



Teri Gardner 12-12-22
Teri Gardner 12-5-22

APPRENTICESHIP PROGRAM STANDARDS
adopted by

CONSTRUCTION INDUSTRY TRAINING COUNCIL OF WASHINGTON -
GLAZIER

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

GLAZIER

47-2121.00

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: _____
 Chair of Council

By: _____
 Secretary of Council

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INTRODUCTION

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

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

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

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

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

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

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

Sponsor Introductory Statement (Required):

The following apprenticeship standards for the development of apprentices in the glazier trade have been prepared by representatives in the glazier trade, National Glass

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Association, the National Center for Construction Education and Research and partners, with the assistance of the Apprenticeship Section of the Washington State Department of Labor and Industries.

I. GEOGRAPHIC AREA COVERED:

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

The area covered by these Standards shall be counties identified below in the state of Washington and the state of Idaho.

For the purposes of these standards, Region II (Eastern Washington), and Region IV (Central Washington) contain the following counties:

Region II: Ferry, Stevens, Pend Oreille, Lincoln, Spokane, Adams, Whitman, Columbia, Garfield, and Asotin.

Region IV: Franklin, Walla Walla, Okanogan, Chelan, Douglas, Kittitas, Grant, Yakima, and Benton.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Idaho, CITC's Glazier Committee will apply the same standards and guidelines to apprentices registered in the program while working in the State of Idaho.

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 (proof of age required).

Education: Must be a high school graduate or have a passing grade on an official high school equivalency test. Applicants must supply the Apprenticeship Committee with proof of graduation from high school or their high school equivalency test scores. College transcripts will be accepted in lieu of high school transcripts with a high school diploma or High school Equivalency certificate.

Physical: Must be physically able to perform the work of the trade with or without reasonable accommodation.

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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:

- 1. Applications may be filled out online and are available year-round, unless otherwise determined by the Committee at <https://citwa.org/apprenticeship/online-apprenticeship-application/>**
- 2. Applicants shall submit proof of the education and age qualifications to the Committee before their applications will be considered completed. This must be done within sixty (60) days of date of application. Applicants not completing the application within sixty (60) days will be required to reapply**
- 3. Applications can also be obtained by calling (425)454-2482. All applications submitted must have original signature of the applicant. Applications must be hand delivered or delivered via US Post or other courier within 14 days of the applicant's request for application. The application must be sent to: CITC, 10428 W. Aero Road, Suite A Spokane, WA 99224, WA 98004. Faxed or e-mailed applications will not be accepted. applications are accepted year-round unless otherwise determined by the Committee.**
- 4. After acceptance as an applicant by completing the application and providing the required information relating to meet the minimum requirements, an applicant will be scheduled for an interview. Interviews will be held in January, April, June, and September.**
- 5. The Committee will determine the number of applicants to be accepted prior to holding interviews.**
- 6. In January and June, applicants will be placed in rank order. Applicants being interviewed in April and September will not be ranked and placed on the**

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Ranked Eligibility Pool until the following January or June unless there are no available applicants on the list.

- 7. In January and June, any applicants remaining in the Ranked Eligibility Pool will be re-contacted to determine their continued eligibility, willingness and commitment to being registered and referred for work. All applicants will then be re-ranked in the Ranked Eligibility Pool every six months.**
- 8. Employers may request women and minority apprentices in order to meet their own contractual affirmative action requirements for public works projects or other projects with affirmative action requirements.**
- 9. A company who becomes a training agent with CITC must register their non-journey level employees performing the scope of work as defined by these standards as apprentices within 30 days of the Company's registration date as an approved training agent.**
- 10. CITC's Training Agents may incorporate their employment practices with applicants and apprentices from the pool.**

11. The Interview Session:

- a. The interview committee shall have in its possession for review with regard to each applicant: application form, education transcript and proof of birth date.**
- b. Each applicant shall be interviewed by members or designated representatives of the Committee.**
- c. After a brief introduction, the Committee will ask questions of the applicant with the purpose of finding out as much as possible about him/her as an individual and about his/her capacity to participate in apprenticeship.**
- d. Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: work experience, mechanical abilities, and motivation.**
- e. Evaluation must be based on a standard of industry needs, and not by a comparison with other applicants.**
- f. Evaluation of the interview will be based on Excellent, Good, Fair, Poor, and Unacceptable responses on each topic.**

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- g. Excellent will be given a numerical range of 16 to 20; Good will be given a numerical range of 11 to 15; Fair will be given a numerical range of 6 to 10; Poor will be given a numerical range of 1 to 5; Unacceptable will be given a zero value. Any applicant who has 50% or more unacceptable responses will not be considered for apprenticeship.
 - h. Answers to questions must be recorded during the interview to produce a record for the applicant's file.
 - i. All applicants must be asked the same questions.
12. Upon acceptance following the interview process, applicants will be asked to complete a "Regional Referral Availability Form" indicating the region(s) in which the applicant is willing to work. A revised/updated version of this form may be submitted by the applicant at any time. Failure to submit a form will result in the applicant committing to employment anywhere within the state of Washington.
 13. Applicants shall be referred to employment with a Training Agent based on the following criteria: (1) overall ranking based on highest score; (2) the region(s) in which the applicant has defined as an acceptable area for employment; and (3) response to the referral contact within 24 hours of the initial referral. If the applicant does not respond to the employment referral the applicant will be dropped to the bottom of the Ranked Eligibility Pool.
 14. If the applicant does not respond to the CITC apprenticeship office within 10 days, the applicant will be removed from the Ranked Eligibility Pool and will need to reapply to the program.
 15. It is the applicant's responsibility to keep his or her current address and contact information on file with the Committee.
 16. Exceptions: Individuals qualifying for Direct Entry under the exception methods described below, may have the minimum qualification requirements waived at the discretion of the committee or designee, unless otherwise stated below.
 - a. Individuals who are currently employed by an approved training agent under an employment category or classification other than the occupation covered by these standards whose position or classification is being revised by the employer to another occupation covered by these standards may receive direct entry into the apprenticeship program. For entry into the program, the applicant must have been employed by the training agent in the original classification a minimum of 6 consecutive months immediately preceding the revision and submit letters of support by their employer. This provision can only be utilized by employers two

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(2) times per year and up to a total of four (4) employees in a 12-month period unless the dispatch referral is empty. Employers may request the Committee to waive this stipulation if they can show a compelling reason as to why it should be lifted.

