Teri Gardner 8-27-2020

RECEIVED
By Evan Hamilton at 2:17 pm, Aug 27, 2020

Dear Council,

The Performance Electrical Apprenticeship Committee (PEAC) would like to establish a registered apprenticeship for electricians. We have long partnered with educational institutions in Washington and Idaho to provide training for our team and believe strongly in the value of educating well-rounded electricians. Formalizing the Performance Electrical Apprenticeship Committee will allow us to help expand the pool of qualified electricians in our state. As Washington grows and our skilled workforce retires, we need qualified electricians to safely distribute energy in our homes, commercial buildings, and industrial settings.

Our committee includes three electricians from the field with deep experience in both the technical and business aspects of electrical work and an administrator familiar with internships and manufacturing sector apprenticeship. We have been consulting with LNI for the past year to develop a robust and sustainable apprenticeship program. As part of our preparation, our committee members have toured and talked with other programs and participated in WSATC quarterly meetings to learn about the apprenticeship system.

Thank you for the opportunity to participate in the Washington State apprenticeship program.

Sincerely,

Mark Clark

Performance Electrical Apprenticeship Committee (PEAC)

Teri Gardner 8-27-2020

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

REQUEST FOR APPROVAL OF PROPOSED STANDARDS

RECEIVED
L&I apprenticeship coordinator

TO: Washington State Apprenticeship & Training Council

FROM Performance Electrical Apprenticeship Committee
NAME OF PROGRAM STANDARDS

Check appropriate box:
☒ Committee ☐ Plant ☐ OJT

OCCUPATION(S):	HOURS:	SOC #:
Inside Electrician	8,000	47-2111

Authorized Signatures:

Chair:	Approved by: Washington State Apprenticeship & Training Council
Secretary	Secretary of Council
Date: 8/27/2020	Date:

ESH 8/26/2020

RECEIVED
By Evan Hamilton at 11:20 am, Sep 10, 2020

Teri Gardner 9-10-2020

Teri Gardner 8-27-2020

APPRENTICESHIP PROGRAM STANDARDS
adopted by

PERFORMANCE ELECTRICAL APPRENTICESHIP COMMITTEE
(sponsor name)

Occupational Objective(s):	SOC#	Term [WAC 296-05-015]
INSIDE ELECTRICIAN	47-2111.00	8000 HOURS

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

APPROVAL:

Provisional Registration _____ Standards Last Amended _____

Permanent Registration _____ _____

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

INTRODUCTION

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

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

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

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

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

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

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

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

Sponsor Introductory Statement (Required):

Performance Electrical Apprenticeship Committee is committed to developing highly qualified journey level electricians with a passion for the trade and the education and skills to enjoy exemplary careers and improve our trade.

These Standards, created in partnership with the Washington State Department of Labor and Industries, outline our program for training apprentices in the electrical trade; along with developing their professionalism, safety habits, and quality of work.

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009. The WSATC may consider the ability to deliver RSI, demonstrated work history, and history of adherence to electrical rules and laws in the proposed Geographic Area.

The area in which these Standards will cover shall be the state of Washington counties: Pierce, King, Thurston, Lewis, Snohomish, Spokane, Pend Oreille, Stevens, Lincoln, Whitman.

Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Idaho, our 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: **18**

Education: **Must be a high school graduate from a school accredited by a State Education Agency; or Have a qualifying GED score of 2500 (minimum score of 250 if taken before 2002); or a High School Equivalency score of 600 or higher; or Have completed an Associate degree or higher from a school accredited by a State Education Agency; and**

Show evidence of successful completion of: 1 full year of high school Algebra with a passing grade of "C" or better.

