

For L&I Staff Use Only	
Initial DN Rec 8/30/24	Teri Gardner 9-3-24
L&I Apprenticeship Consultant	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: LTC LPN Apprenticeship Program

Check the appropriate box:

- Committee Plant OJT

Occupation(s)	SOC Code	Hours
Licensed Practical Nurse	29-2061.00	2000

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

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	8/27/24		
Print Name: Daniel Scheuler		Print Name:	
Signature: 		Signature:	

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

Rev rec 9/10/2024 *AN*

Rec 8/30/2024

AN



Teri Gardner 9-10-24

**APPRENTICESHIP PROGRAM STANDARDS
adopted by**

Teri Gardner 9-3-24

LTC LPN APPRENTICESHIP PROGRAM

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

LICENSED PRACTICAL NURSE

29-2061.00

**2000 HOURS AND
COMPETENCY**



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

LTC LPN Apprenticeship Program

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.

Sponsor Introductory Statement (Required):

The following Standards of apprenticeship have been developed by WHCA Apprenticeship LLC, the Long Term Care (LTC) LPN Apprenticeship Committee, and assisted by the

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Apprenticeship Section, Washington State Department of Labor and Industries. The standards address programmatic criteria to develop a pipeline of Licensed Practical Nurses in skilled nursing facilities. The standards outline procedures for skill development and progressive wage scales.

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.

Kitsap County, Snohomish County, King County, Pierce County, Skagit County, Thurston County

II. MINIMUM QUALIFICATIONS:

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

Age: **Must be at least 18 years of age**

Education: **High School or equivalent; AND
Must have completed all of the following prerequisite courses, or their equivalent*, with an average/cumulative GPA of at least 3.0 and a minimum grade of 2.0 in each prerequisite course:**

- **English 101, English Composition 1 | 5 credits**
- **Math 146, Statistics | 5 credits**
- **Chemistry 121, Introduction to Chemistry I | 5 credits**
- **Biology 211, Majors Cellular Biology | 5 credits**
- **Biology 241, Human Anatomy & Physiology I | 5 credits**
- **Biology 242, Human Anatomy & Physiology II | 5 credits**
- **Psychology 100, General Psychology | 5 credits**

*** Note: Course equivalency shall be determined by Edmonds College**

Physical: **Must be able to physically perform the work of the Licensed Practical Nurse occupation with or without reasonable accommodations**

Testing: **Must complete the Test of Essential Academic Skills (TEAS Test) and achieve above a (65%) TEAS score and (55%) reading sub score.**

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Other: **Must be a credentialed Nursing Assistant Certified (NAC) in the State of Washington, and in good standing with the Washington State Department of Health, OR provide proof they have applied to be an NAC to the Washington Long Term Care Apprenticeship Committee**

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. Apprenticeship program applications are available at <https://www.whca.org/lpna/apply/>.**
- 2. The WHCA Long Term Care Apprenticeship Staff will verify applicants meet the program minimum qualifications and approve interview screening questions.**
- 3. The Apprenticeship Interview will be conducted by the sponsor and will assess applicants on their background and experience as an NAC and Long Term Care, how they will apply their education as an LPN, and candidate's aptitude as a student.**
- 4. The LPN Apprenticeship Staff will utilize a scoring system to rank applicants and provide a list of highest qualified applicants to training agents. A cumulative score will be calculated based on a screening of the individual's application, Apprenticeship interview, GPA, and TEAS test scores.**
- 5. Apprenticeship applicants will be ranked on a points system as follows:**
 - a. Interview with LPN Apprenticeship Staff – 40 points**
 - b. GPA and completion of required pre-requisites – 40 points**
 - c. TEAS Score – 20 points**
- 6. Apprentices will be selected to interview with training agents in order of their rank in the ranked selection pool.**
- 7. Applicants will only interview with training agents in the geographic region in which they have indicated willingness to work.**
- 8. The number of applicants selected for interviews with training agents will be at least 2 applicants for the first position available and at least 3 applicants for every 2 positions available, as long as there are enough applicants who meet the minimum qualifications.**
- 9. Final interviews will be conducted by the training agent.**

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10. Apprentices will be selected and hired by approved training agents of the WHCA Long-Term Care Apprenticeship Program.

