

M N 8/8/2024

Teri Gardner 8-12-24

APPLICATION FOR WSATC RECOGNITION OF AN APPRENTICESHIP PREPARATION PROGRAM

Recognized Apprenticeship Preparation Programs are education and training programs which maintain formal articulation agreement(s) with one or more registered apprenticeship program sponsors. The purpose of the recognized preparation programs is to prepare participants for successful entry into registered apprenticeship programs. Preparatory programs are designed to increase the participation of underrepresented populations in registered apprenticeship. (WSATC Policy 2012-03 Sec. I B).

An apprenticeship preparation program may apply for recognition or continuing recognition from the WSATC. The WSATC may grant initial recognition for a period of up to 18 months, and continuing recognition for a period of up to three years. To apply for initial recognition, programs must have participants enrolled in training at the time of application, and provide individualized demographic data for the first/current cohort of participants. (WSATC Policy 2012-03 Sec. III).

SECTION 1: CONTACT INFORMATION AND PROGRAM SUMMARY

Name of Apprenticeship Preparation Program:

Skilled Trades Preparation

Name of parent organization/organization that will administer the program:

Spokane Community College

Contact Information:

Individual Authorized to Represent the Program

Name: Sarah Stiffler

Organization: Spokane Community College

Title: Assistant Dean, Adult Education Division

Phone: 509-533-8238

Email: sarah.stiffler@scc.spokane.edu

Mailing Address: 1810 N. Greene Street, Spokane, WA 99217, MS 2064

Physical Address: 2110 N. Fancher Way, Spokane Valley, WA 99212

Point of Contact for Outreach and Enrollment

Name: Pathway Specialist

Organization: Spokane Community College

Title: Pathway Specialist

Phone: 509-533-7221

Email: abeinqury@scc.spokane.edu

Mailing Address: 1810 N. Greene Street, Spokane, WA 99217, MS 2151

Physical Address: 2110 N. Fancher Way, Spokane Valley, WA 99212

Primary User of Apprenticeship Registration and Tracking System (ARTS) Portal

Name: Mindi Bayley

Organization: Spokane Community College

Title: Apprenticeship Program Assistant

Phone: 509-533-7178

Email: mindi.bayley@scc.spokane.edu

Mailing Address: 1810 N. Greene Street, Spokane, WA 99217, MS 1080

Physical Address: 2110 N. Fancher Way, Spokane Valley, WA 99212

Summary of Preparatory Program

Please briefly summarize the following in three pages or less within Appendix A.

1. *Describe the organization that will be operating the preparatory training. If this is an existing organization, briefly describe its history and mission, and why apprenticeship preparation is a good fit.*
2. *Describe how the program will be funded. If the program's start-up is grant funded, describe your sustainability plan once the grant ends.*
3. *Describe the primary needs you have identified in your service area the program will address.*
4. *Describe the target populations and geographical area.*
5. *Describe the program. Please include the following:*
 - a. *The structure of preparatory program including the anticipated number of participants/cohorts per year and approximate duration of the program;*
 - b. *How the program will be staffed (i.e., instructors, administration, etc);*
 - c. *Participant support/resources during program; and*
 - d. *Apprenticeship navigation and articulation plan.*

6. *Describe the program outcomes. Please include the following if applicable.*
 - a. *Successful completion (required)*
 - b. *Industry recognized certificate(s)/certification(s)*
 - c. *Educational credit*
 - d. *Target articulation rate (required)*

7. *Please provide additional details, if any, you would like to share about your program (i.e. positives outcomes other than registered apprenticeship articulation, etc.)*

SECTION 2: PROGRAM PARTICIPANTS AND OUTCOMES - (WSATC Policy 2012-03 Sec. II B)

A minimum apprenticeship articulation goal, which shall be at least 15% of graduates. Articulation shall be measured at six months following the date program participants graduate, with the following exceptions:

- a. Programs serving actively enrolled K-12 participants may request articulation be measured at 12 months following the date of apprenticeship preparation program graduation; OR*
- b. Programs serving currently incarcerated individuals may request articulation be measured at 18 months following the date of apprenticeship preparation program graduation.*

The anticipated number of participants who will enroll in the preparatory program annually.

The specific requirements to complete the program (i.e., attendance, grades, test scores, skill demonstrations, certificate attainment, etc.).

The specific apprenticeship, industries and/or occupations program graduates will be prepared to enter.

Please respond in full to the questions below regarding your program’s participants and outcomes.