Physical: **Physically and mentally able to safely perform or learn to safely perform essential functions of the job either with or without reasonable accommodations.**

Testing: **None**

Other: **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. **As an Employer Select Apprenticeship Program, Applicants must first be employed by Interlock Performance Group Inc. or a DBA of the Interlock Performance Group Inc.. Performance Electrical Apprenticeship Committee (PEAC) will vet all applicants to ensure they meet the minimum qualifications for the apprenticeship program and ensure sufficient capacity to properly supervise the apprentice.**
2. **Applicants can obtain an application at:**
   a. **BooneNW.com**
   b. **Indeed.com (when applicable)**
   c. **Craigslist.com (when applicable)**
   d. **Local trade fairs and events**

B. Equal Employment Opportunity Plan:

1. **Cooperating with local school districts, vocational education systems, and school employees to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs.**
2. **Participating in workshops conducted by employment service agencies, school districts, and community-based organizations to increase apprenticeship program awareness of apprenticeship opportunities.**

3. **Increasing awareness of sponsor's equal opportunity policy within the sponsor's organization. The goal of this increased awareness within the sponsor's organization is to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, employers, and members. This is to encourage the necessary active assistance in achieving the program's obligations required by these rules.**

C. Discrimination Complaints:

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

IV. TERM OF APPRENTICESHIP:

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

A. 8000 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 the initial probationary period an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

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

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

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

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

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

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

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

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

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

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

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

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

Apprentices with a minimum of 7,000 hours of OJT will be allowed to work without the direct supervision of a journey-level person provided that they have been issued a six-month, nonrenewable, unsupervised electrical training certificate by the Washington State Labor and Industries Electrical Section. Such apprentices will not

be counted for the purposes of a ratio calculation nor be allowed to supervise other apprentices.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

C. Inside Electrician

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	**0-1,000**	**41%**
2	**1,001-2,000**	**45%**
3	**2,001-3,000**	**50%**
4	**3,001-4,000**	**55%**
5	**4,001-5,000**	**65%**
6	**5,001-6,000**	**75%**
7	**6,001-7,000**	**80%**
8	**7,001-8,000**	**85%**

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

*Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.

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. In no case shall work hours in commercial and industrial be less than 4000 cumulative hours for the term of apprenticeship.

A. Inside Wireman: **Approximate Hours**

1. **RESIDENTIAL-wiring of residences, duplexes, and small apartment buildings and necessary pre-fabrication and preparation. 1000**

2. **COMMERCIAL-wiring of public commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary pre-fabrication and preparation.. .....2500**

3. **INDUSTRIAL-wiring of all industrial buildings and equipment; the maintenance, repair, and alteration of the same; and necessary pre-fabrication and preparation......3000**

4. **SPECIALIZED SYSTEMS-wiring of systems which include; sound, data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television programmable controllers, and nurse call systems. 1500**

TOTAL HOURS: 8000

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

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

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

- **Safety Trainings**
- **SME Presentations**
- **Other seminars; must be preapproved by committee**

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

( ) State Community/Technical college

( ) Private Technical/Vocational college

(X) Sponsor Provided (lab/classroom)

Clover Park Technical College will provide classroom and lab facilities:

- **4500 Steilacoom Blvd SW, Lakewood, WA 98499**

New Tech Skills Center

- **4141 N. Regal St., Spokane, Wa 99207**

( ) Other (specify)**:**

B. **(180)** 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 **(August)**.
( ) Two-thousand hours of on the job training.

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

C. Additional Information:

1. The 144 hours identified above shall be 144 hours/year of competent instructor led classroom instruction ("must" include lab or hands-on instruction)
   - This requirement includes a minimum of 720 RSI hours over the term of apprenticeship under the same conditions.
   - On-line would not be excluded as a delivery method but could only be offered for hours over the 144 annual minimum/720 cumulative total.

2. RSI plans shall be updated by the sponsor every five years or as requested by the department to ensure compliance with these standards.

3. Competent Instructor qualifications shall include the following:
   - Meets requirements of WAC 296-05-003, excluding the Journey Level Experience requirement
   - Meets requirements of WAC 296-46B-970, excluding the following;
     - Manufacturer/Vendor representative when not accompanied by Competent Instructor
     - Electrical Administrator with no Journey level trade qualification

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

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

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

2. Advanced Standing or Credit: The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related

to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015 (11).

