

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



Teri Gardner 8-25-2020

REQUEST FOR APPROVAL OF PROPOSED STANDARDS

ADH rcv'd 08.25.2020
L&I apprenticeship
coordinator

TO: Washington State Apprenticeship & Training Council

FROM Titan Electrical Apprenticeship & Training

NAME OF PROGRAM STANDARDS

Check appropriate box:

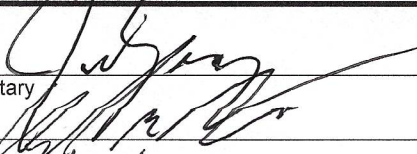
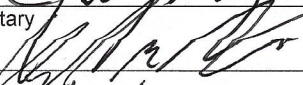
☒ Committee

☐ Plant

☐ OJT

OCCUPATION(S):	HOURS:	SOC #:
Inside Wireman	8000	47.2111.00
Residential Electrician	4000	47.2111.00

Authorized Signatures:

Chair: 	Approved by: Washington State Apprenticeship & Training Council
Secretary: 	Secretary of Council
Date: 7/29/2020	Date:



Teri Gardner 9-10-2020

Teri Gardner 8-25-2020

APPRENTICESHIP PROGRAM STANDARDS
adopted by

TITAN ELECTRICAL APPRENTICESHIP & TRAINING

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

INSIDE WIREMAN
RESIDENTIAL ELECTRICIAN

47-2111.00

8000 HOURS

47-2111.00

4000 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

Titan Electrical Apprenticeship & Training

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.

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Sponsor Introductory Statement (Required):

Titan Electrical Apprenticeship & Training focuses on excellence in construction, leadership and personal skills development. Our mission is to combine on-the-job work experience with quality classroom education to ensure all Apprentices are equipped with the tools necessary to be successful on their path to certification.

These standards developed by the Committee and approved by the Washington State Apprenticeship and Training Council shall govern this program.

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 which these standards cover shall be the following counties in Washington State: Chelan, Douglas, Grant, Kittitas, Yakima, Klickitat, Benton, Franklin, Walla Walla, Adams, Lincoln, Snohomish, King and Pierce.

II. MINIMUM QUALIFICATIONS:

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

Age: **18**

Education: **Must be a high school graduate from a school accredited by a State Education Agency; or Have a qualifying GED score of 2500 (minimum score of 250 if taken before 2002); or a High School Equivalency score of 600 or higher; or Have completed an Associate degree or higher from a school accredited by a State Education Agency; and**

Inside Electrician (01)

Show evidence of successful completion of: 1 full year of high school Algebra with a passing grade of “C” or better.

Residential Electrician (02)

Show evidence of successful completion of: 1 full year of high school math with a passing grade.

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- Physical: **Physically and mentally able to safely perform or learn to safely perform essential functions of the job with or without reasonable accommodations.**
- Testing: **None**
- Other: **Applicants shall submit all required application documentation within thirty (30) days of date of application or they will have to reapply.**

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. Applications are available and accepted year-round Monday through Friday from 8:00am to 4:00pm. Applications may be picked up in person at the Titan Electrical Apprenticeship & Training facility located at 615 Keys Road in Yakima Washington, 98901. Application may also be requested and returned via email to apprenticeship@titan-electrical.com.**
- 2. All in-person applicants will sign the logbook called Record of Apprentice. By emailing a completed application, the electronic applicants, agree to have their names added to the Record of Apprentice logbook. All applicants will be assigned an Apprentice Applicant Number (AAN) which will correspond with all future documentation throughout their training.**
- 3. Interviews will be scheduled for all applicants that meet the minimum qualifications based upon available work opportunities, but not more often than one time per month.**
- 4. The Committee will determine the number of openings prior to holding interviews.**
- 5. Interviews:**

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- 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, relevant documentation of education, and proof of date of birth.
- 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, education transcript GPA 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:

1. Distribute information about the nature of this Apprenticeship program, this program's admission requirements, current Apprenticeship opportunities, sources of Apprenticeship applications, and the equal opportunity policy of this sponsor.
2. Participate in workshops conducted by employment service agencies, school districts, and other community-based organizations to create awareness of this program's Apprenticeship opportunities.
3. Reach out to shelters, community centers, or other such establishments to create a balanced and 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:

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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].

Inside Electrician (01)

8000 Hours of reasonably continuous employment.

Residential Electrician (02)

4000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

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

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

- 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.
- C. **Inside 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.

Residential Electrician (02)

The first eight hundred (800) hours of employment shall constitute the initial probationary period or one year from date of registration, whichever occurs first.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

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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. Inside Wireman (01) apprentices may be supervised by a certified master journey level electrician, journey level electrician, or master specialty electrician working in their specialty, or specialty electrician working in their specialty. In no case shall specialty electricians supervise more than 4000 hours of the 8000 hour term. Residential Wireman (02) apprentices may be supervised by a certified master journey level electrician, journey level electrician, master residential electrician, or residential electrician.

