



JF 9/5/2023
Teri Gardner 9-5-23

JF 9/8/2023
Teri Gardner 9-8-23

APPRENTICESHIP PROGRAM STANDARDS
adopted by

F.H. ELECTRIC APPRENTICE & TRAINING PROGRAM

(sponsor name)

Occupational Objective(s):
GENERAL ELECTRICIAN (01)

SOC#
47-2111.00

Term [WAC 296-05-015]
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: _____
Chair of Council

By: _____
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 by the appropriate occupations outlined in these standards for each occupation. Minimum Guideline requirements have been ***emboldened, italicized*** and captured in bordering and may not be revised.

Sponsor Introductory Statement (Required):

Our mission is to provide our community and businesses with innovative and professional electrical services. Being that we are the largest electrical contractor in the San Juan Islands, we provide the majority of the electrical service to the commercial projects such as, new construction, remodels and service work. F.H. Electric Apprentice & Training Program is committed to supplying our community with well-trained & educated electricians by providing our apprentices with supervised on the job training, as well as classroom instruction, and the tools necessary to be successful in their steps to certification.

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.

These standards cover the following County:

San Juan County

II. MINIMUM QUALIFICATIONS:

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

Age:	<i>18 Years Old</i>
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Education:	<u><i>General Electrician (01)</i></u>
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Must be a high school graduate from a school accredited by a State Education Agency; or have a GED; or have completed a High School Equivalency; 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.

Applicants who have not completed one full year of high school algebra with a passing grade of "C" or better, may qualify under one of the following:

1. *Equivalent post high school algebra course(s) with a grade of “C” or better.*
2. *Current math placement results from a community college facility indicating a placement level beyond high school level algebra.*
3. *Provide certificate of completion from a committee approved online tech math course.*

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

Testing: N/A

Other:

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

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

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

Exempt per WAC 296-05-405(1)(a)

B. Equal Employment Opportunity Plan:

Exempt per WAC 296-05-405(1)(a)

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].

<p>A. <u>General Electrician (01)</u> <i>8000 Hours of reasonably continuous employment</i></p>

V. INITIAL PROBATIONARY PERIOD:

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

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

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

C.

<p>1. <u>General Electrician (01)</u> <i>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</i></p>

occurs first.

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 as noted above or otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

1. General Electrician (01)

The employer is allowed a ratio of one (1) apprentice to one (1) journey-level worker per job site, unless one of the following conditions is met:

No more than two apprentices for every journey level Residential (02) or Limited Energy (06) specialty electrician when working in that electrician's specialty.

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.

Supervision and Ratio of apprentices registered in the above occupations shall follow requirements established under RCW 19.28.161.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

1. General Electrician (01)

Step	Hour Range or competency step	Percentage of journey-level wage rate
(insert Step)	(insert hours/step)	(insert percentage)
1	0000-1000 hours	50%
2	1001-2000 hours	55%
3	2001-3000 hours	60%
4	3001-4000 hours	65%
5	4001-5000 hours	70%
6	5001-6000 hours	75%
7	6001-7000 hours	80%
8	7001-8000 hours	85%

General Electrician (01) apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.

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. General Electrician (01)

In no case shall:

1. The term of apprenticeship be less than 8000 hours, or
 2. Work hours in electrical specialty occupations, such as the residential (02) or limited energy (06) specialties, be more than 4000 cumulative hours for the term of apprenticeship, or
 3. Commercial and industrial work hours be less than 4000 cumulative hours for the term of apprenticeship, or
 4. Department credited work experience in electrical specialties with less than a 4000 hour experience requirement be credited toward apprenticeship completion.
- PerWAC296-46B-945 Table 945-1 Note 6.

