

**For L&I Staff Use Only**

Rev rec 2/20/2025 *AN*

*Teri Gardner 2-20-25*

Rec 2/12/2025 *AN*

*Teri Gardner 2-14-25*

L&I Apprenticeship Consultant

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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: Washington Association for Community Health #1940

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	1/31/25		
Print Name: Alyssa Burgess		Print Name:	
Signature: <i>Alyssa Burgess</i>		Signature:	

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

Attach additional sheets if necessary

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
<b>MEDICAL ASSISTANT</b>	<b>31-9092.00</b>	<b>2000 HOURS + <u>COMPETENCY</u></b>

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

A. Selection Procedures:

[remove Section III.A. in its entirety and replace with the following:]

**The following is the hiring and application procedure adopted by the Washington Association for Community Health (WACH) in compliance with the Washington State Apprenticeship and Training Council rules and regulations under WAC 296-05-417(1)(d): Alternative selection methods.**

- 1. The WACH apprenticeship is an employer-select program. The Washington Association for Community Health does not serve as a referral agency for apprenticeship applicants. Persons desiring to become apprentices under the Washington Association for Community Health Apprenticeship Committee must apply directly to employers who are approved by the Committee for such training (“training agents”).**
- 2. Training agents will advertise open apprenticeship positions and recruit candidates in a fair and equitable manner. Apprenticeship opportunities may be advertised internally and/or externally, according to the needs and policies of the training agent. The training agent will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.**
- 3. Training agents will review apprenticeship applications to ensure applicants meet minimum qualifications of the apprenticeship program, as well as any additional employer requirements.**
- 4. Training agents will select apprentices according to consistent and non-discriminatory selection procedures. WACH will provide guidance and support to its training agents to ensure selection of apprentices is fair and equitable.**
- 5. Training agents will provide their selected apprenticeship applicants with an Apprenticeship Agreement and refer the applicants to the Apprenticeship Committee for approval and registration.**
- 6. The Committee shall evaluate each applicant's prior experience and work history in order to place the applicant into the program as the proper level of work experience and wage progression.**

**IV. TERM OF APPRENTICESHIP:**

- A. The term of apprenticeship for both occupations Dental Assistant shall be 2000 hours of reasonably consistent continuous employment as an apprentice.**
- B. The term of apprenticeship for Medical Assistant shall be 2000 hours of reasonably continuous employment as an apprentice and passing a medical assistant certification examination with a national examining organization in accordance with WAC 246-827-0200(2).**

**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

A. Administrative Procedures:

3. Sponsor Procedures:

[re-number this section as appropriate]

- a. ~~A condition for the participation in the apprenticeship program is employment with thean Approved Training Agent with whom the apprentice signed the Apprenticeship Agreement. Therefore the apprentice is governed by the training agent's policies and procedures in addition to the Washington State Apprenticeship and Training Council rules and policies. The Training Agent will ensure the policies and procedures are readily available to the apprentice.~~
- b. The Sponsor will:
- 1) **Ensure the apprenticeship standards are readily available to each Apprentice and explain to the Apprentice the requirements and expectations of these Standards of Apprenticeship.**
  - 2) ~~Provide to Approved Training Agents the Apprentice with appropriate forms to document and record hours of instruction in Work Processes (Section VIII), and Related Supplemental Instruction (Section IX).~~
  - 3) Be responsible for obtaining signed Training Agent aAgreement forms from all individual employers who are approved to hire and train apprentices, which shall state that the employer will comply with all rules and laws governing Registered Apprenticeship.
- c. The Training Agent will:
- 1) Ensure that a qualified Journey Level worker provides meaningful and harassment free on-the-job learning in all aspects of the occupation.

- 2) Explain to their apprentice(s) the requirements and expectations of ~~these Standards of Apprenticeship~~ employment.
- 3) ~~Provide the Apprentice with appropriate forms to document and record hours of instruction in Work Process (Section VIII) and Related Supplemental Instruction (Section IX). Submit to the apprenticeship committee RSI and OJT reports on a monthly basis.~~

d. The Apprentice will:

- 1) Complete RSI modules and associated lab work in a timely manner (~~estimated ten hours/week of online coursework plus three (Medical Assistant) or eight (Dental Assistant) 8-hour lab days in accordance with Apprenticeship Related/Supplemental Instruction (RSI) Plan~~) on the Apprentice's own time (unpaid).
- 2) Document their own OJT ~~and RSI~~ work hours using the forms provided.
- 3) ~~Provide to their Training Agent a copy of each signed monthly progress report.~~

B. Disciplinary Procedures

3. Sponsor Disciplinary Procedures:

- b. Apprentices are subject to the academic and personal code(s) of conduct ~~of~~ provided by the pProgram sSponsor, regardless of employer. Code of conduct violations may result in disciplinary action up to and including cancellation.
- d. Apprentices are required to successfully complete competency benchmarks ~~on~~ timewithin 18 months of the start date. Deadlines for the completion of competencies shall be provided in writing to the apprentice at the time of their registration. Competency completion deadlines may be extended but will never be advanced. Failure to complete competency benchmarks on time may result in disciplinary action up to and including cancellation.

## XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

E. Committee governance (if applicable): (see WAC 296-05-009)

[Please delete the Committee in its entirety and replace with the following]

c. The employer representatives shall be:

Terrie Jonas, Secretary  
HR Recruiter  
Community Health of Central Washington  
501 S. 5<sup>th</sup> Ave.  
Yakima, WA 98902

Laura Mounter  
Clinical Resource Supervisor  
Columbia Valley Community Health  
600 Orondo Ave., Suite 1  
Wenatchee, WA 98801

- d. The employee representatives shall be:

**Aries Lewis, Chair**  
**University of Washington Medical Center**  
**1959 N.E. Pacific St.**  
**Seattle, WA 98195**

**Delanie Critchfield**  
**Olympic Medical Center**  
**939 Caroline St.**  
**Port Angeles, WA 98362**

**XII. SUBCOMMITTEE:**

**Medical Assistant Apprenticeship Sub-Committee:**

- a. The employer representatives shall be:

**Terrie Jonas, Secretary**  
**HR Recruiter**  
**Community Health of Central Washington**  
**501 S. 5th Ave.**  
**Yakima, WA 98902**

**Laura Mounter**  
**Clinical Resource Supervisor**  
**Columbia Valley Community Health**  
**600 Orondo Ave., Suite 1**  
**Wenatchee, WA 98801**

- b. The employee representatives shall be:

**Aries Lewis, Chair**  
**University of Washington Medical Center**  
**1959 N.E. Pacific St.**  
**Seattle, WA 98195**

**Delanie Critchfield**  
**Olympic Medical Center**  
**939 Caroline St.**  
**Port Angeles, WA 98362**

**XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/ training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Alyssa Burgess**  
**Brian Rauscher**

## OCCUPATIONAL ANALYSIS

January 1 to December 31 2023

**Washington Counties Covered (All or part of) by this program:**

All counties in Washington

The sponsor's determination as to whether goals and timetables shall be established, shall be based on an analysis of at least the following factors and other factors as noted in WAC 296-05.

**LABOR FORCE** (Based on Program Sponsors' Labor Market per Geographical Area in Registered Standards)

TOTAL LABOR FORCE	TOTAL MINORITY	PERCENT MINORITY	TOTAL FEMALE	PERCENT FEMALE
4,010,799	1,363,981	34.01%	1,823,080	45.45%

**\* Note: Active status (Includes Suspended Apprentices)**

**2023 Active Apprentices**

Total Apprentices	Minority Apprentices	Minority Apprentices%	Minority Goal%	Under Utilized Minority%	Female Apprentices	Female Apprentices%	Female Goal%	Under Utilized Female%
850	423	49.76%	34.01%	-15.75%	735	86.47%	22.73%	-63.74%

**Total Active Apprentices vs Program Percentages**

(Note: Percentages and goals are only valid at the time the report is run as the numbers change routinely)

Year	Male Total	Total%	Female Total	Total%	Non Min Total	Total%	Min Total	Total%	Total
2023	113	13.28%	735	86.37%	427	50.18%	423	49.71%	850
2022	104	13.68%	655	86.18%	384	50.53%	375	49.34%	759
2021	93	16.26%	478	83.57%	301	52.62%	270	47.20%	571
2020	57	13.90%	353	86.10%	226	55.12%	184	44.88%	410
2019	43	12.65%	297	87.35%	183	53.82%	157	46.18%	340
2018	21	8.20%	235	91.80%	158	61.72%	98	38.28%	256
2017	9	6.67%	126	93.33%	72	53.33%	63	46.67%	135
2016	4	4.71%	81	95.29%	21	24.71%	64	75.29%	85
2015	1	1.45%	68	98.55%	5	7.25%	64	92.75%	69
2014	1	5.26%	18	94.74%	2	10.53%	17	89.47%	19

**COMPLETION RATES:**

This table provides the total number of apprentices registered during the given year and their statuses since registration.

Completion % = Completed / (Total Registered – Transfers – Cancelled in Probation – Active)

Reg Year	Total Registered	No. of Transfer Outs	Cancelled	Cancelled in Probation	Completed	Active	Completion Percentage
<b>Occupation Name and SOC Code :Dental Assistant, 31-9091.00</b>							
2022	0	0	0	0	0	0	0.00%
2021	0	0	0	0	0	0	0.00%
2020	0	0	0	0	0	0	0.00%
2019	0	0	0	0	0	0	0.00%
2018	33	0	9	4	24	0	82.76%
2017	16	0	1	0	15	0	93.75%
2016	7	0	2	0	5	0	71.43%
<b>Occupation Name and SOC Code :Medical Assistant, 31-9092.00</b>							
2022	390	0	81	8	99	210	57.56%
2021	310	11	68	9	201	30	77.31%
2020	152	0	27	3	124	1	83.78%
2019	173	0	33	9	140	0	85.37%

<b>Reg Year</b>	<b>Total Registered</b>	<b>No. of Transfer Outs</b>	<b>Cancelled</b>	<b>Cancelled in Probation</b>	<b>Completed</b>	<b>Active</b>	<b>Completion Percentage</b>
2018	118	0	8	1	110	0	94.02%
2017	65	0	8	4	57	0	93.44%
2016	28	0	2	0	26	0	92.86%
2015	50	0	1	0	49	0	98.00%
2014	19	0	1	0	18	0	94.74%