

APPLICATION FOR WSATC RECOGNITION OF AN APPRENTICESHIP PREPARATION PROGRAM

Recognized Apprenticeship Preparation Programs are education and training programs which maintain formal articulation agreement(s) with one or more registered apprenticeship program sponsors. The purpose of the recognized preparation programs is to prepare participants for successful entry into registered apprenticeship programs. Preparatory programs are designed to increase the participation of underrepresented populations in registered apprenticeship. (WSATC Policy 2012-03 Sec. I B).

An apprenticeship preparation program may apply for recognition or continuing recognition from the WSATC. The WSATC may grant initial recognition for a period of up to 18 months, and continuing recognition for a period of up to three years. To apply for initial recognition, programs must have participants enrolled in training at the time of application, and provide individualized demographic data for the first/current cohort of participants. The cost to program participants may be considered as a factor when evaluating for recognition and continued recognition. (WSATC Policy 2012-03 Sec. III).

SECTION 1: CONTACT INFORMATION AND PROGRAM SUMMARY

Name of Apprenticeship Preparation Program:

Western States Carpenters Pre-apprenticeship Program

Name of parent organization/organization that will administer the program:

Western States Carpenters Training Fund – Washington State UBC JATC

Contact Information:

Individual Authorized to Represent the Program

Name: Gabriel Garrido

Organization: Western States Carpenters Training Fund

Title: Assistant Director

Phone: 509 496-3765

Email: ggarrido@swmsctf.org

Mailing Address: **20424 72nd Ave S Kent, WA 98032**

Physical Address: **20424 72nd Ave S Kent, WA 98032**

Point of Contact for Outreach and Enrollment

Name: Danielle Ferris
Organization: Western States Carpenters Training Fund
Title: Instructor
Phone: 253 410-3260
Email: dferris@swmsctf.org
Mailing Address: **20424 72nd Ave S Kent, WA 98032**
Physical Address: **20424 72nd Ave S Kent, WA 98032**

Primary User of Apprentice Registration and Tracking System (ARTS) Portal

Name: Rocio Vela
Organization: Western States Carpenters Training Fund
Title: Administrative Assistant
Phone: 253 378-1232
Email: rvela@swmsctf.org
Mailing Address: **20424 72nd Ave S Kent, WA 98032**
Physical Address: **20424 72nd Ave S Kent, WA 98032**

Summary of Preparatory Program

Please briefly summarize the following in three pages or less within Appendix A.

- 1. Describe the organization that will be operating the preparatory training. If this is an existing organization, briefly describe its history and mission, and why apprenticeship preparation is a good fit.*
- 2. Describe how the program will be funded. If the program's start-up is grant funded, describe your sustainability plan once the grant ends.*
- 3. Describe the primary needs you have identified in your service area the program will address.*
- 4. Describe the target populations and geographical area.*
- 5. Describe the program. Please include the following:*

- a. The structure of preparatory program including the anticipated number of participants/cohorts per year, approximate duration of the program, and cost of the program to participants;*
 - b. How the program will be staffed (i.e., instructors, administration, etc);*
 - c. Participant support/resources during program; and*
 - d. Apprenticeship navigation and articulation plan.*
- 6. Describe the program outcomes. Please include the following if applicable.*
 - a. Successful completion (required)*
 - b. Industry recognized certificate(s)/certification(s)*
 - c. Educational credit*
 - d. Target articulation rate (required)*
- 7. Please provide additional details, if any, you would like to share about your program (i.e. positives outcomes other than registered apprenticeship articulation, etc.)*

SECTION 2: PROGRAM PARTICIPANTS AND OUTCOMES - (WSATC Policy 2012-03 Sec. II B)

A minimum apprenticeship articulation goal, which shall be at least 15% of graduates. Articulation shall be measured at six months following the date program participants graduate, with the following exceptions:

- a. Programs serving actively enrolled K-12 participants may request articulation be measured at 12 months following the date of apprenticeship preparation program graduation; OR*
- b. Programs serving currently incarcerated individuals may request articulation be measured at 18 months following the date of apprenticeship preparation program graduation.*

The anticipated number of participants who will enroll in the preparatory program annually.

The specific requirements to complete the program (i.e., attendance, grades, test scores, skill demonstrations, certificate attainment, etc.).

The specific apprenticeship, industries and/or occupations program graduates will be prepared to enter.

Please respond in full to the questions below regarding your program's participants and outcomes.

- 1. Occupations Trained: Please describe the specific apprenticeship, industries and/or occupations program graduates will be prepared to enter:*

The Western States Carpenters Training Fund (WSCTF) Pre-apprenticeship program directly supports the Carpenters Apprenticeship program for the same training fund. We support the following crafts, general carpenters, interior systems carpenters, pile driver, scaffold erector and millwrights.

- 2. Target Articulation Rate: Approximately what percentage of program graduates do you expect to enter into a registered apprenticeship following completion of your program?*

WSCTF Pre-apprenticeship program has a goal of 80% placement into the Carpenters Apprenticeship.

