



**STANDARDS OF APPRENTICESHIP
adopted by**

EVCO SOUND & ELECTRONICS, INC.

(sponsor name)

| <u>Occupational Objective(s):</u> | <u>SOC#</u> | <u>Term</u> |
|-----------------------------------|-------------------|-------------------|
| LOW VOLTAGE TECHNICIAN | 49-2022.03 | 6000 HOURS |



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

APPROVAL:

OCTOBER 19, 1984
Initial Approval

JULY 17, 2014
Committee Amended

JULY 16, 2015
Standards Amended (review)

JULY 17, 2014
Standards Amended (administrative)

By: LEE NEWGENT
Chair of Council

By: ELIZABETH SMITH
Secretary of Council

EVCO SOUND & ELECTRONICS, INC.

INTRODUCTORY STATEMENT

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

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

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

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of the standards are boilerplate and may only be modified by the WSATC.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

Sponsor Introductory Statement (Optional):

The following standards have been 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.

EVCO SOUND & ELECTRONICS, INC.

I. GEOGRAPHIC AREA COVERED:

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

The area 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 [see WAC 296-05-316(17)].

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

- Education: **Attained a High School Diploma, certified High School Equivalency, and/or technical electrical Associate's Degree.**

- Physical: **Be physically 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: **Applicants must complete the Compass test at their own expense with a score of: Writing Skills- 28, Reading Skills- 50, and Numerical Skills- 18.**

- Other: N/A

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

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of chapter 296-05 WAC and 29 CFR Part 30).

EVCO SOUND & ELECTRONICS, INC.

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (chapter 296-05 WAC) 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 passing Compass test scores.**
 - e. Copy of Social Security Card.**
 - f. 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.

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.**

EVCO SOUND & ELECTRONICS, INC.

- 4. All applicants will be asked identical interview questions pertaining to applicants 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 the 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.**
 - 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.**

EVCO SOUND & ELECTRONICS, INC.

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 1928.

- 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.

Discrimination Complaints.

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

IV. TERM OF APPRENTICESHIP:

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

The term of apprenticeship shall be 6,000 hours of reasonably continuous employment including the probationary period.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship.

EVCO SOUND & ELECTRONICS, INC.

Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The probationary period shall be the first 1,200 hours of the employment.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

The ratio of apprentices to journey-level workers shall be no more than one apprentice to one journey-level worker, per job site.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

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

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the

EVCO SOUND & ELECTRONICS, INC.

employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

| Step | Number of hours/months | Percentage of journey-level rate |
|----------|--------------------------|----------------------------------|
| 1 | 0000 - 1500 hours | 60% |
| 2 | 1501 - 2500 hours | 70% |
| 3 | 2501 - 3500 hours | 80% |
| 4 | 3501 - 4500 hours | 90% |
| 5 | 4501 - 6000 hours | 95% |

EVCO SOUND & ELECTRONICS, INC.

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

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

| <u>A. Low Voltage Technician</u> | <u>APPROXIMATE HOURS</u> |
|--|---------------------------------|
| 1. Intercommunication Systems..... | 1000 |
| 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 | |
| 2. Sound Reinforcement Systems..... | 1000 |
| 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 | |
| 3. CATV Distribution Systems..... | 300 |
| a. Wiring and distribution methods | |
| b. Cable, connectors, and tools | |

EVCO SOUND & ELECTRONICS, INC.

- c. Calculation of distribution losses and loads
- d. System head end and designs
- e. System balancing and testing procedures

- 4. Fire Alarm Systems.....600
 - 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

- 5 Security/Access Control.....600
 - 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

- 6. Nurse Call600
 - a. Device identification and installation
 - b. Wiring and splicing methods
 - c. Power and data run requirements
 - d. System Programming
 - e. System Testing and troubleshooting

- 7. Audio/Visual800
 - 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

- 8 Closed Circuit TV500
 - a. Camera setup
 - b. Camera power and data wiring

EVCO SOUND & ELECTRONICS, INC.

