



**STANDARDS OF APPRENTICESHIP  
adopted by**

**GREATER PUGET SOUND AREA AUTOMOTIVE MACHINISTS  
APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
<b>AUTOMOTIVE BODY AND FENDER AUTOMOTIVE MACHINIST (AUTOMOTIVE REPAIR SHOPS)</b>	<b>49-3021.00</b>	<b>8000 HOURS</b>
<b>HEAVY DUTY EQUIPMENT MECHANIC MACHINIST AUTOMOTIVE (MACHINE SHOPS)</b>	<b>49-3023.01</b>	<b>8000 HOURS</b>
<b>TRAILER, CONTAINER AND VAN REPAIR MECHANIC</b>	<b>49-3031.00</b>	<b>8000 HOURS</b>
	<b>51-4041.00</b>	<b>8000 HOURS</b>
	<b>49-3021.00</b>	<b>8000 HOURS</b>



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

**APPROVAL:**

APRIL 9, 1940  
Initial Approval

OCTOBER 20, 2016  
Committee Amended

OCTOBER 20, 2016  
Standards Amended (review)

OCTOBER 17, 2013  
Standards Amended (administrative)

By: LEE NEWGENT  
Chair of Council

By: ELIZABETH SMITH  
Secretary of Council

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INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

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 the 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 (Optional): **The following standards have been prepared by the representatives of employers and members of Automotive Machinists' Lodge No. 289, and assisted by the Apprenticeship Division, State Department of Labor and Industries. When approved by and registered with the Washington State Apprenticeship and Training Council, these standards will govern the training of apprentices in this industry.**

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**I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

**The area to be covered by these standards shall be all of King County (with the exception of employees of the City of Seattle), Island, Pierce, San Juan, Skagit, Snohomish, and Whatcom Counties.**

**II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [see WAC 296-05-316(17)].

Age: **Must be a minimum of 17 years of age.**

Education: **High school completion or equivalent.**

Physical: **Must be able to meet the requirements of the trade.**

Testing: **N/A**

Other: **N/A**

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

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of 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, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected 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

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and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

A. Selection Procedures:

1. **The Seattle Automotive Machinists Local 289 and/or the Greater Puget Sound Area Automotive Machinists Apprenticeship Committee are not in any way serving as a referral agency and persons desiring apprenticeship under the Greater Puget Sound Area Automotive Machinists Apprenticeship Committee shall make application to an employer approved by the Apprenticeship Committee. On becoming employed, if the applicant meets all the qualifications and has completed the application in accordance with the steps outlined below, he/she is notified to appear before the Apprenticeship Committee for an interview and counseling. At the time of the interview he/she shall be informed of his/her obligation to abide by the Standards established for the trade. Upon acceptance of the applicant, the Apprenticeship Committee shall make an evaluation as to his/her ability and, with the employer's approval, place him/her in the program in the proper work experience and wage progression period and register him/her to the employer of record. He/she also is to be registered with the Washington State Apprenticeship and Training Council.**
2. **The Apprenticeship Committee shall be responsible for obtaining signed agreement forms from all individual employers who hire apprentices and that the employer will comply with the State of Washington Affirmative Action Plan. Agreement forms are to be furnished by the Washington State Apprenticeship and Training Council, and these signed agreements are to be forwarded to the Washington State Apprenticeship and Training Council.**
3. **Applicants will be considered qualified and notified to appear for an interview when they complete the following:**
  - a. **Apprentice applicant to obtain application form at the office of the Secretary of Apprenticeship Committee. Address: District Lodge 160, 9135 15th Place South, Seattle, WA 98108**
  - b. **Application and documentation of Minimum Requirements stated in Section II of these standards shall be returned to District Lodge 160.**

B. Equal Employment Opportunity Plan:

1. **Participate in workshops conducted by school districts, community-based organizations and others to increase awareness of apprenticeship opportunities available.**

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2. **Participate in existing outreach programs whose focus is the recruitment and preparation of minority and female apprenticeship applicants.**
3. **Develop monitoring procedures to ensure that employers are granting equal opportunities to applicants for apprenticeship. This may include reporting systems, on-site reviews or briefing sessions.**
4. **Granting credit, advance standing or credit for previously acquired experience, training, skills or aptitude without prejudice, to all applicants equally.**

Discrimination Complaints.

