

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



# REQUEST FOR APPROVAL OF PROPOSED STANDARDS

Received 08/20/2020  
By S Patterson  
L&I apprenticeship  
coordinator

TO: Washington State Apprenticeship & Training Council

*Teri Gardner 8-20-2020*



FROM DUX Apprenticeship & Fabrication Training  
NAME OF PROGRAM STANDARDS

**Check appropriate box:**

Committee       Plant       OJT

OCCUPATION(S):	HOURS:	SOC #:
Sheet Metal Fabricator	8000	47-2211.00

**Authorized Signatures:**

Chair: 	Approved by: Washington State Apprenticeship & Training Council
Secretary: 	Secretary of Council
Date: 8/13/2020	Date:

*Teri Gardner 8-20-2020*



**APPRENTICESHIP PROGRAM STANDARDS  
adopted by**

**DUX APPRENTICESHIP & FABRICATION TRAINING**

(sponsor name)

Occupational Objective(s):  
**SHEET METAL FABRICATOR**

SOC#  
**47-2211.00**

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

# DUX Apprenticeship & Fabrication Training (DAFT)

## 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):

*Teri Gardner 9-10-2020*

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**These Standards of Apprenticeship, along with supplements describing the required work experience of the trade and a progressive wage scale, will define the program for the training of apprentices in this trade.**

**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 these standards is the DUX Supply Co sheet metal fabrication facility located at 9321 NE 72<sup>nd</sup> Ave, Vancouver, WA 98665, in Clark County, WA.**

**II. MINIMUM QUALIFICATIONS:**

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

- Age: **Minimum of 18 years of age**
- Education: **High School Diploma or equivalent**
- Physical: **Must be able to perform the physical requirements of the occupation with or without reasonable accommodation and without endangering the safety or health of co-workers.**
- Testing: **None**
- Other: **Applicants shall submit proof of valid driver's license and education experience before their application will be considered complete.**

**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

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gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

### **A. Selection Procedures:**

- 1. Each apprentice shall fill out an Apprenticeship Application and submit to DUX Apprenticeship & Fabrication Training. Applications can be acquired online at [duxsupply.co](http://duxsupply.co) or in the office at the address below. Applications will be accepted year-round at: 9321 NE 72<sup>nd</sup> Ave. BLDG B Vancouver, WA 98665 from Monday through Friday between the hours of 8am and 5pm.**
- 2. All applicants will need to sign into a logbook called- Record of Apprentice. Applicants will be assigned an Apprentice Applicant Number (AAN) that will correspond with all future documentation throughout their training.**
- 3. Interviews will be scheduled for applicants that pass the minimum qualifications, but not more than one time per month.**
- 4. The Committee will determine the number of openings prior to holding interviews.**
- 5. Applicants will be placed in a ranked pool based on interview scores.**
- 6. Interviews:**
  - a. The interviewers shall have in their possession for each applicant: Application form, relevant documentation of education, and proof of date of birth.**
  - b. Each applicant shall be interviewed individually.**
  - c. After a brief introduction, the interviewing committee will ask questions to find out as much as possible about their capacity to participate in apprenticeship.**
  - d. Questions will be for evaluation purposes focused on work experience, mechanical/technical abilities, motivation to complete the program.**
  - e. Evaluation must be based on industry standards needs and not by comparison with other applicants.**
  - f. Evaluation of interview will be based on scale of 0-5 with 0 being unacceptable and 5 being excellent on each topic. In the event of a tie, educational transcript GPA will be used to rank those tied.**

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- g. All applicants will be asked the same questions.**
- 7. Applicants: Successful applicants will be required to pass a standard DOT drug test at no cost to the applicant.**
- 8. Exceptions:**
  - a. When an employee of DUX Supply meets the above minimum qualifications and submits a completed apprenticeship application, they may receive direct entry into the program at the discretion of the committee.**

### B. Equal Employment Opportunity Plan:

- 1. Distributing information about the nature of apprenticeship programs, program admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.**
- 2. Participating in workshops conducted by employment service agencies, school districts, and community-based organizations to increase apprenticeship program awareness of apprenticeship opportunities.**
- 3. Target women and other minorities for employment opportunities at women's shelters, community centers, or other events to balance a well-rounded employment body.**

### 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]

**Not less than 9000 hours of employment**

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### **V. INITIAL PROBATIONARY PERIOD:**

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

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

- A. the period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. the period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.

