



**APPRENTICESHIP PROGRAM STANDARDS
adopted by**

SKILLSUSA WASHINGTON

(sponsor name)

Occupational Objective(s):

DIESEL TECHNICIAN

SOC#

49-3031.00

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

APPROVAL:

Provisional Registration

Standards Last Amended

Permanent Registration

By: _____
Chair of Council

By: _____
Secretary of Council

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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):

SkillsUSA Washington, a Non-Profit Organization, acknowledges the continuous advancements in the Diesel Technician industry and is committed to providing the

essential training needed through Related Supplemental Instruction (RSI) and On-the-Job Training (OJT). This training is designed to ensure that apprentices are fully prepared to successfully obtain the AED (Association of Equipment Distributors) Diesel Technician Certification. Upon completion of the program, graduates will be equipped to demonstrate all competencies of this trade, adhering to the highest standards of the Diesel Technician Industry.

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 area covered by this program shall be 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: **16 Years Old**
- Education: **Enrollment in, or completion of, a High School Diploma or General Equivalency. Documentation of enrollment or completion required.**
- Physical: **Able to perform the duties of the occupation with or without reasonable accommodations.**
- Testing: **None**
- Other: **N/A**

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

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equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

1. For Minors (ages 16-17)

- a. Applicants must receive an offer of employment or be employed by an employer that is a Registered Training Agent for SkillsUSA Washington and have satisfied the employment hiring process.**
- b. All Registered Training agents will use the same application process per apprentice to maintain fair and equitable hiring processes. Registered Training agents will also verify that all applicants meet the minimum qualifications for the SkillsUSA Washington apprenticeship program.**
- c. Apprenticeship application information will be provided to the Applicant by emailing SkillsUSA Washington and/or the Registered Training Agent at info@skillsusawashington.org.**
- d. Once the completed application is submitted to SkillsUSA Washington, the SkillsUSA Washington Committee will verify the offer of employment with a Registered Training Agent. The SkillsUSA Washington Committee will work alongside the training agent to ensure the apprentice receives communication and is aware of prohibited work at jobsites due to their minor status. Apprentices will also be informed on what they will become eligible to complete on the jobsite after they turn 18 years of age. The SkillsUSA Washington Committee will also verify the completeness of the applications and that minimum qualifications were met for minor applicants. If deficiencies are found, the application will be returned to the applicant for corrections and the Registered Training Agent will be notified.**
- e. Applicants who meet the minimum qualifications and receive an offer of employment from a Registered Training Agent will be informed of their rights and responsibilities as a minor apprentice under the standards of apprenticeship established for the occupation and then required to sign an apprenticeship agreement.**

2. For Adults (ages 18+)

- a. Applicants must receive an offer of employment or be employed by an employer that is a Registered Training Agent for SkillsUSA Washington and have satisfied the employment hiring process.**
- b. All Registered Training agents will use the same application process per apprentice to maintain fair and equitable hiring processes. Registered Training agents will also verify that all applicants meet the minimum qualifications for the SkillsUSA Washington apprenticeship program.**

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- c. Apprenticeship application information will be provided to the Applicant by emailing SkillsUSA Washington and/or the Registered Training Agent at skillsusawashington.org.**
 - d. Once the completed application is submitted to SkillsUSA Washington, the SkillsUSA Washington Committee will verify the offer of employment with a Registered Training Agent. The SkillsUSA Washington Committee will also verify the completeness of the applications and that minimum qualifications were met. If deficiencies are found, the application will be returned to the applicant for corrections and the Registered Training Agent will be notified.**
 - e. Applicants who meet the minimum qualifications and receive an offer of employment from a Registered Training Agent will be informed of their rights and responsibilities under the standards of apprenticeship established for the occupation and then required to sign an apprenticeship agreement.**
- 3. Applicants who want to be considered for Advanced Standing must submit documentation of all RSI and OJT along with a written request to the Training Director before accepting and signing an apprenticeship agreement.**

B. Equal Employment Opportunity Plan:

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be conducted without discrimination based on race, color, religion, national origin, or sex. The applicant must meet the minimum age requirement. SkillsUSA Washington will take affirmative action to ensure equal opportunity in apprenticeship and will operate this apprenticeship program in compliance with applicable laws and regulations.

All Training Agents will be informed of the Apprenticeship Equal Employment Opportunity (EEO) plan and will assist with and participate in the recruitment and outreach activities listed below.

SkillsUSA Washington has established the following EEO plan:

- 1. Participation in annual workshops, when available, to familiarize all stakeholders with the apprenticeship system and current opportunities.**
- 2. Networking and cooperation with High school boards, community colleges, and vocational schools to develop programs that prepare students for entry into apprenticeship.**

3. **Dissemination of information within shops or organizations regarding the equal opportunity policies of the program sponsor.**
4. **Collaboration with programs aimed at recruiting, pre-qualifying, and placing minorities and women in apprenticeship.**
5. **Collaboration with recognized Pre-Apprenticeship programs including those serving K-12 population to ensure that completers are aware of the apprenticeship opportunities available through this sponsor.**

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. For Minors (ages 16-17)

- a. **The term of the DIESEL TECHNICIAN apprenticeship program will be 8000 hours of reasonably continuous employment beginning in high school and completed following their graduation.**

B. For Adults (age 18+)

- a. **The term of the DIESEL TECHNICIAN apprenticeship program will be 8000 hours of reasonably continuous employment.**

V. INITIAL PROBATIONARY PERIOD:

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

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

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- 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.