3. Target Participant Population and Successful Articulation Timeframe: Please select the option which best characterizes your program participant successful articulation timeframe. Please describe.

☒ **6 Months**

☐ **12 Months** (program serving actively enrolled K-12 participants)

☐ **18 Months** (program serving currently incarcerated individuals)

This timeframe was chosen as the program serves the general population.

4. How many participants do you anticipate enrolling in each cohort and how many cohorts per year?

The goal is to run 3 to 4 cohorts per year with 12 to 15 students per class. The classes are based on workforce demand as we want to make sure that there is work available for those placed into the apprenticeship program, which in turn helps with overall retention.

5. Please describe the requirements to complete the program (i.e., attendance, grades, test scores, skill demonstrations, certificate attainment, etc.).

Participants will be graded weekly throughout the program. The grading will be based on the following: Attendance 20%, Shop Projects 50%, Homework & Tests 20%, Participation & Motivation 10%. Students are required to maintain a “B” average throughout the program.

SECTION 3: ARTICULATIONS AND PARTNERSHIPS - (WSATC Policy 2012-03 Sec. II E, Sec. I E)

Apprenticeship preparation programs training participants for a specific occupation must provide at least one articulation agreement at the time of application. Preparatory programs training individuals in multiple occupations must provide a minimum of two articulation agreements at the time of application. Articulation agreements must contain the following components:

The names of the organizations entering into the agreement (Apprenticeship Preparation Program and Registered Apprenticeship Program).

The specific apprenticeship program and occupation(s) that the apprenticeship prep program graduates will be prepared to enter.

One or more of the following considerations for graduates of the prep program:

- a. A preferred entry clause;*
- b. An advanced standing or credit clause;*
- c. Additional point(s) awarded in the application/interview process; or*
- d. Guaranteed interview with registered apprenticeship program.*

Be executed or renewed no more than three months prior to the date of application.

Please select the option which best characterizes your program.

☒ **Registered Apprenticeship Program specific apprenticeship preparation** *(goal is preparation of apprentices for one specific registered apprenticeship)*

☐ **General apprenticeship preparation program** *(goal is preparation and support to succeed in a variety of apprenticeships)*

Please complete the chart below with the requested information for each registered apprenticeship with which your program has a formal articulation agreement. A copy of each articulation agreement must be attached to this application. A Memorandum of Agreement/Understanding, a formal contract, or a signed letter of commitment are acceptable forms of articulation agreements.

Apprentice- ship Program Name	Articulating Occupation(s)	Articulation Type (select all that apply)			
		Preferred Entry	Advanced Standing or Credit	Additional Points on Application/Interview	Guaranteed Interview
Western States Carpenters Apprenticeship Training Fund	Carpenter, Pile Driver, Scaffold Erector, Interior Systems, Insulation Applicator, Millwright	X		X	

Please list any other organizations, if any, which have endorsed your program or otherwise partnered with you to develop or administer this program.

Program or Organization Name	Role(s) (eg: training provider, Advisory Board member, industry consultant, supportive services provider, etc.)
Western States Regional Council of Carpenters	Industry consultant

SECTION 4: CURRICULUM - (WSATC Policy 2012-03 Sec. II C)

Curriculum should be developed in consultation with apprenticeship partners and subject matter experts to ensure it aligns with current industry standards and prepares graduates to meet or exceed the minimum qualifications for entry into an apprenticeship. To ensure recognized Apprenticeship Preparation Programs are adequately preparing participants to enter Registered Apprenticeship and be successful apprentices, preparatory training curriculum must meet the following requirements:

- a. Be a minimum of 80 hours in duration;*
- b. Employability skill development shall not exceed 50% of curriculum hours. Employability skill development shall be defined as general employment skills (communication, professionalism, work ethic, etc.);*
- c. Industry/trade specific skills and knowledge shall constitute at least 50% of curriculum hours. Industry/trade specific skills and knowledge shall be defined as hands-on training to develop manual, mechanical, or technical skills relevant to the occupation(s) the preparatory participant(s) are training to successfully enter, and which does not displace paid employees; and*
- d. Industry/occupation specific safety training and education.*

In one to two paragraphs, please provide a brief summary of the programs curriculum describing the total number of hours, topics covered, method of delivery, etc.

This is a 160 hour Carpenter Skills Enhancement class for pre-apprentices. The curriculum is designed to give students knowledge about the concrete work processes for commercial construction. Students also gain knowledge in scaffold erection and interior systems processes. Upon successful completion and job referral graduates will be granted preferred entry into the carpentry apprenticeship program. Students will develop foundational carpentry skills in a training environment that replicates typical construction tasks and conditions in order to provide the most realistic experience. Students will be engaged in the following activities throughout the four week course: Layout of building perimeter, erect batter boards, construct footings that conform to layout, learn safe dismantling processes, layout form walls, erect form walls, learn terminology for concrete processes, construct bulkheads and block outs in proper location of walls, understand the grid system for laying out column form, basic scaffold assembly and safety, power tool safety, and ergonomics for construction worker. Students will also do wood and metal framing project, install drywall and learn layout techniques. They will complete a course on sexual harassment and learn construction employability skills for survival in the industry. Each craft will have a specific course syllabus and can provide those as needed.

