



**APPRENTICESHIP PROGRAM STANDARDS**  
adopted by

**SOUTHWEST WASHINGTON ELECTRICAL JOINT APPRENTICESHIP AND  
TRAINING COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
<b>INSIDE WIREMAN</b> <i>GENERAL ELECTRICIAN (01)</i>	<b>47-2111.00</b>	<b>8000 HOURS</b>
<b>LOW ENERGY/SOUND AND COMMUNICATION</b> <i>LIMITED ENERGY ELECTRICIAN (06)</i>	<b>49.2022.03</b>	<b>4800 HOURS</b>
<b>RESIDENTIAL WIREMAN</b> <i>RESIDENTIAL ELECTRICIAN (02)</i>	<b>47-2111.00</b>	<b>4200 HOURS</b>
<b>MARINE ELECTRICIAN</b>	<b>47-2111.00</b>	<b>6000 HOURS</b>
<b>MOTOR SHOP ELECTRICIAN</b>	<b>51-2022.00</b>	<b>8000 HOURS</b>



**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:**

N/A  
Provisional Registration

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JULY 21, 1950  
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By: ED KOMMERS  
Chair of Council

By: CELESTE MONAHAN  
Secretary of Council

# SOUTHWEST WASHINGTON ELECTRICAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE

## 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):

**The following Standards for the development of electrical apprentices have been prepared by the representatives of the National Electrical Contractors Association, and representatives of Local Union #76, I.B.E.W., assisted by the Apprenticeship Section, Washington State Department of Labor and Industries. When approved and registered with the Registration Agency, these Standards will govern the training of apprentices in this industry.**

### **ADDENDUM:**

**The science of electricity is constantly changing and expanding. With this increasing knowledge, the electrical industry has expanded from nothing to the third largest industry in the United States in less than one century. This rapid expansion means that the electrical apprentice must be given a sound basic training in the knowledge of the trade, supplemented by sufficient instruction in the theories of electrical science.**

**The electrical trade is unique in that it is mechanical, technical, and professional. It must select people who have a natural aptitude for using tool's and at the same time, are gifted enough to master the intricacies of electrical science, who can and will keep up with the progress of the and master a knowledge of the thousands of installation and maintenance procedures.**

**The electrical industry, by its very nature, places a high degree of personal responsibility on the individual journey level workers. While supervision is provided on many jobs, the electrician still finds himself/herself called upon constantly to make decisions regarding the best and safest method of installation to produce a given result.**

**Electrical installations today have become very complex and a faulty installation can prove extremely expensive and hazardous. Much of the important work is hidden from view when the job is completed, and a defect in this hidden work can cause property damage and endanger human life. The modern journey level worker takes pride in the appearance of his/her work, as well as in the technical correctness and structural soundness.**

**The Apprenticeship Committee representing labor and management has dedicated it's time to develop an efficient program of apprenticeship so that the apprentice of today, through a systematic program of schooling and on-the-job training, can become the qualified all-around journey level worker of tomorrow. The degree of success that the Apprenticeship Committee has in its operation will depend entirely upon the willingness of the various segments of the electrical industry in the area to cooperate in this type of joint activity.**

**All functions of the Committee shall be on the basis of non-profit endeavor for the good and welfare of apprenticeship and training for the industry and for the best interest of the apprentice, management, labor and the public.**

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The purpose of the training standards is:

- A. To encourage careful selection of individuals coming into the trade with due regard to health, physical fitness, aptitude, attitudes and personal characteristics.**
- B. To provide a plan of approved training that will equip apprentices for profitable employment as skilled workmen in the trade and to promote honorable citizenship.**
- C. To relate the future supply of skilled workers to probable employment demands.**
- D. To assure the employer that the services of proficient workmen may be obtained.**
- E. To provide the public with the highest possible grade of products and services in conformity with approved practices of safety and skilled craftsmanship.**

**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.

**The area which these Standards cover shall be as follows: Lewis, Grays Harbor, Mason, Pacific, Pierce, and Thurston Counties.**

**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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**Meet the minimum age requirement of 18 at the time of application (must provide evidence of minimum age respecting any applicable State laws or regulations).**

Education: <i>General Electrician (01), Limited Energy Electrician (06)</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</i>
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*Equivalency; or have completed an Associate degree or higher from a school accredited by a State Education Agency; and*

*Show evidence of successful completion of: 1 full year of high school Algebra with a passing grade of “C” or better.*

*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:*

- 1. Equivalent post high school algebra course(s) with a grade of “C” or better.*
- 2. Current math placement results from a community college facility indicating a placement level beyond high school level algebra.*
- 3. Provide certificate of completion from a committee approved online tech math course.*

**Residential Electrician (02)**

*Show evidence of successful completion of: 1 full year of high school Math with a passing grade.*

**Residential:**

**Must be a high school graduate from a school accredited by a State Education Agency, or have High School Equivalency.**

**OR**

**Have a two (2) year Associate Degree or higher from a school accredited by a State Education Agency.**

**OR**

**Provide evidence of having completed the NJATC math course with a minimum score of 75%.**

**Marine, Motor Shop:**

**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**

**Show evidence of successful completion of: one full year of high school Algebra with a passing grade of “C” or better.**

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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:

1. Equivalent post high school algebra course(s) with a grade of “C” or better.
2. Current math placement results from a community college facility indicating a placement level beyond high school level algebra.
3. Provide certificate of completion from a committee approved online tech math course.

