



**APPRENTICESHIP PROGRAM STANDARDS**  
adopted by

**OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term [WAC 296-05-015]</u>
<b>CONSTRUCTION EQUIPMENT OPERATOR</b>	<b>47-2073.00</b>	<b>6000 HOURS</b>
<b>HEAVY DUTY REPAIR MECHANIC</b>	<b>49-3042.00</b>	<b>6000 HOURS</b>
<b>HOISTING ENGINEER</b>	<b>53-7041.00</b>	<b>6000 HOURS</b>
<b>CONSTRUCTION SITE SURVEYOR/TECHNICAL ENGINEER</b>	<b>17-1022.00</b>	<b>6000 HOURS</b>



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

**APPROVAL:**

N/A  
Provisional Registration

JULY 16, 2020  
Standards Last Amended

APRIL 18, 1974  
Permanent Registration

By: MARK RIKER  
Chair of Council

By: CHRIS BOWE  
Secretary of Council

# OPERATING ENGINEERS REGIONAL TRAINING PROGRAM JATC

## 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):

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Labor and management in Western and Central Washington have adopted the apprenticeship system as a means of providing a continuing supply of skilled operating engineers for all branches of the industry.

The progress and growth of the building, heavy highway, and engineering construction, has created the need for a variety of sophisticated and costly equipment. The Operating Engineers Regional Training Program JATC, composed of equal numbers of employer and employee representatives, working in cooperation with the Washington State Apprenticeship and Training Council, have developed these Standards.

### **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 include the following counties or parts of counties in the state of Washington: Chelan, Clallam, Grays Harbor, Island, Jefferson, King, Kitsap, Kittitas, Lewis, Mason, Pierce, San Juan, Skagit, Snohomish, Thurston, Whatcom and that portion of Okanogan, Douglas, and Yakima counties lying west of the 120th meridian; and Pacific county, except for that portion which lies south of a parallel line extended east from the northern boundary of Wahkiakum County, to the Pacific Ocean.**

### **II. MINIMUM QUALIFICATIONS:**

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

**Age: Not less than eighteen (18) years at the time of dispatch, entry level training and/or indenture into the apprenticeship program.**

**Education: Applicants must have a high school diploma or State Equivalent Certification or G.E.D. at time of application. A Waiver for a high school diploma/G.E.D. or State Equivalent may be granted for applicants who can provide documentation that they have worked two (2) or more years in the construction industry. Applicants must also meet a minimum score of 70% or better on the math and reading tests administered by the Apprenticeship program for the waiver to be granted.**

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- Physical: **Applicants must be physically able to perform the work of the trade with or without a reasonable accommodations and without posing a direct threat to the health and safety of the individual or others. All applicants must be able to pass a physical that meets the requirements for a Washington State commercial driver's license.**
- Testing: **All applicants must complete the mathematics and reading tests. Construction Site Surveyor/Technical Engineer applicants must attain a minimum score of 80% in both mathematics and reading to be eligible for consideration. Math and reading scores for all other applicants are for advisory purposes only, except as noted above when requesting waiver for education requirement (possession of high school diploma or GED or equivalent).**
- Other:
1. **Applicants must have a valid State Driver license and dependable transportation to jobsites within the geographical area of these Standards.**
  2. **Applicants must be able to write and speak the English language.**
  3. **All applicants shall submit to the Training Office copies of the following documents for their application to be considered complete:**
    - a. **Document showing proof of age (such as copy of birth certificate or passport).**
    - b. **Copy of valid State Driver License**
    - c. **DD-214 (if applicable) to show proof of related military work experience or training.**
    - d. **Copy of Social Security card (for identification purposes only).**
    - e. **Resume including work history**
    - f. **Letter(s) of recommendation (preferably from a current or former employer) - minimum of one (1), maximum of three (3).**
    - g. **Any additional relevant information.**

### **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,

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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. To be considered for selection all applicants must meet the Minimum Qualifications described in Section II (above).**
- 2. Applications for the apprenticeship program may be obtained on-line at [www.oetraining.com](http://www.oetraining.com). All applications will be recorded in a log.**
- 3. A record shall be kept in the Training Office indicating the number of each application, the date the application is obtained, date proof of age is submitted, education, and other materials are received, the results of the interview, and final disposition.**
- 4. At least fifteen (15) days prior to selecting apprentices, qualified applicants will be notified of time and place to appear for an interview. Interviews will be scheduled on an as-needed basis.**
- 5. Completed applications will be scored based on the documentation provided regarding education, work history, resume, letters of recommendation and any other materials or information supplied by the applicant. The interview will result in a score based on application score, results of mathematic and reading tests and the interview questions. Applicants who submit letters of recommendation from signatory employers with the intent-to-hire may be granted bonus points.**
- 6. The top scoring applicants from combined written application, test and interview scores, (number to be determined by the Apprenticeship Committee) will be invited to attend and must satisfactorily complete Operating Engineers Safety and Orientation Training for Heavy Duty Repair Mechanic, Construction Equipment Operator, Construction Site Surveyor/Technical Engineer, or Hoisting Engineer prior to being ranked and placed on the pool of eligible applicants. Apprentices are chosen from this pool for placement in entry level training and apprenticeship registration prior to dispatch to employment. Time spent in the Operating Engineers Safety and Orientation Training instruction classes shall not be considered as hours of work or as hours of Apprenticeship, and no payment will be issued for time so spent. Also, qualified applicants from the ranked pool of eligible applicants may be selected based on highest-ranking score or in accordance with Section III.B.4 of these standards as work opportunities arise. Eligible applicants not selected for Operating Engineers Safety and Orientation Training will be retained on the eligible applicant list for two years unless the applicant requests in writing they be removed, or the applicant fails to respond to an apprentice job**

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opportunity. The eligible applicant list will be re-ranked following each application cycle.

7. Selected applicants and/or those attending the Safety and Orientation Training must be able to pass a physical which meets the requirements for a Washington State Commercial driver's license and pass a pre-employment drug screening test with a negative result before attendance or registration.

Applicants with a POSITIVE finding on the urinalysis will not be registered or allowed to attend Safety and Orientation. In addition, applicants whose creatinine level is abnormally low (less than 20 mmg/dL), after two consecutive tests, will not be registered.

All Applicants who test positive or do not pass the creatinine part of the test can re-apply at a later date, provided they show documentation that he or she was evaluated by an approved and accredited rehabilitation program which conducts in person evaluations and completed the recommended treatment program. If the applicant is accepted into the apprenticeship program, after showing proof of a completed rehabilitation program, and fails another drug test as an apprentice during the probationary period, he or she may be cancelled from the program.

