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Rec'd 6.3.24 EML	<i>Teri Gardner 6-4-24</i> L&I Admin
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Department of Labor and Industries  
 Apprenticeship Section  
 PO Box 44530  
 Olympia WA 98504-4530



## Request for Revision of Standards

TO: Washington State Apprenticeship & Training Council  
 FROM: Vertical Options Elevator Apprenticeship Program #1966

Please update our Standards of Apprenticeship to reflect the following changes:

- Additions shall be underlined (underlined).
- Deletions shall be struck through (~~struck through~~).
- See attached.

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

<input checked="" type="checkbox"/> Chair	Date	<input checked="" type="checkbox"/> Secretary	Date
<input type="checkbox"/> Authorized Signer	6/3/2024		06/03/2024
Print Name: Keely Friesen		Print Name: Tim Murray	
Signature: <i>Keely Friesen</i>		Signature: <i>Tim Murray</i>	

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

Attach additional sheets if necessary

### **Sponsor Introductory Statement**

The sponsor, Vertical Options Elevator LLC, is a Spokane, Washington based company whose mission is meeting elevator business needs within timely and safe response times. Vertical Options Elevator LLC Sselects, employs and trains apprentices who reside in the Spokane, Washington and Coeur d' Alene, Idaho areas within 50 miles of Spokane, Washington, in accordance with their business mission.

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

#### A. Selection Procedures:

Applicant Pool:

2. There will be an application fee of \$15.00 for each packet that is ~~mailed out~~ issued.
3. Every person requesting an application shall be recorded on the Applicant Log. It is the applicant's responsibility to keep his or her current address and contact information on file with the apprenticeship committee.

Interview:

12. ~~Exceptions~~ Direct Entry: The Apprenticeship Committee reserves the right to make an exceptions to the selection procedure in considering the applicant's verified, indisputable and documented previous work experience or accredited educational training related to the industry.

### **VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

The ratio of apprentice to journey level worker shall not exceed one (1) apprentice to one (1) journey-level worker regularly employed at the jobsite.

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

#### 4. Elevator Constructor Mechanic

~~Fringe benefits are not paid to apprentices in their probationary period as defined in these standard (Section V).~~

### **IX. RELATED SUPPLEMENTAL INSTRUCTION:**

- (X) Sponsor approved training seminars (specify): Fall Protection, Electrical and Technical Lock Out/Tag Out Procedures, Confined Space/Pit Safety, First Aid/CPR, Apprentice Anti-Harassment Training, Heat Awareness, Working in Cold Weather, Hearing Protection, Hazardous Waste, Hazardous Communication, Fire Protection, Wildfire Smoke Awareness, Asbestos, Rescue & Emergency Services, Ladder Safety, Safe Driving, Hoisting/Rigging, Hand/Power Tools, Mental Health in Construction, PPE, Electrical Safety, and Proper Lifting.
- (X) Sponsor approved online or distance learning courses: National Association of Elevator Contractors (CET program), Vertical Options, LLC.
- (X) Sponsor Provided (lab/classroom) Vertical Options, LLC.

- (X) Other (specify): ~~National Association of Elevator Contractors (CET Training Program) National Association of Elevator Contractors (CET Training Program), Fall Protection, Electrical Mechanical Lock Out/Tag Out Procedures, Confined Space/Pit Safety, First Aid/CPR and Apprentice Anti-Harassment Training.~~

Additional Information:

A related supplemental instruction school year is defined by the committee as being September to June. July and August shall be reserved for makeup instruction, as needed. Each apprentice is required to attend related supplemental instruction four (4) hours a week: in person or virtually.

All related/supplemental instruction takes place in person at the Vertical Options training facility located at the business address, 732 N. Napa, Spokane WA 99202 or by virtual attendance, in accordance with Administrative Procedures.

