Facilities Chief
11911 E Marginal Way S Bldg. C
Seattle, WA 98168

f. The employee representatives shall be:

Lisa Carter, Secretary
ATU 587 Facilities Representative
2815 Second Ave Suite 203

Garet Dungan
ATU 587 BOE Representative
11911 E Marginal Way S Bldg. C

Seattle, WA 98121

Seattle, WA 98168

Mikael Kennedy, Alternate
ATU 587 Representative
11911 E Marginal Way S Bldg. C
Seattle, WA 98168

Rail Electrical Worker Apprenticeship Subcommittee

a. The employer representatives shall be:

Pam Price, Secretary
Traction Power Chief
3407 Airport Way S.
Seattle, WA 98134

Kevin Gumke
Rail Training Superintendent
3407 Airport Way S.
Seattle, WA 98134

Steven Bose
Way, Power, and Signals
Superintendent
3407 Airport Way S.
Seattle, WA 98134

b. The employee representatives shall be:

Maria Roberts, Chair
IBEW 77 REW Representative
3407 Airport Way S.
Seattle, WA 98134

Titus Hinga
IBEW 77 REW Representative
3407 Airport Way S.
Seattle, WA 98134

Terry Simmons
IBEW 77 REW Representative
3407 Airport Way S.
Seattle, WA 98134

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.

Danielle Wallace, Apprenticeship Program Manager
201 South Jackson St
Seattle, WA 98104

Teri Gardner 8-28-19

8/27/2019 bk

Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Sponsor King County Metro Transit Joint Apprenticeship Committee	
Skilled Occupational Objective Building Operating Engineer	
Term/OJT Hours 8,000	Total RSI Hours 804
Training Provider Construction Industry Training Council	

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.

King County Metro Transit Joint Apprenticeship Committee Danielle Wallace
Printed Name of Program Sponsor

Dan Wallace
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

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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:	Skilled Occupational Objective:
King County Metro Transit Joint Apprenticeship Committee	Building Operating Engineer

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: HVAC Level One	Planned Hours: 201
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: CITC of WA	
Description of element/course: Construction site and shop safety; trade mathematics; safe use of basic hand and power tools; blueprint reading; rigging; HVAC tools and overview of HVAC careers. HVAC Related trades math; basic electricity for HVAC; introduction to cooling and heating principles; and air distribution system skills. Basic copper and plastic piping practices; basic carbon steel piping practices; soldering and brazing; and will review related National Electric Code (NRC) and Washington State rules.	

Element/Course: HVAC Level Two	Planned Hours: 201
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: CITC of WA	
Description of element/course: Alternating current; transformers and motors used in HVAC; compressors; refrigerants and oils; and leak detection, evacuation, recovery, and charging. Metering devices; heat pumps; and basic maintenance. National Electric Code and Washington State rules related to HVAC; review green building practices; and EPA exam review. Chimneys, vents, and flues; sheet metal duct systems; fiberglass and fabric duct systems; commercial airside systems; air quality equipment; and hydronic systems.	

Element/Course: HVAC Level Three	Planned Hours: 201
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: CITC of WA	
Description of element/course: Refrigerants and oils; compressors; metering devices; retail refrigeration systems; commercial hyrdonic systems; steam systems; planned maintenance; water treatment practices; troubleshooting electronic controls; troubleshooting oil heating; troubleshooting heat pumps; and troubleshooting accessories.	

Element/Course: HVAC Level Four	Planned Hours: 201
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: CITC of WA	
Description of element/course: Water treatment; indoor air quality; energy conservation equipment; National Electrical Code and Washington State rules related to HVAC; building management systems; system air balancing; systems start-up and shut down; construction drawings and specifications; heating and cooling system design; commercial and industrial refrigeration systems; alternative heating and cooling systems; and Fundamentals of Crew Leadership.	

Teri Gardner 8-28-19

RECEIV
8/27/201

Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Sponsor King County Metro Transit Joint Apprenticeship Committee	
Skilled Occupational Objective Rail Electrical Worker	
Term/OJT Hours 8,000	Total RSI Hours 992
Training Provider Puget Sound Electrical Joint Apprenticeship and Training Committee	

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.

Danielle Wallace
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.

Ryan Bradt
Print Name Training Provider

Signature of Training Provider

Assistant Training Director
Title of Training Provider

Puget Sound Electrical Joint Apprenticeship & Training Committee
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)

Bridgette Linvel
Print Name Training Provider

Bridgette Linvel
Signature of Training Provider

AVO Account Executive – West Territory
Title of Training Provider

King County Metro Transit/AVO Training Institute
Organization of Training Provider

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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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:	Skilled Occupational Objective:
King County Metro Transit	Rail Electrical Worker

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: **Orientation 1**	Planned Hours: 16
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: **Puget Sound Electrical Joint Apprenticeship and Training Committee (JATC)**	
Description of element/course: Overview of good study habits, apprentice responsibilities, history of electrical workers, electrical industry careers, economics of employment, construction safety, electrical systems, installing wiring devices, and stripping, splicing & terminating conductors.	