- 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.
- 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:

Inside Electrician (01)

The employer is allowed a ratio of one (1) Apprentice to one (1) Journey-level worker per job site.

At no time shall the ratio of Apprentices to Journey-level workers exceed 1:1, unless the following condition is met;

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.

Residential Electrician (02)

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Two (2) Apprentices may be employed for each one (1) Journeyman as is consistent with the Department of Labor & Industries Electrical Licensing Section. At no time shall the ratio exceed two (2) Apprentices to one (1) Journeyman on each jobsite.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

C. Inside Wireman (01)

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 – 1600 hours	50%
2	1601 – 2000 hours	55%
3	2001 – 3500 hours	60%
4	3501 – 5000 hours	70%
5	5001 – 6500 hours	80%
6	6501 – 8000 hours	85%

1. Inside Electrician apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.

Residential Electrician (02)

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 – 1000 hours	60%
2	1001 – 2000 hours	65%

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3	2001 – 3000 hours	70%
4	3001 – 4000 hours	75%

1. Residential Electrician apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.

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. In no case shall work hours in commercial and industrial be less than 4000 cumulative hours for the term of apprenticeship.

A. Inside Wireman (01): **Approximate Hours/Competency Level**

1. **RESIDENTIAL-wiring of residences, duplexes, and small apartment buildings and necessary pre-fabrication and preparation.1000**
2. **COMMERCIAL-wiring of public commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary pre-fabrication and preparation2500**
3. **INDUSTRIAL-wiring of all industrial buildings and equipment; the maintenance, repair, and alteration of the same; and necessary pre-fabrication and preparation.....3000**
4. **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.1500**

Total Hours/# of Competency Levels: 8000

B. Residential Electrician (02): **Approximate Hours/Competency Level**

1. **Rough in & wiring of outlets.....1300**
2. **Wiring for service connection meters & distribution400**

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3.	Major appliance installation & service	100
4.	Remodeling of residential buildings	300
5.	Installation and service of intercom systems	90
6.	Installation and service of music, audio, & video systems	150
7.	Installation, service & control of electric heat.....	200
8.	Installation, service & control of air-conditioning.....	100
9.	Wiring, installation, & service of photovoltaic systems.....	200
10.	Wiring, installation & service of fire alarm & carbon monoxide systems.....	150
11.	Wiring, installation & service of security, surveillance & access systems	280
12.	Wiring, installation, & service of telephone systems	80
13.	Wiring, installation, & service of home technology integrator	300
14.	Residential plan and design.....	100
15.	Wiring, installation & service of lighting system	250

Total Hours/# of Competency Levels: 4000

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.

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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) **Such as OSHA 10 training and other courses as approved by the Committee.**

☐ 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: **September** through **June**.

☐ 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.*

C. Additional Information:

Inside Electrician (01)

1. 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.

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Residential Electrician (02)

2. 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 288 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/288 cumulative total.
3. RSI plans shall be updated by the sponsor every five years or as requested by the department to ensure compliance with these standards.
4. 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
5. **The Committee may allow individuals with previous education and training to test out of some related courses. Uniform written and proficiency-type examinations will be used to determine whether or not the Committee will grant credit and waive specific courses or areas of training.**
6. **Immediately following class reviews of completed tests, the Instructor shall collect and submit all tests and materials to the Training Director for proper filing. No completed tests or test materials will be left in the hands of the apprentices.**
7. **All RSI will take place at the Titan Electrical Apprenticeship & Training building located at 615 Keys Road Yakima WA 98901.**
8. **All costs for books must be paid in full prior to the beginning of each class term.**

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:

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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 at a minimum of quarterly for progress alignment. These reviews will be conducted by Instructors, Journey level and/or employer supervisors.**
 - b. **All Apprentices must be released from "on-the-job" commitments to attend scheduled related instruction.**
 - c. **It is the responsibility of the Apprentices to have reliable transportation to attend work, classes, and scheduled labs.**
 - d. **Proof of WA State driver's license shall be maintained throughout the duration of the Apprenticeship.**
 - e. **Apprentices must report their OJT and RSI hours to the Sponsor either in person at the Titan Electrical Apprenticeship & Training office or by emailing them to apprenticeship@titan-electrical.com no later than the 5th of each month for the previously worked month.**
 - f. **Requirements for advancement are:**
 - (1) Attend RSI classes and labs.
 - (2) Maintain 70% average grade for classes and labs.
 - (3) Report OJT hours.
 - (4) Receive satisfactory or better performance reviews.
 - g. **Apprentices shall always carry on their person a current Electrical Trainee Certificate and their registered Apprenticeship Credentials. It is the responsibility of the Apprentices to provide Titan Electrical Apprenticeship & Training with a copy of their current Trainee/Apprentice Credentials upon request.**
 - h. **01 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**

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required to engage in additional study as determined by the Sponsor and retake and pass exam within one hundred-twenty (120) days of completing their OJT and RSI requirements.

