

**For L&I Staff Use Only**

Rec 9/15/2022 *AN*

*Teri Gardner 9-15-22*

Rec 9/6/2022 *AN*

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L&I Apprenticeship Consultant

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Department of Labor and Industries  
Apprenticeship Section  
PO Box 44530  
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# Request for Revision of Standards

TO: Washington State Apprenticeship & Training Council

FROM: Tacoma School District #10 CTE Apprenticeship - #2163

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	9/6/2022		
Print Name: Jeffrey Klancke	Print Name:		
Signature: <i>Jeff Klancke</i>	Signature:		

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

*Attach additional sheets if necessary*

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
<del>PREPARATION COOK</del>	<del>35-2021.00</del>	<del>2,000 HOURS</del>
<del>AUTOMOTIVE SERVICE TECHNICIAN</del>	<del>49-3023.00</del>	<del>2,000 HOURS</del>
<del>PRODUCTION CABINET ASSEMBLER</del>	<del>51-7011.00</del>	<del>2,000 HOURS</del>

Sponsor Introductory Statement (Required):

~~The Tacoma Public Schools CTE (Career and Technical Education) apprenticeship programs prepares our students for careers in the Food Service Industry, Production Cabinet Assembler, and the Automotive Industry, which In addition, CTE-affiliated apprenticeship establishes a foundation for further learning, whether the students immediately pursue careers, or attend a secondary education program at a community college level, or enter a related registered apprenticeship. As an apprentice students are eligible to receive college credit while completing the RSI in the classroom.~~

**I. GEOGRAPHIC AREA COVERED:**

The area covered by these Standards shall be Pierce, King and Kitsap counties in the state of Washington.

**II. MINIMUM QUALIFICATIONS:**

Age: Apprentices shall be at least 16 years of age. Applicants must provide evidence of minimum age.

Other: ~~Students must be enrolled in or previously taken “Introduction to Internship” course code OPI404 or complete Registered Apprenticeship Boot camp offered by the Tacoma Public Schools.~~ NONE

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

A. Selection Procedures:

[Change to read]

1. Apprentices will be selected from students currently enrolled in a Tacoma Public Schools (TPS) CTE program. School counselors and educators may refer potential applicants to the Worksite Learning Coordinator (WLC).
2. The WLC will meet with apprenticeship applicants and their parents/guardians as necessary to explain the apprenticeship program and expectations for participating students. The WLC will screen applicants based on the minimum qualifications in Section II of these Standards. In addition, before referral to an interview, an applicant must have:

- (a) Parent/guardian permission to participate (if under age 18)
- (b) A plan for transportation to and from the worksite
- (c) A schedule that is flexible enough to allow the student to work at least 20 hours per week

The WLC may be able to work with students to help them meet these requirements.

3. The WLC will refer pre-screened qualified applicants to an interview panel. The interview panel will consist of representatives from one or more registered Training Agents who have open apprentice positions, at least one Tacoma Public Schools staff member, and at least two members of the Apprenticeship Committee. All applicants will be asked the same interview questions and may be assessed on factors such as performance in school, counselor/teacher recommendation, interest in the occupation, work ethic, and work availability.
4. Apprentices will ultimately be selected by an employer that is a registered Training Agent of this program. TPS and Apprenticeship Committee members may provide input to the employers and shall ensure that the interview is conducted fairly and impartially. The Apprenticeship Committee encourages Training Agents to hire females and minorities.
5. Persons selected as apprentices by a Training Agent will be hired by that Training Agent in accordance with customary and established policies. The Worksite Learning Coordinator will work with the apprentice, parent/guardian, school and employer to ensure that all required paperwork is in order for employment of a minor.
6. Persons selected as apprentices by a 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 and associated documents.

## VII. APPRENTICE WAGES AND WAGE PROGRESSION:

### C. ~~For all Occupations~~ Automotive Service Technician

## VIII. WORK PROCESSES:

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

1. All minors are prohibited from performing any and all work in active construction zones and construction sites as defined in WAC 296-155-012.
2. Minor 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 but not limited to:

- 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

See WAC 296-125-030 for complete rules.