1. Occupations Trained: Please describe the specific apprenticeship, industries and/or occupations program graduates will be prepared to enter:

Program	Occupation
Aerospace (AJAC)	Machinist, Millwright
Associated General Contractor	Carpenter, Laborer, Heavy Equipment Operator
Bricklayers/Tilesetters	Bricklayer, Tile Setter, Mason
Cement Mason	Mason
Heat & Frost Insulators	Heat & Frost Insulators
Inland Empire Electrical Workers	Electrician, Inside Wireman, Low Voltage
Inland Empire Roofers	Roofer
International Union of Painters and Allied Trades	Painter, Finisher, Striper
National Elevator Industry Educational Program	Elevator Constructor
NE WA Sheet Metal	Sheet Metal Workers
NW Laborers	Laborer
Plumbers and Steamfitters	Plumber, Pipefitter
PNW Ironworkers	Ironworker
Teamsters	Truck Driver

Tree Trimmers	Powerline Clearance
Western State Boilermakers	Boilermaker

Click or tap here to enter text.

2. Target Articulation Rate: *Approximately what percentage of program graduates do you expect to enter into a registered apprenticeship following completion of your program?*

40%

3. Target Participant Population and Successful Articulation Timeframe: *Please select the option which best characterizes your program participant successful articulation timeframe. Please describe.*

6 Months

12 Months *(program serving actively enrolled K-12 participants)*

18 Months *(program serving currently incarcerated individuals)*

Skilled Trades Preparation is not a program with actively enrolled K-12 participants or currently incarcerated individuals, therefore has a requirement to be assessed every six months.

4. *How many participants do you anticipate enrolling in each cohort and how many cohorts per year?*

22 per cohort, three cohorts per year

5. *Please describe the requirements to complete the program (i.e., attendance, grades, test scores, skill demonstrations, certificate attainment, etc.).*

Students must earn 70% or above in all three STP classes to pass. Attendance, quizzes, written exams, practical exams, hands-on demonstrations, and portfolio scores are all factored into the final grades.

SECTION 3: ARTICULATIONS AND PARTNERSHIPS - *(WSATC Policy 2012-03 Sec. II E, Sec. I E)*

Apprenticeship preparation programs training participants for a specific occupation must provide at least one articulation agreement at the time of application. Preparatory programs training individuals in multiple occupations must provide a minimum of two articulation agreements at the time of application. Articulation agreements must contain the following components:

The names of the organizations entering into the agreement (Apprenticeship Preparation Program and Registered Apprenticeship Program).

The specific apprenticeship program and occupation(s) that the apprenticeship prep program graduates will be prepared to enter.

One or more of the following considerations for graduates of the prep program:

- a. A preferred entry clause;*
- b. An advanced standing or credit clause;*
- c. Additional point(s) awarded in the application/interview process; or*
- d. Guaranteed interview with registered apprenticeship program.*

Be executed or renewed no more than three months prior to the date of application.

Please select the option which best characterizes your program.

Registered Apprenticeship Program specific apprenticeship preparation *(goal is preparation of apprentices for one specific registered apprenticeship)*

General apprenticeship preparation program *(goal is preparation and support to succeed in a variety of apprenticeships)*

Please complete the chart below with the requested information for each registered apprenticeship with which your program has a formal articulation agreement. A copy of each articulation agreement must be attached to this application. A Memorandum of Agreement/Understanding, a formal contract, or a signed letter of commitment are acceptable forms of articulation agreements.

Apprentice-ship Program Name	Articulating Occupation(s)	Articulation Type <i>(select all that apply)</i>			
		Preferred Entry	Advanced Standing or Credit	Additional Points on Application/Interview	Guaranteed Interview

Spokane Heat and Frost Insulators	Asbestos Workers	Yes		Yes	
NE WA North Idaho Sheet Metal Workers	Sheet Metal	Yes		Yes, 15 points	
NW Laborers	Construction Labor	Yes		Yes	
Cement Masons & Plasters	Cement Mason	Yes	Yes		
Pacific NW Ironworkers	Ironworkers	Yes		Yes, 5 points	Note: Interviews take place when apprentices are needed and 5 points are awarded to STP completers.

Please list any other organizations, if any, which have endorsed your program or otherwise partnered with you to develop or administer this program.

Program or Organization Name	Role(s) <i>(eg: training provider, Advisory Board member, industry consultant, supportive services provider, etc.)</i>
NW Carpenters Union, NW Laborers, Heat & Frost Insulators, Local 669 Sprinkler Fitters, Washington State Dept Labor and Industries	Advisory Board Members
Heat & Frost Insulators, AGC, Boilermakers, Bricklayers, Cement Masons, Electrical Workers, PNW Ironworkers, NW Laborers, Roofers, Sheet Metal Workers, Tree Trimmers, Western State Heavy Equipment Operators, Teamsters, Avista Utilities	Apprenticeship partners. Facility tours, classroom lectures, student interviews, and certificate training.
Avista Utilities	Flagger/Traffic Control training.
Heat & Frost Insulators	OSHA 10 Construction and Scaffold Erecting training.
WorkSource	Referrals and funding.

