

## 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:**

Construction Trades Apprenticeship Preparation (CTAP)

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

State Board of Community and Technical Colleges (SBCTC) and WA. State Dept. of Corrections (WADOC)

**Contact Information:**

**Individual Authorized to Represent the Program**

*Name: Steven Petermann*

*Organization: Washington State Dept. of Corrections*

*Title: Construction trades Manager 5*

*Phone: 360.688.6595*

*Email: swpetermann@DOC1.WA.GOV*

*Mailing Address: 9601 Bujacich Rd. NW MS: WP-04 Gig Harbor WA. 98332*

*Physical Address: 7345 Linderson Way SW Tumwater WA. 98501-6504*

### **Point of Contact for Outreach and Enrollment**

*Name: Janece Levien*

*Organization: Washington State Dept. of Corrections*

*Title: Administrator – Educational Services*

*Phone: 360.480.3720*

*Email: Janece.levien@doc1.wa.gov*

*Mailing Address: 7345 Linderson Way SW Tumwater WA. 98501*

*Physical Address: 7345 Linderson Way SW Tumwater WA. 98501*

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

*Name: Steven Petermann*

*Organization: WADOC*

*Title: Construction Trades Manager 5*

*Phone: 360.688.6595*

*Email: swpetermann@DOC1.WA/GOV*

*Mailing Address: 9601 Bujacich Rd. NW MS:WP-04 Gig Harbor WA. 98332*

*Physical Address: 7345 Linderson Way SW Tumwater WA. 98501-6504*

### **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:*

Construction Trades Apprenticeship Preparation (CTAP) curriculum is drawn directly from the apprenticeship entry requirements of the Carpenters, Cement Masons and Plasterers, Ironworkers, and Laborers. The goal is to create a well-qualified applicant that can successfully complete the tasks for the Carpenters - Hands on Assessment, Cement Masons and Plasterers – Survival Day, Iron Workers – 1 day orientation, and the Laborers 5 day Pre-Construction Testing. This includes any associated math requirements, interview skills, tool and material identification, and safety training.

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

**The target articulation rate is 15%**

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)

**All of our participants are currently incarcerated in a WA. State prison facility**

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

Each CTAP schedules 4 cohorts per year X 6 facilities with an average of 12 students per class. Enrollment can vary but we would look for approximately 200 students per year.

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

The attendance policy is up to each individual instructor as each facility in WA. State can vary the programming hours based on facility needs. Some programs may run Monday thru Thursday and some Tuesday through Friday. Several facilities start at 0830 and end the day at 1430 with lunch at 1130 and some facilities scheduled 0900 to 1500 with lunch at 1200. Classes are all 10 weeks long and each program is required to have 300 hours.

Grades will be based upon 75% class participation, 25% assignments, quizzes and Exams. A minimum score of 75% will constitute a passing grade. A certificate of completion is issued from the affiliate college + 20 college credits

### **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.**

| Apprenticeship Program Name | Articulating Occupation(s) | Articulation Type<br>(select all that apply) |                             |  |                      |
|-----------------------------|----------------------------|--|-----------------------------|--|----------------------|
|                             |                            | Preferred Entry                              | Advanced Standing or Credit | Additional Points on Application/Interview | Guaranteed Interview |
| Iron Workers Local 86       | Iron Worker                | X  |                             | X  |                      |
| Northwest Laborers Training | Construction Craft Laborer |  |                             | 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)<br>(eg: training provider, Advisory Board member, industry consultant, supportive services provider, etc.) |
|--|--|
| Washington State Building Trades Council | Industry Consultant/Support Service Provider   |
| Sound Transit                            | Industry Consultant/Support Service Provider   |

## 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.**

The Construction Trades Apprenticeship Preparation program is a blend of integrated teaching methods that comprise practical application, general lecture, and coursework, utilizing progressive instructional methods. Reverse Learning Format, and standardized direct learner approaches are used, and student participants are expected to stack curriculum and practical application, as it relates to applied safety practices, mathematical estimation, and “hands-on” integration of building applications. A typical 6-hour day might consist of 1 or 2 hours of coursework and/or lecture with a question-and-answer format. Special consideration is given to the “agility” portion of the curriculum as that is where the entry requirements of each represented trade is captured. Safety, ergonomics, teamwork, communication, and attitude are integrated into every part of training. CTAP is one College quarter in length and is a minimum of 300 hours.

