



APPRENTICESHIP PROGRAM STANDARDS
adopted by

EXPRESS ELECTRIC APPRENTICESHIP ACADEMY

(sponsor name)

Occupational Objective(s):
GENERAL ELECTRICIAN (01)

SOC#
47-2111.00

Term [WAC 296-05-015]
8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention and Labor Standards
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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Provisional Registration

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Permanent Registration

By: MARK RIKER
Chair of Council

By: CELESTE MONAHAN
Secretary of Council

EXPRESS ELECTRIC APPRENTICESHIP ACADEMY

INTRODUCTION

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

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

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

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

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

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

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

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

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Sponsor Introductory Statement (Required):

The science of electricity is constantly changing and expanding. From its inception, the Electrical Industry has kept pace with new technologies and is now one of the largest industries in the United States. This rapid expansion means that the electrical apprentice must be given sound basic training in the knowledge of the trade, supplemented by sufficient instruction in the theories of electrical science.

The electrical trade is unique in that it is mechanical, technical, and professional. In order to meet industry demands in an ever-evolving technical environment, the electrical industry must select individuals who have the aptitude to learn and develop the knowledge, skills and abilities to proficiently perform the individual job tasks associated with the work processes of the trade. The industry must select and train individuals who will diligently work and study to stay abreast of current and future emerging technologies.

The Electrical Industry, by its very nature, places a high degree of personal responsibility on each individual. While supervision is most often provided on the job, the electrical worker is constantly called upon to make decisions concerning proper performance methodology.

Electrical installations are very complex and highly sophisticated. Faulty installations often prove to be extremely expensive and hazardous. Much of the complex wiring involved in the work is hidden from view when the job is completed; any defect in this hidden work can cause serious damage and prove to be extremely costly. The well-trained electrical worker takes pride in the appearance of their work, and in its technical correctness and structural soundness.

The Express Electric Apprenticeship Academy (EEAA) has dedicated its time to develop an efficient training program so the apprentice can, through a systematic program of schooling and on-the-job training, become a well-qualified electrical worker.

The EEAA will adopt and promote nationally developed Apprenticeship Standards and Curricula to ensure quality apprenticeship and training for the industry in the best interest of the apprentice, management, the customer and the public.

POLICY

The local apprenticeship and training program shall be administered by the Express Electric Apprenticeship Academy (EEAA). Express Electric and all apprentices shall conform to these Standards.

These Standards, after proper registration with the Apprenticeship Section of the Washington State Department of Labor and Industries, herein after referred to as the "Registration Agency", shall be adhered to.

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All entities and/or individuals cooperating in these Standards shall refer all matters involving any apprentice or pertaining to apprenticeship and training to the EEAA. The EEAA shall take action and dispose of all apprenticeship matters before action is reported to, or acted upon by, the sponsoring organization.

The provisions of these Standards shall not be construed as permitting violation of any applicable local, State or Federal law or regulation having the effect of law.

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009.

**These standards cover the following counties in Washington State:
Island, King, Skagit, Snohomish, & Whatcom counties.**

II. MINIMUM QUALIFICATIONS:

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

Age:	<i>18 Years Old</i>
Education:	<p><u>General Electrician (01)</u> <i>Must be a high school graduate from a school accredited by a State Education Agency; or have a GED; or have completed a High School Equivalency; or have completed an Associate degree or higher from a school accredited by a State Education Agency; and</i></p> <p><i>Show evidence of successful completion of: 1 full year of high school Algebra with a passing grade of “C” or better.</i></p> <p><i>Applicants who have not completed one full year of high school algebra with a passing grade of “C” or better, may qualify under one of the following:</i></p> <ol style="list-style-type: none"><i>1. Equivalent post high school algebra course(s) with a grade of “C” or better.</i><i>2. Current math placement results from a community college facility indicating a placement level beyond high school level algebra.</i><i>3. Provide certificate of completion from a committee approved online tech math course.</i>

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Physical:	<i>Physically and mentally able to safely perform or learn to safely perform essential functions of the job with or without reasonable accommodations.</i>
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Testing: None

Other: Must be an employee of Express Electric, LLC.