8. It shall be the responsibility of the applicant to keep the Training Office advised of a current phone number and address where they can be reached upon short notice. Failure of applicant to comply will void the application.
9. To permit review, informational material used for evaluation and grading of each applicant shall be retained for at least five (5) years.
10. Exceptions: (Direct Entry) - Individuals entering by any of the methods listed below will be required to pass a pre-employment drug screening test with negative results and be able to pass a physical that meets the requirements for a Washington State commercial driver's license. Direct Entry individuals shall be considered without regard to race, gender, color, religion, national origin, including pregnancy, gender identity, sexual orientation, genetic information; because they are an individual with a disability or a person forty (40) years old or older.
  - a. Persons who have successfully completed approved National Apprenticeship Committee and local Apprenticeship Committee criteria programs such as IUOE Job Corps programs and TERO programs, those who have successfully completed committee approved pre-apprenticeship programs and those referrals received via "Helmets-to-Hardhats" may be granted direct entry into apprenticeship openings without regard to ranked eligibility lists as soon as they meet the minimum qualifications.

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- b. To admit individuals, as direct registrations into the Apprenticeship program, who sign an authorization card during an organizing effort wherein at least fifty-one percent of the employees have signed, whether or not the employer becomes signatory. Individuals will be admitted without regard to present minimum qualifications, eligibility list, or the necessity of passing written apprenticeship entrance tests. Credit for previous experience may be granted for individuals placed into apprenticeship in this manner based on previous work experience and related training.**
- c. An employee of a non-signatory employer not qualifying as a journey level worker when an employer becomes signatory shall be evaluated by the JATC using constant standard non-discriminatory means and registered at the appropriated period of apprenticeship based on previous work experience and related training.**
- d. If an employer has not participated in the training of an apprentice for at least two (2) years, the employer may select the initial apprentice from those bona fide employees who have been on their payroll for at least three months prior to the employer's request for an apprentice.**

**The selected candidate must meet the minimum qualifications for entry in the trade. Once the initial selection of an apprentice has been made, the employer is thereafter restricted to selection from applicants in the applicant pool established by the sponsor.**

- e. Military Veterans: Military veterans who completed military technical training school in any occupation covered by these Standards may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure that they receive all necessary training for the completion of the apprenticeship program.**
- 11. In order to meet affirmative action guidelines for minorities and women, the Apprenticeship Committee has the authority to make selections based on affirmative action requirements.**

### **B. Equal Employment Opportunity Plan:**

- 1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.**
- 2. Engage in outreach and partner with organizations where available, designed to recruit, pre-qualify, and place minorities and women (minority and non-minority) in apprenticeship.**

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3. **Use minority and/or women (minority and/or non-minority) journey level workers and/or apprentices to promote the affirmative action program.**
4. **Direct referral into apprenticeship openings of IUOE Job Corps graduates successfully completing a specific trade. Pre-apprenticeship IUOE Job Corps program and Helmets-to-Hardhats referrals without regard to present eligibility lists.**
5. **Selection from lists of qualified applicants for apprenticeship, in other than order of ranking, to reach women (minority and/or non-minority) and/or minorities.**

### 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 Construction Equipment Operator, Heavy Duty Repair Mechanic, and Construction Site Surveyor/Technical Engineer, and Hoisting Engineer shall be 6000 hours in the approved schedule of work experience for the specific classification.**

## **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)]:



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- 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.

**All apprentices shall be subject to a probationary period not to exceed the first 1,200 hours of employment. During this period the apprenticeship agreement may be terminated by the Apprenticeship Committee or by the 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.
- 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:

**An employer employing one (1) or more journey level workers at the job site may employ one (1) apprentice. Each individual contractor who employs seven (7) or more journey level workers covered by the Agreement employ a minimum of one (1) apprentice. In no event shall the ratio exceed one (1) apprentice to one (1) journey-level worker per employer, per job-site, work group, or shop. The following ratios pertain to the employer's, based upon employer's monthly remittance reports.**

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<b>Journey level workers</b>	<b>Number of Apprentices Required</b>
<b>0 - 6</b>	<b>None (0)</b>
<b>7 - 18</b>	<b>One (1)</b>
<b>19 - 38</b>	<b>Two (2)</b>
<b>39 - 58</b>	<b>Three (3)</b>
<b>59 - 78</b>	<b>Four (4)</b>
<b>79 - 99</b>	<b>Five (5)</b>

**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. **Construction Equipment Operator, Heavy Duty Repair Mechanic and Construction Site Surveyor/Technical Engineer, and Hoisting Engineer apprenticeship wages shall be based on Group 3 of the Master Labor Agreement or journey-level wage rate as established in the applicable Collective Bargaining Agreement**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>65%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>70%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>75%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>80%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>90%</b>
<b>6</b>	<b>5001 - 6000 hours</b>	<b>95%</b>

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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. Construction Equipment Operator: Approximate Hours**

- 1. **Track type equipment (shall include the following:) .....1500**
  - a. **Bulldozers**
  - b. **Loaders**
  - c. **Cranes-all (including A-frames)**
  - d. **Excavator**
  - e. **Tractor drawn scrapers**
  - f. **Track type trenchers**
  - g. **Asphalt paving machines**
  - h. **Concrete paving machines**
  - i. **Screeds**

**To include all attachments and support equipment; lubrication, grades and stakes, signals, soils and compaction, including dredging type equipment.**

- 2. **Mobile equipment (shall include the following:) .....1500**
  - a. **Scrapers**
  - b. **Rubber tire loaders**
  - c. **Rubber tire dozers**
  - d. **Rubber tire backhoes and backhoe/loader combinations**
  - e. **All compactors (including steel wheel & sheep foot rollers)**
  - f. **Hot rollers (including breakdown and finish)**
  - g. **Brooms**
  - h. **Blades (all)**
  - i. **Locomotive**

**To include all attachments and support equipment; lubrication, grades and stakes, signals, soils and compaction.**

- 3. **Hoisting type equipment (shall include the following:) .....1500**
  - a. **Cranes - all (including draglines, clam shells, & pile drivers)**
  - b. **Tower cranes**
  - c. **A-frames**
  - d. **Derricks**
  - e. **Power shovels**
  - f. **Forklifts**

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- g. Pavement breakers
- h. Other self propelled boom type lifting devices
- i. Manlift/Material hoist operation - not to exceed 500 hours

To include all attachments and support equipment; lubrication, grades and stakes, signals, soils and compaction.

- 4. Stationary type equipment (shall include the following:) .....1500
  - a. Asphalt plants
  - b. Crushing plants
  - c. Washing plants
  - d. Screening plants
  - e. Concrete batch plants
  - f. Drilling and boring equipment
  - g. Concrete pumps
  - h. Concrete saws
  - i. Chippers

To include operation of equipment, all attachments and support equipment, set-up, tear down, lubrication and preventative maintenance, grades and stakes, signals, soils and compaction.

