MN 8/29/2024

Teri Gardner 9-3-24

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. (WSATC Policy 2012-03 Sec. III).

SECTION 1: CONTACT INFORMATION AND PROGRAM SUMMARY

Name of Apprenticeship Preparation Program:

Walla Walla Community College - Coyote Ridge Corrections Center Automotive Technician Program

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

Walla Walla Community College

Contact Information:

Individual Authorized to Represent the Program

Name: Denise Kammers
Organization: Walla Walla Community College
Title: Dean of Corrections Education
Phone: 5093183500
Email: denise.kammers@wwcc.edu
Mailing Address: ***1301 N Ephrata Ave Connell WA 99326***
Physical Address: 1301 N Ephrata Ave Connell WA 99326

Point of Contact for Outreach and Enrollment

Name: Denise Kammers

Organization: Walla Walla Community College
Title: Dean of Corrections Education
Phone: 5093183500
Email: denise.kammers@wwcc.edu
Mailing Address: 1301 N Ephrata Ave Connell WA 99326
Physical Address: 1301 N Ephrata Ave Connell WA 99326

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

Name: Roxanne Coronado
Organization: Walla Walla Community College
Title: Program Specialist 2
Phone: (509) 543-5927
Email: roxanne.coronado@doc1.wa.gov
Mailing Address: ***1301 N Ephrata Ave Connell WA 99326***
Physical Address: ***1301 N Ephrata Ave Connell WA 99326***

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 and approximate duration of the program;*

    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:*

   A General Service Technician (GST) performs a wide-variety of basic automotive maintenance, repair, and diagnostic duties used in the trade. GST's identify and interpret suspension and steering concerns, and determine appropriate corrections. GST's inspect and diagnose brake systems and replace components. GST's will also master all fluid services, leaks, and perform preventative maintenance measures.

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

   15% of program graduates will articulation into Registered Apprenticeship within 18 months after graduation.

3. *<u>Target Participant Population and Successful Articulation Timeframe:</u> 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)*

We chose 18 months as we are eligible for this time frame due to serving the incarcerated community.

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

On average 16-18 students start each cohort with the majority completing the entire certificate. The certificate program is 3 quarters long and a new cohort starts every 9 months.

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

Grading is divided into four equal parts, homework is 25%, attendance is 25%, written and practical classroom work is 25%, and quality of lab work and completion of the task checklist is 25%. Students are assessed through weekly quizzes, tests and practical application exercises. Students are advised of areas where improvements are needed on an ongoing basis. All written work will be graded on a percentage of correct answers. Student grades are computed at the completion of each quarter for all courses. A 100-93 4.0; A- 92-88.5 3.7; B+ 85.5 3.3; B 80.53.0; B- 77.5 2.7; C+ 74.5 2.3; C 69.5 2.0; C- 66.5 1.7; D+ 63.5 1.3; D 58.5 1.0; F <58.5 0.0. Each unit is designed with the intent the student will master specific NATEF tasks/competencies that are required to be performed in the shop/lab. These are designated as unit performance objectives/competencies. Each performance objective/competency is broken down into steps that enable the student to perform the task.

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

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

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

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

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

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

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

Please select the option which best characterizes your program.

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

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

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

Apprentice-ship Program Name	Articulating Occupation(s)	Articulation Type *(select all that apply)*			
		Preferred Entry	Advanced Standing or Credit	Additional Points on Application/Interview	Guaranteed Interview

Independent Technician Automotive Committee	**General Service Technician**	**X**	**X**		

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

Program or Organization Name	**Role(s)** *(eg: training provider, Advisory Board member, industry consultant, supportive services provider, etc.)*
Independent Technicians Automotive Committee (iTAC) Washington State Registered Automotive Apprenticeship.	Partner

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 certificate is equivalent to the first year of the AAS Degree in Automotive Repair Technology. The certificate consists of 55 credits, 850 hours of lab and lecture classes (300 hours of lecture, 300 hours of lab, and 250 hours of hybrid lecture/lab hours). Classes include Maintenance & Light Repair I, II Electrical and Electronics, Engines , Electricity, Intro to Technical Writing in the Workplace, Communications in the Workplace, Intro to Quantitative Problem Solving for the Trades.

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.*

   Primary instruction will be provided by WWCC as approved by iTAC as following Automotive Education Foundation standards for Maintenance and Light Repair. WWCC will support all functions relating to the employment, professional development and supervision of the primary instructor. iTAC provides assistance to the primary instructor.