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

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedure (chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

- 1. Express Electric will post through company email when they are receiving applications to the Express Electric Apprenticeship Academy.**
- 2. Applications may be picked up in person at the Express Electric, LLC. office located at 1354 Pacific Place, Ferndale, WA. 98248. Application may also be requested and returned via email to expressadmin@expresselectric.com.**
- 3. Applications will be accepted for 30 days from date of posting.**
- 4. Applications will be ranked based on seniority at Express Electric.**
- 5. The Committee will determine the number of openings prior to holding interviews.**
- 6. Interviews:**
 - a. Each applicant shall be interviewed individually.**
 - b. All applicants must be asked the same questions.**
 - c. The interviewers shall have in their possession for each applicant: Application form and proof of date of birth.**

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- d. After a brief introduction, the interviewing committee will ask questions to find out as much as possible about applicants' capacity to participate in apprenticeship.
- e. Questions will be for evaluation purposes focused on work experience, mechanical/technical abilities, and motivation to complete this program.
- f. Evaluations of interviews will be based on a scale of 0-5 with 0 being unacceptable and 5 being excellent on each topic. In the event of a tie, seniority will be used to rank those tied.
- g. Applicants' interview questions and answers will be placed in the applicants' files for record keeping purposes.

B. Equal Employment Opportunity Plan:

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin or sex. The applicant must meet the minimum age requirement. The EEAA does not, and will not discriminate against a qualified individual with a disability because of the disability of such individual. The EEAA will take affirmative action to provide equal opportunity in apprenticeship and operate this apprenticeship program as required under Title 29, Code of Federal Regulations, Part 30, as amended, and other applicable law and lawful regulations, including:

1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
2. Cooperate with school boards, community colleges, and vocational schools to develop programs, which prepare students for entrance into apprenticeship.
3. Disseminate information concerning equal opportunity policies of the program's Sponsor.
4. Engage in any other such action to ensure that recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, or sex.

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).

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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. *General Electrician (01)*
8000 Hours of reasonably continuous employment

A. General Electrician (01)

The EEAA shall see that each apprentice completes a minimum of 8000 hours of reasonably continuous supervised employment. The EEAA will attempt to provide for participation in all of the work processes as outlined in Section VIII of these Standards. The apprentice shall participate in the number of hours of related classroom training, outside the normal work hours, per year of apprenticeship, as specified in Section IX of these Standards.

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.

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C.

1. General Electrician (01)

The first one thousand-six hundred (1,600) hours of employment shall constitute the initial probationary period or one year from date of registration, whichever occurs first.

During the initial probationary period, the EEAA shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training or experience does not reduce the initial probationary period.

Applicants awarded advanced standing at the time of registration shall have their demonstrated skill, knowledge and overall performance evaluated during the probationary period. Adjustments to the assigned period of apprenticeship and/or level of related classroom training may be made during the initial probationary period, following appropriate reviews and evaluation by the EEAA. Such reviews and determinations shall be properly documented and applied equally to all apprentices.

The first 1600 hours of OJT employment and satisfactory performance in related classroom training shall constitute the initial probationary period.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless as noted above or otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.

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- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

1. General Electrician (01)

The employer is allowed a ratio of one (1) apprentice to one (1) journey-level worker per job site, unless one of the following conditions is met:

No more than two apprentices for every journey level Residential (02) or Limited Energy (06) specialty electrician when working in that electrician's specialty.

Apprentices with a minimum of 7,000 hours of OJT will be allowed to work without the direct supervision of a journey-level person provided that they have been issued a six-month, nonrenewable, unsupervised electrical training certificate by the Washington State Labor and Industries Electrical Section. Such apprentices will not be counted for the purposes of a ratio calculation nor be allowed to supervise other apprentices.

Supervision and Ratio of apprentices registered in the above occupations shall follow requirements established under RCW 19.28.161.