**TOTAL HOURS: 6000**

**B. Heavy Duty Repair Mechanic: Approximate Hours**

- 1. Preventative maintenance and service (shall include the following:):.....1500
  - a. Cleaning and inspecting parts
  - b. Lubes, oils, and fuels
  - c. Minor adjustments, testing and trouble-shooting of equipment
  - d. Welding, cutting, and fabrication
  - e. Assisting equipment service engineer
  - f. Assisting field mechanic
- 2. Engines (shall include the following:):.....1500
  - a. Operation, maintenance, and repair of diesel, gasoline and steam engines with attached driven units including:  
Compressors, water pumps, ac/dc generator and electric motors
  - b. System trouble shooting and repair of: Air systems, fuel systems, lubrication systems, cooling systems, engine braking systems and engine electrical starting and charging systems
- 3. Power trains (shall include the following:) .....1500
  - a. Wet and dry clutches
  - b. Standard transmission
  - c. Torque converters

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- d. Power shift transmissions
  - e. Electric drives and traction motors
  - f. Drive lines
  - g. Differentials - final drives
  - h. Frictions and steering clutches including dredging type equipment
  - i. Brakes (air/hydraulic, electric, mechanical)
  - j. Tires, wheels and hubs
  - k. Under-carriages and tracks
  - l. Cabs, bodies and frames
4. Control systems (shall include the following: ).....1500  
 Mechanical levers, cable, hydraulic, air, electrical and (combinations thereof), control and instrument panels, switch gear valves, solenoid and motor distribution systems

To include operation of equipment, all attachments and support equipment, set-up, tear down, lubrication and preventative maintenance, grades and stakes, signals, soils and compaction.

**TOTAL HOURS: 6000**

**C. Hoisting Engineer Approximate Hours**

- 1. Rigging and Signaling: .....2000
  - a. Rigging the load
  - b. Rigging the crane
  - c. Signaling the load
  - d. Transporting, erecting and dismantling the crane
- 2. Compliance with state/federal law: .....2000
  - a. ANSI/ASME standards
  - b. Powerlines
  - c. Handling of personnel
  - d. Operators responsibility
  - e. Maintaining the log books
  - f. Inspecting
- 3. Crane Operation: .....2000
  - a. Actual crane operation: Minimum of 125 hours of actual crane operation per 1000 hours of on-the-job training, (except for the first 1000 hours) for a total of 500 hours.
  - b. Site characteristics
  - c. Pre-operational checks
  - d. Capacity and range diagrams
  - e. Crane configurations

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- f. Crane load charts
- g. Knowledge of LMI

To include operation of equipment, all attachments and support equipment, set-up, tear down, lubrication and preventative maintenance, grades and stakes, signals, soils and compaction.

**TOTAL HOURS: 6000**

**D. Construction Site Surveyor/Technical Engineer: Approximate Hours**

- 1. Chainman/Rodman apprentice.....3000
  - a. Use and care of hand tools (other than survey equipment)
  - b. Use and care of survey hand tools
  - c. Use and care of rods, chains, etc.
  - d. Hand signals
  - e. Marker stakes
  - f. Hubs, points and monuments
  - g. Bench marks and turning points
  - h. First Aid
  - i. Safety measures
  
- 2. Instrument man/Party chief.....3000
  - a. Use and care of measuring devices
  - b. Use and care of levels
  - c. Use and care of alidades and other special instruments
  - d. Notes and sketches
  - e. Calculations, reductions conversions
  - f. Maps, plans, records, etc.
  - g. Job analysis for efficient field procedures
  - h. Supervise survey party.

To include operation of equipment, all attachments and support equipment, set-up, tear down, lubrication and preventative maintenance, grades and stakes, signals, soils and compaction.

**TOTAL HOURS: 6000**

If accumulated experience indicates that changes will be to the advantage of the employer and the apprentice, the above schedule may be changed subject to the approval of the Washington State Apprenticeship and Training Council.

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**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

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

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

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

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

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

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

Supervised field trips

Sponsor approved training seminars (specify)

Sponsor approved online or distance learning courses (specify)

State Community/Technical college

Private Technical/Vocational college

Sponsor Provided (lab/classroom)

Other (specify): **Training Trust**

B. **160** Minimum RSI hours per year defined per the following [see WAC 296-05-015(6)]:

Twelve-month period from date of registration.\*

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

Two-thousand hours of on the job training.

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

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### C. Additional Information:

1. For each occupation, there shall be a minimum of 160 hours of instruction divided between 40 hours related technical instruction and 120 hours practical training (skill training or seat-time).
2. All Apprentices shall be released from "on the job" commitments to attend scheduled related supplemental instruction.
3. Apprentices are required to attend a minimum of 160 Related Supplemental Instruction Hours per 2000 hours of on-the-job training.
4. See addendums below for:
  - a. Objective Based Training - Apprentice Mechanic Requirements

#### **RELATED/SUPPLEMENTAL TRAINING:**

The JATC recognizes that individuals progress through their apprenticeship program at different rates based upon their aptitude and attitude combined with practical learning experiences. In recognition of this, the JATC has set in place policies and procedures which acknowledge superior performance and reward it accordingly through apprenticeship advancement or early completion. The concept of Objective Based Training (OBT) is designed to meet these requirements. OBT is where the focus is to train students to pass written and timed performance test. Students receive the same focused and specific training as a group. Therefore, successful students arrive at a fundamentally higher skill level with a minimum journey-level skill standard being achieved.

#### **POLICY FOR ADVANCEMENT OR EARLY COMPLETION:**

The skills modules must be passed with a score of 80% or above.

To receive a wage increase at 2000 hours, satisfactory progress must be maintained in related and on-the-job training. All required licenses and certifications must be obtained. To receive a wage increase at 4000 hours of on-the-job training, apprentices must have passed at least 4 skills modules. All required licenses and certifications must be maintained.

Heavy Duty Repair Mechanics with a technical college diesel certificate may be granted up to 1000 hours of credit upon successful completion of testing for each of the Power-Training and/or Engine Modules, with the approval of a training staff and subject to availability.

Upon completion of the 1200-hour initial probationary period and the passing of the first skills modules, an apprentice may apply for up to 1000 hours credit



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for previous experience. This credit must be requested in writing to the JATC or its designated authority. For an apprentice to be eligible to challenge the test he or she must show documented hours of experience and/or have completed the skill module course.

In order to graduate, apprentices must have completed a minimum of 4000 hours on-the-job training and must have passed all of the Heavy Duty Repair Mechanic skills modules. Also, the apprentice must have obtained the required licenses, certifications, and safety courses as determined in the safety module.

Failure of one skills module will result in review of training progress to determine corrective action and may require the module to be repeated and passed. Failure of two (2) skills modules may result in suspension and/or termination from the Apprenticeship Program. Unsatisfactory attendance in either classroom or practical related training will result in failure of the skills module. If an apprentice fails to meet these requirements, he or she may be subject to review or disciplinary/corrective action up to and including cancellation of the apprenticeship agreement.