## **X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

### A. Administrative Procedures:

#### 3. Sponsor Procedures:

~~Administrative Procedures:~~ *[Delete all and revise to read as follows:]*

- a. All committee members shall be actively participating in the industry as an employer, supervisor, or Journey-Level Worker.
- b. The committee may accelerate or extend, through the evaluation process, the advancement of an apprentice in each and every wage progression.
- c. The committee may, at any time, rotate an apprentice who is not receiving proper training, for any reason they feel will benefit the apprentice.
- d. The apprentice shall hold a valid state driver license at all times.
- e. The apprentice must have adequate dependable transportation to the job and classroom.
- f. The apprentice is responsible to keep his or her current address and contact information on file with the with the apprenticeship committee Training Coordinator.
- g. Vertical Options mechanics and apprentices shall obtain and comply with all applicable licensing and certification requirements in the state where the work is being performed, prior to the commencement of work.
- h. An RSI schedule shall be provided to each apprentice and instructor in writing prior to the start of each school year. A letter of acknowledgement will be signed by the apprentices and instructors upon receiving the RSI schedule.
- i. An RSI schedule shall be posted in the training room at Vertical Options prior to the start of each school year.
- j. Classroom certified instructors shall hold a CET-S Certificate from the National Association of Elevator Contractors (NAEC).
- k. Classroom certified instructors shall keep an attendance record of apprentice's actual class hours, which shall be turned in to the Training Coordinator at the end of each class period. All records shall note virtual attendance, tardiness, and early departures and

shall be forwarded to the committee for disposition.

- l. Each apprentice shall be required to perform assigned classroom tasks in accordance to industry standards at the jobsites. The determination by the apprenticeship committee of an apprentice's progress and fitness for the occupation shall be based in part of the proficiency shown in subjects covered in the related trade instruction as well as on-the-job training progress.
- m. All apprentices will be paid the Washington State apprentice wage rate that corresponds with the approved step wage progression schedule or the prevailing wage rate that applies, if applicable.
- n. The requirements for apprentice advancement are:
  - Regular attendance at related supplemental instruction classes.
  - Timely submitted monthly On-The Job Training Logs.
  - Minimum passing scores for the CET program, (a minimum 85% score on 12 unit exams and a minimum 75% score on Level 1 and Level 2 exams).
  - Satisfactory reports from Vertical Options Journey-Level Workers.
- o. The apprentice shall be evaluated through jobsite observation of skills, which will be documented on the Skills Verification Portfolios. Any identified issues will be forwarded to the committee for review and appropriate action.
- p. Apprentices with previous experience or training in the elevator constructor mechanic Occupation, or a related industry, may request to have previous hours granted toward their apprenticeship certification through application to the National Association of Elevator Contractors (NAEC). Once approved by NAEC, each individual case would come before the apprenticeship committee for review and approval.
  - Apprentices are required to submit previous work experience hours to the committee within 180 days of their registration as an apprentice with the Vertical Options Elevator Apprenticeship Program. Per this matter, extensions may be requested.
- q. Apprentices may make a complaint to the apprenticeship committee for issues pertaining to either related supplemental instruction or on-the-job training. The apprentice must submit the complaint in writing to the committee no later than 10, (ten) days prior to the apprenticeship committee meeting. The complaint must be submitted in writing within 60 days of the occurrence. The apprentice shall have the right to appear in person before the committee. The apprentice shall be notified of the decision of the committee in writing. All decisions of the apprenticeship committee shall be final.
- r. The committee retains the right to submit revisions to these standards to the Washington State Apprenticeship and Training Council, (WSATC), according to WAC 296-05, RCW 49.04, and WSATC Council Policies.

**Travel Policy and Procedures:**

- a. Apprentices will be reimbursed at the current federal issued wage rate when traveling in their personal vehicles for all on-the-job training and work-related activities, including related supplemental instruction.
- b. If the local prevailing wage rate is lower than the Washington State apprentice wage rate, the apprentice will receive the higher wage rate.

