

For L&I Staff Use Only	
SO 7/25/25	Teri Gardner 8-11-25
L&I Apprenticeship Consultant	L&I Admin

Request for Approval of Proposed Standards



TO: Washington State Apprenticeship & Training Council

FROM: VELOCITY APPRENTICESHIP AND TRAINING

☒ Committee

Plant

☐ OJT[illegible]

<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Authorized Signer		Date 7/17/2020		<input checked="" type="checkbox"/> Secretary <input type="checkbox"/> Authorized Signer		Date 7/17/2025	
Print Name: Steven Dalrymple				Print Name: Marri Carlson			
Signature: 				Signature: 			

Washington State Apprenticeship & Training Council

Date:

SO 8/28/25

SO 8/11/25



Teri Gardner 8-11-25

Teri Gardner 8-28-25

APPRENTICESHIP PROGRAM STANDARDS
adopted by

VELOCITY APPRENTICESHIP AND TRAINING

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

GENERAL ELECTRICIAN (01)

47-2111.00

8000 HOURS



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

APPROVAL:

Provisional Registration

Standards Last Amended

Permanent Registration

By:

Chair of Council

By:

Secretary of Council

VELOCITY APPRENTICESHIP AND TRAINING

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):

Velocity Apprenticeship and Training program (VAT) is located in Bellingham, WA inside of Whatcom County. We have a varied scope of work from low voltage up to and including

VELOCITY APPRENTICESHIP AND TRAINING

480/277 volts. Our primary focus of work is the greater Bellingham area but we do on occasion work within 200 miles of our shop. Our commitment is to be able to train our apprentices to be able to do their job competently, timely and above all safely. It is in our best interest to devote time and funding to assure that our apprentices will grow with our company and eventually receive their 01 Electrical license and integrate them fully with our team.

The standards that Velocity Apprenticeship and Training have developed, and will continue to develop, will ensure compliance with Washington State Apprenticeship and Training Council. These standards have been developed by VAT with input from both employers and employees.

I. GEOGRAPHIC AREA COVERED:

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

These standards cover the following counties in Washington State: Whatcom, Skagit, Snohomish, Island, San Juan and Chelan counties

II. MINIMUM QUALIFICATIONS:

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

Age: **18 Years Old**

Education: **General Electrician (01)**
Must be a high school graduate from a school accredited by a State Education Agency; or have a GED; or have completed a High School Equivalency; or have completed an Associate degree or higher from a school accredited by a State Education Agency; and

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

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

- 1. Equivalent post high school algebra course(s) with a grade of “C” or better.**

VELOCITY APPRENTICESHIP AND TRAINING

2. **Current math placement results from a community college facility indicating a placement level beyond high school level algebra.**
3. **Provide certificate of completion from a committee approved online technical math course.**

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

Testing: **None**

Other: **None**

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:

Exempt per WAC 296-05-405(1)(a), fewer than (5) apprentices.

B. Equal Employment Opportunity Plan:

Exempt per WAC 296-05-405(1)(a), fewer than (5) apprentices.

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:

VELOCITY APPRENTICESHIP AND TRAINING

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].

General Electrician (01)

8000 Hours of reasonably continuous employment

V. INITIAL PROBATIONARY PERIOD:

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

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

- A. The period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. The period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.
- C. **General Electrician (01)**
The first one thousand-six hundred (1,600) hours of employment shall constitute the initial probationary period or one year from date of registration, whichever occurs first.

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.

VELOCITY APPRENTICESHIP AND TRAINING

- 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. General Electrician (01)

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

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

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

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

2. Concurrent employment of Apprentices and Trainees shall be allowed per variance conditions approved by the WSATC on June 10, 2024. Variance shall expire on June 30, 2026. Conditions include:

- In case of layoff due to lack of work, trainees and apprentices will be laid off alternately.
- The ratio of Journey Level worker to apprentice remains 1 to 1.
- For newly approved program sponsors wanting to operate under this variance the sponsor will register their first apprentice within 30 days of approval from the WSATC.