Apprentices, with the approval of the training staff and subject to availability, may challenge the course tests and petition to complete the apprenticeship program early. In order for an apprentice to challenge the test, they must show documented hours of experience and/or have completed the skills module course.

Any training not provided as part of the Heavy Duty Repair Mechanics courses specifically shall be provided by Operating Engineers Regional Training Program and local community technical colleges.

Safety Module	Course hours	Completion date
1st Aid/CPR	8 hour course	
Qualified Rig/Signal	4 hour qualification course	
Hazmat	40 hour course	
OSHA-10		

### **PRACTICAL RELATED TRAINING:**

1. Welding**-Module 1	136-148-hour course which covers welding skills needed in the construction trades. Training in safety practices and procedures in accordance with federal and state standards. The course
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	<p>consists of instructor led shop and classroom welding instruction in the following processes. SMAW, FCAW, TIG, Oxyacetylene cutting and Welding, Air-Carbon arc processes. Print-reading for welding.</p>
<p><b>2. Hydraulics/Hydrostatics* Module 2</b></p>	<p><b>100-hour course covers the hazards and safe working practices for hydraulic equipment. Includes theory and principles of pumps, motors, valves, cylinders, heat exchangers, accumulators, reservoirs, lines and conductors, flow meters and testing procedures, schematic reading, hydraulic symbols and both open and closed loop systems including labs, covering each topic.</b></p>
<p><b>3. Electrical Electrical/ECM* Module 3</b></p>	<p><b>100-hour Electrical course covering mobile construction equipment DC electrical circuits. Including theory and principles of AC and DC current, the hazards of working with DC and AC, generator, alternator, starter motors, D.C. Motors, controls and switching, power sources, charging systems, starting systems, testing and use of electrical test equipment, Electrical Schematic reading, Auxiliary electrical systems service of Electronic Control Modules: Electronic Control Systems for; Engines, Powertrain, Implement and Heating and Cooling systems with labs for each topic. Diagnostics</b></p>

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	<p>for Electronic Control Modules including scanner systems and laptop computer diagnostics with labs for each topic.</p>
<p><b>4. Diesel Engine* Module 4</b></p>	<p><b>100-hour course covers theory, principles and diagnostics as well as the safety aspects and concerns of working with diesel engines. Service of basic engine components; cylinder blocks, crankshafts and camshafts, pistons and liners, cylinder heads and valve trains, engine brakes and retarders. Engine Support Systems; fluids and lubricants, cooling systems, exhaust - Turbocharger systems, Air induction systems. Engine Diesel Systems; Mechanical Injection, Electronic - Mechanical Injection, Electronic - Hydraulic Unit injection, Engine Governor - Operation, Emission Control Devices, Diesel exhaust emissions and labs covering each topic.</b></p>
<p><b>5. Powertrains/Powershift* Module 5</b></p>	<p><b>100-hour course covering the safety procedures and hazards of working on Power-train systems of mobile equipment, Dry and oil clutches, Standard Transmissions, Bevel gear and steering clutches, Under-carriages and tracked equipment, Final drive reduction, gears, Bearings and seals. as well as theory and Principles of Operation of Power-shift transmissions, Torque Converters,</b></p>

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	<b>Hydraulic Controls, Planetary Gear Trains including labs covering diagnostics and each topic.</b>
<b>6. Air/Hydraulic Brake System* Module 6</b>	<b>100-hour course which covers the safety practices and procedures of working on Air and Hydraulic braking systems in accordance with Federal and State standards. Covers air and hydraulic braking systems, On and Off-Road vehicles with ABS systems, off road brake systems, Hydraulic brakes on automotive and mobile construction equipment, Booster Vacuum and Hydraulic assist Systems including labs covering diagnostics.</b>
<b>7. Labor History Education</b>	<b>10-hour requirement</b>

**Courses with asterisk (\*) are required to complete the apprenticeship program.**

**CDL – A CDL course is strongly recommended and available at the Training Center. Apprentices may call the training center for pre-enrollment requirements.**

**Welding Module\*\* If a Heavy-Duty Repair Mechanic Apprentice has an up to date WABO or AWS welding certification in either SMAW 3G and 4G or FCAW 3G and 4G can get credit for the Welding Module and will not be required to take the welding module.**

**Time spent in Related Supplemental Instruction classes shall not be considered as hours of work and the apprentice shall not be paid for time so spent.**

**Monthly hours reports should reflect the time spent in Related Supplemental Instruction but need not be broken down daily and cannot be included in with on-the-job training hours totals.**

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### **b. Objective Based Training - Apprentice Construction Equipment Operator Requirements**

#### **RELATED/SUPPLEMENTAL TRAINING:**

The JATC recognizes that individual's progress through their apprenticeship program at different rates based upon their aptitude and attitude combined with practical learning experiences. In recognition of this, the J.A.T.C. has set in place policies and procedures, which acknowledge superior performance and reward it accordingly through apprenticeship advancement or early completion. The concept of Objective Based Training is designed to meet these requirements. Objective based training is where the focus is to train students to pass a written and timed performance test on each piece of equipment. Students receive the same focused and specific training as a group. Therefore, successful students arrive at a fundamentally higher skill level with a minimum journey level skill standard being achieved.

#### **POLICY FOR ADVANCEMENT OR EARLY COMPLETION:**

Written and practical exams must be passed with a score of 80% or above.

To receive a wage increase at 2000 hours satisfactory progress must be maintained in related and on-the-job training. All required licenses and certifications must be obtained. To receive a wage increase at 4000 hours of on-the-job training, apprentices must have passed at least 1 skills module at journey level. All required licenses and certifications must be maintained.

Upon completion of the 1200 hours initial probationary period and passing the first skills modules, an apprentice may apply for up to 1000 hours credit for previous experience. This credit must be requested in writing to the J.A.T.C. or its designated authority. Apprentice must show documented hours of experience and/or completed skills module for consideration.

In order to graduate, apprentices must have completed a minimum of 4000 hours on-the-job training and passed at journey level, three (3) or more skills modules and obtained the required licenses, certifications, and safety courses as determined in the safety module.

Apprentices, with the approval of the training staff and subject to availability, may challenge the course tests and petition to complete the apprenticeship program early. For an apprentice to challenge the test, they must show documented hours of experience or have completed the skills module course.

Failure of a course/module will result in review of training progress to determine corrective action. Failure of two (2) courses/modules may result in suspension and/or termination from the Apprenticeship Program.

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Unsatisfactory attendance in either classroom or practical related training will result in failure of the course/module. If an apprentice fails to meet these requirements, they may be subject to review or disciplinary/corrective action.