3. Sponsor Procedures:

   a. Committee shall review all probationary Apprentices no less than 3 times during the probationary period.

   b. Non-probationary apprentices shall be reviewed at the point of step/wage increase.

   c. Committee shall meet on a quarterly basis. Skype and video conference meetings are available for regularly scheduled meetings and NEVER for any meetings in which disciplinary actions are on the agenda.

   d. Requirements for advancement are:

      i. Regular attendance in RSI
      ii. 70% average minimum grade in RSI,
      iii. Performance reviews from the manager and journey-level workers with at least "meets expectations" for all criteria,
      iv. Work experience reports turned in per the monthly deadlines specified in the Performance Electrical Apprenticeship Committee Policy Handbook received at entry into the apprenticeship.

   e. Apprentices with verifiable licensed experience in WA State may request to have previous OJT hours counted toward their Apprenticeship;
      i. PEAC will first verify via L&I Electrical Licensing verified affidavits.
      ii. Each request shall be reviewed by the Performance Electrical Apprenticeship Committee Apprenticeship Committee during the next regularly scheduled quarterly meeting.

   f. Apprentices with verifiable previous experience working in the trades may request to have RSI hours counted toward their Apprenticeship;
      i. Apprentices are required to submit verifiable previous work experience to the committee within 90 days of their registration as an apprentice with Performance Electrical Apprenticeship Committee. Examples of verifiable previous experience are, but not limited to, wage statements, industry recommendations, industry evaluations, transcripts, certifications.
      ii. Each request shall be reviewed by the Performance Electrical Apprenticeship Committee during the next regularly scheduled quarterly meeting.

   g. Apprentices are responsible for the payment of their books. Although Performance Electrical Apprenticeship Committee pays for a large majority

of the RSI, Apprentices are responsible to pay for RSI lab fees in the amounts listed in the provided Performance Electrical Apprenticeship Committee Handbook. These amounts can be provided prior to acceptance into the program at the request of the applicant.

h. OJT hours logs are due by the 5th of the following month for the previous month.

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:

   a. **Apprentices are allowed (2) two excused absences per quarter. Unexcused absences or (3) three or more excused absences can result in disciplinary action.**

   b. **Excused absences:**
      i. Illness of apprentice
      ii. Trips and/or vacations. (By prior approval of the Apprenticeship Committee)
      iii. Death in immediate family
      iv. Any other reasons deemed appropriate by the Committee

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

   d. **Failure to report OJT hours by the deadline specified in the Performance Electrical Apprenticeship Committee Policy Handbook may result in disciplinary action.**

   e. **Disciplinary action, which may include cancellation of the Apprenticeship Agreement, will be taken by the Committee for infractions of the rules outlined in the Performance Electrical Apprenticeship Committee Policy Handbook.**

   f. **Failure to maintain employment with Interlock Performance Group Inc. or a DBA of the Interlock Performance Group Inc. shall result in cancelation of the apprenticeship agreement.**

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).

2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.

3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.

4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.

5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The

program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.

6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

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

2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.

3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.

4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.

5. The WSATC will conduct an informal hearing to consider the request for review.

6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

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

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

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

B. Program Operations

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

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

Or;

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

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

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

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:

    a. Apprenticeship Agreements – within first 30 days of employment
    b. Authorization of Signature forms - as necessary
    c. Approved Training Agent Agreements– within 30 days of sponsor action
    d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
    e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
    f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
    g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
        1st quarter: January through March, due by April 10
        2nd quarter: April through June, due by July 10
        3rd quarter: July through September, due by October 10
        4th quarter: October through December, due by January 10
    h. On-the-Job Work Hours Reports (bi-annual)
        1st half: January through June, by July 30
        2nd half: July through December, by January 31

2. The program Sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the Standards:

    a. Program name
    b. Sponsor's introductory statement
    c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
    d. Section VII: Apprentice Wages and Wage Progression
    e. Section IX: Related/Supplemental Instruction
    f. Section XI: Sponsor – Responsibilities and Governing Structure
    g. Section XII: Subcommittees
    h. Section XIII: Training Director/Coordinator

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

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:

    a) Certificate of completion
    b) Additional credit
    c) Suspension (i.e. military service or other)
    d) Reinstatement
    e) Cancellation
    f) Corrections
    g) Step Upgrades
    h) Probation Completion date
    i) Other (i.e., name changes, address)
    j) Training Agent Cancellation

3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.

