

Teri Gardner 8-22-24

Teri Gardner 9-6-24



**APPRENTICESHIP PROGRAM STANDARDS
adopted by**

KINTER ELECTRIC APPRENTICESHIP PROGRAM

(sponsor name)

Occupational Objective(s):
GENERAL ELECTRICIAN (01)

SOC#
47-2111.00

Term [WAC 296-05-015]
8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Fraud Prevention and Labor Standards
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

Provisional Registration

Standards Last Amended

Permanent Registration

By: _____
Chair of Council

By: _____
Secretary of Council

KINTER ELECTRIC APPRENTICESHIP PROGRAM

INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

Sections of these standards identified as bold “**insert text**” fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of these standards are boilerplate and may only be modified by the WSATC. See WAC 296-05-003 for the definitions necessary for use with these standards.

*All sponsor inserted language must meet or exceed minimum requirements as established by the appropriate occupations outlined in these standards for each occupation. Minimum Guideline requirements have been *emboldened, italicized* and captured in bordering and may not be revised.

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Sponsor Introductory Statement (Required):

Kinter Electric Apprenticeship Program mission is to provide our community with innovative, high-quality and professional electrical services. Kinter Electric Apprenticeship Program is committed to developing knowledge and skills through classroom instruction and supervised on-the-job training that transfers to success in the field as certified electrical professionals.

I. GEOGRAPHIC AREA COVERED:

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009.

These standards cover the following Counties: Yakima County, Benton County, Franklin County, Grant County, Chelan County, Klickitat County and Kittitas County

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [WAC 296-05-015(17)].

Age:	<i>18 Years Old</i>
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Education:	<i><u>General Electrician (01)</u></i> <i>Must be a high school graduate from a school accredited by a State Education Agency; or have a GED; or have completed a High School Equivalency; or have completed an Associate degree or higher from a school accredited by a State Education Agency; and</i> <i>Show evidence of successful completion of: 1 full year of high school Algebra with a passing grade of “C” or better.</i> <i>Applicants who have not completed one full year of high school algebra with a passing grade of “C” or better, may qualify under one of the following:</i> <i>1. Equivalent post high school algebra course(s) with a grade of “C” or better.</i> <i>2. Current math placement results from a community college facility indicating a placement level beyond high school level algebra.</i>
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KINTER ELECTRIC APPRENTICESHIP PROGRAM

3. Provide certificate of completion from a committee approved online tech math course.

Physical: *Physically and mentally able to safely perform or learn to safely perform essential functions of the job with or without reasonable accommodations.*

Testing: N/A

Other: N/A

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

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedure (chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

Exempt per WAC 296-05-405(1)(a)

B. Equal Employment Opportunity Plan:

Exempt per WAC 296-05-405(1)(a)

C. Discrimination Complaints:

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint with the supervisor of apprenticeship (WAC 296-05-443).

IV. TERM OF APPRENTICESHIP:

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The term of apprenticeship for an individual apprentice may be measured through the completion of the industry standard for on-the-job learning (at least two thousand hours) (time-based approach), the attainment of competency (competency-based approach), or a blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-015].

A. General Electrician (01)
8000 Hours of reasonably continuous employment

V. INITIAL PROBATIONARY PERIOD:

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During an initial probationary period, an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

The initial probationary period is [WAC 296-05-015(22)]:

- A. The period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. The period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.

C.

1. General Electrician (01)
The first one thousand-six hundred (1,600) hours of employment shall constitute the initial probationary period or one year from date of registration, whichever occurs first.

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VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

Supervision is the necessary education, assistance, and control provided by a journey-level employee on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. Sponsors ensure apprentices are supervised by competent, qualified journey-level employees. Journey level-employees are responsible for the work apprentices perform, in order to promote the safety, health, and education of the apprentice.

- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless as noted above or otherwise allowed by the Revised Code of Washington (RCW) or the Washington Administrative Code (WAC) and approved by the WSATC.
- B. The numeric ratio of apprentices to journey-level employees may not exceed one apprentice per journey-level worker [WAC 296-05-015(5)].
- C. Apprentices will work the same hours as journey-level workers, except when such hours may interfere with related/supplemental instruction.
- D. Any variance to the rules and/or policies stated in this section must be approved by the WSATC.
- E. The ratio must be described in a specific and clear manner, as to the application in terms of job site, work group, department or plant:

1. General Electrician (01)

The employer is allowed a ratio of one (1) apprentice to one (1) journey-level worker per job site, unless one of the following conditions is met:

No more than two apprentices for every journey level Residential (02) or Limited Energy (06) specialty electrician when working in that electrician's specialty.

Apprentices with a minimum of 7,000 hours of OJT will be allowed to work without the direct supervision of a journey-level person provided that they have been issued a six- month, nonrenewable, unsupervised electrical training certificate by the Washington State Labor and Industries Electrical Section. Such apprentices will not be counted for the purposes of a ratio calculation nor be allowed to supervise other apprentices.

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Supervision and Ratio of apprentices registered in the above occupations shall follow requirements established under RCW 19.28.161.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

- A. Apprentices must be paid at least Washington’s minimum wage, unless a local ordinance or a collective bargaining agreement require a higher wage. Apprentices must be paid according to a progressively increasing wage scale. The wage scale for apprentices is based on the specified journey-level wage for their occupation. Wage increases are based on hours worked or competencies attained. The sponsor determines wage increases. Sponsors must submit the journey-level wage at least annually or whenever changed to the department as an addendum to these standards. Journey-level wage reports may be submitted on a form provided by the department. Apprentices and others should contact the sponsor or the Department for the most recent Journey-level wage rate.
- B. Sponsors can grant advanced standing, and grant a wage increase, when apprentices demonstrate abilities and mastery of their occupation. When advanced standing is granted, the sponsor notifies the employer/training agent of the wage increase the apprenticeship program standard requires.
- C. Wage Progression Schedules

1. General Electrician (01)

Step	Hour Range or competency step	Percentage of journey-level wage rate
1	0000-1000 Hours	50%
2	1001 – 2000 Hours	55%
3	2001 – 3000 Hours	60%
4	3001 – 4000 Hours	65%
5	4001 – 5000 Hours	70%
6	5001 – 6000 Hours	75%
7	6001 – 7000 Hours	80%
8	7001 – 8000 Hours	85%

General Electrician (01) apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and work experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit. The following work process descriptions pertain to the occupation being defined.