- i. 02 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 one hundred-twenty (120) days of completing their OJT and RSI requirements.**

j. 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. Mileage will be reimbursed at the current federal allowed rate.**
- 4. 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.**

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.**

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- d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:
 - a. **Failure to maintain employment with Titan Electrical shall result in cancellation of the Apprenticeship Agreement.**
 - b. **Apprentices caught in the act of plagiarism or cheating will be called before the 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 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

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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 Committee and face disciplinary action up to and including cancellation of the Apprenticeship Agreement.**
- f. The Committee will not tolerate harassment defined as follows: unwelcome or unsolicited verbal, physical or sexual conduct which creates an intimidating, offensive, or hostile environment. The Committee will promptly investigate and act upon all charges of harassment maintaining confidentiality of the report and person(s) involved.**
- g. Apprentices who are required to appear before the Committee for possible disciplinary action will be so notified in writing at least twenty (20) days prior to their requested appearance.**
- h. If an Apprentice fails to respond and/or appear before the 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.**

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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.
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:

Titan Electrical Apprenticeship & Training

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 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)
 1. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 2. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 3. 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

Titan Electrical Apprenticeship & Training

4th quarter: October through December, due by January 10

4. On-the-Job Work Hours Reports (bi-annual)

1st half: January through June, by July 30

2nd half: July through December, by January 31

2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, 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

Titan Electrical Apprenticeship & Training

- 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.
 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.

Titan Electrical Apprenticeship & Training

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**
 - c. The employer representatives shall be:

**Jude Sevigny, Chair
615 Keys Road
Yakima WA 98901**

**Matthew Shipley
615 Keys Road
Yakima WA 98901**

**Terisha Sevigny
615 Keys Road
Yakima WA 98901**

**Gary Brost
615 Keys Road
Yakima WA 98901**

- d. The employee representatives shall be:

**Andrew Root, Secretary
615 Keys Road
Yakima WA 98901**

**Reese Crenshaw
615 Keys Road
Yakima WA 98901**

**Raul Cisneros
615 Keys Road
Yakima WA 98901**

**Billy Murders
615 Keys Road
Yakima WA 98901**

F. Plant programs

Titan Electrical Apprenticeship & Training

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

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.

**Michael Yusi, Training Director
615 Keys Road
Yakima WA 98901**

**Jennifer Eaton, Training Coordinator
615 Keys Road
Yakima WA 98901**

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

Teri Gardner 8-25-2020

ADH rcv'd 08.25.2020

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



Journey Level Wage Rate

From which apprentices' wages rates are computed

TO: Washington State Apprenticeship & Training Council

From Titan Electrical Apprenticeship & Training

(NAME OF STANDARDS)

Occupations	County(s)	Journey Level Wage Rate	Effective Date:
Inside Wireman	Chelan, Douglas, Grant, Kittitas, Yakima, Klickitat, Benton, Franklin, Walla Walla, Adams, Lincoln, Snohomish, King and Pierce.	\$30.00	07/29/2020
Residential Electrician	Chelan, Douglas, Grant, Kittitas, Yakima, Klickitat, Benton, Franklin, Walla, Walla, Adams, Lincoln, Snohomish, King and Pierce.	\$25.00	07/29/2020

Teri Gardner 8-25-2020

ADH rcv'd 08.25.2020

Titan Electrical Apprenticeship & Training
615 Keys Road, Yakima WA 98901
509.941.8306
apprenticeship@titan-electrical.com

July 29, 2020

RE: Employee Representative Committee Joining Process

To whom it may concern;

The employee representative members joined the Apprenticeship Committee after the following took place:

A flier was distributed to all Journey- Level Workers of Titan Electrical. The flier explained the opportunity to become a volunteer member of the Apprenticeship Committee. It explained that the positions would be filled through an open election process.

Each Journey – Level volunteer candidate wrote a brief summary of their training, work history, beliefs and or goals which was distributed to all Trainees of Titan Electrical. Ballots were included with these summaries.

Election ballots were completed, collected, counted, and the results were publicly posted. The selected volunteer Committee members were notified and the member with the highest number of votes was became the Secretary of the Committee.



Teri Gardner 8-25-2020

ADH rcv'd 08.25.2020

Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Titan Electrical Apprenticeship & Training
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Committee Representative Name: Raul Cisneros

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Electrician	Titan Electrical LLC	06/2019	Present
Electrician	Arrow Electric	06/2017	06/2019
Journeyman	Westside Electric	07/2004	05/2011
Journeyman	Vans Plumbing & Electric	08/2000	07/2004

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended From To		Program of Study	Type of Certificate or Degree Awarded, if any
Perry Technical Institute, Yakima WA	08/2015	08/2017	Electrical Technology	COC
A.C. Davis High School , Yakima WA	2010	2014	General	Diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
Electrical Administrator License No. CISNERV845RO
Electrician License No. CISNERV816QG

Sponsors may attach additional pages if necessary.