Please respond in full to the questions below.

- 1. Please describe your program's working relationship with one or more registered apprenticeship programs in the development of elements such as curriculum, class activities, evaluation methods, and teaching techniques.*

The WSCTF pre-apprenticeship program utilizes curriculum which has been developed by subject matter experts within the United Brotherhood of Carpenters (UBC). The instructors are hired from an applicant pool of qualified journey workers in the carpentry field. The curriculum was designed with input from our union signatory contractors, experienced apprentices and journey-level rank-and-file members. This ensures that the curriculum, technology and hands-on activities are relevant in meeting industry needs.

2. Please identify the program's instructor(s) and provide a brief summary of their Qualifications.

Instructor Danielle Ferris has been a journey person with the United Brotherhood of Carpenters for over 8 years. She completed her apprenticeship at the Portland, Oregon training center. Prior to becoming an apprentice, she was a member of the Painters union in Oregon. She has an extensive background in the scaffolding industry and experience in carpentry. She is also teaching many of the core classes for our apprenticeship program.

The program's instructors have extensive field experience specific to the crafts covered under the Carpenters Union. Instructors also are required to qualify for the Washington State Instructors Certificate (State Vocational Certificate). Instructors must have eight or more years as a journeyman in the trade area to be taught with additional foreman, project manager, superintendent or contractor experience. Instructors also must demonstrate the understanding of the following specific subject areas: OSHA and job site safety, all relevant hand and power tools currently used in the trade, mathematic principle used in carpentry applications, Forklift, aerial lift, and rigging operations, print reading & layout, doors & hardware, framing floors, walls, stairs and roof structures, concrete form construction, basics of hoisting and lifting, interior trim and cabinet installation, installation and application of common exterior/interior finishes, scaffold erector, working knowledge of Pile Driver applications , basic knowledge of welding techniques, working knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), communicate effectively, both verbally and in writing, ability to exercise good judgment in a variety of situations.

3. What, if any, post-secondary credit do program participants receive?

N/A

Please complete Appendix B – Curriculum Outline.

SECTION 5: PARTICIPANT RECRUITMENT AND RETENTION - (WSATC Policy 2012-03 Sec. II D)

Preparatory program recruitment and retention plans must contain the following elements:

The target demographics of the population their enrollees will be drawn from;

The specific tools and activities used to recruit and retain participants, with an emphasis on recruitment of underrepresented populations; and

The cost of the program to participants.

Please respond to the following questions regarding your programs recruiting and retention plans.

- 1. Please describe the general demographics of the intended program participants (i.e., age, gender, race/ethnicity, geographic area, etc.). Is the program limited to a specific population (i.e., students at a particular high school, veterans, WIOA-eligible, etc.)? If so, explain:*

The program serves all areas of Washington State. The WSCTF works to put a strong focus on underserved/underrepresented communities. We work with all areas across the state of Washington and accept anyone who's 18+. We recruit from various career fairs, JBLM (Veterans), our internal applicant/ranked list and with our partners in the community and those we have active articulation agreements with.

- 2. Please describe the tools and activities which will be utilized to recruit students, and describe how underrepresented populations will be encouraged to enroll in the program.*

WSCTF is in partnership with the Western District Council of Carpenters and collaborates with high schools, community colleges, and universities to promote apprenticeship programs through career fairs, informational sessions, and guest lectures. WSCTF partners with community centers, youth organizations, and local nonprofits to reach potential candidates in their communities. WSCTF participates in industry-specific events, trade shows, and conferences to connect with individuals interested in pursuing careers in relevant fields. WSCTF uses social media Campaigns, utilizes platforms such as Facebook, Instagram, LinkedIn, and Twitter to create engaging content that highlights the benefits of apprenticeship programs and success stories of past participants. WSCTF develops targeted email campaigns to reach potential candidates, including newsletters, program updates, and success stories. WSCTF uses social media ads, and other online advertising

tools to reach a broader audience and drive traffic to the program's website. WSCTF creates a comprehensive website with detailed information about the apprenticeship programs, including application processes, program benefits, and career opportunities. WSCTF provides a user-friendly online application process to make it easy for potential candidates to apply. WSCTF offers resources such as FAQs, informational videos, and downloadable brochures to provide potential candidates with all the necessary information. WSCTF hosts regular information sessions and workshops to educate potential candidates about the apprenticeship programs, application process, and career prospects.