**No more than 1800 hours of employment**

### **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

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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 ratio shall be no more than (1) apprentice to (1) journey-level worker per job site.**

### **VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

- A. Apprentices must be paid at least Washington's minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.
- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.
- C. Wage Progression Schedules

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0-1000 hours</b>	<b>50%</b>
<b>2</b>	<b>1001-2000 hours</b>	<b>55%</b>
<b>3</b>	<b>2001-3000 hours</b>	<b>60%</b>



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<b>4</b>	<b>3001-4000 hours</b>	<b>65%</b>
<b>5</b>	<b>4001-5000 hours</b>	<b>70%</b>
<b>6</b>	<b>5001-6000 hours</b>	<b>75%</b>
<b>7</b>	<b>6001-7000 hours</b>	<b>80%</b>
<b>8</b>	<b>7001-8000 hours</b>	<b>85%</b>
<b>9</b>	<b>8001-9000 hours</b>	<b>90%</b>

**VIII. WORK PROCESSES:**

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

**A. Sheet Metal Fabricator**

**Approximate Hours**

- 1. General sheet metal fabrication.....3000 hours**
- 2. Architectural sheet metal fabrication .....1750 hours**
- 3. Welding/soldering/brazing .....1000 hours**
- 4. Operation of hand and power tools .....1000 hours**
- 5. Specialty sheet metal fabrication.....1000 hours**
- 6. Fabrication equipment operation .....1000 hours**
- 7. Testing and quality control .....250 hours**

**Total Hours: 9000**

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### 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)  
**Vendor seminars on applicable equipment**

Sponsor approved online or distance learning courses (specify)  
**Online training provided by DAFT**

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

B. **(160 hours)** 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.

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

### C. Additional Information:

- 1. Tablets with cellular data will be available for checkout by apprentices.**

## 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. Apprentice performance reviews will be done every 6 months for progress alignment. Reviews will be done by Instructors, co-workers and employer supervisor. Apprentices will be reviewed based on the following criteria:**

- 1. Safety**
- 2. Speed and accuracy of work**
- 3. Attendance**

**B. Apprentice shall have no less than 85% attendance in RSI for each 6-month period excluding extenuating circumstances as determined by the Sponsor.**

**C. It is the responsibility of the apprentice to have reliable transportation to attend class and scheduled labs.**

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**D. Proof of WA State driver's license shall be presented to the committee annually.**

**E. Requirements for advancement are:**

- 1. Minimum 85% attendance in RSI for the previous 6-month period.**
- 2. Minimum 70% average grade for classes and labs.**
- 3. Satisfactory apprentice performance review results.**

**F. Apprentices will be provided with PPE, including safety glasses, hearing protection, a high-visibility vest and cut-resistant gloves. Apprentices are responsible for obtaining their own work boots.**

**G. All tools will be provided by DAFT**

### **B. Disciplinary Procedures**

1. The obligations of the sponsor when taking disciplinary action are as follows:
  - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
  - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
  - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
  - d. The decision/action of the sponsor will become effective immediately.
  
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
  - a. 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

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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. **Failure to maintain employment with DUX Supply will result in cancellation of the apprenticeship agreement.**
    - B. **DAFT is committed to providing an environment in which discrimination or harassment is not permitted. Harassment or discrimination based on sex, race, national origin, religion, age, sexual orientation, or mental or physical disability is strictly prohibited. Apprentices who violate this policy may receive discipline accordingly. Apprentices are held accountable to conduct themselves in a professional and responsible manner. Unacceptable behaviors such as, but not limited to, dishonesty, fighting, threats, theft, falsification of documents, harassment, and the willful destruction of property must appear in front of committee for disciplinary action that may result in cancellation of apprenticeship.**
  - C. Apprentice Complaint Procedures:
    1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
    2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
    3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
    4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
    5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The

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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.

Or;

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

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

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

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

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2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section's manager may administratively approve requests for revisions in the following areas of the standards:
  - a. Program name
  - b. Sponsor's introductory statement
  - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
  - d. Section VII: Apprentice Wages and Wage Progression
  - e. Section IX: Related/Supplemental Instruction
  - f. Section XI: Sponsor – Responsibilities and Governing Structure
  - g. Section XII: Subcommittees
  - h. Section XIII: Training Director/Coordinator
  
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

### C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with 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.



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4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

### **D. Training Agent Management:**

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on-the-job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.