VELOCITY APPRENTICESHIP AND TRAINING

- Beginning July 1, 2025 Apprenticeship Programs/Training agents will have at least a minimum of 25% of their non-journey (non-certified) level workers registered as apprentices.
- Beginning July 1, 2026 this percentage will increase from 25% to 100% of their non-journey (non-certified) level workers registered as apprentices.
- Apprentices and Trainees are allowed to work on the same project.
- This temporary variance approval expires in its entirety on June 30, 2026.
- None of the above stipulations are an exemption from following any Electrical Certificate requirements found in RCW19.28.161. (Variance granted 06/10/2024, expires 6/30/2026)

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

1. General Electrician (01)

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0000-1000 Hours	50%
2	1001-2000 Hours	55%
3	2001-3000 Hours	60%
4	3001-4000 Hours	65%

VELOCITY APPRENTICESHIP AND TRAINING

5	4001-5000 Hours	70%
6	5001-6000 Hours	75%
7	6001-7000 Hours	80%
8	7001-8000 Hours	85%

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

VIII. WORK PROCESSES:

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

A. General Electrician (01)

In no case shall:

1. The term of apprenticeship be less than 8000 hours, or
2. Work hours in electrical specialty occupations, such as the residential (02) or limited energy (06) specialties, be more than 4000 cumulative hours for the term of apprenticeship, or
3. Commercial and industrial work hours be less than 4000 cumulative hours for the term of apprenticeship, or
4. Department credited work experience in electrical specialties with less than a 4000 hour experience requirement be credited toward apprenticeship completion. Per WAC296-46B-945 Table 945-1 Note 6.

<u>General Electrician (01)</u>	<u>Approximate Hours/Competency Level</u>
<p>1. <i>COMMERCIAL-wiring of commercial installations including all phases and all types of electrical installations as referenced in WAC 296-46b, and repair of all equipment therein; and necessary pre-fabrication and preparation.</i></p> <p><i>INDUSTRIAL-wiring of all industrial buildings and equipment; the maintenance, repair, and alteration of the same; and necessary pre-fabrication and preparation.</i></p>	<p><i>*No less than 4000 Hours*</i></p>

VELOCITY APPRENTICESHIP AND TRAINING

2. ***RESIDENTIAL-wiring of residences, duplexes, and small apartment buildings and necessary pre-fabrication and preparation.***
SPECIALIZED SYSTEMS-wiring of systems which include; sound, data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television programmable controllers, and nurse call systems.

****No more than 4000 Hours****

Total Hours/# of Competency Levels:

8000

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.

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)

VELOCITY APPRENTICESHIP AND TRAINING

() Other (specify):

B. **(200)** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

(X) Twelve-month period from date of registration.*

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

() Two-thousand hours of on the job training.

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

C. Additional Information:

1. General Electrician (01)

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

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

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

Competent Instructor qualifications shall include the following:

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

VELOCITY APPRENTICESHIP AND TRAINING

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

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

1. **Voluntary Suspension:** A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. **Advanced Standing or Credit:** The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).
3. **Sponsor Procedures:**

A. Related Supplemental Instruction (RSI):

- 1) **All RSI will be conducted at VAT headquarters located at 4545 Hannegan Rd Bellingham WA 98226.**

c. Unless otherwise noted, RSI will be conducted every other Friday

d. All participants will be required to have transportation to VAT headquarters

- 2) **All apprentices will be released from normal work duties to attend RSI**
- 3) **Apprentices will not be paid for their required RSI. Instructors will be paid either their normal pay or a pay mutually agreed to by instructor and VAT.**
- 4) **VAT committee may allow individuals with previous education and training to test out of a specific RSI course if an upcoming absence or past allowed absence is needed to be made up by an outside instructor. The VAT committee will determine eligibility of this process in a nondiscriminatory manner.**
- 5) **All completed tests must be forfeited to the instructor immediately following the class. No completed/uncompleted tests are allowed to leave the classroom in the hands of the Apprentice.**
- 6) **Costs of the training manuals will be the responsibility of the Apprentice. If the Apprentice cannot afford their portion of the training manuals a payment plan will**

VELOCITY APPRENTICESHIP AND TRAINING

be set up with a mutually agreed payoff. VAT will pay for its training courses and the materials required for lab exercises.