Individuals who have reached 6000 hours of on-the-job training and not yet passed three skills modules will be required to report for testing by the training office. Individuals refusing to test or failing testing may have disciplinary action taken up to and including cancellation of their apprenticeship agreement. Individuals failing a skills module three times shall have their performance reported to the JATC by the training director or coordinators.

### Safety Courses, Licenses and Certifications

<b>Hazmat</b>	<b>40-hour course</b>
<b>RSO</b>	<b>4-hour course</b>
<b>1st Aid/CPR</b>	<b>8-hour course</b>
<b>Qualified Rig and signal</b>	<b>4-hour course</b>
<b>OSHA-10</b>	<b>10 hour course</b>

**CDL - This course is strongly recommended and available at the training center. Apprentices may call the training center for pre-enrollment requirements.**

**Time spent in related supplemental instruction classes shall not be considered as hours of work and the apprentice shall not be paid for time so spent.**

**The Washington state apprenticeship standards in part "the apprentice shall attend related supplemental instruction classes not less than 160 hours per year when available." It also states, "in case of failure on the part of any apprentice to fulfill this obligation, the sponsor shall have the authority to withhold their periodic wage advancement, suspend or cancel the apprenticeship agreement."**

**Monthly hours reports should reflect that you are at related training but need not be broken down daily and cannot be included in your on-the-job training hours totals.**

### **PRACTICAL RELATED TRAINING:**

<b>1. Backhoe</b>	<b>80 Hour course</b>	<b>Teaches pre-operational checks and inspections, nomenclature. Develops familiarity with control functions, basic backhoe techniques, straight line digging, sloping ditch, maneuvering around obstacles and backhoe safety. Students</b>
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		should leave with the ability to dig a ditch to grade, safely dig past existing utilities, knowledge of sloping and shoring requirements.
2. Loader/ crusher	80 Hour course	Teaches pre-operational checks and inspections, nomenclature. Develops familiarity with control functions, basic loader techniques, feeding plant, stockpiling, pit operations, loader and crusher safety. Students should leave with the ability to efficiently load trucks, and operate loader safely in a variety of applications.
3. Basic Grade	80 Hour course	Stake reading, hubs and lath, slope work, offsets, laser set up and use, ground safety. Students should leave with the ability to transfer grades, pull slopes, use swedes, figure percent of fall, and safely apply those skills for work on a variety of different job applications.
4. Forklift	80 Hour course	Teaches pre-operational checks and inspections. Develops familiarity with control functions, basic forklifting techniques, basic load charts and a variety of skills including safe load handling, load placement on ground, trucks, and overhead. Students should leave with the ability to safely move different types of materials through congested areas and in a variety of situations.
5. Dozer/ Scraper	80 Hour course	Teaches pre-operational checks and inspections. Develops familiarity with control functions, basic dozer and scraper techniques, slot dozing, v-ditches, push cat applications, safety, proper traveling, cuts and fills, work patterns. Students should leave with a knowledge of the machine control and function of how to safely operate a dozer/scraper in a variety of job site situations.
6. Paving	80 Hour course	Teaches pre-operational checks and inspections. Develops familiarity with control functions, basic techniques for rollers, screed and topside operation, work patterns, laydown and compaction,

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		traffic safety, students should leave with the ability to safely operate the various pieces of equipment used in the asphalt industry.
<b>7. Basic Equipment</b> <b>*not a graduation module</b> <b>Roller</b> <b>Haul Truck</b> <b>Forklift – one year basic safety card</b>  <b>Rig and signal</b>	<b>80-Hour course</b>	Teaches pre-operational checks and inspections. Develops familiarity with control functions, basic operational techniques. Familiarity with crowns, inverts, patterns, sealing, and compaction safe techniques for compacting edges. Covers basics of haul truck operation, rigging, signaling, forklift principles and safe load handling and securing of load to transport. Students should leave with a basic knowledge of how to safely operate several pieces of equipment in a variety of situations.
<b>8. Excavator</b>	<b>80 Hour course</b>	Teaches pre-operational checks and inspections. Develops familiarity with control functions, basic Excavator techniques, work patterns, slope work, truck loading, deep digging, shoring requirements, boxes, sheets, pipe applications and laser, working around utilities, overhead hazards, excavator safety. Students should leave with the ability to safely operate an excavator in a variety of different applications.
<b>9. Basic Grader</b>	<b>80 Hour course</b>	Teaches pre-operational checks and inspections. Develops familiarity with control functions, basic grader techniques, inverts, crowns, supers, slopes, ditching, maintaining roadway, job layout, use of automatics, students should leave with the ability to safely operate a grader in a variety of different applications.
<b>10. Hoisting – note – for this course to count as a graduation module, student must achieve crane operator certification</b>	<b>160 Hour course</b>	Teaches pre-operational checks and inspections. Develops familiarity with control functions, basic hoisting techniques, load charts, range diagrams, crane set-up, heavy lift applications, crane safety, federal and state laws, use and understanding of LMI systems, rigging and signaling, students should



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		leave with a basic understanding of safe rigging and crane operations.
<b>11. Labor History Education</b>	<b>10-hour Requirement</b>	
<b>12. Elective - *not a graduation module - Blueprint Reading</b>	<b>20-Hour course</b>	<b>This course covers basics of blueprint reading, scaling from prints and plans, nomenclature and use of cut sheets. Students should leave with the ability to layout and track grade from existing given points of elevation and location using plans and specs.</b>
<b>13. Elective – *not a graduation module Introduction to GPS</b>	<b>20-Hour course</b>	<b>Basic GPS navigation, nomenclature, basics of topography, volume calculations, and ground safety. A student should leave with the ability to comfortably navigate through set up menu for GPS rover to mark defined points of known location and elevation.</b>

**c. Objective Based Training - Apprentice Hoisting Engineer Requirements**

**RELATED/SUPPLEMENTAL TRAINING:**

The JATC recognizes that individuals progress through their apprenticeship program at different rates based upon their aptitude and attitude combined with practical learning experiences. In recognition of this, the JATC has set in place policies and procedures which acknowledge superior performance and reward it accordingly through apprenticeship advancement or early completion. The concept of Objective Based Training (OBT) is designed to meet these requirements. OBT is where the focus is to train students to pass written and timed performance test on each piece of equipment. Students receive the same focused and specific training as a group. Therefore, successful students arrive at a fundamentally higher skill level with a minimum journey-level skill standard being achieved.

**POLICY FOR ADVANCEMENT OR EARLY COMPLETION:**

To receive a wage increase at 2000 hours, satisfactory progress must be maintained in related and on-the-job training. All required licenses and certifications must be obtained including a rigging and signal person certification. To receive a wage increase at 4000 hours of on-the-job training,

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apprentices must have passed at least one (1) skills modules. All required licenses and certifications must be maintained.

