



**STANDARDS OF APPRENTICESHIP  
adopted by**

**INTERNATIONAL ASSOCIATION OF HEAT AND FROST INSULATORS AND  
ALLIED WORKERS APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
<b>ASBESTOS WORKER</b>	<b>47-2132.00</b>	<b>5600 HOURS</b>



**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:**

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Committee Amended

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Standards Amended (review)

APRIL 17, 2014  
Standards Amended (administrative)

By: LEE NEWGENT  
Chair of Council

By: ELIZABETH SMITH  
Secretary of Council

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INTRODUCTORY STATEMENT

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

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

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

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

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

Sponsor Introductory Statement (Optional):

**The following Standards have been developed by the Inland Empire Chapter Western Insulation Contractors Association & Independent Contractors and Local Union No. 82, International Association of Heat and Frost Insulators and Allied Workers, and assisted by the Apprenticeship Section, Washington State Department of Labor and Industries.**

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**I. GEOGRAPHIC AREA COVERED:**

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

**Within the State of Washington: Adams, Asotin, Benton, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Whitman, Walla Walla, and Stevens Counties.**

**II. MINIMUM QUALIFICATIONS:**

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

Age:           **Attainment of minimum age of eighteen (18).**

Education:    **N/A**

Physical:      **Physical capability of performing the required work; that is work in high places off scaffolding or ladders, out-of-doors as well as indoors, including general physical ability without endangering the safety of him or herself and others on the work site. Must be able to perform the work of the trade. Applicant must provide evidence of physical ability as evidenced by a pre-employment examination by a qualified doctor of medicine, including a negative drug screen test at the applicant's expense.**

Testing:       **N/A**

Other:         **N/A**

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

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

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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. **Information of apprenticeship openings shall be posted in the International Association of Heat and Frost Insulators and Allied Workers Apprenticeship Committee office and disseminated in accordance with the Washington State Apprenticeship and Training Council equal employment opportunity plan, WA 296-05-400.**
2. **At least semiannually, a notice of Apprenticeship Opportunity Announcement shall be given to the proper agencies, in accordance with the WSATC EEO plan, indicating that applications are currently being accepted.**
3. **Applications are available on a year around basis and shall be provided by the International Association of Heat and Frost Insulators and Allied Workers Apprenticeship Committee. Applications are obtained during regular business hours at the Apprenticeship and Training office as noted below:**

**International Association of Heat and Frost Insulators and Allied Workers  
Apprenticeship Committee  
3919 East Main  
Spokane, Washington 99202**
4. **Applicants will be required to sign for applications, which will be numbered to correspond with their names. No person shall sign for or obtain an application for another person. Completed applications must be returned to the Apprenticeship and Training office within fourteen (14) calendar days of original receipt.**
5. **Prior to filing of an application, all proof of qualifications regarding proof of age via current valid driver license or birth certificate, evidence of physical ability as evidenced by a pre-employment examination by a qualified doctor of medicine, and a negative drug screen test per Section II (Minimum Qualifications) must be furnished by applicant, and attached to the completed application.**

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- 6. As determined by the Apprenticeship Committee and when apprenticeship openings occur, applicants who have met all the conditions previously stated will be notified in writing ten days prior for an oral interview. The interview will be conducted by Apprenticeship Committee members. The notice shall include the location, time, and date to appear for the interview and may indicate information pertaining to further applicant processing. All applicants will be asked identical questions.**
- 7. Selection of qualified applicants shall be in descending order of ranking. A minimum score of 60 per his/or her apprentice applicant interview evaluation form shall be necessary for qualification of a ranked qualified applicant.**
- 8. At its option, the Apprenticeship Committee will interview existing applicants as well as interview new applicants to determine ranking order and purge the active waiting list to determine those who have a continuing interest in being considered for the apprenticeship program.**
- 9. Ranked qualified applicants will be notified by certified mail of the Apprenticeship Committee's offer of apprenticeship registration and will be given thirty (30) days to respond and accept or deny the offer. The notice will state that if the applicant does not respond in writing or in person within the given indicated dates, the application will be withdrawn and placed in the dead file. Individuals wanting to be considered must reapply.**
- 10. Ranked qualified applicants will remain on the Eligibility List for a period of two (2) years, unless they do not accept an offer of apprenticeship registration, or through their own volition, request their removal from the Eligibility List.**
- 11. Ranked qualified applicants must actively seek employment in the Heat and Frost trade to remain on the Eligibility List. This can be accomplished by maintaining the ranked qualified applicant's name on Local 82 Out of Work List when not employed in a trade related job. The ranked qualified applicant shall call the Local 82 Business Agent on a monthly basis to maintain their name on the Eligibility List. The Out of Work List for Local #82 is located at 3919 East Main, Spokane, Washington, 99202.**
- 12. All applicants, (ranked or otherwise), in person or in writing, must keep the Apprenticeship Committee informed of their current phone number and address.**
- 13. Selected applicants not having a high school diploma or GED will be required to attain a GED prior to completion of apprenticeship.**