- 7) All Apprentices are required to pass tests with a minimum of 70% score.
- 8) All RSI training hours performed at VAT will be tracked by VAT administrator.

B. On the Job Training (OJT)

- 1) While performing electrical work for VAT it will be the responsibility of the Apprentice to carry on their person, a current Electrical Training Certificate and proof of registered Apprenticeship Credentials. Upon request from either proper state officials or VAT leadership, a copy of these credentials must be submitted
- 2) Apprentices must report their OJT hours via email or in person to the Training Coordinator by the 5th of each month for the hours worked during the previous month using the Apprentice Progress reporting form. Overtime hours worked will be recorded as actual hours worked.

C. Apprentices

- 1) Any apprentice may request to be removed/canceled from the VAT at any time. Request must be made in writing to the Training Coordinator in person or email.
- 2) Failure to keep up with RSI will result in discipline up to and including cancellation of the apprenticeship agreement.
- 3) Termination from VAT will result in cancellation of the apprenticeship agreement. Any and all qualifying hours and training will be submitted to Washington State Department of L&I at the request of the Apprentice.
- 4) Active VAT apprentices may request transfer to another Registered Apprenticeship Program. Transfer requests must be delivered in writing to the Training Coordinator either in person or via email.

D. Committee Procedures

- 1) During the initial probationary period, and before advancing to the wage progression, the Committee shall perform a thorough review of the Apprentice's abilities and development.

VELOCITY APPRENTICESHIP AND TRAINING

- a) **Areas that need remedial action shall be addressed and a plan put forward bring the Apprentice up to VAT standards (if needed).**
- 2) **Transfers into VAT are approved or denied as the sole discretion of the VAT committee. All relevant documentation must be delivered to the Training Coordinator either in person or email prior to acceptance into VAT**
- 3) **To be advanced to the next wage, the Committee will discuss, assess and evaluate the Apprentice's progression and completion per the following documented requirements:**
 - a) **Successful progress and/or completion of Related Supplemental Instruction (RSI).**
 - b) **A current satisfactory assessment from immediate supervisor for the OJT evaluation**
 - c) **All Apprenticeship Monthly Progress Record reports turned in on time and complete.**
 - d) **Completion of OJT hours requirements**
 - e) **Satisfactory report from instructor**

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:

VELOCITY APPRENTICESHIP AND TRAINING

- 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 to maintain employment with VAT shall result in immediate cancellation of the Apprenticeship agreement**
 - 1) **Reasons listed below will result in disciplinary action up to and including cancellation of the Apprenticeship agreement. These reasons include but not limited to:**
 - A) **Apprentice voluntary separation**
 - B) **No show to normal working hours of 3 times in a year.**
 - C) **Any alcohol or illicit drug use while working**
 - D) **Lack of ability to meet VAT standards.**
 - E) **Fighting with other VAT or job site employees**
 - b. **Apprentices caught plagiarizing or cheating shall be called before the Committee and face disciplinary action up to and including cancellation of the Apprenticeship Agreement**
 - c. **Apprentices are required to attend their scheduled classes and training sessions. Apprentices that are tardy or absent for more than 2 scheduled classes shall be called before the Committee and face disciplinary action up to and including cancellation of the Apprenticeship Agreement.**

An excused absence includes:

VELOCITY APPRENTICESHIP AND TRAINING

- 1) **Military service**
- 2) **Medical Restriction**
- 3) **Funeral for family member(s)**
- 4) **ER visit for self or immediate family member**
- 5) **Jury duty**
- 6) **Planned time off (i.e. Scheduled vacation)**
- 7) **Anything covered/protected under the WA Family Leave Act**

Apprentices who miss related instruction shall not advance to the next step until the deficiencies have been met. VAT will have scheduled make up classes to accommodate excused absences.