Element/Course: **Job Information 1 & 2**	Planned Hours: 32
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: **Puget Sound Electrical JATC**	
Description of element/course: Instruction in the proper use and care of tools of the trade, and the typical workplace of an electrical worker. Additional topics covered include: ladders and ladder safety, fastening devices, alignment and measurement, electrical safety, ground-fault interrupters, and twist on wire connectors.	

Element/Course: **Conduit Bending 1**	Planned Hours: 20
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: **Puget Sound Electrical JATC**	
Description of element/course: This is an introduction to conduit fabrication course. Lessons include: instruction in proper measurement and layout, basic bending formulas, conduit system fabrication with hand bender, conduit support systems, junction boxes and fittings.	

Element/Course: **Direct Current (DC) Theory**	Planned Hours: 64
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: **Puget Sound Electrical JATC**	
Description of element/course: Introduction to the fundamental terminology, formulas, devices, and components for the study of electrical theory.	

Element/Course: **Blueprint Reading 1**	Planned Hours: 16
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: **Puget Sound Electrical JATC**	
Description of element/course: Introduction to the fundamentals of understanding and drawing blueprints. Lessons include instruction in the analyzation, use, and notation of construction blueprints.	

Element/Course: **Codeology**	Planned Hours: 20

Mode of Instruction (check all that apply)
☒ Classroom ☐ Lab ☐ Online ☐ Self-Study
Provided by: **Puget Sound Electrical JATC**
Description of element/course:
Instruction is provided in specific strategies and tactics utilized when referencing the National Electrical Code (NEC) requirements for electrical installations or calculations.

Element/Course: **Year 1 Specific labs / Short lesson topics**	Planned Hours: 32

Mode of Instruction (check all that apply)
☐ Classroom ☐ Lab ☐ Online ☐ Self-Study

Provided by: **Puget Sound Electrical JATC**
Description of element/course:
Specific lessons and labs include the following: financial tools for construction workers, knot tying, installing trapeze, wire pulling, Lock-Out and Tag-Out (LOTO) of electrical equipment, using electrical meters safely and 1st year Craft Certification.

Element/Course: **Year 2 – Orientation 2**	Planned Hours: 20

Mode of Instruction (check all that apply)
☒ Classroom ☐ Lab ☐ Online ☐ Self-Study
Provided by: **Puget Sound Electrical JATC**
Description of element/course:
Course reviews topics covered in previous orientation course and expands lessons. Instruction Includes lessons in the hazards of drug abuse.

Element/Course: **Alternating Current (AC) Systems and Direct Current DC Theory Review**	Planned Hours: 18

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: **Puget Sound Electrical JATC**
Description of element/course:
Basic instruction in AC theory. Lessons include instruction in DC theory review, trigonometry and vector math in circuit analysis, comparing AC to DC, circuit calculation for basic systems, AC resistive circuits, and understanding the basic characteristics of an AC circuit.

Element/Course: **AC Theory 1**	Planned Hours: 30

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: **Puget Sound Electrical JATC**
Description of element/course:
Theoretical and practical application of AC system components. Course provides lessons on inductors and capacitors, Inductance (L) / Capacitance(C) / Resistance(R) in series or parallel AC circuits, series and parallel RL/RC/RLC circuits, LC circuits, analyzation and troubleshooting, power factor and power factor correction, AC and DC generators, and 3-phase systems.

Element/Course: **AC Theory 2**	Planned Hours: 16

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: **Puget Sound Electrical JATC**
Description of element/course:
Course provides review of topics covered in AC Theory 1 and expands concepts. Lessons include emphasized instruction in power quality, power quality issues (digital and traditional), power quality correction, harmonics, power loss, measurement and monitoring, customer financial concerns, advanced troubleshooting, capacitor banks, and electrical retrofitting.

Element/Course: **Code and Practices 1**	Planned Hours: 32
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☒ Self-Study Provided by: **Puget Sound Electrical JATC**	
Description of element/course: Introduction to the NEC. Provides basics for interpreting the language of the NEC in order to correctly apply its requirements.	

Element/Course: **Code and Practices 2**	Planned Hours: 16
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: **Puget Sound Electrical JATC**	
Description of element/course: Introduction to NEC requirements for wiring methods and materials, use of NEC tables, location of requirements within the NEC.	

Element/Course: **Rigging**	Planned Hours: 16
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: **Puget Sound Electrical JATC**	
Description of element/course: Introduction to systems of rope, cable, chain, and devices utilized for the installation of equipment. Lessons also include instruction in knot tying, crane signaling, and electrical specific rigging and safety.	

Element/Course: **Year 2 – Specific labs/Short lesson topics**	Planned Hours: 20
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: **Puget Sound Electrical JATC**	
Description of element/course: Specific labs and short topics include: First Aid / CPR / AED, Labeling & markings, making up an electrical panel, 2nd Year Craft Certification, and large wire pull.	

Element/Course: **Transformers 1**	Planned Hours: 16
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: **Puget Sound Electrical JATC**	
Description of element/course: Course provides instruction in the fundamentals of transformers and their operation. Lessons include instruction in the principles of magnetism and electromagnetism, transformer operation, transformer connections, and installation practices.	