B. Equal Employment Opportunity Plan:

Recruiting plan

- 1. Advertisements and announcements of employment opportunities will be posted with the RSI provider who have already established diverse recruiting pipelines.**
- 2. The Sponsor will utilize targeted social media campaigns, job boards, relevant news bulletins, as well as word of mouth networking to promote the program towards underrepresented minority groups.**
- 3. The sponsor will work with local career fairs and primary education programs located in minority communities to promote the apprenticeship program.**

C. Discrimination Complaints:

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

IV. TERM OF APPRENTICESHIP:

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

The term of the apprenticeship shall be 2000 hours of reasonably continuous employment and demonstrated competency. To complete the WHCA Licensed practical Nurse Program, apprentices must take the National Council Licensure Examination (NCLEX)– Practical Nurse. Reasonably continuous employment shall be defined as a minimum of 21 hours of OJT per week.

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

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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.

The initial probationary period shall be 400 hours of OJT.

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

1 apprentice:1 journey-level worker per facility

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VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0-250 hrs OJT, completion of Q1 RSI & attainment of Nursing Technician credential	65%
2	251 – 575 hrs OJT & completion of Q2 RSI	72%
3	576 – 1500 hrs OJT & completion of Q3 and Q4 RSI	80%
4	1501 – 2000 hrs OJT & completion of Q5 and Q6 RSI	92%

- The step 1 wage shall not be lower than the Washington State minimum wage or any other applicable minimum wages as established by any authority having jurisdiction.**

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,

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which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined.

- A. Licensed Practical Nurse** **Approximate Hours/Competency Level**
- 1. Patient Assessment and Problem Identification. Collect and document holistic resident data with a sensitivity toward unique needs.....700**
 - a. Vital signs (proficiency in manual assessment is expected)
 - b. Physical assessment of adults with focus on older adults, chronic illnesses, and disabilities
 - c. Specimen collection (urine, stool, sputum, glucometer use and cleaning)
 - d. Identify resident’s developmental, mental health and social service needs
 - e. Identify the emotional and physical comfort and safety needs of the resident and their family/caregiver

 - 2. Team Collaboration and Care Planning. Collaborate with members of the healthcare team to plan and coordinate care for residents.....300**
 - a. Communicate effectively with residents, families, interdisciplinary team members, and other authorized healthcare personnel while maintaining confidentiality per HIPAA requirements
 - b. Organize and report resident data both, oral and in writing, during change of shift transitions or in the event of a change in condition
 - c. Communicate effectively with residents, families, interdisciplinary team members to support residents during care transitions
 - d. Collaborate with other team members for resident and family education
 - e. Collaborate with other team members in all aspects of activities of daily living and any special care needs
 - f. Advocate for residents’ well-being and their rights (know and apply Residents Rights in the practice setting)

 - 3. Implementation of Nursing Care Skills. Accurately perform and document nursing care skills with consideration of resident needs and preferences.....800**
 - a. Medications (excluding controlled substances)
 - 1) Administration and documentation
 - 2) Oral, inhaled, topical medications
 - 3) Enteral tube feeding and medication administration (NG tube, G-tube, PEG tube), managing enteral infusion pumps
 - 4) Injectable medication administration (ID, IM, SQ)
 - 5) Assessment for therapeutic/adverse effects, nursing interventions pre and post administration.

 - b. Elimination

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- 1) **Urinary elimination and incontinence care (insertion and removal of indwelling catheters, intermittent or straight catheterization, bladder irrigation, management of suprapubic catheters, and performing bladder scan)**
 - 2) **Bowel elimination (enemas, suppositories, fecal impaction removal)**
 - 3) **Ostomy care including wafer change and associated skin care**
 - 4) **Bowel and bladder training (process and timing of initiation)**
- c. **Nutrition**
- 1) **Nutrition and hydration (assessment, common problems, and appropriate interventions, feeding assistance)**
 - 2) **Aspiration precautions**
 - 3) **Nasogastric tube (insertion, removal, care)**
 - 4) **Administration and monitoring of parenteral nutrition**
- d. **Oxygenation and perfusion**
- 1) **Oxygen therapy**
 - 2) **Airway management (cough, deep breathe, incentive spirometer, chest physiotherapy, tracheostomy care/suctioning)**
 - 3) **Closed-chest drainage**
- e. **Safety, Mobility, ADLs**
- 1) **Emergency assessment and intervention (falls, basic life safety, change in condition)**
 - 2) **Mobility and basic restorative skills/services (range of motion, transfers, positioning, ambulation and use of assistive devices)**
 - 3) **Patient hygiene**
- f. **Diabetes mellitus management**
- 1) **Glucometer set up and management**
 - 2) **Routine and sliding scale insulin**
 - 3) **Mixing insulins**
 - 4) **Using an insulin pen**
 - 5) **Monitoring and management of hyper/hypoglycemic episodes**
 - 6) **Dialysis shunt assessment and care**
- g. **Pain assessment, management, and evaluation of effectiveness of interventions**
- h. **Surgical asepsis (sterile technique and sterile field) verses clean asepsis**
- i. **Wound care, reporting, and documentation**