Physical:	<i>Physically and mentally able to safely perform or learn to safely perform essential functions of the job with or without reasonable accommodations.</i>
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Testing: **Inside Wireman, Marine, Motor Shop:**  
Obtain a qualifying score of five (5) using the electrical industry's aptitude test developed and validated by the American Institutes for Research.

**Residential:** NONE

**Low Voltage:**  
Applicants must take the NJATC aptitude test administered by a NJATC approved Test Administrator and receive a minimum score of Four (4).

Other: Possess a valid Driver License at time of application.

Submit a DD-214 to verify military training and/or experience if they are a veteran.

Pass a drug screen test. Cost of the test is to be borne by the JATC.

(The JATC's Drug Policy is part of its official Rules and Policies. Applicants shall be notified that such a Policy exists and given an opportunity to review it.)

**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).

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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:

**The SW Electrical JATC has adopted the selection procedure outlined in WAC 296-05-417(1)(a) "Selection on basis of rank from pool of eligible applicants."**

**1. Applications:**

- a. **Application(s) will be provided to all interested individuals, year-round, either through an internet request ([www.swjatc.org](http://www.swjatc.org)), mail or by picking up at:**

**Southwest Washington Electrical  
JATC  
3001 S. 36th S. #A  
Tacoma, WA 98409**

**NOTE: There is an application processing fee.**

- b. **Individuals will have ten (10) days from date of application being mailed to them to return completed application the office listed above in person or by mail.**
- c. **Prior to receiving an application, each applicants name will be entered in the "Applicant Log" which will identify all applicants by a log number corresponding to the application number.**
- d. **Applicants will indicate on the application request form whether they are applying for the Inside, Residential, Low Energy/Sound and Communication, Motor Shop Electrician or Marine Electrician.**
- e. **All supporting documentation must be submitted by the specified deadline.**

**2. Qualified and Non-Qualified Applications:**

- a. **Applicants who DO NOT meet the minimum qualifications will be notified in writing: notification will include the reason for rejection, the**

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requirements for admission to the eligibility pool, and the appeal rights available to the applicant.

- b. Applicants who DO meet the minimum qualifications will be scheduled for an interview. Interviews are done throughout the year as determined by industry apprentice demand survey.**
- 3. Interviews, Pool of Applicants, Selection & Placement:**
- a. Qualifying applicants will be scored and ranked using an interview system; all applicants will be asked the same questions.**
  - b. These individuals will then be placed in a pool of eligible applicants and retained on an active list for a period of two (2) years.**
    - 1) Individuals may be removed from the pool at an earlier date by their request or by failing to respond to the JATC when notified or failing to respond to a job assignment.**
    - 2) It shall be the responsibility of the applicant to notify the JATC of any change of address or contact information.**
  - c. Applicants will be selected and offered employment based on the order of their rank in the pool of eligible applicants.**
  - d. The number of new apprentices to be accepted will be determined before starting interviews. This will be based upon the needs of the industry as projected from reliable information.**
  - e. Selection of individuals from the list of interviewed applicants will not be done until all interview sessions are complete, each applicant has been rated and all applicants are ranked.**
  - f. Applicants not selected after interview may renew their application, as they so choose. Interview score and application will remain on record for a period of two (2) years. Although the score may not change, rank may change as more applications and interviews are held.**
  - g. If an applicant would like a second interview to change score; applicant must wait to re-apply until after six (6) months from the date of initial interview at which time the applicant must show proof of having gained at least 1,000 hours of electrical work experience since last interview or completed two (2) or more college credited classes since last interview. Classes must be TRADE related such as math, electrical or welding. Classes must be one quarter in length.**
- 4. Direct Entry (Exceptions):**



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- a. **An electrical construction employee of a non-signatory employer not qualifying as a Journey worker when the employer becomes signatory, shall be evaluated by the JATC, using standard means of evaluation, and registered at the appropriate period of apprenticeship based on verified previous work experience and related training.**
  - 1) **Complete the Application process (see above) and meet Minimum Qualifications; along with providing a detailed written request addressed to the SW WA Electrical JATC.**
  - 2) **All relevant supporting documentation shall be provided at the time of application.**