- c. When an apprentice is lodged out of town for scheduled work that is 50, (fifty), miles or more away from the Vertical Options headquarters:
- The apprentice will be provided with a company issued laptop equipped with a webcam for distance learning if the apprentice does not have one.
  - The apprentice will be provided with lodging paid by Vertical Options and \$45.00 per day for meals.
  - Distance learning will have a maximum approval time of 24 total class days and/or 6 months per year and will be monitored by the Training Coordinator.
  - For apprentices participating in distance learning, the instructor will sign the attendance log indicating the apprentice attended virtually.
- d. When an apprentice is at a jobsite that is less than 50, (fifty) miles away from the Vertical Options headquarters:
- The apprentice will be paid the apprentice wage rate that corresponds with the approved step of the wage progression schedule to travel to the Vertical Options headquarters to attend related supplemental instruction in person.

**Make-Up Policy:**

- a. Apprentices who require make up days shall notify the Training Coordinator and the instructor.
- b. Wednesdays through Saturdays and July and August shall be reserved for make-up related supplemental instruction, as needed.
- c. Labs shall be made up within 30, (thirty), days of returning from distance learning or an excused absence.

**3. Sponsor Disciplinary Procedures:**

Disciplinary Procedures:

- f. Virtual learning will be monitored by the Training Coordinator and will have a maximum approval of 24, (twenty four) total class days and/or 6, (six) months per year.
- g. ~~f.~~ Apprentices who have missed related supplemental instruction, as outlined in these Standards will not be eligible for advancement until such time as the requirement is satisfied.
- h. ~~g.~~ An apprentice may be discharged for substandard performance, improper conduct, indifference to the contractor's or committee's rules and regulations, or insubordination.
- i. ~~h.~~ It shall be the apprentice's responsibility to maintain a progress record of work experience performed in accordance with the appropriate classification schedule. Such completed records are also known as the On-the-Job Training (OJT) Logs and shall be forwarded by the apprentice to the ~~committee~~ Training Coordinator by the 40<sup>th</sup> 7<sup>th</sup> day of each month, after they have been signed by the journey-level worker(s). The above records shall contain the apprentice's (a) name, (b) classification, (c) months and year of report, as well as hours of work performed. The "Wwork Pprocess" classifications in which the apprentice has worked each day shall be recorded. Copies are available upon request. OJT Logs shall contain the following:

- Apprentice name
- Classification
- Month(s) and year of report
- Hours of work performed per the Work Processes
- Journey-Level Worker signature(s) and date.

The apprentice ~~work progress report~~ On-the-Job Training Logs shall be forwarded to the apprenticeship committee prior to each committee meeting or upon request of the committee.

- ~~j.~~ ~~i.~~ ~~Work experience reports~~ On-the-Job Training Logs shall be completed properly and submitted on time to the apprenticeship committee. Failure to comply ~~will~~ may result in notification of no pay progression until records are completed. The committee ~~will~~ may not accept hours that are past due. At the committee's discretion, all late submittals will be reviewed on a case by case basis.
- ~~k.~~ ~~j.~~ Each apprentice who is late in turning in his/her ~~work experience report~~ On-the-Job Training Logs will have the following penalties imposed:
- ~~l.~~ ~~k.~~ All other disciplinary action procedures are as follows:
- ~~m.~~ ~~i.~~ If the apprentice fails to appear before the committee after due notice, disciplinary action may be invoked without a hearing.
- ~~n.~~ ~~m.~~ Should the apprenticeship committee find reason to suspend or cancel an apprenticeship agreement, the apprentice shall be notified in writing, specifying the reason for the suspension, cancellation, or any disciplinary action to include appeal procedures per WAC 296.05.
- ~~o.~~ ~~n.~~ Individuals who are cancelled from the program for cause are prohibited from reapplying to the program for a period of 12, (twelve), months from the date of their cancellation.
- ~~p.~~ ~~o.~~ The apprentice shall read Section X. in its entirety and be thoroughly familiarized with its content.
- ~~q.~~ ~~p.~~ The apprenticeship committee solicits and appreciates any constructive criticism which will further this program.
- ~~r.~~ ~~q.~~ The terms "apprenticeship committee" or "committee" refer to the apprenticeship committee of the Vertical Options Elevator Apprenticeship Program, the sponsor of these standards.