- d. **Apprentices shall be required to score 70% on all tests in order to pass to next level. Inability to reach this level will result in disciplinary action up to and including termination for the Apprenticeship program**
- e. **Apprentices that receive an unsatisfactory report by their employer and/or project manager on their performance review may be called before the Committee and face disciplinary action up to and including cancellation of the Apprenticeship Agreement**
- f. **The Committee or VAT does not tolerate harassment defined as follows: unwelcome or unsolicited verbal, physical or sexual conduct which creates an intimidating, offensive or hostile environment. The Committee shall promptly investigate and act upon all charges of harassment maintaining confidentiality of the report and person(s) involved.**
- g. **If an apprentice fails to report and/or respond before the Committee after due notice, disciplinary action, up to and including cancellation of the Apprenticeship Agreement will be invoked in the Apprentice's absence**

D. 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.**

VELOCITY APPRENTICESHIP AND TRAINING

4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

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

VELOCITY APPRENTICESHIP AND TRAINING

operation and success of this apprenticeship program. The sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-009): (Not applicable for Plant Programs)

Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

B. Program Operations

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

Sponsors shall submit required 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

VELOCITY APPRENTICESHIP AND TRAINING

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 for revision to these standards of apprenticeship must be submitted 60 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

VELOCITY APPRENTICESHIP AND TRAINING

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

VELOCITY APPRENTICESHIP AND TRAINING

2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

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

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The sponsor must also provide the following information:

- a. Quorum: **(A quorum shall consist of four (4) members with equal representation from employer and employees.)**
- b. Program type administered by the committee: **(Individual Non-joint)**
- c. The employer representatives shall be:

**Mark Greenberg, President
4545 Hannegan Rd
Bellingham WA 98226**

**Steven Dalrymple
4545 Hannegan Rd
Bellingham WA 98226**

- d. The employee representatives shall be:

**Andrew John Tabor
4545 Hannegan Rd
Bellingham WA 98226**

**Jake Greenberg
4545 Hannegan Rd
Bellingham WA 98226**

F. Plant programs

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

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

VELOCITY APPRENTICESHIP AND TRAINING

(Plant Program Administrator)

(Plant Program Administrator)

XII. SUBCOMMITTEE:

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

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.

**Steven Dalrymple
4545 Hannegan Rd
Bellingham WA 98226**

For L&I Staff Use Only

SO 7/25/25

Teri Gardner 8-11-25

L&I Apprenticeship Consultant

L&I Admin

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: VELOCITY APPRENTICESHIP AND TRAINING

Occupation:	County(ies):	Journey Level Wage Rate:	Effective Date:
General Electrician (01)	Whatcom Skagit Island Snohomish San Juan King	\$ 40	7/23/2025
		\$	
		\$	
		\$	

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

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

<input checked="" type="checkbox"/> Chair	Date 7/23/2025	<input checked="" type="checkbox"/> Secretary	Date 7/23/2025
<input type="checkbox"/> Authorized Signer			
Print Name: Steven Dalrymple		Print Name: Marri Carlson	
Signature: 		Signature: 	

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SO 8/28/25

Teri Gardner 8-28-25

L&I Apprenticeship Consultant

L&I Admin

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



Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

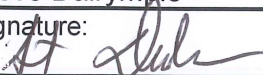

Program Name Velocity Apprenticeship and Training (VAT)	
Occupation General Electrician(01)	
Term/OJT Hours 8000	Total RSI Hours 800
Training Provider Velocity Apprenticeship and Training	
Curriculum: Mike Holt Enterprises	

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


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

Signatures on next page

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

<input checked="" type="checkbox"/> Chair <input type="checkbox"/> Authorized Signer	Date 08-28-2025	<input checked="" type="checkbox"/> Secretary	Date 8-28-2025
Print Name: Steve Dalrymple		Print Name: Marri Carlson	
Signature: 		Signature: 	

Training Provider Signature

Approved By (Print Name): Steve Dalrymple	Title: Lead Instructor
Signature of the Training Provider: 	
Date: 8/28/2025	

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 Velocity Apprenticeship and Training (VAT)	Occupational Objective General Electrician (01)
--	--

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

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

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

Element/Course: Introduction /Orientation/Tools/Safety and Lab Safety	Planned Hours: 15
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: VAT Description of element/course: Intro and orientation, OSHA Construction Safety- PPE, Falls, Ladders, Scaffold, Proper Tool Use.	