2. Concurrent employment of Apprentices and Trainees shall be allowed per variance conditions approved by the WSATC on June 10, 2024. Variance shall expire on June 30, 2026. Conditions include:

- In case of layoff due to lack of work, trainees and apprentices will be laid off alternately.
- The ratio of Journey Level worker to apprentice remains 1 to 1.
- For newly approved program sponsors wanting to operate under this variance the sponsor will register their first apprentice within 30 days of approval from the WSATC.
- Beginning July 1, 2024 Apprenticeship Programs/Training agents will have at least a minimum of 1 registered apprentice or 10% of their non-journey (non-certified) level workers registered as apprentices.
- Beginning July 1, 2025 the percentage will increase from 10% to 25% of their non-journey (non-certified) level workers registered as apprentices.
- Beginning July 1, 2026 this percentage will increase from 25% to 100% of their non-journey (non-certified) level workers registered as apprentices.
- Apprentices and Trainees are allowed to work on the same project.
- This temporary variance approval expires in its entirety on June 30, 2026.
- None of the above stipulations are an exemption from following any Electrical Certificate requirements found in RCW19.28.161.

(Variance granted 06/10/2024, expires 6/30/2026)

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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

<i>1. General Electrician (01)</i>

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0000 – 1000 Hours	45%
2	1001 – 2000 Hours	50%
3	2001 – 3000 Hours	55%
4	3001 – 4000 Hours	60%
5	4001 – 5000 Hours	65%
6	5001 – 6000 Hours	70%
7	6001 – 7000 Hours	75%
8	7001 – 8000 Hours	80%

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

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.

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A. General Electrician (01)

In no case shall:

1. The term of apprenticeship be less than 8000 hours, or
 2. Work hours in electrical specialty occupations, such as the residential (02) or limited energy (06) specialties, be more than 4000 cumulative hours for the term of apprenticeship, or
 3. Commercial and industrial work hours be less than 4000 cumulative hours for the term of apprenticeship, or
 4. Department credited work experience in electrical specialties with less than a 4000 hour experience requirement be credited toward apprenticeship completion.
- Per WAC 296-46B-945 Table 945-1 Note 6.

<u>General Electrician (01)</u>	<u>Approximate Hours/Competency Level</u>
<p>1. <i>COMMERCIAL-wiring of commercial installations including all phases and all types of electrical installations as referenced in WAC 296-46b, and repair of all equipment therein; and necessary pre-fabrication and preparation.</i></p> <p><i>INDUSTRIAL-wiring of all industrial buildings and equipment; the maintenance, repair, and alteration of the same; and necessary pre-fabrication and preparation.</i></p>	<p><i>*No less than 4000 Hours*</i></p>
<p>2. <i>RESIDENTIAL-wiring of residences, duplexes, and small apartment buildings and necessary pre-fabrication and preparation.</i></p> <p><i>SPECIALIZED SYSTEMS-wiring of systems which include; sound, data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television programmable controllers, and nurse call systems.</i></p>	<p><i>*No more than 4000 Hours*</i></p>
<p><i>Total Hours/# of Competency Levels:</i></p>	<p><i>8000</i></p>

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.

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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): **Such as safety training, subject matter expert presentations, manufacturer and vendor demonstrations, and leadership workshops.**

Sponsor approved online or distance learning courses (specify)

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **Such as industry related videos and off-site contracted training as approved by the Committee.**

B. **(180)** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

Twelve-month period from date of registration.*

Defined twelve-month school year: (insert month) through (insert month).

Two-thousand hours of on the job training.