**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 CTAP core curriculum was developed directly from the entry requirements of the affiliate trades that the program has MOU's with. Agility training is at the heart of the class. Each program does at least: scaffold building, wheelbarrow courses, knot tying, timed tape measure activities, Ladder climbing, hammering and nailing, lumber carry, rebar carry, rebar tying, drill motor and screw gun exercises. Each program also fills out apprenticeship style “work records”, incorporates the appropriate trade math, writes a resume, and develops a portfolio of their work



that includes contact information for community resources and navigation to the apprenticeship of their choice.

Although it would be impractical for apprenticeship coordinators to visit each program every quarter every effort is made to extend invitations. The programs all have some level of direct engagement with the apprenticeship program they are affiliated with.

In addition, even though CTAP has *written* agreements with 4 building trades the program has never felt that any door was closed to them by any affiliate of the Washington State Building Trades Council.

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

**Bruce Carley – Instructor at Cedar Creek Corrections Center (Centralia College)**

Bruce Carley has served as trade's instructor at Cedar Creek Correctional Center for nearly 20 years, following a decade as general contractor in residential construction. Having grown up in the home improvement industry, Carley brings a lifelong connection to the trades and is dedicated to equipping students with the skills, guidance, and support needed to pursue successful careers.

**Richard Cowan - Washington Corrections Center (Centralia College)**

Richard Cowan is a Construction Trades Associate Professor with extensive experience in residential construction, environmental remediation, and small business ownership. His career includes coordinating apprenticeship programs at Hawaii Community College and overseeing workforce development for incarcerated individuals at the Kulani Correctional Center. Since 2019, Cowan has taught the CTAP program at Washington Corrections Center, bringing a strong background in construction trades, education and workforce reentry initiatives.

**Kelly Richter – Stafford Creek Corrections Center (Grays Harbor College)**

Kelly Richters comes from a very strong construction union family in Grays Harboe WA. He started his career at Stafford Creek Corrections in Aberdeen WA. in 1999 before the prison was built and as a carpenter supervisor tasked with installing all the cell furniture to all of the wood products needed throughout the institution.

Kelly started his teaching career in 2017 with Grays Harbor College as an instructor at the Stafford Creek facility and was part of the original team that was instrumental in helping design the CTAP curriculum. Kelly was the first to launch the program and remembers going to Spokane for the WSATC meeting when CTAP was first recognized as a registered preparation program. Changing lives one class at a time and getting these students ready for the workforce and then hearing about some of the successes upon release is very rewarding.

### **Keith Clare – Monroe Correctional Complex (Edmonds Community College)**

Keith Clare, started as a sheet metal apprentice in June 1999 and spent 14 of the next 19 years working at Puget Sound Naval Shipyard in his trade, as a nuclear sheet metal mechanic, apprentice instructor, sheet metal training supervisor, and the structural trade skills manager, until he left for the second time in 2018. During this time he also worked as a Basic Trades Instructor for Olympic College teaching new shipyard employees basic tooling, safety, trade math, and blueprint reading and sketching. He worked various jobs in between, the most notable being a General Maintenance Technician in the Arctic Oilfield in Prudhoe Bay, AK. Between 2018 and 2023, Keith worked as a Contract Ship fitter working on the dry-docked submarine, USS Virginia, at Portsmouth Naval Shipyard; and as the Maintenance Director of a dementia care facility in Edmonds, WA, where he was in charge of all maintenance work and safety training. Keith's first paid job was a math tutor back in 1992, and aside from intermittent short breaks, he's always been involved in teaching, tutoring or training individuals, making this year, his 33<sup>rd</sup> year teaching.