<u>General Electrician (01)</u>	<u>Approximate Hours/Competency Level</u>
<i>1. COMMERCIAL-wiring of public commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary pre-fabrication and preparation</i>	<i>*No less than 4000 Hours*</i>
<i>INDUSTRIAL-wiring of all industrial buildings and equipment; the maintenance, repair, and alteration of the same; and necessary pre-fabrication and preparation</i>	
<i>2. RESIDENTIAL-wiring of residences, duplexes, and small apartment buildings and necessary</i>	

*pre-fabrication and preparation
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*

No more than 4000 Hours

Total Hours/# of Competency Levels:

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

☐ Sponsor approved training seminars (specify)

☐ Sponsor approved online or distance learning courses (specify)

☐ State Community/Technical college

☐ Private Technical/Vocational college

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☒ (X) Sponsor Provided (lab/classroom)

☐ () Other (specify)

B. **(144)** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

☒ (X) Twelve-month period from date of registration.*

☐ () Defined twelve-month school year: (insert month) through (insert month).

☐ () Two-thousand hours of on the job training.

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

C. Additional Information:

1. General Electrician (01)

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.*

1. F.H. Electric Apprentice & Training Program Committee may allow apprentices with prior education and/or training to test out of or transfer correspondent classes. The Committee has created a non-discriminatory policy adopting uniform written and proficiency-based tests to be used to determine whether to award credit and waive specific course(s), or area(s) of training.

2. F.H. Electric Apprentice & Training Program will ensure that we have suitable Instructors whose knowledge, experience, and ability to teach will be precisely observed and monitored. All Instructors shall be qualified in or take the instructor training courses covering teaching techniques and adult learning styles.

3. Immediately following class reviews of completed tests, the instructor will collect and submit all tests and materials to the Training Director for proper filing. No completed tests or test materials will be left in the hands of the apprentices.

4. RSI will take place at the F.H Electric Apprentice and Training Program building located at 1064 Spring Street Friday Harbor, WA 98250.

5. Training materials and textbooks will be provided by F.H. Electric Apprentice and Training Program for classroom instruction.

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

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. **All apprentices are required to have transportation to and from work, required classes/training, and any scheduled labs.**
 - b. **Individuals are required to maintain a valid driver license throughout the duration of the apprenticeship.**
 - c. **Requirements for advancement are:**
 1. **Attend RSI classes and labs**
 2. **Maintain 70% average grade for classes and labs**
 3. **Report OJT hours**
 4. **Receive satisfactory or better performance reviews**

d. During work hours apprentices shall carry on their person a current Electrical Trainee Certificate and their registered Apprenticeship Credentials. It is the responsibility of the Apprentices to provide F.H. Electric Apprentice & Training Program with a copy of their current Trainee/Apprentice Credentials upon request. All Apprentices are responsible for payment for their trainee card and renewal fees.

e. Apprentices must report their OJT and RSI hours to the sponsor either in person at the F.H. Electric Apprentice & Training Program office or by emailing them to office@fhelectric.com no later than the 1st of each month for the previous month worked.

f. Apprentice performance reviews will be done at a minimum quarterly to evaluate their progress. These reviews will be conducted by at least one of the following:

- 1. Instructors**
- 2. Committee Member**
- 3. Employer Supervisor**

Within 30 days of completing the OJT and RSI requirements of their program, General Electrician (01) apprentices are required to make application to the Electrical Section to take the appropriate certificate of competency examination. Apprentices are required to take the examination within 30 days of being approved for examination by the Electrical Section and to immediately furnish the Committee with the results of their examination. An apprentice who fails the examination will be required to engage in additional study as determined by the committee and to retake and pass the examination within 180 days of completing their OJT and RSI requirements.

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. Failure to maintain employment with Friday Harbor Electric may result in cancellation to the Apprenticeship Agreement.

b. Apprentices are required to attend the mandatory scheduled classes. Apprentices who have more than 2 unexcused absences will be put before the committee and may face disciplinary action up to and including cancellation of the Apprenticeship Agreement.