3. *Please describe the tools, processes, and resources your program will utilize to retain participants through graduation.*

WSCTF conducts thorough orientation sessions that introduce participants to the program structure, expectations, and available resources. WSCTF provides continuous orientation and training sessions as participants progress through the program to ensure they remain informed and supported. WSCTF pairs participants with experienced mentors who can offer guidance, support, and career advice. WSCTF schedules regular one-on-one meetings between mentors and participants to discuss progress, address challenges, and set goals. WSCTF creates peer support groups where participants can share experiences, provide mutual support, and build a sense of community. WSCTF offers tutoring and academic support for participants struggling with coursework or technical skills. WSCTF conducts workshops and seminars on relevant topics, such as study skills, time management, and industry-specific knowledge. WSCTF conducts thorough orientation sessions that introduce participants to the program structure, expectations, and available resources. WSCTF provides continuous orientation and training sessions as participants progress through the program to ensure they remain informed and supported. WSCTF pairs participants with experienced mentors who can offer guidance, support, and career advice. WSCTF schedules regular one-on-one meetings between mentors and participants to discuss progress, address challenges, and set goals. WSCTF creates peer support groups where participants can share experiences, provide mutual support, and build a sense of community. WSCTF offers tutoring and academic support for participants struggling with coursework or technical skills. WSCTF conducts workshops and seminars on relevant topics, such as study skills, time management, and industry-specific knowledge.

4. *Please describe the services that will be provided to graduates and current participants to assist in their successful application and articulation into registered apprenticeship programs.*

Successful graduates will be given their first set of hand tools relevant to the craft they are entering into. During the preparation program they will receive a \$100 stipend per week of training. They will also be assisted with job placement.

5. *Please describe the cost of the program to participants and describe how the program helps mitigate the cost to participants (i.e., scholarships, grants, financial aid, etc.), if applicable.*

There is no cost for the participant.

SECTION 6: ADMINISTRATIVE REQUIREMENTS - (WSATC Policy 2012-03 Sec. II A)

Recognized Apprenticeship preparation programs shall commit to reporting the following information to L&I via the Apprenticeship Registration Tracking System (ARTS) system on a semi-annual basis, unless granted an exception by the WSATC:*

New participant demographics

- a. First and Last Names*
- b. Birth Date*
- c. Gender*
- d. Race/ Ethnicity*
- e. Veteran Status*
- f. Social Security Number**

Outcome measures (Individual-level Information)

- a. Participant graduation(s)/ completions*
- b. Participant withdrawals*
- c. Graduates who have entered into Registered Apprenticeship*

Please describe the tools and processes your program will utilize to successfully meet the administrative requirements listed above.

WSCTF uses ARTS for reporting requirements.

Please complete Appendix C – Administrative Requirements Spreadsheet.

SECTION 7: APPENDICES

Please complete and submit appendices with the application packet as separate files.
Appendices include the following:

Appendix A – Program Summary

Appendix B – Curriculum Outline

Appendix C – Administrative Requirements Spreadsheet

Appendix D – Articulation Agreement(s)

**Submitted by program as individual documents*

SUBMISSION INSTRUCTIONS

Applications are due no later than 60 days prior to the scheduled quarterly meeting of the Washington State Apprenticeship and Training Council. It is strongly recommended that you submit your application 2 weeks prior to the deadline for pre-review, to ensure that your application is complete. Contact Rio Frame for questions or assistance.

Please submit your completed application via email to:

*Rio Brunsch, Management Analyst
Dept. of Labor & Industries, Apprenticeship Section
FRAV235@LNI.WA.GOV
509-426-0985*

Teri Gardner 8-13-25

APPENDIX A – PROGRAM SUMMARY

Construction Experience:

The Western States Carpenters Trust Fund (WSCTF) Pre-apprenticeship program is designed to give students daily exposure to both hands-on applications as well as the math that is required to survive and excel in the industry. The course work is based on practical application of the work processes that are assigned to the beginning apprentice in the field. It can be adjusted to meet the labor demands of the industry. Students are given assignments to familiarize themselves with basic safety and tool skills. This enables them to “hit the ground running” their first day on the jobsite. This is a great cost savings to the employer and allows the union to dispatch qualified first period apprentices. The training also helps reduce the risk of injury to beginning apprentices. There is a strong focus on safety. All coursework is based on practical application for the field carpenter. The WSCTF works with employers to ensure that the latest industry trends are being taught. The pre-apprenticeship program offers a “safe” environment, where students are given the opportunity to do things over without the added pressures of the jobsite. They are required to repeat tasks until they are completely comfortable with the process. The tasks might be something as simple as teaching the proper way to chain a power cord or how to safely change the blade on a skill saw. The emphasis is always on the practical tasks that are routinely given to the beginning apprentice. By mastering these tasks through Pre-apprenticeship, a cost savings is passed on to the employer. The apprentice not only gains useful survival skills for the jobsite, but their self-esteem and confidence are enhanced.

A great emphasis is placed on creating a realistic jobsite setting. Students are not only taught work processes, but they are also instructed on industry tips to help them be productive on the jobsite. Whenever possible they are taught the safest, most efficient way to go about their tasks. The key word is production. This is where the relationship that the program maintains with employers plays a vital role. It is simply not enough to teach someone the basics of carpentry; our Pre-apprenticeship program teaches the student the best way to do things in the most efficient manner.