- b. Individuals relocating from another SAC/ATELS approved apprenticeship program may receive direct entry into the apprenticeship program providing he or she is in good standing with the program from which they are transferring. The apprentices must formally request by letter that the committee accept their transfer and provide official documentation pertaining to their apprenticeship program from which they are transferring. The Committee will examine all documentation submitted prior to granting the transfer for registration into the apprenticeship program.**
- c. Military veterans who have completed military technical training, have participated in a registered apprenticeship program, or have been involved with Helmets to Hardhats while in the military in the trade covered by these standards may be given direct entry.**
- d. Registered Native Americans who have secured work under TERO projects may receive direct entry into apprenticeship.**
- e. Graduates of committee approved programs such as Job Corps may receive direct entry.**
- f. Actively enrolled CITC craft training students who are currently pursuing the trade covered by these standards and who are in good standing with their grades, may receive direct entry into the apprenticeship program.**

B. Equal Employment Opportunity Plan:

- 1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- 2. Cooperate with school boards, community colleges, and vocational schools to develop programs which prepare students for entrance into apprenticeship.**
- 3. Disseminate information, within shops or concerns, concerning equal opportunity policies of the program Sponsor.**
- 4. Engage in such programs designed to recruit, pre-qualify, and place minorities and women (minority and non-minority) in apprenticeship.**

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5. **To encourage establishment and use of pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.**
6. **Use minority and women (minority and non-minority) journeypersons and apprentices to promote the program.**

C. Discrimination Complaints:

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint with the supervisor of apprenticeship (WAC 296-05-443).

IV. TERM OF APPRENTICESHIP:

The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-015].

The term of apprenticeship for Glazier shall not be less than 8,000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

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

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

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

The first 1000 hours of employment shall constitute the initial probationary period. During the period, the apprenticeship registration may be canceled by either party without the formality of a hearing. The Registration Agency shall be notified of such cancellation.

During the initial probationary period, the Committee shall make a thorough review of the apprentice's ability and development. Prior to the end of the first 1000 hours of employment, action must be taken on each probationary apprentice to end the probation or cancel the registration. All interested parties shall be notified of such action.

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:

The ratio shall not exceed one (1) apprentice to one (1) journey-level worker on the job site.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based

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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. **Glazier**

Apprentices will be paid a progressively increasing schedule of wages. Each period shall be 1000 hours.

During the first year of approval, the journey-level base rate for Glazier will be the ESD 2021 released rate at the 75th percental for a Glazier. This rate will be used to determine the minimum wage rate for apprentices performing non-prevailing wage work. The average of all eastern, WA published ESD rates at the 75th percental will determine the journey-level base rate. Employers reserve the right to pay apprentices more than the minimum apprentice wage established by each step in the chart below; however, they may not pay the apprentice less.

After the first year of approval the journey-level rate for Glazier will be the average journey-level rate for all the employers participating in the Glazier program. Once each year, all participating employers will be surveyed for the average wage rate of their journeypersons performing non-prevailing wage work in each region. These wage rates will then be averaged to determine the minimum journey-level base rate to establish a minimum hourly base rate for each step a Glazier apprentice will be paid. Employers reserve the right to pay apprentices more than the minimum hourly base rate established for each step, but they may not pay less. The survey forms will be signed by the company owner/officer and will become official records of the Committee.

For the purpose of federal work where the wage and fringe benefits are separated, apprentices shall be paid a progressively increasing schedule of wages and fringe benefits per their progression period. For apprenticeship working in Idaho, wage rates would be based upon the CITC prevailing rate of the closest region, federal prevailed rate or TERO prevailed rate; whichever is highest.

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 - 1000 hours	60%

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2	1001 - 2000 hours	62.5%
3	2001 - 3000 hours	65%
4	3001 - 4000 hours	70%
5	4001 – 5000 hours	75%
6	5001– 6000 hours	80%
7	6001 – 7000 hours	85%
8	7001 – 8000 hours	95%

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and work experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined.

A. Glazier

Approximate Hours/Competency Level

1. Basic Construction Procedures..... 1000
2. Cutting and Handling Glass..... 400
3. Metal Fabrication 800
4. Storefront Installation..... 1100
5. Curtainwall Installation..... 800
6. Glass setting (plate, sheet, insulated) 800
7. Glass Replacement 500
8. Sealants and Tapes (preparation, install)..... 300
9. Specialty Glass (edgework, holes, safety glass)..... 200
10. Wall Installation (wood, metal, Vinyl)..... 800
11. Handrails, deck rails..... 200
12. Mirror, shower doors, and tub enclosures installation..... 800
13. Screens..... 100

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14. Doors (sliding, swing, pivot)..... 200

TOTAL HOURS: 8,000

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)

Would include, but are not limited to:

- **OSHA 10**
- **CPR/First Aid**
- **Various Safety training courses approved by the Committee**

☒ Sponsor approved online or distance learning courses (specify)

Would include, but are not limited to:

- **National Center for Construction Education and Research**
- **Courses approved by the Committee**

☐ State Community/Technical college

☒ Private Technical/Vocational college

☒ Sponsor Provided (lab/classroom)

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(X) Other (specify): The Construction Industry Training Council, a private vocational school licensed by the Workforce Training and Coordinating Board of the State of Washington.

B. **160** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

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

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

C. Additional Information:

1. **Safety instruction is included in every quarter's curriculum of this craft.**

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:

Administrative Procedures:

- a. **All Committee members shall be actively participating in the industry as an employer, supervisor, or employee.**
- b. **The Vice President of Apprenticeship oversees the day-to-day operations of the program under the auspices of the Apprenticeship Committee.**

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- c. The Committee may accelerate or extend, through the evaluation process, the advancement of an apprentice in each wage progression period.
- d. When an apprentice is notified that an employment referral is available, he/she must be able to report to work within 24 hours. If the apprentice cannot respond in a timely fashion, the next apprentice on the list may be offered the referral. If an apprentice does not respond to a dispatch, he/she may be dropped to the bottom of the referral list.
- e. If an apprentice refuses an employment referral, he/she may be dropped to the bottom of the referral list.
- f. An apprentice who has been issued a refuse to rehire notice will be interviewed by the Apprenticeship Coordinator, who will review the circumstances and outline corrective steps leading to successful employment. A second refusal to rehire issued to the same apprentice will result in a committee disciplinary action which may include cancellation from the program.
- g. All apprentices must be released from "on-the-job" commitments to attend scheduled related supplemental instruction.
- h. An apprentice who is discharged by three (3) employers for the reasons set forth in Section X.B.3.g may have his/her apprenticeship agreement canceled.
- i. The Committee may, at any time, rotate an apprentice who is not receiving proper training or for any reason they feel will benefit the apprentice.
- j. The apprentice will have a valid driver license at all times.
- k. Within 24 hours after termination apprentices will inform their respective coordinator of termination. The apprentice will request a Request for Dispatch form to be mailed, faxed or emailed to them within 24 hours of layoff or termination. This form must be requested and returned to the apprentice's coordinator within 7 days of lay-off or termination. If the apprentice is terminated on Friday, they will contact CITC by 9 a.m. on the following Monday.
- l. Classroom instructors shall keep an attendance record of apprentice's actual class hours, which shall be turned in to the CITC Apprenticeship Coordinator at the end of each class period. All records shall note tardiness and early departures and shall be forwarded to the Committee for disposition.