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

**IV. TERM OF APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

**The term of apprenticeship shall be as defined below, including the probationary period.**

**Any extension or reduction of this period of apprenticeship will be granted by the Apprenticeship Committee only upon adequate proof that an apprentice is entitled to such consideration.**

<b>Automotive Body &amp; Fender</b>	<b>4 years (8000 hours) of employment</b>
<b>Automotive Machinist (Automotive Repair Shops)</b>	<b>4 years (8000 hours) of employment</b>
<b>Heavy Duty Equipment Mechanic</b>	<b>4 years (8000 hours) of employment</b>
<b>Machinist Automotive (Machine Shops)</b>	<b>4 years (8000 hours) of employment</b>
<b>Trailer, Container and Van Repair Mechanic</b>	<b>4 years (8000 hours) of employment</b>

**V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not

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exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.

2. Is the period that 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 of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**All apprentices employed in accordance with these standards shall be subject to a probationary period not exceeding the first 1600 hours of the term of apprenticeship.**

**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 work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

**One apprentice may be employed in any shop where a journey-level worker is steadily employed, and one additional apprentice may be employed for every additional four journey-level workers steadily employed.**

**VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

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Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0 - 3 months</b>	<b>65%</b>
<b>2</b>	<b>4 - 12 months</b>	<b>73%</b>
<b>3</b>	<b>13 - 24 months</b>	<b>77%</b>
<b>4</b>	<b>25 - 30 months</b>	<b>80%</b>
<b>5</b>	<b>31 - 36 months</b>	<b>85%</b>
<b>6</b>	<b>37 - 42 months</b>	<b>90%</b>
<b>7</b>	<b>43 - 48 months</b>	<b>95%</b>

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**VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and 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.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

**A. Automotive Machinist (Automotive Repair Shops)                      Approximate Hours**

**Including all repairing of automobiles, trucks, buses, motorcycles, all two or four cycle engines air or liquid cooled and all other own generally associated with the automotive industry as herein contained.**

- 1. Familiarization .....500**  
New vehicle service, installation of accessories, body service, shop routine.
- 2. Brakes.....500**  
Adjusting, relining, repair hydraulic systems, power operated brakes, air and vacuum brakes.
- 3. Chassis.....750**  
Frame, steering units, front systems, shock absorbers, springs, shackles.
- 4. Clutch and transmission .....1000**  
Clutches, transmissions, standard and automatic, overdrives and shift controls, power take-off.
- 5. Rear Axle Assembly .....750**  
Differential, universal joints, drive lines, rear axle.
- 6. Power Plants .....1000**  
Valves, timing gears and chains, piston and ring assembly, bearing and crankshaft, cylinder reconditioning, cooling system.
- 7. Electric System .....1000**  
Wire and light system, generator and regulator motors, starting, windshield wiper, etc., instruments emission controls, and basic computers.

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<b>8. Motor analyzing .....</b>	<b>1000</b>
<b>Carburetors, fuel systems, distributors, etc., trouble shooting, fuel injectors, tune-up and basic computers.</b>	
<b>9. Automotive air-conditioning accessories and smog controls .....</b>	<b>1000</b>
<b>10. Miscellaneous .....</b>	<b>500</b>
<b>Exhaust systems, welding auxiliary devices, etc., shop operations, service selling, and supervision, review.</b>	
<b>TOTAL HOURS:</b>	<b>8000</b>

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**B. Machinist Automotive: (Machine Shops): Approximate Hours**

**This covers all machine shops that do automotive machine work (such as engine reconditioning and all other automatic unit rebuilding).**