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- 1) Predicting and managing pressure injury risk
- 2) Wound care to include removing a dressing, evaluating/assessing the current condition of the wound, cleaning the wound, and redressing following prescriber orders.
- 3) Reporting and documenting wound condition
- 4) Proper use of standardized tools

j. Social-emotional support

- 1) Promote resident's developmental, mental health and social service needs
- 2) Provide for the emotional and physical comfort and safety of the resident and their family/caregiver
- 3) Palliative and end of life care

4. Evaluation and Quality Improvement.....200

- a. Observe changes in clinical and/or functional status and report changes to resident care manager or supervisor in a timely manner.
- b. Conduct clinical rounds to monitor, observe and evaluate resident's general condition and ensure appropriate care is being provided
- c. Acknowledge and document practice errors and incident reports per facility policy and applicable regulations
- d. Participate in quality improvement initiatives
- e. Provide and receive feedback in ways that continually improve personal practice, enhance resident care, and foster a safe working environment

Total Hours/# of Competency Levels: 2000

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

- Supervised field trips
- Sponsor approved training seminars (specify)
- Sponsor approved online or distance learning courses (specify)
- State Community/Technical college
- Private Technical/Vocational college
- Sponsor Provided (lab/classroom)
- Other (specify):

B. (see section IX.C.3. below) 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: **(Sept)** through **(Aug)**.
- Two-thousand hours of on the job training.

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

C. Additional Information:

- 1. Apprentices must achieve at least a 3.0 grade in each RSI course.**
- 2. The apprentice is responsible for the remaining cost of tuition and fees after the 50% apprentice tuition waiver is applied.**
- 3. Required RSI hours shall be as follows:**
 - Year 1: 396 hours**
 - Year 2: 363 hours**
 - TOTAL: 759 hours**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

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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. Related Supplemental Instruction Expectations

- i. **Apprentices must achieve at least a 3.0 in each RSI (college) course.**
- ii. **Apprentices must comply with all requirements, policies and procedures of the RSI provider (college). For more information, refer to appropriate college student and/or nursing program handbook.**
- iii. **Apprentices must maintain good financial standing with RSI provider (college).**
- iv. **Apprentices must apply for financial aid by completing the FAFSA (Federal Application for Student Aid) by June 30 prior to beginning the apprenticeship or provide proof that they are able to cover financial expenses not covered by the apprenticeship program. Additional financial aid options may be available.**
- v. **Apprentices must complete all required RSI (college) courses in the quarter in which they are offered.**
- vi. **RSI hours for each apprentice will be reported by the RSI provider directly to the sponsor at least quarterly.**

b. Apprentice Conduct and Credentialing

- i. **Apprentices must comply with all requirements, policies and procedures of their employer. For more information, refer to the employer's policies and procedures.**

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- ii. Apprentices must abide by the Standards of Nursing Conduct and Practice.
- iii. Apprentices must comply with all WACs and RCWs as well as the practice of nursing assistants and nursing technicians related to nursing practice in Washington State.
- iv. Apprentices must maintain a current and active Washington State Nursing Assistant Certified (NAC) credential throughout their apprenticeship.
- v. Apprentices must receive and maintain a current and active Nursing Technician (NTEC) license starting in quarter 2 of the nursing program.

c. OJT and Competency Evaluations

- i. Apprentices must track their OJT hours by work process and obtain a supervisor's sign-off on their hours each month. Apprentices must submit OJT hours to the program sponsor by the 5th of the following month.
- ii. Apprentices shall submit actual time worked when reporting hours under the appropriate categories. Apprentices are expected to serve the full term of their apprenticeship. Hours from holidays, personal time off, and unpaid leave will not be counted toward the term of apprenticeship and extended time off may extend the time to completion of the apprenticeship.
- iii. When classes are in session, the apprentice can work up to 35 hours a week. When class is not in session, the apprentice will not be capped on hours with their employer. Hours beyond the wage progression does not entitle an apprentice to accelerated completion or early wage progression.
- iv. Successful completion of the relevant competency steps (completion of RSI and attainment of required credentials) is required for the apprentice to receive step increases and graduate from the apprenticeship program.