**5. Direct Interview:**

- a. **MILITARY: An honorably discharged military veteran may qualify to waive the minimum testing requirement from Section II of these standards and proceed to the Interview and Ranking portion of the Selection process. (Section III.A.3)**
  - 1) **Applicant must apply within five (5) years from honorable discharge.**
  - 2) **Complete the Application process (see above).**
  - 3) **All relevant supporting documentation, DD-214, shall be provided at the time of application.**
  - 4) **Take the Electrical Industry Aptitude (EIA) test. No minimum score requirement. The EIA test is validated by the American Institute for Research and is for informational purposes only.**
  - 5) **All Military applicants shall be evaluated by the JATC, using standard means of evaluation, and registered at the appropriate period of apprenticeship.**
  
- b. **TERO: A registered Native American who has secured employment with an approved Training Agent of the JATC through a TERO referral for a Tribal Project may qualify to waive the minimum testing requirement from Section II of these standards and proceed to the Interview and Ranking portion of the Selection process. (Section III.A.3)**
  - 1) **Complete the Application process (see above).**
  - 2) **All relevant supporting documentation shall be provided at the time of application.**
  - 3) **All Registered Native American applicants shall be evaluated by the JATC, using standard means of evaluation, and registered at the appropriate period of apprenticeship.**
  
- c. **PRE-APPRENTICESHIP: Applicants that have completed a Recognized Pre- apprenticeship recognized by the JATC and sponsored by community outreach group, or by the IBEW, NECA, or by the Local, State, Regional or National Building Trades programs, may qualify to waive the minimum testing requirement from Section II of these standards and proceed to the Interview and Ranking portion of the Selection process. (Section III.A.3).**

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- 1) Complete the Application process (see above).
- 2) All relevant supporting documentation shall be provided at the time of application.
- 3) All Pre-Apprentice applicants shall be evaluated by the JATC, using standard means of evaluation, and registered at the appropriate period of apprenticeship.

**d. PREVIOUS EXPERIENCE:**

- 1) Inside Wireman that can verify (by providing undisputable documenting evidence) that they have worked a minimum of four-thousand (4,000) hours may qualify to waive the minimum testing requirement from Section II of these standards and proceed to the Interview and Ranking portion of the Selection process. (Section III.A.3).
- 2) Residential Wireman that can verify (by providing undisputable documenting evidence) that they have worked a minimum of two-thousand (2,000) hours may qualify to waive the minimum testing requirement from Section II of these standards and proceed to the Interview and Ranking portion of the Selection process. (Section III.A.3)
  - a) Complete the Application process (see above).
  - b) All relevant supporting documentation shall be provided at the time of application.
  - c) All those with previous experience shall be evaluated by the JATC, using standard means of evaluation, and registered at the appropriate period of apprenticeship.

**6. Transfers: Transfers are approved/denied at the discretion of the SW WA Electrical JATC. To apply for a Transfer:**

- a. Provide a detailed written request addressed to the SW WA Electrical JATC & current Registered Apprenticeship Program.
- b. All relevant supporting documentation shall be provided at the time of request.
- c. All accepted transfers shall be evaluated by the JATC, using standard means of evaluation.

**B. Equal Employment Opportunity Plan:**

1. The Apprenticeship Committee has pledged that the recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, age, or sex. In order to promote equality of opportunity, the Apprenticeship Committee hereby pledges to take affirmative action to encourage minorities and women to complete the apprenticeship application and enter into the eligibility pool.

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- 2. The following activities shall constitute the affirmative action plan of the Apprenticeship Committee. While the Apprenticeship Committee need not necessarily pursue all these activities (given the differing sizes and resources of programs), it is expected to make a good faith effort to participate in those activities, which are likely to accomplish the goals of affirmative action.**
  - a. Distribute information about the nature of apprenticeship programs, along with program admission requirements, current apprenticeship opportunities, sources of apprenticeship applications, and the equal opportunity policy of the sponsor.**
  - b. Participating in workshops conducted by employment service agencies, school districts, and community based organizations to increase apprenticeship program awareness of apprenticeship opportunities.**
  - c. Cooperating with local vocational education systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into apprenticeship programs. i.e. Bates Technical College Electrician Program.**
  - d. Make all employers and Local Union members aware of the need to recruit female applicants using the JATC newsletter that is circulated to members and employers three (3) times per year. Participating in existing outreach programs whose focus is the recruitment and preparation of minority and female apprenticeship applicants. This would include ANEW, Worksource, Youth Build, or any other type of program that is in the jurisdiction of the JATC.**
  - e. Developing outreach programs whose sole focus is the recruitment and preparation of minority and female apprenticeship applicants. For example establish a committee of female's who are currently in the program or are journey-level workers to help in the recruitment of females.**