### **Duane Tasker – Washington State Penitentiary (Walla Walla Community College)**

Duane Tasker serves as the CTAP instructor for Walla Walla Community College at Washington State Penitentiary. He brings over 40 years of experience in the construction trades, beginning his career in high school. In addition to his extensive field experience, he studied construction technology at the college level and has instructed apprentices in the electrical trade in the state of California through the IBEW. Tasker's expertise and dedication to workforce training make him a valuable asset in preparing students for careers in the skilled trades.

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

A certificate of completion is issued from the affiliate college + 20 college credits

**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:*

As of April 3, 2025 the breakdown of the WADOC population is: White 68% Black 18% Asian Pacific Islander 5% Native American 6% Hispanic 16% and other(unknown) 3%. Age ranges from 18 to over 75. The program is open to any justice involved individual that is housed at a facility that is currently offering CTAP and meets the criteria set forth in the DOC education policy.

- 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.*

The Construction Trades Apprenticeship Preparation program is presented to all incoming individuals during the orientation period of arrival. Recruitment is provided through referrals from instructors, former students, and unit counselors. Flyers and brochures are distributed where permissible by Department of Corrections policies. Incarcerated individuals are an underrepresented population, and enrollment is encouraged in many “program informational sessions” and most often is encouraged by the unit counselors.

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

Resources for retainment are limited in a correctional facility but generally students are often motivated to remain in these programs to obtain opportunities post release. Participates are expected to maintain a positive behavior while enrolled in any educational program. If a major infraction occurs while they are actively participating in the training program, they may be removed from continuing (according to WAC/DOC policies) their educational programming. If a participant is removed, they can re-enroll for educational programming, once a 6-month infraction free period has been maintained. WADOC provides housing assignments and provides 3 nutritionally balance meals to all participants.

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.*

All participants can meet with an Educational Navigator to explore post-secondary education, transfer credits, or apprenticeship opportunities. Additionally, all students participate in a graduated re-entry program with DOC, that focuses on obtaining a release plan, which may include educational coordination post-release. Furthermore, all participants can request and obtain one on one support regarding interview techniques, resume writing, and application assistance. CTAP graduates have also worked with Construction Career Initiative (CCI) navigators affiliated with the Washington State Building Trades Council, BuildUp apprentices, ANEW, PACE, PACT, The City of Seattle, Sound Transit, Head Start to Construction, the Pre-Employment Preparation Program (PEPP), Seattle Urban League of Metropolitan Seattle, WELD Seattle, The Freedom Project, Skilled Trades Preparation Program, The Orion Watch group, and the Washington State Building Trades Council Second Chance Committee

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 monetary cost to an incarcerated individual.

## **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.**

The CTAP program utilizes the Washington State Labor and Industries Apprenticeship Registration Tracking System (ARTS) to input and report each cohort group in the designated reporting period, required by Labor and Industries as much as possible. CTAP also utilizes Appendix C when applicable.

**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*

*RB*  
*Teri Gardner 8-18-25*

## **APPENDIX A – PROGRAM SUMMARY**

**Please briefly summarize the preparatory program according to the requirements listed in Section 1 “Summary of Preparatory Program” in three pages or less.**

The Construction Trades Apprenticeship Preparation (CTAP) program was put together in 2019 in response to Governors Executive Order 16-05 “Building Safe and Strong Communities through Successful Reentry” which directed various Washington State agencies to work together to create a pathway to apprenticeship.

Before CTAP was created each Washington State Department of Corrections (DOC) facility and its respective college partner had their own individual Building and Maintenance Technology programs.