Step	Hour Range or Competency Step
1	0-250 hrs OJT, completion of Q1 RSI & attainment of Nursing Technician credential
2	251 – 575 hrs OJT & completion of Q2 RSI

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3	576 – 1500 hrs OJT & completion of Q3 and Q4 RSI
4	1501 – 2000 hrs OJT & completion of Q5 and Q6 RSI

- v. The program will verify with the employer that the apprentice's work performance is satisfactory prior to the apprentice receiving a step increase or completing the program. Apprentices behind in expected skill attainment or not demonstrating appropriate on-the-job performance may be subject to a delay of their next step increase and/or completion of the program.
- vi. Evaluation and progression of the apprentice during OJT shall consist of the following steps: 1) Apprentices and journey-level workers will verify with employers to discuss and evaluate progress during regular check-in meetings and will update the competency checklist as appropriate. 2) The journey-level worker and/or manager reports apprentice progress to sponsor prior to each anticipated step increase or as needed. 3) The journey-level worker and/or manager will provide sponsor with confirmation of the apprentice's successful completion of competency objectives. 4) The Apprenticeship Coordinator will review all relevant information to ensure the apprentice has met all requirements of the apprenticeship before recommending approval to the Apprenticeship Committee.

d. Suspensions and Employment Status

- i. Apprentices may request administrative suspension from the OJT portion of the apprenticeship due to medical leave, family leave, or other reasons approved by the employer. However, apprentices suspended from OJT must continue to complete RSI as scheduled unless other arrangements are made with the college (e.g., taking an incomplete and receiving additional time to complete a course.) Apprentices may not delay registration in the following academic quarter. Any apprentice seeking administrative suspension from OJT is required to notify the sponsor of the arrangements made.
- ii. Apprentices who take more than 10 consecutive workdays of unpaid leave from their training agent may be administratively suspended. The apprentice will be placed back into active status once they resume work with a registered training agent of the program.
- iii. An apprentice is required to maintain employment with a registered training agent in order to continue in the registered apprenticeship program. An apprentice who voluntarily or involuntarily leaves employment with a registered training agent may be cancelled from the program; however, employment with another registered training

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agent may be arranged at the discretion of the apprenticeship committee.

- iv. If a registered training agent terminates the employment of an apprentice due to acquisition, ceasing operations, layoff or other circumstance through no fault of the apprentice, sponsor will make every effort to place the apprentice with another registered training agent for the remainder of their apprenticeship. In the event there are no available placement opportunities, sponsor will allow the apprentice to wait for a placement opportunity with another approved training agent for a maximum of up to 30 days.
- v. An apprentice who wishes to voluntarily withdraw from the apprenticeship program should inform the sponsor and/or the apprenticeship committee in writing of their withdrawal, in addition to terminating their employment.

e. Credit for Previous Experience

- i. Apprentices who have been cancelled in the past by the committee are eligible to re-apply. The process to re-apply includes meeting the minimum qualifications and being subject to the selection procedures outlined in Section III of these Standards. The circumstances of the cancellation will be assessed when determining eligibility.
- ii. The apprenticeship committee may recognize prior learning (RSI) and/or prior experience (OJT) at their discretion. The apprentice must submit proof of such prior learning or experience to the committee (transcripts, employers affidavits of hours worked, etc.)

f. Graduation Requirements

- i. The sponsor will pay for one (1) attempt at the NCLEX – PN exam. Additional attempts, if required, shall be the financial responsibility of the apprentice.
- ii. The apprentice will remain enrolled as an apprentice for up to 30 days following completion of the PN Program, and may request to extend an additional 30 days (total of 60 days) to the Secretary of the Department of Health with the request and determination granted as an apprentice and Nursing Technician, and continue to report OJT hours worked until such time as they have passed the NLCEX – PN exam and received their LPN credential from the Department of Health and have provided a copy to the Washington Long Term Care Apprenticeship Committee. An apprentice who does not pass the NCLEX – PN exam within this period of completion of the other requirements of the

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apprenticeship program shall be cancelled from the apprenticeship program and shall not be considered to have completed the program.

B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:
 - a. **Failure by the apprentice to meet the expectations and requirements contained in the sponsor administrative procedures (Section X.A.) of these**

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standards may result in disciplinary action up to and including cancellation from the program.