- 1. Bench work, dismantle, assembly valves, valve seats, inserts, rebuild internal combustion engines .....2000**
- 2. Main line boring, bearing inserts, bearing and rebabbing.....500**
- 3. Cylinder boring, piston grinding, pin fitting brake drum lathe.....1250**
- 4. Machine tool maintenance, grinding drills, reamers and cutters.....250**
- 5. Lathe, plane, milling machine, cylinder grinding, general machine work and CNC computer operation .....3000**
- 6. Crankshaft grinding .....1000**

**TOTAL HOURS: 8000**

**Machinist Automotive (Machine Shops): (Optional Work Experience)**

- 1. Centering .....125**
- 2. Sand Blasting .....125**
- 3. Magnifluxing .....250**
- 4. Straightening .....250**
- 5. Shot Peening .....250**
- 6. Lathe Work .....500**
- 7. Metalizing .....750**
- 8. Internal Grinding .....750**
- 9. Cylindrical Grinding .....2000**
- 10. Crankshaft Grinding .....3000**

**TOTAL HOURS: 8000**

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**C. Automotive Body and Fender Approximate Hours**

Covering all shops that do body and fender work, radiator repairing, replacing of glass and upholstery, auto painting and all other work generally associated as herein contained.

1. Correcting damaged fenders; roughing out, dinging damaged parts, welding and strengthening filing; solder, grinding, removing; replacing; and realigning .....1500
2. Refinishing and spotting; rough and wet sanding feathering out; cleaning; masking; application of primer and surfacer with spray gun; water sanding .....1500
3. Repairing and replacing door and body panels; window regulator assembly; removing door lock assembly; removing and replacing upholstery and glass; rehangng and alignng doors.....1500
4. Other processes to be learned, basic computer, body solder and plastic application; use of pneumatic hammer in metal dinging; shrinking of stretched metal; lining up and hanging hoods and declids; straightening lining up bumpers; cleaning and polishing various finishes; use and care of spray equipment. ....1500
5. Removing and installing; alignng and finishing turret tops; removing, replacing and repairing shell, grill, and radiators; also squaring and correct installation on frame .....2000

**TOTAL HOURS: 8000**

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**D. Heavy Duty Equipment Mechanic Approximate Hours**

**Covers repairing and rebuilding of all heavy duty machinery including cats, tractors, shovels, graders and all similar types of equipment.**

- 1. Gasoline Engine Repairs .....1500**
  - a. Pistons, rings, valves, and bearing**
  - b. Fuel systems - carburetion and fuel pumps**
  - c. Ignition, starter, and electrical systems**
  - d. Lubrication system and oil pumps**
  - e. Cooling systems**
  
- 2. Diesel Engine Repairs .....1500**
  - a. 2 - cycle engines**
  - b. 4 - cycle engines**
  - c. Piston, rings, valves and bearings**
  - d. Injection systems**
  - e. Scavenging systems**
  - f. Starting systems**
  - g. Cooling systems**
  - h. Lubricating systems**
  
- 3. Drive and Control Systems .....2000**
  - a. Clutches and drives**
  - b. Transmissions and transfer cases and power take-off**
  - c. Final drives**
  - d. Reel Wheel**
  - e. Tracks and track suspension systems**
  
- 4. Equipment Repair and Maintenance .....2500**
  - a. Winches and hoisting gear**
  - b. Hydraulic and pneumatic systems**
  - c. Air compressors**
  - d. Bulldozers, graders, and motor road patrols**
  - e. Cranes, clamshells and draglines**
  - f. Ditchers and black-hoes**
  - g. Welding and burning (gas and electrical)**
  - h. Basic computer**
  