### **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:**

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

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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**

**B. Limited Energy Electrician (06)  
4800 hours of reasonably continuous employment**

**C. Residential Electrician (02)  
4000 hours of reasonably continuous employment**

**D. Marine Electrician: The term of apprenticeship shall not be less than six-thousand (6,000) hours of reasonably continuous employment.**

**E. Motor Shop Electrician: The term of apprenticeship shall not be less than eight-thousand (8,000) hours of reasonably continuous employment.**

*Apprentices desiring certification of OJT hours for the purpose of qualifying to take the Oregon LEA Electrical examination, shall have an additional 1200 hours (4801-6000 hours) tracked and certified by the Program Sponsor. Upon completion of the additional hours, the Program Sponsor shall notify Oregon Bureau of Labor & Industries (BOLI), Apprenticeship and Training Division by letter. (only applicable to programs with 3-year RSI plan and established BOLI acceptance)*

**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.

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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.*

**2. Limited Energy Electrician (06)**

*The first nine hundred sixty (960) hours of employment shall constitute the initial probationary period or one year from date of registration, whichever occurs first.*

**3. Residential Electrician (02)**

*The first eight hundred (800) hours of employment shall constitute the initial probationary period or one year from date of registration, whichever occurs first.*

**4. Marine Electrician:** The first one thousand-two hundred (1,200) hours of employment shall constitute the initial probationary period or one (1) year from date of registration, whichever occurs first.

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

**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)].

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- 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.*

**Inside Wireman:**

An employer shall employ only registered apprentices secured from the Committee. The Committee shall allow each qualified employer a ratio of two (2) apprentices to three (3) journey level workers, but only when registered apprentices are available. Such ratio shall not be exceeded on any job site. (This does not prevent one (1) apprentice from working on a job when there are less than the maximum ratio of journey level workers on the job.)

The overall ratio is two (2) apprentices for every three (3) journey level workers or fraction thereof. This ratio can be used on each job, contract or shop; unless a waiver of 1 to 1 is given to the job by the Local Union.

<u>Journey Level Workers</u>	<u>Apprentices</u>
1	1
2	2
3	2
4	3
4	4
5	4
6	4
7	5

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7	6
8	6
10	7
10	8
11	8
12	8
13	9
13	10
14	10
15	10
16	11
16	12
17	12
18	12
19	13
19	14
20	14
21	14
22	15
22	16
23	16
24	16
25	17
25	18
26	18
27	18
28	19
28	20
29	20
30	20

**2. Limited Energy Electrician (06)**

*Two (2) apprentices may be employed for each one (1) journeyman as is consistent with the Department of Labor & Industries Electrical Licensing Section. At no time shall the ratio exceed two (2) apprentices to one (1) journeyman on each jobsite.*

**Low Energy/Sound and Communications:**

**At no time shall the ratio exceed two (2) apprentices to one (1) journeyman on each jobsite or contract.**

**3. Residential Electrician (02)**

*Two (2) apprentices may be employed for each one (1) journeyman as is consistent with the Department of Labor & Industries Electrical Licensing Section. At no time shall the ratio exceed two (2) apprentices to one (1) journeyman on each*

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*jobsite.*

**Residential Wireman:**

**At no time shall the ratio exceed two (2) apprentices to one (1) journeyman on each jobsite or contract.**

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

**4. Marine Electrician:**

**An employer shall employ only registered apprentices secured from the Committee the Committee shall allow each qualified employer a ratio of one (1) apprentice to three (3) journey level workers, but only when registered apprentices are available. Such ratio shall not be exceeded on any job site. (This does not prevent one (1) apprentice from working on a job when there are less than the maximum ratio of journey level workers on the job.)**

**The one (1) apprentice to (3) journey level workers ratio shall be understood to mean the following:**

- One (1) apprentice to one (1) journey level worker**
- One (1) apprentice to two (2) journey level workers**
- One (1) apprentice to three (3) journey level workers**
- Two (2) apprentices to four (4) journey level workers**
- Etc.**

**5. Motor Shop Electrician:**

**The ratio of apprentices to journey level worker shall be one for one, two for four, and one (1) apprentice for each additional three (3) journey level workers thereafter on each job site.**

**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.**



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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

**To be advanced, the apprentice must have completed the required OJT hours and maintain satisfactory progress in Related Classroom Training.**

**Apprentices shall be paid not less than the following wage rates over their periods of apprenticeship:**

<b><i>General Electrician (01)</i></b>
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**Inside Wireman**

