

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



## Request for Revision of Standards

For L&I Staff Use Only	
2/15/23 - EH	<i>Teri Gardner 2-15-23</i>
3/9/23 - EH	<i>Teri Gardner 3-10-23</i>
L&I Apprenticeship Consultant	L&I Admin

TO: Washington State Apprenticeship & Training Council

FROM: **SOUTHWEST WASHINGTON ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE #150**

Please update our Standards of Apprenticeship to reflect the following changes:

- Additions shall be underlined (underlined).
- Deletions shall be struck through (~~struck through~~).
- See attached.

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

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	3/9/2023		
Print Name: Barry Blackburn	Print Name:		
Signature: 	Signature:		

Approved By: <b>Washington State Apprenticeship &amp; Training Council</b>
Signature of Secretary of the WSATC:
Date:

Attach additional sheets if necessary

II. **MINIMUM QUALIFICATIONS:**

A. ~~Complete an application form, accurately responding to all questions and items including statements indicating that they are:~~

Education: ~~Low Voltage:~~

~~Must be a high school graduate from a school accredited by a State Education Agency, or have High School Equivalency with a minimum score of 600 if taken after January 1, 2014 (2500 or 250 on old scoring system). In place of High School Diploma or High School Equivalency, have a two year Associate Degree or higher from a school accredited by a State Education Agency.~~

~~Show evidence of successful completion of: 1 full year of high school algebra with a passing grade, or one quarter post high school algebra course with a passing grade or provide evidence of having completed the NJATC math course with a minimum score of 75%.~~

Residential:

~~Must be a high school graduate from a school accredited by a State Education Agency, or have High School Equivalency with a minimum score of 600 if taken after January 1, 2014 (2500 or 250 on old scoring system). In place of High School Diploma or High School Equivalency, have a two year Associate Degree or higher from a school accredited by a State Education Agency.~~

~~Show evidence of successful completion of: 1 full year of high school math with a passing grade, or provide evidence of having completed the NJATC math course with a minimum score of 75%.~~

~~Must be a high school graduate from a school accredited by a State Education Agency, or have High School Equivalency.~~

~~OR~~

~~Have a two year Associate Degree or higher from a school accredited by a State Education Agency.~~

~~OR~~

~~Provide evidence of having completed the NJATC math course with a minimum score of 75%.~~

~~Marine, Motor Shop:~~

~~Must be a high school graduate from a school accredited by a State Education Agency, or have High School Equivalency with a minimum score of 600 if taken after January 1, 2014 (2500 or 250 on old scoring system). In place of High School Diploma or High School Equivalency, have a two year Associate Degree or higher from a school accredited by a State Education Agency.~~

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~~Show evidence of successful completion of: 1 full year of high school algebra with a C or better, or one quarter post high school algebra course with a passing grade or provide evidence of having completed the NJATC math course with a minimum score of 75%.~~

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: ~~Able to climb and work from ladders, poles and towers of various heights.~~

~~Able to crawl and work in confined spaces such as attics, manholes and crawlspaces.~~

Other: ~~Able to get to and from work at job sites anywhere within the geographical area that this apprenticeship Program covers.~~

~~Able and willing to attend all related classroom training as required to complete their apprenticeship~~

~~Able to read, hear and understand instructions and warnings.~~

~~Possess a valid Driver's License at time of application.~~

~~Pass a A drug screen test. Cost of the test is to be borne by the JATC. (The JATC's Drug Policy is part of its official Rules and Policies. Applicants shall be notified that such a Policy exists and given an opportunity to review it.)~~

- ~~1. A military veteran who completed military technical training school in a Military Occupational Specialty (MOS) applicable to the electrical construction trade (as determined by the JATC), and can document a minimum of two (2) years of military experience in that MOS, will qualify for an oral interview by the JATC to be considered along with other qualified applicants. Note: meeting this qualification allows the applicant to be interviewed during the normal selection process this is NOT direct entry. If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience. All post selection requirements remain in force. To qualify under this provision, applicants must:~~

~~a. Complete an application form, accurately responding to all questions and items.~~

~~b. Have previous military work experience in the identified MOS as stipulated above.~~

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~~e. Provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous military training and experience, in order to qualify for interview under this provision~~

~~2. **Residential:** Individuals who have accumulated a minimum of twenty four hundred (2400) hours of residential work experience shall be qualified for oral interview. If selected, their previous work experience and training shall be evaluated by the JATC, or the Subcommittee, using consistent, standard, nondiscriminatory means, and thereby awarded advanced standing in the apprenticeship program. (Note: Meeting this qualification allows the applicant to be interviewed during the normal selection process this is NOT direct entry. For such applicants to be considered:~~