A. General Electrician (01)

In no case shall:

1. The term of apprenticeship be less than 8000 hours, or
2. Work hours in electrical specialty occupations, such as the residential (02) or limited energy (06) specialties, be more than 4000 cumulative hours for the term of apprenticeship, or
3. Commercial and industrial work hours be less than 4000 cumulative hours for the term of apprenticeship, or
4. Department credited work experience in electrical specialties with less than a 4000 hour experience requirement be credited toward apprenticeship completion.
PerWAC296-46B-945 Table 945-1 Note 6.

<u>General Electrician (01)</u>	<u>Approximate Hours/Competency Level</u>
1. COMMERCIAL-wiring of public commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary pre-fabrication and preparation	
INDUSTRIAL-wiring of all industrial buildings and equipment; the maintenance, repair, and alteration of the same; and necessary pre-fabrication and preparation	*No less than 4000 Hours*
2. RESIDENTIAL-wiring of residences, duplexes, and small apartment buildings and necessary pre-fabrication and preparation	*No more than 4000 Hours*
SPECIALIZED SYSTEMS-wiring of systems which include; sound, data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television programmable controllers, and nurse call systems	

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Total Hours/# of Competency Levels:

8000

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in RSI shall not be considered as hours of work and the apprentice is not required to be paid.

RSI must be provided in safe and healthy conditions as required by the Washington Industrial Safety and Health Act and applicable federal and state regulations.

Hours spent in RSI are reported to L&I each quarter. Reports must show which hours are unpaid and supervised by a competent instructor versus all other hours (paid and/or unsupervised) for industrial insurance purposes.

For purposes of coverage under the Industrial Insurance Act, the WSATC is an employer and the apprentice is an employee when an unpaid, supervised apprentice is injured while under the direction of a competent instructor and participating in RSI activities.

If apprentices do not attend required RSI, they may be subject to disciplinary action by the sponsor.

A. The methods of related/supplemental training must be indicated below (check those that apply):

- Supervised field trips
- Sponsor approved training seminars (specify)
- Sponsor approved online or distance learning courses (specify)
- State Community/Technical college
- Private Technical/Vocational college

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Sponsor Provided (lab/classroom)

Other (specify)

B. **(180)** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

Twelve-month period from date of registration.*

Defined twelve-month school year: **(insert month)** through **(insert month)**.

Two-thousand hours of on the job training.

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

C. Additional Information:

1. General Electrician (01)

The 144 hours identified above shall be 144 hours/year of competent instructor led classroom instruction (“must” include lab or hands-on instruction)

- This requirement includes a minimum of 720 RSI hours over the term of apprenticeship under the same conditions.*
- On-line would not be excluded as a delivery method but could only be offered for hours over the 144 annual minimum/720 cumulative total.*

- 2. Kinter Electric Apprenticeship Program Committee may allow apprentices with prior education and/or training to test out of or transfer correspondent classes. The Committee has created a non-discriminatory policy adopting uniform written and proficiency-based test to be used to determine whether to award credit and waive specific course(s), or area(s) of training.**
- 3. Kinter Electric Apprenticeship Program will ensure that we have suitable instructors whose knowledge, experience and ability to teach will be precisely observed and monitored. All instructors shall be qualified in or take the instructor training courses covering teaching techniques and adult learning styles.**
- 4. Immediately following class reviews of completed tests, the instructor will collect and submit all tests and materials to the Training Director for proper filing. No completed test or test materials will be left in the hands of the apprentices.**
- 5. RSI will take place at the Kinter Electric Apprenticeship Program building located at 2761 E. Edison Rd. Sunnyside, WA 98944.**

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6. Apprentices will be responsible for materials and textbooks.
7. In the event an apprentice is laid-off of work, they will be permitted to continue in the Related Supplemental Instruction for at least six (6) months while on layoff status.

RSI plans shall be updated by the sponsor every five years or as requested by the department to ensure compliance with these standards.

Competent Instructor qualifications shall include the following:

- *Meets requirements of WAC 296-05-003, excluding the Journey Level Experience requirement*
- *Meets requirements of WAC 296-46B-970, excluding the following;*
 - *Manufacturer/Vendor representative when not accompanied by Competent Instructor*
 - *Electrical Administrator with no Journey level trade qualification*

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

A. Administrative Procedures:

The sponsor may include in this section a summary and explanation of administrative actions performed at the request or on the behalf of the apprentice. Such actions may include but are not limited to:

1. **Voluntary Suspension:** A temporary interruption in progress of an individual's apprenticeship agreement at the request of the apprentice and granted by the sponsor. The program sponsor shall review apprentices in suspended status at least once each year to determine if the suspension is still appropriate.
2. **Advanced Standing or Credit:** The sponsor may provide for advanced standing or credit for demonstrated competency, acquired experience, training or education in or related to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015(11).
3. **Sponsor Procedures:**
 - a. **All apprentices are required to have transportation to and from work, required classes/training, and any scheduled labs.**