An excused absence must meet one of the following conditions:

- 1. Anything covered/protected under the WA Family Leave Act**
- 2. ER visit for self or an immediate family member**
- 3. Funeral for immediate family member**
- 4. Jury Duty**
- 5. Medical Restriction**
- 6. Military Service**

Apprentices who do not complete related instruction will not be able to advance to the next course until the insufficiencies have been met at the convenience of the instructor.

c. Apprentices who are caught in the act of plagiarism or cheating will be called before the Committee and face disciplinary action up to and including cancellation of the Apprenticeship Agreement.

d. Apprentices that are unable to maintain at least a 70% GPA may be called before the Committee and may face disciplinary action up to and including cancellation of the Apprenticeship Agreement.

e. F.H Electric Apprentice & Training Program will not tolerate any form of harassment including but not limited to unwelcome or unsolicited verbal, physical or sexual conduct which create an intimidating, offensive, or hostile environment. The Committee will immediately investigate and act upon all charges of harassment maintaining confidentiality of the report and person(s) involved.

f. Apprentices who are required to appear before the committee will be given written notice at least 20 days prior to their requested appearance. If an apprentice fails to respond and/or appear before the committee after due notice, disciplinary action, up to and including, cancellation 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

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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 reports through assigned state apprenticeship consultant.

Sponsors shall submit required forms/reports through the Apprentice Registration and Tracking System (ARTS).

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: A quorum shall consist of 4 members minimum with equal representation from employee and employer representatives.**

- b. Program type administered by the committee: **Individual Non-Joint**
- c. The employer representatives shall be:

Dana Baker
1064 Spring Street
Friday Harbor, WA 98250)

Staci Baker – Secretary
1064 Spring Street
Friday Harbor, WA 98250

- d. The employee representatives shall be:

Dalton Baker – Chair
1064 Spring Street
Friday Harbor, WA 98250

Neil MacDiarmid
1064 Spring Street
Friday Harbor, WA 98250

F. Plant programs

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

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

N/A

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.

N/A

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.

F.H. ELECTRIC APPRENTICE & TRAINING PROGRAM

**Dalton Baker – Director
1064 Spring Street
Friday Harbor WA 98250**

**Dalton Baker – Apprentice
Coordinator
1064 Spring Street
Friday Harbor WA 98250**

**Neil MacDiarmid – Training
Coordinator
1064 Spring Street
Friday Harbor, WA 98250**

<i>*Must be designated by the sponsor for electrical training programs</i>

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



Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

For L&I Staff Use Only	
<i>GF</i> 9/8/2023 L&I Apprenticeship Consultant	<i>Teri Gardner 9-8-23</i> L&I Admin
<i>GF</i> 9/5/2023 L&I Apprenticeship Consultant	<i>Teri Gardner 9-5-23</i> L&I Admin

Program Name F.H. Electric Apprenticeship & Training Program	
Occupation General Electrician (01)	
Term/OJT Hours 8000	Total RSI Hours 720
Training Provider F.H. Electric Apprenticeship & Training Program Curriculum: Mike Holt Enterprises	

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 checked="" type="checkbox"/> Chair <input type="checkbox"/> Authorized Signer	Date 08-10-2023	<input checked="" type="checkbox"/> Secretary	Date 08-10-2023
Print Name: Dalton Baker		Print Name: Staci Baker	
Signature:		Signature:	

Training Provider Signature

Approved By (Print Name): Neil MacDiarmid	Title: Training Coordinator
Signature of the Training Provider:	
Date: 08-10-2023	

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

SBCTC

Print Name:	Title:
Signature of the Program Administrator:	
Date:	
<input type="checkbox"/> SBCTC recommends approval <input type="checkbox"/> SBCTC recommends return to sponsor	

Program Name F.H. Electric Apprenticeship & Training Program	Occupational Objective General Electrician (01)
---	--

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: Year 1 Safety & Tools	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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: OSHA Construction Safety – PPE, Falls, Ladders, Scaffold, Proper Tool Use	

Element/Course: Year 1 DC Fundamentals	Planned Hours: 38
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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: Matter, Electron Theory, Magnetism, Electromagnetism, Circuitry, Math, Series Circuits, Parallel Circuits, Multi-Wire Circuits, Switching	

Element/Course: Year 1 AC Fundamentals	Planned Hours: 29
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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: Electrical Systems, Protection Devices, Alternating Current, Capacitance, Inductance, Power Factor, Efficiency, Motors, Generators, Transformers	