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- m. It is the applicants and apprentice's responsibility to keep his or her current address and contact information on file with the Committee.**
- n. An apprentice must have adequate dependable transportation to the job and related supplemental instruction.**
- o. Apprentices are responsible for the payment of their books, lab fees, and incurred late fees for related supplemental instruction.**
- p. Each apprentice shall be required to perform assigned tasks in the classroom in accordance with industry standards at the jobsites. The determination by the Apprenticeship Committee of an apprentice's progress and fitness for the trade shall be based in part on the proficiency shown in subjects covered in the related supplemental instruction as well as on-the-job.**
- q. The employer shall be included in the evaluation process through jobsite observation. Observations will be forwarded to the Committee for review and appropriate action.**
- r. The requirements for advancement are: Regular attendance of related supplemental instruction, a 70% average minimum grade, satisfactory reports from the employer and journey-level workers, and work experience reports turned in monthly.**
- s. Apprentices may make a complaint to the Apprenticeship Committee for issues pertaining to either related supplemental instruction or on-the-job training. The apprentice must submit the complaint in writing to the Vice President of Apprenticeship no later than 10 days prior to the Apprenticeship Committee meeting. The complaint must be submitted in writing within 60 days of the occurrence. The apprentice shall have the right to appear in person before the Committee. The apprentice shall be notified of the decision of the Apprenticeship Committee in writing. All decisions of the Apprenticeship Committee shall be final.**
- t. The Sponsor retains the right to submit revisions to these Standards to the Washington State Apprenticeship and Training Council, according to applicable rules and laws.**
- u. Apprentices may at any time submit a completed Regional Referral Availability Form to their appropriate coordinator. Failure to submit a form will result in the apprentice committing to employment anywhere within the geographic area listed in these standards. Apprentices may contact their respective coordinator to change their referral request form.**

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- v. Apprentices with previous experience or training in the trade may request to have previous experience credited toward their apprenticeship completion. Each individual case would come before the Apprenticeship Committee for review and approval. Apprentices are required to submit previous work experience hours to the committee within 90 days of their registration as an apprentice with these standards. Extension may be requested from the committee by the apprentice.**
- w. Violation of the "CITC Facility Policies and student code of conduct" policies may result in disciplinary action by the Committee, up to and including cancelation from the apprenticeship program:**

CITC Facility Policies and student code of conduct

- 1. Safety is our first concern! There will be no tolerance for unsafe conditions, improper use of hazardous materials or dangerous tools and equipment.**
- 2. All hand tools and power tools shall be maintained in a safe condition and used only for their intended purpose.**
- 3. All students must wear required protective equipment when working with tools or materials where it is required. Anyone not adhering to this policy will be asked to leave the class and will be marked absent from class for that evening.**
- 4. At the end of class or lab each student will be expected to allow enough time for cleanup of their workspace. All tools/materials will be put back in their proper places. All lab areas will be swept clean each evening.**
- 5. All CITC locations are NO SMOKING facilities. There will be no smoking inside any buildings or near entrances. No smoking is allowed within 25 feet of any entrance.**
- 6. Use of alcohol, illegal drugs or drugs that can impair the safe use of operating equipment before or during class hours may result in immediate dismissal from class and referred to the committee for further action.**
- 7. Possession, consumption and/or sale of controlled substances, alcohol or firearms before or during class hours on or near any of CITC's training facilities which include parking areas will result in immediate dismissal from class and referred to the committee for further action.**
- 8. Physical/verbal abuse, harassment or insubordination of any type toward CITC staff, fellow classmates and/or the instructor will not be tolerated and will result in immediate dismissal from class and referred to the committee for further action.**

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B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].

3. Sponsor Disciplinary Procedures:

Disciplinary Procedures:

- a. **Apprentices shall be informed of their work and related supplemental instruction obligations as stated in these Standards**

CONSTRUCTION INDUSTRY TRAINING COUNCIL OF WASHINGTON - GLAZIER

- b. Disciplinary problems may first be handled by the Vice President of Apprenticeship. If the Vice President deems appropriate, the matter may be referred to the Committee for action.
- c. The Committee and/or its designate shall notify the apprentice of any violations of these Standards and the apprentice shall be subject to the disciplinary action procedures as outlined below.
- d. Failure to show regular attendance at related supplemental instruction may be deemed sufficient cause for the Apprenticeship Committee to initiate disciplinary action procedures as outlined below. Regular attendance is defined as not missing more than two classes per quarter. Apprentices who miss more than two (2) classes per quarter may be summoned before the committee for disciplinary action up to and including cancellation of his or her apprenticeship agreement.
- e. More than two unexcused absences from class during each quarter may be deemed cause by the Committee for the apprentice's completion date being extended an additional three (3) months with a corresponding three (3) month delay in the apprentice's next scheduled wage increase.

Apprentices accumulating three (3) or more unexcused absences from related supplemental instruction during the quarter may be summoned before the committee for disciplinary action up to and including cancellation of his or her apprenticeship agreement.

Two (2) tardies to related supplemental instruction is equal to one (1) absence.

Excused absences may be allowed for:

Illness of apprentice

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

Death in immediate family

Any other reasons deemed appropriate by the Committee

- f. Apprentices who have missed related supplemental instruction, as outlined in these Standards, will not be eligible for advancement until such time as the requirement is satisfied.
- g. A contractor may discharge an apprentice for substandard performance, improper conduct, indifference to the contractor's or Committee's rules and regulations, or insubordination.

