

Teri Gardner 3-6-23

For L&I Staff Use Only

JF 3/6/23
L&I Apprenticeship Consultant

Teri Gardner 3-6-23
L&I Admin

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



Request for Approval of Proposed Standards

TO: Washington State Apprenticeship & Training Council
FROM: Express Electric Apprenticeship Academy

Check the appropriate box:

☒ Committee

☐ Plant

☐ OJT

Occupation(s)	SOC Code	Hours
General Electrician (01)	47-2111.00	8000

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

<input checked="" type="checkbox"/> Chair	Date	<input checked="" type="checkbox"/> Secretary	Date
<input type="checkbox"/> Authorized Signer	3/1/2023		3/1/2023
Print Name:		Print Name:	
<i>Gary Mellema</i>		<i>April Zylstra</i>	
Signature:		Signature:	
<i>Gary L Mellema</i>		<i>April Zylstra</i>	

Approved By:
Washington State Apprenticeship & Training Council
Signature of the WSATC:
Date:

JF 3/6/23

Teri Gardner 3-6-23



JF 3/13/23

Teri Gardner 3-13-23

APPRENTICESHIP PROGRAM STANDARDS
adopted by

EXPRESS ELECTRIC APPRENTICESHIP ACADEMY

(sponsor name)

Occupational Objective(s):
GENERAL ELECTRICIAN (01)

SOC#
47-2111.00

Term [WAC 296-05-015]
8000 HOURS



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

APPROVAL:

Provisional Registration

Standards Last Amended

Permanent Registration

By: _____
Chair of Council

By: _____
Secretary of Council

EXPRESS ELECTRIC APPRENTICESHIP ACADEMY

INTRODUCTION

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

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

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

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

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

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

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

*All sponsor inserted language must meet or exceed minimum requirements as established by the appropriate occupations outlined in these standards for each occupation. Minimum Guideline requirements have been ***emboldened, italicized*** and captured in bordering and may not be revised.

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Sponsor Introductory Statement (Required):

The science of electricity is constantly changing and expanding. From its inception, the Electrical Industry has kept pace with new technologies and is now one of the largest industries in the United States. This rapid expansion means that the electrical apprentice must be given sound basic training in the knowledge of the trade, supplemented by sufficient instruction in the theories of electrical science.

The electrical trade is unique in that it is mechanical, technical, and professional. In order to meet industry demands in an ever-evolving technical environment, the electrical industry must select individuals who have the aptitude to learn and develop the knowledge, skills and abilities to proficiently perform the individual job tasks associated with the work processes of the trade. The industry must select and train individuals who will diligently work and study to stay abreast of current and future emerging technologies.

The Electrical Industry, by its very nature, places a high degree of personal responsibility on each individual. While supervision is most often provided on the job, the electrical worker is constantly called upon to make decisions concerning proper performance methodology.

Electrical installations are very complex and highly sophisticated. Faulty installations often prove to be extremely expensive and hazardous. Much of the complex wiring involved in the work is hidden from view when the job is completed; any defect in this hidden work can cause serious damage and prove to be extremely costly. The well-trained electrical worker takes pride in the appearance of their work, and in its technical correctness and structural soundness.

The Express Electric Apprenticeship Academy (EEAA) has dedicated its time to develop an efficient training program so the apprentice can, through a systematic program of schooling and on-the-job training, become a well-qualified electrical worker.

The EEAA will adopt and promote nationally developed Apprenticeship Standards and Curricula to ensure quality apprenticeship and training for the industry in the best interest of the apprentice, management, the customer and the public.

POLICY

The local apprenticeship and training program shall be administered by the Express Electric Apprenticeship Academy (EEAA). Express Electric and all apprentices shall conform to these Standards.

These Standards, after proper registration with the Apprenticeship Section of the Washington State Department of Labor and Industries, herein after referred to as the "Registration Agency", shall be adhered to.

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All entities and/or individuals cooperating in these Standards shall refer all matters involving any apprentice or pertaining to apprenticeship and training to the EEAA. The EEAA shall take action and dispose of all apprenticeship matters before action is reported to, or acted upon by, the sponsoring organization.

The provisions of these Standards shall not be construed as permitting violation of any applicable local, State or Federal law or regulation having the effect of law.

I. GEOGRAPHIC AREA COVERED:

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

These standards cover the following counties in Washington State:

Whatcom, Island, Skagit, Snohomish & King Counties.