Element/Course: **Electrical Safety Related Work Practices 1**	Planned Hours: 12
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: **Puget Sound Electrical JATC**	
Description of element/course: Provides overview of construction site safety with emphasis on electrical safety practices. Lessons include instruction in proper work attire, LOTO, de-energizing of circuits for service and testing of electrical circuits.	

Element/Course: **Electrical Safety for Overhead Contact Systems**	Planned Hours: 16
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: **King County Metro Transit**	
Description of element/course:	

Review unique safety hazards involved with OCS installations. An effective electrical safety training program can ensure OSHA compliance and minimize the risk of electrical accidents during energized or de-energized work

Element/Course: **Substation Maintenance 1** | Planned Hours: 36

Mode of Instruction (check all that apply)

☒ Classroom ☒ Lab ☐ Online ☐ Self-Study

Provided by: **King County Metro Transit / AVO Training Institute**

Description of element/course:

Overview for apprentices, technicians and engineers responsible for the maintenance and testing of industrial and utility substations. Hands-on labs are a major part of this course to help the technician locate weak or faulty components in the substation systems. Course focus is on medium voltage circuit breakers (air and vacuum), and switchgear. The course is designed to aid skilled qualified substation maintenance technicians in the safe performance of substation component preventative maintenance.

Element/Course: **AC Theory 3** | Planned Hours: 28

Mode of Instruction (check all that apply)

☒ Classroom ☐ Lab ☐ Online ☐ Self-Study

Provided by: **Puget Sound Electrical JATC**

Description of element/course:

Course provides review of topics covered in AC Theory 2 and expands concepts. Lessons include: AC filters, high and low pass filters, band-pass filters, induction and magnetism, AC generators, sine wave generators, paralleling generators, and an introduction to AC motors.

Element/Course: **Code and Practices 3** | Planned Hours: 28

Mode of Instruction (check all that apply)

☒ Classroom ☒ Lab ☐ Online ☐ Self-Study

Provided by: **Puget Sound Electrical JATC**

Description of element/course:

Identifying and applying appropriate overcurrent protection. Lessons include instruction on the fundamentals of Overcurrent Protection Devices (OCPD), common types of OCPD, characteristics of different types of OCPDs, operation and sizing, conductor tap rules, calculation of fault currents, and ground fault protection of equipment.

Element/Course: **Electrical Safety Related Work Practices 2** | Planned Hours: 12

Mode of Instruction (check all that apply)

☒ Classroom ☒ Lab ☐ Online ☐ Self-Study

Provided by: **Puget Sound Electrical JATC**

Description of element/course:

Course reviews topics covered in Electrical Safety 1 and expands concepts. Lessons include: instruction in identifying potential hazards, justified energized work, energized work practices, and proper selection of Personal Protective Equipment (PPE).

Element/Course: **Grounding and Bonding** | Planned Hours: 28

Mode of Instruction (check all that apply)

☒ Classroom ☒ Lab ☐ Online ☐ Self-Study

Provided by: **Puget Sound Electrical JATC**

Description of element/course:

Course provides instruction in the fundamentals of grounding and bonding. Lessons include instruction in circuit basics, overcurrent protection, code arrangement, grounding electrodes, requirements for services and grounded conductors, grounding electrode conductors, bonding requirements, equipment grounding conductors, grounding electrical equipment, and isolated grounding circuits and devices.

Element/Course: **Blueprint Reading 2** | Planned Hours: 12

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: **Puget Sound Electrical JATC**
Description of element/course:
Course provides review of Blueprint Reading 1 and expands on concepts. Lessons include: the analyzation and layout of circuits, takeoff, blueprint specifications, schedules and component location, and job costs. Instruction is also provided in the comparison between residential / commercial industrial blueprints and the interpretation of industrial blueprints.

Element/Course: **Fire Alarm 1** Planned Hours: 24
Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: **Puget Sound Electrical JATC**
Description of element/course:
Course provides instruction in the fundamentals of Fire Alarm System (FAS) installation, operation, and maintenance. Lessons include instruction in the basic codes and standards associated with FAS installations, types of FAS, initiating and notification devices, common installation practices, startup, advanced detection, supervising stations, inspection testing and maintenance, and troubleshooting.

Element/Course: **Transformers 2** Planned Hours: 20
Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: **Puget Sound Electrical JATC**
Description of element/course:
This course reviews concepts covered in Transformers 1, expands, and adds concepts. Lessons include instruction in reactors and isolation, transformer connections, installation and physical protection, transformer overcurrent protection, tap rules, Buck-Boost transformers, and safe work practices.

Element/Course: **Hazardous Locations / Lightning Protection** Planned Hours: 24
Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: **Puget Sound Electrical JATC**
Description of element/course:
Course provides lessons and instruction in multiple parts of the NEC. Topics covered include; service equipment requirements, swimming pools, fountains and other specialty or hazardous locations. Additional lessons are provided covering emergency and standby systems, over 600V and over 1000V requirements, remote control, signaling, and power limited circuits.