~~a. The applicant must provide the JATC with proper documentation that defines their experience in the residential industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements approved by Washington State Labor and Industries Electrical licensing Division.~~

~~b. The JATC will examine all documentation submitted before qualification is acknowledged.~~

~~3. **Low Voltage:** Individuals who have accumulated a minimum of twenty four hundred (2400) hours of telecommunications work experience shall be qualified for oral interview. If selected, their previous work experience and training shall be evaluated by the JATC, or the subcommittee, using consistent, standard, nondiscriminatory means, and thereby awarded advanced standing in the apprenticeship program. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process this is NOT a form of direct entry). For such applicants to be considered:~~

~~a. The applicant must provide the JATC with proper documentation that defines their experience in the telecommunications industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements approved by Washington State Labor and Industries Electrical Licensing Division.~~

~~b. The JATC will examine all documentation submitted before qualification is acknowledged.~~

~~B. All applicants (including direct entry) must provide the documentation specified to complete their application. Regardless of how one qualifies for apprenticeship, following selection, but prior to registration, ALL individuals being offered an apprenticeship must complete:~~

~~A drug screen test. Cost of the test is to be borne by the JATC.~~

~~The JATC's Drug Policy is part of its official Rules and Policies. Applicants shall be notified that such a Policy exists and given an opportunity to review it.~~

### III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

A. Selection Procedures:

[Please delete section in its entirety and replace with the following]

The SW Electrical JATC has adopted the selection procedure outlined in WAC 296-05-417(1)(a) "Selection on basis of rank from pool of eligible applicants."

#### 1. Applications:

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- a. Application(s) will be provided to all interested individuals, year-round, either through an internet request (www.swjatc.org) , mail or by picking up at:

Southwest Washington Electrical JATC  
3001 South 36th Street #A  
Tacoma, WA 98409

NOTE: There is an application processing fee.

- b. Individuals will have ten (10) days from date of application being mailed to them to return completed application the office listed above in person or by mail.
- c. Prior to receiving an application, each applicant's name will be entered in the "Applicant Log" which will identify all applicants by a log number corresponding to the application number.
- d. Applicants will indicate on the application request form whether they are applying for the Inside, Residential, Low Energy/Sound and Communication, Motor Shop Electrician or Marine Electrician.
- e. All supporting documentation must be submitted by the specified deadline.

### 2. Qualified and Non-Qualified Applications:

- a. Applicants who DO NOT meet the minimum qualifications will be notified in writing: notification will include the reason for rejection, the requirements for admission to the eligibility pool, and the appeal rights available to the applicant.
- b. Applicants who DO meet the minimum qualifications will be scheduled for an interview. Interviews are done throughout the year as determined by industry apprentice demand survey.

### 3. Interviews, Pool of Applicants, Selection & Placement:

- a. Qualifying applicants will be scored and ranked using an interview system; all applicants will be asked the same questions.
- b. These individuals will then be placed in a pool of eligible applicants and retained on an active list for a period of 2 years.
- i. Individuals may be removed from the pool at an earlier date by their request or by failing to respond to the JATC when notified or failing to respond to a job assignment.
- ii. It shall be the responsibility of the applicant to notify the JATC of any change of address or contact information.
- c. Applicants will be selected and offered employment based on the order of their rank in the pool of eligible applicants.
- d. The number of new apprentices to be accepted will be determined before starting interviews. This will be based upon the needs of the industry as projected from reliable information.