The CTAP’s mission is to provide incarcerated individuals with the fundamental knowledge, basic skills, and comprehensive training necessary, to enter one of the many WSATC registered apprenticeship programs. The program is funded by an interagency agreement between both the Washington State Board of Community and Technical Colleges (SBCTC) and the Washington State Department of Corrections in partnership with various Community Colleges. The many opportunities that apprenticeship programs offered in Washington State, correlate directly to the core values of the DOC’s mission statement, which is to reduce recidivism rates and to create safer communities, through obtaining a successful and sustainable career pathway.

CTAP operates in 6 male prison facilities across the state in partnership with the Washington State Department of Corrections and the State Board of Community and Technical Colleges. Each cohort is 1 quarter in length and offers 20 college credits.

- Stafford Creek Corrections Center – Grays Harbor Community College
- Cedar Creek Corrections Center – Centralia College
- Washington Corrections Center – Centralia College
- Monroe Correctional Complex – Edmonds Community College
- Washington State Penitentiary – Walla Walla Community College
- Coyote Ridge Correctional Center – Walla Walla Community College

The capacity of the above 6 facilities averages around 10,800 male individuals. Approximately 95 percent of these individuals will be released into the community throughout the regions of Washington State. The training program, coupled with educational experience and career readiness preparation, offers constructive pathways, for these individuals to gain employment within the state of Washington, in an ever growing and demanding field of construction.

According to several notable citations, Washington state is projected to increase its infrastructure projects in 2025 and beyond by 55 percent in the next 5 years. These projects include highway improvement and bridge building. Additionally, increases are projected in the residential sector, with an estimated 18 percent increase in multifamily and single-family



dwelling. The construction industry is experiencing a lack of manpower and qualified individuals to help meet these projected demands. The CTAP offers the advantage of utilizing the apprenticeship system and subsequently, helps reform the state's criminal justice system, to reduce recidivism and improve public safety.

Apprenticeship programs in the construction and building trades are demonstrating that when formerly incarcerated men and women have the opportunity for training and valuable credentials, they can be successful and productive members of the labor force and can earn a livable wage in a quality job. This is good for families, communities, and employers as well.

CTAP operates with a minimum of 300 total program hours. Class sizes range from 8 to 24 students. **There is no out-of-pocket cost required from the participants.** The program includes one training program instructor, one applied education instructor, and operates with several administrative support staff, i.e., Dean of Corrections, Administrative Assistants, Educational Technicians, and Program Coordinator. Additionally, there are several DOC staff members who help facilitate movements and safety procedures. All participants can meet with an Educational Navigator to explore post-secondary education, transfer credits, or apprenticeship opportunities. Additionally, all students participate in a graduated re-entry program with DOC, which focuses on obtaining a release plan, which may include educational coordination post-release. Furthermore, all participants can request and obtain one on one support regarding interview techniques, resume writing, and application assistance.

Applicants to the program are required to have a verified High school diploma or G.E.D. and are expected to remain major infraction free during the training. Each affiliate college and instructor may have slightly different attendance and grading criteria as each DOC facility is somewhat unique in their movement schedules and daily operations but when possible, the curriculum has been standardized to facilitate completion when/if an individual is transferred. There is a consistent grading metric used for recording official grades for all participants of the CTAP program.

Upon successful completion of CTAP, participants are awarded with a Certificate of Completion from the respective College and a "portfolio that includes a resume or template, documentation of the work done in the class that is in the form of apprenticeship style work records that hopefully reinforce the habit and necessity for completing work records upon acceptance as an apprentice with a registered apprenticeship program.

Through an intensive review it was established that much of the safety training and basic tool material, and use training also met the requirements for the Western States Regional Council of Carpenters Career Connections level 1 and Level 2 certificates.

CTAP had 1093 total participants from the Summer Quarter 2020 through the Spring Quarter of 2025 with 630 still incarcerated and 463 releasing back into their communities.

Of the 463 participants who reentered the community 31 entered various apprenticeships cumulating in a 6.6% articulation rate with an average time to join an apprenticeship of 24 months or so with a low of about 5 months to a high of 52 months.