SECTION 4: CURRICULUM - (WSATC Policy 2012-03 Sec. II C)

Curriculum should be developed in consultation with apprenticeship partners and subject matter experts to ensure it aligns with current industry standards and prepares graduates to meet or exceed the minimum qualifications for entry into an apprenticeship. To ensure recognized Apprenticeship Preparation Programs are adequately preparing participants to enter Registered Apprenticeship and be successful apprentices, preparatory training curriculum must meet the following requirements:

- a. Be a minimum of 80 hours in duration;*
- b. Employability skill development shall not exceed 50% of curriculum hours. Employability skill development shall be defined as general employment skills (communication, professionalism, work ethic, etc.);*
- c. Industry/trade specific skills and knowledge shall constitute at least 50% of curriculum hours. Industry/trade specific skills and knowledge shall be defined as hands-on training to develop manual, mechanical, or technical skills relevant to the occupation(s) the preparatory participant(s) are training to successfully enter, and which does not displace paid employees; and*
- d. Industry/occupation specific safety training and education.*

In one to two paragraphs, please provide a brief summary of the programs curriculum describing the total number of hours, topics covered, method of delivery, etc.

Skilled Trades Preparation is an 11-week course, which meets 28 hours per week. The class capacity is 22 students each fall, winter, and spring quarters. Skilled Trades Preparation has three components. All the components are in-person. Over the eleven weeks, students will spend 132 hours in the shop. In that time, students learn shop safety, complete a wood working project, construct a small house which includes framing, insulating, hanging drywall, hanging windows and doors, building and installing stairs, building rafters, and roofing. They will also install a working light fixture and electrical outlets. Students also have an opportunity to cut metal using an oxy/acetylene torch, use GMAW to weld, and they will sweat some copper fittings. In the classroom, the students spend a total of 66 hours on construction math where they learn the basics of number theory, basic arithmetic, fractions, ratios and proportions, percents, conversions, plane and solid geometry, and right-triangle trigonometry. They also have 110 hours of professional development. During that time, they will meet the coordinators or instructors from the local commercial construction apprenticeships, build a resume and cover letter, participate in mock interviews, complete NCCER Core Construction Curriculum, Financial Tools for the Trades, obtain an OSHA 10 card, a traffic control card, a first aid/CPR/AED card, and learn scaffolding safety.

Please respond in full to the questions below.

1. *Please describe your program's working relationship with one or more registered apprenticeship programs in the development of elements such as curriculum, class activities, evaluation methods, and teaching techniques.*

Skilled Trades Preparation's advisory board has representation from the NW Carpenter Union, NW Laborers, Heat & Frost Insulators, UA Local 669 Sprinkler Fitters, and Washington State Department of Labor and Industries programs. The advisory board helps ensure the program design and curriculum align with the needs of their programs. Both instructors teach for apprenticeship programs giving them more insight into the needs beyond STP. One instructor also attends the monthly coordinator meetings.

2. *Please identify the program's instructor(s) and provide a brief summary of their qualifications.*

Mark Altmar, the classroom instructor has over thirty years in the classroom teaching grades K – 20. He has a Bachelor of Science in mathematical science from the University of California, Santa Barbara with a minor in mechanical engineering. He spent summers working construction while in school, and he has taught pre-apprenticeship programs for over fifteen years. Keith Love, the shop instructor has spent a lifetime working in the field and has been teaching construction for over seven years with Spokane Community College, a local carpenter registered apprenticeship program, and in a correctional facility.

3. *What, if any, post-secondary credit do program participants receive?*

Non-credit: ABE 59 – Math for the Trades (6 credits); ABE 60 – Construction Apprenticeship Basics (6 credits); ABE 61 – Professional Development for Apprenticeships (10 credits)

Please complete Appendix B – Curriculum Outline.

SECTION 5: PARTICIPANT RECRUITMENT AND RETENTION - (WSATC Policy 2012-03

Sec. II D)

Preparatory program recruitment and retention plans must contain the following elements:

The target demographics of the population their enrollees will be drawn from; and

The specific tools and activities used to recruit and retain participants, with an emphasis on recruitment of underrepresented populations.

Please respond to the following questions regarding your programs recruiting and retention plans.

