

**For L&I Staff Use Only**

*Received 02/20/2025 EA*

L&I Apprenticeship Consultant

*Teri Gardner 2-21-25*

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: Construction Industry Training Council of Washington - Glazier - 2266

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 20, 2025		
Print Name: Adriana Gamboa		Print Name:	
Signature:		Signature:	

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

*Attach additional sheets if necessary*

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

A. Selection Procedures:

~~8. Employers may request women and minority apprentices in order to meet their own contractual affirmative action requirements for public works projects or other projects with affirmative action requirements.~~

Please renumber accordingly.

10. CITC's Training Agents may incorporate their employment practices with applicants ~~and~~ apprentices from the pool.

16. Exceptions:

b. Individuals relocating from another SAC/ATELS approved apprenticeship program may receive direct entry into the apprenticeship program providing he or she is in good standing with the program from which they are ~~transferring~~ leaving. The apprentices must formally request by letter that the committee accept their transfer and provide official documentation pertaining to their apprenticeship program from which they are ~~transferring~~ leaving. The Committee will examine all documentation submitted prior to granting the ~~transfer~~ direct entry for registration into the apprenticeship program.

**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

A. Administrative Procedures:

3. Sponsor Procedures:

Administrative Procedures:

~~f. An apprentice who has been issued a Refuse to Rehire notice will be interviewed by the Apprenticeship Coordinator, who will review the circumstances and outline corrective steps leading to successful employment. A second refusal to rehire issued to the same apprentice will result in a committee disciplinary action which may include cancellation from the program. If CITC receives an ineligible for rehire notification from a training agent for an apprentice who has been released from that training agent, the apprentice will be notified by their respective Coordinator who will review the circumstances of the ineligibility with the apprentice. A second ineligible for rehire notification may result in an appearance before the committee and the apprentice may be cancelled from the program.~~

l. Classroom instructors shall keep an attendance record of apprentice's actual class hours, which shall be turned in to the CITC Apprenticeship ~~Coordinator~~ at the end of each class period. All records shall note tardiness and early departures and shall be forwarded to the Committee for disposition.

u. Apprentices may, at any time, submit a completed Regional Referral Availability Form to their appropriate coordinator. Failure to submit a form will result in the apprentice committing to employment anywhere within the geographic area listed in these standards. Apprentices may contact their respective coordinator to change their referral request form at any time.

x. CITC's Training Agents may incorporate their employment practices with apprentices from the pool.

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**CITC Facility Policies and student code of conduct**

5. All CITC locations are NO SMOKING facilities. There will be no smoking or vaping inside any buildings or near entrances. No smoking is allowed within 25 feet of any entrance.

**XIII. TRAINING DIRECTOR/COORDINATOR**

Nan Bhusawang, Apprenticeship Program ~~Supervisor~~ Manager  
Construction Industry Training Council  
1930 116<sup>th</sup> Ave NE  
Bellevue, WA 98004

Moriah Bishop, Non Licensed Trades Coordinator  
1930 116<sup>th</sup> Ave NE  
Bellevue, WA 98004