CONSTRUCTION INDUSTRY TRAINING COUNCIL OF WASHINGTON - GLAZIER

- h. If an apprentice is fired for cause or quits (after their initial probationary period), he/she will not be dispatched until he/she appears before the Apprenticeship Committee at their next meeting and is subsequently released by the Committee as eligible for work.
- i. It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such records shall be forwarded by the apprentice to the Vice President of Apprenticeship at the Construction Industry Training Council on the 20th day of each month after they have been signed by the employer or appropriate representative of the employer. The above records shall contain the apprentice's (a) name, (b) classification, (c) employer, (d) months and year of report, as well as hours of work performed. The Vice President of Apprenticeship shall then forward these records to the Apprenticeship Committee prior to each Committee meeting or upon request of the Committee. The work process classifications in which the apprentice has worked each day shall be recorded in the apprentice's record book. The record book is designed with each month in triplicate for the purpose of providing a copy of on the job training for the employer's record, a copy for the apprentice which stays in the book, and the original which is sent to the CITC Vice President of Apprenticeship. The books are available at CITC.
- j. Work experience reports must be turned into the apprenticeship office made out completely and properly, on time. Failure to comply will result in notification of no pay progression until records are completed. The Committee will not apply work process hours that are reported more than 90 days past due to the apprentice's wage advancements, which may extend the term of apprenticeship.
- k. Each apprentice who is late in turning in his/her work experience report will have the following penalties imposed:

<i>First Offense:</i>	Up to 30 days actual work delay in his/her next advancement.
<i>Second Offense:</i>	Up to 60 days actual work delay in his/her work advancement.
<i>Third Offense:</i>	Cause for cancellation of the apprenticeship agreement.

Future advancements will be calculated from the new date.

- l. All other disciplinary action procedures are as follows:
 - 1st infraction:* A written warning.
 - 2nd infraction:* Appearance before the Apprenticeship Committee by the apprentice to justify why advancement should not be denied, his/her apprenticeship

agreement should not be canceled or whatever other action is being contemplated by the Apprenticeship Committee.

3rd infraction: Cause for cancellation of the apprenticeship agreement.

- m. If the apprentice fails to appear before the committee after due notice, disciplinary action may be invoked up to and including cancellation of the apprenticeship agreement.
- n. Should the Apprenticeship Committee find reason to suspend or cancel an apprenticeship agreement, the apprentice shall be notified in writing, specifying the reason for the suspension, cancellation, or any disciplinary action. The apprentice shall be notified 20 days in advance of the meeting of the Committee for the purpose of the disciplinary action, suspension, or cancellation.
- o. Individuals who are terminated from the program for cause are prohibited from reapplying to the program for a period of 12 months from the date of their cancellation. After 6 months, the terminated apprentice may request that the committee waive the remaining 6 months. The decision to waive the remaining 6 months will be at the discretion of the committee.
- p. The apprentice shall read Section X in its entirety and be thoroughly familiarized with its content. The apprentice shall keep a copy for ready reference at all times. The apprentice is cautioned that the penalties are enforced and failure to read the regulation will be no excuse.
- q. The Apprenticeship Committee solicits and appreciates any constructive criticism which will further this program.
- r. The terms "apprenticeship committee" or "committee" refer to the apprenticeship committee of the Construction Industry Training Council (CITC), the sponsor of these standards.

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.

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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

CONSTRUCTION INDUSTRY TRAINING COUNCIL OF WASHINGTON - GLAZIER

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)
 - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.

CONSTRUCTION INDUSTRY TRAINING COUNCIL OF WASHINGTON - GLAZIER

- f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:
- a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
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

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- 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.

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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 must be present to carry on the regular business of the apprenticeship Committee. A quorum shall consist of 50% plus 1 member.**
 - b. Program type administered by the committee: **GROUP NON-JOINT**
 - c. The employer representatives shall be:

Daniel “Dan” Martinez, Chair
1930 116th Ave NE
Bellevue, WA 98004

Kathy Millard
1930 116th Ave NE
Bellevue, WA 98004

Adrian John “AJ” Hiebichuk
1930 116th Ave NE
Bellevue, WA 98004

CONSTRUCTION INDUSTRY TRAINING COUNCIL OF WASHINGTON - GLAZIER

d. The employee representatives shall be:

**Anthony “Tony” Oslund,
Secretary
1930 116th Ave NE
Bellevue, WA 98004**

**Ryan Hunt
1930 116th Ave NE
Bellevue, WA 98004**

**Kenneth Adams, Alternate
1930 116th Ave NE
Bellevue, WA 98004**

**Jason Czapla
1930 116th Ave NE
Bellevue, WA 98004**

**Samuel Dunbar, Alternate
1930 116th Ave NE
Bellevue, WA 98004**

**Kyle Gutterud, Alternate
1930 116th Ave NE
Bellevue, WA 98004**

F. Plant programs

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

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

NONE

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these standards, and are subject to the main committee. All actions of the subcommittee(s) must be reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/ training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Halene Sigmund, President
Construction Industry Training Council
1930 116th Avenue NE**

CONSTRUCTION INDUSTRY TRAINING COUNCIL OF WASHINGTON - GLAZIER

Bellevue, WA 98004

**Adriana Gamboa, Vice President of Apprenticeship
Construction Industry Training Council
1930 116th Avenue NE
Bellevue, WA 98004**

**Nan Bhusawang, Apprenticeship Program Supervisor
Construction Industry Training Council
1930 116th Avenue NE
Bellevue, WA 98004**

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L&I Apprenticeship Consultant

Teri Gardner 12-5-22
L&I Admin

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



Journey Level Wage Rate

From which apprentices' wage
rates are computed

TO: Washington State Apprenticeship & Training Council

FROM: Construction Industry Training Council of Washington - Glazier

Occupation:	County(ies):	Journey Level Wage Rate:	Effective Date:
Glazier	Region 2 - Ferry, Stevens, Pend Oreille, Lincoln, Spokane, Adams, Whitman, Columbia, Garfield, and Asotin.	\$ 30.71	11/30/2022
Glazier	Region 4 - Franklin, Walla Walla, Okanogan, Chelan, Douglas, Kittitas, Grant, Yakima, and Benton.	\$ 30.71	11/30/2022
		\$	
		\$	

Sponsors must submit the journey-level wage at least annually or whenever changed to the Department.