- 1. Please describe the general demographics of the intended program participants (i.e., age, gender, race/ethnicity, geographic area, etc.). Is the program limited to a specific population (i.e., students at a particular high school, veterans, WIOA-eligible, etc.)? If so, explain:*

Intended program participants are 18 years and older and interested in exploring the construction trades in and around Spokane County. Skilled Trades Preparation is administered under the Adult Basic Education (ABE) Division of SCC. ABE may only serve individuals who: 1. lack a high school credential, 2. are English Language Learners, or 3. lack the basic skills necessary for success in the workforce or post-secondary education. Option 3 is determined through a federally mandated standardized test, CASAS. Individuals are ineligible to enroll in STP if they do not demonstrate a lack of basic skills as measured by the CASAS. People in this situation are referred to a counselor to discuss alternate options.

- 2. Please describe the tools and activities which will be utilized to recruit students, and describe how underrepresented populations will be encouraged to enroll in the program.*

Spokane Community College's outreach staff represents Skilled Trades Preparation in our community, including local high schools who come to tour the training facility. SCC also has a co-located outreach manager at WorkSource. Recruitment also occurs within SCC's High School + and English as a Second Language programs. Apprenticeship staff partner with the Spokane Tradeswomen organization and have developed a relationship with the training coordinator of the Spokane Tribe of Indians. SCC maintains an informational website for the program and holds informational events every three weeks. STP also uses the internal networks within SCC. Counselors, admissions staff, and faculty identify students who are interested in enrolling. Word

of mouth is an excellent recruitment tool for STP. Former students are some of the best ambassadors.

- 3. Please describe the tools, processes, and resources your program will utilize to retain participants through graduation.*

The cohort model, the intensive class structure, and the faculty create a keen sense of community. Students know they are part of a group that is valued and supported. Beginning on the first day of class, STP instructors work to help students identify barriers in their lives that may impact their ability to succeed in STP and beyond. Students have access to SCC counselors to help set realistic academic and employment goals. They are also connected with a Workforce Coordinator who screens all students for potential funding and support services. STP students have access to the Center for Inclusion and Diversity, tutors, the food bank, health clinic, emergency mental health counseling, and emergency student funds.

- 4. Please describe the services that will be provided to graduates and current participants to assist in their successful application and articulation into registered apprenticeship programs.*

STP students are required to submit three apprenticeship applications, develop a portfolio, and complete mock interviews. The students receive guidance and support through the application process once they have learned about each program, entry requirements, and program expectations. Graduates can continue to work with counselors, the career services staff, and STP faculty. Students are prepped to have a backup plan while waiting for entry and/or work.

SECTION 6: ADMINISTRATIVE REQUIREMENTS - (WSATC Policy 2012-03 Sec. II A)

Recognized Apprenticeship preparation programs shall commit to reporting the following information to L&I via the Apprenticeship Registration Tracking System (ARTS) system on a semi-annual basis, unless granted an exception by the WSATC:*

New participant demographics

- a. First and Last Names*
- b. Birth Date*
- c. Gender*
- d. Race/ Ethnicity*
- e. Veteran Status*
- f. Social Security Number**

Outcome measures (Individual-level Information)

- a. Participant graduation(s)/ completions*
- b. Participant withdrawals*
- c. Graduates who have entered into Registered Apprenticeship*

Please describe the tools and processes your program will utilize to successfully meet the administrative requirements listed above.

Effective January 2024, STP started entering student information into the Apprenticeship Registration Tracking System (ARTS). Spokane Community College and Labor and Industries executed a data sharing agreement, and students sign a release of information granting permission to enter their data into ARTS. STP staff enter the data for each cohort. The program will only report on individuals who consent to sharing their demographics. This may lead to incomplete data reporting. Prior to ARTS, completion and articulation data was tracked manually.

Quarter	Enrolled	Completed	% of completions	F/POC/Both	% of F/POC/Both total enrolled	Enrolled in RA	% of completors in RA	F/POC/B in RA	% of those in RA
Fall 2021	20	16	80%	9	45%	9	56%	6	67%
Winter 2022	6	5	83%	3	50%	3	60%	2	67%
Spring 2022	10	5	50%	5	50%	3	60%	3	100%
Fall 2022	21	20	95%	9	43%	4	20%	1	25%
Winter 2023	13	10	77%	6	46%	7	70%	2	29%
Spring 2023	12	6	50%	2	17%	4	67%	0	0%
Fall 2023	22	12	55%	10	45%	5	42%	1	20%
Winter 2024	20	14	70%	8	40%	7	50%	4	57%
Spring 2024	19	8	42%	10	53%	2	25%	1	50%
Total	124	88	71%	52	42%	44	50%	20	45%

Please complete Appendix C – Administrative Requirements Spreadsheet.