Element/Course: Electrical Theory Units 1-6	Planned Hours: 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: VAT Description of element/course: Matter, Electron Theory, Circuitry, Series Circuits, Parallel Circuits, Math	

Element/Course: Switching, Multimeter practice	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: VAT Description of element/course: Switch make up, intro to multimeter safety, proper use, measuring units, voltage, amps, ohms, diodes, peak vs. RMS vs. average values, wire tracing Hands-on practice with meters and testing and tracing equipment.	

Element/Course: Electrical Theory Units 7-13	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: VAT Description of element/course: Trigonometry, Ohms Law, Watts Law, Motor Sizing, Sizing proper wire, amperage for units.	

Element/Course: Circuit Layout/Amp rating	Planned Hours: 15
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: VAT Description of element/course: Intro to circuit calculations and layout. Learn how to properly size equipment (name plate rating). Proper layout of electrical devices by code	

Element/Course: Electrical Theory Units 14-23	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: VAT Description of element/course: Electrical Systems, Protection devices, AC, Capacitance, Inductance, Motors, Generators and Transformers	

Element/Course: Electrical Systems	Planned Hours: 20
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: VAT	
Description of element/course: Alternating Current, Capacitance, Inductance, Power Factor & Efficiency, Installation of Protection Devices, Motors, Generators, Transformers	

Element/Course: Box Fill	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: VAT	
Description of element/course: Properly sized devices and pull boxes. Box fill calculations	

Element/Course: Electrical Theory Units 24-29	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: VAT	
Description of element/course: Multiwire circuits GFCI, AFCI SPD, Protective wiring methods, Electrical safety devices	

Element/Course: Device Installation	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: VAT	
Description of element/course: Installation of select devices. Properly install switches, outlets and other electrical devices	

Element/Course: Introduction to the NEC	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: VAT	
Description of element/course: How to use the NEC, Articles 90 Introduction, Article 100 Definitions, Article 110 Requirements for Electrical Installation, Article 250 Grounding and Bonding	

Element/Course: Washington State Code WAC/ Revised Code of Washington RCW	Planned Hours: 5
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: VAT	
Description of element/course: Washington Administrative Code & Revised Code of Washington Arrangement: Titles, Definitions and Enforcement Licensing Requirements, Renewals and Examinations	

Element/Course: Conductor Ampacity	Planned Hours: 5
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: VAT	
Description of element/course: Article 310 of NEC, Identify correct conductor size and ampacity, perform conductor ampacity calculations	

Element/Course: OSHA construction Safety	Planned Hours: 10
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Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: VAT	
Description of element/course: OSHA Construction Safety-Electrical Safety, PPE, Confined Space, Emergency Response, Lockout/Tagout, Stored Energy in Tools, wearing proper safety clothing/harness Classroom is 5 hours, lab is 5 hours	
Element/Course: NEC articles 200-242	Planned Hours: 60
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: VAT	
Description of element/course: Grounded Conductors, Branch Circuits, Feeders, Branch-Circuit, Feeder, and Service Calculations, Outside Branch Circuits and Feeders, Services, Overcurrent Protection, Grounding & Bonding Classroom is 20 hours, lab is 40.	

Element/Course: Ground Fault and Arc Fault Protection	Planned Hours: 5
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: VAT	
Description of element/course: Select and install Proper GFCI/AFCI protection devices	

Element/Course: NEC Articles 300-314	Planned Hours: 40
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: VAT	
Description of element/course: Overvoltage Protection, Wiring Methods and Materials, Conductors and General Wiring, Cabinets, Cutout boxes and Meter Socket Enclosures, Outlet, Device, Pull and Junction Boxes, Conduit Bodies, and Handhole Enclosures Classroom 20 hours, Lab 20 hours	

Element/Course: Electrical calculations	Planned Hours: 5
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: VAT	
Description of element/course: Voltage drop calculations, ohms law calculations Classroom is 3 hours, lab is 2 hours	