II. MINIMUM QUALIFICATIONS:

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

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

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

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

- 1. Equivalent post high school algebra course(s) with a grade of "C" or better.***
- 2. Current math placement results from a community college facility***

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- indicating a placement level beyond high school level algebra.*
3. *Provide certificate of completion from a committee approved online tech math course.*

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

Testing: **None**

Other: **Must be an employee of Express Electric, LLC.**

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

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

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

A. Selection Procedures:

1. **Express Electric, LLC will post through company email when there are open positions for Express Electric Apprenticeship Academy.**
2. **Applications may be picked up in person at the Express Electric, LLC. office located at 1354 Pacific Place, Ferndale, WA. 98248. Application may also be requested and returned via email to expressadmin@expresselectric.com.**
3. **Applications will be accepted for 30 days from date of posting.**
4. **Applications will be ranked based on seniority at Express Electric.**
5. **The applicants on the ranked list will remain active for a period of two (2) calendar years from the date of the ranked list inception. Applicants will remain on the ranked list for**

that duration unless they decline an offer, or request to be removed from the list.

6. The Committee will determine the number of openings prior to holding interviews.
7. Interviews:
 - a. Each applicant shall be interviewed individually.
 - b. All applicants must be asked the same questions.
 - c. After a brief introduction, the interviewing committee will ask questions to find out as much as possible about applicants' capacity to participate in apprenticeship.
 - d. Questions will be for evaluation purposes focused on work experience, mechanical/technical abilities, and motivation to complete this program.
 - e. Evaluations of interviews will be based on a scale of 0-5 with 0 being unacceptable and being excellent on each topic. In the event of a tie, seniority will be used to rank those tied.
 - f. Applicants' interview questions and answers will be placed in the applicants' files for record keeping purposes.

B. Equal Employment Opportunity Plan:

1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
2. Cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare students for entrance into apprenticeship.
3. Disseminate information concerning equal opportunity policies of the program's Sponsor.
4. Engage in any other such action to ensure that recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, or sex.

C. Discrimination Complaints:

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

IV. TERM OF APPRENTICESHIP:

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

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

A. General Electrician (01)

The EEAA shall see that each apprentice completes a minimum of 8000 hours of reasonably continuous supervised employment. The EEAA will attempt to provide for participation in all of the work processes as outlined in Section VIII of these Standards. The apprentice shall participate in the number of hours of related classroom training, outside the normal work hours, per year of apprenticeship, as specified in Section IX of these Standards.

V. INITIAL PROBATIONARY PERIOD:

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

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

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

C.

<p><u>1. General Electrician (01)</u> <i>The first one thousand-six hundred (1,600) hours of employment shall constitute the initial probationary period or one year from date of registration, whichever</i></p>

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occurs first.

During the initial probationary period, the EEAA shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training or experience does not reduce the initial probationary period.

Applicants awarded advanced standing at the time of registration shall have their demonstrated skill, knowledge and overall performance evaluated during the probationary period. Adjustments to the assigned period of apprenticeship and/or level of related classroom training may be made during the initial probationary period, following appropriate reviews and evaluation by the EEAA. Such reviews and determinations shall be properly documented and applied equally to all apprentices.

The first 1600 hours of OJT employment and satisfactory performance in related classroom training shall constitute the initial probationary period.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless as noted above or otherwise allowed by the

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Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.

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

1. General Electrician (01)

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

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

Apprentices with a minimum of 7,000 hours of OJT will be allowed to work without the direct supervision of a journey-level person provided that they have been issued a six- month, nonrenewable, unsupervised electrical training certificate by the Washington State Labor and Industries Electrical Section. Such apprentices will not be counted for the purposes of a ratio calculation nor be allowed to supervise other apprentices.

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

(Insert Additional Occupations)

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.

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

1. General Electrician (01)

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0000-1000	45%
2	1001-2000	50%
3	2001-3000	55%
4	3001-4000	60%
5	4001-5000	65%
6	5001-6000	70%
7	6001-7000	75%
8	7001-8000	80%

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

(Insert Additional Occupations)

VIII. WORK PROCESSES:

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

A. General Electrician (01)

In no case shall:

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

<u>General Electrician (01)</u>	<u>Approximate Hours/Competency Level</u>
1. COMMERCIAL-wiring of public commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary pre-fabrication and preparation	
INDUSTRIAL-wiring of all industrial buildings and equipment; the maintenance, repair, and alteration of the same; and necessary pre-fabrication and preparation	*No less than 4000 Hours*
2. RESIDENTIAL-wiring of residences, duplexes, and small apartment buildings and necessary pre-fabrication and preparation	
SPECIALIZED SYSTEMS-wiring of systems which include; sound, data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television programmable controllers, and nurse call systems	*No more than 4000 Hours*
Total Hours/# of Competency Levels:	8000