The WSCTF has been offering pre-apprenticeship training since 2015. Since its inception the program has graduated approximately 2028 participants and placed 1065. Of those participating 480 have been women and over 90% have been people of color. The program works closely with the Western District Council of Carpenters to assist successful graduates in finding employment opportunities with local signatory contractors.

The program is funded through grants from the United Brotherhood of Carpenters. There is a dedicated full-time instructor who delivers the instruction as well as assists with placement and outreach. They have admin support as well as coordinator support.

Economic Growth and Workforce Demand: Washington State has been awarded over 7.9 billion through the bi-partisan bill for infrastructure work to be completed in the next 5 years. There have been over 500 million in state school bonds passed this year and the city of Seattle is close to passing a 1.5 billion dollar levy for construction projects. The state's regional partnerships have produced strong language that supports both apprenticeship and pre-apprenticeship hiring language. Therefore, it is essential that this program be state recognized to better supply or signatory contractors performing this work. There is still a significant demand for skilled workers in various covered with in the Carpenters jurisdiction.

When comparing the number of active Washington state journey workers (11,500) in the Western District Council of Carpenters to the number of active apprentices (1,450) there is approximately a 10% deficit when factoring in the current CBA ratio on jobsites which should equal 20% apprentices. One should also factor in attrition and retirement rates for the next several years. This would create an even larger deficit.

1. Diverse Industry Needs: WSCTF pre-apprenticeship program caters to a wide range of sectors, ensuring that training is relevant and tailored to industry-specific needs. This flexibility allows the state to maintain a competitive edge in multiple markets.
2. Access and Inclusion: WSCTF places a strong emphasis on making our pre-apprenticeship program accessible to underserved communities, including women, minorities, and veterans. This commitment to this helps bridge the opportunity gap and fosters a more inclusive workforce.
3. Cost-Effective Training: Apprenticeship programs offer a cost-effective training solution, combining classroom instruction with hands-on training with subject matter experts, contractors and community-based organizations. This model reduces the financial burden on participants and employers, making it an attractive option for both.
4. Apprenticeship Placement: Apprenticeship preparation provides a clear pathway for career advancement, allowing individuals gain valuable industry credentials. This leads to higher wages, benefits, and long-term career prospects.
5. Public and Private Partnerships (Contractors & Community-Based Organizations): working with signatory contractors for job placements and working with community-based organizations to help remove barriers and support members as they transition from pre-apprentice → apprenticeship → job site. Graduates who successfully complete are given their first set of tools as well as a \$100 stipend check per week of training. There is no cost to the participants.

WSCTF works with all types of populations from those coming from incarceration, homelessness and high schools. It is designed to prepare people with little to no construction

experience, succeed in the field of carpentry. The WSCTF geographical area covers the twelve western states.

WSCTF offers craft specific pre-apprenticeship cohorts in which supports the Carpenters craft. All cohorts support the fundamentals such as how to read a tape measure, construction related math, tool utilization and terminology. Based on the craft the cohort is supporting, the curriculum provides hands-on training in which it supports that craft such as concrete forms, basic framing techniques, and material handling. We also implement financial literacy in every cohort, employability skills training, contractor/job-site visits and a hands-on assessment which is a requirement for entry into the apprenticeship.

The number of cohorts that are run during the year are based on industry demand. On average each cohort is about 12 students. It is imperative that there are jobs waiting for those that we are training and placing into the apprenticeship. We have achieved 100% placement for our first cohort in 2025. We anticipate running a minimum of 4 cohorts in 2025. Cohorts are traditionally 4 weeks long for a total of 40 hours each week. We anticipate a placement, articulation rate of 80% into the carpenter's apprenticeship program.

The program is funded through grants with the United Brotherhood of Carpenters which has over 500,000 members. We are a well-funded training trust and have sufficient staff to support the program.

There is no cost for the participant while in the program.

WSCTF has strong partnerships with community-based organizations such as ANEW, Cares of WA and Urban League. Prior to the class starting, we work to identify barriers that may prevent a student from being successful in the class and work to remove those barriers with our partnerships.

Working closely with the Western District Council of Carpenters, our signatory employers and awarding bodies WSCTF successful graduates will get direct entry into the Carpenters Apprenticeship prior to dispatch.

Participants will be graded weekly throughout the program. The grading will be based on the following: Attendance 20%, Blueprints 20%, Homework 20%, Shop Projects 20%, Tests & Quizzes 20%. Students are required to maintain a "B" average throughout the program.

All pre-apprenticeship students will receive their OSHA 10 & First Aid CPR.

Teri Gardner 8-13-25

APPENDIX B – CURRICULUM OUTLINE

Curriculum should be developed in consultation with apprenticeship partners and subject matter experts to ensure it aligns with current industry standards and prepares graduates to meet or exceed the minimum qualifications for entry into an apprenticeship. To ensure recognized Apprenticeship Preparation Programs are adequately preparing participants to enter Registered Apprenticeship and be successful apprentices, preparatory training curriculum must meet the following requirements:

- a. Be a minimum of 80 hours in duration;*
- b. Employability skill development shall not exceed 50% of curriculum hours. Employability skill development shall be defined as general employment skills (communication, professionalism, work ethic, etc.);*
- c. Industry/trade specific skills and knowledge shall constitute at least 50% of curriculum hours. Industry/trade specific skills and knowledge shall be defined as hands-on training to develop manual, mechanical, or technical skills relevant to the occupation(s) the preparatory participant(s) are training to successfully enter, and which does not displace paid employees; and*
- d. Industry/occupation specific safety training and education. (WSATC Policy 2012-03 Sec. II C)*

Please use the format below for the program's curriculum outline. Identify all curriculum elements and provide primary learning objectives that apply to each course.

