

DAKOTA CREEK INDUSTRIES, INC.



APPRENTICESHIP PROGRAM STANDARDS
adopted by

DAKOTA CREEK INDUSTRIES, INC., INC.

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
MACHINERY ASSEMBLER	51-2031.00	6000 HOURS
MARINE ELECTRICIAN	47-2111.00	6000 HOURS
PRODUCTION WELDER	51-4121.00	6000 HOURS
SHIPFITTER/FABRICATOR	51-2041.00	6000 HOURS



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

APPROVAL:

OCTOBER 21, 2021
Provisional Registration

Standards Last Amended

Permanent Registration

By: ED KOMMERS
Chair of Council

By: CELESTE MONAHAN
Secretary of Council

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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.

Sponsor Introductory Statement (Required):

America's workforce is aging. As this aging workforce begins to retire, they will take with them a lifetime of skills and expertise, leaving potential skill gaps in the labor force and

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skilled labor for Dakota Creek Industries, Inc.. As identified by the Rand Corporations strategic assessment of the future of U.S. Navy Ship Maintenance (https://www.rand.org/content/dam/rand/pubs/research_reports/RR1900/RR1951/RANDR1951.pdf)

“Bureau of Labor Statistics projections indicate that the national demand for ship repair–related trades is expected to increase but, except in a few areas, at a rate equal or slower as that of the broad economy. While in the short term this might conceivably enhance the skilled labor available for ship-specific trades, the longer-term impact is likely to be different. Specifically, Navy ship maintenance is conducted in a limited number of geographic areas, with most others not exposed to the kinds of trades and skills employed in ship repair. With prospects for industrial work in other areas uncertain, the number of entrants into these fields across the national economy may be suppressed. Navy ship repair and maintenance may be one of the few places where demand is growing, even as the national supply declines in response to market forces. These patterns raise questions about whether ship repair and maintenance providers will be able to attract sufficient numbers of qualified trade workers in the future.”

A registered apprenticeship program ensures that Dakota Creek Industries, Inc. will have skilled workers who are familiar with the work and production standards of Dakota Creek Industries, Inc.

This program allows Dakota Creek Industries, Inc. to be a provider of post-secondary education that combines employment with training and education, which creates jobs and career opportunities in our community.

This also compliments Economic Development, enhances Career and Technical Education, and allows Dakota Creek Industries, Inc. to offer a good alternative for those who chose to pursue a technical trade rather than a 4-year college degree.

I. GEOGRAPHIC AREA COVERED:

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

The area covered by these standards shall be within the properties owned or leased by Dakota Creek Industries, Inc. located in Skagit County, Washington.

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II. MINIMUM QUALIFICATIONS:

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

Age: **Shall not be less than eighteen (18) years of age at time of application.**

Education: **High School Diploma or equivalent**

Physical: **Able to perform the physical requirement of the occupation, with or without reasonable accommodation.**

Testing: **None**

Other: **None**

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:

Applicants will be selected for Dakota Creek Industries, Inc. apprenticeship based on the following factors:

- 1. The sponsor shall do a companywide posting, announcing openings as they occur in the apprentice classifications.**
- 2. The sponsor shall select the apprentices from those employees in the company who answer the posting.**
- 3. Selection shall be based on past work history, a demonstrated learning ability, prior schooling or experience, and interview panel.**

4. **If applicants are not available within the Dakota Creek Industries, Inc. workforce, the sponsor will advertise with resources identified in the Equal Employment Opportunity Plan.**
5. **The apprenticeship training coordinator will notify applicants of the selection.**
6. **Exception: The sponsor reserves the right to make exception to the selection procedure in considering applicants having previous experience, accredited training, and/or by waiving the minimum educational requirement.**