(Insert Additional Occupations)

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

☒ Supervised field trips

☒ Sponsor approved training seminars (specify) **Such as safety training, subject matter expert presentations, manufacturer and vendor demonstrations, and leadership workshops.**

Sponsor approved training seminars (specify)

☐ Sponsor approved online or distance learning courses (specify)

☐ State Community/Technical college

☐ Private Technical/Vocational college

☒ Sponsor Provided (lab/classroom)

☒ Other (specify) **Such as industry related videos and off-site contracted training as approved by the Committee.**

Other (specify)

B. **180** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

☐ Twelve-month period from date of registration.*

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

☒ Two-thousand hours of on the job training.

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

C. Additional Information:

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1. General Electrician (01)

The 144 hours identified above shall be 144 hours/year of competent instructor led classroom instruction (“must” include lab or hands-on instruction)

- *This requirement includes a minimum of 720 RSI hours over the term of apprenticeship under the same conditions.*
- *On-line would not be excluded as a delivery method but could only be offered for hours over the 144 annual minimum/720 cumulative total.*

2. The EEAA permits individuals with previous education and training to test out of related courses. It has developed a nondiscriminatory policy adopting uniform written and proficiency-type examinations to be used in determining whether or not to award credit and waive specific course(s), or area(s) of training.
3. The EEAA shall secure competent Instructors whose knowledge, experience and ability to teach shall be carefully examined and monitored. The Instructors shall be qualified in or take the teacher training courses covering teaching techniques and adult learning styles.
4. The EEAA shall secure the instructional aids and equipment it deems necessary to provide quality instructions.
5. The Instructors shall administer periodic examinations and report the results to the EEAA for proper filing.
6. The EEAA shall monitor the apprentice's performance in related training and take appropriate action to encourage improvement where warranted. The EEAA will require performance reports to be filed on a regular basis by the Instructor, evaluating the apprentice's related instructional training performance. Such reports shall be maintained by the EEAA as part of its official file for each apprentice - providing an accumulative record of performance in related training.

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

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Competent Instructor qualifications shall include the following:

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

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

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

1. **Voluntary Suspension:** A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. **Advanced Standing or Credit:** The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).
3. **Sponsor Procedures:**
 - a. **It is the responsibility of the Apprentices to have reliable transportation to attend work, classes, and scheduled labs.**
 - b. **Apprentices are required to take the state level examination within thirty (30) days of being approved for examination by the Department and report results to the Committee. Any Apprentice who fails the exam will be required to engage in additional study as determined by the Sponsor and retake and pass exam within 120 days of completing their OJT and RSI requirements.**
 - c. **Travel Policies for Apprentices:**
The apprenticeship program will make every effort to offer its training programs outside of normal working hours. If an Apprentice is required to travel more than 120 miles for training or disciplinary procedures, they will be accommodated as follows:

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- 1) Lodging will be arranged and paid for by the program at a local hotel. Apprentices may be required to share rooms. Maximum of two (2) apprentices per room. Occupants must be of the same gender.**
- 2) Per Diem for meals is provided for apprentices required to travel fifty (50) miles or more for training or disciplinary procedures.**
- 3) If an Apprentice is required to travel more than fifty (50) miles for training or disciplinary procedures mileage will be reimbursed at the current federal allowed rate.**