1. The Initial Probationary Period for the DIESEL TECHNICIAN apprenticeship program is the first 1,600 hours of employment, or one year from registration date, 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 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:

The Apprentice-to-Journeyworker Ratio is 1 Apprentice to 1 Journeyworker on the jobsite.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington’s minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.

- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.

- C. Wage Progression Schedules

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0000 – 1000 Hours	70.83%
2	1001 – 2000 Hours	72.9%
3	2001 – 3000 Hours	75%
4	3001 - 4000 Hours	77.1%
5	4001 – 5000 Hours	79.11%
6	5001 - 6000 Hours	81.25%
7	6001 - 7000 Hours	83.33%
8	7001- 8000 Hours	85%

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and work experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these standards. The following is a condensed schedule of work experience,

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

A. DIESEL TECHNICIAN	<u>Approximate Hours/Competency Level</u>
1.* Disassemble equipment for maintenance or repair.....	450
2.* Repair defective engines or engine components. Maintain, repair, and overhaul diesel machinery and vehicles, such as tractors, harvesters, and irrigation systems.....	600
3. Service vehicles to maintain functionality. Maintain, repair, and overhaul diesel machinery and vehicles, such as tractors, harvesters, and irrigation systems.....	600
4. *Adjust equipment to ensure optimal performance. Reassemble machines and equipment following repair, testing operation and making adjustments, as necessary.....	300
5. * Maintain repair or maintenance records.....	300
7. Reassemble machines and equipment following repair, testing operation and making adjustments, as necessary.....	350
8. * Clean equipment, parts, or tools to repair or maintain them in good working order. Clean and lubricate parts.....	250
9.* Lubricate equipment to allow proper functioning.....	300
10. Install machine or equipment replacement parts.....	300
11.* Diagnose electrical components pertaining to diesel equipment for proper functioning.....	350
12.Adjust equipment components according to specifications. Tune or overhaul engines..	350
13. *Examine and listen to equipment, read inspection reports, and confer with customers to locate and diagnose malfunctions.....	250
14.*Inspect mechanical equipment to locate damage, defects, or wear.....	500
15. *Read work orders or descriptions of problems to determine repairs or modifications needed.....	250
16.Repair worn, damaged, or defective mechanical parts.....	600
17. Replace worn, damaged, or defective mechanical parts.....	600
18. Move large objects using diesel equipment. Haul tools and equipment for on-site repair of large machinery.....	600

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19. Assemble parts or components for equipment repair and maintenance.....400
20.* Repair structural components. Repair bent or torn sheet metal pertaining to diesel equipment.....450
21.* Calculate costs of goods or services.....200

*** These work processes are not performed by minors ***

Total Hours/# of Competency Levels: 8000

Note: All of the foregoing work experience is understood to mean as it pertains to the Diesel Technician trade.

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

- () Supervised field trips
- () Sponsor approved training seminars (specify)
- () Sponsor approved online or distance learning courses (specify)
- (X) State Community/Technical college

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Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **Accredited High School Provided; Employer Provided**

B. **144** 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.

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

C. Additional Information:

1. 767 hours of RSI will be provided to each apprentice through 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. Duties of the Training Director:

i. The Training Director will act for and under the direction of the SkillsUSA Washington Committee in carrying out the terms and

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conditions as established in the standards of the SkillsUSA Washington Apprenticeship.

- ii. The Training Director oversees the day-to-day operations of the program under the auspices of the SkillsUSA Washington Apprenticeship Committee.**
- iii. The Training Director will report all administrative and disciplinary issues to the SkillsUSA Washington Committee.**
- iv. The Training Director will investigate all Training Agent issues and Apprentice issues and report back to the Committee their findings. This will be done in a fair and equitable way to ensure apprentices are receiving quality education and employment.**
- v. The Training Director will track employment of the apprentice and assist with continuous employment through the apprentice's time in the apprenticeship program.**

b. Duties of the SkillsUSA Washington Committee:

- i. The Committee will review and approve all policies and procedures related to SkillsUSA Washington administration and governance.**
- ii. The Committee will review applications of potential apprentices applying for the SkillsUSA Washington Registered Apprenticeship.**
- iii. The Committee will review through a fair and equitable process all requests for advanced standing from apprentices with previous experience in the trade. The committee will determine the appropriate amount of OJT or RSI credit to be awarded.**
- iv. The Committee will consider all disciplinary actions and make decisions based on program standards.**
- v. Committee members who are current employers of registered apprentices appearing before the committee to face possible disciplinary action shall recuse themselves from voting. An alternate committee member who is not the apprentice's current employer may vote on any proposed committee actions.**
- vi. The Committee will review and approve the advancement of and the completion of each apprentice from the apprenticeship program.**

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- vii. Travel Policies for Apprentices: Location of RSI Training – The Apprenticeship Program will make every effort to offer its training program throughout the identified geographic area in these standards to better accommodate the needs of its apprentices. If an apprentice is required to travel more than fifty (50) miles from their home for RSI, they will be accommodated as follows: Mileage will be reimbursed at the current Federal allowed rate.**
- viii. Committee Meeting Appearance. If an apprentice is required to travel more than fifty (50) miles from their home for committee meetings with the potential for disciplinary procedures, they will be accommodated as follows: Mileage will be reimbursed at the current Federal allowed rate.**

c. Duties of SkillsUSA Washington Training Agents:

- i. Training Agents will sign the “Authorized Training Agent” and “Understanding of EEO Requirements” forms as well as comply with the procedures described in these standards.**
- ii. Training Agents will interview and hire applicants according to state and federal employment rules.**
- iii. Training Agents will refer applicants and supply documentation of employment to SkillsUSA Washington.**
- iv. Training Agents will release apprentices from OJT commitments to attend 100% of scheduled RSI.**
- v. Training Agents will be included in the evaluation process through jobsite observations. Observations will be sent to the Training Director and reviewed by the SkillsUSA Washington Committee.**
- vi. Training Agents will notify SkillsUSA Washington of any separation of employment of apprentices in a timely fashion.**
- vii. The Training Agents shall use only registered apprentices to perform work processes in accordance with approved program standards.**
- viii. Training Agents will check to see if there are any current registered apprentices laid off waiting for employment options; those apprentices will be offered employment first prior to bringing in new applicants.**
- ix. Training Agents will ensure apprentices are being fully trained in the scope of work for Diesel Technician. If an apprentice is lacking hours in**

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a work process, Training Agents will allow rotation of apprentices to ensure they acquire the necessary hours and experience

d. Duties of SkillsUSA Washington Apprentices:

- i. Apprentices will sign the Apprenticeship Agreement and comply with SkillsUSA Washington policies and procedures described in these standards.**
- ii. Apprentices will attend 100% of scheduled RSI (see attendance policy in Section X. e. 6); pass with a grade of 70% or better; and receive satisfactory reports from the Training Agent. Not meeting this requirement will result in disciplinary procedures as outlined in this standard.**
- iii. Registered Training Agents are responsible for the cost of tuition for apprentices attending RSI through the college system.**
- iv. Apprentices will be responsible for reporting their monthly OJT hours to the SkillsUSA Washington Training Director by the 5th of the following month.**
- v. Apprentices will know their rights to make a complaint to the SkillsUSA Washington Committee for issues pertaining to either RSI and/or OJT. The apprentice must submit the complaint in writing to the SkillsUSA Washington Training Director within 30 days of the occurrence. The apprentice shall have the right to appear in person before the SkillsUSA Washington Committee.**

e. SkillsUSA Washington Policy and Procedures:

- i. SkillsUSA Washington Apprentice Code of Conduct does not allow for drug/alcohol use, violence, and/or abusive language on the jobsite or in the classroom. Any of these behaviors could result in disciplinary action up to and including cancellation of the apprenticeship agreement.**
- ii. Physical/verbal abuse, harassment, or insubordination of any type towards SkillsUSA Washington staff, instructors, journeyman, and/or fellow apprentices may result in disciplinary action up to and including cancellation of the apprenticeship agreement.**
- iii. Safety first. The apprentice will comply with industry safety standards. All apprentices must wear required, provided protective equipment when working with tools and/or materials in the lab. All tools/materials**

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will be put back in their proper places and lab areas will be swept clean after each class use.

- iv. All hand tools and power tools shall be maintained in a safe condition and used only for their intended purpose.
- v. Apprentices shall be in the classroom with the proper educational materials (books, calculator, pencil, paper, hand tools, etc.), homework completed and prepared to learn. Cell phones and electronics will need to be turned off in the classroom and lab.
- vi. **Attendance Policy: 100% attendance of scheduled classroom instruction is required by the apprentice. If the apprentice's absence is excused (may include but is not limited to: illness documented with a doctor's or hospital note, death in the immediate family, birth of the apprentice's child, or military obligation) make up hours will be arranged for the apprentice. If instruction is not made up by the apprentice within 30 days of the absence, he/she may be removed from the program or forced to repeat the program year due to hour deficiency. If the absence is unexcused the apprentice will be allowed to make up the hours. A second unexcused absence may result in disciplinary action up to and including cancellation of the apprenticeship agreement, or repeating the program year due to RSI hour deficiency.**
- vii. In the case an apprentice is laid off due to lack of work, assistance will be provided to obtain employment with another SkillsUSA Washington Training Agent. The apprentices will remain in the RSI portion of the apprenticeship. If employment is not secured at the end of the academic year, the apprentice will be suspended until employment with a Training Agent can be obtained.
- viii. Advancement of the apprentice will be based on satisfactory completion of RSI with a 70% or better. OJT will be evaluated by the Training Agent and reported to SkillsUSA Washington. Satisfactory performance in OJT and RSI will result in wage advancement per the guidelines set out in this standard. Any performance deemed unsatisfactory will be reviewed by the SkillsUSA Washington Committee for possible disciplinary action up to and including cancellation of the apprenticeship agreement.
- ix. All minors are prohibited from performing any and all work in active construction zones and construction sites as defined in [WAC 296-155-012](#).
- x. Minors apprentices can qualify for an exemption to work in [occupations prohibited](#) by [WAC 296-125-030](#). However, employers need

to apply for the exemption as laid out in the [Student Learner Exemption for Worksite Learning and Apprenticeships in Certain Hazardous Work \(ES.C.11\)](#) Limited variances may be allowed for hazardous activities including:

- Power-driven woodworking machines/tools
- Power-driven metal-forming, punching and shearing machines
- Slaughtering, meat packing, processing, or rendering
- Power-driven paper-product machines
- Power-driven circular saws, band saws, and guillotine shears
- All roofing work
- Excavations
- Occupations involving firefighting and fire suppression duties

- xi. See [WAC 296-125-030](#) for complete rules.
- a. There are additional work activities restricted under separate Washington State law that also need to be included on the variance form, if applicable:
 - b. Work that may require use of hearing protection under the DOSH Hearing Conservation Standard (i.e. at or above 85 dBA), [WAC 296-125-030\(22\)](#)
 - c. Work that may involve exposure to bloodborne pathogens under the DOSH Bloodborne Pathogens standard, [WAC 296-125-030\(24\)](#)
 - d. Work that may involve exposure to hazardous chemicals or substances under the DOSH Hazard Communication Standard, [WAC 296-125-030\(25\)](#)
 - e. When minors are employed as apprentices, the following rules will apply:
 - f. The requirement of direct and close supervision for hazardous and otherwise prohibited work is met when there is one journey-level worker working with the first apprentice/student learner on-site and at least three journeymen or experienced adults working alongside each additional apprentice/student learner.
 - g. [The sponsor and training agent will obtain and maintain all necessary documents, permits, variances and licenses required when employing minors.](#)
 - h. Safety Training applicable to the industry/occupation will be provided to minors prior to employment placement. It shall include industry/employer approved or required safety training, and shall meet or exceed WISHA standards.
 - i. Personal Protective Equipment (PPE) required within the industry/occupation for tasks being performed shall be provided by the employer at no cost to the apprentice.

B. Disciplinary Procedures

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

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- iii. **Illegal behavior**
 - iv. **Substance abuse**
 - v. **Behavior dangerous to self or others**
 - vi. **Refusal to comply with these standards**
- b. **SkillsUSA Washington Apprenticeship disciplinary actions may include but are not limited to:**
- i. **A verbal warning**
 - ii. **A written warning**
 - iii. **Called before the SkillsUSA Washington Committee to answer for warnings**
 - iv. **Removal from class**
 - v. **Disciplinary Probation**
 - vi. **Holds in RSI advancement of program year**
 - vii. **Withhold periodic wage advancement**
 - viii. **Cancellation of apprenticeship agreement for cause**
- c. **Disciplinary issues may initially be addressed by the Training Director. If the Training Director deems appropriate, the matter may be referred to the SkillsUSA Washington Committee for action. Matters after the initial probationary period as defined in these standards, can also be referred to the SkillsUSA Washington Committee per the written request of the apprentice. The apprentice shall request in writing.**

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

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

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

B. Program Operations

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

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant. Forms may be obtained through the programs assigned apprenticeship consultant.

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

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

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Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:

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

C. Management of Apprentices:

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

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- 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

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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: **3**
- b. Program type administered by the committee: **Group, Non-Joint**
- c. The employer representatives shall be:

Kaitlin Calvert
Chair
1707 E. James St.
Pasco, WA 99301

Jamie Nehls
1707 E. James St.
Pasco, WA 99301

- d. The employee representatives shall be:

Michael Votaw
Secretary
1707 E. James St.
Pasco, WA 99301

Jose Olivera
1707 E. James St.
Pasco, WA 99301

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

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committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

N/A

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.

Karmen Warner
Executive Director
karmen@skillsusawashington.org
360-608-3826

PO Box 2968
Olympia, WA 98507

For L&I Staff Use Only	
<i>JF</i> 11-15-24	<i>Teri Gardner</i> 11-15-24
<i>JF</i> 11/26/2024 L&I Apprenticeship Consultant	<i>Teri Gardner</i> 11-26-24 L&I Admin

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



Journey Level Wage Rate

From which apprentices' wage rates are computed

TO: Washington State Apprenticeship & Training Council
 FROM: SkillsUSA Washington

Occupation:	County(ies):	Journey Level Wage Rate:	Effective Date:
Diesel Technician	All counties in the state of Washington	\$ 25.00/hr.	08/26/2024
		\$	
		\$	
		\$	

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

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

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	8/27/2024		
Print Name: Karmen L. Warner	Print Name:		
Signature: 	Signature:		

For L&I Staff Use Only	
<i>JF</i> 11/26/2024	<i>Teri Gardner 11-26-24</i>
<i>JF</i> 8/29/24	<i>Teri Gardner 11-15-24</i>
L&I Apprenticeship Consultant	L&I Admin

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



Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

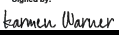
Program Name SkillsUSA Washington	
Occupation Diesel Technician	
Term/OJT Hours 8000	Total RSI Hours 767 Hours
Training Provider Association of Equipment Distributors	

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

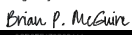
1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliances with WISHA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

Signatures on next page

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

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	08/26/2024		
Print Name: Karmen L Warner		Print Name:	
Signature: 		Signature:	

Training Provider Signature

Approved By (Print Name): Brian McGuire	Title: President, AED Foundation
Signature of the Training Provider: 	
Date: 08/26/2024	

If additional training providers are needed, go to page 4.