Teri Gardner 8-18-25

## **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. CTAP 120 Construction Trades Math - 45 hours**

Curriculum Elements:

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

- a. This course will provide students with a solid foundation in mathematical principles needed for a variety of vocational trades. Trades included, but not limited to, Laborers, Ironworkers, Carpenters, Cement Masons, Electricians, Finish Trades and Pipe Trades. Students will practice the application of the principles in the shop through a variety of apprenticeship preparation activities and tasks.

2. CTAP 130 Worksite Behavior and Safety 1 - 45 hours

Curriculum Elements:

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

- a. This course will provide instruction in the worksite behaviors and expectations: preparing for the workday, communications skills, teamwork skills, pro-active attitude, attendance expectations, integrity, resume writing, mock job interview, appropriate work attire, and what employers are really looking for when hiring. To include, but not limited to, behaviors and actions that could disqualify, lead to disciplinary actions, or even terminate an individual from a job.

3. CTAP 130 Worksite Behavior and Safety 2 - 30 hours

Curriculum Elements:

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

- a. Also, to be included is health and safety needed for the trades. Topics include physical fitness, healthy eating habits, worksite assessment, identifying workplace hazards, hazard prevention and DOC safety training. Proper use and fit of personal protective equipment will be discussed.

4. CTAP 140 Basic Tools - 20 hours

Curriculum Elements:

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

- a. This course focuses on identification, maintenance and safe usage of tools and equipment used in the trades. Students will understand job safety importance and requirements. Tool and job safety will be taught and practiced throughout the entire program.

5. CTAP 140 Construction Basics – 25 hours

Curriculum Elements:

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

- a. This course will also provide exposure to construction basics via skill building activities and trades related agility courses. The course will include footings and foundations (slab and grade, post and beam, footings and stem wall). This course also covers framing to include floor framing, wall framing, and roofing framing. Students will receive roofing and siding exposure as well as experience with interior and exterior finishes.

6. CTAP 150 Blueprints – 10 hours

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

- a. Students will interpret the signs and symbols on construction blueprints. Students will demonstrate their skill by drawing their own basic construction blueprint.

7. CTAP 150 Introduction to the Trades 1 – 45 hours

Curriculum Elements:

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

- a. This course will provide exposure to a variety of different building trades and applications to the jobsite. These include Laborers, Iron Workers, Cement Mason, Carpenters, Plumbers and Pipefitters, Electricians. Included in the class will be guest speakers from different trades who will inform students of what it takes to be successful in their respective trades. Students will be provided with physical requirements needed, application requirements, wages, benefits, job opportunities, and any other information pertinent to that specific trade.

8. CTAP 150 Introduction to the Trades 2 – 30 hours

Curriculum Elements:

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

- a. OSHA 10 Focus Four topics are covered that include: Falls from Heights, Struck by Objects. Caught in between (pinch points) and electrical shock. Also covered are Personal Protective Equipment, Health Hazards in Construction, Stairways and Ladders, Lifting and Hoisting, Excavations, Materials Handling, Scaffolds, and Hand and Power tool safety.

9. CTAP 160 Introduction to the Trades - 20 hours

Curriculum Elements:

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

- a. In this capstone course, students will experience the link between theory and practicum through completing a relevant project. This project will integrate the skills and abilities acquired during the program and demonstrate competencies learned.
- b. Construct a building project utilizing safety standards and proper equipment from blueprint drawing to completion
- c. Compose a portfolio of materials needed to enter construction apprenticeship program or employment

10. CTAP Trade Specific Agility Training - 30 hours

Curriculum Elements:

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

- a. Agility courses: rebar carry, wheelbarrow course, lumber and plywood carry, balancing, brick and block carry, rebar tie stations, measuring stations, form and grade station, footing excavation, scaffold erection, and ladder climb.