Element/Course: **Year 3 – Specific labs/Short lesson topics** Planned Hours: 12
Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: **Puget Sound Electrical JATC**
Description of element/course:
Course reviews topics covered in previous orientation course and expands lessons. Instruction includes lessons in the hazards of drug abuse

Element/Course: **Substation Maintenance 2** Planned Hours: 36
Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: **King County Metro Transit/AVO Training Institute**
Description of element/course:
Learn advanced knowledge related to maintenance and testing of industrial and utility substations.

Element/Course: **Code Calculations 1** Planned Hours: 20
Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study

Provided by: **Puget Sound Electrical JATC**

Description of element/course:

Course focuses on comprehensive training for solving code-related mathematical issues. Lessons include instruction in special occupancies, electrical equipment, special equipment, introduction to cable tray systems, metallic raceway and cable tray fill requirements, and electric welders.

Element/Course: **Power Quality** | Planned Hours: 20

Mode of Instruction (check all that apply)

☒ Classroom ☒ Lab ☐ Online ☐ Self-Study

Provided by: Puget Sound Electrical JATC

Description of element/course:

This course provides the apprentice with an understanding of the importance of power quality and power factor correction. Lessons include power factor correction, capacitor banks, measurement of power factor and quality, and equipment with leading power factor.

Element/Course: **Grounding and Bonding 2** | Planned Hours: 12

Mode of Instruction (check all that apply)

☒ Classroom ☒ Lab ☐ Online ☐ Self-Study

Provided by: **Puget Sound Electrical JATC**

Description of element/course:

Course provides review of concepts studied in Grounding and Bonding 1 and provides additional fundamental instruction in grounding and bonding. Lessons include instruction in grounding at separate buildings and structures, electrical system grounding, grounding for separately derived systems, and special occupancies and equipment. Lessons are also provided in grounding and bonding communication systems, Ground Fault Circuit Interruption (GFCI) and Ground Fault Protection for Equipment (GFPE), medium and high voltage systems, and earth ground test instruments and procedures.

Element/Course: **Motors** | Planned Hours: 20

Mode of Instruction (check all that apply)

☒ Classroom ☒ Lab ☐ Online ☒ Self-Study

Provided by: **Puget Sound Electrical JATC**

Description of element/course:

Course provides instruction in the fundamental concepts of motor operation and protection. Lessons include instruction in magnetism and induction, motor nameplates, AC alternators, single-phase and three-phase motors, squirrel cage motors, wound-rotor motors, DC motors and generators, starting methods, synchronous motors, and multi speed and special application motors, Additionally apprentices receive instruction in NEC motor calculations, braking, bearings, drive/clutch systems, adjustable speed motors, and troubleshooting and maintenance.

Element/Course: **Motor Control** | Planned Hours: 32

Mode of Instruction (check all that apply)

☒ Classroom ☒ Lab ☐ Online ☐ Self-Study

Provided by: **Puget Sound Electrical JATC**

Description of element/course:

This course provides the apprentice with instruction in the fundamentals of motor controls. Lessons include instruction in analog and digital motor control devices, AC and DC motor speed control devices, timers, function specific control devices, variable speed drives, network systems, and troubleshooting and maintenance.

Element/Course: **Programmable Logic Controllers (PLC)** | Planned Hours: 24

Mode of Instruction (check all that apply)

☒ Classroom ☒ Lab ☐ Online ☐ Self-Study

Provided by: **Puget Sound Electrical JATC**

Description of element/course:

This course provides the apprentice fundamental instruction in the design, application, operation, and installation of programmable logic controllers. Lessons include instruction in industrial and

commercial uses, line and load requirements, types of PLC's, installation and overcurrent protection, and troubleshooting and maintenance.

Element/Course: **Lighting Essentials**	Planned Hours: 20
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: **Puget Sound Electrical JATC**	
Description of element/course: The apprentice will learn the fundamentals of lighting control, light color spectrum and lighting system design. Topics covered include, light harvesting, motion detection, lighting sequence control and room settings.	

Element/Course: **Blueprint Reading 3**	Planned Hours: 12
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: **Puget Sound Electrical JATC**	
Description of element/course: Course provides review of previous blueprint reading courses and expands on concepts. Lessons include instruction in as-built blueprint documentation, interpreting and applying architectural and mechanical blueprints, interpreting and applying wiring diagrams, interpreting and applying Authority Having Jurisdiction (AHJ) specifications.	

Element/Course: **Torque 1**	Planned Hours: 8
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: **Puget Sound Electrical JATC**	
Description of element/course: Introduction to torque applications. Lessons include instruction in torque tool familiarity, identification and application of torque requirements within utilization equipment, proper use and care of torque tools, in-lbs. vs ft-lbs and conversion, periodic testing requirements, and certification requirements by the Authority Having Jurisdiction (AHJ).	

Element/Course: **Fire Alarm Advanced**	Planned Hours: 24
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: **Puget Sound Electrical JATC**	
Description of element/course: Course covers the installation of fire alarm systems including: type A & B system configurations, proper installation of shielded cabling, notification devices, initiation devices, codes and standards including National Fire Protection Association (NFPA) 72, and the proper use of end of end of line resistors (EOL).	