SBCTC

Print Name:	Title:
Signature of the Program Administrator:	
Date:	
<input type="checkbox"/> SBCTC recommends approval	<input type="checkbox"/> SBCTC recommends return to sponsor

Program Name SkillsUSA Washington	Occupational Objective Diesel Technician
--------------------------------------	---------------------------------------------

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: Safety	Year 1	Planned Hours: 2.9
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 1 Classroom hours/1.9 Lab hours Safety Administration – Theory and Operation, Administrative		

Element/Course: Electronics/Electrical Systems	Year 1	Planned Hours: 45.4
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 11.4 classroom hours/34 Lab hours Fundamental Knowledge, Ohm's Law, 12 and 24 Volt Cranking Systems, Lighting, Accessory and Control Systems, Electrical Schematics 'Diagrams, SAE Computer CAN-BUSS Standards, Diagnostics		

Element/Course: Hydraulics/Hydrostatics	Year 1	Planned Hours: 26.7
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 6.7 classroom hours/20 Lab hours Theory and Operation of Hydraulics and Hydrostatics, Fluids, transfer components and filtering, Maintenance Procedures, Hydraulic Component Rebuild and Replacement, Hydraulic Schematics, Diagnostics: Systems and Component Troubleshooting		

Element/Course: Power Trains	Year 1	Planned Hours: 28.4
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 7.1 classroom hours/21.3 lab hours Theory and Operation, Drive Shaft Function and Construction, Theory of Hydraulic and Pneumatic Braking System, Maintenance Practices, Power Train Schematics and flow diagrams, Troubleshooting and failure analysis, Component Rebuild and Analysis		

Element/Course: Diesel Engines	Year 1	Planned Hours: 80.1
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 20 classroom hours/60.1 Lab hours		

Safety, Identifying and use of basic tools, Theory and Operation, Maintenance Practices, Component Rebuild, Engine Subsystem Components, Fuel and Governing Systems, Diagnostics

Element/Course: Air Conditioning and Heating	Year 1	Planned Hours: 8.5
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 2.1 Classroom hours/6.4 Lab hours Fundamental Knowledge, AC System Operation, Servicing AC systems, Testing, Troubleshooting and Repairing AC systems, Heating systems Operation, Servicing Heating Systems, Pressurized Cabs		

Element/Course: Safety	Year 2	Planned Hours: 2.9
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 1 Classroom hours/1.9 Lab hours Safety Administration – Theory and Operation, Administrative		

Element/Course: Electronics/Electrical Systems	Year 2	Planned Hours: 45.4
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 11.4 classroom hours/34 Lab hours Fundamental Knowledge, Ohm's Law, 12 and 24 Volt Cranking Systems, Lighting, Accessory and Control Systems, Electrical Schematics 'Diagrams, SAE Computer CAN-BUSS Standards, Diagnostics		

Element/Course: Hydraulics/Hydrostatics	Year 2	Planned Hours: 25.7
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 6.7 classroom hours/20 Lab hours Theory and Operation of Hydraulics and Hydrostatics, Fluids, transfer components and filtering, Maintenance Procedures, Hydraulic Component Rebuild and Replacement, Hydraulic Schematics, Diagnostics: Systems and Component Troubleshooting		

Element/Course: Power Trains	Year 2	Planned Hours: 28.4
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 7.1 classroom hours/21.3 lab hours Theory and Operation, Drive Shaft Function and Construction, Theory of Hydraulic and Pneumatic Braking System, Maintenance Practices, Power Train Schematics and flow diagrams, Troubleshooting and failure analysis, Component Rebuild and Analysis		

Element/Course: Diesel Engines	Year 2	Planned Hours: 80.1
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 20 classroom hours/60.1 Lab hours Safety, Identifying and use of basic tools, Theory and Operation, Maintenance Practices, Component Rebuild, Engine Subsystem Components, Fuel and Governing Systems, Diagnostics		

Element/Course: Air Conditioning and Heating	Year 2	Planned Hours: 8.5
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 2.1 Classroom hours/6.4 Lab hours Fundamental Knowledge, AC System Operation, Servicing AC systems, Testing, Troubleshooting and Repairing AC systems, Heating systems Operation, Servicing Heating Systems, Pressurized Cabs		

Element/Course: Safety	Year 3	Planned Hours: 2.9
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 1 Classroom hours/1.9 Lab hours Safety Administration – Theory and Operation, Administrative		

Element/Course: Electronics/Electrical Systems	Year 3	Planned Hours: 45.4
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 11.4 classroom hours/34 Lab hours Fundamental Knowledge, Ohm's Law, 12 and 24 Volt Cranking Systems, Lighting, Accessory and Control Systems, Electrical Schematics 'Diagrams, SAE Computer CAN-BUSS Standards, Diagnostics		

Element/Course: Hydraulics/Hydrostatics	Year 3	Planned Hours: 26.7
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 6.7 classroom hours/20 Lab hours Theory and Operation of Hydraulics and Hydrostatics, Fluids, transfer components and filtering, Maintenance Procedures, Hydraulic Component Rebuild and Replacement, Hydraulic Schematics, Diagnostics: Systems and Component Troubleshooting		

