



APPRENTICESHIP PROGRAM STANDARDS
adopted by

PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND TRAINING
COMMITTEE

(sponsor name)

Table with 3 columns: Occupational Objective(s), SOC#, and Term [WAC 296-05-015]. Rows include: ELECTRICIAN TECHNICIAN (CITY OF SEATTLE), INSIDE WIREMAN, LIMITED ENERGY/SOUND AND COMMUNICATION TECHNICIAN, MAINTENANCE ELECTRICIAN, NEON AND ELECTRICAL SIGN INSTALLER, OUTDOOR LIGHTING AND TRAFFIC SIGNAL INSTALLER, RESIDENTIAL WIREMAN.



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
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PUGET SOUND 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 in the Limited Energy Electrician Minimum Guideline Standard.

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Sponsor Introductory Statement (Required):

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

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 WSATC may consider the ability to deliver RSI, demonstrated work history, and history of adherence to electrical rules and laws in the proposed Geographic Area.

The area which these Standards cover shall be King, Jefferson, Kitsap, and Clallam Counties.

King County (Electrician Technician (City of Seattle) only))

II. MINIMUM QUALIFICATIONS:

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

Individuals may enter the pool of qualified applicants by any of the following means (A-B) stated below. [Exception: Electrician Technician (City of Seattle) will not be interviewed by the JATC but must meet criteria for Age, Education, Physical, Testing, and Other. Item B-B will not apply.] All applicants must complete an application form. (There is an application fee payable at the time of submission.)

A. ALL TRADES:

Individuals who can show that they meet the conditions listed below, after making application for apprenticeship, will be afforded an oral interview by the JATC. Once interviewed, an applicant shall remain active in the Apprenticeship Application Ranking List, subject to selection, for a period of two (2) calendar years from the date of interview. To be interviewed, applicants must meet the following requirements:

Age: Be a minimum of 18 years of age at the time of application.

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- Education:**
- a. Inside Wireman applicants must show evidence of completion (with a "C" or better) of one full year of high school algebra or one post high school algebra course, or provide evidence of having completed the electrical training ALLIANCE Online Tech Math Course with a minimum score of 75%. Limited Energy/Sound and Communication Technician and Residential Wireman applicants must show evidence of completion (with a "C" or better) of one year of high school basic math, or post-secondary equivalent.**
 - b. Be a high school graduate or equivalent. A two-year Associate Degree or higher will be accepted in lieu of a high school diploma, or GED, or High School Equivalency test.**
 - c. Provide an official sealed transcript for high school (year or years completed) and post high school education and training. All GED or High School Equivalency test records must be submitted if applicable.**
- Physical:** Be physically capable of performing the job requirements with or without reasonable accommodations.
- Testing:** Each applicant will be required to take the Aptitude Test prepared by the electrical training ALLIANCE. Applicants who do not qualify for Direct Interview or Direct Entry must receive a minimum passing score of:
- a. Residential Wireman and Neon Sign & Electrical Sign Installer applicant test scores will be used for counseling purposes only.**
 - b. Limited Energy/Sound & Communications applicants must obtain a score of four (4) or higher. Applicants failing to obtain a minimum score of four (4) may not retest for a period of six (6) months.**
 - c. Inside Wireman applicants must obtain a score of five (5) or higher. Applicants failing to obtain a minimum score of five (5) may not retest for a period of six (6) months.**
- Other:**
- a. Applicants must possess and maintain a valid Washington State drivers license at the time the application is submitted.**
 - b. Applicants must provide a copy of military records (DD-214), if any, at time of application.**

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B. ALL TRADES: PRE-APPRENTICESHIP

Individuals who can verify that they have completed a structured pre-apprenticeship training program meeting minimum requirements recognized by the JATC and sponsored community outreach groups, the electrical training ALLIANCE, the IBEW, NECA, the Local, State, Regional or National Building Trades programs,; may qualify for Direct Interview. Such individuals shall not be required to meet the educational requirements under Section II, Subsection A.

To qualify under this provision, applicants must provide to the JATC proper undisputable documentation confirming that they meet the specific requirements of the pre-apprenticeship program. This documentation must be comprised of official documents such as: transcripts, completion/graduation certificates, and notarized letters of confirmation and sworn statements. Such documentation must remain with the applicant's record. The JATC will examine all documentation submitted to determine qualification of the applicant. The JATC will schedule an oral interview with the applicant if it is deemed appropriate.

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:

1. Application Notice and Schedule:

- a. The JATC will accept applications on a year-round basis on dates and times specified by the JATC.**
- b. City of Seattle apprentices will be selected through the hiring practices of the City of Seattle and must meet the minimum qualification for the Construction Electrician occupation.**

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2. Application Process:

- a. **Individuals may apply 24 hours a day via PSE JATC's website at www.psejadc.org . If necessary, there are computers available in the PSE JATC office on weekdays between 9:00 AM and 3:00 PM. Allow approximately two hours for reading the standards of apprenticeship and completing paperwork. A fee is required for all applications. The office address:**

**Puget Sound Electrical JATC
550 SW 7th Street
Renton, WA 98057-2917**

- b. **Applicants must indicate which occupation they are applying for: Inside Wireman, Limited Energy/Sound Communication Technician (aka: Limited Energy), Residential Wireman or other occupations listed on the cover page.**
- c. **Applicant must provide copy of a valid Washington State driver license at the time application is submitted. All education and testing documentation must be submitted to the PSE JATC within 60 days of completing an application form. Failure to do so will render the applicant disqualified unless hardship can be shown.**
- d. **Applications are not complete until all supporting documentation is submitted including official sealed high school transcripts (and college transcripts if applicable).**
- e. **All applications and supporting documentation will be reviewed to determine whether applicants have met the criteria above. Once met, applicants will be scheduled to take the electrical training ALLIANCE aptitude test and must obtain a passing score as noted above for Inside Wireman and Limited Energy/Sound Communication Technician applicants.**
- f. **Applicants who do not meet the minimum qualifications will be notified in writing. Notification will include the reason for rejection and the requirements for admission into the pool of eligible applicants.**
- g. **Any applicant who is currently or has previously been registered as a Puget Sound Electrical apprentice will be scheduled to appear before the JATC at a regular meeting prior to appearance for the scored interview.**

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3. Credit for Previous Experience:

- a. Applicants with previous experience in the electrical trade (military or other) that has been recognized by the Washington State Department of Labor and Industries Electrical Section may request evaluation by the JATC for credit for previous experience. Where such experience warrants it, the JATC will grant credit which will be awarded using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training.**

- b. Selected applicants (including applicants direct entered into the program under an "Exemption" or "Exception" with previous experience described in (a.) above and granted credit by the JATC may challenge individual modules (quarters) of Related/Supplemental Instruction (RSI). The applicant must submit a written request to challenge RSI modules within 30 days of the first day of the Electrical Industry Orientation. A score of 75% or greater is required to successfully challenge a module of RSI. Each exam will be administered only once and may not be retaken. The following schedule by trade describes the amount of credit needed to challenge a module and the maximum number of successful RSI challenges permitted.**
 - (1) Inside Wireman applicant: for every 800 hours of credit granted one module of RSI may be challenged with no more than 8 modules successfully challenged.**

 - (2) Limited Energy/Sound and Communication Technician applicant: for every 500 hours of credit granted one module of RSI may be challenged with no more than 7 modules successfully challenged.**

 - (3) Residential Wireman applicant: for every 600 hours of credit granted one module of RSI may be challenged with no more than 4 modules successfully challenged.**

4. Ranking Score

- a. Applicants who have met the minimum qualifications will be scored and ranked using an interview; all applicants will be asked the same questions.**

- b. Applicants will be placed on the ranked list in order of score and retained on this list for a period of two (2) years.**

- c. Individuals may be removed from the ranked list at an earlier date if:**

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- (1) they request to be removed**
- (2) they fail to respond to notification from the JATC or designee**
- (3) conviction of a significant crime occurring after interview date ("significant" means any misdemeanor or above)**
- (4) termination of employment "for cause" after interview date ("for cause" means any termination other than a reduction in force or layoff)**
- (5) disciplinary cancellation from another PSE JATC registered occupation**

d. It shall be the responsibility of the applicant to notify the JATC of any change of address/contact information.

5. Prior to Registration:

All selected applicants prior to registration, must complete:

a. A drug screen test with passing results. Cost of the test is to be borne by the JATC.

Any applicant who test positive or who does not take their test within twenty-four (24) hours will not be registered and are not eligible to reapply for admission into the PSE JATC apprenticeship program for twelve (12) months. Those that provide proof of completion of the recommended treatment plan by the Employee Assistance Program (EAP) may reapply in six (6) months.

b. A physical examination as outlined by the electrical training ALLIANCE and agility test with passing results. Cost to be borne by the JATC.

**c. A background check. Cost to be borne by the JATC.
If the response from the background check differs from the answers provided by the applicant in the self-report portion of the questionnaire, the applicant may be removed from the applicant pool.**

d. Must possess and maintain a valid Washington State driver license.

6. Apprenticeship Agreement:

a. Selected applicants will be sent an acceptance letter, in order of ranking, which include instructions to attend the Electrical Industry Orientation or a similar program that meets or exceeds the criteria, as determined by the JATC. Full attendance is mandatory.

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- b. Those who fail to complete, quit, or are otherwise terminated from the Electrical Industry Orientation prior to signing the Apprenticeship Agreement are not eligible to reapply for admission into the PSE JATC apprenticeship program for six (6) months.**
 - c. After successfully passing the drug screen, physical exam, agility test, background check, and after reading the Standards of Apprenticeship and the JATC's written Rules and Policies, the applicant will sign the apprenticeship agreement. They will also be asked to sign an acknowledgment that they have reviewed and are willing to abide by the PSE JATC Standards of Apprenticeship, and the JATC Rules and Policies.**
 - d. Individuals are eligible for an on-the-job training assignment after successful completion of the Electrical Industry Orientation or as needed to fulfill industry needs.**
- 7. Placement:**
- a. Whenever possible, all current apprentices will be employed before new applicants are hired.**
 - b. Applicants will be offered employment based on the order of their rank, in the pool of the eligible at the time the selection notice is sent. Future selected applicants will be offered employment after all previously selected applicants have received on-the-job training assignments.**
- 8. Exemptions (Direct Entry):**
- a. An employee of a nonsignatory employer not qualifying as a journey-level worker when the employer becomes signatory, shall be evaluated by the JATC, using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. (Note: this is a method of direct entry into the apprenticeship program, whereby such individuals shall not be required to meet the education and testing requirements under Section II.) For such applicants to be considered, they must:**
 - (1) Complete an application form.**
 - (2) Provide an official transcript for high school and post high school education and training.**
 - (3) Take the same aptitude test required for all other applicants - for counseling purposes.**

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- (4) The JATC will require reliable documentation and seek adequate verification to substantiate previous employment and experience.**
 - (5) Be deserving of advanced standing, based upon evaluation by the JATC.**
 - (6) Provide official documentation to show that they were an employee performing electrical work prior to the employer becoming signatory.**
- b. An individual who signs an authorization card during an organizing effort - wherein thirty (30) percent or more of the employees have signed authorization cards, whether or not the employer becomes signatory - and is an employee of the nonsignatory employer and does not qualify as a Journey-level worker, shall be evaluated by the JATC using consistent, standard, nondiscriminatory means, and registered at the appropriate period of apprenticeship based on previous work experience and related training. (Note: this is a method of direct entry into the apprenticeship program, whereby such individuals shall not be required to meet the education and testing requirements under Section II.) When registered, individuals entering through this method must be employed by participating employers.) For such applicants to be considered, they must:**
- (1) Be employed in the JATC's jurisdiction when the authorization card was signed.**
 - (2) All employees of the employer must have been offered the opportunity to sign authorization cards and be evaluated.**
 - (3) Complete an application form.**
 - (4) Provide an official transcript for high school and post high school education and training.**
 - (5) Take the same aptitude test required of all other applicants - for counseling purposes.**
 - (6) Provide official documentation to show that they were an employee performing electrical work prior to signing the authorization card.**
 - (7) Be deserving of advanced standing based upon evaluation by the JATC.**
 - (8) The JATC will require reliable documentation and seek adequate verification to substantiate previous employment and experience.**

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9. Exceptions (Direct Entry): All those entering by one of the following methods must abide by the requirements in Section III.A.5. Above: Prior to Registration.

a. Registered Native Americans who have secured work under a TRIBAL project may receive direct entry into apprenticeship provided:

(1) The employer is an approved training agent of this JATC.

(2) The applicant has met the minimum qualifications of these standards for the occupation in question.

-OR-

Complete additional supplementary training as deemed (utilized as having the ability to "determine" what additional training classes are needed for a TERO direct entry person not meeting minimum qualifications) necessary by the JATC prior to completing the initial probationary period. It is understood that the applicant must also provide an official transcript from high school and post high school education and training, and take the same aptitude test required of all other applicants – for counseling purposes only.

b. Transfer of Apprenticeship - Direct Entry; between an IBEW/NECA JATC:

In order to transfer an apprenticeship agreement between two (2) local IBEW/NECA JATC's having registered Inside Wireman apprenticeship programs, the following requirements must be met:

(1) The apprentice must submit a written request for transfer, describing in detail the needs and reasons upon which the request is based.

(2) The apprentice's sponsoring JATC must agree to the transfer.

(3) The receiving JATC must agree to accept the transfer.

(4) The parent organizations of both JATCs [the two (2) NECA Chapters and the two (2) IBEW Local Unions] must agree to the transfer.

(5) The receiving JATC shall have complete access to all apprenticeship records pertaining to the transferring apprentice.

(6) The transferring apprentice must:

(a) Complete an application form.

(b) Provide to the JATC documentation pertaining to their participation in the apprenticeship program that they are

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transferring from. An official copy of all records established with the sponsoring JATC (including a copy of the application form and the Apprenticeship Agreement - properly registered with the Registration Agency) and other information submitted shall be provided to the receiving JATC. The receiving JATC will examine all documentation submitted before granting permission to transfer. All such records shall become part of the receiving JATC's permanent files and shall be maintained in the same manner as other records are.

- (c) Take the same aptitude test required of all other applicants – for counseling purposes only (if they have not already done so).
- (d) Upon being accepted by the receiving JATC, the apprentice's existing Apprenticeship Agreement shall be terminated unless a transfer agreement has been completed.
- (e) Registration proceedings shall be initiated with the receiving JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.

Those accepted for transfer will be given full credit for on-the-job training experience if the hours have been accepted and recognized by the Washington State Department of Labor and Industries and related instruction successfully completed while registered in an IBEW/NECA inside apprenticeship program.

c. Transfer of Apprenticeship - Direct Entry; between State approved electrical training programs:

In order to transfer an apprenticeship agreement between two (2) state approved electrical training programs the following requirements must be met:

- (1) Completed an application form.
- (2) Provide an official transcript for high school and post high school education and training.
- (3) Take the same aptitude test required for all other applicants (for counseling purposes only).
- (4) The JATC may require reliable documentation and seek adequate verification to substantiate previous employment and experience.

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- (a) **Registration proceedings shall be initiated by the JATC and the appropriate Registration Agency. The Registration Agency will be provided with all documentation necessary and/or required to verify that the transfer is justifiable.**

d. Military Veteran Pre-Apprenticeship (Direct Entry/Direct Interview):

- (1) **Individuals who can verify that they have completed a military veteran-focused and structured pre-apprenticeship training program meeting minimum requirements established by the electrical training ALLIANCE and that are recognized by the JATC and sponsored by the IBEW, or NECA; may qualify for Direct Entry or Direct Interview. Such individuals shall not be required to meet the educational requirements under Section II., Subsection A.**
- (2) **The applicant must have a minimum of thirty-six (36) months of active duty and must have received an honorable discharge.**
- (3) **To qualify under this provision, applicants must provide to the JATC proper undisputable documentation confirming that they meet the specific requirements of the military veteran-focused pre-apprenticeship program. This documentation must be comprised of official documents such as: transcripts, completion/graduation certificates, and notarized letters of confirmation and sworn statements. Such documentation must remain with the applicant's records. The JATC will examine all documentation submitted to determine qualification of the applicant. The JATC will schedule an and oral interview with the applicant, if it is deemed appropriate.**

e. Public entities or municipality applicants will receive direct entry into the apprenticeship provided:

- (1) **The public entity or municipality is an approved training agent of the JATC.**

f. Work Experience – Direct Entry/Direct Interview

(1) Inside Wireman Work Experience – Direct Entry:

- (a) **In lieu of EDUCATION as stated in Section II.A., and TESTING minimum qualifications, individuals who can verify, by providing indisputable documenting evidence, that they have accumulated a minimum of four thousand (4,000) hours of work experience specifically in the ELECTRICAL CONSTRUCTION industry trades shall submit a written industry recommendation and they may qualify for direct**

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entry as determined by the JATC if apprenticeship job opportunities are available. If selected, their previous work experience and training shall be evaluated by the JATC using consistent, standard, nondiscriminatory means (see Section IX.E) and thereby awarded advanced standing in the apprenticeship program. Such individuals shall not be required to meet the education and testing requirements under Section II, A. For such individuals to be considered:

- 1) **The individual must provide the JATC with proper documentation that defines their experience in the ELECTRICAL CONSTRUCTION industry. This documentation must be comprised of official documents from the appropriate state or federal agencies, such as tax/payroll records, notarized letters of experience confirmation and sworn statements.**
- 2) **The JATC will examine all documentation submitted before qualification is acknowledged.**
- 3) **An absolute minimum of four thousand (4,000) hours of ELECTRICAL CONSTRUCTION WORK EXPERIENCE must be proven to meet this qualification.**

(2) Inside Wireman Work Experience – Direct Interview:

- (a) **In lieu of EDUCATION as stated in Section II.A., and TESTING minimum qualifications, individuals who can verify, by providing indisputable documenting evidence, that they have worked a minimum of two thousand (2,000) hours of work experience specifically in the ELECTRICAL CONSTRUCTION industry trade shall submit a written industry recommendation and may qualify for an oral interview as determined by the JATC if apprenticeship job opportunities are available. The JATC will use standards means of evaluation for the individuals who may qualify for direct interview. Such individuals shall not be required to meet the education and testing requirements under Section II, A. For such individuals to be considered:**

- 1) **The individual must take the same aptitude test as required of other applicants and their applicant test scores will be used for counseling purposes only.**
- 2) **The individual must provide the JATC proper documentation that defines their work experience in the**

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ELECTRICAL CONSTRUCTION industry. This documentation must be comprised of official documents from the appropriate state or federal agencies, such as tax/payroll records, notarized letters of experience confirmation and sworn statements.

- 3) The JATC will exam all documentation submitted before qualification is acknowledged.**
 - 4) An absolute minimum of two thousand (2,000) hours of ELECTRICAL CONSTRUCTION WORK EXPERIENCE must be proven to meet this qualification. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process – this is NOT a form of direct entry.)**
- (3) Limited Energy/Sound & Communications Work Experience – Direct Entry:**
- (a) In lieu of EDUCATION as stated in Section II.A., and TESTING minimum qualifications, individuals who can verify, by providing indisputable documenting evidence, that they have accumulated a minimum of one thousand-five hundred (1,500) hours of work experience specifically in the LIMITED ENERGY/SOUND & COMMUNICATIONS industry trade shall submit a written industry recommendation and they may qualify for direct entry as determined by the JATC if apprenticeship job opportunities are available. If selected, their previous work experience and training shall be evaluated by the JATC using consistent, standard, nondiscriminatory means (see Section IX.E) and thereby awarded advanced standing in the apprenticeship program. Such individuals shall not be required to meet the education and testing requirements under Section II, A. For such individuals to be considered:**
 - 1) The individual must provide the JATC with proper documentation that defines their experience in the Limited Energy/Sound & Communications sector of the Electrical Industry. This documentation must be comprised of official documents from the appropriate state or federal agencies, such as tax/payroll records, notarized letters of experience confirmation and sworn statements.**

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- 2) **The JATC will examine all documentation submitted before qualification is acknowledged.**
 - 3) **An absolute minimum of one thousand-five hundred hours of LIMITED ENERGY/SOUND & COMMUNICATIONS WORK EXPERIENCE must be proven to meet this qualification.**
- (4) **Limited Energy/Sound & Communication Work Experience – Direct Interview:**
- (a) **In lieu of EDUCATION and TESTING minimum qualifications, as stated in Section II.A., individuals who can verify with indisputable documenting evidence, that they have worked a minimum of one thousand (1,000) hours of work experience specifically in the LIMITED ENERGY/SOUND & COMMUNICATIONS WORK industry trade shall submit a written industry recommendation and may qualify for an oral interview as determined by the JATC if apprenticeship job opportunities are available. The JATC will use standards means of evaluation for the individuals who may qualify for direct interview. Such individuals shall not be required to meet the education and testing requirements under Section II, A. For such individuals to be considered:**
 - 1) **The individual must take the same aptitude test as required of other applicants, and their applicant test scores will be used for counseling purposes only.**
 - 2) **The individual must provide to the JATC proper documentation that defines their experience in the Limited Energy/Sound & Communications sector of the Electrical Industry. This documentation must be comprised of official documents for from appropriate state or federal agencies, such as tax/payroll records, notarized letters of experience confirmation and sworn statements.**
 - 3) **The JATC will exam all documentation submitted before qualification is acknowledged. An absolute minimum of one thousand (1,000) hours of LIMITED ENERGY/SOUND & COMMUNICATIONS WORK EXPERIENCE must be proven to meet this qualification. (Note: meeting this qualification allows the applicant to be interviewed during the normal selection process – this is NOT a form of direct entry).**

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(5) Residential Wire Work Experience- Direct Entry:

(a) In lieu of EDUCATION as stated in Section II. A., and TESTING minimum qualifications, individuals who can verify, by providing indisputable documenting evidence, that they have accumulated a minimum of five-hundred (500) hours of work experience specifically in the RESIDENTIAL ELECTRICAL industry trade shall submit a written industry recommendation and they may qualify for direct entry as determined by the JATC, if apprenticeship job opportunities are available. If selected, their previous work experience and training shall be evaluated by the JATC using consistent, standard, nondiscriminatory means (see Section IX.E) and thereby awarded advanced standing in the apprenticeship program. Such individuals shall not be required to meet the education and testing requirements under Section II, A. For such individuals to be considered:

- 1) The individual must provide the JATC with proper documentation that defines their experience in the Residential sector of the Electrical Industry. This documentation must be comprised of official documents from the appropriate state or federal agencies, such as tax/payroll records, notarized letters of experience confirmation and sworn statements.**
- 2) The JATC will examine all documentation submitted before qualification is acknowledged. An absolute minimum of five-hundred (500) hours of RESIDENTIAL WORK EXPERIENCE must be proven to meet this qualification.**

10. Alternate Methods of Selection:

- a. Cancelled apprentices who request to be considered for reentry into the apprenticeship program but whose appeal rights have expired may be re-registered in the program by JATC approval.**
- b. Previously cancelled apprentices who request re-entry into the program and who were terminated for cause must wait the amount of time specified in Section X. A. 3. f., "Reapplication Timelines." Satisfactory documentation that the conditions leading to the termination for cause have been corrected must be provided and will be reviewed by the JATC. After meeting with the JATC a former apprentice may be granted direct**

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entry and registered at the appropriate level based upon their current knowledge, skills, and ability, as determined by Committee evaluation.

B. Equal Employment Opportunity Plan:

On behalf of the NECA/IBEW electrical contractors and union electricians, the Puget Sound Electrical JATC has pledged that the recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, gender, age, or handicaps/disabilities that do not hinder satisfactory job performance. The sponsor will take affirmative 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. Any individual who has a problem is encouraged to bring it to the attention of the JATC, who is ready and willing to help. This should be submitted to the Puget Sound Office in writing.

In order to promote equal opportunity, the PSE JATC will take affirmative action to encourage minorities and women to complete the apprenticeship application and enter into the eligibility pool. The Equal Employment Opportunity Plan will consist of the following activities; while the JATC need not necessarily pursue all activities listed, it is expected to make a good faith effort to participate in those activities which are likely to accomplish its affirmative action goals.

- 1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- 2. Newspaper or radio ads to be run if needed and if feasible, given the limitation of JATC finances and personnel. Special emphasis shall be given to media organizations or programs identified with the minority community or with women.**
- 3. Participating in existing outreach programs whose focus is the recruitment and preparation of minority and female apprenticeship applicants. Whenever possible, these should provide applicants with pretesting experience and training. WAC Rule 296-05-413(3).**
- 4. The JATC may initiate or participate in any other action which it considers likely to ensure that equal opportunity and affirmative action goals are met.**

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).

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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 blend of the time-based and competency-based approaches (hybrid approach) [WAC 296-05-015].

A. Electrician Technician (City of Seattle):

The Term of apprenticeship shall not be less than 8,000 hours of employment.

B. Inside Wireman:

The term of apprenticeship shall be 8,000 hours of reasonably continuous supervised employment and may require more than five (5) years to complete in view of extended employment lapses.

C. Limited Energy/Sound and Communication Technician:

The term of apprenticeship shall not be less than 4,800 hours of employment and may require more than three (3) years to complete in view of extended employment lapses. 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 JATC. Upon completion of the additional hours, the JATC shall notify Oregon Bureau of Labor & Industries, Apprenticeship and Training Division by letter.

D. Maintenance Electrician:

The term of apprenticeship shall be no less than 4,000 hours of reasonably continuous employment and may require more than two (2) years to complete in view of extended employment lapses.

E. Neon and Electrical Sign Installer:

The Term of apprenticeship shall not be less than 6,000 hours of employment.

F. Outdoor Lighting and Traffic Signal Installer:

The term of apprenticeship shall be 8,000 hours of reasonably continuous employment and may require more than five (5) years to complete in view of extended employment lapses.

G. Residential Wireman:

The term of apprenticeship shall be no less than 4,000 hours of reasonably continuous employment and may require more than two (2) years to complete in view of extended employment lapses.

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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. GENERAL:

During the probationary period, the JATC shall make a thorough review of the apprentice's ability and development. Advanced standing for previous training or experience does not reduce the probationary period.

1. Inside Wireman:

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.

Applicants awarded advanced standing at the time of registration shall have their demonstrated skill, knowledge, and overall performance evaluated during the probationary period. Adjustments to the assigned period of apprenticeship and/or level of related classroom training may be made during the probationary period following appropriated reviews and evaluation by the JATC. Such reviews and determinations shall be properly documented and applied equally to all applicants.

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2. Limited Energy/Sound and Communication Technician:

The first nine hundred-sixty (960) hours of employment after signing of the Agreement shall be the initial probationary period or one year in the program, whichever occurs first.

3. Outdoor Lighting and Traffic Signal Installer:

The first one thousand-six hundred (1,600) hours of employment after signing of the Agreement shall be the initial probationary period or one year in the program, whichever occurs first.

4. Neon and Electrical Sign Installer:

The first one thousand-two hundred (1,200) hours of employment after signing the Apprenticeship Agreement shall be the initial probationary period or one year in the program, whichever occurs first.

5. Electrician Technician (City of Seattle):

Due to City of Seattle requirement of one year probation for new employees; the initial apprenticeship probation is not to exceed two thousand (2,000) hours of employment.

6. Residential Wireman and Maintenance Electrician:

The first eight hundred (800) hours of employment after signing of the Agreement shall be the initial probationary period or one year in the program, 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 that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the scope of work being performed, to ensure safety and training in all phases of the work. Inside Wireman apprentices may be supervised by a certified master journey level electrician, journey level electrician, or master specialty electrician working in their specialty, or specialty electrician working in their specialty. In no case shall specialty electricians supervise more than 4000 hours of the 8000 hour term. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-015(5)].

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- A. The journey-level employee must be of the same apprenticeable occupation as the apprentice they are supervising unless 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:

Apprentices shall at all times work under the direct and personal supervision of a journey-level worker.

Apprenticeship shall at all times work under the direct and personal supervision of a journey-level worker. The only exception is for an Inside Wireman apprentice who has a current training card, who has successfully completed the first four (4) years of classroom related PSE JATC approved training, has accumulated a minimum of seven-thousand (7,000) on-the-job training hours, and has been issued a six-month unsupervised electrical training certificate from the Washington State Department of Labor and Industries. This certificate will allow the apprentice to work without supervision. At no time shall an apprentice supervise another apprentice.

The apprentice’s work schedule shall not interfere with attending Related/Supplemental Instruction classes.

1. Inside Wireman and "Electrician Technician (City of Seattle)":

The JATC shall allow each qualified employer a ratio of one (1) first (1st) year apprentice to one (1) apprentice to three (3) journey-level workers in any shop as shown below. (Exceptions may be made of the availability of 1st year apprentices is not sufficient.)

<u>JOURNEY-LEVEL WORKERS</u>	<u>APPRENTICES</u>
1 - 3	2
4 - 6	4
7 - 9	6
Etc. (increments of 3)	Etc. (increments of 2)

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The employer is allowed a ratio of one (1) apprentice to one (1) journey-level worker per job site.

At no time shall the ratio of apprentices to journey-level workers exceed 1:1.

2. Maintenance Electrician:

One (1) apprentice may be employed for each one (1) journey-level worker steadily employed. At no time shall the ratio exceed one (1) apprentice to one (1) journey-level worker. Ratio is applied to each job site or contract.

3. Outdoor Lighting and Traffic Signal Installer:

At no time shall the ratio exceed one (1) apprentice employed after one (1) journey-level worker is employed, and one (1) additional apprentice may be employed for each three (3) journey-level workers steadily employed thereafter. Ratio is applied to each job site or contract.

4. Neon and Electrical Sign Installer:

One (1) apprentice may be employed for each one (1) journey level worker steadily employed. At no time shall be ratio exceed one (1) apprentice to one (1) journey level worker. Ratio is applied to each jobsite or contract.

5. Residential Wireman:

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

6. Limited Energy/Sound and Communications Technician:

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

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

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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.

WAGE EXCEPTIONS: ALL TRADES

Any apprentice may volunteer to take or refuse a dispatch opportunity on all Market Recovery jobs where the wage/fringe benefits package is less than the current Collective Bargaining Agreement (CBA) rate. Apprentices accepting market recover jobs voluntarily are allowed to remain on the out-of-work book for up to six (6) months before being removed.

- C. Wage Progression Schedules

Inside Wireman

Step	Hour Range or competency step	Minimum Accumulated OJT Hours	+	Related Training
1	40%	0000 - 1000 hours	+	Satisfactory Progress
2	45%	1001 - 2000 hours	+	First 200 hours RSI
3	50%	2001 - 3500 hours	+	Additional 200 hours RSI
4	65%	3501 - 5000 hours	+	Additional 200 hours RSI
5	75%	5001 - 6500 hours	+	Additional 200 hours RSI
6	85%	6501 - 8000 hours	+	*Completion of RSI

***Apprentices will only be eligible for advancement to Journey-level Inside Wireman classification when all JATC program requirements are met and the apprentice is "turned out" by the JATC.**

Limited Energy/Sound and Communication Technician

Step	Hour Range or competency step	Minimum Accumulated OJT Hours	+	Related Training
1	56.62%	0000 - 0800 hours	+	Satisfactory Progress
2	61.37%	0801 - 1600 hours	+	Satisfactory Progress
3	66.08%	6 months + 1601 - 2400 hours	+	First 200 hours RSI Satisfactory Progress

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4	70.80%	6 months + 2401 - 3200 hours	+	Satisfactory Progress
5	75.51%	6 months + 3201 - 4000 hours	+	Additional 200 hours RSI Satisfactory Progress
6	85%	6 months + 4001 - 4800 hours	+	Satisfactory Progress

Maintenance Electrician

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 - 0900 hours	50%
2	0901 - 1800 hours	55%
3	1801 - 2700 hours	75%
4	2701 - 4000 hours	85%

Outdoor Lighting and Traffic Signal Installer

Apprentices shall not be paid less than the following percentage of the journey-level worker hourly rate plus fringe benefits as determined by the current Inside Construction Bargaining Agreement for construction electricians between the International Brotherhood of Electrical Workers, Local #46, and the Puget Sound Chapter, National Electrical Contractors Association.

Step	Hour Range or competency step	Minimum Accumulated OJT Hours	+	Related Training
1	42.7%	0000 - 1000 hours		Satisfactory Progress
2	47.3%	1001 - 2000 hours		1st Year School
3	51.9%	2001 - 3500 hours		2nd Year School
4	65%	3501 - 5000 hours		3rd Year School
5	75%	5001 - 6500 hours		4th Year School
6	85%	6501 - 8000 hours		*Completion of RSI

***Apprentice will only be eligible for advancement to Journey-level Outdoor Lighting and Traffic Installer classification when all JATC program requirements are met and the apprentice is "turned out" by the JATC.**

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Neon and Electrical Sign Installer

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

Residential Wireman

Step	Hour Range or competency step	Minimum Accumulated OJT Hours	+	Related Training
1	60%	0000 - 1800 hours	+	Satisfactory Progress
2	65%	1801 - 2700 hours	+	Satisfactory Progress
3	75%	2701 - 4000 hours	+	Completion of RSI

Electrician Technician (City of Seattle)

Step	Hour Range or competency step	Minimum Accumulated OJT Hours	+	Related Training
1	67%	0 - 6 months	+	Satisfactory Progress
2	71%	7 - 12 months	+	Satisfactory Progress
3	75%	13 - 18 months	+	Satisfactory Progress
4	79%	19 - 24 months	+	Satisfactory Progress
5	83%	25 - 30 months	+	Satisfactory Progress
6	87%	31 - 36 months	+	Satisfactory Progress
7	91%	37 - 42 months	+	Satisfactory Progress
8	95%	43 - 48 months	+	Satisfactory Progress

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.

*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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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. <u>Electrician Technician (City of Seattle)</u>	<u>Approximate Hours</u>
1. Residential wiring	1000
2. Commercial wiring	2000
3. Industrial wiring	1000
4. Low voltage systems - fire alarms, security, irrigation.....	1000
5. Install and maintain lighting systems.....	1000
6. Install and maintain power distribution equipment systems.....	1000
7. Motors and Controls.....	1000
	Total Hours: 8000

B. <u>Inside Wireman</u>	<u>Approximate Hours</u>
1. RESIDENTIAL-wiring of residences, duplexes, and small apartment buildings and necessary pre-fabrication and preparation.	1000
2. COMMERCIAL-wiring of public commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary pre-fabrication and preparation..	2500
3. INDUSTRIAL-wiring of all industrial buildings and equipment; the maintenance, repair, and alteration of the same; and necessary pre-fabrication and preparation.....	3000

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- 4. **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.1500**

TOTAL HOURS: 8000

All such work shall be performed under the supervision of a journey-level worker. Supervision should not be of such nature as to prevent the development of responsibility and initiative.

Apprentices shall at all times work under the direct and personal supervision of a journey-level worker. The only exception is for an Inside Wireman apprentice who has a current training card, who has successfully completed the first four (4) years of classroom related PSE JATC approved training, has accumulated a minimum of seven thousand (7,000) On-the-Job Training (OJT) hours, and has been issued a six-month unsupervised electrical training certificate from the Washington State Department of Labor and Industries. This certificate will allow the apprentice to work without supervision. At no time shall an apprentice supervise another apprentice.

C. Limited Energy/Sound and Communication Technician Approximate Hours

- 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.....2100**
- 2. **Troubleshooting and maintenance350**
- 3. **Occupation-specific applications, including:.....2350**
 - a. **Communication systems, including intercom, data telecommunication, and paging.**
 - b. **Specialized control systems, including HVAC.**

Total Hours: 4800

All such work shall be performed under the supervision of a journey-level worker. Supervision should not be of such nature as to prevent the development of responsibility and initiative.

D. Maintenance Electrician Approximate Hours

- 1. **Commercial and industrial wiring1000**
- 2. **Assembly1000**

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3. Install light and power equipment	1000
4. Motor repair	1000
Total Hours: 4000	

E. Neon and Electric Sign Installer Approximate Hours

1. Knowledge of metals and materials related to the trade.....	1000
2. Commercial wiring installation	1000
3. Transformers and high frequency circuits.....	1000
4. Wiring on neon signs	2000
5. Rigging and scaffolding	1000
Total Hours: 6000	

F. Outdoor Lighting and Traffic Signal Installer Approximate Hours

1. Blueprint reading.....	660
2. General knowledge of materials	330
3. Safety.....	330
4. Lighting.....	1340
5. Controllers.....	1340
6. Cable.....	660
7. Circuitry	1340
8. Conduit.....	660
9. Standards.....	1000
10. Special Equipment	340
Total Hours: 8000	

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<u>G. Residential Wireman</u>	<u>Approximate Hours</u>
1. Rough in & wiring of outlets.....	1300
2. Wiring for service connection meters & distribution.....	400
3. Major appliance installation & service.....	100
4. Remodeling of residential buildings.....	300
5. Installation and service of intercom systems.....	90
6. Installation and service of music, audio, & video systems.....	150
7. Installation, service & control of electric heat.....	200
8. Installation, service & control of air-conditioning.....	100
9. Wiring, installation, & service of photovoltaic systems.....	200
10. Wiring, installation & service of fire alarm & carbon monoxide systems.....	150
11. Wiring, installation & service of security, surveillance & access systems.....	280
12. Wiring, installation, & service of telephone systems.....	80
13. Wiring, installation, & service of home technology integrator.....	300
14. Residential plan and design.....	100
15. Wiring, installation & service of lighting system.....	250

Total Hours/# of Competency Levels: 4000

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.

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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 (only in excess of the required 144 minimum classroom hours)
 - Sponsor approved training seminars (must be supervised by competent Instructor) **-Provided by vendors, manufacturers and other industry experts as available.**
 - Sponsor approved online or distance learning courses (only in excess of the required 144 minimum classroom hours specify)
 - State Community/Technical college
South Seattle Community College
 - Private Technical/Vocational college
 - Sponsor Provided (lab/classroom)
 - Other (specify):
 - 1. Inside Wireman and Outdoor Lighting and Traffic Signal Installer: PSE JATC approved Five-Year Inside Wireman Apprenticeship Course**
 - 2. Limited Energy/Sound and Communication Technician: PSE JATC approved Telecommunications Installer-Technician Apprenticeship Course Material**
 - 3. Residential Wireman and Maintenance Electrician: A combination of PSE JATC approved courses.**
 - 4. Electrician Technician (City of Seattle): Year 1-4 of PSE JATC approved Inside Wireman Apprenticeship course.**

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

Residential Wireman: 200 Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

Inside Wireman, Limited Energy/Sound Communication Technician, Maintenance Electrician, Outdoor Lighting and Traffic Signal Installer and Electrician Technician (City of Seattle): 200 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: **mid-September** through **mid-September**.
- 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. The RSI hours identified above shall include 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 (Inside Wireman), 432 RSI hours (Limited Energy), or 288 RSI hours (Residential Electrician) 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, 432, or 288 cumulative total.
2. RSI plans shall be updated by the sponsor every five years or as requested by the department to ensure compliance with these standards.
3. 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
 - Electrical Administrator with no Journey level trade qualification

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

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The instructors shall give periodic examinations and report the results to the JATC 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.

Should an apprentice fall below an 84% G.P.A., the JATC may require attendance at special tutoring classes.

CHALLENGE OR ACCELERATION OF RSI:

Selected applicants that were granted credit for previous experience by the JATC per Section III.A.3., once registered, may start or continue challenging RSI modules based on the amount of credit granted, and schedule by trade of the number of hours to challenge a module and maximum of successful challenges permitted.

Books and lesson material for the apprentice:

1. The JATC will purchase all lesson material and required textbooks and materials and arrange for their issue to the apprentice at cost.
2. The JATC will supply all textbooks and materials required for each instructor at no charge.

Inside Wireman, Limited Energy/Sound & Communications Technician, and Residential Wireman apprentices are required to have a laptop computer with a currently supported version of Windows operating system to bring to classes, possess basic computer skills and must be able to access the internet while away from the JATC training center, in order to be able to access and complete the web-based learning components of their related classroom training.

Apprentices who begin their apprenticeship after the start of the current school year, and when it is deemed unfeasible to enroll in the current year's class by the JATC, will be enrolled in classes at the beginning of the next school year.

In the event an apprentice has completed or completes all of their required RSI, but has less than the required OJT, the apprentice will not be required to attend further classes unless otherwise directed by the JATC.

(RSI Variance cap approved 01/15/2015)

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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:

The Training Director will act for and under the direction of the JATC in carrying out the terms and conditions as established in the Standards and published policies of the JATC.

- a. **The groups cooperating in these Standards shall refer all problems pertaining to apprenticeship to the JATC for action and disposal before action is reported to the sponsoring organizations.**

- (1) **For City of Seattle apprentices only: The Puget Sound Electrical JATC delegates the day-to-day operations that includes administrative/disciplinary responsibilities to the City of Seattle subcommittee with assurance that the PSE JATC will review all actions that are required by the Washington State Apprenticeship and Training Council to be reported to the Department of Labor and Industries.**

Failure to maintain employment as an apprentice with the City of Seattle will result in cancellation of the apprenticeship program.

- b. **In the event the employer and employee representatives cannot mutually agree on the administration of the program, any matter in dispute shall be referred to the sponsoring parties for settlement.**

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- c. **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.**
- d. **The JATC shall prepare a written policy statement, which sets forth the current rules and regulations for the conduct of the local program. Such a policy statement shall be subject to revision by the JATC.**
- e. **Training Agent Responsibilities and Duties.**

- (1) **An employer who is eligible to train apprentices shall comply with the qualifying requirements as set forth in the Collective Bargaining Agreement (CBA) and be able to provide the necessary work experience for training as determined by the JATC. Participating employers must comply with all provisions of the apprenticeship program. This includes the Equal Employment Opportunity Plan and Selection Procedures, and the JATC's policies and rules. The employer shall only secure apprentices through the JATC. Qualifying employers shall contribute to the JATC trust fund at the rate established by the joint sponsors of the JATC and/or as stipulated in the local JATC Trust Agreement.**

Note: (a) above, does not pertain in any way to non-signatory employers participating in apprenticeship training, pursuant to WAC 296-05-303 (5).

- (2) **At the jobsite it shall be the responsibility of the employer to provide to the apprentice a safe and healthful workplace. Employer is to provide conditions of employment and work assignments that the apprentice can safely perform.**
- (3) **The Employer will determine the ability of its journey-level workers to adequately train and supervise the on-the-job training of the apprentice based upon the work process being learned, and assign apprentices accordingly.**

f. **Re-Application timeline:**

- (1) **Apprentices whose Apprenticeship Agreement is cancelled for substance abuse are not eligible to re-apply for admission to the PSE JATC apprenticeship program for twelve (12) months. Those that provide proof of completion of the recommended treatment plan by the EAP may reapply in six (6) months.**
- (2) **Apprentices whose Apprenticeship Agreement is cancelled for cause (non-compliance) other than substance abuse are not eligible**

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to re-apply for admission to the PSE JATC apprenticeship program for six (6) months.

g. Advancement of Apprentices:

- (1) The JATC shall examine the progress of the apprentice on the job and in related instruction on a regular basis. A performance evaluation form shall be used.**
- (2) The JATC shall evaluate the apprentice's overall performance and accomplishments at the end of each period. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period, or cancel the Apprenticeship Agreement with due notice to the apprentice and a reasonable opportunity for corrective action. Proper documentation shall be maintained of all action taken by the JATC.**

h. Local JATC Rules and Policies:

The apprentice will be provided with a copy of written Rules and Policies and will sign an acknowledgment receipt of the same. This procedure will be followed whenever revisions or modifications are made to the Rules and Policies. Failure to follow these rules and policies may be grounds for disciplinary action, suspension, or cancellation from the program. See Attachment A - Rules, Policies & Advancement for all Apprentices Procedures (Under Section X.B of these Standards).

i. Safety and Health Training:

- (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 and 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.**
- (2) While on the job site, it shall be the responsibility of the Employer to provide the apprentice a safe and healthful workplace and conditions of employment, and work assignments that the apprentice can safely perform.**

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- (3) **The JATC shall see that all apprentices complete CPR/First Aid training and maintain possession of a current CPR/First Aid card during their apprenticeship.**

j. Statement of Policy:

(1) Apprentice Job Assignment:

- (a) **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.**
- (b) **When an apprentice becomes unemployed for any reason, he/she shall sign the out-of-work book no later than the third working day after termination.**
- (c) **The JATC shall have full authority, as provided in the Standards of apprenticeship training and as agreed to by Labor and Management, to transfer or rotate an apprentice from one employer to the other to provide diversity of training or work opportunity. The arrangement of these transfers shall be made by the Training Director in cooperation with all parties concerned.**
- (d) **No apprentice will have the right to refuse a job referral within the geographical area covered by these Standards, with the exception of Market Recovery jobs as defined in Section VII. Each apprentice shall maintain regular on-the-job attendance. Absences and/or tardiness will not be tolerated. No apprentice shall quit a job (with the exception of Market Recovery jobs as defined in Section VII). Failure to comply with the above could be cause for termination of the individual's Apprenticeship Agreement.**
- (e) **Apprentices may be permitted to receive On-the-Job Training (OJT) and related training on a temporary basis with another IBEW/NECA JATC, provided the two JATCs, their respective parent organizations and the apprentice agree on such assignment. Before apprentices are given a temporary OJT assignment, they must supply the host JATC with an official copy of their apprenticeship agreement, clearly indicating that it has been properly registered with the applicable Registration Agency. Apprentices shall remain subject to reassignment by the JATC with whom they are registered. Failure to immediately comply with such**

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instruction to return to the JATC with whom they are registered may result in the termination of the apprentice's apprenticeship agreement.

(2) Periodic Advancement of Apprentices:

- (a) Prior to each advancement the Training Director will check the apprentice's progress on the job by contacting the proper supervisory personnel and/or review on-the-job evaluation scores.**
- (b) Requirement for Advancement:**
 - i. Full attendance at school. There will be no excused late arrivals, absences, or early dismissals from class.**
 - ii. Satisfactory grades in school (75% average minimum grade).**
 - iii. Satisfactory work evaluation reports from both employer and journey-level workers with a minimum of 75% average.**
 - iv. Work experience reports turned in properly and on time.**
 - v. All fines must be paid.**
- (c) Each of the requirements will be checked by the Training Director prior to advancement.**
- (d) Deficiency of any one or more of these requirements shall be cause of deferment of advancement.**
- (e) Future advancements will be calculated from the new date unless acted upon by the JATC. (Limited Energy/Sound and Communication Technician program only)**
- (f) In the month that the apprentice has completed his/her period of advancement, the Training Director shall review and act on the following.**
 - i. Number of hours worked during the period.**
 - ii. Average school grades for the period of work experience.**

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- iii. **Work evaluation reports from employers and journey-level workers.**
 - iv. **Satisfactory completion of all requirements is reason for advancement to the next period of progression. Employers will be notified to increase the apprentice's wages.**
- (g) **The average number of hours of employment of all apprentices will be reviewed every six (6) months.**
- i. **A low average employment is sufficient reason to rotate apprentices for more equal employment opportunity.**
 - ii. **A low average employment could allow the JATC to set a maximum number of hours of credit which could be granted an apprentice if all other requirements were satisfactory.**

(3) Completion of Apprenticeship:

- (a) **Once an apprentice has completed the required related supplemental instruction and the required hours of on-the-job training, the apprentice will have 90 days to provide the appropriate passing State Electrical Certification exam results to the JATC. Failure to provide the appropriate passing exam results within 90 days will result in suspension from the program until the passing exam results are produced. Failure to provide the passing exam results to the JATC within 60 days of the suspension will result in termination from the program. The JATC may elect to require repeat of RSI, re-rating the apprentice to a lesser wage progression or special tutoring.**
- (b) **All apprentices shall have and maintain a current Industrial First Aid card throughout their apprenticeship.**
- (c) **All Inside Wireman apprentices must pass the various levels of the Electrical Craft Certification exams as required.**
 - **Once a fifth year apprentice has successfully completed the required RSI and has passed the State Electrical Certification exam and is unable to successfully pass the required Electrical Craft Certification exam(s) within twelve (12) months of meeting the completion of apprenticeship requirements, the Electrical Craft**

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Certification completion requirement may be waived and the apprentice may be turned out from the program.

- (d) When the above listed requirements are met, the employers and IBEW Local 46 will be notified that the apprentice is to be classified as a journey-level worker and receive the journey-level workers' rate of pay.**

(4) Apprenticeship School:

- (a) Disciplinary problems shall first be handled by the Training Director. Whenever the Training Director is unable to resolve the issue, the matter shall be referred to the JATC for action.**
- (b) If an instructor removes an apprentice from class for a just cause, the apprentice will not be readmitted until he/she has counseled with the Training Director or Assistant Training Director. The apprentice will have to make up the time missed during this suspended period.**
- (c) Any apprentice who comes to class or returns from break, and is reasonably suspected of having used alcohol or drugs, will be removed from class with just cause.**
- (d) Apprentices shall not work overtime to the extent that they would be absent or tardy from school unless approved by the Training Director. Working overtime will not be an excuse for being absent.**
- (e) An apprentice who has not paid tuition prior to the first day of class after each quarter begins will not be allowed in class. Every class session that is missed because of non-payment of tuition will be an unexcused absence. After three (3) unexcused absences, the apprentice will be required to appear before the JATC and may have his/her Apprenticeship Agreement terminated.**

(5) Work Experience Report:

- (a) Each apprentice is required to fill out a work experience report monthly. This report shall be due to the JATC office no later than the 10th of the following month.**
- (b) Each apprentice who is late in returning his/her work experience report will have the following penalties imposed:**

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First Offense - a monetary fine per JATC policy.

Second Offense - a monetary fine per JATC policy.

Third Offense - a monetary fine per JATC policy.

**Fourth Offense - Cause for cancellation of registration or
other disciplinary action as deemed by the JATC.**

(6) Leave of Absence:

(a) Leaves of Absence or vacations must be requested and approved in advance. The JATC shall act on each request in a timely, fair and equitable manner.

(b) Violations of the above may be just cause for cancellation of the Apprenticeship Agreement.

(7) Performing electrical work for other than the referred employer, unless it has been specifically approved by the sponsoring parties shall be cause for removal from the job with no future referral unless acted upon by the JATC at the next regular meeting.

(8) Apprentices shall be neat and presentable both on the job and in school.

(9) Suggestions for improvement of the program or grievance of individuals are always welcomed by the JATC.

(10) Disciplinary Action:

Disciplinary action, which may include cancellation of the Apprenticeship Agreement, will be taken by the JATC for the following reasons:

(a) Failure to perform the work on the job in a satisfactory manner.

(b) Failure to attend school regularly as required.

(c) Failure to maintain satisfactory grades as required.

(d) Failure to appear in response to notification.

(e) Failure to notify the Apprenticeship JATC of change of address or phone.

(f) Quitting an employer without cause (after investigation by the JATC). This does not include Market Recovery jobs as defined in Section VII.

(g) Failure to attend special called meetings.

(h) Employment termination for just cause (i.e. attendance or productivity, etc.)

(i) Failure to adhere to the JATC Rules and Policies.

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- (j) Failure to obtain and maintain a current training certificate.
- (k) Failure to respond to JATC communications, including but not limited to: phone calls/messages, emails, and letters sent via email and/or via US Mail.
- (k) Failure to possess and maintain a valid Washington State driver's license.

Local Apprenticeship Committee Policies

**ATTACHMENT A - RULES, POLICIES, & ADVANCEMENT PROCEDURES
FOR ALL APPRENTICES**

- a. The school year is in session as scheduled by the J.A.T.C.
 - (1) Tuition: An apprentice who has not paid tuition prior to the first day of class after each quarter begins will not be allowed in class. Every class session that is missed because of nonpayment of tuition will be an unexcused absence. See Section 6 below regarding absences.
- b. Apprentices must be signed in and seated in the classroom by the announced time.
- c. Apprentices must have workbook or other assignments completed before class time to receive credit for class, and all applicable reference texts must be brought to class.
- d. Instructors have the authority to take appropriate action to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objective of the course. An instructor has the authority to exclude a student from any single class session during which the student is so disorderly or disruptive that it is difficult or impossible to maintain classroom decorum. The instructor shall report any such exclusion from class to the training director, who shall refer the matter to the JATC if required.
- e. Night class hours are from 4:30 pm to 8:30pm unless otherwise announced, and coffee break shall be limited to 15 minutes. Day class hours are 6:30am to 3:30pm with 60 minutes for lunch unless otherwise announced.
- f. Full attendance is mandatory. There will be no excused late arrivals, early dismissals or absences without approval of the J.A.T.C.
 - (1) Definition of absence is: Missing an entire class period.
 - (2) Definition of a tardy is: Any missed class time short of an entire class period. All tardy time will be tracked and accumulated.

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(3) Absence Policy

- (a) At the next scheduled class after an absence or tardy, the apprentice is required to submit documentation of hardship to the JATC supporting the missed class time. Failure to produce documentation of hardship may result in suspension from class or termination from the program.**
 - (b) (NIGHT SCHOOL) Upon eight (8) hours of missed class time in any quarter, the apprentice will be required to counsel with the Training Director. Upon twelve (12) or more hours of missed class time in any quarter, the apprentice will be required to appear before the JATC for termination from the program unless proof of hardship is provided to justify missed class time.**
 - (c) (DAYSCHOOL) Upon sixteen (16) hours of missed class time in any quarter, the apprentice will be required to counsel with the Training Director. Upon twenty-four (24) or more hours of missed class time in any quarter, the apprentice will be required to appear before the JATC for termination from the program unless proof of hardship is provided to justify missed class time.**
- (4) Missed class time must be made up as directed by the JATC. Missed class time that is not made up will result in disciplinary action in the form of withholding the next wage progression.**
- g. Test Make-up Procedure -- There will not be any automatic test make-up privileges. The apprentice must within 48 hours present to the Training Director documentation of hardship as to the reason for being absent from class on the night of the test (i.e. doctor's note, missed work due to illness, etc.). The Training Director will make a determination as to the validity of the documentation, and the eligibility to re-test.**
 - h. Advancement to the next pay level will be authorized upon verification of required work hours, satisfactory progress in school with at least a 75% grade average, satisfactory work evaluation with a minimum of 75% average and payment of any penalties.**
 - i. Monthly Reports**

 - (1) Each apprentice is required to fill out a work experience time sheet monthly. This report shall be in the apprenticeship office no later than the 10th of the following month.**
 - (2) Each apprentice who is late in returning his/her work experience time sheet will have the following penalties imposed:**

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- (a) **First Offense – a monetary fine per JATC policy.**
 - (b) **Second Offense – a monetary fine per JATC policy.**
 - (c) **Third Offense – a monetary fine per JATC policy.**
 - (d) **Fourth Offense – Immediate suspension from school and work - may be dropped from the program.**
- (3) **A notification letter will be sent at the first, second, and third offense for penalty fines. The letter will state that at the fourth penalty offense the apprentice will be suspended from work and school until all time sheets are turned in and all penalties are paid. Time sheets will be turned in as long as the apprentice is registered with the program.**
- j. **No apprentice can refuse a job assignment, or quit a job with the exception of Market Recovery jobs as defined in Section VII. When an apprentice becomes unemployed for any reason, the apprentice shall sign the out-of-work book within three (3) working days of termination. Failure to comply will result in disciplinary action.**
- k. **Once an apprentice has completed the required related supplemental instruction and the required hours of on-the-job training, the apprentice will have 90 days to provide the appropriate passing State Electrical Certification exam results to the JATC. Failure to provide the appropriate passing exam results within 90 days will result in suspension from the program until the passing exam results are produced. Failure to provide the passing exam results to the JATC within 60 days of the suspension will result in termination from the program. The JATC may elect to require repeat of RSI, re-rating the apprentice to a lesser wage progression or special tutoring.**
- l. **All Inside Wireman apprentices must pass the various levels of the Electrical Craft Certification exams.**
 - **Once a fifth year apprentice has successfully completed the required RSI and has passed the State Electrical Certification exam and is unable to successfully pass the required Electrical Craft Certification exam(s) within twelve (12) months of meeting the completion of apprenticeship requirements, the Electrical Craft Certification completion requirement may be waived and the apprentice may be turned out from the program.**

**I HAVE READ AND UNDERSTAND THESE CONDITIONS OF
APPRENTICESHIP AND WILL ABIDE BY THEM AS SET FORTH BY THE
PUGET SOUND ELECTRICAL JATC.**

**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND
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(Signature)

(Name - printed)

(Date)

A. 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.

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.

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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. **Adjustment of Differences:** **Cancellation of Registration:**

- (1) **The JATC may cancel the Apprenticeship Agreement and remove the apprentice from the apprenticeship program for cause. Such removal by the JATC shall cancel his/her classification of apprentice and his/her opportunity to complete his/her training.**
- (2) **Any apprentice shall have the right to appear before the JATC if the initial probationary period is completed.**
- (3) **The Apprenticeship Agreement may also be canceled by mutual consent of all parties of the agreement.**
- (4) **The Washington State Apprenticeship and Training Council shall be notified of all such cancellations.**
- (5) **The apprentice will be notified in writing of cancellation and given the Department of Labor and Industries Apprenticeship Consultant contact information.**

b. **Complaint Procedure: Refer to WAC 296-05-009 or Section X.C. of these Standards.**

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.

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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

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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 on 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 completed forms to the Department of Labor and Industries through their assigned state apprenticeship consultant. Forms may be obtained through the programs assigned apprentice consultant.

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant. Forms may be obtained through the programs assigned apprenticeship consultant.

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

1. The following is a listing of form/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)
 - 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)

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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 (if applicable)
 - 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 and/or
 - f) Corrections
 - g) Step Upgrades
 - h) Probation Completion date
 - i) Other (i.e., name changes, address)

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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.

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.

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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:

The JATC shall be composed of an equal number of members representing the employers and the International Brotherhood of Electrical Workers' Local Union No. 46. The selection of these individual members will be made by the groups they represent.

- a. **Quorum: Four (4) members of the JATC, two (2) 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.**

Electrician Technician (City of Seattle) Subcommittee. The JATC gives the City subcommittee the responsibility of the day-to-day operations of the program participants. Quorum for this subcommittee shall be 50% plus 1 subcommittee member with at least 1 member from each sponsoring party.

- b. Program type administered by the committee: **Group Joint**
- c. The employer representatives shall be:

**Geoff Newman, Chair
Nelson Electric
9620 Stone Ave. N. Suite 201
Seattle, WA 98103**

**LeeAnn Cochran
Cochran Inc.
12500 Aurora Avenue North
Seattle, WA 98133**

**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND
TRAINING COMMITTEE**

**Chris Reigelsperger
NECA, Puget Sound Chapter
16001 Aurora Ave. N #200
Shoreline, WA 98133**

**Danny Thomas
Prime Electric
3460 – 161st Ave. SE
Bellevue, WA 98008**

d. The employee representatives shall be:

**Karlana Allbery, Secretary
IBEW Local 46
19802 62nd Ave S.
Kent, WA 98032**

**Erick Lee
IBEW Local 46
19802 62nd Avenue South
Kent, WA 98032**

**Rayn Paddock
IBEW Local 46
19802 62nd Avenue South
Kent, WA 98032**

**Norman “Bud” Allbery
IBEW Local 46
19802 62nd Avenue South
Kent, WA 98032**

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

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.

**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND
TRAINING COMMITTEE**

LIMITED ENERGY/SOUND COMMUNICATION SUBCOMMITTEE

The employer representatives shall be:

Timothy Pierson, Secretary
550 SW 7th Street
Renton, WA 98057-2917

Gerald Pence
550 SW 7th Street
Renton, WA 98057-2917

Ingrid Miller
550 SW 7th Street
Renton, WA 98057-2917

The employee representatives shall be:

Damon Barnett, Chair
550 SW 7th Street
Renton, WA 98057-2917

Bryan Flipovich
19802 62nd Avenue South, Suite 105
Renton, WA 98032

William Baker
19802 62nd Avenue South, Suite 105
Renton, WA 98032

ELECTRICIAN TECHNICIAN (CITY OF SEATTLE)

The employer representatives shall be:

Mary Beth Josef, Secretary
100 Dexter Avenue North
Seattle, WA 98109

Andrea Eyre
100 Dexter Avenue North
Seattle, WA 98109

The employee representatives shall be:

Janet Lewis, Chair
IBEW Local 46
19802 62nd Avenue S.
Kent, WA 98032

Gary Glemboski
100 Dexter Avenue North
Seattle, WA 98109

**PUGET SOUND ELECTRICAL JOINT APPRENTICESHIP AND
TRAINING COMMITTEE**

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.

**Clay Tschillard, Training Director
550 SW 7th Street
Renton, WA 98057-2917**

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