Element/Course: Year 1 Digital Multimeter Principles	Planned Hours: 14
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: F.H. Electric Apprenticeship and Training Program	
Description of element/course: Safety, Proper Use, Measuring Units, Voltage, Amps, Ohms, Diodes, Peak vs. RMS vs. Average Values	

Element/Course: Year 1 NEC	Planned Hours: 19
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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: Navigating the NEC, Article 90 Introduction, 100 Definitions, 110 Requirements for Electrical Installations, Ground & Bonding	

Element/Course: Year 1 WAC & RCW	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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: Washington Administrative Code & Revised Code of Washington Arrangement, Titles, Definitions, and Enforcement. Licensing Requirements, Renewals, and Examinations.	

Element/Course: Year 1 Labs	Planned Hours: 22
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: F.H. Electric Apprenticeship & Training Program	
Description of element/course: DC Circuits, Digital Multimeter Practice, 3-Way/4-Way Switching, Ohms Law, Box Make-up, Panel Makeup	

Element/Course: Year 2 Safety & Tools	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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: OSHA Construction Safety – Electrical Safety, PPE, Confined Space, Emergency Response, Lockout-Tagout, Stored Energy in Tools	

Element/Course: Year 2 Theory	Planned Hours: 17
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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: Branch Circuit Loading, Overcurrent Protection, Ungrounded Conductors VS Grounded Conductors, Conventional Theories	

Element/Course: Year 2 NEC	Planned Hours: 94
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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: Requirements for Electrical Installations, Grounded Conductors, Wiring & Protection for Branch Circuits and Feeders, Services, Overcurrent Protection, Grounding & Bonding, Conductors, Pull Boxes, Cable Types, Switchboards, Panel Boards	

Element/Course: Year 2 Labs	Planned Hours: 21
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: F.H. Electric Apprenticeship & Training Program	
Description of element/course: MC & AC Cable, Multi-Wire Circuits, Ground Fault Protections, Arc Fault Protection, Voltage Drop, Conduit, Raceway Sizing, Power Tools	

Element/Course: Year 3 Safety & Tools	Planned Hours: 19
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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: OSHA Construction Safety – Electrical Safety, PPE, Excavation/Motor Vehicles/Tool Safety, Safety of Grounding & Bonding, Basic Fire Protection	

Element/Course: Year 3 Theory	Planned Hours: 17
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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: Power Quality, Alternating Current Neutral Current, Harmonics, Electrical Noise, Troubleshooting Techniques	

Element/Course: Year 3 NEC	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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: Equipment for General Use, Switches, Receptacles, Flexible Cords, Switchboards, Switchgear, Panelboards, Appliances, Fixed Electrical Space Heating, Motors, Motor Circuits, Special Occupancies, Special Equipment, Special Conditions	

Element/Course: Year 3 Motor Controls	Planned Hours: 26
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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: Intro to Motor Controls, Schematics, Wire Diagrams, Ladder Logic 3-Wire Control, Input Devices, Motor Circuits	

Element/Course: Year 3 Labs	Planned Hours: 22
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: F.H. Electric Apprenticeship & Training Program	
Description of element/course: Ballast & Low Voltage Transformers, Crest Factor, Motor Controls, Methods of Grounding & Bonding, Relays, Fire Alarm Systems	

Element/Course: Year 4 Safety & Tools	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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: OSHA Construction Safety, Electrical Safety, PPE, OSHA Construction Handbook Review	

Element/Course: Year 4 Construction Administrative Skills	Planned Hours: 22
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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: Electrical Estimating, Labor Units, The Bid Process, Leadership Training, Project Management	

Element/Course: Year 4 Theory	Planned Hours: 22
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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: Electrician's Math Review, Formulas, Circuits, Transformers, Motors	

Element/Course: Year 4 NEC	Planned Hours: 50
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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: Review Code Articles 90-110,220-240,330-314,400-480, Load Calculations	

