

*Teri Gardner 5-20-2021*

Washington State Apprenticeship and Training Council  
Washington State Department of Labor & Industries  
Apprenticeship Section  
PO Box 44530  
Olympia, WA 98504-4530

May 19, 2021

Dear Members of the Washington State Apprenticeship and Training Council,

It is with a great deal of humility and gratitude that we respectfully submit the attached application materials for the Northwest Maritime Apprenticeship.

The maritime sector in Northwest Washington has survived the pandemic and, indeed, is thriving. An economic impact report conducted by the Center for Business and Economic Research at Western Washington University in 2015 documented that the maritime sector contributes over 6,000 jobs in Whatcom County representing 7% of our region's economy. This study confirms the State of Washington's economic impact study documenting that the maritime sector contributes over thirty-seven billion dollars and represents over 100,000 jobs in Washington. Governor Inslee's commitment to the maritime sector is evidenced by the [Washington Maritime Blue](#) initiative.

The Working Waterfront Coalition of Whatcom County, with over [140 members](#) (businesses, associations, and individuals in a wide range of maritime endeavors including commercial fishing, marine trades, and more) works to promote the vitality and economic benefits of our working waterfronts to all citizens in the northwest corner of the State. Working collaboratively with the Port of Bellingham, we are proud of the traction we've gained in ensuring that, as our waterfronts are redeveloped (and potentially gentrified), the maritime sector secures a voice at the table advocating for the continuation of this important segment of our workforce and community.

Our members represent skilled workers in small and medium-sized businesses who are needing a trained and competent workforce to ensure their continued success. Since learning last summer that the previously approved MITEC Apprenticeship program had been rescinded in July of 2019, we have worked diligently with our marine trades companies in Whatcom and Skagit Counties to assemble the required elements to secure a Registered Apprenticeship program for the Northwest Maritime Apprenticeship program. This effort involved surveying our companies as to their employment needs, conducting organized information sessions regarding the benefits to employers and employees of apprenticeships and how to go about developing and gaining approval for a registered apprenticeship program. This outreach involved connecting with many apprenticeship programs, companies, education and workforce leaders throughout the State, attending many seminars, and much more. While we wish we could have conducted this work in-person, the pandemic necessitated all of this work to be done remotely using digital conferencing tools.

We believe we have demonstrated our due diligence in assembling this application packet. We look forward to approval so that we can begin the many next steps involved in launching this open-shop apprenticeship program to benefit our companies and community in Whatcom and Skagit County. These

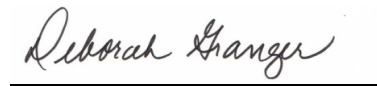
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next steps involve solidifying the RSI curriculum (adapting the successful Quadrant Marine Service Technician curriculum, developing the scope and sequence, contracting with instructors, solidifying negotiations with the Port of Bellingham for the instructional facility, etc.), actively recruiting apprentices with a commitment to diversity/equity/inclusion, confirming with all employers, and more. As a former high school Career Counselor in the Bellingham Public Schools, I also look forward to actively telling the story of the exciting and meaningful career opportunities right on the waters of the Salish Sea. Our maritime sector remains an under-represented and untold story for so many. We welcome the opportunity to shine a spotlight on the many interesting and important career possibilities.

To support education and training efforts for our sector, we've formed a Working Waterfront Foundation (federal tax-exempt status) focused on supporting the workforce development needs of the maritime-focused companies in our region. Once approval for the Northwest Maritime Apprenticeship is secured we will also commence an active and wide-reaching fund-raising effort to support this important workforce development effort.

Please feel free to contact me with any questions concerning our application. We are grateful to the Council for your review of our application.

Best regards,

A handwritten signature in cursive script, reading "Deborah Granger", is positioned above a solid horizontal line.

Deborah Granger  
Program Manager

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



## REQUEST FOR APPROVAL OF PROPOSED STANDARDS

*Received 5/19/2021 Bellingham - JWP*

*JWP*  
L&I apprenticeship  
coordinator

TO: Washington State Apprenticeship & Training Council

*Teri Gardner 5-20-2021*

FROM Northwest Maritime Apprenticeship

NAME OF PROGRAM STANDARDS

**Check appropriate box:**

☒ Committee

☐ Plant

☐ OJT

OCCUPATION(S):	HOURS:	SOC #:
Marine Service Technician	6,000	49-3051.00

**Authorized Signatures:**

Chair: <i>John Nassichuk</i>	Approved by: Washington State Apprenticeship & Training Council
Secretary: <i>[Signature]</i>	Secretary of Council
Date: May 18, 2021	Date:

Teri Gardner 5-20-2021

Teri Gardner 6-4-2021



**APPRENTICESHIP PROGRAM STANDARDS**  
**adopted by**

**NORTHWEST MARITIME APPRENTICESHIP**

(sponsor name)

Occupational Objective(s):

**MARINE SERVICE TECHNICIAN**

SOC#

**49-3051.00**

Term [WAC 296-05-015]

**6,000 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

# NORTHWEST MARITIME APPRENTICESHIP

## 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):

**Northwest Maritime recognizes that experience has demonstrated that a practical and cost effective method of preparing workers for employment in skilled occupations is through a**

## NORTHWEST MARITIME APPRENTICESHIP

**planned apprenticeship – a training concept that provides for employment and training under actual job conditions supervised by skilled industry experts and at wages commensurate with the Apprentice's skill. In addition, the Apprentice's knowledge and understanding of the occupation, is through practical experience, enhanced through participation in approved courses of related and supplemental education.**

### **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.

**The geographic area covered by these Standards shall be Skagit & Whatcom counties in the State of Washington.**

### **II. MINIMUM QUALIFICATIONS:**

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

Age: **Minimum age 18 years.**

Education: **A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required. Applicants must provide an official transcript(s) for high school and any post-high school education. Applicant must submit the GED certificate or other high school equivalency credential if applicable.**

Physical: **Applicants will be physically capable of performing the essential functions of the work, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.**

Testing: **None**

Other: **None**

## **NORTHWEST MARITIME APPRENTICESHIP**

### **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:**

##### **Applications Procedures:**

- 1. Persons desiring to become a registered apprentice under the Northwest Maritime Apprenticeship must first be employed by a registered Training Agent for Northwest Maritime. The applicants are to be selected by the individual registered Training Agents using their customary and established policies in accordance with all State and Federal EEO laws. Northwest Maritime does not serve as a referral agency, or training agent, for apprenticeship applicants, but may assist employers in finding potential apprentices for their pool of candidates. Northwest Maritime strives to increase the numbers of females and minorities in the Marine Service Industry and encourages employers and Training Agents to hire females and minorities with the goal of developing their skills through apprenticeship.**
- 2. Applicants selected as apprentices by a Training Agent, and who provide verification of the minimum qualifications, will be informed of their rights and responsibilities under the standards of apprenticeship and be required to sign an apprenticeship agreement. Applications will be accepted on an ongoing basis.**
- 3. Applicants deficient in one or more qualifications or requirements, or making false statements on their applications, will be disqualified. No further processing of such applications will be taken.**
- 4. Participating employers will conduct apprentice applicant interviews using consistent job related questions and will rate and select applicants. Employers will maintain records of each interview summarizing responses and reason for acceptance or lack of acceptance. These records will be maintained for the period of time outlined in Section XI of these standards.**
- 5. Sponsor and Training Agents will not discriminate against apprentice applicants or apprentices based on race, color, religion, national origin, sex (including**

## **NORTHWEST MARITIME APPRENTICESHIP**

pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under state and federal regulations.

- 6. Prior to becoming Training Agents for Northwest Maritime, employers shall sign an agreement that they will comply with the State of Washington Equal Employment Opportunity Plan.**

### **B. Equal Employment Opportunity Plan:**

- 1. Northwest Maritime will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. Northwest Maritime will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under state and federal requirements.**
- 2. Ensure that each Training Agent is aware of EEO goals and reviews their selection procedures every two years with the program sponsor.**
- 3. Cooperate with the efforts of national organizations to attract women and minorities to the Marine Service Industry and the apprenticeship program.**
- 4. Cooperate with public and private agencies, which can be of assistance in obtaining publicity to develop public support of apprenticeship.**
- 5. Northwest Maritime will provide anti-harassment training to all individuals connected with the administration or operation of the apprenticeship program, including all apprentices and journey level workers who regularly work with 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:**

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



## **NORTHWEST MARITIME APPRENTICESHIP**

blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-015].

**The term of apprenticeship for Marine Service Technician shall be 6,000 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.

**The initial probationary period for Marine Service Technician shall be the first 1200 hours as an apprentice.**

### **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

## NORTHWEST MARITIME APPRENTICESHIP

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:

**The apprentice to journey level worker ratio is one (1) apprentice to one (1) journey level worker per job site.**

### **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

#### **Marine Service Technician**

Step	Number of hours/months	Percentage of journey-level wage rate
<b>1</b>	<b>0 – 2,000 Hours</b>	<b>60%</b>
<b>2</b>	<b>2001 – 4,000 Hours</b>	<b>80%</b>
<b>3</b>	<b>4,001 – 6,000 Hours</b>	<b>90%</b>

## NORTHWEST MARITIME APPRENTICESHIP

### 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.

<b><u>A. Marine Service Technician</u></b>	<b><u>Approximate Hours/Competency Level</u></b>
1. Introduction to general marine technology and safety.....	300 hours
2. Operate machine shop tools such as saws, drill press, grinder, shaper and read blueprints .....	300 hours
3. Maintain and inspect gasoline marine engines; troubleshoot and repair minor mechanical problems .....	500 hours
4. Maintain and inspect diesel marine engines; troubleshoot and repair minor mechanical problems .....	800 hours
5. Install small craft electrical systems; troubleshoot and repair electrical problems .....	300 hours
6. Install radios, boat antennae and electronic navigational equipment; troubleshoot and repair electronic problems.....	300 hours
7. Repair wooden, fiberglass, metal and composite hulls for recreational crafts .....	1000 hours
8. Repair and maintain boats and small craft, including shaft and propeller repair and paint and finish application .....	1000 hours
9. Operate and maintain steering, throttle, remote fuel and sanitation systems; master sailboat rigging techniques .....	700 hours
10. Estimate cost of repairs .....	300 hours
11. Practice customer relations.....	300 hours
12. Practice rules and regulations of maritime laws.....	200 hours
<b>Total Hours/# of Competency Levels: 6,000 hours</b>	

## NORTHWEST MARITIME APPRENTICESHIP

### 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: **Vendor Training Seminars including, but not limited to, tools, supplies and equipment, OSHA, confined spaces, and other safety training specific to vendor products.**

☒ Sponsor approved online or distance learning courses: **Online courses including, but not limited to, safety, new technology and quality control processes used in the marine service industry.**

☐ State Community/Technical college

☐ Private Technical/Vocational college

☒ Sponsor Provided (lab/classroom)

☒ Other (specify): **New Zealand Marine International Training Authority courses  
Quadrant Marine Institute courses**

B. **144** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

☐ Twelve-month period from date of registration.\*

## NORTHWEST MARITIME APPRENTICESHIP

- (X) Defined twelve-month school year: September through May.  
( ) 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:

**Apprentices will be provided a minimum of 144 hours of RSI per year over the course of their apprenticeship.**

## 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. **Each Apprentice shall be responsible for maintaining a record of his or her work experience/training on the job and for having this record verified by the Training Agent.**
  - b. **Work records must be turned into the apprenticeship office, filled out completely and properly by the 10<sup>th</sup> of each month, documenting the hours worked for the previous month. Failure to comply may result in being called before the Committee for disciplinary action. Work records may be submitted via email, fax, or US mail.**
  - c. **Before each period of advancement, or at any other time when conditions warrant, the Committee shall examine the Apprentices to determine whether**

## **NORTHWEST MARITIME APPRENTICESHIP**

they have made satisfactory progress. If the Apprentice's related training or work progress is found unsatisfactory, they may be required to repeat a process or series of processes in which they are deficient, before advancing to the next step.

- d. Written records of progress evaluations and corrective and final actions shall be maintained.**
- e. All Apprentices shall receive continuous instruction in safe and healthful work practices both on-the-job and during related instruction.**
- f. Northwest Maritime shall ensure Training Agents instruct the Apprentice in safe and healthful work practices and shall ensure that the Apprentice is training in facilities and other environments that are in compliance with state and federal standards.**
- g. Northwest Maritime may grant credit towards the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills or knowledge equivalent to that which would be received under these Standards. The granting of advanced standing will be uniformly applied to all apprentices.**
- h. Program sponsor will ensure that all Training Agents, apprentices, and journey level workers who regularly work with apprentices, have been provided anti-harassment training.**
- i. The Sponsor will provide each registered apprentice with continuous employment sufficient to provide the opportunity for completion of his or her apprenticeship program. If the Training Agent is unable to fulfill its training and/or employment obligation in conformance with these standards, the sponsor will, with the apprentice's consent, make a good-faith effort to facilitate a transfer of the apprentice to another Training Agent for completion of the apprenticeship.**
- j. In signing the Apprenticeship Agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:**
  - (1) Perform diligently and faithfully the work of the occupation and other pertinent duties assigned by the Sponsor and the employer in accordance with the provisions of these Standards.**

## **NORTHWEST MARITIME APPRENTICESHIP**

- (2) Respect the property of the employer and abide by the working rules and regulations of the employer.**
  - (3) Attend and satisfactorily complete the required hours of on the job training and related supplemental instruction in subjects related to the occupation as provided under these Standards.**
  - (4) Maintain and make available such records of work experience and training received on-the-job and in related instruction as required.**
  - (5) Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of other fellow workers.**
  - (6) Work for the employer to whom the apprentice is assigned for the completion of apprenticeship, unless reassigned to another employer or the Apprenticeship Agreement is terminated by the Sponsor.**
- k. During the initial probationary period, either the apprentice or the sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the on-the-job training and related supplemental instruction, and any disciplinary action taken during the probationary period.**
- l. It is through the combination of both the on-the-job learning and the related supplemental instruction that the apprentice can reach the skilled level of the occupation. Every apprentice is required to participate in coursework related to the job.**

### **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.

## NORTHWEST MARITIME APPRENTICESHIP

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. **When notified that an Apprentice's related supplemental instruction or on-the-job progress is found to be unsatisfactory, the sponsor will determine whether disciplinary action is needed. This may require the Apprentice to repeat a process or series of processes before advancing to the next wage classification.**
  - b. **Should it be found that the Apprentice does not have the ability or desire to continue the training to become a journey-level worker, Northwest Maritime may, after the Apprentice has been given adequate assistance and opportunity for corrective action, take disciplinary action that may include suspension or cancellation of the Apprenticeship Agreement.**
  - c. **The Apprentice shall maintain regular on the job attendance. Unexcused absences, and/or tardiness will not be tolerated by this program.**
  - d. **It is the responsibility of each Apprentice to be punctual, hardworking, respectful, safe, and dependable. Apprentices shall be called before the Committee for disciplinary action for poor work evaluations, problems with mechanical ability and/or work habits, poor attitude, safety issues, and/or failure to perform the job in a satisfactory manner.**



## **NORTHWEST MARITIME APPRENTICESHIP**

- e. Apprentices must contact the Training Coordinator within 24 hours after termination. If the apprentice is terminated on Friday, he/she must report by 9:00 a.m. on Monday. Contact information (email, phone) will be provided to each apprentice. Any apprentice terminated for cause or quits without consent of the Training Coordinator, must appear before the Committee.**
- f. All apprentices terminated for cause by their Training Agent must appear before the Committee for disciplinary action which may include suspension or cancellation of the apprenticeship agreement.**
- g. Failure of the apprentice to comply with the above language in this section may be cause for suspension, cancellation, or other disciplinary action by the Committee.**
- h. Failure to maintain employment as an apprentice with the Training Agent may result in cancellation of the apprenticeship agreement, with due notice given to those having completed the initial probationary period.**
- i. It shall be the apprentice's responsibility to return to the Training Coordinator a completed monthly progress record by the 10th of each month. Failure to submit reports timely will be cause for the apprentice to appear before the Committee. Apprentices that fail to return more than three monthly progress reports in one year will be called before the Committee for possible disciplinary action.**
- j. Apprentices who fail to obtain employment with a Training Agent within six months of separation from employment with a Training Agent will be cited to appear before the Committee for disciplinary action, which may include suspension or cancellation of the apprenticeship agreement.**
- k. Any apprentice who is absent from related supplemental instruction must satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related supplemental instruction, the sponsor may, after the Apprentice has been given adequate assistance and opportunity for corrective action, take appropriate disciplinary action, which may include suspension or cancellation of the apprenticeship agreement.**

## **NORTHWEST MARITIME APPRENTICESHIP**

### **C. Apprentice Complaint Procedures:**

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

### **D. Apprentice Complaint Review/Appeals Procedures:**

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

## NORTHWEST MARITIME APPRENTICESHIP

5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

### **XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE**

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

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

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

#### B. Program Operations:

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

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant.

Or;

Sponsors shall submit required forms/reports through the Apprentice Registration and Tracking System (ARTS), accessed through Secure Access Washington (SAW).

Paper forms as well as ARTS external access forms are available from the sponsor's assigned apprenticeship consultant or online at:

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp>.

## NORTHWEST MARITIME APPRENTICESHIP

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 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

## **NORTHWEST MARITIME APPRENTICESHIP**

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.
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.

## NORTHWEST MARITIME APPRENTICESHIP

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.
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 Representative and One Employee Representative**
  - b. Program type administered by the committee: **Group Non-Joint**
  - c. The employer representatives shall be:

**John Nassichuk - Chair  
NW Explorations  
2620 S. Harbor Loop  
Bellingham, WA. 98225**

**Matt Hardin  
NW Diesel Power  
801 Roeder Avenue, Suite #1  
Bellingham, WA. 98225**

## NORTHWEST MARITIME APPRENTICESHIP

d. The employee representatives shall be:

**Bruce Morey - Secretary  
NW Diesel Power  
801 Roeder Avenue, Suite #1  
Bellingham, WA. 98225**

**Andrew Morris  
NW Explorations  
2620 S. Harbor Loop  
Bellingham, WA. 98225**

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:

**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.

**Deborah Granger  
2620 N. Harbor Loop Dr. - Suite 8  
Bellingham, WA. 98225**

Teri Gardner 5-20-2021

### From which apprentices' wages rates are computed

From Northwest Maritime Apprenticeship

Occupations	County(s)	Journey Level Wage Rate	Effective Date:
Marine Service Technician	Skagit & Whatcom	\$30/hr	7/1/2021



*Received 5/19/2021 Bellingham - GWP*

*Teri Gardner 5-20-2021*

To: Members of the Washington State Apprentice and Training Council

From: Deborah Granger, [admin@whatcomworkingwaterfront.org](mailto:admin@whatcomworkingwaterfront.org); 360-223-3994

RE: Selection Process for Northwest Maritime Apprenticeship Committee

Date: May 19, 2021

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The process we undertook to secure members for the Northwest Maritime Apprenticeship Committee included:

Knowing that we needed to form an official Committee to develop the Northwest Maritime Apprenticeship Committee, I, Deborah Granger, contacted John Nassichuk with NW Explorations and Matt Hardin, NW Diesel Power. They both agreed to serve as the Employers for the Committee.

I then reached out to all of their employees about the opportunity to serve on this official Committee. After explaining what is involved and the opportunity to develop a program, Andrew Morris with NW Explorations volunteered as did Bruce Morey with NW Diesel Power. While Charlie Lindsay also volunteered with NW Diesel Power, it was determined that Charlie would wait a year or so before serving as an Employee.

All four Committee Members (John Nassichuk, employer with NW Explorations; Matt Hardin, employer with NW Diesel Power; Andrew Morris, employee with NW Explorations; Bruce Morey, NW Diesel Power) agreed that John Nassichuk would serve as the Chair while Bruce Morey would serve as the Secretary.

Please feel free to contact me with any questions.



*Received 5/19/2021 Bellingham - JWP*  
**Apprenticeship Committee Representative  
Qualification Information  
Experience & Education History**

NAME OF PROGRAM/SPONSOR:	Northwest Maritime Apprenticeship	<i>Teri Gardner 5-20-2021</i>
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Committee Representative Name: John Nassichuk
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WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
General Manager	NW Explorations LLC	September 2018	Current
General Manager	Raven Marine Ltd	April 2015	August 2018
General Manager	North Shore Yachtworks Ltd	April 2011	March 2015
General Manager	Schooner Creek Boat Works	January 2009	March 2011
General Manager	Watch Captain LLC	January 2005	December 2010
General Manager	Park Isle Marine	January 2002	December 2004

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended From To		Program of Study	Type of Certificate or Degree Awarded, if any

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD	
Automotive Mechanic Apprenticeship 1972 to 1976	
Automotive Parts and Warehousing Apprenticeship 1976 to 1979	



*Received 5/19/2021 Bellingham - GWP*  
**Apprenticeship Committee Representative  
Qualification Information  
Experience & Education History**

<b>NAME OF PROGRAM/SPONSOR:</b>	Northwest Maritime Apprenticeship
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<b>Committee Representative Name:</b> Matt Hardin
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<b>WORK EXPERIENCE</b>			
<b>POSITION (Most recent first)</b>	<b>EMPLOYER / ORGANIZATION</b>	<b>FROM: (Month &amp; Year)</b>	<b>TO: (Month &amp; Year)</b>
Owner/ tech	NW Diesel Power	2004	2021
Diesel Tech	Tri-County Diesel Marine	2003	2004
Service Engineer	Transmarine Propulsion systems	2002	2003
Diesel Tech	Radtke Marine	1995	2002

<b>EDUCATION HISTORY</b>				
<b>Name and Location of Training and/or School</b>	<b>Month/Year Attended</b>		<b>Program of Study</b>	<b>Type of Certificate or Degree Awarded, if any</b>
	<b>From</b>	<b>To</b>		
Bainbridge Highschool		1993	general ed	Highschool Diploma
Multnomah Bible College		1994	Biblical studies	1 year
Seattle Comm College		1995	Diesel Tech	1 year

<b>OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD</b>

Sponsors may attach additional pages if necessary.



*Received 5/19/2021 Bellingham - JWP*

## Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Northwest Maritime Apprenticeship
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Committee Representative Name: Bruce Morey
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POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Marine Diesel Tech	NW Diesel Power	09/2016	Present
Maintenance	River Bend Campground	01/2014	09/2016

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended From To		Program of Study	Type of Certificate or Degree Awarded, if any
River Ridge High School	09/2010	06/2014	high school	High School Diploma
Centralia College	09/2014	06/2016	Diesel Technology	Associates Degree

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
Volvo Certificates
D4/D6
EVC Vodia
IPS/DPH
Basic electrical

Sponsors may attach additional pages if necessary.



*Received 5/19/2021 Bellingham - gwp*  
**Apprenticeship Committee Representative  
Qualification Information  
Experience & Education History**

NAME OF PROGRAM/SPONSOR:	Northwest Maritime Apprenticeship
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Committee Representative Name:  
Andrew Morris

**WORK EXPERIENCE**

POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Senior Marine Technician	NW Explorations	04/17	Present
Third Engineer/ETO	S/Y Maltese Falcon, 88m Perini Navi	12/06	1/09
Chief ETO	M/Y Indian Empress, 95m Oceanco	04/05	12/06
Marine Electrician/Electronics Tech	Atkinson Marine	08/02	12/04
Lead Marine Electrician	Blondecell	5/99	08/02
P&O Cruises	ETO (T)	07/98	05/99

**EDUCATION HISTORY**

Name and Location of Training and/or School	Month/Year Attended From To	Program of Study	Type of Certificate or Degree Awarded, if any
South Shield Maritime College	12/98 03/99	HV Electrical, machine shop, welding and STCW95	Short course Cert(s)
Solent University	09/96 06/98	Marine Engineering	HND/2-Year Degree
Eastleigh Technical College	09/94 07/96	Electrical & Electronics	Diploma
Mountbatten School	09/89 07/94	Highschool	9 GCSE's

**OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD**

ABYC Marine Electrical
ABYC Diesel Engines
NMEA Marine Electronics Installer & NMEA2000 Installer
Chief Engineer STCW reg III/II (Yacht3)
MCA Ocean Master (Sail)

*Received 5/19/2021 Bellingham - GWP*

RYA Level 2 powerboating

Sponsors may attach additional pages if necessary.

# Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Sponsor Northwest Maritime Apprenticeship		<i>Teri Gardner 5-20-2021</i>
Skilled Occupational Objective Marine Service Technician		
Term/OJT Hours 6,000 Hours	Total RSI Hours 432 Hours	
Training Provider Northwest Maritime Apprenticeship		

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprenticeship 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 compliance with WISHA and applicable federal and state regulations.

Northwest Maritime Apprenticeship  
Printed Name of Program Sponsor

*Deborah Granger*

Signature of Program Sponsor

By the signature placed below, the **training provider** assures that:

1. The RSI will be conducted by instructors who meet the qualifications of "competent instructor" as described in WAC 296-05-003.
  - a. Has demonstrated a satisfactory employment performance in his/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.
2. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, such instruction is clearly defined.

Deborah Granger  
Print Name Training Provider

*Deborah Granger*

Signature of Training Provider

Training Coordinator  
Title of Training Provider

Northwest Maritime Apprenticeship  
Organization of Training Provider

If there are additional training providers, please provide information and signatures on the next page.

**Additional Resources:** [Apprenticeship Related Supplemental Instruction \(RSI\) Plan Review Glossary of Term \(F100-519-000\)](#) and [Apprenticeship Related Supplemental Instruction \(RSI\) Plan Review Criteria \(F100-521-000\)](#).

**SBCTC Program Administrator** has reviewed RSI plan and recommendations of the Trade Committee.

Click or tap here to enter text.

Print Name of SBCTC Program Administrator

Signature of SBCTC Program Administrator

Date

☐ SBCTC recommends approval

☐ SBCTC recommends return to sponsor

## 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

Click or tap here to enter text.

Print Name Training Provider

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Title of Training Provider

Signature of Training Provider

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Organization of Training Provider

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Organization of Training Provider

Signature of Training Provider

Click or tap here to enter text.

Organization of Training Provider



Program Sponsor: Northwest Maritime Apprenticeship	Skilled Occupational Objective: Marine Service Technician
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**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: Design – First Year	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Northwest Maritime Apprenticeship	
Description of element/course: Design units outline marine terminology and then focuses on the basics of vessel design as applied to the different types of pleasure vessels seen on the water today – everything from 'port' vs 'starboard' to theoretical hull speed. Vessel design is presented in terms of what the technician needs to know about powering, propellers, and the consequences of installations or modifications that could impact on the boat's performance or safety. Understanding and making technical drawings is included.  <div style="margin-left: 40px;">           Design 1: Marine Terminology and Concepts            Design 2: Technical Drawing and Blueprints            Design 3: Hydrostatics            Design 4: Coefficients of Form and Ratios of Comparison            Design 5: Stability            Design 6: Powering            Design 7: Propellers            Design 8: Lofting         </div>	

Element/Course: Tools – First Year	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Northwest Maritime Apprenticeship	
Description of element/course: Tools and equipment typically used in a boatyard business – from common hand tools to stationary power tools and compressed air equipment. The emphasis is on proper and safe use, but care and handling to prevent damage to tools is also stressed. This subject area also includes consumables such as abrasives, fasteners, adhesives, and bedding compounds specific o the marine workplace.  <div style="margin-left: 40px;">           Tools 1: Hand Tools            Tools 2: Portable Power Tools            Tools 3: Stationary Power Tools            Tools 4: Compressed Air Systems            Tools 5: Introduction to Spray Equipment            Tools 6: Fasteners            Tools 7: Adhesives and Bedding compounds            Tools 8: Abrasives         </div>	

Element/Course: Safety – First Year	Planned Hours: 16
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Northwest Maritime Apprenticeship	
Description of element/course: Industrial safety, accident prevention, and personal protection as specifically related to the boatyard workplace. Hazardous materials handling, emergency procedures, fire prevention, and how to stay out of trouble working around boats and the water. The emphasis is on the recognition of hazards and the risks of hazards turning into disasters.  Safety 1; Boatyard Safety & Responding to Emergencies Safety 2: Global Harmonized System (GHS), Occupation Safety & Health Administration (OSHA), and Washington Industrial Safety and Health Act (WISHA)	

Element/Course: Mathematics – First Year	Planned Hours: 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Northwest Maritime Apprenticeship	
Description of element/course: Mathematics is presented as painlessly as possible in terms of the calculations that a competent marine service technician needs to use on a daily basis. The units are focused on applications of math in a real-world boatyard environment, such as mixing rations, area, and volume calculations. Measurement tools and techniques for fitting are also covered.  Math 1: Marine Trade Math Basics Math 2: Density, Area, and Volume Math Math 3: Measurement Math Math 4: Layout and Fitting	

Element/Course: Wood – First Year	Planned Hours: 24
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Northwest Maritime Apprenticeship	
Description of element/course: The types and handling of wood used in boatbuilding are presented along with traditional and modern boat construction and repair techniques. The focus of wood units is repair and replacement of wood components damaged in use or by rot, using time-honored techniques as well as modern vacuum clamping and lamination technologies. Composites sheathing techniques are also covered.  Wood 1: Wood – Structure & Uses in Boat Work Wood 2: Decay and Deterioration in Wood Boats Wood 3: Wood Boat Construction (purchase) Wood 4: Wood Repairs – Planking to Graving Wood 5: Wood Laminating and Vacuum Bagging Wood 6: Fairing	

Element/Course: Metals – First Year	Planned Hours: 24
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Northwest Maritime Apprenticeship	
Description of element/course:	

The program metals units present the important knowledge every technician should have about common marine metals and their handling. Compatibility and corrosion in the marine environment are emphasized. This program is not a welding or fabrication course, but it does describe techniques for metal boat building, basic fabrication techniques, and protecting coatings.

Metal 1: Marine Metalworking  
 Metal 2: Metal Boat Construction  
 Metal 3: Corrosion  
 Metal 4: Coatings for Metals

Element/Course: Safety – Second Year

Planned Hours: 8

Mode of Instruction (check all that apply)

☒ Classroom ☒ Lab ☒ Online ☐ Self-Study

Provided by: Northwest Maritime Apprenticeship

Description of element/course:

Building upon the elements of industrial safety, accident prevention, and personal protection as specifically related to the boatyard workplace, each apprentice will receive comprehensive First Aid/CPR Training from the Red Cross.

Safety 2.1: First Aid/CPR from the Red Cross.

Element/Course: Installations – Second Year

Planned Hours: 111

Mode of Instruction (check all that apply)

☒ Classroom ☒ Lab ☒ Online ☒ Self-Study

Provided by: Northwest Maritime Apprenticeship

Description of element/course:

The installations subject area encompasses the huge variety of electromechanical equipment found on even relatively small pleasure craft. Not only propulsion systems, but also living accommodation systems such as plumbing, heating, and air conditioning are covered. The 23 units in this subject are designed so that every technician, regardless of specialized skill area, can understand the use and function of equipment that may be encountered in a day's work and how or why their job may have an impact on these installations.

Install 1: Docking, Securing, Hauling & Blocking  
 Install 2: Marine Powerplants and Installations  
 Install 3: marine Engine Systems  
 Install 4: Shafts, Bearings, and Couplings  
 Install 5: Propellers  
 Install 6: Fresh Water Plumbing  
 Install 7: Waste Water and Raw Water Plumbing  
 Install 8: Inboard Engine Replacement and New Start-up  
 Install 9: Engine Servicing Procedures  
 Install 10: Oils and Lubricants  
 Install 11: Engine Controls and Instruments  
 Install 12: Fundamentals of Hydraulics  
 Install 13: Marine Steering Gear  
 Install 14: Hardware Replacement and Installations  
 Install 15: Thru-hulls and Underwater Equipment  
 Install 16: Propane Installations and Safety  
 Install 17: Marine Heating Systems  
 Install 18: Refrigeration and A/C  
 Install 19: Marine Salvage

Install 20: Salvaging Submerged Engines  
 Install 21: Marine Alarm Systems  
 Install 22: Davits and Tender Storage  
 Install 23: Outboard Engines

<b>Element/Course:</b> Business Practices – Second Year	<b>Planned Hours:</b> 25
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study <b>Provided by:</b> Northwest Maritime Apprenticeship	
Description of element/course: The eight units in Business Practices cover the basics of boatyard business operations in terms of the marine technician's unique workplace. From the importance of good communications to project Management and environmental protection, the information forms the background for an understanding of what goes on in the office – and how that impacts on the day-to-day work in the yard.  BP 1: Professionalism & Human Relations BP 2: Communications in the Marine Workplace BP 3: Boatyard Business Economics BP 4: Quality Assurance BP 5: Marine Surveying & Insurance BP 6: Boatyard Project Management BP 7: Environmental Protection BP 8: Mentorship	

<b>Element/Course:</b> Safety – Third Year	<b>Planned Hours:</b> 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study <b>Provided by:</b> Northwest Maritime Apprenticeship	
Description of element/course: Apprentices will gain an understanding of OSHA 29 CFR 1910 regulations and learn OSHA's best practices for reducing accidents and injuries, including fall protection, emergency evacuation plans, and the use of personal protective equipment. They will also learn about the major hazards they might encounter in general industry work and solutions for recognizing, controlling, and protecting against them. This includes flammable and combustible substances, chemical and electrical hazards, and fire prevention.  Safety 3.1: OSHA 10 Hour – General Industry	

<b>Element/Course:</b> Electricity – Third Year	<b>Planned Hours:</b> 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study <b>Provided by:</b> Northwest Maritime Apprenticeship	
Description of element/course: The electrical stream begins with the very basics of electrical theory and then describes electrical installations in modern vessels. The focus here is not to train marine electricians but to give the technician an understanding of electrical and electronic equipment necessary for everyday marine installations and troubleshooting. Common misconceptions and mistakes are noted as well as boatyard shop power safety. The critical areas of low voltage systems safety and adherence to ABYC standards as well as NMEA standards are emphasized.	

Electric 1: Introduction to Electricity  
 Electric 2: Basic Electrical Systems  
 Electric 3: Electrical Schematics & Wiring Diagrams  
 Electric 4: Electrical Devices & Wiring  
 Electric 5: Marine Batteries  
 Electric 6: AC Power Distribution  
 Electric 7: Marine Electronics  
 Electric 8: Data Networks

Element/Course: Sailboat Rigging – Third Year	Planned Hours: 14
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Northwest Maritime Apprenticeship	
Description of element/course: Sailboat rigging is covered in two unites that prepare the technician for common boatyard tasks such as stepping and un-stepping rigs, inspection and new equipment installations. The function of standing and running rigging is covered in terms that even a power boater can understand.  Rigging 1: Sailboat Masts, Rigging, & Sails Rigging 2: Stepping & Inspecting Sailboat Rigs	

Element/Course: Composites – Third Year	Planned Hours: 90
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Self-Study Provided by: Northwest Maritime Apprenticeship	
Description of element/course: The composites technology stream consists of 18 unites covering everything from a basic understanding of resin chemistry and reinforcement types to vacuum technology with high performance materials. After a grounding in the use of composites materials, the units focus on specific workplace situations such as gel coat repairs, blistering, and fin keep impact damage. The trainee also learns how to build molds and fabricate simple composite structures.  Comp 1: Introduction to Plastics Comp 2: Resins & Gel Coats Comp 3: FRP Reinforcements Comp 4: Cored Laminates Comp 5: Gel Coat Repairs Comp 6: Non-Skid Surfaces Comp 7: Composite Structural Repairs Comp 8: Fin Keel Structural Repairs Comp 9: Osmosis & Blistering Comp 10: Plug & Mold Fabrication – Design Guidelines Comp 11: Plug & Mold Fabrication – Materials & Procedures Comp 12: Fabrication Guidelines & Small Craft Assembly Comp 13: Vacuum Bag Laminating Comp 14: FRP Reinforcing Structures Comp 15: FRP Rudder Repairs Comp 16: Thermoplastics Comp 17: Sheathing Wood Structures Comp 18: Repairing High Performance Composites	