Form must be signed by Committee Chair and Secretary or Program's Authorized Signer

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	November 30, 2022		
Print Name: Adriana Gamboa	Print Name:		
Signature:	Signature:		

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L&I Apprenticeship Consultant

Teri Gardner 12-5-22
L&I Admin

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



Apprenticeship Committee Representative Qualifications

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program

Construction Industry Training Council of Washington - Glazier

Committee Representative Name
KENNETH ADAMS

Committee Representative Signature

☐ Employer Representative ☒ Employee Representative (Does not have the authority to hire or fire)

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Lead Glazier	AllStar Glass Company	01/11	current
Owner/Glazier	Adams Brothers, Inc	01/05	12/10
Glazier	MacIntosh Glass	2004	2005
Glazier	Goldfinch Glass	1999	2004

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
SunnySide High School	1978	General	Diploma

Other Technical Certifications or Licenses Held

Member of Local 188 as Journey Level Glazier from 1999 - 2005.
First Aid/CPR Certified
Certified Forklift Operator

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Journey Level Wage Rate

From which apprentices' wage
rates are computed

TO: Washington State Apprenticeship & Training Council

FROM: Construction Industry Training Council of Washington - Glazier

Occupation:	County(ies):	Journey Level Wage Rate:	Effective Date:
Glazier	Region 2 - Ferry, Stevens, Pend Oreille, Lincoln, Spokane, Adams, Whitman, Columbia, Garfield, and Asotin.	\$ 30.71	11/30/2022
Glazier	Region 4 - Franklin, Walla Walla, Okanogan, Chelan, Douglas, Kittitas, Grant, Yakima, and Benton.	\$ 30.71	11/30/2022
		\$	
		\$	

Sponsors must submit the journey-level wage at least annually or whenever changed to the Department.

Form must be signed by Committee Chair and Secretary or Program's Authorized Signer

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	November 30, 2022		
Print Name: Adriana Gamboa	Print Name:		
Signature:	Signature:		

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L&I Apprenticeship Consultant	<i>Teri Gardner 12-5-22</i> L&I Admin

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Apprenticeship Section
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Apprenticeship Committee Representative Qualifications

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program Construction Industry Training Council of Washington - Glazier

Committee Representative Name Jason Czapla	Committee Representative Signature [Signature is on Page 2]
<input type="checkbox"/> Employer Representative <input checked="" type="checkbox"/> Employee Representative (<i>Does not have the authority to hire or fire</i>)	

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Foreman	Modern Glass	6/20/13	Current
Foreman	All Star Glass	11/30/07	6/20/13
Service Tech	Cascade Windows	10/20/02	11/30/07

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Post Falls High School	6/2002	General	HS. Dip.

Other Technical Certifications or Licenses Held

Osha 30	aerial lift training
Osha 10	first aid.
Rigging	
Forklift	

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Apprenticeship Committee Representative Qualifications

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program

Construction Industry Training Council of Washington - Glazier

Committee Representative Name

Jason Czaplak

Committee Representative Signature

Jason Czaplak

☐ Employer Representative

☒ Employee Representative (Does not have the authority to hire or fire)

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Foreman	Modern Glass	4/20/13	Current
Foreman	All Star Glass	11/30/07	6/20/13
Service Tech	Cascade windows	10/20/02	11/30/07

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Post Falls High School	6/2002	General	H.S. Dip.

Other Technical Certifications or Licenses Held

Osha 30	aerial lift training
Osha 10	first aid
Rigging	
Forklift	

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L&I AdminDepartment of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530**Apprenticeship Committee
Representative Qualifications**

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program

Construction Industry Training Council of Washington - Glazier

Committee Representative Name
Samuel Dunbar

Committee Representative Signature

☐ Employer Representative ☒ Employee Representative (Does not have the authority to hire or fire)**Work Experience**

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Lead Glazier	AllStar Glass Company	01/18	current
Lead Glazier	River City Glass	07/17	01/18
Lead Glazier	Perfection Glass	01/12	07/17
Lead Glazier	Aragon Construction	01/10	01/12
Glazier	Zaun Glass Company	01/08	01/10
Glazier	Carmel Architectural Sales	01/03	01/08

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Norco High School	1978	General	Diploma

Other Technical Certifications or Licenses HeldMember of Local 636 and Local 1399 as Journey Level Glazier from 2003 to 2017
First Aid/CPR Certified
Certified Forklift Operator
OSHA 10 Certified

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L&I Apprenticeship Consultant

Teri Gardner 12-5-22
L&I Admin

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**Apprenticeship Committee
Representative Qualifications**

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program

Construction Industry Training Council of Washington - GlazierCommittee Representative Name
Kyle GutterudCommittee Representative Signature
Kyle Gutterud☐ Employer Representative ☒ Employee Representative (Does not have the authority to hire or fire)**Work Experience**

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Lead Glazier	AllStar Glass Company	10/12	current
Sales	Sportsmans Warehouse	01/10	10/12

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
North Idaho College		Basics 2009/2010	
Lake City High School	2009	General	Diploma

Other Technical Certifications or Licenses Held

First Aid/CPR Certified
Certified Forklift Operator
OSHA

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Apprenticeship Committee Representative Qualifications

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program

Construction Industry Training Council of Washington - Glazier

Committee Representative Name
Adrian John Hlebichuk

Committee Representative Signature

☒ Employer Representative ☐ Employee Representative (Does not have the authority to hire or fire)

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
President	C&S Glass CO.	01/21	Present
VP	C&S Glass CO.	01/20	01/21
PM	C&S Glass CO.	01/16	01/20
Foreman	C&S Glass CO.	01/06	01/16

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
University of Idaho	2004	Professional Golf Management	
Coeur d'Alene High School	2002		

Other Technical Certifications or Licenses Held

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L&I AdminDepartment of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530**Apprenticeship Committee
Representative Qualifications**

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program

Construction Industry Training Council of Washington - GlazierCommittee Representative Name
Ryan Hunt

Committee Representative Signature

☐ Employer Representative ☒ Employee Representative (Does not have the authority to hire or fire)**Work Experience**

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Lead Glazier	AllStar Glass Company	06/21	current
Lead Glazier	River City Glass	02/21	06/21
Lead Glazier	Royal Glass	01/16	12/20
Lead Glazier	Capital Glazing	01/13	01/16
Glazier	Woodbridge Glass	01/00	12/12

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Saddleback College	2007	Physics	Associates
Dana Hills High School	2004	General	Diploma

Other Technical Certifications or Licenses HeldMember of Local 1621 as a Journey Level Glazier from 2014 to 2020
First Aid/CPR Certified
Certified Forklift Operator
OSHA 10 Certified

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L&I Apprenticeship Consultant

Teri Gardner 12-5-22
L&I Admin

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

**Apprenticeship Committee
Representative Qualifications**

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program

Construction Industry Training Council of Washington - Glazier

Committee Representative Name
Daniel K Martinez

Committee Representative Signature

☒ Employer Representative ☐ Employee Representative (Does not have the authority to hire or fire)**Work Experience**