Element/Course: **Year 4- Specific labs/Short lesson topics**	Planned Hours: 12
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: **Puget Sound Electrical JATC**	
Description of element/course: Specific labs and short topics include: 4th year Craft Certification and First Aid/CPR/AED	

Element/Course: **Protective Relays Basic**	Planned Hours: 36
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: **King County Metro Transit/AVO Training Institute**	
Description of element/course:	

Hands-on course to learn the testing, maintenance, and calibration of electromechanical protective relays. Course covers Impedance Relays, Sync Check Relays, and Ground Directional Overcurrent.

Element/Course: **Energized Overhead Contact System Line Safety**	Planned Hours: 80
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: **King County Metro Transit/AVO Training Institute**	
Description of element/course: Course will cover learning to avoid electrical hazards by being trained in special precautionary techniques and the proper use of personal protective equipment, such as rubber gloves, blankets and line hoses, insulated tools and other protective measures to reduce the hazard of electric shock.	

Teri Gardner 8-28-19

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8/27/2019 bk

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 King County Metro Transit Joint Apprenticeship Committee
(NAME OF STANDARDS)

Occupations	County(s)	Journey Level Wage Rate	Effective Date:
Building Operating Engineer	King County	39.37	1/1/2019
Rail Electrical Worker	King County	47.88	1/1/2019

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

REGISTERED APPRENTICESHIP PROGRAM ADDRESS/MAILING INFORMATION UPDATE (FOR PUBLIC USE)

RECEIVED
8/27/2019 bk

Official Name of Standard:
King County Metro Transit Joint Apprenticeship Committee

Teri Gardner 8-28-19

Name/Title of Designated Individual for Receipt of Correspondence:
Danielle Wallace, Project/Program Manager III

Mailing Address:
201 S. Jackson St.
Seattle, WA 98104

Phone number 206-263-4189 FAX #

Toll Free Number (if available)

E-mail Address danielle.wallace@kingcounty.gov

Internet Site Address https://kingcounty.gov/depts/transportation/metro.aspx

Chairman/Secretary/Authorized official signature:
(Signature required for processing)

Signature

Danielle Wallace
Printed Name

8/22/2019
Date

Please Mail Completed Form To:

Department of Labor and Industries
Specialty Compliance Services Division
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530
(360) 902-5320 FAX (360) 902-4248
E-Mail: Apprentice@Lni.Wa.Gov
Internet: http://www.lni.wa.gov/TradesLicensing/Apprenticeship/

NOTE: This information WILL NOT be used to make changes to your program standard.

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:	King County Metro Transit Joint Apprenticeship Committee	RECEIVED 8/27/2019 bk

Committee Representative Name:
GARET DUNGAN

Teri Gardner 8-28-19

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
BLDG OPER ENG 2	KING COUNTY METRO	AUG '07	AUG '19
HVAC SERVICE TECH	UNITED SYSTEMS INC	AUG '00	AUG '07
INSTALLATION/SERVICE TECH	CAMPING WORLD	MAY '97	AUG '00
AUTO MAINTENANCE	BBC DODGE DEALER & BODY SHOP	MAY '96	MAY '97
FOOD PREP	PIZZA HUT	'94	JUNE '97

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
LAKE WASH TECH CENTER	MAY '08	JUNE '08	STEAM BOILER	GRADE 3 STEAM
CITC Bellevue	SEPT '01	JUNE '02	HVACR	COMPLETION
BRUDVIK SCHOOL OF REFRIGERATION	JAN '00	AUG '00	HVACR	COMPLETION
SEATAC OCCUPATIONAL SKILLS CENTER	SEPT '94	JUNE '96	AUTO/ DIESEL MECH, WELDING/FABRICATION	COMPLETION

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

SIEMENS APOGEE MASTER PROGRAMMER & MASTER OPERATOR
BOC-1 & 2 BUILDING OPERATOR CERTIFICATION
L&I 06A JOUREYMAN HVAC ELECTRIC CARD
CITY OF SEATTLE GRADE 3 STEAM BOILER CERTIFICATION

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
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Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	King County Metro Transit Joint Apprenticeship Committee

Committee Representative Name:
Jose L Reyna

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Transit Facilities Superintendent	King County Metro	06/2013	Present
City Work Program Supervisor	City Of Mount Vernon	12/1999	1/2013

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Management team representative with the authority to make decisions on behalf of Metro Transit Facilities

Sponsors may attach additional pages if necessary.

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:	King County Metro Transit Joint Apprenticeship Committee

Committee Representative Name:
Kevin Gumke

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Rail Training Superindendent	King County Metro	6-19	present
Rail Technical Trainer	King County Metro	12-14	6-19
Rail Operator	King County Metro	10-10	12-14
Bus Operator	King County Metro	10-01	10-10

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
Shoreline High School	9-73	6-76		High School diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

WA State CDL Class B

Sponsors may attach additional pages if necessary.