Element/Course: Power Trains	Year 3	Planned Hours: 28.4
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 7.1 classroom hours/21.3 lab hours Theory and Operation, Drive Shaft Function and Construction, Theory of Hydraulic and Pneumatic Braking System, Maintenance Practices, Power Train Schematics and flow diagrams, Troubleshooting and failure analysis, Component Rebuild and Analysis		

Element/Course: Diesel Engines	Year 3	Planned Hours: 80.1
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 20 classroom hours/60.1 Lab hours Safety, Identifying and use of basic tools, Theory and Operation, Maintenance Practices, Component Rebuild, Engine Subsystem Components, Fuel and Governing Systems, Diagnostics		

Element/Course: Air Conditioning and Heating	Year 3	Planned Hours: 8.5
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 2.1 Classroom hours/6.4 Lab hours Fundamental Knowledge, AC System Operation, Servicing AC systems, Testing, Troubleshooting and Repairing AC systems, Heating systems Operation, Servicing Heating Systems, Pressurized Cabs		
Element/Course: Safety	Year 4	Planned Hours: 2.9
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 1 Classroom hours/1.9 Lab hours Safety Administration – Theory and Operation, Administrative		
Element/Course: Electronics/Electrical Systems	Year 4	Planned Hours: 45.4
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 11.4 classroom hours/34 Lab hours Fundamental Knowledge, Ohm's Law, 12 and 24 Volt Cranking Systems, Lighting, Accessory and Control Systems, Electrical Schematics 'Diagrams, SAE Computer CAN-BUSS Standards, Diagnostics		
Element/Course: Hydraulics/Hydrostatics	Year 4	Planned Hours: 26.7
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 6.7 classroom hours/20 Lab hours Theory and Operation of Hydraulics and Hydrostatics, Fluids, transfer components and filtering, Maintenance Procedures, Hydraulic Component Rebuild and Replacement, Hydraulic Schematics, Diagnostics: Systems and Component Troubleshooting		
Element/Course: Power Trains	Year 4	Planned Hours: 28.4
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 7.1 classroom hours/21.3 lab hours Theory and Operation, Drive Shaft Function and Construction, Theory of Hydraulic and Pneumatic Braking System, Maintenance Practices, Power Train Schematics and flow diagrams, Troubleshooting and failure analysis, Component Rebuild and Analysis		
Element/Course: Diesel Engines	Year 4	Planned Hours: 80.1
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: AED		
Description of element/course: 20 classroom hours/60.1 Lab hours Safety, Identifying and use of basic tools, Theory and Operation, Maintenance Practices, Component Rebuild, Engine Subsystem Components, Fuel and Governing Systems, Diagnostics		
Element/Course: Air Conditioning and Heating	Year 4	Planned Hours: 8.5
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study		

Provided by: AED

Description of element/course:

2.1 Classroom hours/6.4 Lab hours

Fundamental Knowledge, AC System Operation, Servicing AC systems, Testing, Troubleshooting and Repairing AC systems, Heating systems Operation, Servicing Heating Systems, Pressurized Cabs

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

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Title of Training Provider

Signature of Training Provider

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Organization of Training Provider

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Signature of Training Provider

[Click or tap here to enter text.](#)

Organization of Training Provider



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PO Box 2698
Olympia, WA 98507

Phone: 360-608-3826
Email:
karmen@skillsusawashington.org
Web: skillsusawashington.org

Teri Gardner 11-15-24

May 13, 2024

SkillsUSA Washington Apprenticeship Committee Overview

JF 8-29-24

Qualifications & Requirements:

Leadership Seat Qualifications (3 available seats):

1. Expertise: Demonstrated experience and expertise in the field of apprenticeship, workforce development, education, or related industries.
2. Commitment: Willingness to dedicate time and effort to attend board meetings, participate in discussions, and contribute actively to the development and enhancement of the apprenticeship program.
3. Advocacy: Ability to advocate for the apprenticeship program and support its growth.
4. Diversity and Inclusion: Commitment to promoting diversity, equity, and inclusion within the apprenticeship system, including outreach to underrepresented communities and ensuring equal opportunities for all participants.
5. Must hold a position within the organization in which can making firing and hiring decisions. Managerial role.
6. Innovation: Encouragement of innovation and continuous improvement in apprenticeship models, curriculum development, training methodologies, and industry partnerships to meet evolving workforce needs and economic trends.

Technical Seat Qualifications (3 available seats):

1. Expertise: Demonstrated experience and expertise in the field of apprenticeship, workforce development, education, or related industries.
2. Commitment: Willingness to dedicate time and effort to attend board meetings, participate in discussions, and contribute actively to the development and enhancement of the apprenticeship program.
3. Advocacy: Ability to advocate for the apprenticeship program and support its growth.
4. Diversity and Inclusion: Commitment to promoting diversity, equity, and inclusion within the apprenticeship system, including outreach to underrepresented communities and ensuring equal opportunities for all participants.
5. Must hold a position within the organization in which they are actively in a technical role and/or have come through a similar apprenticeship or training model within the organization. Laborer role.
6. Innovation: Encouragement of innovation and continuous improvement in apprenticeship models, curriculum development, training methodologies, and industry partnerships to meet evolving workforce needs and economic trends.