4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.

5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.

7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.

8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.

2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.

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

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

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. The sponsor must also provide the following information:

   a. Quorum: **50% plus 1**

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

   c. The employer representatives shall be:

Mark Clark, Chair
11409 58th AVE E
Puyallup, WA 98373

Amy Simondet
11409 58th AVE E
Puyallup, WA 98373

   d. The employee representatives shall be:

Mark Hrytzik, Secretary
11502 E Montgomery Dr
Spokane Valley, WA 99206

Jake Adler
11409 58th AVE E
Puyallup, WA 98373

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:

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.

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.

Amy Simondet
11409 58th AVE E
Puyallup, WA 98373

Teri Gardner 9-10-2020

Teri Gardner 8-27-2020

RECEIVED
By Evan Hamilton at 11:19 am, Sep 10, 2020

RECEIVED
By Evan Hamilton at 2:07 pm, Aug 27, 2020

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

Journey Level Wage Rate

From which apprentices' wages rates are computed

TO: Washington State Apprenticeship & Training Council

From Performance Electrical Apprenticeship Committee
(NAME OF STANDARDS)

Occupations	County(s)	Journey Level Wage Rate	Effective Date:
Inside Electrician	Pierce, King, Thurston, Lewis, Snohomish Spokane, Pend Oreille, Stevens, Lincoln, Whitman	$37.00	upon provisional recognition

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

× Teri Gardner 8-27-2020

RECEIVED
By Evan Hamilton at 12:56 pm, May 24, 2019

Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	PEAC (Performance Electrical Apprenticeship Committee)

Committee Representative Name:
Amy Simondet

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
HR Manager	Interlock Performance Group	5/18	current
HR/IT Manager	McConkey Company	4/11	5/18
IT Manager	Weyerhaeuser Company	7/01	12/10

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
Oregon State University	9/97	6/01	Business Administration	Bachelors Degree
West Albany High School	9/94	6/97	High School Diploma	High School Diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Sponsors may attach additional pages if necessary.

RECEIVED
By Evan Hamilton at 12:58 pm, May 24, 2019

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

Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	PEAC (Performance Electrical Apprenticeship Committee)

Committee Representative Name:
Jacob Adler

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Electrician	Boone Electric	08/07	current
Grocery Clerk	Fred Meyer	05/07	08/07
Forklift Operator	LMI, Inc	06/06	12/06

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
CITC Electrical Commercial Inside Wireman	09/08	04/10	Commercial Inside Wireman	
Pierce College	09/06	06/07	General	
Shoreline College	09/05	06/06	General	

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Journey Level Electrician ADLERJD891RK

Sponsors may attach additional pages if necessary.

RECEIVED
By Evan Hamilton at 12:59 pm, May 24, 2019

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

Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	PEAC (Performance Electrical Apprenticeship Committee)

Committee Representative Name:
Mark Clark

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
President	Interlock Performance Group	01/05	current
Electrician	Boone Electric Construction	05/88	01/05
Electrician (06)	C&A Electronics	07/84	05/88
Electrician (06) & Trainee	NorthCoast Electronics	01/81	07/84

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
CITC Electrical Commercial Inside Wireman	09/88	06/92	Commercial Inside Wireman	Commercial Inside Wireman
Bates Technical College	09/82	04/83	Electronics	
Clover Park Vocational Technical	04/83	12/84	Electronics	

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Master Electrician #CLARKME971QD

Sponsors may attach additional pages if necessary.