SECTION 7: APPENDICES

Please complete and submit appendices with the application packet as separate files.
Appendices include the following:

Appendix A – Program Summary

Appendix B – Curriculum Outline

Appendix C – Administrative Requirements Spreadsheet

Appendix D – Articulation Agreement(s)

**Submitted by program as individual documents*

SUBMISSION INSTRUCTIONS

Applications are due no later than 45 days prior to the scheduled quarterly meeting of the Washington State Apprenticeship and Training Council. It is strongly recommended that you submit your application 2 weeks prior to the deadline for pre-review, to ensure that your application is complete. Contact Rio Frame for questions or assistance.

Please submit your completed application via email to:

*Rio Frame, Management Analyst
Dept. of Labor & Industries, Apprenticeship Section
Rio.Frame@Lni.wa.gov
509-426-0985*

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APPENDIX A – PROGRAM SUMMARY

Please briefly summarize the preparatory program according to the requirements listed in Section 1 “Summary of Preparatory Program” in three pages or less.

1. *Describe the organization that will be operating the preparatory training. If this is an existing organization, briefly describe its history and mission, and why apprenticeship preparation is a good fit.*

Community Colleges of Spokane is a community college district comprised of two accredited colleges, Spokane Community College and Spokane Falls Community College. In addition to serving a large urban and suburban population in greater Spokane, the district provides educational services to rural communities throughout a 12,302 square-mile region in Eastern Washington. This region includes all of Spokane, Stevens, Whitman, Ferry, and Pend Oreille Counties, as well as portions of Lincoln County.

Both colleges of CCS are accredited by the Northwest Commission on Colleges and Universities and governed by the Washington State Board of Community and Technical Colleges.

Spokane Community College opened its doors on Sept. 16, 1963 with an enrollment of 1,293 students. Today enrollment is more than 20,000 students per year and there are more than 120 programs to choose from. Programs, and how they are delivered, continue to evolve and grow based on the needs of industry and students.

In the 1980s, SCC purchased a 40,000-square-foot facility on Fancher Road where 10 SCC apprenticeship and journeyman programs were housed. The number of students served by this facility grew, going from 400 to 700 over an 18-month period. Currently, SCC partners with 17 registered apprenticeship programs with approximately 2000 students each year. These partners support STP as an entry pathway for prospective apprentices. Programs provide time and support to the program.

2. *Describe how the program will be funded. If the program’s start-up is grant funded, describe your sustainability plan once the grant ends.*

STP is funded by a mix of state and federal funding.

3. *Describe the primary needs you have identified in your service area the program will address.*

The percentage of unfilled positions in our trades and programs varies significantly, often influenced by economic conditions, program-specific waiting lists, or the particular trade involved. While some programs are overwhelmed with applicants, creating a

competitive gateway, others remain undersubscribed and are eager to welcome more participants. Our partners unanimously recognize the critical role of the STP in continuing to attract and vet qualified applicants to meet these diverse needs effectively.

4. *Describe the target populations and geographical area.*

The target population is anyone 18 and older interested in exploring the construction trades in and around Spokane County.

5. *Describe the program. Please include the following:*

- *The structure of preparatory program including the anticipated number of participants/cohorts per year and approximate duration of the program;*

STP offers three, 11-week classes, which meet for 28 hours each week. The class capacity is 22 students each quarter.

- *How the program will be staffed (i.e., instructors, administration, etc);*

STP has the support of many individuals who contribute to the operations of the program. They include:

- Faculty; classroom instruction, curriculum development, student support
- Department chair; faculty support and scheduling
- Instructional Tech; classroom support, helps maintain safety and structure
- Administrative Assistant; builds classes, generates contracts, purchases classroom supplies
- Program Assistant; ARTS data entry, testing
- Pathway Specialist; conducts orientation, assists students through admissions, testing, and enrollment
- Workforce Coordinator; provides support services and funding
- Counselors; student advising and support
- Manager of Apprenticeship; oversees the Apprenticeship facility, establishes connections with apprenticeship coordinators and programs, serves as a subject-matter expert for apprenticeship
- Assistant Dean, Instruction; Administrator responsible for STP
- *Participant support/resources during program; and*
 - Workforce Coordinator – provides wraparound funding and supports
 - Counseling: academic and mental health
 - Food pantry

- Student health clinic
 - Tutoring
 - Connection to apprenticeship coordinators
 - CCS Foundation: scholarship support
 - Center for Inclusion and Diversity
 - Disability Access Services
 - Veterans One Stop
 - Career Services
 - *Apprenticeship navigation and articulation plan.*
 - Throughout the 11 weeks, students meet up to 20 apprenticeship coordinators to learn about the programs, application processes, OJT and RSI hours, and program expectations.
 - Students are required to apply to 3 apprenticeship programs.
 - Students complete STP with a transition plan.
6. *Describe the program outcomes. Please include the following if applicable.*

a. *Successful completion (required)*

Students must earn 70% or above in all three STP classes to pass. Attendance, quizzes, written exams, practical exams, hands-on demonstrations, and portfolio scores are all factored into the final grades.