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- b. **Individuals are required to maintain a valid drivers license throughout the duration of the apprenticeship.**
- c. **Requirements for advancements are:**
 - 1) **Attend RSI classes and labs.**
 - 2) **Maintain 70% average grade for classes and labs**
 - 3) **Report OJT hours**
 - 4) **Receive satisfactory or better performance reviews**
- d. **During work hours, apprentices shall carry on their person a current Electrical Trainee Certificate and their registered Apprenticeship Credentials. It is the responsibility of the apprentices to provide Kinter Electric Apprenticeship Program with a copy of their current Trainee/Apprentice Credentials upon request. All apprentices are responsible for payment of their trainee card and renewal fees.**
- e. **Apprentices must report their OJT and RSI hours to the Sponsor either in person at the Kinter Electric Apprenticeship Program office or by emailing them to presley@kinterelectric.com no later than the 5th of each month for the previous month worked. All submitted RSI hours will be reviewed and verified by the RSI Training Instructor.**
- f. **Apprentice performance review will be done monthly to evaluate their progress. These reviews will be conducted by the supervising Journeyman.**
- g. **Within 30 days of completing the OJT and RSI requirements of their program, General Electric (01) apprentices are required to submit an application to the Electrical Section to take the appropriate certificate of competency examination. Apprentices are required to take the examination within 30 days of being approved for examination by the Electrical Section and to immediately furnish the Committee with the results of their examination. An apprentice who fails the examination will be required to engage in additional study as determined by the Committee and to retake and pass the examination within 180 days of completing their OJT and RSI requirements.**

B. Disciplinary Procedures

- 1. The obligations of the sponsor when taking disciplinary action are as follows:
 - g. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - h. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s)

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supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.

- i. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - j. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
- a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].
3. Sponsor Disciplinary Procedures:
- a. **Failure to maintain employment with Kinter Electric may result in cancellation of the Apprenticeship Agreement.**
 - b. **Apprentices are required to attend the mandatory scheduled classes. Apprentices who have more than two (2) unexcused absences will be put before the Committee and may face disciplinary action up to and including cancellation of the Apprenticeship Agreement.**

An excused absence must meet one (1) of the following conditions:

- 1) **Anything covered/protected under the WA Family Leave Act**
- 2) **ER visit for self or an immediate family member**
- 3) **Funeral for immediate family member**
- 4) **Jury Duty**
- 5) **Medical Restriction**
- 6) **Military Service**

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Apprentices who do not complete related instruction will not be able to advance to the next course until the insufficiencies have been met at the convenience of the instructor.

- c. Apprentices who are caught in the act of plagiarism or cheating will be called before the Committee and face disciplinary action up to and including cancellation of the Apprenticeship Agreement.**
- d. Apprentices that are unable to maintain at least a 70% average grade and/or fail to turn in their OJT and RSI hours worked by the previous month by the 5th day of the following month will be called before the Committee and may face disciplinary action up to and including cancellation of the Apprenticeship Agreement.**
- e. Kinter Electric Apprenticeship Program will not tolerate any form of harassment including but not limited to unwelcome or unsolicited verbal, physical or sexual conduct which creates an intimidating, offensive, or hostile environment. The Committee will immediately investigate and act upon all charges of harassment maintaining confidentiality of the report and person(s) involved.**
- f. Apprentices who are required to appear before the Committee will be given written notice at least 20 days prior to their requested appearance. If an apprentice fails to respond and/or appear before the Committee after due notice, disciplinary action, up to and including, cancellation of the Apprenticeship Agreement may occur.**

D. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.

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5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.
3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.
4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

The following is an overview of the requirements associated with administering an apprenticeship program. These provisions are to be used with the corresponding RCW and/or WAC. The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. The sponsor may assign an administrator or a committee to be responsible for day-to-day operations of the apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, sponsors must develop procedures for:

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A. Committee Operations (WAC 296-05-009): (Not applicable for Plant Programs)
Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

B. Program Operations

The sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department upon request. Records required by WAC 296-05-100 will be maintained for five (5) years; all other records will be maintained for three (3) years. Apprenticeship sponsors will submit required forms/reports to the Department of Labor and Industries through one of the two prescribed methods below:

Sponsors shall submit required reports through assigned state apprenticeship consultant.

Sponsors shall submit required forms/reports through the Apprentice Registration and Tracking System (ARTS).

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - k. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - l. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - m. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - n. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section’s manager may administratively approve requests for revisions in the following areas of the standards:

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- a. Program name
 - b. Sponsor's introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.
2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
 - a) Certificate of completion
 - b) Additional credit
 - c) Suspension (i.e. military service or other)
 - d) Reinstatement
 - e) Cancellation
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)
 - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.

KINTER ELECTRIC APPRENTICESHIP PROGRAM

5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
2. The sponsor must determine whether an employer can adequately furnish proper on the job training to an apprentice in accordance with these standards. The sponsor must also require any employer requesting approved training status to complete an approved training agent agreement and to comply with all federal and state apprenticeship laws, and these standards.
3. The sponsor will submit training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty calendar days from the effective date. Additionally, the sponsor must submit rescinded training agent agreements to the Department within thirty calendar days of said action.

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

KINTER ELECTRIC APPRENTICESHIP PROGRAM

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The sponsor must also provide the following information:

- a. Quorum: **50% plus one (1) of the approved committee members.**
- b. Program type administered by the committee: **Individual Non-Joint**
- c. The employer representatives shall be:

Greg Kinter, Chairman
2761 E. Edison Rd.
Sunnyside, WA 98944

Ross Westenberg
2761 E. Edison Rd.
Sunnyside, WA 98944

- d. The employee representatives shall be:

Jeremi Cochran, Secretary
2761 E. Edison Rd.
Sunnyside, WA 98944

Todd Drago
2761 E. Edison Rd.
Sunnyside, WA 98944

F. Plant programs

For plant programs the WSATC or the Department designee will act as the apprentice representative. Plant programs shall designate an administrator(s) knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards.

The designated administrator(s) for this program is/are as follows:

N/A

N/A

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these standards, and are subject to the main committee. All actions of the subcommittee(s) must be reviewed by the main committee. Subcommittees authorized to upgrade apprentices and/or conduct disciplinary actions must be structured according to the same requirements for main committees.

N/A

KINTER ELECTRIC APPRENTICESHIP PROGRAM

N/A

N/A

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.