RECEIVED
By Evan Hamilton at 1:00 pm, May 24, 2019

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

Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	PEAC (Performance Electrical Apprenticeship Committee)

Committee Representative Name:
Mark Hrytzik

WORK EXPERIENCE

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month &Year)	TO: (Month &Year)
Electrician	Boone Electric	03/13	current
Security Officer/Shift Leader	River Park Square	11/07	03/13
2nd Ranger Batt.	US Army	11/03	11/07

EDUCATION HISTORY

Name and Location of Training and/or School	Month/Year Attended From	To	Program of Study	Type of Certificate or Degree Awarded, if any
Northern Idaho College - Electrical Apprenticeship	09/13	06/17	Electrical	NIC Electrical Program
Spokane Falls	09/11	06/11	General AA	
Indiana Area High School of Pennsylvania	09/98	06/02		High School Diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD

Washington State Journey Level Electrician HRYTZME838DL

RECEIVED
By Evan Hamilton at 2:15 pm, Aug 27, 2020

Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Sponsor Performance Electrical Apprenticeship Committee — Teri Gardner 8-27-2020	
Skilled Occupational Objective Inside Electrician	
Term/OJT Hours 8,000	Total RSI Hours 720 hours
Training Provider Clover Park Technical College	

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

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

Performance Electrical Apprenticeship Committee
Printed Name of Program Sponsor

Signature of Program Sponsor

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

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

Brandon Rogers
Print Name Training Provider

Brandon Rogers
Signature of Training Provider

Associate Dean of Instruction
Title of Training Provider

Clover Park Technical College
Organization of Training Provider

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

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

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

Click or tap here to enter text.
Print Name of SBCTC Program Administrator

Signature of SBCTC Program Administrator

Date

☐ SBCTC recommends approval ☐ SBCTC recommends return to sponsor

Additional Training Providers (if necessary)

Click or tap here to enter text. Print Name Training Provider	Signature of Training Provider
Click or tap here to enter text. Title of Training Provider	Click or tap here to enter text. Organization of Training Provider
Click or tap here to enter text. Print Name Training Provider	Signature of Training Provider
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Click or tap here to enter text. Title of Training Provider	Click or tap here to enter text. Organization of Training Provider

Program Sponsor:	Skilled Occupational Objective:
Performance Electrical Apprenticeship Committee	Inside Electrician

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

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

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

Element/Course: Orientation to the Electrical Trade – Year 1	Planned Hours: 2.5 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Provides an overview of the electrical trade and discusses the career paths available to electricians. NCCER Module 2601-17	

Element/Course: Communication Skills – Year 1	Planned Hours: 7.5 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Provides techniques for effective communication on the job. Includes examples that emphasize the importance of both written and verbal communication skills. Describes the importance of reading skills in the construction industry and discusses effective telephone and email communication skills. NCCER Core Curriculum	

Element/Course: Introduction to Material Handling – Year 1	Planned Hours: 5 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Describes the hazards associated with handling materials and provides techniques to avoid both injury and property damage. Also introduces common material-handling equipment. NCCER Core Curriculum	

Element/Course: Introduction to Power Tools – Year 1	Planned Hours: 10 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Identifies and describes the operation of many power tools common in the construction environment. Provides instruction on proper use, as well as safe-handling guidelines and basic maintenance. NCCER Core Curriculum	

Element/Course: Driver Safety – Year 1	Planned Hours: 2.5 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Review of driver safety best practices and habits to avoid collisions.	

Element/Course: Safety Refresher – Year 1	Planned Hours: 5 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Safety refreshers will be done to keep safety a consistent part of training annually. Review fall hazards, confined spaces, electrocution, and other construction safety topics and common safety best practices.	

Element/Course: Electrical Safety – Year 1	Planned Hours: 10 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Covers safety rules and regulations for electricians, including precautions for electrical hazards found on the job. Also covers the OSHA-mandated lockout/tagout procedure. NCCER Module 26102-17	

Element/Course: Intro to Electrical Circuits – Year 1	Planned Hours: 10 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Introduces electrical concepts used in Ohm's law applied to DC series circuits. Covers atomic theory, electromotive force, resistance, and electric power equations. NCCER Module 26103-17	

Element/Course: Electrical Theory – Year 1	Planned Hours: 10 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Introduces series, parallel, and series-parallel circuits. Covers resistive circuits, Kirchhoff's voltage and current laws, and circuit analysis. NCCER Module 26104-17	

Element/Course: Intro to the NEC- Year 1	Planned Hours: 15 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Provides a road map for using the NEC®. Introduces the layout and the types of information found within the code book. Allows trainees to practice finding information using an easy-to-follow procedure. NCCER Module 26105-17	