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Titan Electrical Apprenticeship & Training
--------------------------	--

Committee Representative Name: Billy Murders

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Apprentice / Journeyman	Titan Electrical LLC	04/2019	Present
Apprentice	Innovation Refrigeration Inc.	01/2019	04/2019
Apprentice	All Phase Electric	03/2018	12/2018
Apprentice	Lamb Weston	12/2018	03/2018
Scaffold Supervisor / Erector	Petrochem	06/2015	06/2016
4 th Band Winderman	Georgia Pacific Wanna Paper Mill	07/2012	06/2015

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended From To		Program of Study	Type of Certificate or Degree Awarded, if any
Perry Technical Institute	01/2016	12/2018	Electrical Technology	Certificate
Lower Columbia College	2001	2002	General	Diploma
Mark Morris HS	1997	2001	General	

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
United States Marine Corps July 2002 to April 2012
Electrician License No. MURDEBD802C1
CPR Certified, Forklift Certified, Scaffolding Carts Certified

Sponsors may attach additional pages if necessary.



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Titan Electrical Apprenticeship & Training
---------------------------------	--

Committee Representative Name: Terisha Sevigny

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Controller	Titan Electrical LLC	07/2019	Present
Internet Sales Program Admin	Windy Chevrolet	05/2019	08/2019
Aircraft Sales Experience Mgr	CubCrafters, Inc	09/2017	05/2019
Office Manager	Steve Hahn VW, KIA and MB	06/2015	09/2017

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		
South Ridge High School	08/1997	07/2001	General	

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
Notary Public: 122448 (issued October 2006 - current)
General Motors Certified: GM Financial, Marketing, Federal Advertising, HR Compliance, Fixed Operations
Kia, VW, MB Certified: Office Administration, Mfg. Financial Statement, Co-Op, HR Compliance

Sponsors may attach additional pages if necessary.



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Titan Electrical Apprenticeship & Training
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Committee Representative Name: Andrew Root

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Journeyman	Titan Electrical	04/2019	Present
Hospital Foreman	Garrett Electric	11/2018	04/2019
Apprentice / Journeyman	Dunbar Electric	08/5/2015	11/2018

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended From To		Program of Study	Type of Certificate or Degree Awarded, if any
Perry Technical Institute	2013	2015	Electrical Technology	COC
Philomoth High School	2002	2005	General	Diplomona

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
Electrician License No. ROOT*AM826M7
Instructor License No. 2251

Sponsors may attach additional pages if necessary.



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Titan Electrical Apprenticeship & Training
---------------------------------	--

Committee Representative Name: Reese Crenshaw
--

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Journeyman	Titan Electrical LLC	10/2019	Present
Journeyman	Primary Electrical	07/2019	10/2019
Department Head	Zirkle Fruit Co.	09/2009	07/2019

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		
Perry Technical Institute	2005	2007	Electrical Technology	Certificate
Selah High School	2001	2005	General Studies	Diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
Electrical Administrator License No. CRENSRA915QT
Electrician License No. CRENSRA900LD
Instructor License No. 2252

Sponsors may attach additional pages if necessary.



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Titan Electrical Apprenticeship & Training
---------------------------------	---

Committee Representative Name: Matthew Shipley

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Senior Project Manager	Titan Electrical LLC	07/2019	Present
Electrical Inspector	Washington State Department of Labor and Industries	10/2018	07/2019
Electrical Inspector	Perry Technical Institute	07/2013	10/2018
Journeyman	Total Control Electric	07/2005	07/2013

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended From To		Program of Study	Type of Certificate or Degree Awarded, if any
Perry Technical Institute, Yakima WA	07/2003	07/2005	Electrical Technology	COC
Selah High School	1998	2002	General	Diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
Master Electrician, License No. SHIPLME8351
Electrical Education Instructor, Instructor ID. 2198

Sponsors may attach additional pages if necessary.



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Titan Electrical Apprenticeship & Training
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Committee Representative Name: Gary Brost
--

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Residential Supervisor	Titan Electrical LLC	12/2014	Present
Owner	Acceut Electric LLC	05/2011	12/2014
Electrical Journeyman	Westside Electric	07/2004	05/2011
Electrical Journeyman	Vans Plumbing & Electric	08/2000	07/2004

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		
Ferndale High School	10/2002	07/1987	General Studies	Diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
Electrical Administrator License No. BROSTG*903RS
Electrician License No. BROSTG*002JF

Sponsors may attach additional pages if necessary.