Please copy and paste the format below to add additional course sections and/or primary learning objectives as needed.

1. Course Name/Module – Core Employability Skills (20 hours)

Curriculum Elements:

- ☐ Industry/occupation specific safety training and education
- ☒ Employability skill development
- ☐ Industry/trade specific skills and knowledge

- Employability Skills Training (Attitude, Jobsite Hierarchy, Realities of Construction Work)
- Sexual Harassment/Positive Jobsite Culture Training
- Learn interview skills for the industry
- Complete a module on financial literacy for the trades
- Identify the roles and responsibilities of an apprentice

2. Course Name/Module – Core safety in the trades (20 hours)

Curriculum Elements:

- ☒ Industry/occupation specific safety training and education
 - ☐ Employability skill development
 - ☒ Industry/trade specific skills and knowledge
- Power and hand tool safety training
 - Learn safe and ergonomically correct processes for material handling
 - Learn safe dismantling processes
 - Working around hazardous materials and conditions
 - Safety Training for Scaffold Users
 - OSHA 10

3. Course Name/Module – Core trade Math (20 hours)

Curriculum Elements:

- ☐ Industry/occupation specific safety training and education
 - ☐ Employability skill development
 - ☒ Industry/trade specific skills and knowledge
- Layout, measurement, fractions, decimals
 - Trade Math
 - Layout of building perimeter
 - Successfully complete the math assessment test for the program
 - Construction Calculator (Math)

4.) Course Name/Module – Core rigging and labor (10 hours)

Curriculum Elements:

- ☒ Industry/occupation specific safety training and education
 - ☐ Employability skill development
 - ☒ Industry/trade specific skills and knowledge
- Demonstrate the ability to tie basic knots used on the jobsite.
 - Rigging Basics
 - Hand Signals for working with crane

- Learn how to safely use a cutting torch

5.) Course Name/Module - Form Carpentry (40 hours)

Curriculum Elements:

- ☒ Industry/occupation specific safety training and education
- ☐ Employability skill development
- ☒ Industry/trade specific skills and knowledge

- Identify and describe the materials used on concrete and pile driver jobsites
- Learn terminology for concrete and pile driving processes
- Learn safe erection and dismantling processes for forms, framing and piles
- Understand the grid system for laying out column forms
- Layout form walls for concrete or pile driving operations
- Erect form walls for concrete or pile driving operations
- Layout Concrete Footing Project
- Construct bulkheads and block outs in proper location of walls
- Brace and align column forms
- Construct footings that conform to layout

6.) Course Name/Module – Elective- Pile Driver (10 hours)

Curriculum Elements:

- ☒ Industry/occupation specific safety training and education
- ☐ Employability skill development
- ☒ Industry/trade specific skills and knowledge

- Learn safe erection and dismantling processes for forms, framing and piles
- Identify and describe the materials used on pile driver jobsites
- Learn the math skills needed to perform pile driver tasks
- Demonstrate the ability to follow all safety protocols for use of hand and power tools used in the pile driving industry

7.) Course Name/Module –Elective- Interior Systems (20 hours)

Curriculum Elements:

- ☒ Industry/occupation specific safety training and education
- ☐ Employability skill development
- ☒ Industry/trade specific skills and knowledge

- Learn terminology for interior systems processes
- Identify common materials for the interior systems industry
- Layout of interior systems walls and other building components, doors, windows, and frame openings
- Learn how to safely erect and work on scaffolding systems and ladders
- Erect metal stud walls
- Apply drywall and other products to project
- Frame an acoustic ceiling and install tiles
- Successfully complete the Interior Systems Hands-on Assessment

8.) Course Name/Module – Elective- Scaffold Erector (20 hours)

Curriculum Elements:

- ☒ Industry/occupation specific safety training and education
- ☐ Employability skill development
- ☒ Industry/trade specific skills and knowledge

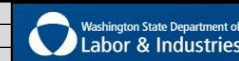
- Demonstrate the hand signals used to call out for number and type of scaffold components.
- Properly tie the knots used in scaffolding to raise and lower material.
- Assemble three pre-designed scaffold projects
- Identify the various components associated with Systems Scaffold.
- Familiarize and interpret a System Scaffold working drawing.
- Demonstrate the ability to safely layout and erect a single bay, multi bay, multi lift, inside/ outside corners, and bridging with trusses.
- Identify the sequence and importance of proper inspection of a finished systems scaffold.
- Demonstrate the ability to safely dismantle a Systems Scaffold project.
- Pass a competency-based examination of the rules and regulations that pertain to Systems scaffolds.
- Identify and name the five types of welded frames used today.
- Familiarize and interpret a Frame Scaffold