**This JATC has established six (6) periods of apprenticeship as stipulated below.**

Step	Percentage of journey-level wage rate	Hour Range or competency step	Related Training	Percentage of journey-level wage rate
<b>1</b>	<b>40%</b>	<b>0000 – 1000</b>	<b>N/A</b>	<b>40%</b>
<b>2</b>	<b>45%</b>	<b>1001 – 2000</b>	<b>Satisfactory Progress</b>	<b>45%</b>
<b>3</b>	<b>55%</b>	<b>2001 – 3500</b>	<b>Level 1 Craft Certification</b>	<b>55%</b>
<b>4</b>	<b>65%</b>	<b>3501 – 5000</b>	<b>Level 2 Craft Certification</b>	<b>65%</b>
<b>5</b>	<b>75%</b>	<b>5001 – 6500</b>	<b>Level 3 Craft Certification</b>	<b>75%</b>
<b>6</b>	<b>85%</b>	<b>6501 – 8000</b>	<b>Level 4 Craft Certification</b>	<b>85%</b>

<b><i>General Electrician (01) apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.</i></b>
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**Limited Energy Electrician (06)**

**Low Energy/Sound and Communication**

Step	Hour Range or competency step	Percentage of journey-level wage rate
<b>1</b>	<b>0000 - 0800 hours</b>	<b>55%</b>
<b>2</b>	<b>0801 - 1600 hours</b>	<b>60%</b>
<b>3</b>	<b>1601 - 2400 hours</b>	<b>65%</b>
<b>4</b>	<b>2401 - 3200 hours</b>	<b>70%</b>
<b>5</b>	<b>3201 - 4000 hours</b>	<b>80%</b>
<b>6</b>	<b>4001 - 4800 hours</b>	<b>85%</b>

***Limited Energy Electrician (06) apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.***

**Residential Electrician (02)**

**Residential Wireman**

Step	Hour Range or competency step	Percentage of journey-level wage rate
<b>1</b>	<b>0000 - 1600 hours</b>	<b>70%</b>
<b>2</b>	<b>1601 - 3200 hours</b>	<b>80%</b>
<b>3</b>	<b>3201 - 4200 hours</b>	<b>90%</b>

***Residential Electrician (02) apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.***

**Motor Shop Electrician**

Step	Hour Range or competency step	Percentage of journey-level wage rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>60%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>65%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>70%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>75%</b>

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<b>5</b>	<b>4001 - 5000 hours</b>	<b>80%</b>
<b>6</b>	<b>5001 - 6000 hours</b>	<b>85%</b>
<b>7</b>	<b>6001 - 7000 hours</b>	<b>90%</b>
<b>8</b>	<b>7001 - 8000 hours</b>	<b>95%</b>

**Marine Electrician**

Step	Hour Range or competency step	Percentage of journey-level wage rate
<b>1</b>	<b>0000 - 2000 hours</b>	<b>60%</b>
<b>2</b>	<b>2001 - 4000 hours</b>	<b>70%</b>
<b>3</b>	<b>4001 - 6000 hours</b>	<b>80%</b>

1. Inside Electrician apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.
2. Limited Energy Electrician apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.
3. Residential Electrician apprentices shall not be paid less than the progressive scale identified within this section regardless the scope of work being performed.

**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

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4. Department credited work experience in electrical specialties with less than a 4000 hour experience requirement be credited toward apprenticeship completion.  
Per WAC 296-46B-945 Table 945-1 Note 6.

<b>A. General Electrician (01)</b>	<b>Approximate Hours/Competency Level</b>
<p><b>1. COMMERCIAL-wiring of public commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary pre-fabrication and preparation</b></p> <p><b>INDUSTRIAL-wiring of all industrial buildings and equipment; the maintenance, repair, and alteration of the same; and necessary pre-fabrication and preparation</b></p>	<b>*No less than 4000 Hours*</b>
<p><b>2. RESIDENTIAL-wiring of residences, duplexes, and small apartment buildings and necessary pre-fabrication and preparation</b></p> <p><b>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</b></p>	<b>*No more than 4000 Hours*</b>
<b>Total Hours/# of Competency Levels:</b>	
<b>8000</b>	

<b>B. Limited Energy Electrician (06)</b>	<b>Approximate Hours/Competency Level</b>
<p><b>1. Limited energy installations, including: Cables and supports, wire pulling, splices, conduit, flex tray and duct, controls, wiring devices, removal and finish work, stock room and materials, overhead and underground.....</b></p>	<b>2100</b>
<p><b>2. Troubleshooting and maintenance.....</b></p>	<b>350</b>
<p><b>3. Occupation specific applications, including:.....</b></p> <p><b>a. Communications systems, including intercom, data telecommunication, and paging.</b></p> <p><b>b. Specialized control systems, including HVAC.</b></p>	<b>2350</b>
<b>Total Hours/# of Competency Levels:</b>	
<b>4800</b>	