Apprenticeship Committee Representative Qualification Information Experience & Education History

NAME OF PROGRAM/SPONSOR:	Titan Electrical Apprenticeship & Training
---------------------------------	---

Committee Representative Name: Jude Sevigny

WORK EXPERIENCE			
POSITION (Most recent first)	EMPLOYER / ORGANIZATION	FROM: (Month & Year)	TO: (Month & Year)
Owner / Operator	Titan Electrical LLC	06/2008	Present
Journeyman Electrician	Marney Electric	03/2006	05/2008
Apprentice Electrician, Residential	Current Concepts	01/2005	03/2006
Apprentice Electrician Commercial & Residential	Linden Electric	02/2004	01/2005

EDUCATION HISTORY				
Name and Location of Training and/or School	Month/Year Attended From To		Program of Study	Type of Certificate or Degree Awarded, if any
Perry Technical Institute, Yakima WA	10/2002	10/2004	Electrical Technology	COC
East Valley High School, Yakima, WA	1998	2002	General	Diploma

OTHER TECHNICAL CERTIFICATIONS or LICENSES HELD
Washington (02) Electrician License No. SEVIGR943Q8
Washington State (01) Administrator License No. SEVIGJR964B1
Washington Electrical Educator Instructor License No. 2109

Sponsors may attach additional pages if necessary.

Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Sponsor Titan Electrical Apprenticeship & Training		<i>Teri Gardner 8-25-2020</i>	
Skilled Occupational Objective Inside Wireman			
Term/OJT Hours 8000	Total RSI Hours 720		
Training Provider Titan Electrical Apprenticeship & Training			

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.

Michael Yusi

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.

Michael Yusi

Print Name Training Provider



Signature of Training Provider

Training Director

Title of Training Provider

Titan Electrical Apprenticeship & Training

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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Title of Training Provider

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Title of Training Provider

Signature of Training Provider

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Organization of Training Provider

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Organization of Training Provider

Signature of Training Provider

Click or tap here to enter text.

Organization of Training Provider

Program Sponsor: Titan Electrical Apprenticeship & Training	Skilled Occupational Objective: Inside Wireman
--	---

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: Year 1	Planned Hours: 180
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Titan Electrical Apprenticeship & Training	
Description of element/course: Introduction/Orientation/Tools OSHA Construction Safety - Electrical Safety and PPE OSHA Construction Safety-Falls, Ladders and Scaffolds DC Fundamentals - Matter DC Fundamentals - Electron Theory DC Fundamentals - Magnetism Fundamentals - Electricity Digital Multimeter Principles - Chapters 1 through 4 Digital Multimeter Principles - Chapters 5 through 9 Digital Multimeter Principles - Chapter 10 Digital Multimeter Principles - Review and Competency Test Lab - DC Circuits Lab - DMM Practice Quarter 1 Review Quarter 1 Exam DC Fundamentals - Electromagnetism DC Fundamentals - Uses of Electromagnetism DC Fundamentals - The Electrical Circuit DC Fundamentals - Math DC Fundamentals - Series Circuits DC Fundamentals - Series Circuits DC Fundamentals - Parallel Circuits DC Fundamentals - Series Parallel DC Fundamentals - Multi-wire Circuits Switching Lab - 3-Way/ 4-Way Switching Lab - Ohms Law Instructor Choice Quarter 2 Review Quarter 2 Exam WAC 1 RCW 1 AC Fundamentals - The Electrical System AC Fundamentals - Protection Devices Fundamentals - Alternating Current Fundamentals - Capacitance AC Fundamentals - Inductance AC Fundamentals - Power Factor and Efficiency AC Fundamentals - Motors	

AC Fundamentals - Generators
 AC Fundamentals - Transformers
 Lab - Box Make-up
 Lab - AC Circuits
 Quarter 3 Review
 Quarter 3 Exam
 WAC 2
 RCW 2
 Introduction to the NEC - How to use the NEC
 Apprentice Supplement - Articles 90 and 100
 Apprentice Supplement - Article 110
 AC/DC Fundamentals Review
 Apprentice Supplement - Grounding and Bonding
 Apprentice Supplement - Grounding and Bonding
 Apprentice Supplement - Grounding and Bonding
 Lab - Conductor Ampacity
 Lab - Panel Make-up
 Quarter 4 Review
 Quarter 4 Exam
 Year 1 Review
 Year 1 Exam

Element/Course: Year 2	Planned Hours: 180
Mode of Instruction (check all that apply)	
<input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Titan Electrical Apprenticeship & Training	
Description of element/course:	
Year 2 Introduction/Orientation/Tools OSHA Construction Safety - Electrical Safety and PPE OSHA Construction Safety - Confined Space, Emergency Response and Lockout/Tag out NEC - General Introduction NEC - General Definitions NEC - General Requirements for Electrical Installations 1 NEC - General Requirements for Electrical Installations 2 NEC - Grounded [Neutral] Conductors NEC - Wiring and Protection, Branch Circuits 1 NEC - Wiring and Protection, Branch Circuits 2 NEC - Wiring and Protection, Branch Circuits 3 Lab - MC & AC Cable Lab - Multi Wire Circuits Quarter 1 Review Quarter 1 Exam NEC - Wiring and Protection Feeders NEC - Wiring and Protection, Branch Circuit, Feeder and Service Calculations 1 NEC - Wiring and Protection, Outside Branch Circuit and Feeder and Service Calculations 2 NEC - Wiring and Protection, Outside Branch Circuits and Feeders NEC - Wiring and Protection Services 1 NEC - Wiring and Protection Services 2 NEC - Wiring and Protection Overcurrent Protection 1 NEC - Wiring and Protection Overcurrent Protection 2 NEC - Apprenticeship Supplement - Grounding and Bonding Switchboards, Panelboards and Load Centers Lab - GFCI Devices Lab - AFCI Instructor Choice Quarter 2 Review Quarter 2 Exam	