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
President	Monroe Street Glass Inc. dba Allstart Glass Company	06/05	current
PM/Estimator	Modern Glass of Spokane	03/00	05/05
Glazier	Gateway Glass	01/99	02/00
Glazier	Frontline Glass	03/91	01/99

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
University of Montana	2 yrs	Business General	None
Helena High School	06/88	General	Diploma

Other Technical Certifications or Licenses Held

None

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L&I Apprenticeship ConsultantTeri Gardner 12-5-22
L&I AdminDepartment of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530**Apprenticeship Committee
Representative Qualifications**

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Name of Program
Construction Industry Training Council of Washington - GlazierCommittee Representative Name
Kathy MillardCommittee Representative Signature
☒ Employer Representative ☐ Employee Representative (Does not have the authority to hire or fire)**Work Experience**

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
President	Modern Glass Company	1989	Present
	*Started with Modern Glass in 1989, holding a variety of sales, administrative, and management, positions. I have served as President of the company since 2010.		

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
North Idaho College	12/2000	Business Management	A.A.S.

Other Technical Certifications or Licenses HeldSociety of Human Resources - SHRM SCP Certification
Human Resource Certification Institute (HRCI) - SPHR Certification
National Association of Credit Management (NACM) - CBF Certification

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L&I Apprenticeship Consultant	

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Apprenticeship Committee Representative Qualifications

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program Construction Industry Training Council of Washington - Glazier

Committee Representative Name Anthony Oslund	Committee Representative Signature [Signature is on Page 2]
<input type="checkbox"/> Employer Representative <input checked="" type="checkbox"/> Employee Representative (<i>Does not have the authority to hire or fire</i>)	

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Glazier	Modern Glass Co.	02/06	present
Various	Idaho Vaneer Co.	?/02	02/06
Maint.	Harpers	?/99	?/02
Various	Crown Pacific	06/88	?/99

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
NCCER	03/20	Craft Inst.	Cert.
NCCER	04/18	Fundamentals of	Cert.
		Crew leadership	

Other Technical Certifications or Licenses Held

aerial lift trainer	OSHA 10
rigging	OSHA 30
forklift	
CPR/first aid	

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L&I Apprenticeship Consultant

L&I Admin

Department of Labor and Industries
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**Apprenticeship Committee
Representative Qualifications**

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 298-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program

Construction Industry Training Council of Washington - Glazier

Committee Representative Name

Anthony Oslynd

Committee Representative Signature

[Signature]

☐ Employer Representative

☒ Employee Representative (Does not have the authority to hire or fire)

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Glazier	Modern Glass Co.	02/06	present
Various	Idaho Vaneer Co.	?/02	02/06
maint.	Harpers	?/99	?/02
Various	Crown Pacific	06/88	?/99

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
NCCER	03/20	Craft Inst.	Cert.
NCCER	04/18	Fundamentals of Crew Leadership	Cert.

Other Technical Certifications or Licenses Held

aerial lift trainer OSHA 10
rigging OSHA 30
forklift
CPR/first aid

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PO Box 44530
Olympia WA 98504-4530



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Rec'd 20221212 TUK/bk	<i>Teri Gardner 12-12-22</i>
Rec'd 20221213 TUK/bk	<i>Teri Gardner 12-14-22</i>
L&I Apprenticeship Consultant	L&I Admin

Apprenticeship Related/Supplemental Instruction (RSI) Plan Review


Program Name Construction Industry Training Council of Washington - Glaziers	
Occupation Glazier	
Term/OJT Hours 8000	Total RSI Hours 640
Training Provider Construction Industry Training Council of Washington (CITC of WA)	

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprentice 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 compliances with WISHA and applicable federal and state regulations.
4. The RSI Plan is maintained, updated and submitted to the Department a minimum of once every 5 years (WSATC Policy 2015-01; rev, 10-21-21).
5. The RSI will be conducted by instructors who meet the qualification of the "competent instructor" as described in WAC 296-05-003:
 - a. Has demonstrated a satisfactory employment performance in her/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.
6. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, instruction shall be clearly defined.

Signatures on next page

Form must be signed by Committee Chair and Secretary or Program's Authorized Signer


<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	12-12-2022		
Print Name: Halene Sigmund	Print Name:		
Signature: 	Signature:		

Training Provider Signature

Approved By (Print Name): Halene Sigmund	Title: President
Signature of the Training Provider: 	
Date: 12-12-2022	

If additional training providers are needed, go to page 4.

SBCTC

Print Name: Danny K. Marshall	Title: Program Administrator
Signature of the Program Administrator: 	
Date: 1/12/2023	
<input checked="" type="checkbox"/> SBCTC recommends approval	<input type="checkbox"/> SBCTC recommends return to sponsor

Program Name Construction Industry Training Council of Washington - Glaziers	Occupational Objective Glazier
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Note: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of Element/Course" field.

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

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

Element/Course: History of Glass – Year 1	Planned Hours: .5
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Content explains the history of glass, from its Stone Age beginnings circa 3,000 B.C. to present-day float and tempered glass.	

Element/Course: Employee Safety Guide – Year 1	Planned Hours: 20.5
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: This reference guide helps employees learn to protect themselves and their company. Information includes forklift and scaffold safety, OSHA regulations, and how to protect yourself and others from blood borne pathogens. Apprentices will be tested on their knowledge of the content through the MyGlassClass.com testing portal.	

Element/Course: Aerial Lifts – Year 1	Planned Hours: 5
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: This Underwriters Laboratories (UL) course covers the common hazards associated with aerial lifts; ways to prevent these common hazards; and safe pre-operation, operation and maintenance practices for this type of equipment utilized in the Glazing trade. 30% lab.	

Element/Course: Fall Protection – Year 1	Planned Hours: 4
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: This UL course covers types of fall protection and when they are required, what employers must do to protect employees from fall hazards at work, and what kinds of fall protection can be used for different job tasks. 25% lab.	

Element/Course: Scaffold Safety Awareness – Year 1	Planned Hours: 4
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: This UL course covers common scaffold hazards, the basic principles of scaffold safety, scaffold design and wire rope shielding, inspection responsibilities, and basic fall protection safety guidelines. 25% lab.	

Element/Course: PPE for Working with Flat Glass – Year 1	Planned Hours: 4
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this course, learners will be able to comply with the American Society of Testing and Materials (ASTM) International and OSHA standards for donning, wearing, removing, and maintaining personal protective equipment specific to employees in the glass industry. 25% lab.	

