

For L&I Staff Use Only

<i>Received 02/19/2025 CA</i>	<i>Teri Gardner 2-19-25</i>
<i>Received 02/14/2025 CA</i>	<i>Teri Gardner 2-14-25</i>
L&I Apprenticeship Consultant	L&I Admin

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: Certified Safety Specialist Apprenticeship Program #2151

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

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

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

<input type="checkbox"/> Chair	Date	<input type="checkbox"/> Secretary	Date
<input checked="" type="checkbox"/> Authorized Signer	February 19, 2025		
Print Name: Brent A. Knight		Print Name:	
Signature: <i>Brent A. Knight</i>		Signature:	

Approved By: Washington State Apprenticeship & Training Council
Signature of Secretary of the WSATC:
Date:

Attach additional sheets if necessary

II. MINIMUM QUALIFICATIONS:

Other:

4. Must register with Edmonds Community College and declare enrollment in the Occupational Safety and Health Certificate Program, AAS-T Degree, prior to submitting an apprenticeship application.
5. All applicants shall submit to the Certified Safety Specialist Apprenticeship Program copies of the following documents ~~in order~~ for their application to be considered completed:
 - a. A completed apprenticeship application.

[Re-number/letter remaining statements accordingly]

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

A. Selection Procedures:

- ~~1. Intuitive Safety Solutions, Inc. will require and pay for all apprenticeship candidates to submit and pass a drug test with negative findings prior to acceptance in the program.~~
- ~~2.1.~~ Intuitive Safety Solutions, Inc. will pay for and require apprenticeship candidates to pass a criminal background check with clear results.
- ~~3.2.~~ Additionally, a pre-employment drug test and a driving record report may be required by a training agent.
- ~~4.3.~~ Applicants will be placed in rank order in the Ranked Eligibility Pool based upon their combined application, testing and interview results
- ~~5.~~ Employers may request women and minority apprentices in order to meet their equal employment opportunity goals.
- ~~6.~~ The order of the ranked eligibility pool may be superseded to meet Certified Safety Specialist Apprenticeship Program diversity.
- ~~7.4.~~ Must participate in an oral interview process before the Certified Safety Specialist Apprenticeship Program.
 - a. Each applicant shall be interviewed ~~by members or designated representatives of the Certified Safety Specialist Apprenticeship Program.~~ via a one-way video interview that will be reviewed and scored based on the answers to the questions presented.
 - ~~e.~~ ~~After a brief introduction, the Certified Safety Specialist Apprenticeship Program will ask questions of the applicant with the purpose of finding out as much as possible about him/her as an individual and about his/her capacity to participate in an Apprenticeship.~~
 - ~~d.~~ c. Questions for the interview and for purposes of evaluation will be on topics related to job performance such as: Work experience, motivation, attitude, teamwork, customer service, etc.
 - d. Evaluation of the interview will be based on Excellent, Good, Fair, Poor, and Unacceptable responses on each topic. ~~Excellent will be given a numerical range of 16 to 20; Good will be given a numerical range of 11 to 15; Fair will be given a numerical range of 6 to 10; Poor will be given a numerical range of 1 to 5 Unacceptable will be given a zero value.~~ Excellent will be given a score of 5; Good will be given a score of 4; Fair will be given a score of 3; Poor will be given a score of 2; Unacceptable will be given a score of 1. Any applicant who has 50% or more unacceptable responses achieves a total score less than 3 will not be considered for Apprenticeship and will be notified in writing of failure to join the Apprenticeship Program. All applicants will be asked the same questions and records will be kept in applicant's file.

[Re-number remaining statements accordingly]

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

- (X) State Community/Technical college: Edmonds
Community and Pierce College

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

3. Sponsor Procedures:

a. Administrative Procedures:

4) The Apprenticeship Director shall provide a form to be filled out ~~monthly~~ weekly by the apprentice, signed by the apprentice and his/her immediate supervisor. This report will be a complete record of the ~~work performed and the supervisor's rating of the apprentices work performance~~ hours worked. Copies of this report are due into the apprenticeship office by the 10th of each month and will be retained by the apprentice and Apprenticeship Training Office at 8525 186th St. SW, Edmonds, WA 98026.

10) Training Agents may request women and/or minority apprentices in order to meet contractual requirements.

11) Training agents may select eligible apprentices based on their hiring processes. otherwise, an apprentice will be assigned based on geography and apprentice ranking.

3. Sponsor Disciplinary Procedures:

h. OJT work experience reports shall be completed ~~weekly~~ monthly and copies submitted by the 10th of each month to the Apprenticeship Director via electronic mail at 8525 186th St. SW, Edmonds, WA 98026. Failure to comply will result in disciplinary action.

j. All other disciplinary action procedures are as follows:

1st infraction: A written ~~warning~~ notice sent via email.