B. Disciplinary Procedures

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

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- c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].
- 3. Sponsor Disciplinary Procedures:
 - a. **Failure to maintain employment with Express Electric may result in cancellation of the Apprenticeship Agreement.**
 - b. **Apprentices caught in the act of plagiarism or cheating will be called before the EEAA committee and face disciplinary action up to and including cancellation of the Apprenticeship Agreement.**
 - c. **Apprentices are required to attend their scheduled classes. Apprentices absent or tardy (unexcused) more than two (2) scheduled classes will be called before the EEAA committee and face disciplinary action up to an including cancellation of the Apprenticeship Agreement.**
 - An excused absence must meet one of the following conditions:**
 - (1) Military Service**
 - (2) Medical restriction**
 - (3) Funeral for immediate family member**
 - (4) ER visit for self or an immediate family member**
 - (5) Jury Duty**
 - (6) Anything covered/protected under the WA Family Leave Act**
 - Apprentices who miss related instruction will not advance to the next step until the deficiencies have been met at the convenience of the instructor. All courses will be caught up prior to the next term of classes or Apprentices will face disciplinary action up to and including cancellation of the Apprenticeship Agreement.**
 - d. **Apprentices shall be required to maintain a GPA of 2.0 (70%) at all times. Failure to do so will result in disciplinary action up to and including cancellation of the Apprenticeship Agreement.**
 - e. **Apprentices that receive an unsatisfactory report by the employer on their performance review may be called before the EEAA committee and face disciplinary action up to and including cancellation of the Apprenticeship Agreement.**
 - f. **The EEAA will not tolerate harassment defined as follows: unwelcome or unsolicited verbal, physical or sexual conduct which creates an intimidating, offensive, or hostile environment. The EEAA committee will promptly investigate and act upon all charges of harassment maintaining confidentiality of the report and person(s) involved.**
 - g. **Apprentices who are required to appear before the EEAA committee for possible disciplinary action will be so notified in writing at least twenty (20) days**

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prior to their requested appearance.

h. If an Apprentice fails to respond and/or appear before the EEAA committee after due notice, disciplinary action, up to and including cancellation of the Apprenticeship Agreement, may be invoked in the Apprentice's absence.

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

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

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3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

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

- A. Committee Operations (WAC 296-05-009): (Not applicable for Plant Programs)
Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

B. Program Operations

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

Sponsors shall submit required reports through assigned state apprenticeship consultant.

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

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

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- a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - h. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - i. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - j. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - k. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:
- a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage

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and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend

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the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

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

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The sponsor must also provide the following information:
 - a. Quorum: **A quorum shall consist of four (4) members minimum with equal representation from employer and employee representatives.**
 - b. Program type administered by the committee: **Individual Non-Joint**
 - c. The employer representatives shall be:

April Zylstra - Secretary
1354 Pacific Place
Ferndale, WA. 98248

Brent Shields
1354 Pacific Place
Ferndale, WA. 98248

Hale Hardt
1354 Pacific Place
Ferndale, WA. 98248

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- d. The employee representatives shall be:

Gary Mellema - Chair
1354 Pacific Place
Ferndale, WA. 98248

Ryan Duffy
1354 Pacific Place
Ferndale, WA. 98248

Andrew Crabtree
1354 Pacific Place
Ferndale, WA. 98248

F. Plant programs

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

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

(Plant Program Administrator)

(Plant Program Administrator)

XII. SUBCOMMITTEE:

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

(insert subcommittee/s)

(sub-committee member info)

(sub-committee member info)

XIII. TRAINING DIRECTOR/COORDINATOR:

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

Roger Anderson, Training Director

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1354 Pacific Place
Ferndale, WA. 98248

**Must be designated by the sponsor for electrical training programs*

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Teri Gardner 3-7-22
L&I Admin

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Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Journey Level Wage Rate

From which apprentices' wage
rates are computed

TO: Washington State Apprenticeship & Training Council

FROM: Express Electric Apprenticeship Academy

Occupation:	County(ies):	Journey Level Wage Rate:	Effective Date:
General Electrician (01)	Whatcom, Skagit, Island, Snohomish, King	\$40.00	4/1/2023
		\$	
		\$	
		\$	

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

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

<input checked="" type="checkbox"/> Chair	Date	<input checked="" type="checkbox"/> Secretary	Date
<input type="checkbox"/> Authorized Signer	3/2/2023		3/2/2023
Print Name: Gary Mellema		Print Name: April Zylstra	
Signature: <i>Gary Mellema</i>		Signature: <i>April Zylstra</i>	

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Apprenticeship Section
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Journey Level Wage Rate

From which apprentices' wage
rates are computed

TO: Washington State Apprenticeship & Training Council

FROM: Express Electric Apprenticeship Academy

Occupation:	County(ies):	Journey Level Wage Rate:	Effective Date:
General Electrician (01)	Whatcom, Skagit, Island, Snohomish, King	\$40.00	4/1/2023
		\$	
		\$	
		\$	

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

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

<input checked="" type="checkbox"/> Chair	Date	<input checked="" type="checkbox"/> Secretary	Date
<input type="checkbox"/> Authorized Signer	3/2/2023		3/2/2023
Print Name: Gary Mellema		Print Name: April Zylstra	
Signature: <i>Gary Mellema</i>		Signature: <i>April Zylstra</i>	