Expectations:

1. Attend scheduled board meetings (4 per year) and actively participate in discussions and decision-making processes.
2. Stay informed about developments, trends, and best practices in apprenticeship and related fields within Washington State.
3. Review materials provided in advance of meetings and come prepared to contribute insights and perspectives.
4. Serve as ambassadors for the apprenticeship program, promoting its value and benefits.
5. Uphold the highest standards of ethics, integrity, and professionalism in all interactions and activities related to the apprenticeship program while representing the RDO, AED and SkillsUSA Washington partnership.

These requirements and expectations aim to ensure that Committee members for SkillsUSA Washington's apprenticeship program are well-equipped to contribute effectively to its success and sustainability.

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<i>GF</i> 11/26/2024	<i>Teri Gardner 11-15-24</i>
<i>GF</i> 8/29/24	<i>Teri Gardner 11-26-24</i>
L&I Apprenticeship Consultant	L&I Admin

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



Apprenticeship Committee Representative Qualifications

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

Name of Program <i>Skills USA</i> Washinton

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

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
<i>Regional Aftermarket Manager</i>	<i>RDO Equipment</i>	<i>03/24</i>	<i>Present</i>
<i>Farm Manager</i>	<i>CSS Farms LLC</i>	<i>01/23</i>	<i>03/24</i>
<i>Agronomist</i>	<i>CSS Farms LLC</i>	<i>09/19</i>	<i>03/24</i>
<i>Crop Consultant</i>	<i>PNW Cooperative</i>	<i>05/18</i>	<i>09/19</i>

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
<i>WSU - Pullman</i>	<i>05/18</i>	<i>Bachelors - Agriculture & Technology Management</i>	<i>Bachelors</i>
<i>Columbia Basin College</i>	<i>06/14</i>	<i>A.A Degree (Running Start)</i>	<i>Associates</i>

Other Technical Certifications or Licenses Held

<i>Pesticide Private Applicator - WSDA</i> <i>Remote Pilot License - FAA (Drone)</i>

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Apprenticeship Committee Representative Qualifications

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

Name of Program Skills USA Washington

Committee Representative Name Jamie Nehls	Committee Representative Signature <small>Signed by:</small> <small>JAMIE NEHLS</small>
<input checked="" type="checkbox"/> Employer Representative <input type="checkbox"/> Employee Representative <i>(Does not have the authority to hire or fire)</i>	

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Service Manager	RDO Equipment	05/2021	Current
Techician	RDO Equipment	01/1997	05/2021

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Walla Walla Commuinty Collage	07/1998	John Deere Ag Tech	AA

Other Technical Certifications or Licenses Held

John Deere Hydraulic John Deere Electrical John Deere Service Advisor A/C certified John Deere Master Tech

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Teri Gardner 11-15-24
L&I Admin

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Olympia WA 98504-4530



Apprenticeship Committee Representative Qualifications

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

Name of Program Skills USA Washington

Committee Representative Name Michael Votaw	Committee Representative Signature <i>Michael Votaw</i>
------------------------------------------------	------------------------------------------------------------

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

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Field Technician	RDO Equipment Co.	03/22	Current
Field Technician	PAPE Machinery	03/20	03/22
Field Technician	Camp Equipment	05/18	03/20
Shop Tech	RDO Equipment Co.	02/14	05/18
Labor/Mechanic	Herman Northwest Grain Growers	06/12	02/15

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Walla Walla Community College	08/15	John Deere Tech Program	Degree

Other Technical Certifications or Licenses Held

MACS A/C Certification

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Teri Gardner 11-15-24
L&I Admin

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**Apprenticeship Committee
Representative Qualifications**

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

Name of Program
Skills USA Washington

Committee Representative Name
Jose Olivera

Committee Representative Signature
Jose Olivera

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

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Field Technician	RDO Equipment Co.	09/21	Current

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Monache High School	05/08	High School Diploma	Diploma

Other Technical Certifications or Licenses Held

MACS A/C refrigerant Certified
Engine Diagnostics with Emissions Capstone Certified - 4/19/2024
John Deere Certified Technician - 3/29/2023

RESET



Teri Gardner 11-15-24

JF 11-15-24

2/12/2024

Karmen Warner
Executive Director
SkillsUSA Washington
PO Box 2698
Olympia, WA 98507

Dear Ms. Warner,

I am writing on behalf of RDO Equipment Co. to express our enthusiastic support for the development of a Registered Apprenticeship Program within the state of Washington. We commend both SkillsUSA Washington and the Youth Workforce Development Foundation for its dedicated efforts in driving workforce development and creating industry-driven, high-quality career pathway programs.

At RDO Equipment Co., we value the mission-driven work undertaken by SkillsUSA Washington and recognize the pivotal role it plays in facilitating the creation of programs that allow employers to ready their future workforce. Additionally, we appreciate the organizations commitment in providing individuals with opportunities for paid work experience, classroom instruction, and the attainment of a portable, nationally recognized credential.

Allow me to provide a brief overview of RDO Equipment Co. Founded in 1968, RDO Equipment Co. sells and supports intelligently connected agriculture, construction, environmental, irrigation, positioning, and surveying equipment from leading manufacturers, including John Deere, Vermeer, and Topcon. With more than 80 locations across the U.S. and partnerships in Africa, Australia, Mexico and Ukraine, we deliver creative solutions so our customers can grow and build the world. RDO Equipment Co. continues to have a strong demand for hiring Service Technicians and Parts Specialists to meet the needs of our customers. With the continued shortage of technicians entering the industry, a major initiative of ours is to advocate for our industry and focus on "growing our own" as it relates to both parts and service.