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- e. Selection of individuals from the list of interviewed applicants will not be done until all interview sessions are complete, each applicant has been rated and all applicants are ranked.
  - f. Applicants not selected after interview may renew their application, as they so choose. Interview score and application will remain on record for a period of 2 years. Although the score may not change, rank may change as more applications and interviews are held.
  - g. If an Applicant would like a second interview to change score; Applicant must wait to re-apply until after six (6) months from the date of initial interview at which time the Applicant must show proof of having gained at least 1,000 hours of electrical work experience since last interview or completed two (2) or more college credited classes since last interview. Classes must be TRADE related such as math, electrical or welding. Classes must be one quarter in length.
4. Direct Entry (Exceptions):
- a. An electrical construction employee of a non-signatory employer not qualifying as a Journey worker when the employer becomes signatory, shall be evaluated by the JATC, using standard means of evaluation, and registered at the appropriate period of apprenticeship based on verified previous work experience and related training.
    - i. Complete the Application process (see above) and meet Minimum Qualifications; along with providing a detailed written request addressed to the SW WA Electrical JATC.
    - ii. All relevant supporting documentation shall be provided at the time of application.
5. Direct Interview:
- a. MILITARY: An honorably discharged military veteran may qualify to waive the minimum testing requirement from section II of these standards and proceed to the Interview and Ranking portion of the Selection process. (Section III.A.3)
    - i. Applicant must apply within 5 years from honorable discharge.
    - ii. Complete the Application process (see above).
    - iii. All relevant supporting documentation, DD-214, shall be provided at the time of application.
    - iv. Take the Electrical Industry Aptitude (EIA) test. No minimum score requirement. The EIA test is validated by the American Institute for Research and is for informational purposes only.
    - v. All Military applicants will be shall be evaluated by the JATC, using standard means of evaluation, and registered at the appropriate period of apprenticeship.
  - b. TERO: A registered Native American who has secured employment with an approved Training Agent of the JATC through a TERO referral for a Tribal Project may qualify

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- to waive the minimum testing requirement from section II of these standards and proceed to the Interview and Ranking portion of the Selection process. (Section III.A.3)
- i. Complete the Application process (see above).
  - ii. All relevant supporting documentation shall be provided at the time of application.
  - iii. All Registered Native American applicants shall be evaluated by the JATC, using standard means of evaluation, and registered at the appropriate period of apprenticeship.
- c. PRE-APPRENTICESHIP: Applicants that have completed a Recognized Pre-apprenticeship recognized by the JATC and sponsored by community outreach group, or by the IBEW, NECA, or by the Local, State, Regional or National Building Trades programs, may qualify to waive the minimum testing requirement from section II of these standards and proceed to the Interview and Ranking portion of the Selection process. (Section III.A.3).
- i. Complete the Application process (see above).
  - ii. All relevant supporting documentation shall be provided at the time of application.
  - iii. All Pre-Apprentice applicants shall be evaluated by the JATC, using standard means of evaluation, and registered at the appropriate period of apprenticeship.
- d. PREVIOUS EXPERIENCE:
- i. Inside Wireman that can verify (by providing undisputable documenting evidence) that they have worked a minimum of four-thousand (4,000) may qualify to waive the minimum testing requirement from section II of these standards and proceed to the Interview and Ranking portion of the Selection process. (Section III.A.3).
  - ii. Residential Wireman that can verify (by providing undisputable documenting evidence) that they have worked a minimum of two-thousand (2,000) may qualify to waive the minimum testing requirement from section II of these standards and proceed to the Interview and Ranking portion of the Selection process. (Section III.A.3)
    1. Complete the Application process (see above).
    2. All relevant supporting documentation shall be provided at the time of application.
    3. All those with previous experience shall be evaluated by the JATC, using standard means of evaluation, and registered at the appropriate period of apprenticeship.
6. Transfers: Transfers are approved/denied at the discretion of the SW WA Electrical JATC. To apply for a Transfer:
- a. Provide a detailed written request addressed to the SW WA Electrical JATC & current Registered Apprenticeship Program.
  - b. All relevant supporting documentation shall be provided at the time of request.
  - c. All accepted transfers shall be evaluated by the JATC, using standard means of evaluation.

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## IV. TERM OF APPRENTICESHIP:

[Please delete section in its entirety and add D and E to the MGS]

**D. Marine Electrician: The term of apprenticeship shall not be less than 6000 hours of reasonably continuous employment.**

**E. Motor Shop Electrician: The term of apprenticeship shall not be less than 8000 hours of reasonably continuous employment.**

## V. INITIAL PROBATIONARY PERIOD:

[Please delete section in its entirety and 4 and 5 to the MGS]

**4. Marine Electrician: The first one thousand-two hundred (1,200) hours of employment shall constitute the initial probationary period or one year from date of registration, whichever occurs first.**

**5. Motor Shop Electrician: 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.**

## VII. APPRENTICE WAGES AND WAGE PROGRESSION:

C.

*(please remove "+" column in step table; arrange columns to be in this order: Step, Hour range, Related Training, % of Journey-level wage)*

### **Inside Wireman**

This JATC has established six periods of apprenticeship as stipulated below.

