



**APPRENTICESHIP PROGRAM STANDARDS**  
**adopted by**

**EVCO SOUND & ELECTRONICS, INC.**

(sponsor name)

Occupational Objective(s):

SOC#

Term [WAC 296-05-015]

**LOW VOLTAGE ELECTRICIAN**

**49-2022.03**

**4800 HOURS**



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

**APPROVAL:**

N/A

Provisional Registration

JANUARY 16, 2020

Standards Last Amended

OCTOBER 19, 1984

Permanent Registration

By: MARK RIKER

Chair of Council

By: CHRIS BOWE

Secretary of Council

## EVCO SOUND & ELECTRONICS, INC.

### INTRODUCTION

This document is an apprenticeship program standard. Apprenticeship program standards govern how an apprenticeship works and have specific requirements. This document will explain the requirements.

The director of the Department of Labor and Industries (L&I) appoints the Washington State Apprenticeship and Training Council (WSATC) to regulate apprenticeship program standards. The director appoints and deputizes an assistant director to be known as the supervisor of apprenticeship who oversees administrative functions through the apprenticeship section at the department.

The WSATC is the sole regulatory body for apprenticeship standards in Washington. It approves, administers, and enforces apprenticeship standards, and recognizes apprentices when either registered with L&I's apprenticeship section, or under the terms and conditions of a reciprocal agreement. WSATC also must approve any changes to apprenticeship program standards.

Apprenticeship programs have sponsors. A sponsor operates an apprenticeship program and declares their purpose and policy herein to establish an organized system of registered apprenticeship education and training. The sponsor recognizes WSATC authority to regulate and will submit a revision request to the WSATC when making changes to an apprenticeship program standard.

Apprenticeships are governed by federal law (29 U.S.C 50), federal regulations (29 CFR Part 29 & 30), state law (49.04 RCW) and administrative rules (WAC 296-05). These standards conform to all of the above and are read together with federal and state laws and rules

Standards are changed with WSATC approval. Changes are binding on apprentices, sponsors, training agents, and anyone else working under an agreement governed by the standards. Sponsors may have to maintain additional information as supplemental to these standards. When a standard is changed, sponsors are required to notify apprentices and training agents. If changes in federal or state law make any part of these standards illegal, the remaining parts are still valid and remain in force. Only the part made illegal by changes in law is invalid. L&I and the WSATC may cooperate to make corrections to the standards if necessary to administer the standards.

Sections of these standards identified as bold **“insert text”** fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of these standards are boilerplate and may only be modified by the WSATC. See WAC 296-05-003 for the definitions necessary for use with these standards.

\*All sponsor inserted language must meet or exceed minimum requirements as established in the Limited Energy Electrician Minimum Guideline Standard.

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Sponsor Introductory Statement (Required):

**The following standards have been developed by the Evco Sound and Electronics, Inc., Employer and Employee Apprenticeship Committee representatives, and assisted by the Department of Labor and Industries, Office of Apprenticeship Region 6 Apprenticeship Consultant.**

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor must train inside the area covered by these standards. If the sponsor wants to train outside the area covered by these standards, the sponsor must enter a portability agreement with a sponsor outside the area, and provide evidence of such an agreement for compliance purposes. Portability agreements permit training agents to use apprentices outside the area covered by the standards. Portability agreements are governed by WAC 296-05-009. The WSATC may consider the ability to deliver RSI, demonstrated work history, and history of adherence to electrical rules and laws in the proposed Geographic Area.

**The area covered by these standards are the counties of Adams, Asotin, Benton, Chelan, Columbia, Douglas, Ferry, Franklin, Garfield, Grant, Kittitas, Lincoln, Okanogan, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman, and Yakima.**

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

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

Age:           **Applicants shall be at least 18 years of age.**

Education:   **Must be a high school graduate from a school accredited by a State Education Agency; or Have a qualifying GED score of 2500 (minimum score of 250 if taken before 2002); or a High School Equivalency score of 600 or higher; or Have completed an Associate degree or higher from a school accredited by a State Education Agency; and**

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

Physical:     **Be physically and mentally capable of performing the work of this trade, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.**

Testing:       **Not applicable**

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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 Procedure (chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex (including pregnancy and gender identity), sexual orientation, color, religion, national origin, age, genetic information, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations.