b. *Industry recognized certificate(s)/certification(s)*

- OSHA 10
- First Aid/CPR
- Flagging Traffic Control

c. *Educational credit*

ABE 59 – Math for the Trades (6 credits)

ABE 60 – Construction Apprenticeship Basics (6 credits)

ABE 61 – Professional Development for Apprenticeships (10 credits)

d. *Target articulation rate (required)*

40%

7. *Please provide additional details, if any, you would like to share about your program (i.e. positives outcomes other than registered apprenticeship articulation, etc.)*

Students who complete STP and enter a registered apprenticeship program, report the program prepared them to enter the construction industry. This includes not only technical skills such as tool identification, handling, and safety protocols but soft skills including communication, teamwork, and problem-solving. STP graduates leave confident and ready for apprenticeship.

APPENDIX B – CURRICULUM OUTLINE

Curriculum should be developed in consultation with apprenticeship partners and subject matter experts to ensure it aligns with current industry standards and prepares graduates to meet or exceed the minimum qualifications for entry into an apprenticeship. To ensure recognized Apprenticeship Preparation Programs are adequately preparing participants to enter Registered Apprenticeship and be successful apprentices, preparatory training curriculum must meet the following requirements:

- a. Be a minimum of 80 hours in duration;*
- b. Employability skill development shall not exceed 50% of curriculum hours. Employability skill development shall be defined as general employment skills (communication, professionalism, work ethic, etc.);*
- c. Industry/trade specific skills and knowledge shall constitute at least 50% of curriculum hours. Industry/trade specific skills and knowledge shall be defined as hands-on training to develop manual, mechanical, or technical skills relevant to the occupation(s) the preparatory participant(s) are training to successfully enter, and which does not displace paid employees; and*
- d. Industry/occupation specific safety training and education. (WSATC Policy 2012-03 Sec. II C)*

Please use the format below for the program’s curriculum outline. Identify all curriculum elements and provide primary learning objectives that apply to each course.

Please copy and paste the format below to add additional course sections and/or primary learning objectives as needed.

1. ABE 59 Math for the Trades – 66 hours

Curriculum Elements:

- Industry/occupation specific safety training and education
- Employability skill development
- Industry/trade specific skills and knowledge

By the end of this course, a student should be able to:

1. Demonstrate understanding of numbers (place value, reading and writing numbers, rounding numbers, estimating sums, differences, products and quotients) associated with the construction trades
2. Use various measurement tools and convert linear, planar, and solid units of measure
3. Understand ratios and proportions and their applications in the construction trades
4. Calculate area, perimeter, surface area, and volume of simple and compound shapes

5. Apply Sine, Cosine, and Tangent and their inverses to calculate lengths of sides and angle measure in right triangles for use in construction

2. ABE 60 Construction Apprenticeship Basics – 132 hours

Curriculum Elements:

- Industry/occupation specific safety training and education
- Employability skill development
- Industry/trade specific skills and knowledge

By the end of this course, a student should be able to:

1. Use hand and power tools
2. Construct a model house
3. Setup and use a GMAW welder, an oxy/acetylene torch to cut and weld metal
4. Demonstrate jobsite safety by following all safety procedures and use of appropriate personal protective equipment (PPE)
5. Demonstrate the ability to meet the physical demands of the trades

3. ABE 61 Professional Development for Apprenticeships – 110 hours


Curriculum Elements:

- Industry/occupation specific safety training and education
- Employability skill development
- Industry/trade specific skills and knowledge

By the end of this course, a student should be able to:

1. Demonstrate an understanding of the apprenticeship model and career opportunities in the commercial trades by applying to registered apprenticeships
2. Create an employment portfolio
3. Demonstrate an understanding of the financial management skills needed for the transient nature of the construction trades
4. Demonstrate effective workplace verbal and written communication skills