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
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Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	King County Metro Transit Joint Apprenticeship Committee

Committee Representative Name:
Lisa B Carter

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Lead Shelter Refurb (Carpenter)	King County/Metro Transit	Sept/2017	current
Carpenter	King County/Metro Transit	Sept/1993	Sept/2017
Carpenter Trainee	King County/Metro Transit	Sept/1991	Sept/1993
Custodian	Metro Transit (hadn't merged w/King County yet)	Feb/ 1991	Sept/1991
Custodian	ABM	Sept/1983	Feb/1991

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
CITC, Bellevue WA	Sept/91	June/93	Carpentry	Carpentry
Community Colleges, Seattle area	Sept 83	Feb 91	varied, I like to learn	never bothered to add them up
Boston University	Sept 82	May 83	Engineering	none
MVHS, Mount Vernon, WA	Sept 80	June 82	High School	Diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Flagging and Traffic Control Supervisor
Forklift Certification (various)
First Aid, ROW Worker Safety(train tracks), Safe Driving, Rigging and Signal Person (crane)
Whatever else they teach us here on a regular basis, PPE usage, Bloodborne Pathogens, Ladder Safety, etc. etc. etc.

Sponsors may attach additional pages if necessary.

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:	King County Metro Transit Apprenticeship Committee

Committee Representative Name:
Maria Roberts

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Rail Electrical Worker	King County	03/18	current
Maintenance Electrician	WestRock Inc	06/14	02/18
Journeyman Electrician	Fox Electric Company	06/13	08/13
Journeyman Electrician	Holmes Electric	08/11	11/11
Apprentice Electrician	Harris Companies	01/11	05/11
Apprentice Electrician	Sequouyah Eleectric, LLC	10/10	12/10

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
SW WA Electrical JATC	09/06	06/11-	Inside Wireman	EL-01
fall River High School	09/98	06/02	General	Diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

OSHA 30 and 10
WA CDL

Sponsors may attach additional pages if necessary.

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:	King County Metro Transit Joint Apprenticeship Committee

Committee Representative Name:
Matt Rawson

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Facilities Chief	King County Metro	3/2019	Current
Building Operating Engineer	King County Metro	9/2010	3/2019
HVAC Service Technician	Local 66 Sheet Metal Union	1/2001	9/2010

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
Bates Technical	9/1999	1/2001	HVAC/R	Associates of Technology

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

CFC Universal License
Steam Grade 3
Siemens Master Programmer/Controller program
06a Electrical License

Sponsors may attach additional pages if necessary.

Department of Labor and Industries
Apprenticeship Section
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Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Rail Electrical Worker Apprentice

Committee Representative Name:
Pam Price

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Traction Power Chief	King County Metro	11/2014	now
Director, Power Stations	Seattle City Light	1996	2006
Variety of Positions	Seattle City Light	1978	1996

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
Central Washington University		1986	Bachelors of Science in B.A.	Bachelors

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Journeylevel High Voltage Electrical Worker (Power Station Operator II), Seattle City Light, 1982

Sponsors may attach additional pages if necessary.

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:	King County Metro Transit Joint Apprenticeship Commitee

Committee Representative Name:
Raul G Rico Jr

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Traction Power Crew Chief	King County Metro	08/2008	present
Maintenance of Way Wayside Lineman	San Diego Trolley	12/1999	08/2008

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
San Diego Community College	2000	2003	Wayside Lineman Apprenticeship San Diego Trolley	Journeyman Wayside Lineman Certificaiton

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

AVO Overhead Contact System Energized Work Qualified AVO Traction Power Maintenance 1,2,3

King County Leadership Program

Altec Sentry Insulating Aerial Device Proffesion Operator Safety Training Articulating Boom Crane Certificaiton

Buisness Training Experts Leadership Journey- North Start Series " Management Training"

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:	King County Metro Transit Joint Apprenticeship Committee

Committee Representative Name:
Steven Bose

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Way, Power & Signasl Superintendent	King County Metro Rail Division	11/12	Present
Track & ROW Chief	King County Metro Rail Division	8/08	11/12
Project Manager/Supt	Obayashi Corportaion	1/07	8/08
Foreman	Herzog Contracting Corporation	6/96	1/07

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
AC Davis Sr. High	1987	1990	General, advanced math	Diploma
YVCC	1990	1991	Criminology	

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Signals & Communications Intro Railway
FTA Tunnel Safety
FRA Railroad Safety Rules
3rd Rail Safety Training and Installation of 14 miles
OCS Safety Training - CalTran
OSHA 30

Sponsors may attach additional pages if necessary.

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:	King County Metro Transit Joint Apprenticeship Committee

Committee Representative Name:
Terry Simmons

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Rail Electrical Worker	KCM	6/17	current
Commercial Electrician	Ault Electric	1/13	6/17
Commercial Electrician	Totem Electric	8/01	1/13

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
SW JATC	9/01	5/06	Electrical	E01
TT Technical Institute	9/93	9/6	Electronics	BS

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

ITT Technical Institute

Sponsors may attach additional pages if necessary.