- c. **Headend Systems**
 - d. **Mounting techniques for indoor and outdoor cameras**
 - e. **Alignments/focusing**
 - f. **System programming and testing**
9. **Master Time Clock Systems.....150**
- a. **Identification of clock sync systems**
 - b. **Interface to intercom systems**
 - c. **Circuit protection**
 - d. **Clock power supplies**
 - e. **System programming**
10. **Construction Safety150**
- 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**
11. **Local Area Networks200**
- a. **Wiring methods**
 - b. **Wiring configurations and terminations**
 - c. **Wiring testing**
 - d. **System labeling**
 - e. **Headend equipment identification**
 - f. **Basic IP fundamentals and addressing**
12. **Computer Applications100**
- a. **Basic computer knowledge**
 - b. **Hardware configurations**
 - c. **Network knowledge**

TOTAL HOURS: 6000

EVCO SOUND & ELECTRONICS, INC.

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

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

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

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

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

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

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

- Supervised field trips
- Approved training seminars (specify): **Rauland Borg Systems Schools for Responder & Telecenter Systems**
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify): **Training Manuals**

144 Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

EVCO SOUND & ELECTRONICS, INC.

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

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

Additional Information:

Training Manuals:

**Telecenter 1100 Maintenance and Service
Responder 111 Maintenance and Service
Responder 3000 Maintenance and Service
Responder 8000 Maintenance and Service
Rauland 2490 Master Clock Installation
Rauland 2524 Maser Clock Installation
Secure Plex Installation and Service
Altec, Biamp, and Crown Installation**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

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

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

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

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

A. General Procedures

EVCO SOUND & ELECTRONICS, INC.

- 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, or stay the apprentice's next wage progression period, and 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. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

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

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

Prior to: 20 calendar days of intention of disciplinary action by a sponsor

- Sponsors must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action must be sent to the apprentice

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

EVCO SOUND & ELECTRONICS, INC.

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

If apprentice chooses to pursue the complaint further:

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

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

If the apprentice or sponsor disputes supervisor decision:

- Within: 30 calendar days of supervisor's decision, request for WSATC hearing
- Request must be in writing
 - Must specify reasons supporting the request
 - Request and supporting documents must be given to all parties
 - WSATC must conduct the hearing in conjunction with the regular quarterly meeting

- Within: 30 calendar days after hearing
- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
- Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not

EVCO SOUND & ELECTRONICS, INC.

exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

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

1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on request.

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

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

Forms are available on line at

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

- Apprenticeship Agreements – within first 30 days of employment
 - Authorization of Signature forms - as necessary
 - Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
 - Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
 - Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
 - Journey Level Wage Rate – annually, or whenever changed
 - Request for Revision of Standards - as necessary
 - Request for Revision of Committee - as necessary
 - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
 - On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Sponsor's introductory statement (if applicable)

EVCO SOUND & ELECTRONICS, INC.

- Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

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

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

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another

EVCO SOUND & ELECTRONICS, INC.

sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

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

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

EVCO SOUND & ELECTRONICS, INC.

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

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

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

Quorum: A quorum is composed of three current committee members.

Program type administered by the committee: **Individual Non-Joint**

The employer representatives shall be:

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

James Monteressi
3511 East Trent Avenue
Spokane, WA 99202

Larry Nipp
3511 East Trent Avenue
Spokane, WA 99202

The employee representatives shall be:

Bradley C. Hutchinson, Secretary
3511 East Trent Avenue
Spokane, WA 99202

Jim Morris
3511 East Trent Avenue
Spokane, WA 99202

Diane O'Neel
3511 East Trent Avenue
Spokane, WA 99202

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

EVCO SOUND & ELECTRONICS, INC.

XIII. TRAINING DIRECTOR/COORDINATOR:

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

NONE