NEC - Wiring and Protection, Surge Protective Devices (SPDs)
 NEC - Wiring Methods and Materials, General Requirements for Wiring Methods and Materials 1
 NEC - Wiring Methods and Materials General Requirements for Wiring Methods and Materials 2
 NEC - Wiring Methods and Materials Conductors for General Wiring 1
 NEC - Wiring Methods and Materials Conductors for General Wiring 2
 NEC - Wiring Methods and Materials, Cabinets, Cutout Boxes and Meter Socket Enclosures
 NEC - Wiring Methods and Materials, Outlet, Device, Pull and Junction Boxes; Conduit Boxes and Hand
 hole Enclosures
 NEC - Wiring Methods and Materials, Outlet, Device, Pull and Junction Boxes; Conduit Bodies and hand
 hole Enclosures 2
 NEC - Wiring Methods and Materials, Nonmetallic-Sheathed/Service-Entrance
 Utilities
 Lab - Voltage-Drop Calculations
 Lab - Proper Tool Use
 Instructor Choice
 Quarter 3 Review
 Quarter 3 Exam
 NEC - Wiring Methods and Materials, UF Cable and PVC
 NEC - Wiring Methods and Materials, AC and MC Cable
 NEC - Wiring Methods and Materials, FMC, LMFC and LFNC
 NEC - Wiring Methods and Materials, EMT, IMT and RMC
 NEC - Wiring Methods and Materials and Metal Wire ways
 NEC - Wiring Methods and Materials, Multi outlet Assemblies and Surface Metal Raceways
 Lab - Conduit Fill
 Lab - Raceway Sizing Calculations
 Load Calculations - Standard
 Load Calculations - Optional
 Instructor Choice
 Quarter 4 Review
 Quarter 4 Exam
 Year 2 Review
 Year 2 Final Exam

Element/Course: Year 3

Planned Hours: 180

Mode of Instruction (check all that apply)

☒ Classroom ☒ Lab ☐ Online ☐ Self-Study

Provided by: Titan Electrical Apprenticeship & Training

Description of element/course:

Introduction/Orientation/Tools

OSHA Construction Safety - Electrical Safety and PPE

OSHA Construction Safety - Excavation/Motor Vehicles/ Tool Safety

Power Quality - Introduction/Theory/Alternating Current/Neutral Current

Power Quality - Harmonics/Voltage Disturbances/ Voltage Window

Power Quality - Electrical Noise/Grounding and Bonding/Power Quality Issues

Troubleshooting Techniques

Lab - Ballasts and Transformers

NEC Equipment for General Use. Flexible Cords and Cables, and Fixture Wires

Lab - Crest Factor

NEC - Equipment for General Use-Switches and Receptacles

NEC - Switchboards, Switchgear, and Panel Boards

NEC - Equipment for General Use-Luminaries and Low-Voltage Lighting Systems

Quarter 1 Review

Quarter 1 Exam

NEC - Equipment for General Use-Appliances

NEC - Equipment for General Use-Fixed Electric Space-Heating Equipment

NEC - Equipment for General Use-Motors, Motor Circuits, and Controllers 1
 NEC - Equipment for General Use-Motors, Motor Circuits, and Controllers 2
 NEC - Equipment for General Use-Air-conditioning/Refrigeration Equipment and Transformers
 Lab - Motor Controls
 Safety - Bonding and Grounding 1
 Safety - Bonding and Grounding 2
 Safety - Bonding and Grounding 3
 Safety - Bonding and Grounding 4
 Lab - Methods of Grounding and Bonding
 Study Period Code Article Report
 Student Presentation - Code Article Report
 Quarter 2 Review
 Quarter 2 Exam
 NEC Special Occupancies - Hazardous Locations, Commercial Garages, and Motor Fuel Dispensing
 NEC Special Occupancies - Health Care Facilities, Assembly Occupancies, Mobile/Manufactured homes and Temporary Installations
 NEC Special Equipment - Electric Signs, Manufactured Wiring Systems and Elevators
 NEC Special Equipment - Electric Vehicle Charging Systems and Electric Welders
 NEC Special Equipment - Audio Signal Processing and Information Technology Equipment
 NEC Special Equipment - Swimming Pools, Spas, Hot Tubs, Fountains and Similar Installations
 NEC Special Conditions - Emergency Legally Required and Optional Standby Systems
 NEC Special Conditions - Remote-Control, Signaling and Power Limited Circuits
 NEC - Special Conditions and Communications Systems - Fire Alarm Systems, Optical Fiber Cables and Raceways, Communications Circuits, Radio and Television Equipment, and CATV and Radio Distribution Systems
 NEC - Special Equipment - Solar Photovoltaic (PV) Systems 1
 NEC - Equipment for General Use - Switches and Receptacles
 Lab - Relays
 Lab - Fire Alarm Systems
 Quarter 3 Review
 Quarter 3 Exam
 Motor Controls Introduction to Motor Controls
 Motor Controls - Motor Controls and Schematics 2
 Motor Controls - Motor Controls and Schematics 2
 Motor Controls - Revising Controls 1
 Motor Controls - Revising Controls 2
 Motor Controls - Controls for Multiple Motors
 Motor Controls - Miscellaneous Requirements
 Lab - Motor Controls
 Input Devices
 Lab - Variable Speed Drivers
 Instructor Choice
 Quarter 4 Review
 Quarter 4 Exam
 Year 3 Review
 Year 3 Exam