- 5. Lubrication and Lubrication Systems of all Equipment.....500**

**TOTAL HOURS: 8000**

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<b><u>E. Trailer, Container, Van Repair Mechanic:</u></b>	<b><u>Approximate Hours</u></b>
1. Welding .....	2000
a. Welding of all materials used in construction and repair of containers.	
b. Scarfing with air arc	
c. Cutting with gas torch	
d. Straightening and repairing frames	
2. Container/Van Repair .....	2500
a. Replacement and repair of panels	
b. Reinforcement of sides	
c. Replacement of corner posts and corner plates	
d. Replacement of roof rails, rub rails and trim	
e. Punching or drill for riveting	
f. Riveting	
(1) (a) Stripping damaged material	
(b) Removing damaged doors	
(c) Removal and replacement of skid plates	
(2) (a) Knowledge of proper procedure for installing foam and batt insulation.	
(b) Weather stripping doors	
(c) Weather stripping refrigerator units	
(3) Woodwork in connection with body repair	
3. Chassis and Brakes .....	2000
a. Service all braking systems; air, electric and hydraulic	
b. Replacement or repair of air valves, wheel bearing, seals, drums, wheel studs, parking brakes and anti-lock (121) systems	
c. Axle replacement and alignment	
d. Replacement or repair of suspension systems, radius rods, spring hangers and springs, slack adjusters	
e. Adjust all types of trailer brakes	
f. Electrical wiring and fixture repair or replacement	
4. Miscellaneous .....	1500
a. Familiarization	
b. Trouble shooting	
c. Basic Computer	
d. Transportation Refrigeration	
e. Those hours designated to miscellaneous training may be utilized on auxiliary devices or other areas of container repair.	

**TOTAL HOURS: 8000**

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**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

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

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

In case of failure on the part of any apprentice to fulfill the obligation to attend RSI, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

- Supervised field trips
- Approved training seminars (specify)
- A combination of home study and approved correspondence courses (specify):  
**On-line training courses provided through Tooling "U" and/or Penn Foster.**
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify): **In-House training approved by the JATC.**

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**144** Minimum RSI hours per year defined per the following (see WAC 296-05-316(6));  
**or 3 quarters of classes at Technical or Community College, (see WAC 296-05-305(5))**

- (X) twelve-month period from date of registration.\*
- ( ) defined twelve-month school year: **(insert month)** through **(insert month)**.
- ( ) two-thousand hours of on the job training.

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

Additional Information:

NONE

**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program 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 completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

A. General Procedures

- 1. Satisfactory progress must be maintained during on-the-job training.**
- 2. Apprentices shall submit completed work progress reports by the 5th of each month to the office of the Secretary of the Apprenticeship Committee (District Lodge 160). Reports must be submitted even if no hours were**

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worked. Hours worked will be verified and reported to the registration agency quarterly. Failure to do so shall be cause for appearance at the next JATC meeting and possible disciplinary action, suspension or cancellation of apprenticeship agreement.

3. Satisfactory progress must be maintained in all related training classes. Apprentices are to maintain a minimum "C" grade for all technical or community college classes attended and for pass/fail courses, must achieve a passing score.
4. Apprentices will provide a record of school attendance (in hours) noting which are paid, by the 5th of each month to the office of the Secretary of the Apprenticeship Committee (District Lodge 160). This must be provided even if the hours equal zero for any given month. In addition, upon request, apprentices shall submit copies of school transcripts and/or verification of course completion to the Joint Apprenticeship Committee. Failure to submit reports timely may be cause for cancellation of the apprenticeship agreement.
5. Apprentices may request credit for advanced standing during the term of apprenticeship by sending request addressed to the Apprenticeship Committee including employer evaluation or letter verifying performance and recommending advancement.
6. Employment with an approved Training Agent must be maintained to participate in this registered apprenticeship program. Termination from employment may result in suspension or cancellation of the apprenticeship agreement. The apprentices will be sent notice to appear at the next regularly scheduled Apprenticeship Committee meeting to show-cause why the agreement should not be cancelled.
7. An employer shall not terminate an apprentice without first contacting the Apprenticeship Committee, as continued employment is required to maintain status as an apprentice.
8. Issues for which an apprentice may be notified to appear before the committee include:
  - a. Poor attendance or punctuality problems at work or school
  - b. Poor work habits
  - c. Quitting an employer without cause