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14. There will be no discrimination during selection of qualified applicants and/or during apprenticeship, as well as after selections have been made, including but not limited to job assignment, lay-off, termination, rates of pay or other forms of compensation, or conditions of work. All registered apprentices shall be subject to the same job performance requirements.

15. **Exceptions:**

- a. An employee of an employer not qualifying as a journey-level worker becomes a training agent, he/she shall be evaluated by the apprenticeship program using constant standard nondiscriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.
- b. The individual who signs an authorization card during the organizing effort by an employer wherein fifty percent or more of the employees have signed whether or not the individual is approved as a training agent, an individual not qualifying as a journey-level worker shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training.
- c. The above requirements may be waived by the Committee if an applicant is deemed to be a benefit to the industry, or is a graduate of Job Corp, or Committee approved public school or vocational program, a transfer in good standing from an approved SAC/ATELS apprenticeship program, or a registered Native American who is/or will be working on a TERO project.

B. **Equal Employment Opportunity Plan:**

- 1. Dissemination of information concerning the nature of apprenticeship requirements for admission to apprenticeship, availability of apprenticeship opportunities, and sources of apprenticeship applications.
- 2. Participate in any workshop conducted by employment service agencies for the purpose of familiarizing school, employment service, and other appropriate personnel with the apprenticeship system and current opportunities therein.
- 3. Internal communication of the sponsor's equal opportunity policy in such a manner as to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid the sponsor in meeting its obligations under these rules.

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- 4. Utilization of journey-level workers to assist in the implementation of the sponsor's affirmative action program.**

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)].

**5,600 hours, within four twelve (12) month periods of reasonably continuous employment.**

**V. INITIAL PROBATIONARY PERIOD:**

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

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

**1,120 hours of employment shall constitute the probationary period.**

**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

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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 maximum number of apprentices to be employed per job site shall be one (1) apprentice for each journey-level worker.**

**A job site is considered to be the physical location where employees report for their work assignments. The employer's shop (service center) is considered to be a separate, single job site. All other physical locations where workers report for work are each considered to be a single, separate 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 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
<b>1</b>	<b>0000 - 1400 hours</b>	<b>60%</b>
<b>2</b>	<b>1401 - 2800 hours</b>	<b>70%</b>
<b>3</b>	<b>2801 - 4200 hours</b>	<b>80%</b>
<b>4</b>	<b>4201 - 5600 hours</b>	<b>90%</b>

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**VIII. WORK PROCESSES:**

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

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

**Employers shall see that all apprentices receive the necessary diversified experience and training in order to train and develop each apprentice into a skilled craftsman proficient in all the job processes of the trade as outlined herein.**

**Apprentices shall also be trained in the use of new equipment, materials, and processes as they come to be used in the occupation.**

**Apprentices shall perform all of the duties and tasks on the job associated with the craft.**

**The major work processes in which the apprentices will be trained, although not necessarily in the order listed, and the approximate hours, not necessarily continuous, to be spent on each area are as follows:**

**A. Asbestos Worker: Approximate Hours**

**APPLICATION OF INSULATING MATERIALS AND THEIR FINISHES:**

- |  |      |
|--|------|
| 1. Commercial .....  | 2000 |
| Plumbing, heating, air conditioning, (ducts covering and linings including plenums). Metal lagging pertaining to insulation. Pre-tab fittings, headcovers, firestopping and fire penetration and related work.         |      |
| 2. Industrial and Process Plant .....  | 3400 |
| Piping, vessels, equipment, etc. Metal lagging pertaining to insulation. Pre-tab fittings, headcovers, and related work.   |      |
| 3. Asbestos Certification and Abatement.....   | 200  |
| Asbestos Certification training, approved by the Washington State Department of Labor and Industries shall be a requirement for Asbestos Worker Apprentice, when training is supplied by the JATC or an agent therein. |      |

**TOTAL HOURS: 5600**

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**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

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

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

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

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

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

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

- Supervised field trips
- Approved training seminars (specify)
- A combination of home study and approved correspondence courses (specify):  
**International Heat and Frost Insulators and Allied Workers education curriculum**
- State Community/Technical college:
- Private Technical/Vocational college
- Training trust
- Other (specify): **Committee Approved Employer Training: (OSHA 10, C-Stop, Haz-mat, Asbestos removal, CPR, First-aid or any other training not done on the job, that may be required to maintain employment)**