Element/Course: Year 4

Planned Hours: 180

Mode of Instruction (check all that apply)

☒ Classroom ☒ Lab ☐ Online ☐ Self-Study

Provided by: Titan Electrical Apprenticeship & Training

Description of element/course:

Introduction/Orientation/Tools

OSHA Construction Safety - Electrical and PPE

OSHA Construction Safety

Electrical Estimating - Introduction and About Estimating

Electrical Estimating - Understanding Labor Units

Electrical Estimating - Determine Break-Even Cost

Electrical Estimating - The Bid Process and Unit Pricing

Electrical Estimating - The Bid Process and Unit Pricing

Project Management

Lab - PDF's

Lab - Blueprint Takeoff

Leadership Training - Part 1

Leadership Training - Part 2

Quarter 1 Review

Quarter 1 Exam

Code Review - Articles 90 through 110 and 200 through 240

Code Review - Articles 300 through 314

Code Review - Articles 400 through 480

Electrician's Math Review - Electrician's Math and Basic Electrical Formulas

Electrician's Math Review - Electrical Circuits

Lab - LED's

Electrician's Math Review - Understanding Alternating Current

Electrician's Math Review - Motor Basics 2

Electrician's Math Review- Transformers

Electrician's Math Review - Motor Basics and Transformers Review

Lab - Transformers

NEC Calculations – Raceway and Box Calculations

Quarter 2 Review

Quarter 2 Exam

NEC Calculations - Conductor Sizing and Protection Calculations 1

NEC Calculations - Conductor Sizing and Protection Calculations 2

NEC Calculations - Motor and Air Conditioning Calculations 1

NEC Calculations - Motor and Air Condition Calculations 2

NEC Calculations - Voltage-Drop Calculations

NEC Calculations - Dwelling Unit Calculations 1

NEC Calculations - Dwelling Unit Calculations 2

Programmable Logic Controllers

Programmable Automation Controllers

Lab – PLC's 1

NEC Calculations - Multifamily Dwelling Calculations 1

NEC Calculations - Multifamily Dwelling Calculations 2

Lab - PLC's 2

Quarter 3 Review

Quarter 3 Exam

NEC Calculations - Commercial Calculations 1

NEC Calculations - Commercial Calculations 2

NEC Calculations - Transformer Calculations 1

NEC Calculations - Transformer Calculations 2

OSHA Construction Safety Handbook Review

Lab - Thermal Imaging

Lab - Low Voltage Terminations

Electrical Theory Review
Year 4 Final Exam Pat 1
National Electrical Code Review
Year 4 Final Exam Part 2
Electrical Calculations Review
Year 4 Final Exam Part 3
Final Exam Review Test and Questions
Journey Level Certificate requirements

Apprenticeship Related/Supplemental Instruction (RSI) Plan Review

Program Sponsor Titan Electrical Apprenticeship & Training		<i>Teri Gardner 8-25-2020</i>
Skilled Occupational Objective Residential Electrician		
Term/OJT Hours 4000	Total RSI Hours 360	
Training Provider Titan Electrical Apprenticeship & Training		

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.

Michael Yusi

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.

Michael Yusi

Print Name Training Provider



Signature of Training Provider

Training Director

Title of Training Provider

Titan Electrical Apprenticeship & Training

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

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Organization of Training Provider