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

The automotive Repair Instructor, Douglas Leclair, has an AAS in automotive service technology, is a GM ASEP graduate, an ASE master technician, a GM Journeyman technician, a GM certified technology expert, has a ASE 609, and has 32 years industry experience with 10 years in senior management in a Dealership.

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

   Students earn 55 quarter credit hours of postsecondary from Walla Walla Community College

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; and

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

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:*

   Eligible participants must be at least 16 years of age. All potential program participants are currently incarcerated at the minimum-security unit at CRCC. All incarcerated individuals are encouraged to apply. Potential participants without a high school equivalency are allowed to participate.

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.*

   Program flyers are posted throughout the facility. Upon arrival at CRCC all individuals receive program information and instructions on how to enroll. Having BIPOC (Black, Indigenous, People of Color) students benefits the program by creating a diverse space. This also helps recruit BIPOC and diverse students as the program is inclusive and results oriented.

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

   The IBEST model supports students. It was Pioneered by Washington's community and technical colleges, I-BEST uses a team-teaching approach. Students work with two teachers in the classroom: one provides job-training and the other teaches basic skills in reading, math or English language. Students get the help they need while studying

in the career field of their choice; they learn by doing. The IBEST instructor provides individual tutoring and counseling for students in reading, math, and language to assist in contextualizing the automotive curriculum with basic learning skills.

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.*

   Upon completion of the certificate, students are given an information handout that explains how to access the program upon release and how to search for employers on the website. Students also attend an eight-hour module on soft skills, workplace success, and employability. The module includes a PowerPoint, classroom lecture, and resume writing skills lab. Students also go through DEI training (diversity, equity, and inclusion) topics, including gender pronouns, gender identity, and workplace civility.

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.

A WWCC Program Specialist will obtain the information required through a WWCC application form and the DOC database. Daily attendance is taken by the teacher and entered into the DOC database, participant withdrawals will be monitored through this process. Upon completion of the third quarter the Program Specialist completes a WWCC graduation application for the students and enters the completion into the ARTS database.

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 45 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 Frame, Management Analyst
Dept. of Labor & Industries, Apprenticeship Section
Rio.Frame@Lni.wa.gov
509-426-0985

MN 9/2/2024

Teri Gardner 9-3-24

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.

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.*
   Walla Walla Community College (WWCC) is a rural college that offers an abundance of workforce programs across four campuses (Main campus in Walla Walla, Clarkston, Washington State Penitentiary, and Coyote Ridge Corrections facility). The automotive programs at the Main Campus and Coyote Ridge are represented by an advisory committee that meets no less than two times a year. The advisory committee allows the college to gain feedback from the community and industry to make sure that the programs are meeting the needs of industry.

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.*
   The Walla Walla Community College – Coyote Ridge Corrections Center Automotive Technician Program is an existing program that is funded by the Department of Corrections.

3. *Describe the primary needs you have identified in your service area the program will address.*

   According to the U.S. Department of Labor, the automotive industry employs about 750,000 service technicians at new-car dealerships, auctions, independent repair shops and other businesses. Nearly half work at new-car dealerships.

   Just to keep pace with retirements and new jobs in the sector, our industry needs to replace approximately 76,000 technicians each year. New entrants are not keeping pace with demand. Each year, America's technical colleges and training programs graduate about 39,000 new technicians—leaving an annual shortage of approximately 37,000 trained technicians. (Solving the Technician Shortage Crisis – WSADA)

4. *Describe the target populations and geographical area.*

The target population for the Walla Walla Community College – Coyote Ridge Corrections Center Automotive Technician Program consists of people incarcerated within the DOC facilities. Geographically we serve students from all over the state of Washington.