- b. Failure to maintain eligibility to work as a NAC/ Nursing Technician, or failure to maintain employment with a registered training agent of the Washington Long Term Care Apprenticeship Committee may result in disciplinary action up to and including cancellation from the program.**
- c. If a training agent or RSI provider of the Washington Long Term Care Apprenticeship Committee intends to investigate the conduct of, or otherwise discipline an apprentice in a manner consistent with their organization's policies and procedures, the Washington Long Term Care Apprenticeship Committee must be notified within 2 business days of the decision to take action. The Washington Long Term Care Apprenticeship Committee will evaluate the circumstances of such action by the RSI provider or training agent, and may take additional disciplinary action up to an including cancellation from the program as it deems appropriate.**
- d. Disciplinary action taken by the program toward an apprentice may include, but shall not be limited to: a written warning; imposing additional requirements for proof of completion of skills attainment, behavior improvement, or improved RSI engagement; withholding of a step/wage increase; delay of completion of the apprenticeship program; or cancellation from the program.**

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

LTC LPN Apprenticeship Program

program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.

6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.
3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

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

LTC LPN Apprenticeship Program

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 forms/reports through assigned state apprenticeship consultant. Forms may be obtained through the programs assigned apprenticeship consultant.

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

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests

LTC LPN Apprenticeship Program

for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:

- a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.
2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.

LTC LPN Apprenticeship Program

4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.

LTC LPN Apprenticeship Program

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: **One employer and one employee representative.**
- b. Program type administered by the committee: **Group non-joint**

- c. The employer representatives shall be:

**Sandeep Cheema, Secretary
Olympia Transitional Care and
Rehabilitation
430 Lilly Rd NE
Olympia, WA 98506**

**Hanan Yhaya
Bainbridge Island Health
Care and Rehabilitation
835 Madison Ave N,
Bainbridge Island, WA 98110**

**Amanda Lanser
Mountain View Rehabilitation
and Care
5925 47th Ave NE
Marysville, WA 98270**

**Staci Chapman
Rainier Rehabilitation
920 12th Ave SE
Puyallup, WA 98372**

- d. The employee representatives shall be:

**Amy Erickson, Chairperson
Rainier Rehabilitation
920 12th Ave SE
Puyallup, WA 98372**

**Julie Soriano
Olympia Transitional Care
and Rehabilitation
430 Lilly Rd NE
Olympia, WA 98506**

**Jenna Bica
Mountain View Rehabilitation and
Care
5925 47th Ave NE
Marysville, WA 98270**

**Alicia Potter
Bainbridge Island Health and
Rehabilitation
835 Madison Ave N,
Bainbridge Island, WA 98110**

F. Plant programs

LTC LPN Apprenticeship Program

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

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

N/A

XII. SUBCOMMITTEE:

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

None

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.

**Daniel Scheuler
Sr. Program Manager, Apprenticeships
102 Cleveland Ave
Tumwater, WA 98501**

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



Journey Level Wage Rate

From which apprentices' wage rates are computed

TO: Washington State Apprenticeship & Training Council
 FROM: LTC LPN Apprenticeship Program

Occupation:	County(ies):	Journey Level Wage Rate:	Effective Date:
Licensed Practical Nurse (LPN)	All Washington	\$32.00	8/28/24
		\$	
		\$	
		\$	

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 type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	8/29/24		
Print Name: Dan Scheuler		Print Name:	
Signature: <i>Dan Scheuler</i>		Signature:	

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<i>Feri Gardner 9-3-24</i>	
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Apprenticeship Related/Supplemental Instruction (RSI) Plan Review


Program Name LTC LPN Apprenticeship Program	
Occupation Licensed Practical Nurse (LPN)	
Term/OJT Hours 2000	Total RSI Hours 759
Training Provider Edmonds College	

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

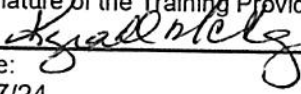
1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliances with WISHA 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 type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	8/27/24		
Print Name: Dan Scheuler		Print Name:	
Signature: 		Signature:	

Training Provider Signature

Approved By (Print Name): Kyra McCoy, MSN, RN, CNE	Title: Director of Nursing
Signature of the Training Provider:  MSN, RN, CNE	
Date: 8/27/24	

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 Edmonds College Practical Nursing (PN) Program	Occupational Objective Students will graduate with PN certificate, pass NCLEX PN, and work as LPNs in Long Term Care.
---	---

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- **September through June**
- 2,000 hours of on-the-job training.