#### **A. Selection Procedures:**

- 1. All interested applicants shall make applications on forms provided by the apprenticeship committee at Evco Sound and Electronics, Inc., 3511 East Trent, Spokane, WA 99202. Applications must be picked up in person. Applications are available year around, Monday through Thursday, excluding holidays.**
- 2. A completed application shall be returned within 30 days and contain the following supporting applicant documentation as follows:**
  - a. Completed and legible application for apprenticeship.**
  - b. Current Driver License that provides proof of age.**
  - c. High School Diploma, or certified High School Equivalency, and/or technical electrical Associate's degree. Applicant must provide transcripts for each educational attainment.**
  - d. Copy of Social Security Card.**
  - e. Copy of DD-214, if applicable.**

**If the applicant wishes to supplement the application, they may submit 3 letters of recommendation from former employers. Letters should include applicant's detailed electrical employment history and electrical tasks performed. When circumstances apply, electrical work performed during military service is encouraged to be included. Successfully completed state approved CEU electrical class and/or technical or community college electrical education shall be accompanied by verifiable certificates and/or transcripts. It is the responsibility of the applicant to verify all previous electrical experience through the Department of Labor and Industries Electrical Licensing Section per RCW 1928.**

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**Applications not completed and returned within 30 days will not be processed. The applicant will be notified.**

- 3. As an apprenticeship position becomes available, the committee will notify successful apprentice applicant(s) of their interview date, time and location before apprenticeship committee representatives.**
- 4. All applicants will be asked identical interview questions pertaining to applicant fitness for the apprenticeship program. The applicant(s) will be evaluated, scored, and ranked. An applicant shall attain a score of "80" to be placed in the ranked eligibility pool. Applicants will be listed according to their score. All other applicants may reapply after 6 months.**
- 5. Based upon the applicant's ranked score per the ranked eligibility pool, the committee shall offer the applicant an apprenticeship registration opportunity.**
- 6. All applicants shall keep the apprenticeship committee representatives apprised of their current contact information that includes name, address, contact phone number, and/or if available email address.**
- 7. Qualified applicants will remain on the ranked eligibility list for a period of two (2) years. A qualified applicant may remove their name from the ranked eligibility list by written request to the apprenticeship committee. The list will include disposition and/or circumstance of each individual and will be reflected in applicant's individual file.**
- 8. After selection and prior to registration, qualified applicants must:**
  - a. Complete and pass a substance abuse test; a condition of employment and at no cost to the applicant.**
  - b. Submit to a background check, at no cost to the applicant. Any applicant whose responses on the self-report portion of the background check form do not match the answers received from the background check company may be removed from the qualified applicant pool.**
  - c. Provide proof they possess a valid driver license.**
  - d. Provide proof of dependable transportation such as a vehicle registration.**
- 9. Exceptions (Direct Entry) for all applicants:**
  - a. A successful applicant or employee not qualifying as a journey-level worker shall be evaluated by the committee using constant standard non-discriminatory means and registered at the appropriate period of apprenticeship based on verifiable previous work experience and related training.**

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- b. Veterans completing military technical training school and participated in a registered apprenticeship program, or completed military technical training school in a recognized apprenticeable occupation, may be given direct entry into the apprenticeship program. Applicant must provide copy of DD-214.**

**The committee shall evaluate the military training and on-the-job learning experience received in order to grant appropriate credit per the term of apprenticeship and appropriate wage rate. All credit for previous electrical experience must be verified through the Department of Labor and Industries Electrical Licensing Section per RCW 19.28.**

- c. The committee may pierce the applicant and/or ranked list to meet minority or women affirmative action requirements.**

**The committee may waive all minimum requirements under these circumstances.**

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

- 1. Participating in workshops conducted by employment service agencies, school districts, and community based organizations to increase apprenticeship program awareness of apprenticeship opportunities.**
- 2. Granting to all applicants, without prejudice, advance standing or credit for previously acquired experience, training, skills, or aptitude.**
- 3. Engage in any other such actions to insure that recruitment, selection, employment, and training of apprentices shall be without discrimination because of race, color, religion, national origin, or sex.**