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Teri Gardner

3/6/23

L&I Admin

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Olympia WA 98504-4530



Apprenticeship Committee Representative Qualifications

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

Name of Program Express Electric Apprenticeship Academy
--

Committee Representative Name Andrew Crabtree	Committee Representative Signature
<input type="checkbox"/> Employer Representative <input checked="" type="checkbox"/> Employee Representative (Does not have the authority to hire or fire)	

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
01 Foreman	Express Electric	09/05	Present
02 & Apprentice	Express Electric	05/04	09/05
02 & Apprentice	Dale's Electric	09/03	05/04
02 & Apprentice	Al's Electric	11/99	09/03

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Independant Electrical Contractors - I.E.C.	05/04	Electrical	N/A
Meridan High School	06/98	Core Curriculum	Diploma

Other Technical Certifications or Licenses Held

01 Administrator - 12/08 01 Journeyman - 09/05 02 Journeyman - 04/05
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Teri Gardner
3/6/23
L&I Admin

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Apprenticeship Committee Representative Qualifications

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

Name of Program Express Electric Apprenticeship Academy
--

Committee Representative Name Ryan Duffy	Committee Representative Signature <i>[Signature]</i>
<input type="checkbox"/> Employer Representative <input checked="" type="checkbox"/> Employee Representative (Does not have the authority to hire or fire)	

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Electrician	Express Electric	10/07	02/23
Electrician	Dale's Electric	06/02	01/07

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Independant Electrical Contractors - I.E.C.	12/06	WA. State Council Certification	Electrician
South Puget Sound College	08/99	AA Degree	AA Degree
Centrailia High School	05/91	Core Studies	Diploma

Other Technical Certifications or Licenses Held

01 Journeyman - 12/06

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Apprenticeship Committee Representative Qualifications

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

Name of Program Express Electric Apprenticeship Academy
--

Committee Representative Name Hale Hardt	Committee Representative Signature <i>Hale Hardt</i>
<input checked="" type="checkbox"/> Employer Representative <input type="checkbox"/> Employee Representative (Does not have the authority to hire or fire)	

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
PM / OM	Express Electric	08/2008	2/28/23
Owner	Blue Heron Electric	07/1993	08/2008
Trainee	Alta Electric	10/1991	07/1993

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Blaine High School	06/85		

Other Technical Certifications or Licenses Held

02 electrician

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Apprenticeship Committee Representative Qualifications

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

Name of Program
Express Electric Apprenticeship Academy

Committee Representative Name
Gary Mellema

Committee Representative Signature
Gary L Mellema

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

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Electrician	Express Electric	03/10	Present
Electrician	Excel Electric	06/94	03/10

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Bellingham Technical College	06/94	Electrician Program	Degree
Lynden Christian High School	06/92	high School Courses	Diploma

Other Technical Certifications or Licenses Held

Washington State 01 General Journeyman since July of 2000

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Apprenticeship Committee Representative Qualifications

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

Name of Program Express Electric Apprenticeship Academy
--

Committee Representative Name Brent Shields	Committee Representative Signature <i>Brent Shields</i>
<input checked="" type="checkbox"/> Employer Representative <input type="checkbox"/> Employee Representative (Does not have the authority to hire or fire)	

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Project Manager	Express Electric	10/14	Present
Electrician	Express Electric	05/02	10/14
Electrician	DM Shields Electric	10/99	05/02

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Virgina Electrical Apprenticeship School	2000-2002	2 yr Electricial Apprenticeship	
Western Washington University	1999	Economics/Math	
Peninsula Community College	1995	General	AA
Sequim High School	1993		Diploma

Other Technical Certifications or Licenses Held

Washington State - Master Electrician ME01 - General

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Olympia WA 98504-4530



Apprenticeship Committee Representative Qualifications

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

Name of Program Express Electric Apprenticeship Academy
--

Committee Representative Name April Zylstra	Committee Representative Signature <i>April Zylstra</i>
<input checked="" type="checkbox"/> Employer Representative <input type="checkbox"/> Employee Representative (Does not have the authority to hire or fire)	

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
HR Office Manager	Express Electric	04/16	Present
HR - Admin	Cascade Connections	01/12	04/16
Administrator	Cascade Connections	03/93	01/12

Education History

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

Other Technical Certifications or Licenses Held

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L&I Admin

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Apprenticeship Related/Supplemental Instruction (RSI) Plan Review