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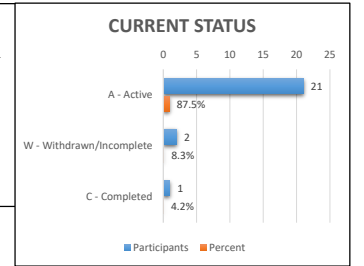
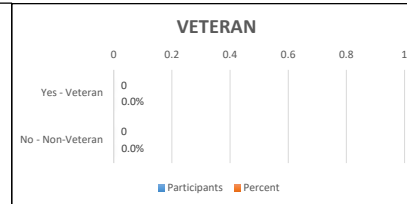
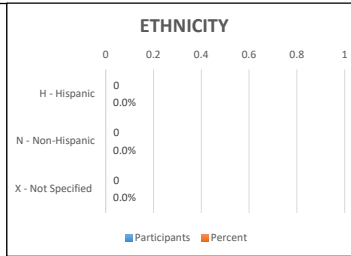
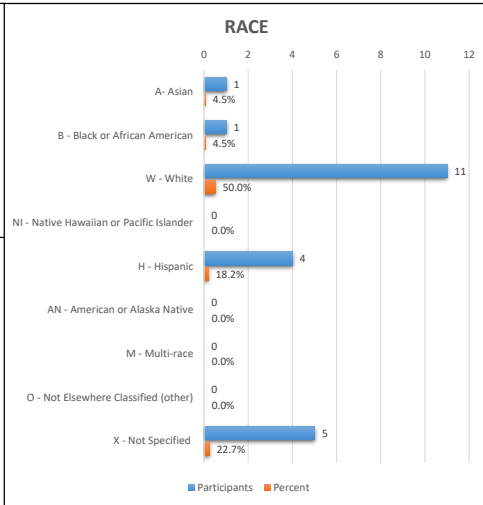
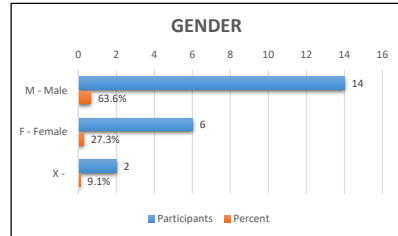
Preparatory Program Name:	STP	Total Number of Participants:	22	
		Total Participant Graduates:	1	
Reporting Period, Earliest Date:	1/3/2024	Total Withdrawals/Incomplete:	2	
Reporting Period, Latest Date:	6/14/2024	Total Grad's Articulated into Reg' Apprenticeship:	7	

*Please refer to the instructions tab for information on how to properly complete this document.

Participant Information - Total of Cohorts										Registered Apprenticeship Articulation Information			
Last Name	First Name	Birth Date	Gender	Race	Ethnicity	Veteran	Cohort Start Date	Current Status	Graduation Date	Registered Apprenticeship Name	Occupation	Date of Registration	Apprentice ID Number
22	22	0	22	22	0	0	22	24	20	7	7	6	7

Articulation Rate
31.82%

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CEMENT MASONS AND PLASTERERS TRAINING CENTERS OF WASHINGTON

P.O. Box 81044 • Seattle, WA 98108
206.762.9286 • Fax 206.762.0896
Email: admin@trowelout.org

Teri Gardner 8-12-24

July 1, 2024

Re: Articulation Agreement, Skilled Trades Preparation

WSATC Members and Apprenticeship Preparation Reviewers,

Please accept this letter as our committed support for the continued recognition of Spokane Community Colleges (SCC) Apprenticeship Preparation course, Skilled Trades Preparation (STP). We applaud SCCs efforts to maintain a quality apprenticeship preparation program which helps women, minority, or other underrepresented populations become qualified applicants to registered construction apprenticeship programs.

In support of SCC's Skilled Trades Preparation, The Cement Masons and Plasterers Training Centers of Washington, Washington Cement Masons Apprenticeship Committee and Washington Plasterers Apprenticeship Committee, occupation will provide the following to successful completers of STP:

Graduates of Skills Trades preparation programs will be placed on a separate application list by date of receipt for direct entries into our program.

The applicant is eligible to by-pass our assessment day and be granted into our pre apprenticeship (job readiness course)

In the event there are no job readiness classes to be scheduled, the applicant is eligible for direct entry into our apprenticeship program by date of application and eligible for work. The applicant must attend our first scheduled orientation class.

We will do our best to get the applicant their first job and applicant will be eligible to solicit their own work.

STP exemplifies the purpose of apprenticeship preparation and therefore, we are excited to continue to collaborate with STP. Cement Masons and Plasterers training Centers of Washington enthusiastically and without hesitation support and look forward to continuing our strong partnership with SCC's Skilled Trades Preparation program.

Sincerely,

Michael Raymond
Training Director/Coordinator

MN 8/8/2024

Teri Gardner 8-12-24

Spokane Heat and Frost Insulators and Allied Workers Joint Apprenticeship Training Committee



Date: July 1, 2024

Re: Articulation Agreement, Skilled Trades Preparation

WSATC Members and Apprenticeship Preparation Reviewers,

Please accept this letter as our committed support for the continued recognition of Spokane Community Colleges (SCC) Apprenticeship Preparation course, Skilled Trades Preparation (STP). We applaud SCC's efforts to maintain a quality apprenticeship preparation program which helps women, minority, or other underrepresented populations become qualified applicants to registered construction apprenticeship programs.