### **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].

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**The term of apprenticeship shall be 4,800 hours of reasonably continuous employment including the probationary period.**

### **V. INITIAL PROBATIONARY PERIOD:**

An initial probationary period applies to all apprentices, unless the apprentice has transferred from another program. During the initial probationary period an apprentice can be discharged without appeal rights. An initial probationary period is stated in hours or competency steps of employment. The initial probationary period is not reduced by advanced credit or standing. During an initial probationary period, apprentices receive full credit for hours and competency steps toward completion of their apprenticeship. Transferred apprentices are not subject to additional initial probationary periods [WAC 296-05-003].

The initial probationary period is [WAC 296-05-015(22)]:

- A. The period following the apprentice's registration into the program. An initial probationary period must not be longer than twenty percent of the term of the entire apprenticeship, or longer than a year from the date the apprenticeship is registered. The WSATC can grant exemptions for longer initial probationary periods if required by law.
- B. The period in which the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice may terminate the agreement without a hearing or stated cause. An appeal process is not available to apprentices in their initial probationary period.
- C. **The probationary period shall be the first 960 hours of the employment or one year from date of registration, whichever occurs first.**

### **VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS**

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

- 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

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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 exception 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:

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

### **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.
- 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. Low Voltage Electrician**

Step	Hour Range or competency step	Percentage of journey-level wage rate*
<b>1</b>	<b>0000 - 800 hours</b>	<b>60%</b>
<b>2</b>	<b>801 - 1600 hours</b>	<b>70%</b>
<b>3</b>	<b>1601 - 2400 hours</b>	<b>80%</b>
<b>4</b>	<b>2401 - 3200 hours</b>	<b>90%</b>
<b>5</b>	<b>3201 - 4800 hours</b>	<b>95%</b>

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



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\*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.

### **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.

<b><u>A. Low Voltage Electrician</u></b>	<b><u>Approximate Hours/Competency Level</u></b>
<b>1. Intercommunication Systems.....</b>	<b>800</b>
a. Punch block applications	
b. Wiring and splicing	
c. System Headend Designs	
d. Shielding requirements	
e. Basic intercom systems	
f. VOX technology	
g. Intercom speakers	
h. Output page zoning techniques	
i. System Programming	
j. Clock interconnections with intercom	
k. Intercom Displays	
l. Call Switch installation	
m. Phone interconnections and telephony	
<b>2. Sound Reinforcement Systems.....</b>	<b>800</b>
a. Speaker circuit wiring and proper testing	
b. Speaker Application and coverage patterns	
c. Microphone Applications	
d. Amplifier Application, conventional and distributed	
e. Mixer: analog, digital, and automixers	
f. Speaker protection devices	
g. Crossover application and functional description	
h. System dynamics application, compressors and limiters	
i. Equalization, tuning and timing	
j. Sound System Maintenance	
k. Use of test equipment	
l. Networked audio systems application	
m. DSP programming and user interface	
n. Basic speaker rigging practices	

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<b>3.</b>	<b>CATV Distribution Systems.....</b>	<b>200</b>
	a. Wiring and distribution methods	
	b. Cable, connectors, and tools	
	c. Calculation of distribution losses and loads	
	d. System head end and designs	
	e. System balancing and testing procedures	
<b>4.</b>	<b>Fire Alarm Systems.....</b>	<b>600</b>
	a. Identification of input devices	
	b. Identification of output devices	
	c. Sprinkler manifold designs	
	d. NAC amplifier designs	
	e. FACP component identification and designs	
	f. Installation and wiring techniques	
	g. Detector area coverage	
	h. System Programming	
	i. Monitoring/DACT purpose and installation	
	j. System testing	
<b>5</b>	<b>Security/Access Control.....</b>	<b>500</b>
	a. Device identification and installation	
	b. Addressable device programming	
	c. Door controls	
	d. System Programming	
	e. System Testing	
	f. Monitoring setup	
	g. Wiring methods and splicing	
	h. Main Panel component identification and designs	
<b>6.</b>	<b>Nurse Call .....</b>	<b>500</b>
	a. Device identification and installation	
	b. Wiring and splicing methods	
	c. Power and data run requirements	
	d. System Programming	
	e. System Testing and troubleshooting	
<b>7.</b>	<b>Audio/Visual .....</b>	<b>600</b>
	a. Wiring requirements	
	b. Soldering techniques	
	c. Device identification and installation	
	d. General A/V design	
	e. Projector connections and setup	
	f. System Testing	
	g. Intercom interfaces	
	h. Video and audio formats	