B. Local Apprenticeship Committee Policies

1. The apprenticeship committee shall meet a minimum of 3 times per year.

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2. **Special meeting of the apprenticeship committee may be called by the Chairman or Secretary of the committee. A notice will be sent in advance informing committee members of the date, time, and purpose of such meeting.**
3. **The committee will register Training Agents to the program including a signed Training Agent Equal Employment Opportunity form. This form outlines the employer's responsibility to cooperate in the recruitment of minorities and females, to which the Washington State Apprenticeship and Training Council (WSATC) will hold the Apprenticeship Committee accountable.**

C. Complaint and Appeal Procedures:

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

- Prior to: 20 calendar days of intention of disciplinary action by a sponsor
- Sponsors must notify the apprentice in writing of action to be taken
  - Must specify the reason(s) for discipline, suspension, or cancellation
  - Decision will become effective immediately
  - Written reason(s) for such action must be sent to the apprentice

- Within: 30 calendar days request for reconsideration from the sponsor
- Apprentice to request sponsor to reconsider their action

- Within: 30 calendar days of apprentice's request for reconsideration
- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

- Within: 30 calendar days of final action
- Apprentice must submit the complaint in writing to the Department
  - Must describe the controversy and provide any backup information
  - Apprentice must also provide this information to the local sponsor

- Within: 30 business days for supervisor to complete investigation
- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

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If the apprentice or sponsor disputes supervisor decision:

Within: 30 calendar days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 calendar days after hearing

- WSATC to issue written decision

**XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or 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. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)  
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The program 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 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

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Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
  - Authorization of Signature forms - as necessary
  - Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
  - Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
  - Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
  - Journey Level Wage Rate – annually, or whenever changed
  - Request for Revision of Standards - as necessary
  - Request for Revision of Committee - as necessary
  - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
  - On-the-Job Work Hours Reports (bi-annual)
    - 1st half: January through June, by July 30
    - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
  - Sponsor’s introductory statement (if applicable)
  - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
  - Section VII: Apprentice Wages and Wage Progression
  - Section IX: Related/Supplemental Instruction
  - Section XI: Committee - Responsibilities and Composition (including opening statements)
  - Section XII: Subcommittees
  - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. 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 the related/supplemental instruction 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.

The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. 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.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, 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 sponsor 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 sponsor or 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.
  5. 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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6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

**D. Training Agent Management:**

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

**E. Composition of Committee: (see WAC 296-05-313)**

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

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; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

**The Greater Puget Sound Area Automotive Machinists' Apprenticeship Committee shall be composed of an equal number of labor and management**

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members representing the auto repair industry, the trucking industry, the independent auto dealers, auto machine shops, trailer and container industry, and equipment industry.

Quorum: A quorum shall consist of three (3) members of the Apprenticeship Committee, one of whom must be either the Chairman or the Secretary.

Program type administered by the committee: **GROUP JOINT**

The employer representatives shall be:

**Mike Swehla, Chairman**  
**First Transit**  
**2300 Kasch Park Road**  
**Everett, WA 98204**

**Ron Alzheimer**  
**Saturn of Renton**  
**555 SW Grady Way**  
**Renton, WA 98055**

**Forrest Gary**  
**Recology**  
**117 South Main Street, Suite 300**  
**Seattle, WA 98104**

The employee representatives shall be:

**Melody Coffman, Secretary**  
**9135 -15th Place South**  
**Seattle, WA 98108**

**Greg Domingues**  
**10784 Marine Dr. SW**  
**Seattle, WA 98146**

**Ralph Henry**  
**PO Box 1141**  
**Maple Valley, WA 98038**

**Brandon Hemming, Alternate**  
**IAM & AW District 160**  
**9135 15<sup>th</sup> Place South**  
**Seattle, WA 98108**

**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 approved by the main committee.

**NONE**

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**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.

**NONE**