Element/Course: Device Boxes – Year 1	Planned Hours: 10 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Covers the hardware and systems used by an electrician to mount and support boxes, receptacles, and other electrical components. Also covers NEC® fill and pull requirements for device, pull, and junction boxes under 100 cubic inches. NCCER Module 26106-17	

Element/Course: Hand Bending – Year 1	Planned Hours: 10 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Introduces conduit bending and installation. Covers the techniques for using hand-operated and step conduit benders, as well as cutting, reaming, and threading conduit. NCCER Module 26107-17	

Element/Course: Raceways and Fittings – Year 1	Planned Hours: 20 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Introduces the types and applications of raceways, wireways, and ducts. Stresses the applicable NEC® requirements. NCCER Module 26108-17	

Element/Course: Conductors and Cables – Year 1	Planned Hours: 20 hrs

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: Clover Park Technical College
Description of element/course:
Focuses on the types and applications of conductors and covers proper wiring techniques. Stresses the applicable NEC® requirements. NCCER Module 26109-17

Element/Course: Basic Electrical Construction Drawings – Year 1	Planned Hours: 10 hrs

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: Clover Park Technical College
Description of element/course:
Describes electrical prints, drawings, and symbols, and the types of information that can be found on schematics, one-lines, and wiring diagrams. NCCER Module 26110-17

Element/Course: Residential Electrical Services & Wiring – Year 1	Planned Hours: 22.5 hrs

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: Clover Park Technical College
Description of element/course:
Covers the electrical devices and wiring techniques common to residential construction and maintenance. Allows trainees to practice making service calculations. Stresses the applicable NEC® requirements. NCCER Module 26111-17

Element/Course: Electrical Test Equipment – Year 1	Planned Hours: 5 hrs

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: Clover Park Technical College
Description of element/course:
Covers proper selection, inspection, and use of common electrical test equipment, including voltage testers, clamp-on ammeters, ohmmeters, multimeters, phase/motor rotation testers, and data recording equipment. Also covers safety precautions and meter category ratings. NCCER Module 26112-17

Element/Course: Quality Best Practices – Year 1	Planned Hours: 5 hrs

Mode of Instruction (check all that apply)
☒ Classroom ☐ Lab ☐ Online ☐ Self-Study
Provided by: Clover Park Technical College
Description of element/course:
Review of electrical installation quality best practices and standards to avoid rework.

Element/Course: Alternating Current – Year 2	Planned Hours: 22.5 hrs

Mode of Instruction (check all that apply)
☒ Classroom ☐ Lab ☐ Online ☐ Self-Study
Provided by: Clover Park Technical College
Description of element/course:
Describes forces that are characteristic of alternating-current systems and the application of Ohm's law to AC circuits. NCCER Module 26201-17

Element/Course: Motors: Theory & Application -I Year 2	Planned Hours: 20 hrs

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: Clover Park Technical College
Description of element/course:
Covers AC and DC motors, including the main components, circuits, and connections. NCCER Module 26202-17

Element/Course: Electric Lighting – Year 2	Planned Hours: 15 hrs

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

Provided by: Clover Park Technical College

Description of element/course:
Introduces principles of human vision and the characteristics of light. Focuses on the handling and installation of various types of lamps and lighting fixtures. NCCER Module 26203-17

Element/Course: Conduit Bending – Year 2	Planned Hours: 15 hrs

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: Clover Park Technical College

Description of element/course:
Covers bends in conduit up to 6 inches. Focuses on mechanical, hydraulic, and electrical benders. NCCER Module 26204-17

Element/Course: Pull and Junction Boxes – Year 2	Planned Hours: 12.5 hrs

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: Clover Park Technical College

Description of element/course:
Explains how to select and size pull boxes, junction boxes, and handholes. NCCER Module 26205-17

Element/Course: Conductor Installations – Year 2	Planned Hours: 10 hrs

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: Clover Park Technical College

Description of element/course:
Covers the transportation, storage, and setup of cable reels; methods of rigging; and procedures for complete cable pulls in raceways and cable trays. NCCER Module 26206-17