Element/Course: NURS 115 Nursing Foundations YR1 (4 credits)	Planned Hours: 44
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Edmonds College	
Description of element/course: Introduction to fundamentals of nursing care. Provides theoretical background and introduces nursing process. Emphasis on cultural awareness and critical thinking in nursing care.	

Element/Course: NURS 117 Nursing Foundations Lab/Clinical YR 1 (4 credits)	Planned Hours: 88
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab/ Clinical <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Edmonds College	
Description of element/course: Introduction to fundamentals of nursing care and clinical skills in lab and clinical settings. Provides theoretical background and introduces the nursing process. Emphasis on communication, cultural awareness, and critical thinking in nursing care.	

Element/Course: NURS 120 Med Surg Nursing I YR 1 (4 credits)	Planned Hours: 44
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Edmonds College	
Description of element/course: Focuses on care of adults throughout the health-illness continuum. Reviews health promotion, altered functioning related to disease states, integration of pathophysiology and pharmacologic principles, clinical judgment, nursing process, communication, and cultural awareness.	

Element/Course: NURS 122 Med Surg Lab/Clinical I YR 1 (4 credits)	Planned Hours: 88
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab/Clinical <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Edmonds College	
Description of element/course: Focuses on care of adults in lab and clinical settings. Reviews health promotion, altered functioning related to disease states, integration of pathophysiology and pharmacologic principles, clinical judgment, communication, nursing process and skills, and cultural awareness.	

Element/Course: NURS 144 Med Surg Nursing II YR 1 (4 credits)	Planned Hours: 44
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Edmonds College	
Description of element/course:	

Focuses on increasingly complex care of adults throughout the health-illness continuum. Reviews health promotion, altered functioning related to disease states, integration of pathophysiology and pharmacologic principles, clinical judgment, communication, nursing process, and cultural awareness.

Element/Course: NURS 145 Med Surg Lab/Clinical II YR 1 (4 credits)	Planned Hours: 88
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab/Clinical <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Edmonds College	
Description of element/course: Focuses on increasingly complex care of adults in lab and clinical settings. Reviews health promotion, altered functioning related to disease states, integration of pathophysiology and pharmacologic principles, clinical judgment, communication, nursing process and skills, and cultural awareness. Prerequisite Admission to the Practical Nursing program.	

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

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

Element/Course: NURS 148 Nursing Care of Families YR 2 (3 credits)	Planned Hours: 33
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Edmonds College	
Description of element/course: Introduces concepts related to normal child growth and development, social and cultural awareness, and family centered care of children experiencing health alterations as well as physiologic and psychosocial changes surrounding normal pregnancy, uncomplicated birth, and the newborn period.	

Element/Course: NURS 149 Community Lab/Clinical YR 2 (4 credits)	Planned Hours: 88
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab/ Clinical <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Edmonds College	
Description of element/course: Focuses on application of nursing process and delivery of nursing care to pregnant and laboring patients, children and their families in a lab or clinical setting. Emphasis on normal growth and development, social and cultural awareness, and family centered care. Reviews health promotion, integration of pathophysiology and pharmacologic principles, clinical judgment, communication, and nursing process and skills.	

Element/Course: NURS 153 Mental Health Nursing YR 2 (3 credits)	Planned Hours: 33
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Edmonds College	
Description of element/course: Introduces concepts relating to emotional, mental, and behavioral health and disorders. Emphasis on legal and ethical issues, social and cultural awareness, and safe patient and family centered care.	

Element/Course: NURS 154 Med Surg Lab/Clinical III YR 2 (4 credits)	Planned Hours: 88
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab/Clinical <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Edmonds College	
Description of element/course: Focuses on complex care of adults in lab and clinical settings. Examines health promotion, altered functioning related to mental and physical disease states, integration of pathophysiology and pharmacologic principles, clinical judgment, communication, nursing process and skills, safe individualized care, and cultural awareness.	

Element/Course: NURS 160 Transition to Practice YR 2 (3 credits)	Planned Hours: 33
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Edmonds College	
Description of element/course: Emphasis on the knowledge and skills needed to transition to professional nursing practice. Prepares students for the practical nursing role and licensure examination.	

Element/Course: NURS 161 Med Surg Preceptorship YR 2 (4 credits)	Planned Hours: 88
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab/Clinical <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Edmonds College	
Description of element/course: Clinical externship course combines the concepts and skills learned throughout the practical nursing program. Emphasizes leadership skill development, independence, time management, and mastery of the nursing process to manage patient care.	