**Presley Hoff
2761 E. Edison Rd.
Sunnyside, WA 98944**

(Training Director/Coordinator info)

****Must be designated by the sponsor for electrical training programs***

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L&I Admin

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Journey Level Wage Rate

From which apprentices' wage rates are computed

TO: Washington State Apprenticeship & Training Council
FROM: Kinter Electric Apprenticeship Program

Occupation:	County(ies):	Journey Level Wage Rate:	Effective Date:
Inside Wireman	Yakima, Benton, Franklin, Grant, Chelan, Klickitat, Kittitas Counties	\$ 34.00	8/13/2024
		\$	
		\$	
		\$	

Sponsors must submit the journey-level wage at least annually or whenever changed to the Department.

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

<input checked="" type="checkbox"/> Chair	Date <i>8-13-2024</i>	<input checked="" type="checkbox"/> Secretary	Date <i>8-13-2024</i>
<input type="checkbox"/> Authorized Signer			
Print Name: Greg Kinter		Print Name: Jeremi Cochran	
Signature: <i>Greg Kinter</i>		Signature: <i>Jeremi Cochran</i>	



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 Apprenticeship Section
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 Olympia WA 98504-4530

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Apprenticeship Related/Supplemental Instruction (RSI) Plan Review



Program Name Kinter Electric Apprenticeship Program	
Occupation General Electrician (01)	
Term/OJT Hours 8,000	Total RSI Hours 720
Training Provider Kinter Electric Apprenticeship Program / Mike Holt Curriculum	

By the signature placed below, the **program sponsor** agrees to provide the prescribed RSI for each registered apprentice and assures that:


1. The RSI content and delivery method is and remains reasonably consistent with the latest occupational practices, improvements, and technical advances.
2. The RSI is coordinated with the on-the-job work experience.
3. The RSI is provided in safe and healthful work practices in compliances with WISHA and applicable federal and state regulations.
4. The RSI Plan is maintained, updated and submitted to the Department a minimum of once every 5 years (WSATC Policy 2015-01; rev, 10-21-21).
5. The RSI will be conducted by instructors who meet the qualification of the “competent instructor” as described in WAC 296-05-003:
 - a. Has demonstrated a satisfactory employment performance in her/her occupation for a minimum of three years beyond the customary learning period for that occupation; and
 - b. Meets the State Board for Community and Technical Colleges requirements for a professional technical instructor (see WAC 131-16-080 through -094), or be a subject matter expert, which is an individual, such as a journey worker, who is recognized within the industry as having expertise in a specific occupation; and
 - c. Has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide the related technical instruction.
6. If using alternative forms of instruction, such as correspondence, electronic media, or other self-study, instruction shall be clearly defined.

Signatures on next page

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


<input checked="" type="checkbox"/> Chair	Date	<input checked="" type="checkbox"/> Secretary	Date
<input type="checkbox"/> Authorized Signer	8/19/2024		8/19/2024
Print Name: Greg Kinter		Print Name: Jeremi Cochran	
Signature: 		Signature: 	

Training Provider Signature

Approved By (Print Name): Greg Kinter	Title: President/Owner
Signature of the Training Provider: 	
Date: 8/19/2024	

If additional training providers are needed, go to page 4.

SBCTC

Print Name: Genevieve Howard	Title: Policy Associate
Signature of the Program Administrator: 	
Date: 10/3/2024	
<input checked="" type="checkbox"/> SBCTC recommends approval	<input type="checkbox"/> SBCTC recommends return to sponsor

Program Name Kinter Electric Apprenticeship Program NameProgram Name	Occupational Objective General Electrician (01)
--	--

Note: The description of each element must be in sufficient detail to provide adequate information for review by the SBCTC and Review Committee. To add more elements, click on the plus sign that appears below the "Description of Element/Course" field.

Describe minimum hours of study per year in terms of (check one):

- 12-month period from date of registration.
- Defined 12-month school year.
- 2,000 hours of on-the-job training.

Element/Course: Year 1: Introduction/Orientation/Tools/Safety	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Introduction & Orientation, OSHA Construction Safety (Electrical Safety, PPEs, Fall Protection, Ladders and Stairways, Scaffolds, Proper Tool Use)	

Element/Course: Year 1: Electrical Fundamentals – Unit 1-4	Planned Hours: 20
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Matter, Electron Theory, Magnetism, Electricity	

Element/Course: Year 1: 3-4 way Switching/Multimeter practice	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: 3-4 Way Switching, Digital Multi-meter practice	

Element/Course: Year 1: Electrical Fundamentals-Units 5-13	Planned Hours: 45
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Electromagnetism, Circuitry, Math, Series Circuits, Parallel Circuits, Multi-wire Circuits	

Element/Course: Year 1: Electrical Fundamentals-Unit 14-22	Planned Hours: 45
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Electrical Systems, Protection Devices, Alternating Current, Capacitance, Inductance, Power Factor & Efficiency, Motors, Generators, Transformers	

Element/Course: Year 1: Box Fill-NEC Article 314	Planned Hours: 10
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study	
Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Box Fill Calculations, Properly Size Device Boxes, Junction and pull boxes	

Element/Course: Year 1: Introduction to the National Electrical Code (NEC)	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: How to use the NEC, Articles 90 Introduction, Article 100 Definitions, Article 110 Requirements for Electrical Installation, Article 250 Grounding and Bonding	

Element/Course: Year 1: Washington State Code (WAC)/ Revised Code of Washington (RCW)	Planned Hours: 5
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Washington Administrative Code & Revised Code of Washington Arrangement: Titles, Definitions and Enforcement Licensing Requirements, Renewals and Examinations	

Element/Course: Year 1: Conductor Ampacity	Planned Hours: 5
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Article 310 of NEC: Identify correct conductor size and ampacity, perform conductor ampacity calculations	

Element/Course: Year 2: OSHA Construction Safety	Planned Hours: 15
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: OSHA Construction Safety-Electrical Safety, PPE, Confined Space, Emergency Response, Lockout/Tagout, Stored Energy in Tools	