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

- ( ) twelve-month period from date of registration.\*
- (X) defined twelve-month school year: **September** through **June**.
- ( ) two-thousand hours of on the job training.  
*\*If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

Additional Information:

NONE

**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

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

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

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

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

A. General Procedures

1. **Each apprentice employed under these Standards is required to apply himself/herself with diligence and care to the various assigned tasks, to protect the property and interests of the employer, the committee, and training facility in a proper and safe manner, to respect and obey the rules of the firm, the committee, the training facility and to conduct himself/herself at all times in a creditable manner, realizing that much**

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time, money, and effort are expended in affording him/her opportunity to become a skilled craftsman.

2. **Any apprentice failing to accept work as provided by the Collective Bargaining Agreement Article VIII, Union Security and Resident Employee and Hiring Arrangement Section 4(k)6, (the employee rejects ANY dispatches) will be called before the committee for disciplinary action.**
3. **Unexcused absences from the job site in excess of 10% of the work hours available for work in a calendar month will be adequate reason for the Apprenticeship Committee to request the apprentice to appear before the Apprenticeship Committee for the following action:**
  - a. **First count; deduction of two calendar months from eligibility for advancement.**
  - b. **Second count; deduction of two calendar months from eligibility for advancement.**
  - c. **Suspension from program.**
4. **The apprenticeship committee shall review every six (6) months the progress of each apprentice. All parties participating under the Standards shall be asked for a report on each apprentice.**
5. **The apprentice must promptly notify the Coordinator of any absence from school classes, stating the reason for absence. The Apprenticeship Committee at its discretion will examine the absence excuse and determine if the excuse is satisfactory. Unexcused absences will be adequate reason for the Apprenticeship Committee to request the apprentice to appear before the Apprenticeship committee for the following action:**
  - a. **Failure to attend one (1) class will result in the deduction of one (1) calendar month.**
  - b. **Failure to attend two (2) classes will result in the deduction of two (2) calendar months.**
  - c. **Failure to attend three (3) classes will result in suspension from the program.**
6. **An examination of the apprentice shall be given each year by the Apprenticeship Committee to determine his/her eligibility to receive the scheduled increase in his/her rate of pay. In these examinations, consideration shall be given to school attendance, progress, and daily employment record of the apprentice. The Apprenticeship Committee**

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shall be empowered to give all tests for qualifying of mechanics and of apprentices or improvers referred to them.

7. **If any apprentice fails any examination given by the instructor or the Apprenticeship Committee, he/she shall be given the opportunity to retake the test at two (2) intervals not greater than sixty (60) days each. If he/she does not pass any of these three (3) examinations, his/her apprenticeship agreement will be canceled, subject to review by the Washington State Apprenticeship and Training Council.**
8. **Any apprentice called before the Apprenticeship Committee three (3) times for cause and found in violation of the Standards will face cancellation of his/her apprenticeship. Should an apprentice quit an employer without the consent of the Apprenticeship Committee, said apprentice may be held back six (6) months toward his or her next advance by the Apprenticeship Committee action.**
9. **All registered apprentices, in person or in writing, must keep the Apprenticeship Committee informed of their current phone number and address.**

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

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

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

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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)
    - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan

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- 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 sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience

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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)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more

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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: **SEE ABOVE**

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

**The International Association of Heat and Frost Insulators and Allied Workers Apprenticeship Committee shall be composed of three (3) members representing employers and three (3) members representing the Union.**

The employer representatives shall be:

**Luke Bouy, Secretary  
11616 E. Montgomery Ave, #12  
Spokane Valley, WA 99206**

**Brian Burows  
702 N. California Ave  
Pasco, WA 99301**

**Rod Landby  
501 N. Quay St. Suite A-103  
Kennewick, WA 99336**

**Armando Enriquez, Alternate  
702 N. California Ave  
Pasco, WA 99301**

The employee representatives shall be:

**Terry Atchison, Chairman  
3919 E. Main  
Spokane, WA 99202**

**Sonny Sandretto  
2502 W. 7th Ave  
Kennewick, WA 99336**

**Jersain Orozco  
703 South Penn Place  
Kennewick, WA 99336**

**Mike Loberg, Alternate  
3919 East Main  
Spokane, WA 99202**

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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 approved by the main committee.

**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.

**Gary Murbach, Coordinator  
1324 N. Cleveland  
Kennewick, WA 99336**