5. *Describe the program. Please include the following:*
    a. *The structure of preparatory program including the anticipated number of participants/cohorts per year and approximate duration of the program;*

The program duration is 33 weeks and serves 12-20 students per cohort

    b. *How the program will be staffed (i.e., instructors, administration, etc);*

The Automotive program is Integrated Basic Education and Skills Training (I-BEST). IBEST uses a team-teaching approach. Students work with two teachers in the classroom: one provides job-training and the other teaches basic skills in reading, math or English language. A Program Specialist 2 position is responsible for entering students into the database.

    c. *Participant support/resources during program;*

An IBest instructor is available 50% of the time to help with reading, writing, and math. The facility also has a library and our program hires classroom assistants to work with students, who have been through the program. Additionally, upon enrollment in the program students have access to laptops and curriculum specifically created for the program. The IBEST model of instruction provides extra instructional support for students that need additional help with reading, math and language with an additional teacher to support the workforce subject teacher.

    d. *Apprenticeship navigation and articulation plan.*

The Walla Walla Community College – Coyote Ridge Corrections Center Automotive Technician Program offers a partial credit towards the apprenticeship program. We have a navigator that will work with students that seek to enter the remainder of the apprenticeship program when they release. Upon completion of the certificate, students are given an information handout that explains how to access the program upon release and how to search for employers on the website. Students also attend an eight-hour module on soft skills, workplace success, and employability. The module includes a PowerPoint, classroom lecture, and resume writing skills lab. Students also go through DEI training (diversity, equity, and inclusion) topics, including gender pronouns, gender identity, and workplace civility.

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)*

    Participants must demonstrate principles, operation, diagnosis and service of gasoline engines, transmissions, drivetrain systems, suspension and steering systems, brake systems, electrical and electronic systems, heating and air conditioning systems, engine performance systems. They must also be able to effectively communicate to problem solve with a team in an automotive repair shop and write clear and concise automotive service reports. Per the articulation agreement, students must complete the coursework with an overall GPA of 3.0 to graduate the pre apprenticeship. WWCC is an accredited college. The certificate is equivalent to the first year of the AAS Degree in Automotive Repair Technology. Students also receive 55 college level credits at the completion of the program. Our articulation rate goal is 15% of all program graduates will enter into a Washington State registered apprenticeship within 18 months after graduation of our program.

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.)*

    In Washington State, there are approximately 14,000 adults incarcerated in prison facilities, 95% will eventually return to society and 50% of those incarcerated are parents. Coyote Ridge Corrections Center ("CRCC") has approximately 1850 adult males.
    People that exit prison have a desperate need to work in a job that provides a living wage. Studies show that formerly incarcerated individuals who gain living wage employment have much more success than that of underemployed or unemployed individuals. WWCC expects that the pre apprenticeship partnership, Walla Walla Community College – Coyote Ridge Corrections Center Automotive Technician Program For General Service Technician Apprenticeship will help create new pathways, reduce recidivism, and prepare students for a competitive job market. Having students leave the CRCC automotive program with apprenticeship hours through iTAC makes the WWCC students even more prepared. The opportunity to build relationships with employers throughout the state of Washington in partnership with iTAC is invaluable because individuals that release from CCRC are sent all over the state of Washington. This partnership provides one more tool for their toolbox.

M N 9/2/2024

Teri Gardner 9-3-24

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. AMM 100 - Automotive Maintenance and Light Repair – 50 Hours

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

   a) Define specific automotive terminology
   b) Compose estimates to communicate diagnosis and repair costs to customers
   c) Use manuals to aid in diagnosis and part selection
   d) Prepare for national ASE certification testing

2. AMM 101 - Automotive Maintenance and Light Repair Lab - 200 Hours

   Curriculum Elements:

☒ Industry/occupation specific safety training and education

☐ Employability skill development

☒ Industry/trade specific skills and knowledge

a. Apply safe standards for storing and handling of hazardous materials in a shop environment
b. Use personal and shop safety procedures
c. Use hand tools and shop equipment safely and efficiently
d. Use fasteners, drills, taps and dies
e. Measure automotive components with precision measurement tools
f. Perform basic automotive service procedures
g. Choose proper tools for maintenance and repair

3. AMM 110 - Automotive Maintenance & Light Repair II Lecture- 50 Hours

Curriculum Elements:

☐ Industry/occupation specific safety training and education

☐ Employability skill development

☒ Industry/trade specific skills and knowledge

a. Explain the procedures involved in inspecting vehicle light bulbs and their connections.
b. Identify relays in diagrams.
c. Locate relays on the vehicle.
d. Describe safe battery service procedures.
e. Identify automotive wiring connections and terminal types.
f. Identify the types of front and rear suspensions.
g. Identify the components of front and rear suspension systems.
h. Explain the procedures involved in inspecting suspension components.
i. Identify components of the rack & pinion and recirculating ball gearboxes.
j. Explain the procedures involved in inspecting steering systems.
k. Identify power steering system types.
l. Explain the procedures involved in inspecting the heating and air conditioning system.
m. Describe the process of retrieving diagnostic trouble codes.
n. List the steps necessary to retrieve vehicle PIDs.
o. Analyze vehicle parameter data to identify abnormal values.