Upon completion of the 1200 hours initial probationary period and passing the first skills module, an apprentice may apply for up to 1000 hours credit for previous experience. This credit must be requested in writing to the J.A.T.C. or its designated authority. The apprentice must show documented hours of experience and/or completed a skills module course for consideration.

In order to graduate, apprentices must have completed a minimum of 4000 hours on-the-job training and passed the NCCCO or OECP tests, both written and practical in the areas of core knowledge and at least one (1) specialty test, and obtained the required licenses, certifications, and safety courses as determined in the safety module.

- a. Hoisting Engineer Apprentices will be reviewed every 1000 hours to verify actual hours of crane operation, except for the first 1000 hours of the apprenticeship.
- b. Upon reaching 2,000 hours of on-the-job training (OJT), Hoisting Engineer (HE) Apprentices must have completed their Entry Level Hoisting classes with a passing evaluation. They must also have acquired rigging, signaling, and forklift certifications. On or before reaching 5000 hours of OJT, HE apprentices must schedule their written and practical crane operator certification. Upon reaching 6,000 hours of OJT or graduating from the apprenticeship, all HE apprentices must have passed the written and practical tests for crane operator certification. Failure to complete and/or pass the required courses and certification tests may result in disciplinary measures up to and including suspension, withholding of next step increase raise, or cancellation of the Apprenticeship Agreement. Any action taken must meet the prescribed appeal requirements.

Apprentices, with the approval of the training staff and subject to availability, may challenge the course tests and petition to complete the apprenticeship program early. For an apprentice to challenge the test, they must show documented hours of experience or have completed the skills module course.

Failure of a course/module will result in review of training progress to determine corrective action. Failure of two (2) courses/modules may result in suspension and/or termination from the Apprenticeship Program. Unsatisfactory attendance in either classroom or practical related training will result in failure of the course/module. If an apprentice fails to meet these requirements they may be subject to review or disciplinary/corrective action.

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Individuals who have reached 6000 hours of on-the-job training and not yet passed the NCCCO test, both written and practical in the areas of core knowledge and at least one (1) specialty test will be required to report for testing by the training office. Individuals refusing to test or failing testing may have disciplinary action taken up to and including cancellation of their apprenticeship agreement. Individuals failing a skills module three times shall have their performance reported to the JATC by the training director or coordinators.

### **SAFETY COURSES, LICENSES AND CERTIFICATIONS:**

<b>Safety Module</b>	<b>Course Hours</b>	<b>Completion Date</b>
<b>Hazmat</b>	<b>40- Hour course</b>	
<b>RSO</b>	<b>4-- Hour course</b>	
<b>1st Aid/CPR</b>	<b>4-8-Hour course</b>	
<b>Rigging and Signaling with certification</b>	<b>40 - Hour course</b>	
<b>Forklift OSHA Certification</b>	<b>80-Hour course with practical exam</b>	
<b>OSHA-10</b>	<b>10-Hour course</b>	

A CDL course is strongly recommended for Hoisting Engineers and available at the training center. Apprentices may call the training center for pre-enrollment requirements.

**Forklift Safety Certification - Contact Training Office for class schedule.**

**Time spent in related supplemental instruction classes shall not be considered as hours of work and the apprentice shall not be paid for time so spent.**

**The Washington State apprenticeship standards state in part state. "the apprentice shall attend related supplemental instruction classes not less than 160 hours per year when available." It also states, "in case of failure on the part of any apprentice to fulfill this obligation, the sponsor shall have the authority to withhold their periodic wage advancement, suspend or cancel the apprenticeship agreement." Time spent in related supplemental instruction classes shall not be considered as hours of work and the apprentice shall not be paid for time so spent.**

**Monthly hours reports should reflect that you are at related training but need not be broken down daily and cannot be included in your on-the-job training hours totals.**

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**PRACTICAL RELATED TRAINING:**

<p><b>1. Basic Hoisting 1</b></p>	<p><b>160 - Hour course</b></p>	<p>Teaches pre and post-operational checks and inspections and oiler/operator responsibilities. Develops familiarity with control functions, basic hoisting techniques, load charts, range diagrams, crane set-up, heavy lift applications, crane safety, federal and state laws, use and understanding of LMI systems, rigging and signaling, students should leave with a basic understanding of safe rigging and crane operations.</p>
<p><b>2. Basic Hoisting 2</b></p>	<p><b>160 – Hour course</b></p>	<p>Teaches assembly and disassembly of cranes and attachments, all aspects of crane maintenance and crane placement for lift leveling and set up. Introduction of load charts: tipping vs structural, Gross/net capacity, Boom length/boom angle, notes to lifting, range diagram, boom configurations and tip height, ANSI/ASME Standards. Craning principles, Two-crane lifts, Personnel hoisting, Power line safety, crane communications (signaling), Operator responsibilities and safe load control.</p>
<p><b>3. Hydraulic crane</b></p>	<p><b>160 - hour course</b></p>	<p>This course teaches pre and post-operational inspections, Operator responsibilities, crane theory, load charts, tipping vs structural, assembly and disassembly, implements and attachments crane</p>

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		<p><b>maintenance, ground conditions, power line and other safety aspects, Intermediate to advanced hoisting skills on fixed and swing cab cranes: Control functions, crane placement for lift, leveling and set-up. Load control, multiple crane lifts and heavy hoisting. Simulated job site situations including under the hook and in the seat experience. Upon successful completion, a student should leave this course with the ability to take and pass a variety of different crane certifications.</b></p>
<b>4. Lattice boom Crane</b>	<b>160-Hour course</b>	<p><b>This course teaches pre and post-operational inspections, Operator responsibilities, ground conditions, power line and other safety aspects, crane theory, load charts, tipping vs structural, assembly and disassembly, implements and attachments, includes hydraulic as well as friction lattice boom cranes, crane set up for lifts, leveling, load control and operation of truck mounted and crawler type cranes. Upon successful completion, a student should leave this course with the ability to take and pass a variety of different crane certifications.</b></p>
<b>5. Tower Crane</b>	<b>80-Hour course</b>	<p><b>This course teaches pre and post-operational inspections, Operator responsibilities, load charts and safety aspects, proper climbing and PPE requirements,</b></p>

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		communication, rigging and signaling, Tower crane maintenance and operation. Upon successful completion, a student should leave this course with the ability to take and pass a tower crane certification.
<b>6. Rigging and Signal Person Certification</b>	<b>40-Hour course</b>	<b>This course covers inspections, identification and rigging with basic knowledge of hitch configurations, hardware, SWL (Safe working load) center of gravity, capacities, types, compatibilities, and basic knots and their applications, Recognize associated hazards, signaling operations, Situational awareness, proper hand and voice communication signals, basic knowledge of crane operations safety standards and regulations.</b>
<b>8. Forklift</b>	<b>80-hr course</b>	<b>Forklift safety, Load charts and capacities, control functions, maneuvering in and around obstacles. Teaches pre-operational checks and inspections. Develops familiarity with control functions, basic forklifting techniques, basic load charts and a variety of skills including safe load handling, load placement on ground, trucks, and overhead. Students should leave with the ability to safely move different types of materials through congested areas and in a variety of situations.</b>
<b>8. CDL Driving</b>	<b>To meet Department of</b>	<b>This course meets state and federal requirements</b>