Element/Course: Year 2: Continuation of NEC	Planned Hours: 65
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Grounded Conductors, Branch Circuits, Feeders, Branch-Circuit, Feeder, and Service Calculations, Outside Branch Circuits and Feeders, Services, Overcurrent Protection, Grounding & Bonding. Classroom 50%/Lab 50%	

Element/Course: Year 2: Ground Fault Protection & Arc Fault Protection	Planned Hours: 5
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Select & Install Proper GFCI/AFCI protection Devices	

Element/Course: Year 2: More on the NEC	Planned Hours: 40
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program Provided by:	
Description of element/course: Overvoltage Protection, Wiring Methods and Materials, Conductors and General Wiring, Cabinets, Cutout boxes and Meter Socket Enclosures, Outlet, Device, Pull and Junction Boxes, Conduit Bodies, and Handhole Enclosures. Classroom 50%/Lab 50%	

Element/Course: Voltage-Drop Calculations	Planned Hours: 5
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Voltage-Drop Calculations	

Element/Course: Year 2: Cable Types/Conduit/Raceways	Planned Hours: 50
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Cable Types, Conduit, Raceway Sizing. Classroom 50%/Lab 50%	

Element/Course: Year 3: OSHA Construction Safety	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: OSHA Construction Safety—Electrical Safety, PPE, Excavations, Motor Safety, Tool Safety	

Element/Course: Year 3: Continuation of NEC	Planned Hours: 30
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Flexible Cords, Fixture Wires, Switches, Receptacles, Switchboards, Switchgear, Panelboards, Luminaires, Lampholders, Lamps, Low Voltage Wiring, Appliances, Fixed Electric Space-Heating Equipment. Classroom 50%/Lab 50%	

Element/Course: Year 3: Motors	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Article 430 of NEC: Motors, Motor Circuits, and Controllers. Classroom 50%/Lab 50%	

Element/Course: Year 3: Lighting, Ballasts and Transformers	Planned Hours: 5
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Lighting, Ballasts and Transformers	

Element/Course: Year 3: Continuation of NEC	Planned Hours: 45
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Air Conditioning, Refrigerating Equipment, Generators, Transformers, Review of Matter and Electron Theory, Electricity and Circuit Protective Devices, Bonding and Grounding, Electrical Work in Hazardous Locations, Electrical in Health Care Facilities and Assembly Occupations, Temp Power, Installations in Mobile Homes & Manufactured Homes, Electric Signs and Outline Lighting, Elevators, Escalators and Moving Walks. Classroom 50%/Lab 50%	

Element/Course: Year 3: Continuation of NEC	Planned Hours: 45
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Electric Vehicle Charging Systems, Electric Welders, Audio System Installations, Information Technology Equipment, Swimming Pools, Spas, Hot Tubs, Fountains, Emergency Systems, Standby Systems, Remote Control, Signaling, Power-Limited Circuits, Fire Alarm Systems, Optical Fiber, Communication Circuits, Solar Photovoltaic (PV) Systems, Interconnected Electric Power Production Sources (IEPPS), Energy Storage Systems (ESS). Classroom 50%/Lab 50%	

Element/Course: Year 3: Introduction to Motor Controls	Planned Hours: 35
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Basic Principles of Motor Controls, Definitions, Abbreviations and Symbols, Common Control Equipment, Schematics, 3-Phase Motors, Reversing Control, Sequencing Controls, Controls for Multiple Motors, Motor Control Circuits. Classroom 50%/Lab 50%	

Element/Course: Year 4: OSHA Construction Safety	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: OSHA Construction Safety-Electrical Safety, PPE, Hazard Communication, Jobsite Exposure, Work Zone Safety	

Element/Course: Year 4: Electrical Estimating	Planned Hours: 25
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Electrical Estimating, Labor Units, Bid Process, Unit Pricing	

Element/Course: Year 4: Blueprint Takeoffs	Planned Hours: 5
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Understanding the process and methods used to do complete takeoff on paper blueprints	

Element/Course: Year 4: Leadership Training	Planned Hours: 10
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Leadership Skills and Project Management	

Element/Course: Year 4: Code Review and Fundamental Review	Planned Hours: 55
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Review of Code: Articles 90-110, 200-240, 300-314, 400-480; Fundamental Review of Electrical Theory: Math, Electrical Circuits, Ohm's Law, Series & Parallel Circuits, Understanding AC, Capacitance, Induction, Power Factor and Efficiency, Motor Basics, Transformers	

Element/Course: Year 4: Calculations	Planned Hours: 70
Mode of Instruction (check all that apply) <input checked="" type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: NEC Calculations, Raceway and Box Calculations, Conductor Sizing and Protection Calculations, Motor and Air Conditioning Calculations, Voltage-Drop Calculations, Dwelling Unit Calculations, Multifamily Dwelling Calculations, Commercial Calculations. Classroom 50%/Lab 50%	

Element/Course: Year 4: Fire Alarm Systems	Planned Hours: 5
Mode of Instruction (check all that apply) <input type="checkbox"/> Classroom <input checked="" type="checkbox"/> Lab <input type="checkbox"/> Online <input type="checkbox"/> Self-Study Provided by: Kinter Electric Apprenticeship Program	
Description of element/course: Identify the Basic Components of Fire Alarm Systems	

Additional Training Providers (if necessary)

[Click or tap here to enter text.](#)

Print Name Training Provider

[Click or tap here to enter text.](#)

Title of Training Provider

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Organization of Training Provider

Teri Gardner 10-1-24

KINTER ELECTRIC

Service and Quality since 1999

RE: Related Supplemental Instruction (RSI) Make-Up Policy

Kinter Electric Apprenticeship Program understands that occasionally, circumstances may arise that result in the need for make-up classes. To ensure all apprentices meet the required RSI hours, the following policy will apply:

1. Tentative Make-Up Dates:
 - Each calendar year, 12 tentative make-up dates will be scheduled in advance.
 - These dates will be spread throughout the year and will serve as designated days for make-up RSI.
2. Scheduling Make-Up Classes:
 - Make-up RSI will be scheduled on one of the tentative make-up dates if any regularly scheduled classes are missed due to unforeseen events such as but not limited to weather, apprentice excused absence or instructor absence.
 - The program director or RSI instructor will notify apprentices
3. Mandatory Attendance:
 - Attendance at make-up RSI is mandatory for all apprentices who missed the original session. Apprentices are expected to prioritize these dates in their schedules to ensure they remain in compliance with program attendance requirements.
4. Notification of Make-Up Dates:
 - Tentative make-up dates will be included in the yearly program calendar provided at the start of the program. If changes are required, updated make-up dates will be communicated as early as possible.