Additional Training Providers (if necessary)

Click or tap here to enter text.

Print Name Training Provider

Click or tap here to enter text.

Title of Training Provider

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Title of Training Provider

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Organization of Training Provider

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Organization of Training Provider



LPN Apprenticeship Committee Selection

The LPN Apprenticeship Committee solicited participation from four training agent facilities for both Manager and LPN Journey-Level Worker (employee) representatives.

Managers were identified by each facility administrators.

The employee representatives were solicited through two mediums of recruitment to apply, an email letter and a poster. Each of the facilities were asked to email a letter drafted by the sponsor seeking participation on this committee and to have interested parties click a link to an application that the sponsor managed. The facilities were also asked to post a poster in the break room asking applicants to use a QR code, taking them to the application.

After a week and a half, we asked facilities that did not have an LPN representative to send another email, this time asking for anyone interested to "reply all" to the message indicating their interest in participating on the committee.

These solicitation efforts led to a total of 6 interested individuals amongst the four facilities, with two interested committee representative from Mountain View and two interested committee members from Olympia Transitional. Rainier and Bainbridge Island each had one interested committee representative. The sponsor contacted both groups with two interested committee representatives to see if individuals had a preference to be the representative or an alternate. Both facilities with two applicants had one person step away as they learned more about the commitments of the committee, leaving us with one employee representative for each facility.

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L&I Apprenticeship Consultant	L&I Admin

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



Apprenticeship Committee Representative Qualifications

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

Name of Program LTC LPN Apprenticeship Program

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

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
RCM	Mountain View Rehabilitation	04/01/2024	Present
Charge Nurse	Mountain View Rehabilitation	10/18/2023	04/01/2024
LPN	North Sound Dermatology	08/14/2024	04/01/2023

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Edmonds Community College	06/19/2022	Nursing	LPN
Lake Washington Institute of Technology	06/20/2016	Nursing	N/A

Other Technical Certifications or Licenses Held

IV certified BLS/CPR certified

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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 LTC LPN Apprenticeship Program

Committee Representative Name Staci Chapman	Committee Representative Signature <i>Staci Chapman</i>
--	--

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)
DNS	Rainier Rehabilitation	11/17	Present

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Yakima Valley Community College	06/99	Nurse	ADN

Other Technical Certifications or Licenses Held

--

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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 LTC LPN Apprenticeship Program

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

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Charge nurse	OTCR	12/2023	
Floor nurse	OTCR	03/2021	12/2023
CNA	OTCR	01/2017	03/2021

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
High school	03/2008	High school	High school
Diploma in nursing	09/2012	Diploma	Diploma
RN BSN	09/2014	Degree	Degree
CNA	01/2017	CNA	CNA

Other Technical Certifications or Licenses Held

CNA BLS Med pass certification

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L&I Apprenticeship Consultant	L&I Admin

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



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Name of Program LTC LPN Apprenticeship Program
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Committee Representative Name Amy Erickson	Committee Representative Signature <small>Signed by</small> <i>Amy Erickson</i> <small>C:\BENEG27108006</small>
<input type="checkbox"/> Employer Representative <input checked="" type="checkbox"/> Employee Representative (<i>Does not have the authority to hire or fire</i>)	

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
SDC	Rainier Rehabilitation	9/2022	current
IV Therapy	Good Sam Hospital	5/2018	8/2022
RCM	Rainier Rehabilitation	5/2017	6/2018
Director	United WOUND HEALING	2/2015	2/2017
SDC	Kindred Lakewood	4/2014	2/2015
RCM	Rainer Vista	9/2009	4/2014

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Lower columbia College	2022	Nursing	
Pierce college	2020	nursing prerequisites	
Bates technical college	2009	LPN	
Tacoma Community College	2008	Pre nursing	

Other Technical Certifications or Licenses Held

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Name of Program LTC LPN Apprenticeship Program

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

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Executive Director	Mountain view	07/2022	Presnt

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
UNI iowa	07/2017	Gerontology	Degree

Other Technical Certifications or Licenses Held

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Name of Program LTC LPN Apprenticeship Program

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

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
LPN	Bainbridge Island Health and Rehab	11/21	08/24
LPN	Forest Ridge	05/20	11/21
LPN	Bainbridge Island Health and Rehab	06/18	5/20

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Olympic College	12/2003	LPN	LPN