4. AMM 111 - Automotive Maintenance and Light Repair II Lab- 200 Hours

Curriculum Elements:

☐ Industry/occupation specific safety training and education

☐ Employability skill development

☒ Industry/trade specific skills and knowledge

a. Identify electrical/electronic system components and configuration.
b. Use wiring diagrams to determine the location of suitable test points.
c. Use a digital multimeter to measure voltage, ohms and amperage.
d. Use a test light to determine the condition of fuses.
e. Diagnose components, connectors, terminals and wiring.
f. Repair components, connectors, terminals and wiring.
g. Use jumper cables to start a vehicle.
h. Apply procedures to remove, clean, and replace a battery.
i. Diagnose Parasitic Draw.
j. Test the Starter Control Circuit.
k. Test the Charging System.
l. Diagnose Incorrect Driver Information Systems.
m. Test for Module Communication with a Scan Tool.
n. Describe Module Programming Procedures.
o. Diagnose Body Electrical System Concerns.
p. Diagnose Security System Concerns.

5. AMM 200 - Automotive Engines- 25 Hours

Curriculum Elements:

☐ Industry/occupation specific safety training and education

☐ Employability skill development

☒ Industry/trade specific skills and knowledge

a. Diagnose wear patterns on engine parts from both 4-and 6-cylinder engines.
b. Evaluate engine parts for replacement.
c. Develop a plan for disassembling and reassembling an engine.
d. Create an estimate for recommended repairs.
e. Perform necessary repairs.
f. Install a timing chain on an engine after performing a timing belt installation on a different engine

6. AMM 201 - Automotive Engines Lab- 100 Hours

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

   a. Identify common engine components.
   b. Use specialty engine rebuilding tools.
   c. Employ engine assembly safety procedures.
   d. Diagnose wear patterns on engine parts from both 4-and 6-cylinder engines.
   e. Evaluate engine parts for replacement.
   f. Perform necessary engine repairs.
   g. Reassemble an engine.
   h. Identify the different types of cam drives.
   i. Replace a timing chain assembly.
   j. Replace a timing belt assembly.

7. AMM 210 - Automotive Electrical Systems- 25 Hours

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

   a. Explain the basic principles of electricity.
   b. Define the terms normally used to describe electricity.
   c. Use Ohm's Law to determine voltage, current, and resistance.
   d. List the basic types of electrical circuits.
   e. Describe the differences between a series circuit and a parallel circuit.
   f. Name the various electrical components and their uses in electrical circuits.
   g. Describe the different kinds of automotive wiring.

8. AMM 211 - Automotive Electrical Lab- 50 Hours

   Curriculum Elements:
   ☐ Industry/occupation specific safety training and education
   ☐ Employability skill development

☒ Industry/trade specific skills and knowledge

a. Explain the basic principles of electricity.
b. Define the terms normally used to describe electricity.
c. Use Ohm's Law to determine voltage, current, and resistance.
d. List the basic types of electrical circuits.
e. Describe the differences between a series circuit and a parallel circuit.
f. Name the various electrical components and their uses in electrical circuits.
g. Describe the different kinds of automotive wiring.

9. AENG 100 - Writing In The Workplace- 50 Hours

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

a. Apply planning and research strategies for writing assignments by using the outlining process.
b. Apply the six basic qualities of a business message: courtesy, clarity, conciseness, concreteness, correctness, and completeness.
c. Use business writing techniques to produce emails, memos, and letters.
d. Apply proper editing and proofreading skills to all written documents.
e. Produce professional documents using appropriate computer programs.
f. Analyze various components of a resume and cover letter to choose the most appropriate format for specific job search.