Teri Gardner 8-22-24

KINTER ELECTRIC

Service and Quality since 1999

August 7th, 2024

RE: Employee Representative Committee Selection Process

Kinter Electric Apprenticeship Program recently opened the opportunity for all employees to volunteer for a position on the Apprenticeship Committee.

We opened the opportunity for all employees to volunteer for a position on the committee. We started by announcing the formation of the Apprenticeship Committee and invited employees to volunteer if they were interested in participating. The announcement explained that the committee members must have education and experience in the electrical field and be able to represent the interest of all electrical apprentices.

After employees volunteered, each communicated with the owner to confirm their interest. There were 3 employees who volunteered. All 3 agreed to move forward. Ross Westenberg, Jeremi Cochran and Todd Drago.

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Teri Gardner 8-22-24
L&I Admin

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Apprenticeship Committee Representative Qualifications

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program
Kinter Electric Apprenticeship Program

Committee Representative Name
Jeremi Cochran

Committee Representative Signature
Jeremi Cochran

Employer Representative Employee Representative (Does not have the authority to hire or fire)

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Superintendent	Kinter Electric Inc	02/17	Present
Superintendent	Energized Electric	11/13	01/17
Foreman	Arcadia Electric	08/02	11/13
Apprentice	Arcadia Electric	06/98	08/02

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
IEC	06/02	4 Year Apprenticeship	Diploma

Other Technical Certifications or Licenses Held

Certified Equipment Operator
Crane Rigger and Signaller Operator
Washington Electrician (EL01) - License #: COCHRJR984NS

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Apprenticeship Committee Representative Qualifications

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program
Kinter Electric Apprenticeship Program

Committee Representative Name
Todd Dragoo

Committee Representative Signature
Todd Dragoo

Employer Representative Employee Representative (Does not have the authority to hire or fire)

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Journeyman	Kinter Electric Inc.	10/01	Present

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Perry Technical Institute	10/01	Electrical Technology	Journeyman

Other Technical Certifications or Licenses Held

Washington Electrician (EL01) - License #: DRAGOT*970P7

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L&I Admin

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Apprenticeship Committee Representative Qualifications

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program
Kinter Electric Apprenticeship Program

Committee Representative Name
Greg Kinter

Committee Representative Signature
Greg Kinter

Employer Representative Employee Representative (Does not have the authority to hire or fire)

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Pres./Owner	Kinter Electric Inc.	07/99	Present
Apprentice	Hutchinson Electric	07/97	07/99

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Perry Technical Institute	10/97	Electrical Technology	Journeyman

Other Technical Certifications or Licenses Held

Montana Master Electrician - License #: ELE-EM-LIC-31696
Washington Master Electrician (ME01) - License #: KINTEGA964LQ

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RECEIVED 8/19/2024 SNYS
L&I Apprenticeship Consultant

Teri Gardner 8-22-24
L&I Admin

Department of Labor and Industries
Apprenticeship Section
PO Box 44530
Olympia WA 98504-4530



Apprenticeship Committee Representative Qualifications

The Apprenticeship Committee is responsible for the day-to-day operations of the apprenticeship and training program and operating the program consistent with the standards of apprenticeship. Pursuant to WAC 296-05-009, the Representative listed below shall be familiar with the applicable apprenticeship standards.

Name of Program Kinter Electric Apprenticeship Program

Committee Representative Name Ross Westenberg	Committee Representative Signature <i>Ross Westenberg</i>
<input checked="" type="checkbox"/> Employer Representative <input type="checkbox"/> Employee Representative (Does not have the authority to hire or fire)	

Work Experience

Position (most recent first)	Employer / Organization	From (mm/yy)	To (mm/yy)
Journeyman	Kinter Electric Inc	08/00	Present

Education History

Name of Training and/or School (most recent first)	Completed Date (mm/yy)	Program of Study	Degree or Certification
Perry Technical Institute	08/00	Electrical Technology	Journeyman

Other Technical Certifications or Licenses Held

Washington Electrician (EL01) - License #: WESTER*979NK

Teri Gardner 10-1-24

JOSHUA J. RADOSEVICH
932 Brown Street ■ Prosser, Washington 99350
425.830.2270 ■ josh@kinterelectric.com

9/30/2024

I am writing to express my interest in obtaining the Electrical Apprentice Instructor certification for Kinter Electric. With over 30 years of extensive experience in the electrical field, coupled with a commitment to education and safety, I believe I am well-equipped to contribute as an instructor in this capacity.

Throughout my career, I have supervised construction activities involving teams of up to 20 employees, managing multiple subcontractors and vendors while maintaining a focus on safety and efficiency. My background in performing weekly safety meetings and developing site-specific safety plans has equipped me with the skills to foster a culture of safety and compliance, which I believe is crucial in an educational setting.

In addition to my hands-on experience, I have pursued specialized training to enhance my teaching capabilities. My recent completion of the Adult Learning Styles course at Shoreline Community College and the Mike Holt Certified Instructor Training has further prepared me to effectively engage and educate students with diverse learning needs. I am passionate about imparting knowledge and skills to the next generation of electricians, ensuring they are well-prepared for the challenges of the industry.

With extensive proficiency in electrical tools, testers, benders, threaders, excavation equipment, forklifts, lifts, and bucket trucks, I bring a comprehensive understanding of the trade. My knowledge encompasses motor and lighting controls, as well as the ability to read and interpret construction documents. Coupled with my experience in estimating, project management, and compliance with electrical codes, I am well-equipped to provide thorough instruction on both the theoretical and practical elements of electrical work.