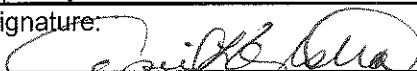
Program Name Express Electric Apprenticeship Academy	
Occupation General Electrician (01)	
Term/OJT Hours 8000	Total RSI Hours 720 total
Training Provider Express Electric Apprenticeship Academy	

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

1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliances with WISHA and applicable federal and state regulations.
4. The RSI Plan is maintained, updated and submitted to the Department a minimum of once every 5 years (WSATC Policy 2015-01; rev, 10-21-21).
5. The RSI will be conducted by instructors who meet the qualification of the "competent instructor" as described in WAC 296-05-003:
 - a. Has demonstrated a satisfactory employment performance in her/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
6. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, instruction shall be clearly defined.

Signatures on next page

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

<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Authorized Signer	Date 3/2/2023	<input checked="" type="checkbox"/> Secretary	Date 3/2/2023
Print Name: Gary Mellema		Print Name: April Zylstra	
Signature: 		Signature: 	

Training Provider Signature

Approved By (Print Name): Gary Mellema	Title: Chair
Signature of the Training Provider:	
Date: 3/2/2023	

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

SBCTC

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

Program Name Express Electric Apprenticeship Academy	Occupational Objective General Electrician (01)
---	--

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

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

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

Element/Course: Year 1	Planned Hours: 180
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Express Electric Apprenticeship Academy	
Description of element/course: Introduction/Orientation/Tools/Safety – Electrical Hazards & Safe Work Practices – Personal Protective Equipment Occupational Safety & Health Administration (OSHA) Construction Safety – Falls/Ladders & Stairs/Scaffolds Electrical Fundamentals – Unit 1 – Matter Electrical Fundamentals – Unit 2 – Electron Theory Electrical Fundamentals – Unit 3 – Magnetism Electrical Fundamentals – Unit 4 – Electricity Digital Multimeter Principles – Chapters 1-4 Digital Multimeter Principles – Chapters 5-9 Digital Multimeter Principles – Chapter 10 Digital Multimeter Principles - Review & Competency Lab Activity Electrical Fundamentals – Unit 5 – Electromagnetism Electrical Fundamentals – Unit 6 – Uses of electromagnetism Electrical Fundamentals – Unit 7 – The Electrical Circuit Electrical Fundamentals – Unit 8 – Math Electrical Fundamentals – Unit 9 – Electrical Formulas Electrical Fundamentals – Unit 10 – Series Circuits Electrical Fundamentals – Unit 11 – Parallel Circuits Electrical Fundamentals – Unit 12 – Series/Parallel circuits Electrical Fundamentals – Unit 13 – Multiwire circuits Lab Activity Washington Administrative Code (WAC) / Revised Code of Washington (RCW) Training Electrical Fundamentals – Unit 14 – The Electrical System Electrical Fundamentals – Unit 15 – Protection Devices Electrical Fundamentals – Unit 16 – Alternating Current Electrical Fundamentals – Unit 17 - Capacitance Electrical Fundamentals – Unit 18 - Inductance Electrical Fundamentals – Unit 19 – Power Factor & Efficiency Electrical Fundamentals – Unit 20 – Motors Electrical Fundamentals – Unit 21 – Generators Electrical Fundamentals – Unit 22 – Transformers Lab Activity – Box Fill Introduction to the National Electrical Code (NEC) Apprenticeship Supplement – Articles 90 & 100 Apprenticeship Supplement – Article 110 Alternating Current(AC)/Direct Current (DC)Fundamentals Apprenticeship Supplement – Grounding & Bonding Lab / Activity WAC / RCW	