- Properly layout and erect a single bay, multi bay, multi lift, rolling tower, and bridge with putlogs.
- Perform a proper inspection on all finished Frame projects.
- Pass a competency-based examination of the rules and regulations that pertain to frame and rolling tower scaffolds.
- Students will also receive their High Hazard Facility Training & TWIC card

Teri Gardner 8-13-25

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Preparatory Program Name:	Western States Carpenters Pre-apprenticeship Program	Total Number of Participants:	21
		Total Participant Graduates:	17
Reporting Period, Earliest Date:	3/17/2025	Total Withdrawals/Incomplete:	4
Reporting Period, Latest Date:	7/31/2025	Total Grad's Articulated into Reg' Apprenticeship:	8



*Please refer to the instructions tab for information on how to properly complete this document.

Participant Information - Total of Cohorts										Registered Apprenticeship Articulation Information			
Last Name	First Name	Birth Date	Gender	Race	Ethnicity	Veteran	Cohort Start Date	Current Status	Graduation Date	Registered Apprenticeship Name	Occupation	Date of Registration	Apprentice ID Number
21	21	21	21	21	21	21	21	21	17	8	8	8	8

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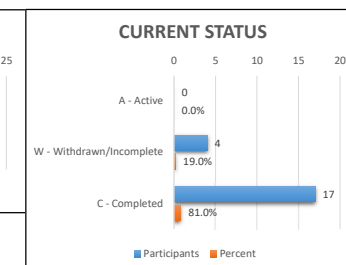
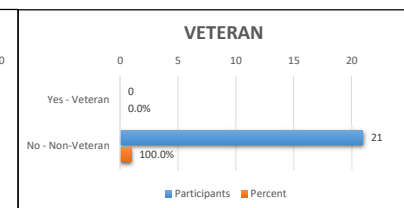
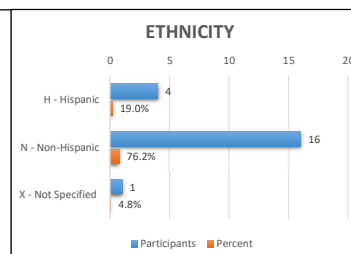
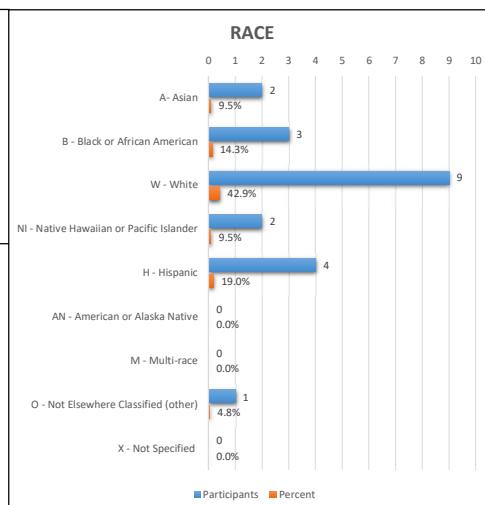
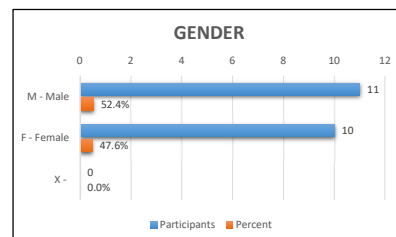
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Articulation Rate

38.10%



Teri Gardner 8-13-25

**WESTERN STATES REGIONAL COUNCIL OF CARPENTERS
&
WESTERN STATES CARPENTERS TRAINING FUND
MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding ("MOU") is entered into by and between the Western States Regional Council of Carpenters ("WSRCC"), the Western States Carpenters Training Fund the managing fund for the Washington State UBC JATC and Western States Carpenters Training Pre-Apprenticeship Program.

A. Purpose

The purpose of this agreement is to support the Western States Carpenters Training Pre-Apprenticeship Program efforts to provide students with exposure to careers in the construction industry through the introduction of a pre-apprenticeship program. This agreement memorializes the pre-apprenticeship programs efforts to provide its participants with skills suitable for entry into various construction registered apprenticeship programs and to establish the conditions and procedures, herein agreed to, for the apprenticeship program referral and intake process.