B. Equal Employment Opportunity Plan:

1. **The following statements will be included in advertisements and announcements for company entry-level positions: "Dakota Creek Industries, Inc. is an Equal Opportunity Employer. Women and minorities are encouraged to apply. Entry level positions can lead to apprenticeship positions."**
2. **Advertisements and announcements of employment opportunities will be posted with the Skagit County Work Source Center.**
3. **Grant advance standing or credit for previously acquired experience or training on a case-by-case basis.**
4. **Cooperate with school boards, community colleges and vocational schools to develop programs, which prepare students for entrance into apprenticeship.**

C. Discrimination Complaints:

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

IV. TERM OF APPRENTICESHIP:

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

The term of apprenticeship for the Machinery Assembler, Marine Electrician, Production Welder, and Shipfitter/Fabricator shall be not less than 6000 hours of reasonably continuous employment.

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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.

The initial probationary period for the Machinery Assembler, Marine Electrician, Production Welder, and Shipfitter/Fabricator shall be the first 1200 hours of employment as an apprentice.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS

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

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

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- 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:

The ratio shall not exceed one (1) apprentice for each one (1) journey-level worker per job site.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

Machinery Assembler, Marine Electrician, Production Welder, and Shipfitter/Fabricator

Step	Hour Range or competency step	Percentage of journey-level wage rate*
1	0000 – 2000	60%
2	2001 – 3000	65%
3	3001 – 4000	70%
4	4001 – 5000	80%
5	5001 – 6000	90%

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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.

<u>A. Machinery Assembler</u>	<u>Approximate Hours</u>
1. Foundational Training Assembly and skip welding of plates, stiffeners, girders, and prefabricated parts into panels, including brackets, spool and ring penetrators, hangers, foundations and attachment of miscellaneous outfitting parts using assembly drawings, numeric controlled (NC) parts and detailed cutting or assembly instructions. Includes use of safety equipment, hand tools, power tools, and various welding equipment for assembly, handling, welding and fabricating parts and subassemblies. (w/applied safety guidance)	1800
2. Foundational Training Assistance with machinery alignment, rigging, and spooling attachment. Installation of pre-outfitted machinery packages, environmental protective measures. Includes grinding, cleaning, and maintenance of equipment. (w/applied safety guidance).....	1200
3. Close tolerance alignment of shafts, bearings, glands, couplings, Ujoints, motors and engines, pumps, or any other rotating, oscillating, or reciprocating machinery requiring close alignment tolerances and those driven through belts, chains, and countershafts. This training involves rigging for lifts, fabrication of foundations, chocking of equipment, use of mandrels and dummies, bolt torqueing, and pin fitting. The work includes calculations of shaft size, alignment calculations, bearing spacing calculations, shaft droop calculations, and checking of components for specified tolerance measurements along with use of close tolerance alignment procedures. Write up of beginning and final condition reports is to be done as a part of this work. (w/applied safety guidance)	2000
4. Use of all hand tools, alignment tools, and measuring equipment in the shop, including basic use of lathes, vertical mills, portable and stationary drill presses, metal saws, and portable mill. Maintenance of tools and equipment. Use of and	

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familiarity with multiple fastener types specifically for use in machinery installations.
(w/applied safety guidance).....1000

Total Hours: 6000

B. Marine Electrician

Approximate Hours

1. Will learn pulling ships cable, know radiuses breakout, cable banding, packing stuff tubes, packing cable transits. Properly label and identify cable tags. Identify ship's different types of cable. Learn material names, symbols, and numbers commonly used in marine industry. Installation and hookup of telephone, PA, Fire, and CCTV systems.
(w/applied safety guidance)2000

2. Use & read blueprints, abbreviations and symbols. Identify and install various equipment. Layout and install cable penetration in equipment. Work with temporary lighting and power aboard vessels. Set up power distribution for equipment used. Learn power cable repair, hookup switchboard control and alarm systems. Layout panel assemblies from blueprints.
(w/applied safety guidance).....2000