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3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

E. Committee governance (if applicable): (see WAC 296-05-009)

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. The sponsor must also provide the following information:

- a. Quorum: **At least (1) employer representative and (1) employee representatives**
- b. Program type administered by the committee: **INDIVIDUAL NON-JOINT**
- c. The employer representatives shall be:

**Alex Kemppainen - Chair**  
**9321 NE 72<sup>nd</sup> Ave, B6**  
**Vancouver, WA 98665**

**Lorin Erickson**  
**9321 NE 72<sup>nd</sup> Ave, B6**  
**Vancouver, WA 98665**

- d. The employee representatives shall be:

**Joseph Bellikka - Secretary**  
**9321 NE 72<sup>nd</sup> Ave, B6**  
**Vancouver, WA 98665**

**Trace Butkovich**  
**9321 NE 72<sup>nd</sup> Ave, B6**  
**Vancouver, WA 98665**

F. Plant programs

For plant programs the WSATC or the Department designee will act as the apprentice representative. Plant programs shall designate an administrator(s) knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards.

The designated administrator(s) for this program is/are as follows:

N/A

## XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these standards, and are subject to the main committee. All actions of the subcommittee(s) must be reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct

## **DUX Apprenticeship & Fabrication Training (DAFT)**

disciplinary actions must be structured according to the same requirements for main committees.

**NONE**

### **XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/ training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Alex Kemppainen  
9321 NE 72<sup>nd</sup> Ave, B6  
Vancouver, WA 98665**

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



*Teri Gardner 8-20-2020*

## Journey Level Wage Rate

From which apprentices' wages rates are computed

TO: Washington State Apprenticeship & Training Council

From DUX Apprenticeship & Fabrication Training

(NAME OF STANDARDS)

Occupations	County(s)	Journey Level Wage Rate	Effective Date:
Sheet Metal Fabricator	Clark	\$30.31	8/13/2020

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## Apprenticeship Committee Representative Qualification Information Experience & Education History

<b>NAME OF PROGRAM/SPONSOR:</b>	DUX Apprenticeship & Fabrication Training <span style="float: right;"><i>Teri Gardner 8-20-2020</i></span>
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Committee Representative Name: Lorin Erickson
--

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
CEO	Piper Mechanical	June 2006	Current
President	DUX Supply Co	May 2020	Current
Project Manager	Timberland Construction	June 2001	June 2006
HVAC Manager	Rays Plumbing	May 1999	June 2001

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
Calumet HS	09/91	06/92	Pre college	Diploma
Michigan Tech University	09/92	02/93	Electrical Engineering	
Uponor RadiantAcademy	03/99	03/99	Radiant Floor Design	
Heat Pump Techician Course	03/05	05/05	Heat Pump Troubleshooting	PUD certificate

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
WA State Electrical Administrator AD01 General
Current board member of Oregon JATC Sheetmetal apprenticeship

Sponsors may attach additional pages if necessary.

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## Apprenticeship Committee Representative Qualification Information Experience & Education History

<b>NAME OF PROGRAM/SPONSOR:</b>	DUX Apprenticeship & Fabrication Training <i>Teri Gardner 8-20-2020</i>
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Committee Representative Name: Joseph Bellikka
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WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Sheetmetal fab	Piper Mechanical	02/2013	Current
Structural concrete foreman	Tapani Inc	05/2009	02/2013
HVAC Tech	Hendrickson HVAC	06/2017	05/2009

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
PHS	2004	2008	Highschool	Diploma
NW college of construction	2010	2012	Carpentry apprenticeship	NA
NW College of construction	2013	2014	Sheetmetal apprenticeship	NA

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
Oregon brazing certificate
Turbo Leadership
Forklift/manlift
CPR first aid
Trenching/shoring
Rigging

Sponsors may attach additional pages if necessary.

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## Apprenticeship Committee Representative Qualification Information Experience & Education History

<b>NAME OF PROGRAM/SPONSOR:</b>	DUX Apprenticeship & Fabrication Training <i>Teri Gardner 8-20-2020</i>
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Committee Representative Name: Alex Kempainen
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WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
HVAC Foreman/Manager	Piper Mechanical, Inc	9/2013	Present
President	AMK Enterprises, LLC	1/2011	9/2013
Carpenter/PM/Estimator	Wolf Industries, Inc.	6/2008	12/2010

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
Battle Ground High School	9/2006	06/2010	General Education	High School Diploma
Clark College	9/2008	3/2013	Business	Associate of Arts, Business Transfer
NW College of Construction	9/2016	6/2017	Sheet Metal	Level 2 Sheet Metal

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
EPA Section 608 Refrigerant Handling License
WA 01-General Electrical Administrator License
Boom/Platform/Aerial Lift/Forklift Certification
First Aid/CPR Certification



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Sponsors may attach additional pages if necessary.