Element/Course: Year 4 WAC/RCW	Planned Hours: 7
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: F.H. Electric Apprenticeship & Training Program	

Description of element/course: Scopes of Work, License Types, Most Common Violations, Journey Level-Requirements, Renewal	
--	--

Element/Course: Year 4 Automations	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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: Intro/Basics of Programmable Logic Controllers, Programmable Automation Controllers, Uses and Types	

Element/Course: Year 4 Labs	Planned Hours: 21
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: F.H. Electric Apprenticeship & Training Program	
Description of element/course: Light Emitting Diodes, Transformers, PLC's, Thermal Imaging, Low Voltage Terminations	

Element/Course: Year 5 Safety & Tools	Planned Hours: 15
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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: OSHA Construction Safety – Ladder Safety, Hand Tool Safety, Hazards of Confined Spaces, OSHA Construction Handbook Review	

Element/Course: Year 5 NEC	Planned Hours: 24
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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: Current Code & Current Code Changes	

Element/Course: Year 5 WAC/RCW	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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: Current WAC Rules	

Element/Course: Year 5 Theory	Planned Hours: 35
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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: Lighting Control Systems, Solar Photo Voltaic Power	

Element/Course: Year 5 Labs	Planned Hours: 36
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: F.H. Electric Apprenticeship & Training Program	
Description of element/course: Motor Controls, Septic Controls, Programmable Logic Controls, Intro to Welding	

Element/Course: Year 5 01 Exam Prep	Planned Hours: 22
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: F.H. Electric Apprenticeship & Training Program	
Description of element/course: Exam Prep, Practice Tests, Overall Preparedness	

Additional Training Providers (if necessary)

Click or tap here to enter text.

Print Name Training Provider

Click or tap here to enter text.

Title of Training Provider

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Organization of Training Provider

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JF 9/5/2023
L&I Apprenticeship Consultant

Teri Gardner 9-5-23
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: F.H. ELECTRIC APPRENTICESHIP & TRAINING PROGRAM

Occupation:	County(ies):	Journey Level Wage Rate:	Effective Date:
General Electrician(01)	San Juan County	\$ 31.48	09/01/23
		\$	
		\$	
		\$	

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 checked="" type="checkbox"/> Chair	Date <i>9/1/23</i>	<input checked="" type="checkbox"/> Secretary	Date <i>9/1/23</i>
<input type="checkbox"/> Authorized Signer			
Print Name: <i>Dalton Baker</i>		Print Name: <i>Staci Baker</i>	
Signature: <i>Dalton Baker</i>		Signature: <i>Staci Baker</i>	

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9/5/2023

L&I Apprenticeship Consultant

Teri Gardner 9-5-23

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

F.H. Electric Apprenticeship & Training Program

Committee Representative Name
Neil MacDiarmid

Committee Representative Signature

Neil MacDiarmid

☐ 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)
01 Journeyman	Friday Harbor Electric	05/2005	present
01 Journeyman	Winds Motel	09/2004	05/2005
01 Journeyman	Bard Weber	09/2003	05/2004
Apprentice	Cochran Electric	09/1998	05/2003

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
JATC Local 46	1998	01 Electrician	01 Electrician

Other Technical Certifications or Licenses Held

--

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GF

9/5/2023

L&I Apprenticeship Consultant

Teri Gardner 9-5-23

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

F.H. Electric Apprenticeship & Training Program

Committee Representative Name

Staci Baker

Committee Representative Signature

Staci Baker

☒ 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)
Treasurer	Friday Harbor Electric	09/1996	Present

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Southern Oregon State College	1989	Political Science/Criminal Justic	Bachelor

Other Technical Certifications or Licenses Held

--

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JF 9/5/2023

L&I Apprenticeship Consultant

Teri Gardner 9-5-23

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

F.H. Electric Apprenticeship & Training Program

Committee Representative Name

Dana Baker

Committee Representative Signature

Dana Baker

☒ 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)
Master Elect.	Friday Harbor Electric	2004	present
01 Journeyman	Friday Harbor Electric	2000	2004
02 Journeyman	Friday Harbor Electric	1988	2000
Apprentice	Friday Harbor Electric	1985	1989