Element/Course: Cable Trays – Year 2	Planned Hours: 7.5 hrs

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: Clover Park Technical College

Description of element/course:
Focuses on *NEC*® installation requirements for cable tray, including cable installations. NCCER Module 26207-17

Element/Course: Conductor Terminations & Splices – Year 2	Planned Hours: 7.5 hrs

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: Clover Park Technical College

Description of element/course:
Describes methods of terminating and splicing conductors, including preparing and taping conductors. NCCER Module 26208-17

Element/Course: Grounding & Bonding – Year 2	Planned Hours: 17.5 hrs

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: Clover Park Technical College

Description of element/course:
Focuses on the purpose of grounding and bonding electrical systems. Thoroughly covers *NEC*® requirements. NCCER Module 26209-17

Element/Course: Circuit Breakers & Fuses – Year 2	Planned Hours: 12.5 hrs

Mode of Instruction (check all that apply)
☒ Classroom ☒ Lab ☐ Online ☐ Self-Study
Provided by: Clover Park Technical College

Description of element/course:
Describes fuses and circuit breakers along with their practical applications. Also covers sizing. NCCER Module 26210-17

Element/Course: Control Systems – Year 2	Planned Hours: 12.5 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Gives basic descriptions of various types of contactors and relays along with their practical applications. NCCER Module 26211-17	

Element/Course: Load Calcs – Branch & Feeder – Year 2	Planned Hours: 20 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Explains how to calculate branch circuit and feeder loads for residential and commercial applications. NCCER Module 26301-17	

Element/Course: Safety Refresher – Year 2	Planned Hours: 7.5 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Safety refreshers will be done to keep safety a consistent part of training annually. Review fall hazards, confined spaces, electrocution, and other construction safety topics and common safety best practices.	

Element/Course: Safety Refresher – Year 3	Planned Hours: 7.5 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Safety refreshers will be done to keep safety a consistent part of training annually. Review fall hazards, confined spaces, electrocution, and other construction safety topics and common safety best practices.	

Element/Course: Load Calcs – Feeders & Services – Year 3	Planned Hours: 20 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Topics include basic calculation procedures for commercial and residential applications. NCCER Module 26401-17	

Element/Course: Conductor Selection & Calcs – Year 3	Planned Hours: 15 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Covers the factors involved in conductor selection, including insulation types, current-carrying capacity, temperature ratings, and voltage drop. NCCER Module 26302-17	

Element/Course: Practical Applications of Lighting – Year 3	Planned Hours: 12.5 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Describes specific types of incandescent, fluorescent, and HID lamps, as well as ballasts. Also covers troubleshooting and various types of lighting controls. NCCER Module 26303-17	

Element/Course: Hazardous Locations – Year 3	Planned Hours: 15 hrs
Mode of Instruction (check all that apply)	

☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College
Description of element/course: Presents the *NEC*® requirements for equipment installed in hazardous locations. NCCER Module 26304-17

Element/Course: Overcurrent Protection – Year 3	Planned Hours: 25 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Explains how to size and select circuit breakers and fuses for various applications. Also covers short circuit calculations and troubleshooting. NCCER Module 26305-17	

Element/Course: Distribution Equipment - Year 3	Planned Hours: 20 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Discusses switchboards and switchgear, including installation, grounding, and maintenance requirements. Includes a set of drawings. NCCER Module 26306-17	

Element/Course: Transformers – Year 3	Planned Hours: 12.5 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Discusses transformer types, construction, connections, protection, and grounding. NCCER Module 26307-17	

Element/Course: Commercial Electrical Services – Year 3	Planned Hours: 10 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Covers the components, installation considerations, and *NEC*® requirements for commercial services. NCCER Module 26308-17	

Element/Course: Motor Calculations – Year 3	Planned Hours: 12.5 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Covers calculations required to size conductors and overcurrent protection for motor applications. NCCER Module 26309-17	

Element/Course: Motor Operation & Maintenance – Year 3	Planned Hours: 10 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Covers motor cleaning, testing, and preventive maintenance. Also describes basic troubleshooting procedures. NCCER Module 26310-17	