I am also skilled in utilizing various estimating and project management software, including ConEst and BlueBeam. I integrate these tools into my teaching to enhance the learning experience, ensuring that students gain both practical skills and essential software proficiency.

Moreover, my commitment to continuous professional development—evidenced by ongoing education in safety training, project management, and electrical code updates—demonstrates my dedication to staying current with industry standards. I am excited about the opportunity to share this knowledge and experience with aspiring electricians, guiding them through their apprenticeship and preparing them for successful careers.

I am enthusiastic about the prospect of contributing to the development of future electricians as Kinter Electric's Apprentice Instructor. Thank you for considering our application. I look forward to the opportunity to discuss how my background and vision align with the goals of your program.

Sincerely,

Joshua J. Radosevich

Summary of Qualifications

- Supervise construction activities of up to 20 employees, multiple sub-contractors and vendors.
- Perform weekly safety meetings, develop site specific safety plans and enforce company safety rules.
- Participate in performance reviews, employee education, safety training and team building.
- Procure materials and equipment as required for the completion of assigned projects.
- Create, submit, track and maintain project submittals and close-out documents.
- Strong ability to read and interpret all construction documents including blue prints and specifications.
- Review and negotiate contract terms and conditions including change orders.
- Accurately complete and track daily project reports, RFI's, and change requests.
- Responsible for cost estimates and for directing, supervising, and reviewing the work of others. Review estimate elements for adequacy, uniformity, and completeness. Evaluate addendums, vendor quotes, bid information.
- Participate in meetings with clients and upper-level management
- Proficient with Microsoft Office (Excel, Word, Outlook and Project) also with ConEst, Accubid and EBM estimating programs, experienced with BlueBeam including Studio and ProCore.
- Supervise Lock-out/Tag-out, Hot work and performed as responsible person for employee safety.
- Experience with installation and maintenance of medium voltage, substation and primary power equipment and terminations.
- Directly responsible for project buy-outs. Including quantity verification, supplier negotiations, tracking and deliveries.
- Track on hand materials for project use, disposal of obsolete materials and equipment. Verify stored materials met applicable codes and project specifications.
- Plan material deliveries from supplier to projects to meet construction objectives.
- Various experience installing, estimating and managing project types and sizes consisting of residential, assisted living, small retail, large retail, hotels, schools, parking ramps and industrial facilities.

EDUCATION / SPECIAL TRAINING

Adult Learning Styles – Shoreline Community College	9/2024
Mike Holt – Certified Instructor Training	9/2024
OSHA 30	2011
Safety Matters – Fall Protection, Ladder/Scaffold, Asbestos/Lead/Silica training	2012
Accubid Project Scheduling – MS Project - Chicago, IL	2006
Construction Supervisory Training, DLB & Associates, Springfield, IL	2005
Purdue University - Electrical Project Management Institute, Lafayette, IN	2005
Chuck Cossin – Electrical Code 2 day class, Farmington, MI	2004
ASPE Estimating Academy, Grand Rapids, MI	2003
Accubid Advanced Estimating - Chicago, IL	2002
IBEW/JATC Journeyman Electrician Exam	12/1999
Washington State Department of Labor - EI01 Journeyman Electrician License, Olympia, WA	10/1998
Yakima Valley Community College - Business Law and Management, Grandview, WA	1993-1994
Yakima Valley Community College – Microsoft Office Training (Word, Excel, Project)	1993-1994
Yearly continuing education and code update classes. – Jade Learning	1994-2024
AGI Project Management – Portland OR	2016
Fred Pryor Seminars / Career Track – Project Management, Leadership, Self-Development	2014-2017
WSU Business – Management Training, Yakima WA	2015
BlueBeam Online Training	2019
ConEst Estimating Software Training, Las Vegas	2019
ConEst Database Management Online Training	2020
BNSF Railroad Security Clearance and Safety Training	2020
SLCT Life Coach Certification, Seattle	2019

WORK EXPERIENCE

Kinter Electric

4/2018 – Current

Senior Electrical Estimator / Project Manager

- **Estimating public and private hard bid, design build, negotiated and service work:**
- **Project management, including contracts, procurement, scheduling, and manpower:**
- **Electrical Design Build – Including service sizing, lighting layout, equipment, and basic electrical:**
- **Utility lighting retrofit incentive programs:**
- **ConEst software and database management:**
- **ProCore project management:**
- **BlueBeam including Studio:**

Picatti Brothers (ISE)

4/2014 – 3/2018

Senior Electrical Estimator / Project Manager

- **Department Development:** Established bid rates, margins and tracked current market to increase projects won. Developed company estimating procedures and maintained database and project files.
- **Company Exposure:** Developed vendor and supplier relationships to establish discounts and preferential pricing. Reached out to general contractors and owners to build company reputation and name recognition.
- **Team Building:** Participated in performance reviews, employee education and team building programs.
- **Contract Administration:** Reviewed and negotiated contract terms and conditions. Defined project scope for Project Manager and field electricians. Provided support throughout the project, attended project meetings and submitted contract documents.
- **Company Safety:** Performed quarterly safety meeting with all company personnel. Developed site specific safety plans and performed monthly site safety inspections.
- **Site Supervision:** Performed project management responsibilities onsite, attended progress meetings, supported field personnel with work assignments.
- **Project Mobilization:** Set up jobsite office and storage trailers. Coordinated Temporary utility installations.

RTB Electric and Power

9/2009 – 9/2013

Senior Electrical Estimator / Project Manager

- **Structured Growth:** Strategically targeted projects to achieve planned company growth. Yearly revenue increases - 1st year growth to \$1m, 2nd year growth \$2.5m, 3rd year growth \$6m.
- **Foreman:** Performed Foreman and journeyman work as required. Lead installation of (9) generators at Sea-Tac Airport for the Port of Seattle, project ran 33 consecutive 12 hour days.