--

Element/Course: Year 2	Planned Hours: 180
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Express Electric Apprenticeship Academy	
Description of element/course: Introduction, Orientation & Tools – Level 2 OSHA Construction Safety – Electrical Safety & Personal Protective Equipment (PPE) NEC - Article 90 – Introduction NEC – Article 100 - Definitions NEC – Article 110 – Requirements for Electrical Installations 1 NEC – Article 110 – Requirements for Electrical Installations 2 NEC – Article 200 – Use and Identification of Grounded (Neutral) Conductors. NEC – Article 210 – Branch Circuits 1 NEC – Article 210 – Branch Circuits 2 NEC – Article 210 – Branch Circuits 3 NEC Article 215 – Feeders NEC Article 220 – Branch-Circuit, Feeder & Service Calculations1 NEC Article 220 – Branch-Circuit, Feeder & Service Calculations 2 NEC Article 225 – Outside Branch-Circuits & Feeders NEC Article 230 – Services 1 NEC Article 230 – Services 2 NEC Article 240 – Overcurrent Protection 1 – Parts 1-3 NEC Article 240 – Overcurrent Protection 2 – Parts 4-6 Apprenticeship Supplement – Article 250 – Grounding & Bonding Lab – Ground Fault Circuit Interrupters (GFCI's) Devices WAC / RCW NEC Article 242 – Surge-Protective Devices NEC Article 300 – General Requirements for Wiring Methods & Materials 1 NEC Article 300 – General Requirements for Wiring Methods & Materials 2 NEC Article 310 – Conductors for General Wiring 1 NEC Article 310 – Conductors for General Wiring 2 NEC Article 312 – Cabinets, Cut-Out Boxes & Meter Socket Enclosures. NEC Article 314 – Outlet, Device, Pull & Junction Boxes, Conduit Bodies, and Handhole Enclosures 1 NEC Article 314 – Outlet, Device, Pull & Junction Boxes, Conduit Bodies, and Handhole Enclosures 2 NEC Articles 320 & 330 – Armored Cable (Type AC) and Metal-Clad Cable (Type MC) Lab Activity – Voltage Drop Calculations NEC Articles 334,336,& 338 – Cable Types NM, NMC, TC, SE & USE. NEC Articles 340, 342, & 348 – Cable Type UF, Conduit Types IMC and FMC. NEC Articles 350, 352, & 356 – Conduit Types LFMC, PVC, & LFNC. NEC Articles 344 & 358 – Conduit Types RMC & EMT NEC Articles 362 & 376 – Conduit Type ENT and Metal Wireways. NEC Articles 380, 386 & 392 – Multioutlet Assemblies, Surface Metal Raceways, & Cable Trays. Lab Activity – Conduit Bending WAC / RCW	

Element/Course: Year 3	Planned Hours: 180
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Express Electric Apprenticeship Academy	
Description of element/course: Introduction / Orientation / Tools OSHA Construction Safety – Electrical Safety & Personal Protective Equipment (PPE) OSHA Construction Safety – Excavation/Motor Vehicles/Tools NEC Article 400 & 420 – Flexible Cords & Cables, and Fixture Wires.	

NEC Article 204 & 406 – Switches & Receptacles
 NEC Article 408 – Switchboards, Switchgear & Panelboards.
 NEC Articles 410 & 411 – Luminaires & Low-Voltage Lighting Systems
 NEC Article 422 – Appliances
 NEC Article 424 – Fixed Electric Space-Heating Equipment
 NEC Article 430 – Motors, Motor Circuits, & Controllers 1
 NEC Article 430 – Motors, Motor Circuits, & Controllers 2
 Lab Activity – Lighting – Ballasts & Transformers
 NEC Articles 440, 445 & 450 – Air-Conditioning/Refrigeration Equipment & Transformers
 Bonding & Grounding – Fundamentals – Units 1-4
 Bonding & Grounding – NEC – Articles 90, 100 & 110.
 Bonding & Grounding – NEC – Article 250.
 NEC Articles 500-503, 511 & 514 – Hazardous Locations, Commercial Garages,& Motor Fueling Dispensing.
 NEC Articles 517, 518,550 & 590 – Health Care Facilities, Assembly Occupancies, Mobile/Manufactured Homes, & Temporary Installations.
 NEC Articles 600, 604 & 620 – Electric Signs, Manufactured Wiring Systems & Elevators.
 WAC / RCW
 NEC Articles 625 & 630 – Electric Vehicle Charging System & Electric Welders.
 NEC Articles 640 & 645 – Audio Signaling Processing & Information Technology Equipment.
 NEC Article 680 – Swimming Pools, Spas, hot Tubs, Fountains, & Similar Installations.
 NEC Articles 700, 701 & 702 – Emergency, Legally Required, & Optional Stand-By Systems.
 NEC Article 725 – Remote-Control, Signaling, & Power-Limited Circuits.
 NEC Articles 760, 770, 800, 810 & 820 – Fire Alarm Systems, Optical Fiber Cables & Raceways, Communication Circuits, Radio & Television Equipment, and Cable TV & Radio Distribution Systems
 NEC Article 690 – Solar Photovoltaic (PV) Systems 1
 NEC Article 690 – Solar Photovoltaic (PV) Systems 2
 NEC Articles 480, 691 & 705 – Storage Batteries, Large-Scale Solar Photovoltaic (PV) Electric Supply Stations, and Interconnected Electric Power Production Sources (IEPPS)
 NEC Articles 705 & 706 – Interconnected Electric Power Production Sources (IEPPS) & Energy Storage Systems.
 Quarter 3 Review EC Articles 706 & 710 – Energy Storage & Stand-Alone Systems.
 Quarter 3 Exam
 Motor Controls – Units 4-8 – Motor Controls & Schematics 1
 Motor Controls – Units 9-10 – Motor Controls & Schematics 2
 Motor Controls – Units 11-12 – Reversing Controls 1
 Motor Controls – Units 13-14 – Reversing Controls 2
 Motor Controls – Units 15-16 – Controls for Multiple Motors
 Motor Controls – Units 17-20 – Miscellaneous Requirements
 Lab Activity – Variable Speed Drives
 WAC / RCW