Element/Course: NEC Articles 334-392	Planned Hours: 60
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: VAT	
Description of element/course: Cable types, raceways, conduit bending and raceway sizing Classroom is 40 hours, lab is 20	

Element/Course: Raceway sizing	Planned Hours: 5
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: VAT	
Description of element/course: Calculations to find proper raceway size Classroom is 3 hours, lab is 2 hours	

Element/Course: Basic computer networking	Planned Hours: 5
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: VAT	
Description of element/course: IP address, remote log in, basic computer use Classroom is 3 hours, lab is 2 hours	

Element/Course: OSHA Construction Safety	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: VAT	
Description of element/course: Electrical Safety, PPE, Excavations, Motor Safety, Tool Safety	

Element/Course: NEC Articles 400-450	Planned Hours: 40
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: VAT	
Description of element/course: Flexible Cords, Fixture Wires, Switches, Receptacles, Switchboards, Switchgear, Panelboards, Luminaires, Lampholders, Lamps, Low Voltage Wiring, Appliances, Fixed Electric Space-Heating Equipment Classroom is 30 hours, lab is 10	

Element/Course: Motors	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: VAT	
Description of element/course: Article 430 of NEC: Motors, Motor Circuits, and Controllers	

Element/Course: Bonding and Grounding	Planned Hours: 40
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: VAT	
Description of element/course: Article 250 Grounding and Bonding Classroom is 20 hours, lab is 20 hours	

Element/Course: NEC Articles 500-590	Planned Hours: 25
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: VAT	
Description of element/course: Hazardous locations, Healthcare facilities, Agricultural buildings, Marinas and temporary installations Classroom is 10 hours, lab is 15 hours	

Element/Course: NEC continuation	Planned Hours: 45
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: VAT	
Description of element/course: Welders, Electric signs, Swimming Pools, Power limited circuits, PV systems Energy Storage systems, Electric Vehicle charging Classroom is 30 hours, Lab is 15 hours	

Element/Course: Introduction to Motor Controls	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: VAT	
Description of element/course: Basic Principles of Motor Controls, Definitions, Abbreviations and Symbols, Common Control Equipment, Schematics, 3-Phase Motors, Reversing Control, Sequencing Controls, Controls for Multiple Motors, Motor Control Circuits Classroom is 10 hours, lab is 20 hours	

Element/Course: OSHA Construction Safety	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: VAT	
Description of element/course: OSHA Construction Safety-Electrical Safety, PPE, Hazard Communication, Jobsite Exposure, Work Zone Safety	

Element/Course: Solar	Planned Hours: 25
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: VAT	
Description of element/course: Solar layout, mounting, rooftop safety, grid tied and stand-alone systems	

Element/Course: Electrical Estimating	Planned Hours: 25
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: VAT	
Description of element/course: Estimating Jobs, Bid Process, Unit Pricing, Labor Units	

Element/Course: Blueprint Takeoff	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: VAT	
Description of element/course: Ability to read and understand blueprint takeoffs.	

Element/Course: Leadership Training	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: VAT	
Description of element/course: Project management and leadership skills	

Element/Course: NEC review	Planned Hours: 60
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: VAT	
Description of element/course: General review of NEC, Electrical exam preparation Classroom 40 hours. Lab 20 hours	

Element/Course: Fire Alarm	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	

Provided by: VAT
Description of element/course: Basic components of fire alarm systems

Element/Course: Calculations	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: VAT	
Description of element/course: Box fill, raceway fill, derating, and ampacity calculations Classroom 20 hours. Lab 30 hours	

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

Signature of Training Provider

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Organization of Training Provider



SO 7/2/25
Teri Gardner 8-11-25
BELLINGHAM, WA

May 15, 2025

RE: Employee Representative Committee Selection Process

Velocity Apprenticeship and Training recently conducted a process to elect employee representatives to the Apprenticeship Committee.

During a weekly meeting with all electrical employees present, a verbal announcement was made looking for volunteers to be the employee representative for the Velocity Apprenticeship and Training committee. It was announced that the representatives must have education and experience in the electrical field and that the elected representatives must have the interest in all electrical apprentices.