EHS Electrical Contractors, LLC

8/2008 – 8/2009

Senior Electrical Estimator

- **Responsibility and Leadership:** Responsible for cost estimates and for directing, supervising, and reviewing the work of up to 5 others. Reviews estimate elements for adequacy, uniformity, and completeness. Evaluates addendums, vendor quotes, bid information. Participate in meetings with clients and upper-level management.
- **Scheduling:** Required to coordinate, plan and prioritize estimating schedules. Successfully balanced multiple bids and provided support to project managers for change order pricing. Consistently provided accurate estimates while meeting bid deadlines. Attended weekly estimating meetings and maintained projects bidding and results log.
- **Communication:** Strong communication skills, including excellent ability to identify and understand requirements of project teams, and to participate in collaborative problem solving.

- **Professionalism:** Represent the company with a positive attitude, professional appearance. Perform well under project constraints and deadlines. Develop productive relationships with coworkers, field operations teams, vendors, design teams and clients. Earn respect through the credibility of estimating and project planning knowledge and positive approach to problem solving.
- **Estimating Skills:** Expert proficiency with Accubid Estimating System. Including ability to update and maintain accurate data base pricing and labor units. Strong skills with Microsoft Office (Excel, Word, Outlook and Project). Have created and implemented estimating methods and procedures for consistently accurate take-offs and estimates. Successfully ensure accuracy of cost estimates with own work and when supervising the work of others. Assisted project managers with change order pricing and budgets. Successfully bid and awarded \$22 million in contracts.

Circuit Electric, Inc., Byron Center, MI
Electrical Estimator / Project Manager

10/2001 – 8/2008

- **Project Management:** Administrative and field oversight of assigned projects from inception to completion. Estimating, submitting and finalizing all change orders, close-outs, permits, sign-offs, turnovers, certificates of occupancy and billings. Advanced working knowledge of AccuBid Pro and Forefront. Additionally responsible for training and guidance of new project managers. Regularly bid new projects and temporarily overseeing the estimating department for the Chief estimator. Five years electrical project management and estimating experience on projects up to \$5 million.
- **Estimating Success:** Consistently accurate and competitive estimation of multi-million dollar projects, including plan take-offs, bid solicitation, review of subcontractor and supplier quotes, bid compilation and submission. Labor and material cost code set-up for contract schedule of values and accounting department. Obtained two years of electrical estimating experience on projects up to \$1 million.
- **Communication Skills:** Maintained professional relationships with clients, construction managers, suppliers and subcontractors from pre project buyout negotiations to project completion. Provided weekly status reports to management for multiple projects totaling \$3.5 million.
- **Operational Efficiency:** Scheduled manpower and equipment to complete projects on time, within budget and superior workmanship.
- **Cost Savings Assessment:** Consistently submit and execute value engineering options, evaluate labor, prefab and material handling to develop cost saving controls.

Valley Electric Company, Mount Vernon, WA
Construction Foreman / Service Electrician

1/2000 – 6/2001

- Supervised up to 20 electricians on assigned projects up to 1 million.
- Performed layout, ordered materials, submitted RFI's and attended project coordination meetings.
- Executed service calls, troubleshooting, completed punch list and warranty work orders.

All Bright Electric, Auburn, WA
Service / Project Electrician

10/1998 – 12/1999

- Performed fast paced tenant improvement projects throughout the greater Seattle area.
- Responsible for acquiring all materials and providing all project documentation.
- Managed small crews of up to 6 electricians and oversaw the simultaneous completion of multiple projects.

NorWest Electric / Lesco Electric (affiliates), Prosser, WA
Electrician

7/1994 – 9/1998

- Performed electrical installations as assigned at residential, commercial and industrial locations.

Electrical Apprentice

- Performed electrical work as directed by supervising journeyman electrician.

Work History

Kinter Electric , Sunnyside WA – Senior Estimator / Project Manager	<i>4/2018 – Current</i>
Picatti Brothers (ISE) , Yakima WA – Senior Estimator / Project Manager	<i>4/2014 – 3/2018</i>
RTB Electric and Power , Fife WA – Senior Estimator / Project Manager	<i>9/2009 – 9/2013</i>
EHS Electrical Contractors, LLC , Seattle, WA – Senior Estimator	<i>8/2008 – 8/2009</i>
Circuit Electric, Inc. , Byron Center, MI – Project Manager / Estimator	<i>10/2001 – 8/2008</i>
Valley Electric Company , Mount Vernon, WA – Construction Foreman / Service	<i>1/2000 – 6/2001</i>
All Bright Electric , Auburn, WA – Service and Project Electrician	<i>10/1998 – 12/1999</i>
NorWest Electric / Lesco Electric (affiliates), Prosser, WA - Electrician	<i>7/1994 – 9/1998</i>

JOSHUA J. RADOSEVICH

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Teri Gardner 8-22-24

KINTER ELECTRIC

Service and Quality since 1999

Plan for Sustainability of Electrical Apprenticeship Program

- A. Program Funding
 - a. Kinter Electric Apprenticeship Program is a line item in Kinter Electric Inc.'s operating expenses budget
 - b. Kinter Electric Inc. relies on the Kinter Electric Apprenticeship Program for their future electricians and will continue to be funded.
- B. How program funding will be used to maintain the Operational and Administrative capacity of the program overtime
 - a. Administrative: Administrative duties will be funded and performed by the ownership of Kinter Electric Inc.
 - b. Staffing: The training providers are employees earning a salary at Kinter Electric Inc.
 - c. Curriculum: Books and Materials will be paid for by the apprentices. All other fees are one-time fees at the start-up of the program and will be funded by Kinter Electric Inc.
 - d. Rent: The classroom and lab space are part of Kinter Electric Inc.
 - e. Equipment: Kinter Electric Inc. will provide the necessary equipment.
 - f. Insurance: Kinter Electric Inc. liability insurance will cover these needs.
- C. How resources will be used to maintain capacity to deliver RSI over time
 - a. Any additional resources needed are part of Kinter Electric Inc.'s operating expense budget.