Step	Hour Range or competency step <u>Percentage of journey-level wage rate</u>	Minimum Accumulative OJT Hours <u>Hour Range or competency step</u>	+	Related Training
1	40%	0 - <u>1000</u>	+	N/A
2	45%	<del>1000</del> <u>1001- 2000</u>	+	Satisfactory Progress
3	55%	<del>2000</del> <u>2001- 3500</u>	+	<del>1<sup>st</sup> Yr School Completed</del> + Level 1 Craft Certification
4	65%	<del>3500</del> <u>3501- 5000</u>	+	<del>2<sup>nd</sup> Yr School Completed</del> + Level 2 Craft Certification
5	75%	<del>5000</del> <u>5001- 6500</u>	+	<del>3<sup>rd</sup> Yr School Completed</del> + Level 3 Craft Certification
6	85%	<del>6500</del> <u>6501- 8000</u>	+	<del>4<sup>th</sup> Yr School Completed</del> + Level 4 Craft Certification
<b>Completion</b>	<b>100%</b>	<b>8000</b>	+	<del>5<sup>th</sup> Yr School Completed</del> <b>+ must be Craft Certified</b>



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## IX. RELATED/SUPPLEMENTAL INSTRUCTION:

- A. The methods of related/supplemental training must be indicated below (check those that apply):  
 Sponsor approved online or distance learning courses (specify)

**Protech Skills Institute**

- Other (specify):

**Inside Wireman only: 45-hour welding course**

- B. **192 (SEE BELOW)** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

~~Inside wireman, Marine Electrician, and Motor Shop Electrician~~

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

~~Residential Wireman~~

~~160 Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:~~

~~Low Energy/Sound and Communication~~

~~Inside Wireman:~~

~~(A group)~~

~~( ) — twelve month period from date of registration.\*~~

~~(X) — defined twelve month school year: September through November and March through May.~~

~~( ) — two thousand hours of on the job training.~~

~~(B group)~~

~~( ) — twelve month period from date of registration.\*~~

~~(X) — defined twelve month school year: December through February and June through August.~~

~~( ) — two thousand hours of on the job training.~~

~~Residential Wireman, Marine Electrician, and Motor Shop Electrician, and "Low Energy/Sound and Communication"~~

~~( ) — twelve month period from date of registration.\*~~

~~(X) — defined twelve month school year: September through May.~~

~~( ) — two thousand hours of on the job training.~~

[Justin, figure out where this goes. See Erik]

### **(a) Inside Wireman: 192 hours-**

**(A group):**

**(X) — defined twelve-month school year: September - November & March - May.**

**(B group):**

**(X) — defined twelve-month school year: December - February & June - August.**

### **(b) Marine Electrician: 192 hours**

**(X) — defined twelve-month school year: September through May.**

### **(c) Motor Shop Electrician: 192 hours**

**(X) — defined twelve-month school year: September through May.**

### **(d) Residential Wireman: 144 hours**

**(X) — defined twelve-month school year: September through May.**

### **(e) Low Energy/Sound and Communication: 160 hours**

**(X) — defined twelve-month school year: September through May.**

- C. Additional Information:

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~~Inside Wireman apprentices who are registered and starting their RSI after September 1, 2014 will need to have a laptop computer or tablet with a currently supported version of Windows operating system to bring to classes, possess basic computer skills, and must be able to access the internet while away from the JATC training center in order to access and complete the web-based components of their classroom training.~~

All apprentices shall have consistent access to a laptop computer or tablet with a currently supported version of Windows operating system prior to the start of related supplemental instruction. If an apprentice cannot obtain a laptop or tablet prior to start of related supplemental instruction; a laptop can be checked out from the JATC on a first come first serve basis.

All apprentices shall have consistent internet while away from the JATC training center in order to access and complete the web-based components of their classroom training.

## X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

[Please delete section in its entirety and replace with the following]

A.3. Sponsor Procedures:

### A. Joint Apprenticeship Training Committee (JATC) Procedures:

1. The JATC shall have full authority, as provided in the Standards of apprenticeship training and as agreed to by Labor and Management, to rotate apprentices from one employer to the other to provide diversity of training or work opportunity. The arrangements for these rotations shall be made by the training director in cooperation with all parties concerned, including the Business Manager of Local #76, I.B.E.W.
  - i. To the extent possible, the apprentice will be rotated once during the first year of training; and once during the second year. There after he/she will be rotated when necessary to gain the proper diversity of training in the required phases of electrical work.
  - ii. Apprentice may be given up to a 2-week written notice of rotation to a new employer.