Two nominees volunteered, Jake Greenberg and Scott Frolich. Both of these nominees meet the requirements set forth. Asked if anyone had any objections to these nominees and none were expressed either in verbal or written statements.

As it currently stands, Jake Greenberg and Scott Frolich are the employee representatives to the Velocity Apprenticeship and Training Program.

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SO 7/25/25

L&I Apprenticeship Consultant

Teri Gardner 8-11-25

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
Velocity Apprenticeship and Training

Committee Representative Name
Steve Dalrymple

Committee Representative Signature

☒ 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)
Lead Electrician	Velocity Electric Corporation	12-2015	current
Electrician	Vans Plumbing and Electric	5-2003	12-2015

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Western Washington University	6-2001	Psychology/ Sociology	BA+
Whatcom Community College	6-1999	General Studies	AAS
Edmonds-Woodway High School	6-1992	General	Diploma

Other Technical Certifications or Licenses Held

First Aid
01 Journey Level Electrician

For L&I Staff Use Only

SO 7/25/25

L&I Apprenticeship Consultant

Teri Gardner 8-11-25

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 Velocity Apprenticeship and Training

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

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Electrician	Velocity Electric Corporation	8-2015	Present
Apprentice	SAMAX Electric	7-2014	8-2015
Apprentice	Velocity Electric Corporation	6-2012	7-2014
Warehouse	Hardware Sales	3-2010	5-2012

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Meridian High School	06-2012	General	Diploma

Other Technical Certifications or Licenses Held

01 Journey Level Electrician

For L&I Staff Use Only

SO 7/25/25

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Name of Program
Velocity Apprenticeship and Training

Committee Representative Name
Mark Greenberg

Committee Representative Signature

☒ 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)
President	Velocity Electric Corporation	12-2008	Present

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Edmonds High School	06-1986	General	Diploma

Other Technical Certifications or Licenses Held

01 Electrical Administrator
02 Journey level Electrician

For L&I Staff Use Only

SO 8/28/25

Teri Gardner 8-28-25

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Name of Program
Velocity Apprenticeship and Training

Committee Representative Name
Andrew John Tabor

Committee Representative Signature

Andrew John Tabor

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

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Electrician	Velocity Electric Corporation	04/24	Current
Electrician	NorthShore Electric	02/23	12/23
Electrician	Express Electric	3/11	12/22

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Mt Baker High School	06/01	General	Diploma

Other Technical Certifications or Licenses Held

First Aid
Forklift and Aerial Lift Certification



VELOCITY ELECTRIC CORPORATION

BELLINGHAM, WA

Teri Gardner 8-11-25

May 15, 2025

RE: Sustainability Plan for Velocity Apprenticeship and Training Program (VAT)

Velocity Apprenticeship and Training will sustain its 01 Electrician Apprenticeship Program as follows:

Funding:

- 1) Operational expenses for VAT is a line item in Vecor's operating budget
- 2) Vecor has traditionally trained the majority of its Electricians and will allocate the necessary funds (within reason) to continue training employees enrolled in VAT. It is in our best interest to give our apprentices the best opportunity to succeed.

Operational and Administrative Capacity:

- 1) Administrative duties will be performed by the training director and office manager, both employees of VECOR, with backup from the owners of VECOR, who also serve on the Apprenticeship Committee
- 2) The training director is an 01 Electrician at VECOR and will receive their regular wages to teach the apprenticeship curriculum.
- 3) Curriculum materials will be paid for by VECOR. Apprentices will be required to provide their own curriculum books. If apprentice can not afford the curriculum books a payment plan will be made with the apprentice.
- 4) Lab equipment and materials will be paid for by VECOR
- 5) Classroom space will be held upstairs in VECOR's office. Labs will take place in current shop space.
- 6) VECOR's general liability insurance will cover all training activities of the company
- 7) In General, classes and labs will be held every other Friday for 8 hours

Continuity of Funding:

- 1) Any additional resources needed will be part of VECOR's operating budget