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	<b>Licensing requirement</b>	<b>to obtain a CDL driver's license. Course content includes Driver safety and responsibilities. Control functions, gear selection, maneuvering and backing, securing the load, as well as all rules and laws regarding the safe and legal operation of a commercial vehicle.</b>
<b>9. NCCCO Certification</b>		<b>NCCCO Written and Practical exams core and one (1) specialty exam must be passed to achieve certification which is necessary to complete the Objective Based Training portion of the Hoisting Engineer Apprenticeship</b>
<b>10. Labor History Education</b>	<b>10-hour requirement</b>	

**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).

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### 3. Sponsor Procedures:

#### a. Hiring of Apprentices:

Employers desiring an apprentice shall place a job request with the Training Office.

#### b. Periodic Evaluation and Record Books:

- (1) Each apprentice will be furnished with a "Record Book", to track OJT hours, which must be signed or initialed at the end of each month by the timekeeper or foreman supervising the apprentice. The record must be submitted to the Training Office no later than the fifteenth day of the following month, regardless if apprentice is working or not. There is no grace period. OJT hours may be submitted in person, by mail, fax, or electronically. OJT hour reports must be up to date. The apprentice will not be allowed to check in on the out of work list until the hours are brought up to date.
- (2) If an apprentice is late turning in the monthly OJT hour report, he or she will not receive credit for the hours submitted. The apprentice will not be allowed to get on the out of work list as they are out of compliance with the standards of their apprenticeship. Any apprentice who is three (3) or more months delinquent on the OJT hour reports may be suspended and required to appear before the JATC.
- (3) The Apprenticeship Committee or their designated authority shall have authority to withhold advancement, suspend or cancel the Agreement for failure to comply within the probationary period.
- (4) The falsification of records by the apprentice will result in disciplinary action by the Apprenticeship Committee.
- (5) If the apprentice submits late reports and the hours submitted would raise the apprentice to a higher wage classification, notification by the Training Office will require the employer to pay the higher wage rate only from the date the report was received by the Training Office.
- (6) Every 1000 hours of progress will be reviewed for each apprentice. All parties participating under the Standards may be asked for a report on each apprentice.



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### **c. Employment Policies:**

- (1) No registered apprentice may quit their job without first notifying the Training Coordinator or the Training Office. Apprentices who violate this clause may be subject to disciplinary action or cancellation from the program.**
- (2) Apprentices who have been terminated for cause twice (2) may be subject to immediate suspension until the Apprenticeship Committee determines what action to take.**
- (3) Apprentices must follow the dispatch policy as outlined below. Apprentices who violate this clause may be subject to disciplinary action or cancellation from the program. Apprentice OJT hour reports must be submitted on time or the apprentice will not be allowed to be on the out of work list until the hours are brought up to date.**
  - i. Apprentices may turn down the first dispatch, if they so choose. The second turn down or refusal to work will place the apprentice at the bottom of the out-of-work list. Upon the third turn down or refusal to work, the apprentice may be suspended until the JATC takes action at the next meeting. If an apprentice has completed the initial probationary period, he or she will be required to appear before the JATC to show cause why he or she should not be cancelled from the program.**
  - ii. If an apprentice accepts a dispatch and then cannot fulfill the job, he or she must contact the Training Office or Training Coordinator in a timely manner (enough time to dispatch someone else). If the apprentice accepts a dispatch and does not show up for work and does not provide a documented cause or reason for the no-show, he or she will be suspended and required to appear before the JATC. If deemed unavailable for work, appropriate disciplinary action will be taken by the JATC or its designated authority.**
  - iii. Apprentices will be deemed unavailable for work after ten (10) contact attempts.**
  - iv. The chain of attempted contacts/turn downs can only be broken by accepting a dispatch or requesting a leave of absence - military, medical, or personal leaves must be requested in writing from the training office.**
- (4) Labor and Management agree that there will be no discrimination in hiring or referral of apprentice Operating Engineers based on race, color, religion, national origin, or gender, including pregnancy and**

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gender identity, sexual orientation, genetic information or because they are an individual with a disability or a person 40 years old or older, providing further, that notwithstanding these hiring provisions, the JATC, when requested by an employer, shall dispatch to allow an employer to comply with local, state or federal affirmative action requirements; any other local, state, or federal law; or any reasonable contractual obligation imposed by an owner.

- (5) Any apprentice that has completed 1,200 hours of on-the-job training and is on the out of work list, may be called out by name by any signatory employer. The employer must contact the apprenticeship office to request an apprentice. As an exception, organizers utilizing a letter of understanding may permit new signatory employers to hire any apprentice off the list.

### d. Rotation:

- (1) Any apprentice who has completed the required number of hours in any one classification of work may be rotated from job to job by the Apprenticeship Committee or their designated authority and be replaced by an apprentice who has not completed the number of hours required for their particular classification.
- (2) Apprentices who have completed maximum hours in a training classification shall notify the employer and the Apprenticeship Committee representative.
- (3) In the event a rotation is necessary to achieve adequate on-the-job training, the apprentice will be rotated and a dispatch will indicate "Apprentice Rotation."

### e. Dress Requirements:

- (1) Each apprentice shall wear appropriate clothing to meet State safety requirements to include: work boots (preferably with steel toes; no tennis shoes), shirts that cover the shoulders (no tank tops or sleeveless shirts).
- (2) All apprentices shall wear appropriate PPE as required by the signatory contractor or owner of the project.
- (3) Apprentices violating dress requirements shall be subject to disciplinary action including temporary job suspension, or such action the JATC may deem necessary. Any action taken must meet the prescribed appeal requirements.

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f. Substance Abuse Testing:

The Apprenticeship Committee shall have the authority to adopt a drug and alcohol testing program in order to ensure that each apprentice can work and train safely in a drug and alcohol free environment. Each apprentice agrees to be subject to testing as a condition for maintaining his or her apprenticeship agreement.

g. Required Training:

All apprentices shall be released from "on-the-job" commitments to attend scheduled related supplemental instruction. Apprentices must maintain satisfactory progress in related training classes. Failure to complete and/or pass the required courses may result in suspension and/or cancellation of the apprenticeship agreement.

h. Policies for Advancement, Completion or Early Completion:

The JATC recognizes that individuals progress through their apprenticeship program at different rates based upon their aptitude combined with practical learning experiences. In recognition of this, the JATC has set in place policies and procedures which acknowledge superior performance and prior experience and reward it accordingly through apprenticeship advancement or early completion.