This partnership may provide direct entry to completers in the Western States Carpenters Training Pre-Apprenticeship Program pre-apprentice programs meeting in accordance with the qualifications set out in Section C paragraphs 1-6

B. Roles and Responsibilities

1. The role and responsibility of the Western States Regional Council of Carpenters (WSRCC") and its training partner the Western States Carpenters Training Fund ("SWCTF") is to offer support to the Western States Carpenters Training Pre-Apprenticeship Program Administrators, and Instructors/Teachers in the successful implementation of the Career Connections curriculum. The "WSRCC" commits to providing a Career Connections Outreach Specialist ("CCOS") who will offer direct support in book orders, classroom set up, curriculum delivery, certificate ordering, and certificate presentations. The "SWRCC" may attend program related activities, events, and host student tours at one of the Apprenticeship Training Centers.
2. The role and responsibility of Western States Carpenters Training Pre-Apprenticeship Program shall be to provide the "WSRCC" either within Career Connections Learning Management System ("CCLMS") or documentation including the participants full name, grade level, and course title. Western States Carpenters Training Pre-Apprenticeship Program will work with "WSRCC" to determine the eligibility of program participants for direct entry into an apprenticeship program ("Eligible Program Graduates"). Eligible Program Graduates shall be those participants that obtain all 3 certificates signifying completion and understanding of each of the project books provided by the "WSRCC" and containing Carpenters International Training Fund ("CITF") curricula ("Career Connections").
3. "WSRCC" shall collaborate with the appropriate staff at Western States Carpenters Training Pre-Apprenticeship Program to calendar a mandatory orientation with new Instructors and attend annual Instructor/Teacher curriculum workshops.

4. Each party shall defend a third-party claim against the other party arising from the death or physical injury to any person or damage to the indemnified parties to the extent proximately caused by the negligence of the indemnifying party or its agents or employees from and against damages, liabilities and reasonable costs and expenses, including reasonable legal fees incurred in connection therewith.

C. Procedures

During the period covered by this agreement:

1. “WSRCC” in partnership with the “SWCTF” shall review for suitability the curricula of the Western States Carpenters Training Pre-Apprenticeship Program programs. In cases where there are possible skill deficiencies for entry level success, “WSRCC” will require the program to utilize the “CITF” curricula and competencies (“Career Connections”).
2. Program participants will be required to:
 - a. Complete a minimum of 40 hours of Project Book 1 or similar projects which include safety operation check lists, and individual projects. (Eligible for Level 1 Certificate)
 - b. Complete a minimum of 160 hours of Project Book 2 or similar projects which include safety operation check lists, and teamwork building projects. (Eligible for Level 2 Certificate)
 - c. Complete a minimum of 300 hours individually or combined Project Book 3 Residential and Project Book 3 Commercial or similar projects which include safety operation check lists, plan reading, and advanced teamwork building projects. (Eligible for Level 3 Certificate)
 - d. Students who complete levels 1,2,3 and a minimum 500 hours of classroom instruction and projects may qualify for direct entry into the Western States Carpenters Training Fund.
3. “WSRCC” will provide instructions to successful candidates that meet the eligibility requirements listed above stating how to request consideration for direct entry. “WSRCC” will provide all Eligible Program Graduates with information sheets on “How-to-Join” which lists the process for apprenticeship application to the desired trade program.

4. Western States Carpenters Training Fund - Washington State UBC JATC

- a. Collaboration – When participants are not able to complete all three Career Connections certificates to qualify for direct entry, the above will collaborate with the “entity” to assure all curriculum aligns with industry standards and provides participants with the skills and knowledge needed to succeed in the carpentry field.
- b. Allow Application - Graduates that have successfully completed carpenter and carpenter-related pre-apprenticeship programs will be granted direct entry upon approval of the JATC sub-committee, providing that the applicant meets the current minimum qualifications. Such priority is granted without regard to race, color religion, national origin, or sex and is contingent upon industry needs.

Western States Carpenters Training Pre-Apprenticeship Program graduates who apply to the apprenticeship will receive 2 points for having completed a Career and Technical Education Construction program and also receive another 2 points for completing safety certs: Osha 10, First Aid. /CPR, Confined Space, and Forklift

5. Both parties agree that the partnership's success depends on the availability of job opportunities and that, at times, job opportunities may be limited due to many variables including a downturn in construction or the economy. When these conditions exist, one or both parties may give thirty-day notice to terminate this agreement, and each party shall be held harmless.


D. Reporting and Funding

Each party to this agreement will collect and disseminate reports on outcomes related to the roles and responsibilities described above and agree to share information as required or requested. Furthermore, each party will maintain separate funding.

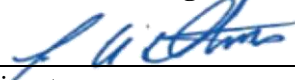
E. Timeframe

- 1) This "MOU" will commence on the executed signature dates below and will continue until dissolved by either party of this agreement.
- 2) This "MOU" is the complete agreement between the parties signed below. The agreement may only be amended by a written agreement signed by each of the parties involved.

Western States Regional Council of Carpenters

Authorized Official: 
Signature
Printed Name and Title: Sean Hartranft, President
Address: 3250 E. Shelby St., Ontario CA 91764
Telephone(s): (909) 373-4683
E-Mail Address: CareerConnections.Dpt@wscarpenters.org
Date: 7/17/2025

Western States Carpenters Training Fund

Authorized Official: 
Signature
Printed Name and Title: Louis A. Ontiveros, Executive Director
Address: 3250 E. Shelby Street Suite 210 Ontario, CA 91764
Telephone(s): (213) 739-9336
E-Mail Address: fundoffice@swctf.org
Date: 7/17/2025