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Friday Harbor Electric	2000	01 Electrician	01 Electrician

Other Technical Certifications or Licenses Held

--

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JF 9/5/2023
L&I Apprenticeship Consultant

Teri Gardner 9-5-23
L&I Admin

Department of Labor and Industries
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
F.H. Electric Apprenticeship & Training Program

Committee Representative Name
Dalton Baker

Committee Representative Signature
Dalton Baker

☐ 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)
01 Journeyman	Friday Harbor Electric	12/2015	present

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Wyotech	2011	Diesel Mechanic	Diesel Mech.

Other Technical Certifications or Licenses Held

--

F.H. ELECTRIC APPRENTICESHIP & TRAINING PROGRAM

Attendees: Phil McKee, Dalton Baker, Kyle Connor, Neil MacDiarmid, James Guard, Wawan Ridwan, Leo DeBruyn, Mark Morang, Brian Ramstad, Jake Ables, Brian Ramstad, Dana Baker, Staci Baker, Bailey Minne

I. CALL TO ORDER

Dana Baker conducted the order of our monthly Safety Meeting including our committee member election.

II. ROLL CALL

Dana Baker conducted a roll call. The following persons were present: Phil McKee, Dalton Baker, Kyle Connor, Neil MacDiarmid, James Guard, Wawan Ridwan, Leo DeBruyn, Mark Morang, Brian Ramstad, Jake Ables, Brian Ramstad, Dana Baker, Staci Baker, Bailey Minne

III. APPROVAL OF MINUTES FROM LAST MEETING

Dana Baker read the minutes from the last meeting. The minutes were approved as read.

IV. OPEN ISSUES

V. NEW BUSINESS

- a) Ladder Safety Meeting
- b) Committee Member Election

VI. ADJOURNMENT

Dana Baker adjourned the meeting at time.

Minutes submitted by: Staci Baker

Minutes approved by: Dana Baker

NOTES: Committee Election Process

On March 31st 2023, we held a meeting at F.H Electric Apprenticeship & Training Program's facility to elect our Committee Members. Once all of our employees were accounted for, we held an open forum for any of our 01 Journeymen to volunteer to be on the Committee as an Employee Representative. Dalton Baker, Jake Ables, Neil MacDiarmid, Phil McKee and Wawan Ridwan all volunteered to be on the committee. By a show of hands, they voted for the following Committee Members: Dalton Baker, Neil MacDiarmid.



Location: Shop



Date: 3/31/2023



Time: 7:45 AM

04/13/2023

Committee Vote for Friday Harbor Electric's Apprenticeship Program Name

Option 1: Friday Harbor Electric Apprenticeship Academy

Option 2: F.H. Electric Apprenticeship & Training Program

Option 3: Friday Harbor Electric Apprenticeship & Training

Committee Member Votes (Circle one)

Dana Baker: Option 1 | Option 2 | Option 3

Staci Baker: Option 1 | Option 2 | Option 3

Dalton Baker: Option 1 | Option 2 | Option 3

Neil MacDiarmid: Option 1 | Option 2 | Option 3

X

Dana Baker
Employer

X

Staci Baker
Employer

X

Dalton Baker
Employee

X

Neil MacDiarmid
Employee



Friday Harbor
Electric

COMMERCIAL | RESIDENTIAL | LIGHTING DESIGN
OFFICE 360-378-4166 | FAX 360-378-7700

JF

9/8/2023

Teri Gardner 9-8-23

September 8th, 2023

To: Washington State Apprenticeship & Training Council

From: F.H. Electric Apprenticeship & Training Program

RE: Sustainability Statement

Please be advised that Friday Harbor Electric will be fully funding the above-mentioned Apprentice Training Program. Friday Harbor Electric will not be charging the apprentices to participate in this Training Program and will provide all necessary textbooks and training materials.

Thank you for your attention in this matter.

Respectfully,

X

Dana Baker
Owner

X

Staci Baker
Owner