Any apprentice entering the apprenticeship with previous industry experience may, after completion of their initial probationary period of 1200 hours, and having passed a skills module may apply to receive up to 1000 hours of credit for this experience. This credit must be applied for in writing and be submitted to the JATC for consideration not less than 20 days prior to the next scheduled JATC meeting. The JATC will evaluate the apprentice's on the job and related training performance to date and award the credit it deems appropriate.

After the completion of at least 4000 hours of actual on the job training, any apprentice who has met the graduation requirements of their apprenticeship other than completion of all RSI and on-the-job hours and achieved journey-level competence - as verified through written and practical examination where applicable - may request early completion. The apprentice must have demonstrated journey-level competency in the required number of skill areas and have successfully completed all required related safety courses as outlined in each individual occupation's related supplemental instruction and the apprenticeship handbook provided by the sponsor. To be granted journey-level status between 4000 and 5,999 hours of on-the-job training, an apprentice must submit a request in writing to the JATC to complete his/her apprenticeship early.

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Normal completion of the apprenticeship is anticipated at 6000 hours of on-the-job training. At approximately 5000 hours of on-the-job training the apprentice is expected to have scheduled any remaining RSI courses and/or testing necessary to complete their apprenticeship graduation requirements in a timely way.

Any apprentice reaching 6000 hours of on-the-job training who has not met the requirements to graduate may be required to report for training and/or testing at the convenience of the sponsor to assess journey-level competency in their occupation and/or create an action plan to meet the graduation requirements. Failure to report for training/testing as required or failure of required test/s may result in disciplinary measures up to and including cancellation from the apprenticeship program.

### **i. General Work and Training Policies:**

To advance through and complete the apprenticeship program, satisfactory progress must be maintained in related and on-the-job training. The apprentices are subject to standard industry expectations including, but not limited to, accepted work/training rules pertaining to all safety codes, dependability and reliability, extensive tardiness or absenteeism. Upon proper and legal review by the Apprenticeship Committee, the apprentice may be canceled from the Apprenticeship Program for failure to abide by these work and training policies.

**NOTE:** Any infractions of any of the aforementioned rules of Washington State Standards may result in suspension/expulsion from work and/or training. The apprentice may be required to appear before the Joint Apprentice Training Committee (JATC) for disciplinary action at which time their agreement may be cancelled in accordance with the Rules and Regulations of the Washington State Apprenticeship and Training Council.

### **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.

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- 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].
  3. Sponsor Disciplinary Procedures:
    - a. **Suspension/Termination**:
      - (1) **If an apprentice fails or refuses an alcohol or drug test, he or she will be ineligible for dispatch and will be suspended from the program and required to report to an approved and accredited rehabilitation program which conducts in person evaluations within fourteen (14) days. The apprentice must release the results of the evaluation to the Training Office and show documented proof of being in compliance with any recommended treatment plan before being placed on the out-of-work list at the bottom. If an advanced apprentice does not remain in full compliance with his or her rehabilitation program until it is completed, he or she will be suspended and brought before the JATC and their apprenticeship agreement may be cancelled. If an apprentice is in his or her probationary period and does not remain in full compliance until the rehabilitation program is completed, he or she will be automatically cancelled from the apprenticeship program.**

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### **C. Apprentice Complaint Procedures:**

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

### **D. Apprentice Complaint Review/Appeals Procedures:**

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

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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. 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 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

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- 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.

### **C. Management of Apprentices:**

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement with the Department before the apprentice attends RSI classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.



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2. The sponsor must notify the Department within 30 days of all requests for disposition or modification to apprentice agreements, which may include:
  - a) Certificate of completion
  - b) Additional credit
  - c) Suspension (i.e. military service or other)
  - d) Reinstatement
  - e) Cancellation
  - f) Corrections
  - g) Step Upgrades
  - h) Probation Completion date
  - i) Other (i.e., name changes, address)
  - j) Training Agent Cancellation
3. The sponsor commits to rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

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### D. Training Agent Management:

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

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

1. Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa. If the committee does not indicate its definition of quorum, the interpretation will be "50% plus 1" of the approved committee members. The sponsor must also provide the following information:
  - a. Quorum: **A quorum must be present to carry on the regular business of the Apprenticeship Committee. A quorum shall consist of two (2) members from each group, the employer and the union. The Unit Vote System shall prevail.**
  - b. Program type administered by the committee: **GROUP JOINT**

**The Apprenticeship Committee shall be composed of eight (8) members four (4) of whom shall represent the International Union of Operating Engineers, Locals #302 and #612, and four (4) of whom shall represent the Seattle and Tacoma chapters of the Associated General Contractors of America.**

**Meetings of the Apprenticeship Committee shall be held three (3) times a year or more frequently, if necessary. The Chairman or Secretary of the Apprenticeship Committee or their designated authority shall have the authority to call and establish the date of the meetings. Any member of the Apprenticeship Committee shall have the authority to request the Chairman to call a meeting of the Apprenticeship Committee.**

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c. The employer representatives shall be:

**Andrew Ledbetter, Secretary  
AGC of Washington  
1200 Westlake Avenue N. #301  
Seattle, WA 98109**

**Dennis Ahl  
Kiewit Infrastructure West Co  
33455 6th Avenue South  
Federal WA, WA 98003**

**Torrey Johnson  
Tucci and Sons  
4224 Waller RD  
Tacoma, WA 98443**

**Bill Grady  
KLB Construction  
PO Box 158  
Mukilteo, WA 98275**

d. The employee representatives shall be:

**Daren Konopaski, Chair  
IUOE Local 302  
PO Box 127  
Silverdale, WA 98383**

**Duane R. Lee  
IUOE Local 612  
1555 Fawcett Avenue  
Tacoma, WA 98402**

**Todd Mickelson  
IUOE Local 612  
1555 Fawcett Avenue  
Tacoma, WA 98402**

**Kurt Koegen  
IUOE Local 302  
18701 – 120<sup>th</sup> Avenue NE  
Bothell, WA 98011**

F. Plant programs

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

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

**NONE**

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**XII. SUBCOMMITTEE:**

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

**NONE**

**XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/ training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Ole K. Fjellstad, Administrator  
16921 Vantage Highway  
Ellensburg, WA 98926**

**Lacey A. Hall, Training Coordinator  
16921 Vantage Highway  
Ellensburg, WA 98926**

**Shannon M. Watson, Training Coordinator  
16921 Vantage Highway  
Ellensburg, WA 98926**

**Karl J. Magnusson, Training Coordinator  
16921 Vantage Highway  
Ellensburg, WA 98926**