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

Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	King County Metro Transit Joint Apprenticeship Committee

Committee Representative Name:
Troy L. Jaeger

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Facilities Maintenance Chief	King County Transit Facilities Division	12/2017	Present
Lead Facilities-Shelter Construction/Repair.	King County Metro Transit	7/2014	11/2017
Facilities Maintenance Constructor	King County Metro Transit	6/1994	6/2014
Welding and Machine Operations	Willliams Fabrication & Machine	3/1994	6/1994
Welding and Fabrication Spec.	Boeing Defense	9/1992	3/1993
Structual Instrumentation	Welding and fabrication assembly	10/1990	9/1992

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
Renton Techincal College	9/1988	6/1990	Welding and Machinist	Yes Welding Cert.
Lindbergh High School	9/1985	6/1988	High school	Yes Diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Backflow asembly tester. 5-2018
WABO welding certified. Current
N.C.C.C.O fixed cab crane certified. Current 2020
CDL A class drivers license. Currnet.

Teri Gardner 8-28-19

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

REQUEST FOR RECOGNITION OF APPRENTICESHIP COMMITTEE

RECEIVED
8/27/2019 bk
L&I apprenticeship coordinator

TO: Washington State Apprenticeship & Training Council

FROM: King County Metro Transit Joint Apprenticeship Committee
NAME OF PROGRAM SPONSOR

EMPLOYER REPRESENTATIVES/ORGANIZATION:
King County Metro

We, the undersigned verify our willingness to serve on the above named apprenticeship program committee and that these committee members meet the requirements of WAC 296-05.
The Chair or Secretary is identified as noted below.
*Note: E-mail information will not be posted in the standards.

Name of Employer Representative Jose Reyna, Chair	Name of Employer Representative Steven Bose
Title King County Metro Transit Facilities Superintendent	Title King County Metro Transit Rail Power Superintendent
Mailing Address 901 5th Avenue	Mailing Address 3407 Airport Way S.
City, State, Zip+4 Seattle, WA 9810	City, State, Zip+4 Seattle, WA 98134
E-mail Jose.Reyna@kingcounty.gov	E-mail steven.bose@soundtransit.org
Signature	Signature
Name of Employer Representative Matt Rawson	Name of Employer Representative Pam Price (alternate)
Title King County Metro Transit Facilities Chief	Title King County Metro Transit Traction Power Chief
Mailing Address 11911 E Marginal Way S Bldg C	Mailing Address 3407 Airport Way S.
City, State, Zip+4 Seattle, WA 98168	City, State, Zip+4 Seattle, WA 98134
E-mail matt.rawson@King County.gov	E-mail pam.price@soundtransit.org
Signature	Signature
Name of Employer Representative Troy Jaeger (alternate)	Name of Employer Representative
Title King County Metro Chief Facilities	Title
Mailing Address 11911 E. Marginal Way S. Bldg C.	Mailing Address
City, State, Zip+4 Seattle, wa. 98168	City, State, Zip+4
E-mail Troy.Jaeger@kingcounty.gov	E-mail
Signature	Signature

EMPLOYEE REPRESENTATIVES/ORGANIZATION: ATU Local 587 and IBEW Local 77	
We, the undersigned verify our willingness to serve on the above named apprenticeship program committee and that these committee members meet the requirements of WAC 296-05. The Chair or Secretary is identified as noted below. *Note: E-mail information will not be posted in the standards.	
Name of Employee Representative Lisa Carter, Secretary	Name of Employee Representative Raul Rico
Occupation: Facilities Executive Board Representative, ATU 587; King County Metro Transit Lead Carpenter	Occupation: Shop Steward, IBEW 77; King County Metro Transit Rail Electrical Worker Crew Chief
Mailing Address 2815 Second Ave Suite 203	Mailing Address 3407 Airport Way S.
City, State, Zip+4 Seattle, WA 98121	City, State, Zip+4 Seattle, WA 98134
E-mail lisa.carter@kingcounty.gov	E-mail raul.rico@soundtransit.org
Signature Lisa B. Carter	Signature Raul Rico Jr.
Name of Employee Representative GARET DUNGAN	Name of Employee Representative Maria Roberts
Occupation: King County Metro Transit	Occupation: King County Metro Transit Rail Electrical Worker
Mailing Address 11911 E Marginal Way S Bldg C	Mailing Address 3407 Airport Way S.
City, State, Zip+4 Seattle, WA 98168	City, State, Zip+4 Seattle, WA 98134
E-mail garet.dungan@kingcounty.gov	E-mail maria.roberts@soundtransit.org
Signature	Signature
Name of Employee Representative	Name of Employee Representative
Occupation:	Occupation:
Mailing Address	Mailing Address
City, State, Zip+4	City, State, Zip+4
E-mail	E-mail
Signature	Signature

RCW 49.04.040 - Apprenticeship committees - Composition - Duties.
Upon July 22, 2001, all newly approved apprenticeship programs must be represented by either a unilateral or joint apprenticeship committee. Apprenticeship committees must conform to this chapter, the rules adopted under this chapter, and 29 C.F.R. Parts 29 and 30 and must be approved by the apprenticeship council. Such apprenticeship committees shall be composed of an equal number of employer and employee representatives who may be chosen:

(1) From names submitted by the respective local or state employer and employee organizations served by the apprenticeship committee; or

(2) In a manner which selects representatives of management and nonmanagement served by the apprenticeship committee. The council may act as the apprentice representative when the council determines there is no feasible method to choose nonmanagement representatives.