We are eager to initiate a partnership with SkillsUSA Washington to contribute to the development of the Registered Apprenticeship Program. As part of this collaboration, RDO Equipment Co. is committed to establishing apprenticeship positions adhering to the standards approved for SkillsUSA Washington. These positions will provide individuals with valuable on-the-job training and mentorship tailored to their occupational training.

RDO Equipment Co. is grateful for the opportunity to support SkillsUSA Washington and its mission. By participating in this program, we aim to contribute to the organization's goal of empowering individuals to succeed in the workplace and in life. We eagerly anticipate the commencement of this partnership and the advancement of the Registered Apprenticeship Program.



Thank you for considering our letter of support. We are confident that this collaboration will be mutually beneficial and contribute positively to the goals of SkillsUSA Washington.

Sincerely,

A handwritten signature in blue ink that reads 'Amanda Dawson'. The signature is fluid and cursive, with a long, sweeping tail on the final letter.

Amanda Dawson
HR Director



June 17th, 2024

Karmen Warner
Executive Director
SkillsUSA Washington
PO BOX 2698
Olympia, WA 98507

Teri Gardner 11-15-24

JF 11-15-24

Dear Ms. Warner,

On behalf of the Papé, I wanted to extend our enthusiastic support for the development of a Registered Apprenticeship Program in the state of Washington for Service Technicians. We are excited to partner with SkillsUSA and the Youth Workforce Development Foundation to help create industry-driven, high-quality career pathway programs for our future workforce.

To provide a brief overview of our company, Papé's roots reach back to 1938 when our founder, E.C. Papé, acquired his first capital equipment dealership in Oregon's Willamette Valley. Papé's reputation for customer service and dependability spread, and the family-owned business began to grow and prosper. Four generations later, Papé has become the leading supplier of construction, logging, material handling, landscaping, trenching, and farm equipment, as well as semi-trucks and warehouse products in the West. Papé currently has 4,500+ members, 160+ stores, and operates in 9 western states including California, Nevada, Oregon, Washington, Idaho, Montana, Hawaii, Arizona and Alaska. Papé is also partnered with the premium brands in the industry including John Deere, Hyster and Yale, Kenworth, Ditch Witch, and many others.

As we continue to grow, we know that our success depends on having a great team to support our customers and provide the consistent, quality customer service we pride ourselves on. Therefore, with the continued shortage of Service Technicians entering the industry, a major initiative of ours is to advocate for our industry and focus on "growing our own" Service Technicians to fill that need.

We are excited to initiate this partnership with SkillsUSA and contribute in any way we can in the development of the Registered Apprenticeship Program. Papé is committed to establishing apprenticeship positions in our stores and providing our future workforce with valuable on-the-job training and mentorship toward building their Service Technician careers.

Thank you for this opportunity and considering our letter of support. We are excited to get started on this collaboration and start building our future workforce together.

Sincerely,

Brandon Morse

Brandon Morse
Recruiting Manager
The Papé Group, Inc.



JF 8/29/24

SkillsUSA Washington Inc.
PO Box 2698
Olympia, WA 98507

Phone: 360-608-3826
Email: karmen@skillsusawashington.org
Web: skillsusawashington.org

Teri Gardner 8-29-24

April 1, 2024

Sustainability Plan for Washington L&I Registered Apprenticeship Program

Introduction:

The sustainability of the Washington L&I Registered Apprenticeship Program is vital for ensuring the continuous development of skilled diesel technicians in the state. This sustainability plan outlines strategies to secure funding, establish partnerships, and manage resources effectively to support the program's longevity and success.

Funding Mechanism:

The sustainability of the program will primarily rely on contributions from employers who benefit directly from a skilled workforce. Employers will be encouraged to invest in the program by providing financial support to cover training costs, materials, and administrative expenses. These contributions will be essential for maintaining the quality and accessibility of the apprenticeship program.

Partnership Model:

Employer Partnerships: Businesses will play a crucial role in funding the program and providing on-the-job training (OJT) opportunities for apprentices. Employers will be engaged through outreach efforts highlighting the benefits of investing in skilled workforce development.

SkillsUSA Washington Partnership: SkillsUSA Washington will serve as a key partner in managing and tracking all apprenticeship requirements. This partnership will ensure efficient administration of the program, including monitoring apprentice progress, maintaining records, and facilitating communication between stakeholders.

High School and College Partnerships: Collaborating with educational institutions across Washington State will be essential for recruiting and training aspiring diesel technicians. Partnerships with high schools and colleges, such as Tri-Tech Skills Center in Kennewick, will provide access to qualified candidates and support the integration of apprenticeship training into existing educational pathways.

Program Implementation:

SkillsUSA Washington Oversight: SkillsUSA Washington will oversee program implementation, ensuring compliance with industry standards and apprenticeship regulations. This oversight will involve regular assessments, audits, and evaluations to maintain program quality and integrity.

Employer-Oriented Approach: The program will be structured to meet the specific needs and requirements of participating employers. Training curriculum, OJT schedules, and performance expectations will be tailored to align with industry standards and business objectives.