Element/Course: Motor Controls – Year 3	Planned Hours: 12.5 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course:	

Provides information on selecting, sizing, and installing motor controllers. Also covers control circuit pilot devices and basic relay logic. NCCER Module 26311-17

Element/Course: Voice, Data, & Video – Year 3	Planned Hours: 7.5 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Covers installation, termination, and testing of voice, data, and video cabling systems. NCCER Module 26310-17	

Element/Course: Health Care Facilities – Year 4	Planned Hours: 10 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Covers the installation of electric circuits in health care facilities, including the requirements for life safety and critical circuits. NCCER Module 26402-17	

Element/Course: Standby & Emergency Systems – Year 4	Planned Hours: 10 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Explains the *NEC*® requirements for electric generators and storage batteries. NCCER Module 26403-17	

Element/Course: Basic Electronic Theory – Year 4	Planned Hours: 12.5 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Explains the function and operation of basic electronic devices, including semiconductors, diodes, rectifiers, and transistors. NCCER Module 26404-17	

Element/Course: Fire Alarm Systems & NICET – Year 4	Planned Hours: 20 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Covers fire alarm control units, Digital Alarm Communicator Systems (DACS), wiring for alarm initiating and notification devices, and alarm system maintenance. NCCER Module 26405-17	

Element/Course: Specialty Transformers – Year 4	Planned Hours: 10 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Covers various types of transformers and their applications. Also provides information on selecting, sizing, and installing these devices. NCCER Module 26406-17	

Element/Course: Advanced Controls – Year 4	Planned Hours: 22.5 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Discusses applications and operating principles of solid-state controls, reduced-voltage starters, and adjustable frequency drives. Also covers basic troubleshooting procedures. NCCER Module 26407-17	

Element/Course: HVAC Controls – Year 4	Planned Hours: 15 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Provides a basic overview of HVAC systems and their controls. Also covers electrical troubleshooting and *NEC*® requirements. NCCER Module 26408-17	

Element/Course: Heat Tracing & Freeze Protection – Year 4	Planned Hours: 10 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Covers heat tracing systems along with their applications and installation requirements. NCCER Module 26409-17	

Element/Course: Medium-Voltage Terminations/Splices – Year 4	Planned Hours: 10 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Offers an overview of the *NEC*® and cable manufacturers' requirements for medium-voltage terminations and splices. NCCER Module 26411-17	

Element/Course: Special Locations – Year 4	Planned Hours: 20 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Describes *NEC*® requirements for selecting and installing equipment, enclosures, and devices in special locations including places of assembly, theaters, carnivals, agricultural buildings, marinas, temporary installations, wired partitions, and swimming pools. NCCER Module 26412-17	

Element/Course: Fundamentals of Crew Leadership – Year 4	Planned Hours: 20 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☒ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Reviews best practices for managing and leading work crews. NCCER module 26101-17	

Element/Course: Liability & Permitting – Year 4	Planned Hours: 2.5 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Describes contractor liability for electrical installations and requirements for permitting.	

Element/Course: Car charging systems – Year 4	Planned Hours: 5 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Covers basic concepts of car charging systems and their components. Explains how car charging systems are designed and installed.	

Element/Course: Intro to Solar PV – Year 4	Planned Hours: 5 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study	

Provided by: Clover Park Technical College
Description of element/course: Covers the basic concepts of photovoltaic systems and their components. Explains how PV systems are sized, designed, and installed.

Element/Course: Safety Refresher – Year 4	Planned Hours: 5 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Safety refreshers will be done to keep safety a consistent part of training annually. Review fall hazards, confined spaces, electrocution, and other construction safety topics and common safety best practices.	

Element/Course: WAC/RCW Requirements – Year 4	Planned Hours: 2.5 hrs
Mode of Instruction (check all that apply) ☒ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Clover Park Technical College	
Description of element/course: Review of WAC and RCW requirements for electrical installations.	

Teri Gardner 8-27-2020

Clover Park Technical College – Lab & Classroom Space

Framing/residential wiring/conduit bending/wire pulling lab space:

Classrooms:

Motor controls/VFDs/PLCs, etc. lab space: