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Teri Gardner 5-9-25

L&I Admin

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



Request for Approval of Proposed Standards

ROM: Nova Ele	ctric Apprenticeship & Tr	aining		
heck the appropria	ate box:		OJT	
Occupation(s)			SOC Code	Hours
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Chair	Date	hair and Secretary or Pr	Date	d Signer
Authorized Signerint Name: illy Wahl	4/29/2025	Print Name: Breanna Hoffman	4/29/2025	
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Teri Gardner 5-9-25 Teri Gardner 5-23-25

APPRENTICESHIP PROGRAM STANDARDS adopted by

NOVA ELECTRIC APPRENTICESHIP & TRAINING

(sponsor name)

Occupational Objective(s):
GENERAL ELECTRICIAN (01)

SOC# 47-2111.00 Term [WAC 296-05-015] **8000 HOURS**





APPROVED BY Washington State Apprenticeship and Training Council REGISTERED WITH

Apprenticeship Section of Fraud Prevention and Labor Standards

Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

Provisional Registration	Standards Last Amended	
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Permanent Registration		
	By:	
Chair of Council	Secretary of Council	

INTRODUCTION

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

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

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

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

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

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

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

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

Sponsor Introductory Statement (Required):

The electrical industry is characterized by rapid advancements, driven by increasing demand for electricity, technological innovations, and a shift towards smart technologies and renewable energy. In turn, the demand for skilled electricians is constantly growing. Well-educated electrical apprentices are needed now more than ever.

Electricians have a responsibility to ensure that their installations are done safely and correctly. Faulty installations pose serious dangers and can be extremely costly. With proper training, electricians can be confident that their installations are correct and sound.

Nova Electric Apprenticeship & Training (NEAT) has devoted it's time into creating a training program that will teach workers to become proficient in the electrical trade. NEAT is committed to developing highly qualified journey level electricians that take pride in their work and have the skills and knowledge needed to become successful 01 Electricians.

NEAT will promote and adopt nationally and statewide developed apprenticeship standards and curricula. In the interests of the apprentices, the company, the customer and the public, we aim to have the best apprenticeship and training program in the industry.

POLICY

This apprenticeship and training program shall be administered by Nova Electric Apprenticeship & Training (NEAT). Nova Electric and their apprentices shall conform to these standards.

These standards, after proper registration with the Apprenticeship Section of the Washington State Department of Labor and Industries, shall be adhered to.

All individuals or entities involved in these standards shall refer all matters involving any apprentice or pertaining to apprenticeship and training to NEAT. NEAT shall take action and dispose of all apprenticeship matters before action is reported to or acted upon by the sponsoring organization.

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: Kitsap County.

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.
- 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 tech math course.

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

Testing: Apprentices must demonstrate their ability to lift and carry 50lbs a distance of 20 ft.

Other: Must be a resident of the geographical area covered by these standards.

Must be able to get to and from work at job sites anywhere within the geographical area covered by the standards.

Must be able and willing to attend all related classroom training as required to complete their apprenticeship.

Must possess an active Valid Driver License.

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 five (5) apprentices

B. Equal Employment Opportunity Plan:

Exempt per WAC 296-05-405(1)(a), fewer than five (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:

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].

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

V. <u>INITIAL PROBATIONARY PERIOD:</u>

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.

1. 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.

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

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	Percentage of journey-level
Step	competency step	wage rate
1	0-1000 Hours	40%
2	1001-2000 Hours	45%
3	2001-3000 Hours	50%
4	3001-4000 Hours	55%
5	4001-5000 Hours	65%
6	5001-6000 Hours	70%
7	6001-7000 Hours	75%
8	7001-8000 Hours	80%

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

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. PerWAC296-46B-945 Table 945-1 Note 6.

General Electrician (01)

Approximate Hours/Competency Level

1. 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.

INDUSTRIAL-wiring of all industrial buildings and equipment; the maintenance, repair, and alteration of the same; and necessary pre-fabrication and preparation. *No less than 4000 Hours*

2. RESIDENTIAL-wiring of residences, duplexes, and small apartment buildings and necessary pre-fabrication and preparation. *No more than 4000 Hours* 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.

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):
	(X) Supervised field trips
	() Sponsor approved training seminars (specify)
	 (X) Sponsor approved online or distance learning courses (specify) OSHA 10-Hour online course. () State Community/Technical college
	() Private Technical/Vocational college
	(X) Sponsor Provided (lab/classroom)
	() Other (specify)
В.	(195) Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:
	 () Twelve-month period from date of registration.* () Defined twelve-month school year: (insert month) through (insert month). () Two-thousand hours of on the job training.
	*If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.

C. Additional Information:

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

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. <u>Voluntary Suspension</u>: 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. <u>Advanced Standing or Credit:</u> 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):

- i. NEAT's RSI hours will be held at: 18657 1st Ave NE, Suquamish, WA 98392
- ii. All apprentices must be released from "on-the-job" commitments to attend scheduled related instruction.
- iii. Apprentices shall be required to attend all their scheduled classes.
- iv. It is the responsibility of the apprentice to have reliable transportation to attend RSI classes.
- v. All costs for books will be paid by NEAT. All books are the property of NEAT and must remain in the classroom.
- vi. Apprentices shall be required to always maintain an average overall GPA of 70% or above.
- vii. Immediately following class review of a completed test, the Training Director shall collect all tests and materials for proper filing. No completed tests or test materials will be left in the hands of the apprentices.
- viii. The NEAT committee may approve RSI credit for individuals with previous education and training. An apprentice can request to "test out" of RSI by submitting a written request and providing documentation of RSI hours.

b. On the Job Training (OJT):

- i. During work hours, apprentices shall carry on their person a current Electrical Trainee Certificate and their registered Apprenticeship Credentials. It is the responsibility of the apprentices to provide NEAT with a copy of their current Trainee/Apprentice credentials upon request.
- ii. Apprentices must report their OJT hours to the Training Coordinator at NEAT's office no later than the 5th of each month for the previously worked month, using the Apprenticeship Monthly Progress Record reporting form. Overtime hours worked shall be recorded as actual hours worked.
- iii. Each apprentice shall maintain regular OJT attendance.
- iv. It is the responsibility of the apprentices to have reliable transportation to attend work hours.
- v. Apprentices requesting additional credit for OJT hours may submit a request in writing once they have completed the probationary period wherein NEAT will evaluate and place the apprentice in the appropriate period upon verification of OJT hours.

c. Employment & Enrollment:

- i. All apprentices must maintain employment with Nova Electric to stay enrolled in the NEAT program unless they have been temporarily laid off. Once workload is back to normal and hiring is required, priority is reserved for laid off apprentices.
- ii. An apprentice is allowed to continue RSI training while laid off for up to one (1) year.
- iii. Any apprentice may request to be canceled from the program at any time. Written request must be delivered to the Training Coordinator at NEAT's office.
- iv. If needed, NEAT will provide all documentation necessary to assist with transfer to another program.

B. Disciplinary Procedures

- 1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.
- 2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. <u>Disciplinary Probation</u>: 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. <u>Disciplinary Suspension</u>: 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. <u>Cancellation:</u> 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. NEAT may take disciplinary action up to and including cancellation of the Apprenticeship Agreement for the following infractions:
 - i. Failure to maintain employment with Nova Electric.
 - ii. More than two (2) unexcused absences for scheduled classes. (Excused absences are defined as follows: Military Service, Medical Restriction, Funeral for an immediate family member, ER visit for self or for an immediate family member, Jury Duty and anything protected under the WA Family Leave Act.)
 - iii. Failure to maintain an average overall GPA of 70%.
 - iv. An unsatisfactory report by the employer.
 - v. Failure to report OJT hours by the deadline.
 - vi. Use or possession of drugs or alcohol during work or school.

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

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

Sponsors shall submit required reports through assigned state apprenticeship consultant.

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

- 1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - 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 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
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - i) 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.
- 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 a minimum of four (4) members, with equal representation from employer and employee representatives.

b. Program type administered by the committee: Individual Non-Joint

c. The employer representatives shall be:

Breanna Hoffman, Secretary Frank Hoffman PO Box 491 PO Box 491

Suquamish, WA 98392 Suquamish, WA 98392

d. The employee representatives shall be:

Billy Wahl, Chair

7963 Lazy S Ln NE

Lucas Garner
4256 SE Elijah Ct

Bremerton, WA 98370 Port Orchard, WA 98366

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. <u>SUBCOMMITTEE:</u>

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.

Frank Hoffman PO Box 491 Suquamish, WA 98392

*Must be designated by the sponsor for electrical training programs

DWW/hW S" S "' " (F>5

Teri Gardner 5-9-25

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

Washington State Apprenticeship & Training Council

FROM: Nova Elecric Apprenticeship & Training

Occupation:	County(ies):	Journey Level Wage Rate:	Effective Date:
General Electrician (01)	Kitsap	\$ 46.00	
		\$	
		\$	
		\$	

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

Form must be sign	ned by Committee C	Chair <i>and</i> Secretary <i>or</i> Pro	gram's Authorized Signer
✓ Chair✓ Authorized Signer	Date 4/29/2025	⊠ Secretary	Date 4/29/2025
Print Name: Billy Wahl		Print Name: Breanna Hoffman	

Signature:

F100-050-000 Journey Level Wage Rate 01-2022

Signature:

Recieved 20250523 TLC Teri Gardner 5-23-25

ecieved 20250508 TLC Apprenticeship Consultant

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



Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Name			
Nova Electric Apprenticeship & Training			
Occupation			
General Electrician (01)			
Term/OJT Hours	Total RSI Hours		
8000	780		
Training Provider			
Nova Electric Apprenticeship & Training: Mike Holt En	Nova Electric Apprenticeship & Training: 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:
 - 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 Cha	air and Secretary or Progra	am's Authorized Signer		
☐ Chair☐ Authorized Signer	Date 5/7/2025	Secretary	Date 5/7/2025		
Print Name:	7 11 11	Print Name:			
Billy Wahl		Breanna Hoffman			
Signature:		Signature: BAAN	Signature:		
	nature				
Approved By (Print Name): Frank Hoffman		Title: Project Manager &	Master Electrician		
Signature of the Training P	offen				
Date: 5/7/2025					
If additional training provid	lers are needed, go t	o page 4.			
Print Name:		Title:			
Signature of the Program A	dministrator:				
Date:					

 \square SBCTC recommends return to sponsor

 $\hfill \square$ SBCTC recommends approval

Program Name Nova Electric Apprenticeship & TrainingProgram NameProgram Name	Occupational Objective General Electrician (01)		
Namerrogram Name			
Describe minimum hours of study per year in terms ☐ 12-month period from date of registration. ☐ Defined 12-month school year. ☐ 2,000 hours of on-the-job training.	of (check one):		
Element/Course: Year 1: Introduction/Tools/Safety		Planned Hours:	10
Mode of Instruction (check all that apply) ⊠ Classroom ⊠ Lab □ Online □ Self-Study Provided by: Nova Electric Apprenticeship & Training		Plailleu Hours.	10
Description of element/course: Classroom 5 hrs, Lab 5 hrs Introduction, Tool Safety, and OSHA Construction Safe Ladders, Stairways, Scaffolds, Proper Basic Tool Use)	• (Es, Fall Protections,	
Element/Course: Year 1: Electrical Theory		Planned Hours:	70
Mode of Instruction (check all that apply) ⊠ Classroom ⊠ Lab □ Online □ Self-Study Provided by: Nova Electric Apprenticeship & Training		T latified Flours.	70
Description of element/course: Classroom 60 hrs, Lab 10 hrs Atomic Structure, Electrons, Chemical Bonding, Circuit Magnetism, Ohm, Watt, Alternating Current, Motor, Ge			agnetism/
Element/Course: Year 1: Digital Multimeter Principle	 9s	Planned Hours:	20
Mode of Instruction (check all that apply) ⊠ Classroom ⊠ Lab □ Online □ Self-Study Provided by: Nova Electric Apprenticeship & Training			
Description of element/course: Classroom 10 hrs, Lab 10 hrs Chapters 1-10: Covers Safe Usage, Functions and Pra	actical Applications of a Di	gital Multimeter.	
		r =	
Element/Course: Year 1: NEC Fundamentals Mode of Instruction (check all that apply)		Planned Hours:	45
 ☑ Classroom ☑ Lab ☑ Online ☑ Self-Study Provided by: Nova Electric Apprenticeship & Training 			
Description of element/course: Classroom 25 hrs, Lab 20 hrs NEC Intro, Wiring, Protection, Branch Circuits, Ground	ing, Bonding, Conductors	, Box/Device/Cable	Types.
Element/Course: Year 1: Labs		Planned Hours:	40
Mode of Instruction (check all that apply) ☐ Classroom ☐ Lab ☐ Online ☐ Self-Study Provided by: Nova Electric Apprenticeship & Training		Trainica Floars.	40
Description of element/course: 3-4 Way Switching, Troubleshooting, Fishing Wires, Countries, Box Make-up.	ut-in Boxes, Battleships, C	Circuit Finding, Volta	ige
Element/Course: Year 1: WAC/RCW		Planned Hours:	10
Mode of Instruction (check all that apply) ⊠ Classroom □ Lab □ Online □ Self-Study Provided by: Nova Electric Apprenticeship & Training		T latified Flours.	10
Description of element/course: Washington Administrative Code/ Revised Code of Waaffect our trade. Changes to the NEC in the WAC rules	_	State laws and rules	s that

Element/Course: Year 2: Introduction/Tools/Safety	Planned Hours: 15
Mode of Instruction (check all that apply)	
☐ Classroom ☐ Lab ☐ Online ☐ Self-Study	
Provided by: Nova Electric Apprenticeship & Training	
Description of element/course:	
Classroom 10 hrs, Lab 5 hrs	DDE 0 " 10
Introduction, Tool Safety, and OSHA Construction Safety. (Electrical Safety	, PPEs, Confined Spaces,
Emergency Response, Lockout/Tagouts, Proper Power Tool Usage)	
Flores at 10 courses Versus 2: NEC Code I	Diament Harris CO
Element/Course: Year 2: NEC Code I Mode of Instruction (check all that apply)	Planned Hours: 60
⊠ Classroom	
Provided by: Nova Electric Apprenticeship & Training	
Description of element/course:	
Classroom 40 hrs, Lab 20 hrs	
Electrical Installation Requirements, Conductior Use and Identification, Wiri	ng and Protection, Branch
Circuits, Feeders, Service Calculations, Services, Overcurrent Protection are	
Chounts, i couche, convice calculations, convices, evercament i retouter an	ia rorquing.
Element/Course: Year 2: NEC Calculations	Planned Hours: 20
Mode of Instruction (check all that apply)	1 1000 1 100.0.
☐ Classroom ☐ Lab ☐ Online ☐ Self-Study	
Provided by: Nova Electric Apprenticeship & Training	
Description of element/course:	
Conductor Terminations and Splicing. Conductor Sizing, Load Calculations	and Overcurrent Protection.
Dwelling Services, Feeders, Ampacity Tables, Metal Wireways, Appliances	, Electric Space Heating, Motor
Circuits, Air-Conditioning Marking, Generator Conductor Ampacity, Transfo	rmer and EV Overcurrent
Protections.	
Element/Course: Year 2: NEC Code II	Planned Hours: 60
Mode of Instruction (check all that apply)	
☐ Classroom ☐ Lab ☐ Online ☐ Self-Study	
Provided by: Nova Electric Apprenticeship & Training	
Description of element/course:	
Classroom 40 hrs, Lab 20 hrs	stava Cabinata Cutaut Bayas
Overvoltage Protection, Surge Protection Devices, Wiring Methods, Conduction	
Meter Socket Enclosures, Devices, Pull, Junction Boxes, Conduit Bodies, H	
NM, Tray, SE and UF Cables. Voltage Drop Calculations. Intermediate, Rig	
Liquidtight, EMT and ENT Conduits. Multioutlet Assemblies, Metal Wireway	s, and Surface Metal Raceways.
Element/Course: Year 2: Labs	Planned Hours: 40
Mode of Instruction (check all that apply)	
☐ Classroom ☑ Lab ☐ Online ☐ Self-Study	
Provided by: Nova Electric Apprenticeship & Training Description of element/course:	
Hard Conduit Bending, PVC Bending, Bending Machine, Wire Pulling, the 1	Judger Wire Puller, and Panel
Make-Up.	aggor vine i unoi, and i andi
wano-op.	

Element/Course: Year 3: Introduction/Tools/Safety	Planned Hours:	10
Mode of Instruction (check all that apply)	1	
☐ Classroom ☐ Lab ☐ Online ☐ Self-Study		
Provided by: Nova Electric Apprenticeship & Training		
Description of element/course:		
Classroom 5 hrs, Lab 5 hrs		
Introduction, Tool Safety, and OSHA Construction Safety. (Electrical Safety, PF	PEs, Excavations, Mo	otor
Vehicles)		
Element/Course: Year 3: NEC Code III	Planned Hours:	50
Mode of Instruction (check all that apply)		
☐ ☐ Classroom ☐ Lab ☐ Online ☐ Self-Study		
Provided by: Nova Electric Apprenticeship & Training		
Description of element/course:		
Classroom 25 hrs, Lab 25 hrs		
Flexible Cords/Cables, Fixture Wires, Switches/Receptacles, Switchboards, Pa		
Voltage Lighting, Appliances, Heating/Cooling, Generators, and Transformers.		
Commercial Garages and Motor Fuel Dispensing. Health Care Facilities, Asser	nbly Occupancies, M	1arinas,
and Temporary Installations.		
Element/Course: Year 3: Bonding & Grounding	Planned Hours:	30
Mode of Instruction (check all that apply)		
☐ ☐ Classroom ☐ Lab ☐ Online ☐ Self-Study		
Provided by: Nova Electric Apprenticeship & Training		
Description of element/course:		
Classroom 20 hrs, Lab 10 hrs	.DOT	4:
Bonding and Grounding, Electrical Theory and NEC Article 250. Driving Ground	Rods and Onms 16	esting.
EL 1/0 V 0 NEO O L IV	I DI I I I I	
Element/Course: Year 3: NEC Code IV Mode of Instruction (check all that apply)	Planned Hours:	55
□ Classroom □ Lab □ Online □ Self-Study		
Provided by: Nova Electric Apprenticeship & Training Description of element/course:		
Classroom 30 hrs, Lab 25 hrs		
Signs, Manufactured Wiring Systems, Elevators, Welders, Audio Signals, IT, Po	ool/Sna Emergency	
Systems, Class 1 & 2 Systems, Fire Alarm Sytstems, Fiber, Communications, I		
Storage. Low Voltage Terminations.	LV, Oolai, and Energ	ıy
Otorage. Low Voltage Terminations.		
Element/Course: Year 3: Motor Controls	Planned Hours:	40
Mode of Instruction (check all that apply)	Trianneu riours.	+0
☐ Classroom ☐ Lab ☐ Online ☐ Self-Study		
Provided by: Nova Electric Apprenticeship & Training		
Description of element/course:		
Classroom 20 hrs, Lab 20 hrs		
Motor Controls and Schematics, Reversing Controls, and Multiple Motors. NEC	Article 430.	
<u> </u>		
Element/Course: Year 3: WAC/RCW	Planned Hours:	10
Mode of Instruction (check all that apply)	1	
□ Classroom □ Lab □ Online □ Self-Study		
Provided by: Nova Electric Apprenticeship & Training		
Description of element/course:		
Washington Administrative Code/ Deviced Code of Washington, Devices of WA		
Washington Administrative Code/ Revised Code of Washington. Review of WA affect our trade. Changes to the NEC in the WAC rules.	State laws and rules	s that

Element/Course: Year 4: Introduction/Tools/Safety	Planned Hours:	10
Mode of Instruction (check all that apply)		
☐ Classroom ☐ Lab ☐ Online ☐ Self-Study		
Provided by: Nova Electric Apprenticeship & Training Description of element/course:		
Classroom 5 hrs, Lab 5 hrs		
Introduction, Tool Safety, and OSHA Construction Safety. (Electrical Safety, P	PEs. Hazard Commu	nication.
Jobsite Exposures, Work Zone Safety)	0,	
p		
Element/Course: Year 4: Electrical Estimating	Planned Hours:	30
Mode of Instruction (check all that apply)	-	
☐ ☐ Classroom ☐ Lab ☐ Online ☐ Self-Study		
Provided by: Nova Electric Apprenticeship & Training		
Description of element/course:		
Classroom 15 hrs, Lab 15 hrs Estimating, Blueprints, Takeoffs, and Labor Costs.		
Estimating, bluephilis, Takeons, and Labor Costs.		
Element/Course: Year 4: Leadership Training	Planned Hours:	10
Mode of Instruction (check all that apply)	Flailleu Hours.	10
☐ Classroom ☐ Lab ☐ Online ☐ Self-Study		
Provided by: Nova Electric Apprenticeship & Training		
Description of element/course:		
Basic Leadership Skills and Project Management.		
	T=	
Element/Course: Year 4: Electrical Fundamentals and Code Review	Planned Hours:	55
Mode of Instruction (check all that apply) ⊠ Classroom ⊠ Lab □ Online □ Self-Study		
· ·		
Provided by: Nova Electric Apprenticeship & Training Description of element/course:		
Classroom 40 hrs, Lab 15 hrs		
Review Electrical Fundamentals, NEC Code, OSHA and Electrical Theory.		
•		
Element/Course: Year 4: Calculations	Planned Hours:	35
Mode of Instruction (check all that apply)		
☐ Classroom ☐ Lab ☐ Online ☐ Self-Study		
Provided by: Nova Electric Apprenticeship & Training		
Description of element/course: Classroom 25 hrs, Lab 10 hrs		
Box Calculations. Conductor Sizing and Protection Calculations. Motor, AC, Tr	ansformer Voltage [)ron
Dwelling Unit and Multifamily Dwelling Calculations.	anoiomion, voltago L	,
Element/Course: Year 4: Labs	Planned Hours:	30
Mode of Instruction (check all that apply)		
☐ Classroom ☐ Lab ☐ Online ☐ Self-Study		
Provided by: Nova Electric Apprenticeship & Training		
Description of element/course:	. The sum of the series of series	al
LED's, Lighting Transformers, Light Metering, Programmable Logic Controllers	s, Thermal Imaging a	na
SPARK field trip.		
Element/Course: Year 4: Advanced Calculations	Planned Hours:	25
Mode of Instruction (check all that apply)	Flatilled Flours.	25
☐ Classroom ☐ Lab ☐ Online ☐ Self-Study		
Provided by: Nova Electric Apprenticeship & Training		
Description of element/course:		
Classroom 15 hrs, Lab 10 hrs		
Commercial Calculations, General Commercial Demand Loads, Offices, Mobil	a Homa Kitchan	
Restaurants, and Schools. Welder and Light Industrial Calculations.	e Home, Michen,	

Additional Training Providers (if necessary)

Click or tap here to enter text.	
Print Name Training Provider	Signature of Training Provider
Click or tap here to enter text.	Click or tap here to enter text.
Title of Training Provider	Organization of Training Provider
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Print Name Training Provider	Signature of Training Provider
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Title of Training Provider	Organization of Training Provider



18657 1st Ave NE, Suquamish, WA 98392

April 29, 2025

RE: Employee Representative Committee Selection Process

Nova Electric Apprenticeship & Training recently conducted a process to elect the employee representatives to the Apprenticeship Committee.

A memo was sent to all electricians at Nova Electric asking for nominations for employee representatives. The memo also explained that the representatives must have an education and experience in the electrical field and be able to represent the interest of all electrical apprentices.

After nominations were gathered, each nominee was asked if they were willing to let their name stand. Both nominees agreed to move forward to the voting process. Billy Wahl and Lucas Garner were the nominees.

Election ballots were distributed, collected and counted and the results were publicly posted. Billy Wahl and Lucas Garner were selected.

Received 20250506 TLC

L&I Apprenticeship Consultant

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

Teri Gardner 5-9-25

Department of Labor and Industries Apprenticeship Section PO Box 44530



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 Nova Electric Apprenticeship & Training		
Committee Representative Name Billy Wahl	Committee Representative Signature	

Work Experience

Employer Representative

Olympia WA 98504-4530

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
01 Electrician	Nova Electric	06/23	Present
Electrical Inspector	WA Dept. LNI, Bremerton/Silverdale - Retired Offices	01/17	07/22
01 Electrician	Bird Electric, Bainbridge Island, WA - Retired	09/97	11/16
01 Electrician	Bird Electric, Poulsbo, WA	10/95	09/97
01 Electrician	Potlatch Corp, Lewiston, Idaho	10/90	03/95
01 Electrician	VECO Corp, Prudhoe Bay, Alaska	10/85	10/90

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Dept. of LNI WAHW235		NEC WAC RCW ARCO	01
Alaska State Cert 01		For Senior Control Engineers-Standard Oil Oil Field Consruction/Maintenance	01
Idaho State Cert 01		Lumbermill Maintenance & App.	01
WA State Cert 01		Water/Wastewater Commercial/Residential	01
Apprenticeship - Potlatch Corp		1974-1979 Industrial	01

Other Technical Certifications or Licenses Held

License no. WAHL*BJ162D7 Confined Space First Aid

Fall Protection

Received 20250506 TLC
L&I Apprenticeship Consultant

Teri Gardner 5-8-25 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.

Committee Representative Name Lucas Garner Committee Representative Signature Signatu			gnature		
☐ Employer Rep	presentative X Emplo	yee Representati	ve (Does not have the au	thority to hire	or fire)
Work Experi	ence				
Position (most recent first)	Employer / Organization			From (mm/y	To y) (mm/yy)
01 Electrician	Nova Electric			04/25	Present
01 Electrician	Bird Electric			02/13	04/25
01 Electrician	Les Electric			08/11	02/13
01 Electrician	Mark Air			12/09	06/10
01 Electrician	Bird Electric			07/07	02/09
Helper	Olympic Wiring			01/05	05/07
Education H	istory				
	g and/or School	Completed Date (mm/yy)	Program of Study		Degree or Certification
North Mason High		1997	General	,	/es
CITC			Electrical No.		No
Other Techn	ical Certifications	or Licenses	Held		
License# GARN	IEI D946D7		11.7		

Received 20250506 TLC

L&I Apprenticeship Consultant



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.

Committee Repres Frank Hoffman	sentative Name Committee Represen	tative Signature	
	presentative	V PO	fire)
Work Experi	ence		
Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Master Electrician	Nova Electric	03/18	Present
Electrical Inspector	WA Department of Labor & Industries	01/22	06/22
01 Electrician	Ahearn Electric	02/16	03/18
01 Electrician	Bird Electric	02/96	02/16
Electrical Trainee	Bird Electric	09/91	02/96

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
US Air Force	08/91	Tech Controller/Satellite Communications	Associates
North Kitsap High School	12/87	General Studies	HS Diploma

Other Technical Certifications or Licenses Held

License# HOFFMFS823BC First Aid CPR & AED OSHA 30 Forklift/Backhoe

Received 20250506 TLC

L&I Apprenticeship Consultant

Teri Gardner 5-9-25 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.

Committee Representative Name Breanna Hoffman Committee Representative Signature			ature			
	presentative	oyee Representat	ive (Dees not have the author	ority to hire	or fire)	
Work Experi	ence					
Position (most recent first)	Employer / Organiza	From (mm/y	To y) (mm/yy)			
Owner/Office Manager	Nova Electric			03/18	Present	
Electrical Estimator	Nova Electric			10/19	Present	
Electrical Trainee	Nova Electric			09/18	12/22	
Education H	istory					
(most recent first	Training and/or School Completed Program of Study Date (mm/yy)			Degree or Certification		
Northwest College of Art		06/06	Visual Communications	E	Bachelors	
Central Kitsap High School		06/03	General Studies		HS Diploma	
Other Techn	ical Certifications	or Licenses	Held			
Other recili						

18657 1st Ave NE, Suquamish, WA 98392

April 14th, 2025

Re: Sustainability Plan of Nova Electric Apprenticeship & Training

Nova Electric Apprenticeship & Training will sustain its 01 Electrician Apprenticeship Program as follows:

Program Funding:

- 1. Nova Electric Apprenticeship & Training is a line item in Nova Electric's operating expense budget.
- 2. Nova Electric relies on Nova Electric Apprenticeship & Training for their future electricians and will continue to fund this program.

Operational and Administrative Capacity Maintenance:

- 1. Administrative duties will be funded and performed by the ownership of Nova Electric.
- 2. The Training Provider is the Project Manager/Master Electrician of Nova Electric and will be paid their regular wages to teach the apprenticeship curriculum.
- 3. Curriculum materials will be paid for and provided to the apprentices by Nova Electric.
- 4. Classroom and lab space is part of Nova Electric's leased space.
- 5. Nova Electric will provide all lab equipment, tools and materials necessary to run the program.
- 6. Nova Electric's liability insurance will cover all training activity.

Continuing of Funding into the Future:

1. Any additional resources needed are part of Nova Electric's operating expense budget. Nova Electric will periodically evaluate this program's cost increases and adjust their hourly billing rates accordingly.