10. AMATH 105 - Intro to Quantitative Problem Solving for Trades- 50 Hours

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

a. Develop and organize problem solutions in writing
b. Interpret given information
c. Create a plan for solving a problem
d. Predict a quantitative outcome

e. Translate given information into mathematical language and solve for an unknown quantity, both with and without a calculator
f. Propose a reasonable level of precision for calculations and results
g. Review a problem solution and justify the result

11. ACOM 102 – Communication in the Workplace - 50 Hours

Curriculum Elements:

☐ Industry/occupation specific safety training and education

☒ Employability skill development

☐ Industry/trade specific skills and knowledge

a. Use theories and concepts to analyze communication in the workplace.
b. Apply concepts of effective interactive communication skills and conflict resolution with peers, supervisors, contractors, vendors, customers and clients.
c. Research and identify specific strategies to work effectively in a team.
d. Compare and contrast between proper and improper telephone etiquette.
e. Distinguish fact from opinion.
f. Identify barriers to effective listening.
g. Present and defend ideas at meetings.
h. Analyze, interpret and draw conclusion about the importance of body language in communication.
i. Explain the impact of cultural filters on social interactions when there is a difference in values and beliefs.
j. Organize and outline responses to the most frequently asked questions in an interview.
k. Research, organize and deliver a professional presentation.
l. Create a position specific portfolio to be utilized and shared in the interview process.
m. Develop list of interview questions applying knowledge of best questions for successful interview.

MN 8/29/2024
Teri Gardner 9-3-24

Preparatory Program Name:	**WWCC - CRCC Automotive Technician Program**	**Total Number of Participants:**	**22**
		Total Participant Graduates:	**17**
Reporting Period, Earliest Date:	**6/21/2022**	**Total Withdrawals/Incomplete:**	**5**
Reporting Period, Latest Date:	**12/8/2023**	**Total Grad's Articulated into Reg' Apprenticeship:**	**0**

Washington State Department of Labor & Industries

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

Participant Information - Total of Cohorts										Registered Apprenticeship Articulation Information			
		YYYY/MM/DD	M,F,X	A,B,W,NI,H,AN,M,O,X	H,N,X	Yes,No	YYYY/MM/DD	A,W,C	YYYY/MM/DD			YYYY/MM/DD	
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**
22	22	0	22	22	0	0	22	22	17	0	0	0	0

Articulation Rate 0.00%

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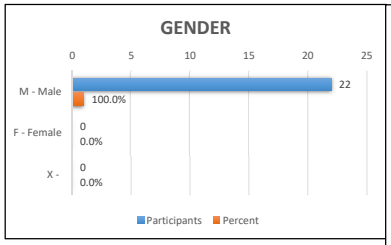

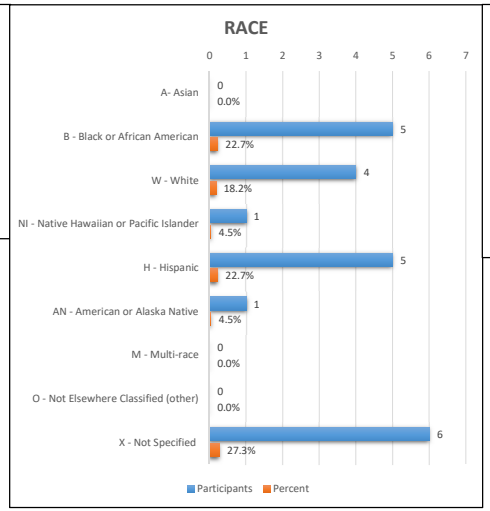

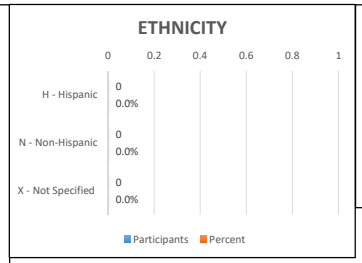

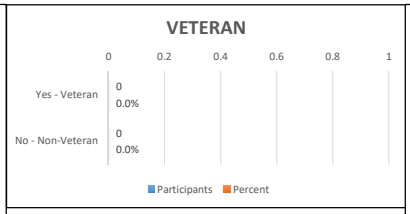

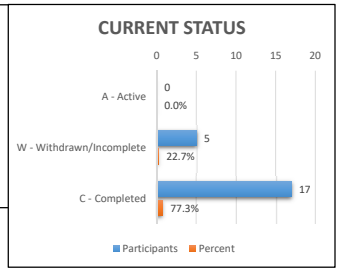

MN 9/3/2024
MN 8-20-24
Teri Gardner 9-3-24
Teri Gardner 9-4-24

PRE-APPRENTICESHIP TRAINING AGREEMENT

Between

Independent Technician Automotive Committee
And
Walla Walla Community College – Coyote Ridge Corrections Center Automotive Technician Program

For

General Service Technician Apprenticeship

This Memorandum of Understanding and Agreement (MOU) is entered into upon the date on which signatures are affixed to this document, by and between the Independent Technician Automotive Committee, hereinafter referred to as "iTAC", and the Walla Walla Community College – Coyote Ridge Corrections Center, hereinafter referred to as "WWCC". This MOU is to be reviewed annually and can be amended by mutual written consent of both partners.