There are additional work activities restricted under separate Washington State law that also need to be included on the variance form, if applicable:

- 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)
- Work that may involve exposure to bloodborne pathogens under the DOSH Bloodborne Pathogens standard, WAC 296-125-030(24)
- Work that may involve exposure to hazardous chemicals or substances under the DOSH Hazard Communication Standard, WAC 296-125-030(25)

When minors are employed as apprentices, the following rules will apply:

1. 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.
2. The sponsor and training agent will obtain and maintain all necessary documents, permits, variances and licenses required when employing minors.
3. The sponsor and training agent will coordinate with L&I's Teen Safety Department to develop an Employer Facility Safety Checklist prior to apprentice placement.
4. 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.
5. Personal Protective Equipment (PPE) required within the industry/occupation for tasks being performed shall be provided by the employer.

[Please remove Section VIII.A. (Preparation Cook) and VIII.C. (Production Cabinet Assembler) in their entirety and re-number accordingly.]

**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

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) **Electude**

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **Manufacturer-specific certification courses and training**

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

~~**Preparation Cook, Production Cabinet Assembler**~~

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

~~**Automotive Service Technician**~~

Twelve-month period from date of registration.\*

Defined twelve-month school year: **(Juneinsert month)** through **(Juneinsert month)**.

Two-thousand hours of on the job training.

C. Additional Information:

~~**Programs and curriculum will be submitted to and approved by OSPI. Curriculum will be reviewed by the Tacoma CTE office on an annual basis to ensure that it meets occupational requirements for the apprentice learning goals.**~~

**Automotive Service Technician apprentices may complete coursework through any combination of Tacoma Public Schools CTE classes, Apprenticeship Committee-approved online courses (e.g., Electude), or employer-provided training. The individual training plan must:**

**1. Be approved by the Apprenticeship Committee, the Worksite Learning Coordinator, and the Employer;**

**2. Constitute at least 144 hours of course work;**

**3. Cover all of the specific content outlined in the RSI plan; and**

**4. Have an objective grading or pass/fail assessment.**

**If an employer requires training on manufacturer-specific automotive systems, it may substitute for the general automotive training available through Tacoma Public Schools or Electude, provided the same systems and content are covered.**

**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

A. Administrative Procedures:

3. Sponsor Procedures:

[Change to read]

- a. Apprentices will use a daily electronic work journal to report hours in real time. Sponsor will ensure that work hours are reviewed and approved by the apprentice's supervisor by the 5<sup>th</sup> of the following month.
- b. Each student will meet with the Worksite Learning Coordinator to discuss how many hours they are eligible to work, up to 38 hours per week depending on employer variances and Worksite Learning Agreements. The employer is responsible for scheduling the apprentice's work within the approved hours.
- c. Apprentices must maintain all job-required certificates while registered as an apprentice.
- d. Apprentices must abide by all policies and procedures as described in the Employer's Employee Handbook, a copy of which will be provided to the Apprentice prior to beginning work.
- e. The Apprenticeship Committee is invested in each apprentice's ability to complete their High School education, achieve an on time graduation and diploma. The Worksite Learning Coordinator will monitor the student's academic progress and investigate any concerns raised by a teacher, parent or other party. An apprentice who is struggling academically may be brought before the Apprenticeship Committee for disciplinary action and/or a modification of their approved work hours.
- f. Time spent completing RSI provided by the Employer shall not count as OJT hours, whether or not the apprentice is paid for this time.
- g. An apprentice must receive a passing score for all RSI before they are eligible to receive a Certificate of Completion.
- h. Each apprentice must keep the Apprenticeship Committee, Worksite Learning Coordinator, and Employer apprised of their current contact information.

B. Disciplinary Procedures

3. Sponsor Disciplinary Procedures:

- a. In the event an apprentice is unsuccessful in passing a related RSI course component, the training agent and/or Apprenticeship eCommittee shall provide

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**additional educational support in the deficient subject matter area(s). If the apprentice fails the ~~course~~component again, they shall appear before the Apprenticeship Committee for potential disciplinary action, which may include disciplinary probation, suspension, or cancellation of the apprenticeship agreement.**