Element/Course: Powered Industrial Trucks - Year 1	Planned Hours: 4
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: This three-part UL course covers the current OSHA regulations related to pre-operation procedures, pre-operation inspection and maintenance, stability and handling loads common in the Glazing trade. 25% lab.	

Element/Course: Trade Hand & Power Tools – Year 1	Planned Hours: 4
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: This UL course covers the pre-inspection, care, and safe operation of hand and power tools common to the Glazing trade. Prevention of injuries and hazards associated with hand and power tools through proper PPE utilization is central to this course. 25% lab.	

Element/Course: OSHA 10 – Year 1	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
OSHA 10 Course. Apprentices will receive their OSHA 10 card upon completion of the class.	

Element/Course: Interpreting Common Documents – Year 1	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this course, apprentices will be able to identify documents commonly used in the glass and glazing industry, list the basic purpose of each of these documents, and explain the importance of each document.	

Element/Course: Introduction to Glazing Practices – Year 1	Planned Hours: 1
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this course, apprentices will be able to: <ul style="list-style-type: none"> • Define terms associated with glazing • Identify types of commonly used glass and their applications • List common tasks performed by glaziers • Explain common safety precautions for the glazing industry • Identify common tools used in the glazing industry • Describe the different methods of installing glass • Describe best practices for measuring a rough opening • Describe the difference between screw spline and shear block fabrication 	

Element/Course: National Glass Association Glazing Manual: Part 1 – Year 1	Planned Hours: 60
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this course, apprentices will be able to recognize, understand, and apply: <ul style="list-style-type: none"> • The specific properties and characteristics of heat-strengthened, chemically strengthened, coated, spandrel, laminated, insulating, bent and decorative glass, as well as mirrors. • How to read labels on glass products • The codes associated with safety glazing in hazardous locations • The differences between fire-rated and fire-resistive glass products Apprentices will be tested on their knowledge of the content through the MyGlassClass.com testing portal. 10% lab.	

Element/Course: Glass Fabrication – Year 1	Planned Hours: 21
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this course, apprentices will be able to recognize, understand, and apply: <ul style="list-style-type: none"> • The Float Glass manufacturing process • Basics of Insulating Glass units • Glass Fabrication Tools & Techniques • Best practices for cutting glass • Shower enclosure design and installation • Custom mirror design and installation • Physical properties of glass • Architectural glass applications Apprentices will be tested on their knowledge of the content through the MyGlassClass.com testing portal. 50% lab.	

Element/Course: Glazing Math Essentials – Year 1	Planned Hours: 12
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this course, apprentices will be able to measure materials and openings for glass design and fabrication projects using rulers and tape measures, calculate exact measurements with fractions and decimals, and measure angles using a combination square and a protractor.	

Element/Course: Basics of Architectural Aluminum – Year 2	Planned Hours: .5
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this course, apprentices will be able to: <ul style="list-style-type: none"> • Identify how architectural aluminum is used in the glass and glazing industry • Explain aluminum's unique physical properties • Identify common finishes • Describe the characteristics of a paint finish • Describe the characteristics of an anodized finish • Explain the characteristics of powder coat 	

Element/Course: Metal Tools of the Trade – Year 2	Planned Hours: .5
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this course, apprentices will be able to identify common metal fabrication tools used to cut and drill architectural aluminum, and their appropriate uses.	

Element/Course: Metal Fabrication Tools and Techniques – Year 2	Planned Hours: 1
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this course, apprentices will be able to: <ul style="list-style-type: none"> • Describe the ways in which architectural metals are used in construction • Identify appropriate PPE and safety precautions when fabricating metal • Identify precautions when working with anodized aluminum • Identify the common tasks performed in metal fabrication • Describe tools used to cut metal • Describe best practices for cutting metal • Describe best practices for drilling holes in metal 	

Element/Course: Glass & Metals 101 – Year 2	Planned Hours: 1
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: This course provides an introductory guide to basic product definitions, as well as frequently asked questions regarding glass & glazing performance values, load requirements, and codes & standards.	

Element/Course: Basics of Sealants – Year 2	Planned Hours: 1
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this course, apprentices will be able to: <ul style="list-style-type: none"> • Describe the purpose of sealants • Identify common types of sealants and their characteristics • Describe how sealants cure and the forces that act on them • Identify types of sealant failure • Explain how to select the correct sealant 	

Element/Course: National Glass Association Sealants Manual – Year 2	Planned Hours: 45
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: CITC of WA	
Description of element/course: Upon completion of this manual, students will be able to: <ul style="list-style-type: none"> • Identify and apply common sealants and sealant joint types • Describe the purpose, challenges, and installation considerations related to sealant use in building envelope systems • Describe common substrates and materials that sealants come in contact with during their service life, as well as compatibility/incompatibility issues • Describe and apply good sealant application practices • Explain and demonstrate how to remove and re-apply sealant in remediation work • Identify and apply protective glazing applications for sealants • 25% lab 	

Element/Course: Basics of Storefront & Entrances – Year 2	Planned Hours: 4
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: CITC of WA	
Description of element/course: Upon completion of this course, apprentices will be able to: <ul style="list-style-type: none"> • Define storefront and entrance • Identify and define the various parts of a storefront system • Identify the different types of storefront systems • Identify and define the various parts of an entrance system • Identify the different types of entrance systems • Explain what you will do as a glazier when working with storefronts and entrances • 25% lab 	

Element/Course: Storefront Metal Fabrication Techniques – Year 2	Planned Hours: 16
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: CITC of WA	
Description of element/course: Upon completion of this course, apprentices will be able to: <ul style="list-style-type: none"> • Apply Glazing math essentials metal fabrication techniques • Identify the functional components of a storefront assembly • Describe the fabrication process for the storefront components • Fabricate shear blocks for mounting horizontal members to vertical mullions • Fabricate water dam for sill can • Explain the use of prefabricated entrance components • 50% lab 	

Element/Course: Storefront Installation – Year 2	Planned Hours: 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this course, apprentices will be able to: <ul style="list-style-type: none"> • Install storefront in accordance with the production drawings • Describe worksite safety requirements • Attach the sill to the building structure • Attach the head to the building structure • Place vertical mullions • Attach horizontal members • Install water dams • Assemble snap-in components to the storefront frame • Install IGUs and filler panels • Install weatherproofing • Conduct water test • 75% lab 	