Apprenticeship committees shall devise standards for apprenticeship programs and operate such programs in accordance with the standards established by this chapter and by rules adopted under this chapter. The council and supervisor may provide aid and technical assistance to apprenticeship program sponsors and applicants, or potential applicants.

Do not write in space below

Approved by:
Washington State Apprenticeship & Training Council

Teri Gardner 8-28-19

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

AUTHORIZATION OF SIGNATURE

RECEIVED
8/27/2019 bk
L&I Apprenticeship Consultant

Effective Date
08/19/2019

This form will supersede all other "Authorization of Signature" forms on record with the Department of Labor and Industries by the below named program with an effective date or submittal date earlier than the above effective date.

Program Name: King County Metro Joint Apprenticeship Committee

Name of Individual(s)	Select one of the following: All papers pertaining to the business of this Apprenticeship program.	Apprenticeship Agreement Cards only.
Danielle Wallace	X	

We, the undersigned committee members of the above named apprenticeship program give our authorization for the above individual(s) to sign documents as indicated.

A quorum of the committee must sign below:(WAC 296-05-208(3))

Employer Representatives	Employee Representatives
JOSE L REYNA	
Steve Bose	Raul Rico Jr
	Lisa Carter

King County Metro Transit (Metro)
Equal Employment Opportunity

RECEIVED
8/27/2019 bk

Policy Statement

Teri Gardner 8-28-19

King County Metro Transit (Metro) possesses a strong commitment to the community we serve and to its employees. Further, Metro believes that equal employment opportunity, diversity and an inclusive work environment is foundational to the provision of the highest quality service we seek to provide. Metro's commitment is predicated on the fact that successful achievement of EEO goals will benefit Metro and any applicable sub-recipients and/or contractors through fuller utilization and development of previously underutilized human resources.

As an equal opportunity employer, Metro strives to have a workforce that reflects the community we serve. Additionally, Metro is committed to non-discrimination and Equal Employment Opportunity for all persons. Therefore no person shall be unlawfully excluded from employment opportunities based on race, color, age, sex (including gender identity, sexual orientation and pregnancy), marital status, religion, ancestry, national origin, genetic information, veteran status, disability, or other protected class. This policy applies to all employment practices and actions, including but not limited to, recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay and all other forms of compensation including, benefits, and all other terms and conditions of employment.

This policy reaffirms that all applicants and all employees have the right to report incidents of alleged discrimination and to file complaints alleging discrimination with Metro's EEO Officer, their immediate supervisor, any other member of management within the agency, Transit Human Resources, the General Manager/Department Director or his/her designee, the King County Human Resources Director or his/her designee, the County's Diversity Manager, and/or enforcement agencies such as the King County Office of Civil Rights and Open Government, the Equal Employment Opportunity Commission, and the Washington State Human Rights Commission.

Retaliation against any individual who files a charge or complaint of discrimination, participates in an employment discrimination proceeding (such as an investigation or lawsuit), or otherwise engages in protected activity is strictly prohibited and will not be tolerated.

Metro is committed to providing reasonable accommodations to applicants and employees who need such accommodations due to disability or as required to practice or observe their religion unless such accommodation causes undue hardship.

As Metro's General Manager, I maintain overall responsibility and accountability for Metro's compliance with its EEO Policy and Program. To ensure day-to-day management, including program design, preparation, monitoring, and complaint investigation, I have appointed the following as Metro's EEO Officer who reports directly to me and acts with my authority with all levels of management, labor unions and employees:

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Teri Gardner 8-28-19

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Equal Employment Opportunity

Policy Statement

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Anita L. Whitfield
King County Metro Transit (Metro) EEO Officer
KSC-TR-0415
201 S. Jackson Street, Suite 415
Seattle, WA 98104

E-mail: metro.equity@kingcounty.gov
Anita.whitfield@kingcounty.gov

Phone: 206-205-8000
206-477-2669

Even in light of the above stated appointment of Metro's EEO Officer, all Metro executives, management, and supervisory personnel share in the responsibility for effective implementation and monitoring of Metro's EEO Policy and Program within their respective areas and will be assigned specific tasks to ensure compliance is achieved. Therefore, Metro will evaluate its executives, managers and supervisors performance on their effective implementation of Metro's policies and procedures, in the same way Metro assesses their performance regarding other agency goals.

Metro is committed to undertaking and developing a written nondiscrimination program that sets forth the policies, practices and procedures, with goals and timetables, to which the agency is committed and to make the EEO Program available for inspection by any employee or applicant for employment upon request.

I am personally committed to a workplace that acts upon its daily responsibility to treat all applicants and employees with dignity and respect, as well as equitably under the guidelines of our EEO Policy and Program.

Signature
King County Metro Transit (Metro) General Manager

February 20, 2018
Date