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L&I Apprenticeship Consultant

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L&I Admin

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
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Request for Revision of Standards

TO: Washington State Apprenticeship & Training Council

FROM: Construction Industry Training Council of Washington – Laborer - 1953

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

☐ Chair	Date	☐ Secretary	Date
☒ Authorized Signer	February 19, 2025		
Print Name: Adriana Gamboa		Print Name:	
Signature:		Signature:	

Approved By: Washington State Apprenticeship & Training Council
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:

1. Applications can be filled out online and are available year-round, unless otherwise determined by the Committee at <https://citcwa.org/apprenticeship/online-apprenticeship-application/>. Individuals who do not have access to the internet may call CITC at (425) 454-2482 and request an application be mailed to them.

Applications can also be obtained by calling (425) 454-2482. All applications submitted must have the original signature of the applicant. Applications must be hand delivered or delivered via US Post or other courier within 14 days of the applicant's request for application. The application must be sent to: CITC, 1930 116th Ave NE, Bellevue, WA 98004. Faxed or e-mailed applications will not be accepted. Applications are accepted year-round unless otherwise determined by the Committee.

- ~~7. The order of the pool may be superseded to meet CITC's affirmative action goals in conformation with the Washington State Apprenticeship and Council Rules.~~

Please renumber accordingly.

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

15. 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:

- b. ~~The Apprenticeship Program Manager~~ Vice President of Apprenticeship oversees the day-to-day operations of the program under the auspices of the Apprenticeship Committee.

~~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 for the same apprentice will result in a committee citation where the apprentice may be dropped 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.~~

~~k. All apprentices will report to the main apprenticeship office in Bellevue within 24 hours after lay off or termination to sign the dispatch log. If the apprentices it terminated on Friday, he/she will report by 9:00 a.m. on the following Monday. If transportation to the Bellevue office is a hardship, the apprentice may request a "Request for Dispatch" form to be received by fax, email, or U.S. Post. This request must be made within 24 hours of termination. If the apprentice is terminated on Friday, the apprentice will contact the main apprenticeship office in Bellevue by 9:00 a.m. on the following~~

~~Monday to request the form. The form must be properly filled out and received by the apprenticeship office in Bellevue prior to the apprentice being placed on the list to be dispatched. The "Request for Dispatch" form may be returned to the main apprenticeship office in Bellevue by Fax, e-mail, or U.S. Post. Within 24 hours after termination, apprentices will inform their respective CITC Apprenticeship Coordinator of termination. The apprentice will request a Request for Dispatch form to be mailed, faxed or emailed to them within 24 hours of layoff or termination. This form must be requested and returned to the apprentice's Coordinator within seven (7) days of lay-off or termination. If the apprentice is terminated on Friday, they will contact CITC by 9 a.m. on the following Monday.~~

~~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.~~

~~s. Apprentices may make a complaint to the Apprenticeship Committee for all issues pertaining to their apprenticeship which would include related instruction or on-the-job training. The apprentice must submit the complaint in writing to the CITC Apprenticeship Office located at 1930 116th Avenue NE, Bellevue, WA 98004 Vice President of Apprenticeship no later than 10 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 Apprenticeship Committee in writing. All decisions of the Apprenticeship Committee shall be final.~~

~~u. Apprentices may at any time submit a completed Regional Referral Availability Form to the CITC office located in Bellevue their respective CITC Apprenticeship Coordinator. Failure to submit a form will result in the apprentice committing to employment anywhere within the state of Washington. Apprentices may contact their respective CITC Apprenticeship Coordinator to change their Regional Referral Availability Form at any time.~~

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

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. If your class is on a high school campus there will not be smoking/chewing of tobacco anywhere on the grounds of the high school.~~

B. Disciplinary Procedures

3. Sponsor Disciplinary Procedures

- ~~b. Disciplinary problems may first be handled by the Apprenticeship Program Manager Vice President of Apprenticeship. If the Apprenticeship Program Manager Vice President of Apprenticeship deems appropriate, the matter may be referred to the Committee for action.~~

XIII. TRAINING DIRECTOR/COORDINATOR

Nan Bhusawang, Apprenticeship Program Supervisor Manager
Construction Industry Training Council
1930 116th Ave NE
Bellevue, WA 98004

FROM: **Construction Industry Training Council of Washington – Laborer - 1953**

~~Dillon McCarten~~ Moriah Bishop, Non Licensed Trades Coordinator
Construction Industry Training Council
1930 116th Ave NE
Bellevue, WA 98004