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<i>C. Residential Electrician (02)</i>	<i>Approximate Hours/Competency Level</i>
<i>1. Rough in &amp; wiring of outlets.....</i>	<i>1300</i>
<i>2. Wiring for service connection meters &amp; distribution .....</i>	<i>400</i>
<i>3. Major appliance installation &amp; service.....</i>	<i>100</i>
<i>4. Remodeling of residential buildings.....</i>	<i>300</i>
<i>5. Installation and service of intercom systems.....</i>	<i>90</i>
<i>6. Installation and service of music, audio, &amp; video systems.....</i>	<i>150</i>
<i>7. Installation, service &amp; control of electric heat.....</i>	<i>200</i>
<i>8. Installation, service &amp; control of air-conditioning.....</i>	<i>100</i>
<i>9. Wiring, installation, &amp; service of photovoltaic systems.....</i>	<i>200</i>
<i>10. Wiring, installation &amp; service of fire alarm &amp; carbon monoxide systems.....</i>	<i>150</i>
<i>11. Wiring, installation &amp; service of security, surveillance &amp; access systems.....</i>	<i>280</i>
<i>12. Wiring, installation, &amp; service of telephone systems.....</i>	<i>80</i>
<i>13. Wiring, installation, &amp; service of home technology integrator.....</i>	<i>300</i>
<i>14. Residential plan and design.....</i>	<i>100</i>
<i>Total Hours/# of Competency Levels:</i>	<i>4800</i>

<b>D. <u>Marine Electrician:</u></b>	<b><u>Approximate Hours</u></b>
<b>1. Blue prints .....</b>	<b>100</b>
<b>2. Wire ways .....</b>	<b>1000</b>
<b>3. Lighting.....</b>	<b>1000</b>
<b>4. Power .....</b>	<b>1500</b>
<b>5. I.C. System.....</b>	<b>500</b>
<b>6. Navigation.....</b>	<b>500</b>
<b>7. Electronic.....</b>	<b>200</b>

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8. Maintenance .....	1000
9. Control panels .....	200
<b>Total Hours:</b>	<b>6000</b>

**E. Motor Shop Electrician: Approximate Hours**

1. General knowledge of materials and National Electrical Code. Clean and repair motors. Take care of cleaning shop .....	700
2. Strip stators and armatures, clean and tin coils .....	1400
3. Check data on coil and list same. Check shorts or opens in windings .....	700
4. Complete knowledge of transformers .....	700
5. Complete knowledge of DC current .....	500
6. Complete knowledge of AC Machines .....	500
7. Repairing AC and DC controllers and resistors .....	1400
8. Complete knowledge of switchboards, instruments and meters.....	700
9. Small motor repair, fractional horsepower.....	700
10. Outside service and repairs, service and repairs to all types of electrical machinery, wiring and equipment and electronic devices related to work experience under these Standards .....	700
<b>Total Hours:</b>	<b>8000</b>

**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.

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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)  
**Protech Skills Institute**

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify):

B. **(See Below)** 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.*

**1. Inside Wireman (192 Hours):**

**Group A:**  Defined twelve-month school year: **September – November & March – May.**

**Group B:**  Defined twelve-month school year: **December – February & June – August.**

**2. Marine Electrician (192 Hours):**

Defined twelve-month school year: **September – May.**

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- 3. Motor Shop Electrician: (192 Hours):**  
(X) Defined twelve-month school year: **September – May.**
  
- 4. Residential Wireman: (144 Hours):**  
(X) Defined twelve-month school year: **September – May.**
  
- 5. Low Energy/Sound and Communication: (160 Hours):**  
(X) Defined twelve-month school year: **September – May.**

C. Additional Information:

All apprentices shall have consistent access to a laptop computer or tablet with a currently supported version of Windows operating system prior to the start of related supplemental instruction. If an apprentice cannot obtain a laptop or tablet prior to start of related supplemental instruction; a laptop can be checked out from the JATC on a first come first serve basis.

All apprentices shall have consistent internet while away from the JATC training center in order to access and complete the web-based components of their classroom training.

**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.*

**Inside Wireman and Motor Shop Electrician**

The apprentice is to satisfactorily complete the NJATC Five-Year Inside Wireman Apprenticeship Course Material.

**2. Limited Energy Electrician (06)**

*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 432 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/432 cumulative total.*



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**Low Energy/Sound and Communication**

The JATC shall require each apprentice to satisfactorily complete the NJATC Three-Year Telecommunications Installer-Technician Apprenticeship Course Material.

**3. Residential Electrician (02)**

*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 288 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/288 cumulative total.*

**Residential Wireman**

The JATC shall require each apprentice to satisfactorily complete the NJATC Three-Year Residential Wireman Apprenticeship Course Material.