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## Apprenticeship Committee Representative Qualification Information Experience & Education History

<b>NAME OF PROGRAM/SPONSOR:</b>	DUX Apprenticeship & Fabrication Training <i>Teri Gardner 8-20-2020</i>
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Committee Representative Name: Trace Butkovich
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WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Sheet metal foreman	Piper Mechanical, Inc	2/2015	Present
Architectural sheet metal installer	Roofoppers	11/2012	2/2015
Sheet metal installer	Halme Builders	6/2011	11/2012
Carpenter	Ram Construction	6/2010	6/2011
Electrical trainee	Midland Electric	5/2008	6/2010

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended		Program of Study	Type of Certificate or Degree Awarded, if any
	From	To		
Davenport High School	9/2006	6/2010	General	High School Diploma
NW College of Construction	9/2015	6/2017	Sheet metal	

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
Forklift/boom/aerial lift certification
First aid/CPR certification

Sponsors may attach additional pages if necessary.

# Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Sponsor DUX Apprenticeship & Fabrication Training (DAFT)		<i>Teri Gardner 9-10-2020</i>	
Skilled Occupational Objective Sheet Metal Fabricator			
Term/OJT Hours 9000	Total RSI Hours 800		
Training Provider DAFT			

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

1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliance with WISHA and applicable federal and state regulations.

Alex Kemppainen

Printed Name of Program Sponsor



Signature of Program Sponsor

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

1. The RSI will be conducted by instructors who meet the qualifications of "competent instructor" as described in WAC 296-05-003.
  - a. Has demonstrated a satisfactory employment performance in his/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
  - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
  - c. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
2. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, such instruction is clearly defined.

Alex Kemppainen

Print Name Training Provider



Signature of Training Provider

Training Director

Title of Training Provider

DAFT

Organization of Training Provider

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

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

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

Click or tap here to enter text.

Print Name of SBCTC Program Administrator

Signature of SBCTC Program Administrator

Date

SBCTC recommends approval

SBCTC recommends return to sponsor

## Additional Training Providers (if necessary)

Click or tap here to enter text.

Print Name Training Provider

Click or tap here to enter text.

Title of Training Provider

Click or tap here to enter text.

Print Name Training Provider

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Organization of Training Provider

Program Sponsor: DAFT	Skilled Occupational Objective: Sheet Metal Fabricator
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**Note:** The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of element/course" field.

**Describe minimum hours of study per year in terms of (check one):**

- 12-month period from date of registration.
- Defined 12-month school year.
- 2,000 hours of on-the-job training.

Element/Course: Sheet Metal Fabricator Year 1	Planned Hours: 160
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: DAFT	
Description of element/course: Students will begin their instruction by learning construction basics. This will include safety practices, communications skills, and employability skills. Students will be introduced to construction math, the safe operation of hand tools and power tools, construction drawings, and rigging. Students will then be given an overview of the sheet metal trade and begin to learn about the safe operation of sheet metal specific tools and equipment, mathematics specific to sheet metal, and learn simple sheet metal layout and processes. After the basic framework is laid out, students will learn sheet metal layout using parallel line development and begin learning about the safe installation of ductwork and air distribution accessories.	

Element/Course: Sheet Metal Fabricator Year 2	Planned Hours: 160
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: DAFT	
Description of element/course: Students will continue learning about sheet metal layout using triangulation and radial line development and how to account for bend allowances. Students will learn how to read and use construction and sheet metal drawings and how to make field measurements and calculations. Students will be introduced to SMACNA standards and learn how to reference them. Students will learn about air distribution systems. They will also learn soldering and plasma arc cutting principles and safety practices. Students will receive forklift operation training and safety certification.	

Element/Course: Sheet Metal Fabricator Year 3	Planned Hours: 160
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: DAFT	
Description of element/course: Students will learn about commercial airside systems and the principles of airflow. They will learn about and practice using construction drawings in sheet metal and sheet metal job specifications. Air testing and balancing principles and safety will be covered. Students will learn to layout and install blanket, board and liner insulation for ducts.	

Element/Course: Sheet Metal Fabricator Year 4	Planned Hours: 160
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input checked="" type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: DAFT	
Description of element/course: Students will learn the basics of fume and exhaust system design. They will learn the principles and safe practices of welding and brazing, as well as oxy-fuel cutting. Students will learn to lay out and fabricate architectural sheet metal products. Students will learn about shop production, safety	

measures and organization, testing and quality control, as well as sheet metal business and technology.

Element/Course: Sheet Metal Fabricator Year 5

Planned Hours: 160

Mode of Instruction (check all that apply)

Classroom  Lab  Online  Self-Study

Provided by: DAFT

Description of element/course:

Students will learn advanced welding and brazing practices. Computer-aided drafting and modeling basics will be taught. Students will learn to work with CAM and layout software, and learn the basics of NC equipment. Lastly, the fundamentals of crew safety and leadership will be taught.

Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table.