### B. Advancement of Apprentices:

1. The JATC shall examine the progress of the apprentice on the job and in related instruction on a regular basis. The JATC will also receive a monthly OJT training report showing the experience and training in the various work processes provided by the Training Coordinator.
2. The JATC shall evaluate the apprentice's overall performance and accomplishments at the end of each step. Action must be taken on each apprentice at the end of each step.
3. The JATC will present the apprentices with Certificates of Completion. These certificates shall be approved and signed by the officers of the JATC.

### C. Additional Credit:

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1. Apprentices requesting additional credit for OJT or RSI may request in writing their experience be evaluated by the JATC. Where such experience warrants it, the JATC will place the apprentice in the appropriate period, and credit shall be subject to review prior to his/her next advancement.
2. All relevant supporting documentation shall be provided at the time of written request.
3. OJT Credit shall only be granted for verified OJT hour.
4. RSI Credit shall only be granted for verifiable RSI hours. Example: Class rosters, transcripts or certification of completions.
5. The JATC has the sole discretion on how to apply and grant additional credit.

### D. Training Agents:

1. The employer shall instruct the apprentice in safe and healthful work practices and shall ensure that the apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Act standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970 as amended by Public Law 101-552 dated November 5, 1990 or State or local standards that have been found to be at least as effective as the Federal standards.
2. Employers shall advise the training director in writing of the number of apprentices needed. The referral of apprentices to fill such vacancies shall be made by the referral office upon receipt of an assignment by the training director

### E. Apprentices:

1. When an apprentice becomes unemployed for any reason, he/she shall report to the training director no later than one working day (24 hours) after termination.
2. No apprentice will have the right to refuse a job referral within the geographical area covered by these Standards.
3. Each apprentice shall maintain regular on-the-job attendance.
4. Unexcused absences and/or tardiness may result in disciplinary action.
5. Apprentices shall turn in monthly progress OJT reports by the 5th of the following month.
  - i. If the 5<sup>th</sup> falls on a weekend, the progress report is due the previous Friday.

### F. Funding:

1. All funds for the operation of the apprenticeship and training program shall be held in a trust fund. The JATC shall initiate and certify all expenditures to the trustees of the trust fund.

### B.3. Sponsor Disciplinary Procedures:

[Please delete section in its entirety and replace with the following]

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## A. Apprentices Disciplinary Action:

JATC may take disciplinary action, which may include cancellation of the Apprenticeship Agreement, for the following infractions:

1. Appearing before the Committee more than once.
2. 3 or more unexcused absences from work or related instruction in a calendar year.
3. Failing 3 tests in a given school year.
4. Dropping below a 75% GPA in related instruction.
5. Misconduct in school or jobsite (horseplay, cheating, aggressive/violent behavior, harassment, destruction of JATC property).
6. Failure to timely turn in monthly progress OJT reports.
7. Quitting an employer or being terminated for cause.
8. Possession of alcohol, drugs, weapons or firearms during work or school.
9. Refusal of a job assignment.
10. Failure to attend special called meeting or class.
11. Failure to appear before JATC when requested.
12. Failure to notify JATC of change of address or contact information.
13. Failure to notify Training Director within 24 hours of being released from employer.
14. Violation of the Substance Abuse Policy.
15. Receiving two (2) below average work evaluations in a one-year period.
16. Any violation of the Standards and/or JATC Policies.

## XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

- [Please delete and replace committee in its entirety]

E.1.c.

**Dan Newton, Chair**  
1929 Tacoma Avenue South  
Tacoma, WA 98402

**Steve Sare**  
P.O. Box 12870  
Olympia, WA 98508

**Gary Gonzales**  
3008 S Union  
Tacoma, WA 98409

**Ken Doyle**  
18819 38th Ave E  
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**Mardy Betschart**  
P.O. Box 5758  
Lacey, WA 98509

**Nicole Hite**  
10828 Gravelly Lake Drive SW, Suite 209  
Lakewood, WA 98499

d.

**Jack Knottingham, Secretary**  
3049 S. 36th St #101

**Gary Sarlund**  
3049 S. 36th St #101

## Dept. of Labor and Industries

Tacoma, WA 98409

Tacoma, WA 98409

Clint Bryson  
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Ken Jennings  
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Timothy O'Donnell  
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Tacoma, WA 98409

### XIII. TRAINING DIRECTOR/COORDINATOR:

~~Stephen Harper~~ Barry Blackburn, Training Director/Coordinator  
3001 South 36th Street  
Tacoma, WA 98409