Element/Course: Year 4	Planned Hours: 180
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Express Electric Apprenticeship Academy	
Description of element/course: Introduction – Orientation – Tools OSHA Construction Safety – Electrical Safety & Personal Protective Equipment (PPE) OSHA construction Safety – Hazard Communication, Jobsite Exposures, and Work Zone Safety Electrical Estimating – Chapters 1&2 – Introduction and About Estimating. Electrical Estimating – Chapter 3 – Understanding Labor Units Electrical Estimating – Chapter 4 – The Estimating Process Electrical Estimating – Chapter 5 – Determining Break-Even Cost Electrical Estimating – Chapters 6&7 – The Bid Process & Unit Pricing	

Lab Activity – Blueprint Takeoff
 Leadership Training – Leadership Skills
 Leadership Training - Part 2
 Quarter 1 Review
 Quarter 1 Exam
 Code Review – Articles 90 thru 110 and 200 thru 240
 Code Review – Articles 300 thru 314
 Code Review – Articles 400 thru 480
 Fundamentals Review - Unit 1 – Electrician's Math & Basic Electrical Formulas
 Fundamentals Review – Unit 2 – Series, Parallel, & Multiwire Circuits
 Fundamentals Review - Unit 3 – Understanding Alternating Current
 Fundamentals Review – Unit 4 – Motor Basics
 Fundamentals Review – Transformers
 Fundamentals Final Review – Units 1-4
 WAC / RCW
 NEC Calculations – Raceway & Box Calculations
 Quarter 2 Review
 Quarter 2 Exam
 NEC Calculations – Unit 6 – Part A – Commercial Calculations 1
 NEC Calculations – Unit 6 – Part B – Conductor Sizing & Protection Calculations 2
 NEC Calculations – Unit 7 – Parts A&B – Motor & Air-Conditioning Calculations 1
 NEC Calculations – Unit 7 – Parts B&C – Air-Conditioning Calculations – Transformers 2
 NEC Calculations – Unit 8 – Parts A&B – Voltage-Drop Calculations
 NEC Calculations - Unit 9 – Parts A&B – Dwelling Unit Calculations 1
 NEC Calculations - Unit 9 – Parts B&C – Dwelling Unit Calculations 2
 Lab Activity – Dwelling Unit Calculations
 NEC Calculations – Unit 10 – Parts A&B – Multifamily Dwelling Calculations 1
 NEC Calculations – Unit 10 – Parts B&C – Multifamily Dwelling Calculations 2
 Lab Activity – Fire Alarm Systems
 Quarter 3 Review
 Quarter 3 Exam
 NEC Calculations – Unit 11 – Parts A&B – Commercial Calculations 1
 NEC Calculations – Unit 11 – Parts B&C – Commercial Calculations 2
 NEC Practice Quiz 16 – Sections 90.1-680.25
 NEC Practice Quiz 17 – Sections 680.26-701.12
 OSHA Construction Safety Handbook – Safety Rules & Practices
 Electrical Theory – Review Unit Summaries
 National Electrical Code - Review
 Electrical Calculations – Review
 Final Exam – Review Test Results & Questions

Element/Course: <input type="text" value="Element/Course"/>	Planned Hours: <input type="text" value="Hours"/>
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Click or tap here to enter text.	
Description of element/course: Click or tap here to enter text.	

Element/Course: <input type="text" value="Element/Course"/>	Planned Hours: <input type="text" value="Hours"/>
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Click or tap here to enter text.	
Description of element/course: Click or tap here to enter text.	

Additional Training Providers (if necessary)

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