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<b>8</b>	<b>Closed Circuit TV .....</b>	<b>300</b>
	a. Camera setup	
	b. Camera power and data wiring	
	c. Headend Systems	
	d. Mounting techniques for indoor and outdoor cameras	
	e. Alignments/focusing	
	f. System programming and testing	
<b>9.</b>	<b>Master Time Clock Systems.....</b>	<b>100</b>
	a. Identification of clock sync systems	
	b. Interface to intercom systems	
	c. Circuit protection	
	d. Clock power supplies	
	e. System programming	
<b>10.</b>	<b>Construction Safety .....</b>	<b>100</b>
	a. Correct use of scaffolding and ladders	
	b. Power tool safety	
	c. First aid	
	d. Proper use of lift hoist	
	e. Low voltage code requirements and wiring methods	
<b>11.</b>	<b>Local Area Networks .....</b>	<b>200</b>
	a. Wiring methods	
	b. Wiring configurations and terminations	
	c. Wiring testing	
	d. System labeling	
	e. Headend equipment identification	
	f. Basic IP fundamentals and addressing	
<b>12.</b>	<b>Computer Applications .....</b>	<b>100</b>
	a. Basic computer knowledge	
	b. Hardware configurations	
	c. Network knowledge	

**TOTAL HOURS: 4800**

**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

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

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

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

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

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

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

☐ Supervised field trips (only in excess of the required 144 minimum classroom hours)

☒ Sponsor approved training seminars (must be supervised by competent instructor - specify): **Rauland Borg Systems Schools for Responder & Telecenter Systems, QSC System Training**

☐ Sponsor approved online or distance learning courses (only in excess of the required 144 minimum classroom hours-specify)

☐ State Community/Technical college

☐ Private Technical/Vocational college

☒ Sponsor Provided (lab/classroom)

☒ Other (specify): **Training Manuals**

B. **(144)** 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.*

C. Additional Information:

1. The RSI hours identified above shall be 144 hours/year of competent instructor led classroom instruction (“must” include lab or hands-on instruction)

- This requirement includes a minimum of 432 RSI hours over the term of apprenticeship under the same conditions.

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- On-line would not be excluded as a delivery method but could only be offered for hours over the 144 annual minimum/432 cumulative total.
- 2. RSI plans shall be updated by the sponsor every five years or as requested by the department to ensure compliance with these standards.
- 3. Competent Instructor qualifications shall include the following:
  - Meets requirements of WAC 296-05-003, excluding the Journey Level Experience requirement
  - Meets requirements of WAC 296-46B-970, excluding the following;
    - Manufacturer/Vendor representative when not accompanied by Competent Instructor
    - Electrical Administrator with no Journey level trade qualification

### **Training Manuals:**

**Extron Training Manuals**  
**Crewstron Training Manuals**  
**Rauland Borg Educational Training Manual**  
**Gamewell Manuals**  
**Rauland Borg Healthcare Training Manuals**  
**S-2 Training Manuals**  
**Secure Plex Installation and Service**  
**Altec, Biamp, and Crown Installation**  
**DMP Training Manuals**  
**NSCA Training Manuals**  
**ExacqVision Training Manuals**

## **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

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to the occupation. All sponsors need to ensure a fair and equitable process is applied to all apprentices seeking advanced standing or credit per WAC 296-05-015 (11).