*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*

The Committee shall secure such course material and equipment as may be necessary.

The instructors shall give periodic examination and report the results to the Committee so that the apprentices' progress may be checked and corrective measures applied where necessary.

Failure of an apprentice to maintain a 75% grade average throughout each year or receiving a failing grade on any three (3) tests during any one year (75% is a passing score) in related training shall be considered as just cause for cancellation of the Apprenticeship Agreement

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**Each Apprentice shall be required to take at least the minimum related instruction away from the job for each year of the training period. The time spent in this related classroom instruction shall be in addition to the required "on-the-job" training (term of apprenticeship).**

**The Apprenticeship Committee shall recommend competent instructors whose knowledge, experience and ability to teach shall be carefully examined.**

**Each Apprentice will receive safety training on the job and in the classroom to ensure that the Electrician will be a safe worker in all respects.**

### **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. Joint Apprenticeship Training Committee (JATC) Procedures:**

- 1) **The JATC shall have full authority, as provided in the Standards of apprenticeship training and as agreed to by Labor and Management, to rotate apprentices from one employer to the other to provide diversity of training or work opportunity. The arrangements for these rotations shall be made by the training director in cooperation with all parties concerned, including the Business Manager of Local #76, I.B.E.W.**
  - a) **To the extent possible, the apprentice will be rotated once during the first year of training; and once during the second year. There after he/she will be rotated when necessary to gain the proper diversity of training in the required phases of electrical work.**
  - b) **Apprentice may be given up to a two (2) week written notice of rotation to a new employer.**

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**B. Advancement of Apprentices:**

- 1) The JATC shall examine the progress of the apprentice on the job and in related instruction on a regular basis. The JATC will also receive a monthly OJT training report showing the experience and training in the various work processes provided by the Training Coordinator.**
- 2) The JATC shall evaluate the apprentice's overall performance and accomplishments at the end of each step. Action must be taken on each apprentice at the end of each step.**
- 3) The JATC will present the apprentices with Certificates of Completion. These certificates shall be approved and signed by the officers of the JATC.**

**C. Additional Credit:**

- 1) Apprentices requesting additional credit for OJT or RSI may request in writing their experience be evaluated by the JATC. Where such experience warrants it, the JATC will place the apprentice in the appropriate period, and credit shall be subject to review prior to his/her next advancement.**
- 2) All relevant supporting documentation shall be provided at the time of written request.**
- 3) OJT Credit shall only be granted for verified OJT hour.**
- 4) RSI Credit shall only be granted for verifiable RSI hours. Example: Class rosters, transcripts or certification of completions.**
- 5) The JATC has the sole discretion on how to apply and grant additional credit.**

**D. Training Agents:**

- 1) The employer shall instruct the apprentice in safe and healthful work practices and shall ensure that the apprentice is trained in facilities and other environments that are in compliance with either the Occupational Safety and Health Act standards promulgated by the Secretary of Labor under Public Law 91-596, dated December 29, 1970 as amended by Public Law 101-552 dated November 5, 1990 or State or local standards that have been found to be at least as effective as the Federal standards.**

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- 2) **Employers shall advise the training director in writing of the number of apprentices needed. The referral of apprentices to fill such vacancies shall be made by the referral office upon receipt of an assignment by the training director.**

**E. Apprentices:**

- 1) **When an apprentice becomes unemployed for any reason, he/she shall report to the training director no later than one (1) working day (24 hours) after termination.**
- 2) **No apprentice will have the right to refuse a job referral within the geographical area covered by these Standards.**
- 3) **Each apprentice shall maintain regular on-the-job attendance.**
- 4) **Unexcused absences and/or tardiness may result in disciplinary action.**
- 5) **Apprentices shall turn in monthly progress OJT reports by the 5th of the following month.**
  - a) **If the 5<sup>th</sup> falls on a weekend, the progress report is due the previous Friday.**

**F. Funding:**

- 1) **All funds for the operation of the apprenticeship and training program shall be held in a trust fund. The JATC shall initiate and certify all expenditures to the trustees of the trust fund.**

**B. Disciplinary Procedures**

1. The obligations of the sponsor when taking disciplinary action are as follows:
  - a. 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.
  - b. 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) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
  - c. 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.
  - d. The decision/action of the sponsor will become effective immediately.