The purpose of this MOU is for iTAC and WWCC to partner in articulated delivery of General Service Technician Pre-Apprenticeship, hereinafter referred to as the "Program". The Program will be open for students currently enrolled in WWCC to become registered pre-apprentices and earn industry recognized certifications, high school and college credits. Students completing the Program with a 3.0 GPA or higher will earn 150 hours of approved RSI (related supplemental instruction) and 500 hours of approved OJT (on the job training) when entering the iTAC General Service Technician Registered Apprenticeship.

This agreement is entered into on the 30th day of August, 2024 by iTAC and WWCC, to provide related classroom training and delineate the responsibilities of each party.

PROGRAM RESPONSIBILITIES

1. **Participant Recruitment:** iTAC will work with WWCC to recruit participants into the pre-apprenticeship program.

2. **Participant Eligibility:** Eligible participants must be at least 16 years of age, enrolled in WWCC Automotive Technology program. Eligibility may also be dictated by the WWCC's assessment of student readiness and academic standing.

3. **FTES:** Full Time Equivalent funding (FTEs) will be supported by existing WWCC FTEs and will cover the cost of administration, instruction, facilities, equipment, and supplies relating to required Related Supplemental Instruction (RSI) as outlined in iTAC's standards of apprenticeship for the occupation.

4. **Classroom Instruction:** Primary instruction for RSI will be provided by WWCC as approved by iTAC as following Automotive Education Foundation standards for Maintenance and Light Repair. WWCC will support all functions relating to the

employment, professional development and supervision of the primary instructor. iTAC will provide to assistance to the primary instructor.

5. **Accreditation**: WWCC agrees to maintain good standing and accreditation through ASE Educational Foundation (formerly NATEF).

6. **Instructional Facilities:** WWCC will host classroom training. WWCC facilities will be equipped with appropriate shop equipment, tools, and supplies.

7. **Curriculum:** ITAC will provide the list of Committee approved standards and WWCC agrees to provide instruction that aligns with ASE Educational Foundation standards. Curriculum supplied by ITAC is the intellectual property of iTAC and WWCC shall not use iTAC curriculum or any other related content without written consent.

8. **Participant Credit:** Students who are registered in this Program will receive college credit through existing and future articulation agreements and 150 hours of approved RSI and 500 hours of approved OJT when entering the iTAC General Service Technician Registered Apprenticeship.

9. **Program Coordination:** iTAC and WWCC shall each appoint a representative to coordinate the activities and interests of the program. This person will also provide capacity for administrative services in support of contracting and financial transactions between partners as they pertain to the program and program partners.

LIABILITY

Each party to this agreement shall be responsible for damages to persons or property resulting from negligence on the part of itself, its employees, or its officers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or cooperation not a party to this agreement.

VERBAL AGREEMENTS

This is the entire agreement of the parties, no alteration of the terms of this agreement shall be valid unless made in writing and signed by both parties hereto, and attached hereto as addendum(s).

DISPUTES

Disputes regarding the terms or performance of this agreement shall be discussed by iTAC and WWCC designated representatives. If no agreement can be reached, the iTAC designee and WWCC Director will be involved in making the final determination.

TERM OF AGREEMENT

1. This agreement shall be for the period of August 30, 2024 to June 30, 2026.

2. This agreement may be cancelled if the terms and conditions are substantially modified or if an act of the Washington State Legislature substantially modified the operation of ITAC or WWCC.

3. This agreement may also be cancelled at any time upon ninety (90) days written notice by either party.

This agreement is entered into this 30th day of August 2024.

Independent Technician Automotive Committee

3/9/24
Date

Robert Stickroth
Training Coordinator
Independent Technicians Automotive Committee

Walla Walla Community College

09/03/24
Date

Dante Leon
Vice President of Instruction
Walla Walla Community College