Program Sponsor: Titan Electrical Apprenticeship & Training	Skilled Occupational Objective: Residential Electrician
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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: Year 1	Planned Hours: 180
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Titan Electrical Apprenticeship & Training	
Description of element/course: Introduction / Orientation / Tools OSHA Construction Safety - Electrical Safety and PPE OSHA Construction Safety - Falls, Ladders and Scaffolds DC Fundamentals – Matter DC Fundamentals – Electron Theory DC Fundamentals – Magnetism DC Fundamentals – Electricity Digital Multimeter Principles – Chapters 1 through 4 Digital Multimeter Principles – Chapters 5 through 9 Digital Multimeter Principles – Chapter 10 Digital Multimeter Principles – Review and Competency Test Lab – DC Circuits Lab – DMM Practice Quarter 1 Review Quarter 1 Exam DC Fundamentals – Electromagnetism DC Fundamentals – Uses of Electromagnetism DC Fundamentals – The Electrical Circuit DC Fundamentals – Math DC Fundamentals – Series Circuits DC Fundamentals – Series Circuits DC Fundamentals – Parallel Circuits DC Fundamentals – Series Parallel Circuits DC Fundamentals – Multiwire Circuits Switching Lab- 3-Way / 4-Way Switching Lab – OHMS Law Instructor Choice Quarter 2 Review Quarter 2 Exam WAC 1 RCW 1 AC Fundamentals – The Electrical System AC Fundamentals – Protection Devices AC Fundamentals – Alternating Current AC Fundamentals – Capacitance AC Fundamentals – Inductance AC Fundamentals – Power Factor and Efficiency AC Fundamentals – Motors	

AC Fundamentals – Generators
 AC Fundamentals – Transformers
 Lab – Box Make-up
 Lab – AC Circuits
 Quarter 3 Review
 Quarter 3 Exam
 WAC 2
 RCW 2
 Introduction to the NEC – How to use the NEC
 Apprentice Supplement – Articles 90 and 100
 Apprentice Supplement – Article 110
 AC/ DC Fundamentals Review
 Apprentice Supplement – Grounding and Bonding
 Apprentice Supplement – Grounding and Bonding
 Apprentice Supplement – Grounding and Bonding
 Lab – Conductor Ampacity
 Lab – Panel Make-up
 Quarter 4 Review
 Quarter 4 Exam
 Year 1 Review
 Year 1 Exam

Element/Course: Year 2	Planned Hours: 180
Mode of Instruction (check all that apply)	
<input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Titan Electrical Apprenticeship & Training	
Description of element/course:	
Introduction / Orientation / Tools OSHA Construction Safety – Electrical Safety and PPE OSHA Construction Safety – Confined Space, Emergency Response, and Lockout /Tagout NEC – General Introduction NEC – General Definitions NEC – General Requirements for Electrical Installations 1 NEC – General Requirements for Electrical Installations 2 NEC – Grounded [Neutral] Conductors NEC – Wiring and Protection, Branch Circuits 1 NEC – Wiring and Protection, Branch Circuits 2 NEC – Wiring and Protection, Branch Circuits 3 Lab – Ceiling Fans Lab – Multi Wire Circuits Quarter 1 Review Quarter 1 Exam NEC - Wiring and Protection Feeders NEC – Wiring and Protection, Branch Circuit, Feeder, and Service Calculations 1 NEC – Wiring and Protection, Branch Circuit, Feeder and Service Calculations 2 NEC - Wiring and Protection, Outside Branch Circuits and Feeders NEC - Wiring and Protection Services 1 NEC - Wiring and Protection Services 2 NEC – Wiring and Protection Overcurrent Protection 1 NEC – Wiring and Protection Overcurrent Protection 2 NEC – Apprenticeship Supplement Grounding and Bonding Load Centers Lab – GFCI Devices Lab – AFCI	

Instructor Choice
Quarter 2 Review
Quarter 2 Exam
NEC - Wiring and Protection, Surge-Protective Devices (SPDs)
NEC – Wiring Methods and Materials General Requirements for Wiring Methods and Materials 1
NEC- Wiring Methods and Materials General Requirements for Wiring Methods and Materials 2
NEC- Wiring Methods and Materials Conductors for General Wiring 2
NEC- Wiring Methods and Materials Conductors for General Wiring 2
NEC- Wiring Methods and Materials, Cabinets, Cutout Boxes and Meter Socket Enclosures
NEC – Wiring Methods and Materials, Outlet, Device, Pull and Junction Boxes; Conduit Boxes, and Handhole Enclosures
NEC- Wiring Methods and Materials, Outlet, Device, Pull and Junction Boxes; Conduit Boxes; and Handhole Enclosures 2
NEC – Wiring Methods and Materials, Nonmetallic- Sheathed / Service – Entrance Cables
Utilities
Lab - Voltage-Drop Calculations
Lab - Proper Tool Use
Instructor Choice
Quarter 3 Review
Quarter 3 Exam
NEC- Wiring Methods and Materials, UF Cable and PVC
NEC – Wiring Methods and Materials, AC and MC Cable
NEC – Wiring Methods and Materials, FMC, LFMC, and LFNC
NEC – Wiring Methods and Materials, EMT, IMT, and RMC
NEC – Wiring Methods and Materials and Metal Wireways
NEC – Wiring Methods and Materials, Multioutlet Assemblies, Surface Metal Raceways and Cable Trays
Lab- Conduit Bending
Lab- Raceway Sizing Calculations
Load Calculations – Standard
Load Calculations – Optional
Instructor Choice
Lab – Quarter 4 Review
Quarter 4 Exam
Year 2 Review
Year 2 Final Exam