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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. **Apprentices Disciplinary Action:**

**JATC may take disciplinary action, which may include cancellation of the Apprenticeship Agreement, for the following infractions:**

- 1) **Appearing before the Committee more than once.**
- 2) **Three (3) or more unexcused absences from work or related instruction in a calendar year.**
- 3) **Failing three (3) tests in a given school year.**
- 4) **Dropping below a 75% GPA in related instruction.**
- 5) **Misconduct in school or jobsite (horseplay, cheating, aggressive/violent behavior, harassment, destruction of JATC property).**
- 6) **Failure to timely turn in monthly progress OJT reports.**
- 7) **Quitting an employer or being terminated for cause.**
- 8) **Possession of alcohol, drugs, weapons or firearms during work or school.**
- 9) **Refusal of a job assignment.**
- 10) **Failure to attend special called meeting or class.**
- 11) **Failure to appear before JATC when requested.**
- 12) **Failure to notify JATC of change of address or contact information.**
- 13) **Failure to notify Training Director within 24 hours of being released from employer.**
- 14) **Violation of the Substance Abuse Policy.**
- 15) **Receiving two (2) below average work evaluations in a one (1)-year period.**

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**16) Any violation of the Standards and/or JATC Policies.**

**C. 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.
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

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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:

- 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

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- d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
  - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
  - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
  - g. 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
  - h. 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:
- 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.



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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.
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.

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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)

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: **Two (2) members of the Committee or subcommittees, one (1) from each of the sponsoring parties shall be a quorum for the transaction of business, but each party shall have the right to cast the full vote of its membership and it shall be conducted as though all were present and voting.**
  - b. Program type administered by the committee: **Group Joint**
    - 1) **The Southwest Washington Electrical Apprenticeship Committee shall be composed of twelve (6) members, six (6) representing the employers and six (6) representing Local Union #76, I.B.E.W. as follows:**
      - a) **Employers: Three (3) representing the Southwest Washington chapter of the National Electrical Contractors Association, one (1) representing the National Electrical Contractors Association from the Aberdeen-Hoquiam area, and one (1) representing the National Electrical Contractors Association representing the Residential**

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employers and one (1) representing the Low Energy/Sound and Communication employers.

b) **Employees:** Three (3) wiremen representing Local Union #76, I.B.E.W., one (1) wireman from the Aberdeen-Hoquiam Local Union #76, I.B.E.W., and one (1) representing the Residential Wiremen Local Union #76 I.B.E.W., and one (1) representing the Low Energy/Sound and Communication Local Union #76 I.B.E.W..

- 2) **Members of the Committee shall be selected by the groups they represent. The term of office shall be for four (4) years. The term of one employer representative and one union representative to expire each year with vacancies to be filled in the same manner as the original appointments were made. A Committee member may succeed himself/herself. The committee shall select from its membership, but not both from the same group, a Chairman and a Secretary who shall retain voting privileges.**
- 3) **Any member of the Committee may be removed for cause and replaced by proper action on the part of the organization, which he/she represents.**

**Any officer or Committee member may be removed by the sponsoring organization upon recommendation by majority vote of the Committee for dereliction of duty or misconduct in office. Such a recommendation shall be forwarded in writing to the proper sponsoring organization for action.**

- 4) **Consultants may be invited to attend meetings of the Committee but shall have no official voice or vote.**
- 5) **Due to the confidential nature of apprenticeship agreements, records and issues, all JATC meetings are to be considered "closed meetings" except where State law provides otherwise.**
- 6) **The Trust Fund shall be controlled and administered by a Board of Trustees (hereinafter called the "Trustees"), which shall consist of ten (10) members: five (5) Employer members and five (5) Employee representatives.**
- 7) **The Apprenticeship Committee may establish or authorize a Joint Subcommittee, to be similarly constituted and selected for training other than apprenticeship.**

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c. The employer representatives shall be:

**Dan Newton, Chair  
1929 Tacoma Ave. S.  
Tacoma, WA 98402**

**Steve Sare  
P.O. Box 12870  
Olympia, WA 98508**

**Gary Gonzales  
3008 S. Union  
Tacoma, WA 98409**

**Ken Doyle  
18819 38th Ave. E.  
Tacoma, WA 98446**

**Mardy Betschart  
P.O. Box 5758  
Lacey, WA 98509**

**Nicole Hite  
10828 Gravelly Lake Drive SW., Suite 209  
Lakewood, WA 98499**

d. The employee representatives shall be:

**Jack Knottingham, Secretary  
9801 72nd Ave. Ct. E.  
Puyallup, WA 98383**

**Gary Sarlund  
2213 27th Ave. SE.  
Puyallup, WA 98374**

**Clint Bryson  
3049 S. 36th St. #101  
Tacoma, WA 98409**

**Mea Felton  
408 Oak Lane  
McCleary, WA 98557**

**Ken Jennings  
20212 71st St. E.  
Bonney Lake, WA 98390**

**Timothy O'Donnell  
3049 S 36th St. #101  
Tacoma, WA 98409**

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:

**None**

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**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.

**None**

**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.

**Barry Blackburn, Training Director/Coordinator  
3001 S. 36th St.  
Tacoma, WA 98409**

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