In support of SCC's Skilled Trades Preparation, Spokane Heat & Frost Insulators, Asbestos Workers occupation will provide the following to successful completers of STP:

Preferred entry by providing a guaranteed interview and extra points awarded on the application. STP exemplifies the purpose of apprenticeship preparation and therefore, we are excited to continue to collaborate with STP. Spokane Heat & Frost Insulators enthusiastically and without hesitation support and look forward to continuing our strong partnership with SCC's Skilled Trades Preparation program.

Sincerely,

Andrew Richman- Apprenticeship Coordinator

7/1/2024

Teri Gardner 8-12-24



Date: July 1, 2024

Re: Articulation Agreement, Skilled Trades Preparation

WSATC Members and Apprenticeship Preparation Reviewers,

Please accept this letter as our committed support for the continued recognition of Spokane Community Colleges (SCC) Apprenticeship Preparation course, Skilled Trades Preparation (STP). We applaud SCC's efforts to maintain a quality apprenticeship preparation program which helps women, minority, or other underrepresented populations become qualified applicants to registered construction apprenticeship programs.

In support of SCC's Skilled Trades Preparation, NW Laborers Training, Laborers occupation will provide the following to successful completers of STP:

An additional one application point for every forty hours completed in STP (maximum 10 points). Additional application points for each industry recognized certifications earned in STP.

STP exemplifies the purpose of apprenticeship preparation and therefore, we are excited to continue to collaborate with STP. NW Laborers Training enthusiastically and without hesitation support and look forward to continuing our strong partnership with SCC's Skilled Trades Preparation program.

Sincerely,

A handwritten signature in black ink, appearing to read "Brandon Jordan".

Brandon Jordan, Training Director

A handwritten signature in black ink, appearing to read "Kenna May".

Kenna May, Spokane Community College

M N 8/8/2024

Teri Gardner 8-12-24



PACIFIC NW IRONWORKERS AND EMPLOYERS
JOINT APPRENTICESHIP & TRAINING COMMITTEE #14
16610 E. EUCLID AVE. SPOKANE, WA 99216

Date: July 1, 2024

Re: Articulation Agreement, Skilled Trades Preparation

WSATC Members and Apprenticeship Preparation Reviewers,

Please accept this letter as our committed support for the continued recognition of Spokane Community Colleges (SCC) Apprenticeship Preparation course, Skilled Trades Preparation (STP). We applaud SCCs efforts to maintain a quality apprenticeship preparation program which helps women, minority, or other underrepresented populations become qualified applicants to registered construction apprenticeship programs.

In support of SCC's Skilled Trades Preparation, PNW Ironworkers Joint Apprenticeship Committee, Iron Workers occupation will provide the following to successful completers of STP:

Preferred-entry by providing additional 5 points awarded to the applicants at the interview.

STP exemplifies the purpose of apprenticeship preparation and therefore, we are excited to continue to collaborate with STP. PNW Ironworkers Apprenticeship Committee enthusiastically and without hesitation support and look forward to continuing our strong partnership with SCC's Skilled Trades Preparation program.

Sincerely,

Matt Chapman,

M N 8/8/2024

Teri Gardner 8-12-24



Date: July 1, 2024

Subject: Endorsement of Articulation Agreement for Skilled Trades Preparation

Dear WSATC Members and Apprenticeship Preparation Reviewers,

I am writing to express our full support for the ongoing recognition of Spokane Community College's (SCC) Skilled Trades Preparation (STP) course through this letter. We deeply appreciate SCC's dedication to upholding a high-quality apprenticeship preparation program, particularly in its efforts to empower women, minorities, and other underrepresented groups to pursue careers in registered construction apprenticeship programs.

In backing SCC's Skilled Trades Preparation, the NE WA N ID Sheet Metal Educational Training Trust, representing the Sheet Metal Workers occupation, are committed to providing the following benefits to successful STP graduates:

1. Preferred-entry status, which entails 15 additional points being awarded during the application and interview processes.

STP embodies the essence of apprenticeship preparation, and as such, we are thrilled to continue our collaboration with the program. The NE WA North Idaho Sheet Metal Educational Training Trust wholeheartedly endorses and eagerly anticipate further strengthening our partnership with SCC's Skilled Trades Preparation program.

Respectfully,

Josh Mazzella
Coordinator
NE Washington - N Idaho
Sheet Metal Apprenticeship