Other Technical Certifications or Licenses Held

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Name of Program	LTC LPN Apprenticeship Program
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Committee Representative Name Julie Soriano	Committee Representative Signature
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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)
LPN unit nurse	OLYMPIA TRANSITIONAL CARE AND REHAB	02/22	current
School nurse	CENTRALIA SCHOOL DISTRICT	08/21	02/22
RCM	LIFE CARE CENTER OF PUYALLUP	01/15	07/21
LPN unit nurse	LIFE CARE CENER OF PUYALLUP	05/12	01/15
CNA	LIFE CARE CENTER OF PUYALLUP	07/07	05/12

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
CLOVER PARK TECH COLLEGE	03/12	LPN/NURSING	LPN

Other Technical Certifications or Licenses Held

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Name of Program LTC LPN Apprenticeship Program

Committee Representative Name Anamaria (Hanan) Yhaya	Committee Representative Signature <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Signed by <i>Anamaria Yhaya</i> <small>FAC0000136487</small> </div>
<input checked="" type="checkbox"/> Employer Representative <input type="checkbox"/> Employee Representative (<i>Does not have the authority to hire or fire</i>)	

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
RN/DNS	Bainbridge Island Health & Rehabilitation	09/2021	08/2024
RN/DNS	The Oakes at Lakewood	07/2021	9/2021
RN/ADNS	Rainier Rehabilitation	09/2018	7/2021
LPN/RCM	Park Rose Care Center	10/2015	09/2018
LPN/RCM	Park West Rehabilitaiton	4/2013	10/2015
LPN/RCM	Manor Care of Tacoma	10/2010	4/2013

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Excelsior College	07/2018	Registered Nurse	ASN
Bates Technical College	05/1996	Practical Nursing	Certificate
Port Orchard Care Center	02/1992	Nursing Assistant	Certificate

Other Technical Certifications or Licenses Held

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Teri Gardner 9-3-24

Sustainability Plan

I. Description of Program Funding

Through ESSB 5187, Chapter 475, Laws of 2023, the Washington State Legislature provided direction and funding to pilot an apprenticeship program to address the long-term care workforce shortage. On November 9, 2023, WHCA Apprentice, LLC was awarded the sponsorship of the Licensed Practical Nurse (LPN) registered apprentice program. The estimated cost to pilot the first cohort is just over \$1m and public grant funds through the Washington State's Workforce Training and Education Coordinating Board and the Department of Labor and Industries are being used to pay for the program.

II. Description of Program Funding Sources & Mechanisms

WHCA Apprentice, LLC is a subsidiary to Washington Health Care Association, a 501 (c) 6 non-profit entity. Washington Health Care Association provides in-kind infrastructure to the program such as website, information technology, and office space. Other costs for the first cohort of the program are entirely funded through public grants. Public grant funds are expected to expire by March 2026. WHCA continues to seek additional grant funds and plans to request seed funds from the Washington State Legislature to create a trust to sustain the program. Apprentice fees and employer fees will be implemented as necessary to build the trust fund and sustain the program.

Employers are taking on additional costs to support the program. In an environment that has 24/7 mandatory minimum staffing levels, employers are absorbing additional costs as follows:

- Backfilling staff to meet Washington State's mandatory 3.4 hours of face-to-face time per resident per day, including:
 - Apprentices while they are attending offsite clinicals and labs,
 - RN preceptors while they attend meetings and conduct reviews with the RSI Provider
 - Potentially, LPNs who are journey level workers while they provide oversight to the apprentices.
- Wages paid to apprentices through this program exceed the outright cost of scholarship programs that many employers already have that pay 100% of the tuition for an employee to go through a regular LPN program.

These costs are being absorbed by the employers and are important to recognize in an environment where citations and civil monetary penalties are issued when mandatory staffing levels are not met.

Apprentices are responsible for the cost of their RSI (tuition), which is 50% less than they would otherwise pay to complete an LPN program due to the apprentice tuition waiver. Apprentices are being strongly encouraged and actively assisted to access financial aid. The RSI Provider is supporting the program in-kind by providing an academic navigator to help students to review the criteria for the apprenticeship program and to assist in the process of connecting regular academic students with the apprenticeship program.

III. Maintain Operations & Administrative Capacity

The program currently has two dedicated staff supported through grant funds. It is anticipated that these two FTEs will continue to administer and manage the program. The staff of Washington Health Care Association will continue to provide oversight of the apprenticeship staff, as well as centralized support, and administrative functions. Washington Health Care Association provides office space, and the apprenticeship insurance is purchased as a rider to the association's primary policy. Sponsor resources will continue to be used to support and sustain the program.