|                                  |           |  |     |
|----------------------------------|-----------|--|-----|
| Preparatory Program Name:        | CTAP      | Total Number of Participants:                      | 536 |
| Reporting Period, Earliest Date: | 10/1/2023 | Total Participant Graduates:                       | 446 |
| Reporting Period, Latest Date:   | 3/31/2025 | Total Withdrawals/Incomplete:                      | 90  |
|                                  |           | Total Grad's Articulated into Reg' Apprenticeship: | 13  |

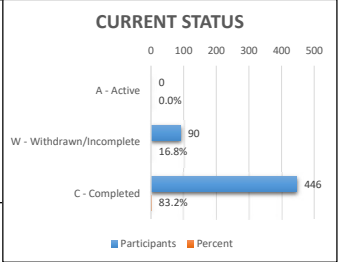
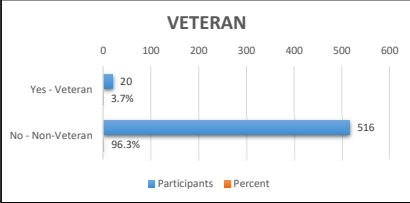
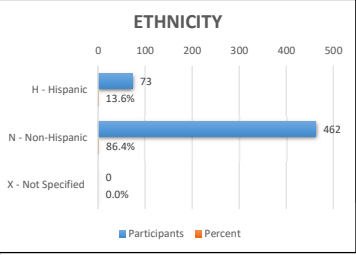
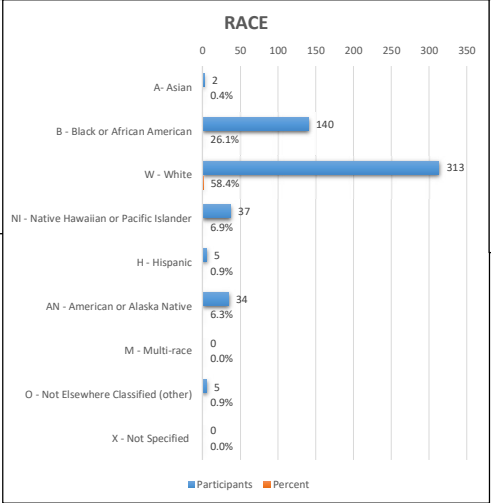
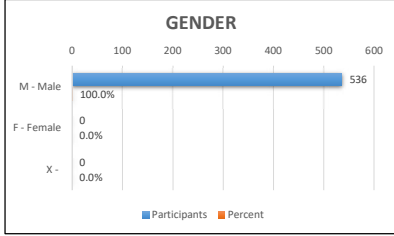


\*Please refer to the instructions tab for information on how to properly complete this document.

| 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 |
| 536  | 536        | 536        | 536    | 536  | 536       | 536     | 536               | 536            | 455             | 13   | 13         | 13                   | 13                   |

Hide Chart      Hide Chart      Hide Chart      Hide Chart      Hide Chart

Articulation Rate  
2.43%





PACIFIC NORTHWEST IRONWORKERS AND EMPLOYERS  
APPRENTICESHIP & TRAINING COMMITTEES

Articulation Agreement – Tier 2

Between

Iron Workers Local Union 86

And

Construction Trades Apprenticeship Preparation – (CTAP)

This is a tier 2 agreement, by and between the Iron Workers Local Union 86 and Apprenticeship & Construction Trades Apprenticeship Preparation (CTAP) made to provide CTAP graduates the option to earn preferred enrollment in the Iron Workers Local 86 Pre-apprenticeship and Apprenticeship program. It is the intent of this cooperative effort to provide the student with non-duplicative program of study leading to enhancing employment opportunities.