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

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C. Additional Information:

1. General Electrician (01)

The 144 hours identified above shall be 144 hours/year of competent instructor led classroom instruction (“must” include lab or hands-on instruction)

- *This requirement includes a minimum of 720 RSI hours over the term of apprenticeship under the same conditions.*
- *On-line would not be excluded as a delivery method but could only be offered for hours over the 144 annual minimum/720 cumulative total.*

2. **The EEAA permits individuals with previous education and training to test out of related courses. It has developed a nondiscriminatory policy adopting uniform written and proficiency-type examinations to be used in determining whether or not to award credit and waive specific course(s), or area(s) of training.**
3. **The EEAA shall secure competent Instructors whose knowledge, experience and ability to teach shall be carefully examined and monitored. The Instructors shall be qualified in or take the teacher training courses covering teaching techniques and adult learning styles.**
4. **The EEAA shall secure the instructional aids and equipment it deems necessary to provide quality instructions.**
5. **The Instructors shall administer periodic examinations and report the results to the EEAA for proper filing.**
6. **The EEAA shall monitor the apprentice's performance in related training and take appropriate action to encourage improvement where warranted. The EEAA will require performance reports to be filed on a regular basis by the Instructor, evaluating the apprentice's related instructional training performance. Such reports shall be maintained by the EEAA as part of its official file for each apprentice, providing an accumulative record of performance in related training.**
7. **Credit for Previous Experience:**
 - a. **Prospective apprentices with previous experience in the electrical trade (military or other) that is supported by undisputable documented evidence and that is recognized by the Washington State Department of Labor and Industries Electrical Section may request evaluation by the EEAA Committee for credit for previous experience. Where such experience warrants it, the EEAA Committee will grant credit which will be awarded using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training.**

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- b. Prospective apprentices may challenge individual modules (quarters) of Related/Supplemental Instruction (RSI). The prospective apprentice must submit a written request to challenge RSI modules within 30 days of the first day of the Electrical Industry Orientation. A score of 75% or greater is required to successfully challenge a module of RSI. Each exam will be administered only once and may not be retaken.
- c. Individuals who can verify (by providing undisputable documented evidence) that he or she has worked a minimum of four-thousand (4000) hours specifically in the electrical construction trade may enter the apprenticeship program and such individuals will not be required to meet the education and testing requirements under Section II.

To qualify under this provision, the prospective apprentice must provide to the EEAA Committee proper, indisputable documentation that defines their experience in the electrical industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements. Such documentation must remain with the prospective apprentice's record. The EEAA Committee will examine and retain all documentation submitted to determine the qualification of the prospective apprentice. The EEAA Committee will schedule an experience evaluation interview with the applicant if it is deemed appropriate. An absolute minimum of four-thousand (4000) hours of **ELECTRICAL CONSTRUCTION WORK EXPERIENCE** must be proven to meet this qualification. No other form of electronic or electrical experience or construction experience will be given credit under this provision. If the prospective apprentice meets these provisions, the EEAA Committee will determine, using the above-described standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience.

RSI plans shall be updated by the sponsor every five years or as requested by the department to ensure compliance with these standards.

Competent Instructor qualifications shall include the following:

- *Meets requirements of WAC 296-05-003, excluding the Journey Level Experience requirement*
- *Meets requirements of WAC 296-46B-970, excluding the following;*
 - *Manufacturer/Vendor representative when not accompanied by Competent Instructor*
 - *Electrical Administrator with no Journey level trade qualification*

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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. **It is the responsibility of the Apprentices to have reliable transportation to attend work, classes, and scheduled labs.**
 - b. **Apprentices are required to take the state level examination within thirty (30) days of being approved for examination by the Department and report results to the Committee. Any Apprentice who fails the exam will be required to engage in additional study as determined by the Sponsor and retake and pass exam within 120 days of completing their OJT and RSI requirements.**
 - c. **Travel Policies for Apprentices:**

The apprenticeship program will make every effort to offer its training programs outside of normal working hours. If an Apprentice is required to travel more than one-hundred twenty (120) miles for training or disciplinary procedures, they will be accommodated as follows:

 - 1) **Lodging will be arranged and paid for by the program at a local hotel. Apprentices may be required to share rooms. Maximum of two (2) apprentices per room. Occupants must be of the same gender.**
 - 2) **Per Diem for meals is provided for apprentices required to travel fifty (50) miles or more for training or disciplinary procedures.**
 - 3) **If an Apprentice is required to travel more than fifty (50) miles for training or disciplinary procedures mileage will be reimbursed at the current federal allowed rate.**

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d. Laid off Apprentices:

- 1) **Such Apprentices will remain registered in the Apprenticeship Program.**
- 2) **Once workload is back to normal and hiring is required, priority is reserved for laid off Apprentices.**
- 3) **An Apprentice is allowed to continue RSI training while laid off for up to one year.**
- 4) **Sponsor will provide all documentation necessary to assist with transfer to another program.**

B. Disciplinary Procedures

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

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- 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 Express Electric may result in cancellation of the Apprenticeship Agreement.**
 - b. **Apprentices caught in the act of plagiarism or cheating will be called before the EEAA committee and face disciplinary action up to and including cancellation of the Apprenticeship Agreement.**
 - c. **Apprentices are required to attend their scheduled classes. Apprentices absent or tardy (unexcused) more than two (2) scheduled classes will be called before the EEAA committee and face disciplinary action up to an including cancellation of the Apprenticeship Agreement.**

An excused absence must meet one of the following conditions:

- 1) **Military Service.**
- 2) **Medical restriction.**
- 3) **Funeral for immediate family member.**
- 4) **ER visit for self or an immediate family member.**
- 5) **Jury Duty.**
- 6) **Anything covered/protected under the WA Family Leave Act.**

Apprentices who miss related instruction will not advance to the next step until the deficiencies have been met at the convenience of the instructor. All courses will be caught up prior to the next term of classes or Apprentices will face disciplinary action up to and including cancellation of the Apprenticeship Agreement.

- d. **Apprentices shall be required to maintain a GPA of 2.0 (70%) at all times. Failure to do so will result in disciplinary action up to and including cancellation of the Apprenticeship Agreement.**
- e. **Apprentices that receive an unsatisfactory report by the employer on their performance review may be called before the EEAA committee and face disciplinary action up to and including cancellation of the Apprenticeship Agreement.**
- f. **The EEAA will not tolerate harassment defined as follows: unwelcome or unsolicited verbal, physical or sexual conduct which creates an intimidating, offensive, or hostile environment. The EEAA committee will promptly investigate and act upon all charges of harassment maintaining confidentiality of the report and person(s) involved.**

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- g. Apprentices who are required to appear before the EEAA committee for possible disciplinary action will be so notified in writing two (2) weeks prior to their requested appearance.**
- h. If an Apprentice fails to respond and/or appear before the EEAA committee after due notice, disciplinary action, up to and including cancellation of the Apprenticeship Agreement, may be invoked in the Apprentice's absence.**

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.

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

- B. Program Operations

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

Sponsors shall submit required reports through assigned state apprenticeship consultant.

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

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1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 60 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section’s manager may administratively approve requests for revisions in the following areas of the standards:
 - a. Program name
 - b. Sponsor’s introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

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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 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.

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7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

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

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. The sponsor must also provide the following information:
 - a. Quorum: **A quorum shall consist of four (4) members minimum with equal representation from employer and employee representatives.**
 - b. Program type administered by the committee: **Individual Non-Joint**

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c. The employer representatives shall be:

**Brent Shields, Secretary
1354 Pacific Place
Ferndale, WA 98248**

**Joe Mattingley
1354 Pacific Place
Ferndale, WA 98248)**

**Hale Hart
1354 Pacific Place
Ferndale, WA 98248**

d. The employee representatives shall be:

**Gary Mellema, Chair
1354 Pacific Place
Ferndale, WA 98248**

**Ryan Duffy
1354 Pacific Place
Ferndale, WA 98248**

**Andrew Crabtree
1354 Pacific Place
Ferndale, WA 98248**

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

None

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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.

**Hale Hardt, Training Director
1354 Pacific Place
Ferndale, WA 98248**

**Must be designated by the sponsor for electrical training programs*