### **3. Sponsor Procedures:**

- 1. The apprentice shall keep a permanent record of their on the job hours/progress, as well as related supplemental instruction and shall submit this complete, and legible record to a designated apprenticeship committee representative on the 5th day of the month following the previous month. The purpose of the permanent record is to support the committee's review, evaluation, and promotion to the next wage rate. This procedure may include apprentice disciplinary action before advancement, stay the apprentice's next wage progression period, or result in action up to cancellation.**
- 2. Upon apprentice's documented completion of the required number of Related Supplemental Instruction hours and required number of On the Job Training/Work Process hours, the apprentice will have 90 days to provide appropriate passing State Electrical Certification exam results to the designated apprenticeship committee representatives. Failure to provide the results within 90 days will result in suspension from the program until the passing exam results are produced. Failure to provide the passing exam results to the apprenticeship committee within 90 days of the suspension will result in termination from the program. The committee may elect to require the apprentice to repeat Related Supplemental instruction, assign tutoring, and/or re-rate the apprentice to a lesser wage progression.**

### **B. Disciplinary Procedures**

1. The obligations of the sponsor when taking disciplinary action are as follows:
  - a. The sponsor shall be responsible for enacting reasonable policies and procedures and applying them consistently. The sponsor will inform all apprentices of their rights and responsibilities per these standards.
  - b. The sponsor shall notify the apprentice of intent to take disciplinary action and reasons therefore 20 calendar days prior to taking such action. The reason(s) supporting the sponsor's proposed action(s) must be sent in writing to the apprentice.
  - c. The sponsor must clearly identify the potential outcomes of disciplinary action, which may include but are not limited to discipline, suspension or cancellation of the apprenticeship agreement.

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- 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:

**Each apprentice must adhere to the Evco Sound Employee Handbook. Those found not complying with the Employee Handbook procedures may be cancelled from the apprenticeship program.**

### **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

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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.
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



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apprenticeship program. Administrators and/or committee members must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC and these standards. If applicable, sponsors must develop procedures for:

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

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

### **B. Program Operations:**

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

Sponsors shall submit required reports through assigned state apprenticeship consultant.

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

#### **1. The following is a listing of forms/reports for the administration of apprenticeship programs and the time-frames in which they must be submitted:**

- a. Apprenticeship Agreements – within first 30 days of employment
- b. Authorization of Signature forms - as necessary
- c. Approved Training Agent Agreements– within 30 days of sponsor action
- 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

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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.
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.

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4. The sponsor shall periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
5. The sponsor has the obligation and responsibility to provide, insofar as possible, reasonably continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another program when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these standards. The new training agent will assume all the terms and conditions of these standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
6. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
7. The sponsor shall hear and decide all complaints of violations of apprenticeship agreements.
8. Upon successful completion of apprenticeship, as provided in these standards, and passing the examination that the sponsor may require, the sponsor will recommend the WSATC award a Certificate of Completion of Apprenticeship. The sponsor will make an official presentation to the apprentice who has successfully completed his/her term of apprenticeship.

### **D. Training Agent Management:**

1. The sponsor shall offer training opportunities for apprentices by ensuring reasonable and equal working and training conditions are applied uniformly to all apprentices. The sponsor shall provide training at an equivalent cost to that paid by other employers and apprentices participating in the program. The sponsor shall not require an employer to sign a collective bargaining agreement as a condition of participation.
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.

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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 is composed of three current committee members as long as there is at least one representative of both management and labor present.**
- b. Program type administered by the committee: **Individual Non-Joint**
- c. The employer representatives shall be:

**Kevin Bauer, Chair  
3511 East Trent Avenue  
Spokane, WA 99202**

**Bobby Pruitt  
3511 East Trent Avenue  
Spokane, WA 99202**

**Diane O’Neel  
3511 East Trent Avenue  
Spokane, WA 99202**

- d. The employee representatives shall be:

**Chris Bryant, Secretary  
3511 East Trent Avenue  
Spokane, WA 99202**

**Danny Matson  
3511 East Trent Avenue  
Spokane, WA 99202**

**Larry Nipp  
3511 East Trent Avenue  
Spokane, WA 99202**

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### **F. Plant programs**

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

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

**None**

### **XII. SUBCOMMITTEE:**

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

**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.

**Danny Mattson  
3511 East Trent Avenue  
Spokane, WA 99202**

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