Now, therefore, it is agreed by and between the parties as follows:

1. Preferred enrollment in the Iron Workers Local 86 Pre-apprenticeship and Apprenticeship program may be granted through this agreement. Preferred enrollment means that CTAP graduates who, because of the quality of preparation at CTAP meet the criteria identified in section 2, receive preferred entry status upon application and receive a guaranteed 10 points through the application process. Preferred enrollment does not constitute direct entry, candidates must demonstrate skills and abilities acquired through the CTAP program. The awarding of such direct enrollment is contingent upon the joint cooperation of the two institutes.
2. The courses articulated for preferred enrollment credits are outlined below. Preferred entry requirements include:
  - a. CTAP will appear on the application.
  - b. Preferred enrollment will only be given for students who successfully complete all CTAP courses.
  - c. Considered preferred enrollment will be contingent on the current employment needs and out of work list of Iron Workers Local 86 Apprenticeship program.
3. Students must complete the CTAP program in its entirety and submit a graduation certificate and other completed certificates to be eligible for preferred acceptance.





## PACIFIC NORTHWEST IRONWORKERS AND EMPLOYERS APPRENTICESHIP & TRAINING COMMITTEES

4. Both parties agree to evaluate this agreement every 3 years and in the contact of students benefits, program efficiency and effectiveness. **CTAP** will maintain its level of quality as determined by the Iron Workers Local 86 Apprenticeship program evaluation.
5. This agreement shall begin June 12, 2025.

The undersigned parties accept and approve THIS AGREEMENT

Steve Petermann

Construction Trades Manager / Reentry Division

Construction Trades Apprenticeship Preparation

Washington State Department of Corrections

Date

Eric Sanchez

Coordinator

Iron Workers Local Union 86

Date

Teri Gardner 8-18-25



MEMORANDUM OF UNDERSTANDING BETWEEN THE CONSTRUCTION TRADES APPRENTICESHIP PREPARATION (CTAP) PROGRAMS IN WASHINGTON CORRECTIONS CENTER (WCC), CEDAR CREEK CORRECTIONS CENTER(CCCC), MONROE CORRECTIONS COMPLEX (MCC), WASHINGTON STATE PENITENTIARY (WSP), STAFFORD CREEK CORRECTIONS CENTER (SCCC), AND NORTHWEST LABORERS' EMPLOYERS TRAINING TRUST (NWLETT)

- The CTAP Instructor will contact the NWLETT representative (Coordinator/ Director/ Administrator) who will go to the corresponding CTAP program at the selected facility (WCC, CCCC, MCC, WSP, or SCCC), and present an overview of the NWLETT apprenticeship program to the students of the CTAP Program.
- CTAP Instructors will determine which Students are interested in taking part in the NWLETT application process.
- CTAP Instructors will email the NWLETT Apprenticeship Coordinator a list of Students interested in applying and utilizing the preferred status upon successful completion.
- The NWLETT representative may sit on the CTAP Program Advisory board.

CTAP Preferred Applicant

- Applicants will need to have completed CTAP with a B or better grade, received an official Certification.
- Preferred applicants will be awarded 10 points in the Technical/Trade Related section on the NWLETT Apprenticeship application to help with the ranked eligibility lists.
- Preferred applicants will receive a guaranteed interview upon completion of the NWLETT apprenticeship application.

Steps a Qualified Student Must Take- NWLETT Apprenticeship Application Process

August 6, 2025



- The student must contact NWLETT Apprenticeship Coordinator for information on the next orientation.
- The student must meet the minimum requirements of the NWLETT Apprenticeship as shown in the Northwest Laborers Apprenticeship Committee Apprenticeship Program Standards (<https://lni.wa.gov/licensing-permits/apprenticeship/docs/0071.pdf>)
- The student must attend an Orientation and interview with the NWLETT Apprenticeship Coordinator.
- The student Must follow the application check in procedure until they are selected for the apprenticeship or are no longer interested in starting the program.

**Approved by:**

X 

Brandon Jordan  
Training Director

X *Steven Petermann*

Name  
Title

**Either party, for any reason, may terminate this MOU by giving 30 days written notice.**

August 6, 2025