3. Hookup AC power distribution panels. Hookup and operation of step-up and step-down transformers. Hook up and operation of AC motors and related motor control systems. Learn DC charging systems and DC power distribution. Use safety procedures for connecting and disconnecting of shore power. Learn testing procedures & troubleshooting of integrated systems.
(w/applied safety guidance).....2000

Total Hours: 6000

C. Production Welder

Approximate Hours

1. Foundational Training
Assembly and skip welding of plates, stiffeners, girders, and prefabricated parts into panels, including brackets, spool and ring penetrators, hangers, foundations and attachment of miscellaneous outfitting parts using assembly drawings, NC parts and detailed cutting or assembly instructions. Includes use of safety equipment, hand tools, power tools, and various welding equipment

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**for assembly, handling, welding and fabricating parts,
and subassemblies.
(w/applied safety guidance).....1800**

**2. Grind, air arc, bevel, or otherwise prepare joints for
welding. Grind seams, dogs, edges, and appendages to
Dakota Creek Industries, Inc. finish standards.
Testing and leak repair of bulkheads, tanks, and
pipes.
(w/applied safety guidance).....1200**

**3. Weld steel and aluminum fillets in all positions with
wire feeder. Weld steel or aluminum butt joints in all
positions with wire feeder using weld symbols and in
accordance with Dakota Creek Industries, Inc.
Welding Standards. TIG, MIG, or stick weld any
general pipe applications. Certify to 2-G, 3-G, and 4-G
using Dakota Creek Industries, Inc. Standards for
Spray Metal Arc Welding (SMAW) and Gas Metal
Arc Welding (GMAW) processes in both steel and
aluminum. Weld hull shell butt weld seams to**

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**American Bureau of Shipping/Non-Destructive
Testing (ABS/NDT) standards.
(w/applied safety guidance).....3000**

Total Hours: 6000

D. Shipfitter/Fabricator

Approximate Hours

- 1. Equipment operations (w/applied safety guidance).....400**
- 2. Welding (w/applied safety guidance).....600**
- 3. Burning/cutting (w/applied safety guidance).....320**
- 4. Rigging (w/applied safety guidance).....300**
- 5. Layout and template (w/applied safety guidance).....600**
- 6. Testing (w/applied safety guidance).....100**
- 7. Fabrication (w/applied safety guidance).....3480**
- 8. Shop safety procedures (w/applied safety guidance).....200**

Total Hours: 6000

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Please note: All of the foregoing work experience listed above for all listed occupations, is understood to mean as it pertains to each trade herein involved in these standards.

Instruction on job safety and health practices shall be included in job instruction for all occupations.

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify)

State Community/Technical college: **Skagit Valley College**

Private Technical/Vocational college

Sponsor Provided (lab/classroom): **Dakota Creek Industries, Inc. Facilities**

Other (specify): **Dakota Creek Industries, Inc. Training and Vendor Training as necessary**

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- B. **(216)** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:
For the occupations of: Machinery Assembler, Marine Electrician, Production Welder, Shipfitter/Fabricator.

- Twelve-month period from date of registration.*
- Defined twelve-month school year: **(July)** through **(June)**
- 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:

NONE

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

- A. Administrative Procedures:

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

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

3. Sponsor Procedures:

a. Amendment and Deregistration of Program:

- (1) The addendum to these Standards may be amended for the betterment of the Standards by submitting proposed amendment(s), in writing, to the Registration Agency, for approval, forty-five (45) days prior to the next regularly scheduled meeting of the Washington State Apprenticeship and Training Council. If approved by the Council, such amendment(s) and such changes as adopted by the Council shall be binding to all parties.**
- (2) Deregistration of the program may be accomplished voluntarily by a written request from the Sponsor to the Registration Agency, or by**

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formal deregistration proceedings, under reasonable cause, by the Registration Agency instituting formal deregistration proceedings in accordance with the provisions of WAC 296-05-200.

- b. Continuous Employment: If, for any reason, a layoff of an apprentice occurs, the Apprenticeship Agreement shall remain in effect unless cancelled by the Sponsor.**

B. Disciplinary Procedures

1. The obligations of the sponsor when taking disciplinary action are as follows:
 - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
 - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
 - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.
 - d. The decision/action of the sponsor will become effective immediately.
2. The sponsor may include in this section requirements and expectations of the apprentices and an explanation of disciplinary actions imposed for noncompliance. The sponsor has the following disciplinary procedures to adopt:
 - a. Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is complete.
 - b. Disciplinary Suspension: A temporary interruption in the progress of an individual's apprenticeship agreement. Conditions will include not being allowed to participate in On-the-Job Training (OJT), go to Related Supplemental Instruction (RSI) classes or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action. The program sponsor shall review apprentices in such status at least once each year.
 - c. Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [WAC 296-05-003].

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3. Sponsor Disciplinary Procedures:

- a. Failure to maintain employment with Dakota Creek Industries, Inc. may result in cancellation of the apprenticeship agreement.**

C. Apprentice Complaint Procedures:

1. The apprentice must complete his/her initial probationary period in order to be eligible to file a complaint (WAC 296-05-105).
2. Complaints involving matters covered by a collective bargaining agreement are not subject to the complaint procedures in this section.
3. Complaints regarding non-disciplinary matters must be filed with the program sponsor within 30 calendar days from the date of the last occurrence. Complaints must be in writing.
4. If the apprentice disagrees with the resolution of the complaint or wishes to contest the outcome of a disciplinary action by the program sponsor, the apprentice must file a written request for reconsideration with the program sponsor within 30 calendar days from the date the apprentice received written notice of action by the program sponsor.
5. The program sponsor must reply, in writing, to the request for reconsideration within 30 calendar days from the date the program sponsor receives the request. The program sponsor must send a copy of the written reply to the apprentice within the 30 calendar days.
6. If the apprentice disagrees with the program sponsor's decision, the apprentice may file an appeal with the Apprenticeship Program, (WAC 296-05-105). If the apprentice does not timely file an appeal, the decision of the program sponsor is final after 30 calendar days from the date the program sponsor mails the decision to the apprentice. See section "D" below.

D. Apprentice Complaint Review/Appeals Procedures:

1. If the apprentice disagrees with the program sponsor's decision, the apprentice must submit a written appeal to L&I's apprenticeship section within 30 calendar days from the date the decision is mailed by the program sponsor. Appeals must describe the subject matter in detail and include a copy of the program sponsor's decision.
2. The L&I apprenticeship section will complete its investigation within 30 business days from the date the appeal is received and attempt to resolve the matter.
3. If the Apprenticeship section is unable to resolve the matter within 30 business days, the Apprenticeship section issues a written decision resolving the appeal.

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4. If the apprentice or sponsor is dissatisfied with L&I's decision, either party may request the WSATC review the decision. Requests for review to the WSATC must be in writing. Requests for review must be filed within 30 calendar days from the date the decision is mailed to the parties.
5. The WSATC will conduct an informal hearing to consider the request for review.
6. The WSATC will issue a written decision resolving the request for review. All parties will receive a copy of the WSATC's written decision.

XI. SPONSOR – RESPONSIBILITIES AND GOVERNING STRUCTURE

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

A. Committee Operations (WAC 296-05-009): (Not applicable for Plant Programs)

Apprenticeship committees must be composed of an equal number of management and non-management representatives from a minimum of four to a maximum of twelve members. Committees must convene meetings at least three times per year attended by a quorum of committee members as defined in these approved standards.

B. Program Operations

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

Sponsors shall submit required forms/reports through assigned state apprenticeship consultant.

Or;

Sponsors shall submit required forms/reports through the Apprentice Registration and Tracking System (ARTS), accessed through Secure Access Washington (SAW).

Paper forms as well as ARTS external access forms are available from the sponsor's assigned apprenticeship consultant or online at:

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<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp>.

1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:
 - a. Apprenticeship Agreements – within first 30 days of employment
 - b. Authorization of Signature forms - as necessary
 - c. Approved Training Agent Agreements– within 30 days of sponsor action
 - d. Minutes of Apprenticeship Committee Meetings – within 30 days of sponsor approval (not required for Plant program)
 - e. Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor.
 - f. Journey Level Wage Rate – annually, or whenever changed as an addendum to section VII. Apprentice Wages and Wage Progression.
 - g. Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, due by April 10
 - 2nd quarter: April through June, due by July 10
 - 3rd quarter: July through September, due by October 10
 - 4th quarter: October through December, due by January 10
 - h. On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
2. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these standards. Requests for revision to these standards of apprenticeship must be submitted 45 calendar days prior to a quarterly WSATC meeting. The Department of Labor and Industries, Apprenticeship Section’s manager may administratively approve requests for revisions in the following areas of the standards:
 - a. Program name
 - b. Sponsor’s introductory statement
 - c. Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - d. Section VII: Apprentice Wages and Wage Progression
 - e. Section IX: Related/Supplemental Instruction
 - f. Section XI: Sponsor – Responsibilities and Governing Structure
 - g. Section XII: Subcommittees
 - h. Section XIII: Training Director/Coordinator
3. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for RSI. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

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C. Management of Apprentices:

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

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7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

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

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

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. The sponsor must also provide the following information:
 - a. Quorum: **A quorum shall consist of one (1) member from the employer and one (1) from the employees.**
 - b. Program type administered by the committee: **Individual Non-Joint**

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c. The employer representatives shall be:

Mike Johnson, Chairperson
820 4th Street
Anacortes, WA 98221

Casey Gustafsen
820 4th Street
Anacortes, WA 98221

d. The employee representatives shall be:

Jack Meyer, Secretary
820 4th Street
Anacortes, WA 98221

Jerry Sanchez
820 4th Street
Anacortes, WA 98221

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.

Machinery Assembler Sub-Committee:

The employer representatives shall be:

Mike Johnson, Chairperson
820 4th Street
Anacortes, WA 98221

Jordan Hansen
820 4th Street
Anacortes, WA 98221

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The employee representatives shall be:

**Aaron Watts, Secretary
820 4th Street
Anacortes, WA 98221**

**Josh Otis
820 4th Street
Anacortes, WA 98221**

Marine Electrician Sub-Committee:

The employer representatives shall be:

**Mike Johnson, Chairperson
820 4th Street
Anacortes, WA 98221**

**Rene Tijerina
820 4th Street
Anacortes, WA 98221**

The employee representatives shall be:

**Jack Meyer, Secretary
820 4th Street
Anacortes, WA 98221**

**Wayne Garlick
820 4th Street
Anacortes, WA 98221**

Production Welder Sub-Committee:

The employer representatives shall be:

**Mike Johnson, Chairperson
820 4th Street
Anacortes, WA 98221**

**Jake Massey
820 4th Street
Anacortes, WA 98221**

The employee representatives shall be:

**John Espinoza, Secretary
820 4th Street
Anacortes, WA 98221**

**Jorge Jimenez
820 4th Street
Anacortes, WA 98221**

Shipfitter/Fabricator Sub-Committee:

The employer representatives shall be:

**Mike Johnson, Chairperson
820 4th Street
Anacortes, WA 98221**

**Aaron Greening
820 4th Street
Anacortes, WA 98221**

DAKOTA CREEK INDUSTRIES, INC.

The employee representatives shall be:

**Jerry Sanchez, Secretary
820 4th Street
Anacortes, WA 98221**

**James Dalling
820 4th Street
Anacortes, WA 98221**

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.

**Carrie King
Training Coordinator
820 4th Street
Anacortes, WA 98221**