Element/Course: Commercial Entrance Installation – Year 2	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this course, apprentices will be able to: <ul style="list-style-type: none"> • Identify the proper tools and techniques necessary to install a commercial entrance in accordance with the production drawings and manufacturer instructions • Describe jobsite safety requirements • Install a fabricated commercial entrance frame • Attach a door to the entrance frame • Install sidelites into the entrance frame • 50% lab 	

Element/Course: Basics of Curtainwalls – Year 2	Planned Hours: 4
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this course, apprentices will be able to: <ul style="list-style-type: none"> • Define curtain wall • Identify the types of curtain wall • Identify common terms and components of a curtain wall • Identify the two types of glazing methods used to install glass in stick curtain wall • Identify the two types of waterproofing methods used in curtain wall • Explain what you will do as a glazier when working with curtain wall • 25% lab 	

Element/Course: Curtainwall Fabrication Techniques: Stick Systems – Year 2	Planned Hours: 16
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this course, students will be able to: <ul style="list-style-type: none"> • Identify and utilize the proper tools and techniques required to fabricate parts according to cut list • Identify the functional components of a curtain wall assembly • Describe the fabrication process for the curtain wall components • Fabricate shear blocks for mounting horizontal members to vertical mullions • Explain and demonstrate the use of prefabricated entrance components • 25% lab 	

Element/Course: Curtainwall Installation: Stick Systems – Year 2	Planned Hours: 16
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this course, apprentices will be able to: <ul style="list-style-type: none"> • Describe worksite safety requirements • Install curtain wall anchors • Install verticals • Attach horizontals • Attach weather-stripping • Set glass • Attach pressure bars • Attach face cap • Conduct a water test • 75% lab 	

Element/Course: National Glass Association Glazing Manual: Part 2 – Year 2	Planned Hours: 25
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this course, apprentices will be able to recognize, understand, and apply: <ul style="list-style-type: none"> • General guidelines for glazing system design • Specific guidelines for confirming material compatibility and setting glass • Wet and dry glazing systems • Pressure glazed systems • Butt joint glazing • Structural silicone glazing • Acrylic foam tape structural glazing • Sloped glazing • Special considerations related to bent glass • General guidelines for interior glazing • Common types of doors, entrances and related hardware • Special glass applications (point-supported systems, walkways, glass railings) Apprentices will be tested on their knowledge of the content through the MyGlassClass.com testing portal.	

Element/Course: National Glass Association Guide to the Glass and Glazing Requirements of the Model Building Code – Year 3	Planned Hours: 60
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: This guide will equip glaziers and glass installers to comply with all appropriate glazing requirements of the Model Building Codes. Includes chapters on Building Codes, Safety Glazing, Fire-Rated Glazing, Structural Requirements, Energy Conservation Codes, Green Construction, Accessibility, Repair and Alteration Work, and Compliance and Responsibility. Apprentices will be tested on their knowledge of the content through the MyGlassClass.com testing portal.	

Element/Course: Hardware: Storefront & Curtainwall – Year 3	Planned Hours: 40
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this lab heavy course, apprentices will be able to: <ul style="list-style-type: none"> • Incorporate blueprints and shop drawings into installation techniques • Troubleshoot common hardware installation problems • Apply template recognition and application • Apply non-standard installation specifications • Understand and apply drilling, tapping and countersinking • Butt hinge fabrication • Continuous hinge fabrication • 90% lab 	

Element/Course: Advanced Metal Fabrication – Year 3	Planned Hours: 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this lab heavy course, apprentices will be able to: <ul style="list-style-type: none"> • Apply the use of architectural metals in glazing fabrication techniques • Demonstrate utilization of appropriate PPE and safety precautions when fabricating metal • Demonstrate utilization of appropriate PPE, and appropriate precautions when working with anodized aluminum • Perform common metal fabrication techniques common to the Glazing trade • Demonstrate utilization of appropriate PPE when utilizing glass cutting tools • Demonstrate utilization of appropriate PPE and best practices for cutting metal • Demonstrate utilization of appropriate PPE and best practices for drilling holes in metal • 90% lab 	

Element/Course: Advanced Curtainwall Installation – Year 3	Planned Hours: 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this lab heavy course, apprentices will be able to: <ul style="list-style-type: none"> • Incorporate blueprints and shop drawings into installation techniques • Apply non-standard installation specifications • Demonstrate appropriate worksite safety requirements • Demonstrate installation of Curtainwall anchors • Demonstrate installation of vertical supports • Demonstrate installation of appropriate weatherstripping • Demonstrate installation of glass • Demonstrate installation of pressure bars • Demonstrate installation of face caps • Conduct water test to 3rd party specifications • 90% lab 	

Element/Course: Advanced Storefront Installation – Year 3	Planned Hours: 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this lab heavy course, apprentices will be able to: <ul style="list-style-type: none"> • Incorporate blueprints and shop drawings into installation techniques • Apply non-standard installation specifications • Demonstrate appropriate worksite safety requirements • Utilize production drawings for installation specification • Demonstrate installation of Sill to building structure • Demonstrate attachment of head to building structure • Demonstrate installation of vertical mullions • Demonstrate installation of horizontal members • Demonstrate installation of water dams • 90% lab 	

Element/Course: OSHA 30 – Year 4	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: The OSHA 30 Hour Construction Industry training course include a cross section of essential topics from OSHA Standards for Construction, 29 CFR 1926. OSHA card provided by the U.S. Department of Labor upon completion.	

Element/Course: Reading Plans and Blueprints- Year 4	Planned Hours: 2
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: This course is designed to prepare the apprentice to work independently in the field as a journey level worker. Course content includes topics specific to job site planning and multi trade coordination as well as utilization of information requests, change orders, and scheduling.	

Element/Course: Reading Plans and Estimating – Year 4	Planned Hours: 2
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this course, apprentices will be prepared to interpret plans for the purpose of estimating projects, performing takeoff and estimating required labor. Additional topics include professional communication, and the introduction to estimating tools such as Bluebeam and Pro Core.	

Element/Course: National Glass Association Glass & Glazing Estimating Essential Manual – Year 4	Planned Hours: 126
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: CITC of WA	
Description of element/course: Upon completion of this course, apprentices will be able to: <ul style="list-style-type: none"> • Identify the various types of pages that appear on blueprints • Understand and identify the meanings of various symbols • Understand how to distinguish between floor plans, elevations, sections, details, window and door schedules • Understand how to interpret dimensioning and scale • Learn how to complete the forms required for doing takeoffs and estimating • Learn how to do basic labor estimation using data from blueprints • Understand how to submit a bid • Understand basic contractor relationships • 10 % lab 	

Additional Training Providers (if necessary)

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